

# **BSAR NSW OPERATIONS MANUAL**

**Edition: 27<sup>th</sup> October 2017**



# Introduction

Although Bush Search and Rescue New South Wales (BSAR NSW) can proudly trace its origins back to a significant Land Search and Rescue (SAR) operation in 1936, the Land SAR operation environment of today is very different.

BSAR NSW has moved on from simply being a pool of experienced bushwalkers that can be mustered up for search operations. BSAR NSW has become a professional, well-trained organisation that can fulfill a number of specialised roles in Land SAR under BSAR NSW's own coordination or under the coordination of NSW Police.

Standardisation and guidance must be provided to BSAR NSW members in order to fulfill Land SAR roles in an *effective* manner. The most capable technology is only effective for Land SAR if used in a *standardised* and *competent* manner. Fulfilling specialised tasks under minimal supervision also requires *standardisation* and *guidance* material. Seamless operations with other agencies requires adherence to higher-level policies and agreed to standards.

**Without *standardised* and *readily available* information BSAR NSW members will not be able to conduct effective Land SAR operations**

Standardised and readily available information is the glue that combines technology, people and agencies together to support effective outcomes. This Operations Manual provides the required information and standards so that BSAR NSW can conduct *effective* Land SAR operations for the people of NSW.

The BSAR NSW Operations Manual is *your* manual; be proactive and advise amendments to your Executive Committee as the SAR environment changes.

## Purpose of the BSAR NSW Operations Manual

The purpose of this manual is to:

- Be the primary source of BSAR NSW policy and procedures with respect to BSAR NSW operations
- Contain all current Policy Documents
- Contain all Standard Operating Procedures (SOP)
- Contain or reference all current Guidelines
- Contain all current Forms and Templates
- Reference VRA Policies and Procedures
- Reference State Rescue Board Policies and Directives
- Contain a copy of the BSAR NSW Constitution Objects

## How to use this Manual

Use the contents page. Use hyperlinks and bookmarks within the document to allow a simple click to the relevant section or annex for immediate reference.

If you are looking for something in particular, use the *find* function by simultaneously pressing 'Ctrl' (Control button) and 'F' (On PC's) or 'Command' (button) and 'F' (on Mac's) together. Enter your keywords into the search window and press enter. A list of found items will appear and you can then select each item to find your information.



Amendments from the previous edition are highlighted by a vertical black bar on the left side and adjacent to the amended area related to the release date. Additionally, the footer text and title page Edition date are highlighted one of three traffic light colours: green, yellow, red for each document version, in this colour sequence for each amendment release. These markings allow quick identification of a new edition and easy location of any recent change. An amendment summary also exists in the Amendment Status section after the Contents and Abbreviations pages.

## Read in conjunction

This Operations Manual should be read in conjunction with the following publications:

- *National Land Search Operations Manual* published by the Australian National Search and Rescue Council. The manual is available for download in pdf format at: <https://natsar.amsa.gov.au/land-search-manual.asp>
- *BSAR NSW Information Pack Handout* that includes a summary of the squad's history, aims, basic procedures and training requirements.

## Review responsibility

The BSAR NSW *Captain* is responsible for ensuring the contents of this Operations Manual are reviewed for relevance and correctness *at least* annually. Amendments are to be suggested to the BSAR NSW Executive Committee for approval.

The BSAR NSW Executive Committee is responsible for ensuring this manual is updated in a timely manner to reflect the most current approvals, policies, procedures and information.

## Authority to amend contents

The BSAR NSW *Executive Committee* is the authority to approve amendments to this manual.

## Copyright

Provisions of the *Copyright Act 1968* apply to this manual. BSAR NSW members may copy and disseminate this manual amongst BSAR NSW members electronically or by hard copy. Permission from the BSAR NSW Executive Committee is required for all other copying, dissemination or use by other organisations.





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# Abbreviations

ACMA	Australian Communications and Media Authority
AQF	Australian Qualification Framework
ALARP	As Low As Reasonably Possible
AMSA	Australian Maritime Safety Authority
AO	Area of Operations
BSAR NSW	Bush Search and Rescue New South Wales Inc.
CASR	Civil Aviation Safety Regulations
CASREP	Casualty Report
CREST	Citizens Radio Emergency Service Teams
CB	Citizens Band
CBT	Competency Based Training
CP	Command Post
EOC	Emergency Operations Centre
ESO	Emergency Services Organisation
GNSS	Global Navigation Satellite System
HF	High Frequency
HLS	Helicopter Landing Site
HQ	Head Quarters
IVO	In Vicinity Of
LKP	Last Known Position
NPWS	National Parks and Wildlife Service
NRT	Nationally Recognised Training
OPEX	Operational Exercise
PLB	Personal Locator Beacon
POD	Probability of Detection
PPC	Personal Protective Clothing
PPE	Personal Protective Equipment
QRG	Quick Reference Guide
RAFA	Remote Area First Aid
RCC	Rescue Coordination Centre
RFS	Rural Fire Service
RPAS	Remotely Piloted Aircraft System
RTO	Registered Training Organisation
SAR	Search and Rescue
SAREX	SAR Exercise
SMC/ SARMC	SAR Mission Coordinator
SES	State Emergency Service
SITREP	Situation Report
SOP	Standard Operating Procedure
SRB	State Rescue Board
TFFS	Time Frame For Survival
TSC	Training Sub Committee
UHF	Ultra High Frequency
UOC	Unit of Competency
VHF	Very High Frequency
VRA	NSW Volunteer Rescue Association Inc.
WICEN NSW	Specialist Emergency Radio Network Squad
WWCC	Working With Children Check



# **Amendment status**

**Initial Issue 27<sup>th</sup> October 2017**



# **PART A: ELECTED, APPOINTED AND SPECIALLY QUALIFIED MEMBERS**



## **Executive Committee**

### **President**

**Keith Maxwell**

### **Vice President**

**Glenn Horrocks**

### **Secretary**

**David Kindl**

- 1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- 2) It is the duty of the secretary to keep minutes (whether in written or electronic form) of:
  - a. all appointments of office bearers and members of the committee, and
  - b. the names of members of the committee present at a committee meeting or a general meeting, and
  - c. all proceedings at committee meetings and general meetings.
- 3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- 4) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).

### **Treasurer**

**Meredith Lane**

It is the duty of the treasurer of the association to ensure:

- a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

### **Ordinary Committee Members (3)**

The BSAR NSW constitution allows for three Ordinary Committee Members.

**Martin Dalmazzo**

**Paul Campbell-Allen**

**Paul McCarthy**

## **Operational Leadership**

### **Captain**

**Paul Campbell-Allen**

### **Deputy Captain**

**Glenn Horrocks/ Geoff Dale (Shared appointment)**



## Divisional Appointments

### Account Administrator

The Account Administrator will be the point of contact in the event of any social media content issues. In the event that content posted on a social media channel breaches this Policy, the BSAR NSW Executive, after consultation with the Squad Captain, Squad President or Publicity Officer may direct the Account Administrator to remove content or the account.

### Aviation Liaison Officer

Glenn Strkalj

This position is responsible for the following actions at BSAR NSW:

- 1) Liaise with aviation assets of other organisations
- 2) Liaise with the Civil Aviation Safety Authority (CASA) and BSAR NSW for aviation safety related matters including manned aircraft, RPAS (Remotely Piloted Aircraft Systems), balloon flights and similar
- 3) Liaise with the Australian Transport Safety Bureau (ATSB) for accident and incident related matters
- 4) Develop and maintain standards and procedures for aviation related operations at BSAR NSW
- 5) Develop training packages and train BSAR NSW members in aviation related activities (e.g. RPAS).

### Crown Land Trust Chairman

Glenn Horrocks

This position is responsible for the following actions at BSAR NSW:

- 1) Completes the Crown Land Reserve Trust Annual Report and submits it to Department of Industry
- 2) Ensures the squad headquarters, land and grounds are managed in accordance with BSAR NSW's obligations as managers of a Crown Land Reserve
- 3) Act as BSAR NSW's point of contact to the Department of Industry for any issues regarding the Crown Land Reserve.

### History Officer

Glenn Strkalj

This position is responsible for the following actions at BSAR NSW:

- 1) Collect, analyse, preserve, materials relating to BSAR NSW's history
- 2) Educate and proliferate BSAR NSW history to its members, interest groups and the general public

### Information Technology Officer

David Kindl/ Peter Watson (shared appointment)

### Membership Officer

Peter Watson

### NavShield Coordinator

Steve Rutten



## **Publicity Officer**

**Caro Ryan**

The Publicity Officer is responsible for the issue of official news and media releases and is the preferred contact for media enquiries.

## **Quartermaster**

**Frank Tamas**

## **Trailwalker Coordinator**

**Brian Stirk**

## **Training Sub Committee Chairman**

**Glen Lewin**

## **Transport Officer**

<Reserved>

## **Uniforms Officer**

**Paul McCarthy**

### **Accountability**

The BSAR Uniform Officer is accountable to the BSAR Committee for all matters regarding the ordering and issuing of VRA uniform and operational clothing to Squad Members.

### **Responsibilities**

The BSAR Uniform Officer has the following responsibilities:

- 1) Ordering and issuing VRA uniform items in accordance with VRA and BWRS Uniform Policy.
- 2) Ordering and issuing BWRS operational clothing.
- 3) Maintaining a record of all uniform and operational clothing items (including sizes) issued to all BWRS Squad Members.
- 4) Develop and maintain relationships with suppliers of operational clothing to ensure that BSAR get operational clothing that is fit for purpose and represents value for money.

## **VH-MDX Team Leader**

**Glenn Strkalj**

This position is responsible for:

- 1) Carrying out and coordinating research into the VH-MDX accident
- 2) Planning, coordinating and executing VH-MDX search operations
- 3) Proliferating correct information and data to the public regarding VH-MDX.



**VH-MDX Media Liaison Officer**  
**Geoff Mallinson**

Responsible for the majority of proactive and reactive media tasks associated with BSAR NSW VH-MDX research and search operations.

**Qualified Assessors**

Name
CAMPBELL-ALLEN, Paul
DAWSON, Kevin
GASH, Brett
GRIFFITHS, Barry
HEIMANN, Steven
HEIMANN, Suzanne
LEWIN, Glen
RYAN, Caro
SHEPPARD, David
WARD, Hugh
WILLIAMS, Keith

**Commanders**

Name
CAMPBELL-ALLEN, Paul
RYAN, Caro

**Team Leaders**

<Reserved>

**Vertical Rescue Operators**

Name	Level	Expiry date



## Swift Water Operators/ Technicians

Name	Level	Expiry date

## Remote Canyon Search Operators

<Reserved>

## RPAS (Remotely Piloted Aircraft System) Pilots

Name	RPAS Categories
MALLINSON, Geoff	Multi-rotor
STRKALJ, Glenn	Multi-rotor

## Authorised off-road four-wheel drive operators

Members must have completed and been issued a SISODRV302A *Drive and Recover a 4WD Vehicle* NRT UOC or equivalent (as assessed by the BSAR NSW Captain) to operate vehicles using four-wheel drive techniques during BSAR NSW operations.

The following table specifies members authorised to drive the BSAR NSW Troopy or other vehicles at BSAR NSW operations using off-road four-wheel drive techniques.

Name	On-road qualifications	Off-road driving qualifications
CALLAGHAN, Mark	Class C Licence	TLCC endorsed
CAMPBELL-ALLEN, Paul	Class C Licence + PUAVEH001B	SISODRV302A- A4X4DT 23.2.15
CLARKSON, Ross	Class C Licence	TLCC endorsed
DABBS, Mark	Class C Licence + PUAVEH001B	SISODRV302A- TLCC 20.01.16
DALE, Geoff	Class C Licence + PUAVEH001B	SISODRV302A- A4X4DT 4.11.15
DALMAZZO, Martin	Class MR Licence + PUAVEH001B	SISODRV302A- TLCC 11.04.02
FARR, Richard	Class C Licence	SISODRV302A- TLCC 25.10.16
FENNEY, Cliff	Class HR Licence	SRODRV001B,002B,003B-TLCC 21.11.05
GASH, Brett	Class C Licence + PUAVEH001B SES DOV Instructor	SISODRV302A- A4X4DT 28.10.15
GRACE, Mark	Class C Licence + PUAVEH001B Drive ADF emergency vehicle	TLCC endorsed



GRACE, Ryan	Class C Licence	SISODRV302A- TLCC 21.07.16
HEIMMAN, Steven	Class C Licence + PUAVEH001B	SRODRV001B, 002B, 003B - TLCC 1.06.12
HEIMMAN, Suzanne	Class C Licence + PUAVEH001B	SRODRV001B, 002B, 003B - TLCC 1.06.12
LUMANAU, Recky	Class C Licence	SISODRV302A- TLCC 21.02.16
MAXWELL, Keith	Class LR Licence + PUAVEH001B	SISODRV302A- A4X4DT 23.2.15
McCARTHY, Lisa	Class C Licence	SISODRV302A- TLCC 20.01.16
McKINDLEY, James	Class C Licence	SISODRV302A- TLCC 20.01.16
MEADE, Philip	Class C Licence	SISODRV302A- TLCC 21.07.16
PRICE, Michael	Class C Licence + PUAVEH001B	SROODRV001B – TLCC 18.01.09
RICHTER, Michael	Class C Licence	SISODRV302A- A4X4DT 30.05.15
STRKALJ, Glenn	Class C Licence + PUAVEH001B	SISODRV302A- A4X4DT 26.04.16
TAMAS, Frank	Class C Licence + PUAVEH001B	SISODRV302A- TLCC 21.06.16
WILLIAMS, Keith	Class C Licence + PUAVEH001B	SRODRV001B,003A/F- GTS 29.10.07

## Heavy Vehicle Operators

The following members hold heavy vehicle drivers licenses and are permitted to operate vehicles requiring heavy vehicle licenses at BSAR NSW operations. It is the responsibility of the following members to immediately report to the BSAR NSW Captain if their licence has been cancelled or has expired.

Name	Licence Class	State



# **PART B: BSAR NSW POLICIES**



# Policy No.1 - Membership

## Background

BSAR NSW is made up of dedicated and experienced outdoors people who devote their personal time in the following categories:

- **Field members** are available for foot searches and rescues. They can demonstrate 'bush fitness' and are medically fit.
- **Base Support members** are called out, and work at the search base and HQ.
- **Transport members** provide transport to and from events and in the field.
- **Non-operational members** don't get called out, but help with other duties in the squad.

BSAR NSW accepts people from a diverse range of backgrounds, locations and circumstances. Equity principles are important to BSAR NSW. This policy is intended to be consistent with the

- *Age Discrimination Act 2004*
- *Australian Human Rights Commission Act 1986*
- *Disability Discrimination Act 1992*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *New South Wales – Anti-Discrimination Act 1977*

## BSAR NSW membership system

Details of how to become a member, maintaining membership, relegation, cessation of membership and leaving the squad are stated in the *BSAR NSW Information Pack Handout*.

## General prerequisites for membership:

- Be at least 18 years of age; and
- Be a financial member; and
- For **field members**, have demonstrable experience in off-track overnight bushwalking in recent years;
- For **base support members**, have a wide experience in remote area travel, bush camping and navigation
- For **transport members**, have wide experience in 4WD operation and recovery.

## Membership applications

Squad membership is managed by the Membership Officer.

Applications for membership of the squad must be in writing using the Membership Application Form and are assessed by the Membership Officer in consultation with the Captain, Deputy Captain, President or Vice President.

Applications for membership are approved or rejected at formally constituted meetings of the BSAR NSW Executive Committee. The prospective member is informed of the outcome of their application by email or letter.

## Membership Forms

Membership Forms are obtained from the Secretary, [secretary@bsar.org.au](mailto:secretary@bsar.org.au) or Membership Officer, [membership@bsar.org.au](mailto:membership@bsar.org.au)



The membership forms collect the following information:

- Name, address, contact details, date of birth
- Working with children check (WWCC no.)
- Emergency contact
- Profession/Occupation
- Basic medical info: allergies and relevant medical conditions
- Brief statement of outdoor experience
- Relevant qualifications e.g. Remote area first aid
- Application for National Police Check (crime check)

## Operational Membership

Operational membership is required for people who wish to participate in operations, training and operational exercises whether as field members, base support members or transport members.

The progression of a person through the operational membership system is managed by the BSAR NSW Training Sub-Committee. This includes the maintenance of current competences. Details of the Training progression and qualifications required for each level of operator is found in the *BSAR NSW Information Pack Handout*.

The levels of operational membership are:

- L0 - Induction Trainee
- LT – Transport Operator
- L1 – Inducted Operator
- L2 - Basic Operator/Team member
- L3 - Rescue Operator Specialist/ Team leader
- L4 - Commander (also sometimes called Liaison Officer)

## Non-Operational Membership

Non-operational membership is for those people who wish to remain associated with the squad but for a number of reasons such as ill health, overseas/interstate work or family matters are unable to be actively involved in the squad.

Non-operational members have access to the website and are included in emails and information distribution related to the life of the squad. They may be requested to assist with administrative tasks on occasions.

## Related Policies and Documents

This policy should be read in conjunction with the: *BSAR NSW Information Pack Handout*.



## Policy No.2 - Expense Reimbursement

### Outline

BSAR NSW is not a government agency and raises funds from our member's efforts in fundraising. We encourage members to contribute to the squad by minimising the claims for expenses. However, the squad recognises that volunteers should not be out of pocket for legitimate expenses incurred on behalf of the squad.

The following policy describes what can and cannot be claimed as expenses.

### Most expense claims require Prior authorisation.

This can be obtained by submitting a request to the BSAR NSW Executive committee for approval at the next meeting. Approval will be confirmed by email from the Secretary or Treasurer.

### Expense claims under \$100

Expense claims under \$100 in value do not generally require authorisation. See 2.2 Claimable Expenses for details of what items can be claimed. Some expense claims, regardless of value, are noted 'Prior authorisation required'.

### Expense claims over \$100

In all cases, claims over \$100 in value must have prior authorisation by a minimum of two BSAR NSW Executive committee members.

Note: The BSAR NSW Quartermaster has delegated authority equivalent to 1 Executive committee member even if he or she is not an Executive committee member.

### Urgent Expenses

If you need an item urgently, use common sense and discretion to purchase the item after consulting the Commander or a Quartermaster team member (depending on the situation). If a Commander or a Quartermaster team member is not part of the discussions, the item is unlikely to be urgent and can follow the normal approvals. If an item is acquired urgently, enquire if the item can be returned post-purchase (if there is duplication or subsequent approval is not granted) and seek approvals as soon as practical afterwards. It is acknowledged that as a response agency in remote areas, time and distance can require items to be purchase urgently without all protocols being followed.

### Non-urgent expenses

If something is not needed urgently and costs >\$100, the expenditure request can be emailed to the treasurer (or quartermaster) for inclusion in the next committee meeting. This is usually only used for large dollar value items >\$500 or where a discussion on the purchase is requested.

### Details of what can be claimed

If in doubt, please contact the BSAR NSW Treasurer: [treasurer@bsar.org.au](mailto:treasurer@bsar.org.au)

### Claimable Expenses

#### Consumables

- e.g. tea, coffee, biscuits for HQ / training event / NavShield / callout. Maximum expenditure without prior authorisation: \$100

#### Equipment

Replacement of items already owned by the squad e.g. equipment in HQ, Troopy or trailers. Maximum expenditure without prior authorisation: \$100



### **Fuel expenses** – prior authorisation required

Fuel costs only for travel from and to home or work to a BSAR NSW SAREX or Call-out. Generally, travel to and from training events is not claimable by participants but may be claimed by authorised Trainers and Assessors.

Fuel expenses will only be paid when a minimum of two people are being transported in the vehicle unless heavy or bulky equipment is being carried for the purposes of the event.

The following procedure is required to be followed:

- a) Fill up car with fuel, then undertake the journey, then fill up the car with fuel again on return. Obtain a Tax Invoice for the second fill-up and submit using the BSAR NSW Expense claim form.
- b) If members forget to fill up in this order, the Treasurer may accept a reasonable rate of reimbursement based on your usual cost of a full tank of fuel multiplied by the km's travelled for a BSAR NSW activity.

*\*Note that the VRA has placed severe restrictions on the squad's ability to claim any travel costs from the VRA, so reimbursement is more than likely from the squad's own limited funds. Reimbursement for single day searches is very unlikely to be authorised.*

### **Accommodation – prior authorisation required**

Where members have been involved in an activity (transport or searching) for an extended period of time, accommodation at low cost e.g. average rate for a motel or shared accommodation may be approved. This is most common for callouts where members volunteer for 3+ days and have >4 hours to travel to their usual home. Note the timeframes are guidelines and each scenario will be evaluated separately.

## **Non- Claimable Expenses**

### **Personal equipment**

Personal clothing and equipment are not claimable.

### **Fuel expenses for general travel**

Unless heavy equipment is being transported, generally the trip from home or work to HQ is not claimable as an expense. e.g. attending a committee meeting or training.

## **Methods of spending and reimbursement**

### **BSAR NSW Vehicle (Troopy) fuel costs**

- Use the Commonwealth Bank Keycard in the Troopy for fuel costs and servicing.
- Contact a member of the BSAR NSW Executive for the pin number.
- Always return the Keycard to the Troopy for the next person to use.
- Receipts can be photographed on your smart phone and emailed to [treasurer@bsar.org.au](mailto:treasurer@bsar.org.au) ; OR;
- Left in the glove box of the Troopy for the treasurer to collect.

### **General expenses – you pay**

Subject to the expense being approved, use your personal monies to pay for the item. Then complete the BSAR NSW Expense claim form and attach a copy of a Tax invoice (not just a credit card receipt).

- Scan and email the form and the tax invoice to the BSAR NSW Treasurer [treasurer@bsar.org.au](mailto:treasurer@bsar.org.au)
- Remember to provide EFT details for swift reimbursement (usually processed in 1-2 weeks by the Treasurer).

### **General expenses – obtain quotation**

For items being purchased from a supplier, first obtain a quotation from the supplier. Then send this quotation to [treasurer@bsar.org.au](mailto:treasurer@bsar.org.au) for payment of the supplier by BSAR NSW directly.



*Note: A Tax Invoice must show the full purchase amount, the GST amount if applicable, the date of the purchase and the ABN number of the company the purchase is being made from.*



## Policy No.3 - Social Media

### Purpose

BSAR NSW acknowledges social media as an effective form of communicating with the community and members. BSAR NSW encourages its members to responsibly utilise social media as a communication and engagement tool.

This Policy establishes standards and guidelines for all BSAR NSW members with regard to social media usage, and the posting of any content on any social media site that may reflect on the image or reputation of BSAR NSW or the VRA.

BSAR NSW has developed this Policy in reference to the *Social Media Policy Version 3.1.1 (Draft)* of the NSW Volunteer Rescue Association Inc.



**Care needs to be taken with social media to avoid legal issues or causing distress to the family of the missing person**

### Definitions

**BSAR NSW:** Bush Search and Rescue New South Wales Inc., an Incorporated Association registered with the Department of Fair Trading. BSAR NSW is an affiliate rescue organisation of the NSW Volunteer Rescue Association Inc.

**Constitution:** Constitution of the Bush Search and Rescue New South Wales Inc. as registered with Department of Fair Trading.

**Identifiable as a member of BSAR NSW:** posts, images, details, content or other references which would allow a reasonable person to infer that an individual is a member of BSAR NSW. This may include, but is not limited to:

- a) Profile pictures or online photo albums depicting a member in VRA or BSAR NSW uniform or personal protective clothing or equipment including PPC/PPE.
- b) Squad membership details;
- c) Reference to VRA rank or role;
- d) Displaying BSAR NSW crest or other VRA imagery; and/or
- e) Posts or other details that refer to VRA business, policy or activities from a members' perspective or with information not available to non-members.

**Member/s:** includes a current member of BSAR NSW including;

- a) Honorary Life Member
- b) Auxiliary Member
- c) Operational Member
- d) Non-Operational Member.

**Personal purposes:** any representation or communication in relation to BSAR NSW, which has not been officially recognised by a Squad, Region or Executive.

**PPC/PPE:** personal protective clothing and/or equipment allocated for potential duties.

**Social media:** media designed to be disseminated through conversation and social interaction; utilising Internet based technologies and channels. Examples include but not limited to Snap Chat, Facebook, Twitter, YouTube, Flickr, forums and blogs.



**Social media presence:** a specific account or page on a social media channel run by a Squad or an individual. Examples include a Facebook page or a YouTube channel.

**Squad:** An organisation affiliated with the VRA under Section 8 of the Constitution of the VRA.

**Squad Captain:** A member of BSAR NSW who has been appointed to the position of Captain of the Squad by the BSAR NSW Executive Committee. The Squad Captain is responsible for the Operational activities of the Squad

**Squad President:** A member of an affiliated squad who has been elected to the position of Squad President by the squad members. The squad president is responsible for the administrative working of the squad. The squad president can be an active operational member of the squad.

**Squad Publicity Officer:** A member of BSAR NSW who has been appointed to the position of Publicity Officer of the Squad by the BSAR NSW Executive Committee. The Publicity Officer is responsible for the issue of official news and media releases.

**VRA:** the NSW Volunteer Rescue Association Inc.;

VRA related or official use: any representation or communication in relation to the VRA or its business, policies or activities on behalf of a Squad, Region, Executive or by a member in an official capacity (e.g. a member of the Executive establishing a social media page to communicate with members).

## Policy statement

This policy applies to all members of BSAR NSW

## Public communication

Members using social media in a BSAR NSW or VRA related manner or in an official capacity are reminded that social media is a form of broad public communication and as such, members are accountable for any content they post on a social media channel that has a bearing on BSAR NSW or the VRA. Members are encouraged to ensure that detailed or technical discussions of BSAR NSW or VRA business, policy and activities take place in a private discussion board (such as a closed forum or Facebook group), and is restricted to members of BSAR NSW and kindred agencies and not be viewable by members of the public.

## Public communication during Police activated searches

Communication with the public during searches can be damaging and prejudicial to the conduct and outcome of the search. BSAR NSW members involved in searches must obtain the permission of the BSAR NSW Commander responsible for the search prior to posting anything related to the search on social media.

Members must be mindful that the information they post on public forums may impact on the reputation of BSAR NSW and the VRA. Members should not post information on social media that could:

- a) Be misleading or deceptive;
- b) Result in victimisation or harassment,
- c) Lead to criminal penalty or civil liability,
- d) Divulge confidential or sensitive information,
- e) Reasonably be found to be vexatious, offensive, obscene, threatening, abusive, defamatory or culturally insensitive; or
- f) Be interpreted to be of a commercial or political nature.

## Media journalists

Members must be mindful that media journalists regularly check social media sites for information on individuals who come to their attention to assist them to identify content or angles for news stories. If you are contacted by a media outlet about information relating to



BSAR NSW that you have posted on a personal social media site, you must contact your Squad Captain, President or Publicity Officer for advice prior to speaking with the media.

### **Conflict of interest**

Members of BSAR NSW should declare any conflicts of interest they have in matters arising on any social media channel in which they participate.

### **Relevant legislation, regulations and policies**

All BSAR NSW members are to act at all times in accordance with the:

- *Privacy Act (Commonwealth) 1988.*
- *State Emergency and Rescue Management Act 1989.*
- *The Australian Privacy Principles (as amended)*
- *New South Wales State Rescue Policy 3<sup>rd</sup> Edition Version 3.5*

Members must ensure that they do not infringe on copyright or intellectual property by publishing photographs, videos or other content via online channels unless consent has been received from the owner of the content.

### **Display of identifying crests, logos etc.**

Any member wishing to use the BSAR NSW crest as their display picture or avatar on any social media channel (e.g. Facebook, Twitter, YouTube etc.) are reminded to do so with approval of the BSAR NSW Captain, President or Publicity Officer. This does not prevent the posting of images containing the crest incidentally, e.g. on personal protective clothing or vehicles.

### **Preservation of BSAR NSW and VRA reputation**

Members are encouraged to post content such as videos and images to social media channels. In order to preserve the good name and reputation of BSAR NSW and the VRA, images and/or videos should not be posted which:

- a) Bring BSAR NSW or the VRA into disrepute,
- b) Could reasonably be found to breach the Constitution of BSAR NSW,
- c) Are not consistent with BSAR NSW organisational values;
- d) Depicts BSAR NSW in an unprofessional light,
- e) Could reasonably be found to be crude, threatening, vulgar, obscene or pornographic,
- f) Depicts or encourages improper safety, operational or work related practices,
- g) Is in breach of the State Rescue Policy
- h) Portrays content of a confidential or sensitive nature such as serious or critical injury, fatalities or incidents that are under investigation,
- i) Could reasonably be found to cause distress to members of the community or BSAR NSW; and/or
- j) Identify people under the age of 18 without written parental consent.

### **Using Social Media in an official capacity**

Members using social media in an Association related or official capacity should be aware that any social media presence can be seen as official communication from BSAR NSW. Members who use social media channels to discuss BSAR NSW or VRA activities should do so in a responsible manner.

Members using social media in BSAR NSW or VRA related or official capacity must ensure that any content:

- a) complies with BSAR NSW and VRA Policies;
- b) is regularly monitored;
- c) is regularly updated;
- d) is accurate;
- e) is not in conflict with official policy of BSAR NSW; and
- f) is consistent with current organisational messages.



## Account Administrator

BSAR NSW are to appoint an Account Administrator who will be the point of contact in the event of any content issues. In the event that content posted on a social media channel breaches this Policy, the BSAR NSW Executive, after consultation with the Squad Captain, Squad President or Publicity Officer may direct the Account Administrator to remove content or the account.

## Using social media in a personal capacity

Any member who is clearly identifiable as a member of BSAR NSW through their personal social media presence is encouraged to provide a disclaimer stating that material posted is not the view of BSAR NSW.

Members using social media in a personal capacity are reminded that despite a disclaimer, there is the potential for content to be seen as being on behalf of BSAR NSW and members should exercise discretion with content posted. Discretion should be exercised in relation to content posted.

Any member using social media in a personal capacity is required to:

- a) Conduct themselves in a manner consistent with BSAR NSW Constitution and Code of Conduct; and
- b) Comply with relevant sections of this Policy.



## Policy No.4 - Access And Equity

BSAR NSW aims to be an environment in which all individuals are treated with respect and dignity, and which is free of discriminatory practices.

This policy applies to BSAR NSW premises and during BSAR NSW activities and events, or in social contexts at an event connected with BSAR NSW.

This policy is intended to be consistent with the

- *Age Discrimination Act 2004*
- *Australian Human Rights Commission Act 1986*
- *Disability Discrimination Act 1992*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*

### Key principles of BSAR NSW Equity Policy

**Equal opportunity** – this is about ensuring every person is treated the same and has a similar chance to participate in or benefit from BSAR NSW activities.

**Discrimination is serious and should be eliminated** – Discrimination can be direct or indirect. Direct discrimination is when someone is treated less favourably than someone else due to a particular characteristic. Indirect discrimination is when someone is treated less favourably because they cannot comply with a condition or policy with which a group of others, who do not have the same characteristic, can comply.

**A harassment-free environment** – Harassment can take many forms, but generally it is a comment, conduct or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive. It may be based on a person's characteristic or imputed characteristic, including his/her sex (including transgender), race, religion, age, disability, pregnancy, marital status, sexual preference, carer's responsibilities, health status including HIV/AIDS. Harassment may be physical (e.g. gestures, invasion of space, shoving, fighting etc.), verbal (e.g., name calling, slander, aggression, offensive language, threats) or take the form of written or photographic materials (e.g. offensive notes, pornography). Harassment is not acceptable, and is grounds for a complaint.

**An environment free from bullying** – Bullying is behaviour very like harassment, except that bullies usually utilize power attributed to their status, skills or position in the workplace. Bullying behaviour can range from very obvious verbal or physical assault to very subtle psychological abuse. It may take the form of assigning meaningless tasks unrelated to the job, giving people impossible jobs, or undermining work performance by deliberately withholding information vital for effective work performance. Bullying is unacceptable within BSAR NSW and is grounds for a complaint.

**Complaints of discrimination, harassment and bullying will be taken seriously** – BSAR NSW will ensure complaints are dealt with promptly, impartially, and confidentially. If discrimination, harassment or bullying is found to have taken place, appropriate disciplinary action may be taken.

**Retaliation/Victimisation** – Retaliation or victimisation against an individual, for having filed a complaint under this policy, participated in any procedure under this policy, associated with a person who filed a complaint or participated in any procedure under this policy, will be treated as harassment, and will not be tolerated.



## BSAR NSW's Equity Commitment

BSAR NSW is committed to better and more equitable participation and outcomes. It will not preclude any person, irrespective of background, from participating in any of its activities, provided that she/he has the necessary attributes for:

- Operating specialised equipment associated with search and rescue activities
- Carrying out tasks associated with the use and operation of such equipment,
- Participation in the physical activity of searching and rescuing,
- Other tasks specific to search and rescue in a manner which complies with all operating and safety requirements as needed or prescribed by legislation, standards, codes of practice or industry guidelines.

## Language and Literacy Issues

Suitable programs at operator level are available to address workplace communications, language and terminology and special literacy needs where required. BSAR NSW personnel will work discreetly on an individual basis with members to develop and tailor an individual approach to ensure that they are not disadvantaged.

## Disability, Gender and Cultural Issues

BSAR NSW recognises that people with disabilities have the same fundamental rights as the rest of the community. The only consideration is the need and ability to carry out the inherent requirements of the duties of the position for which the person is engaged. This means that it may be necessary to identify, and satisfy, special needs for those with disabilities, or those from different cultural backgrounds.

## Specific Objectives

BSAR NSW has the following specific objectives relating to social justice, equal opportunity and discrimination.

- BSAR NSW will encourage female involvement and participation within each key sector of BSAR NSW.
- BSAR NSW will encourage Aboriginal involvement and participation within each key sector of BSAR NSW

## BSAR NSW Management Responsibilities

BSAR NSW management have the following responsibilities in respect of this policy:

- Promoting an equitable and harassment-free environment within BSAR NSW including by training members of BSAR NSW about the issue and this policy.
- Discouraging and preventing harassment, discrimination and bullying within BSAR NSW.
- Investigating complaints of harassment, discrimination and bullying in a confidential, sensitive, and timely manner.
- Imposing appropriate disciplinary or corrective measures when a complaint of harassment, discrimination or bullying is substantiated.
- Advising individuals who experience harassment.

## Complaints

BSAR NSW treats complaints and appeals from its members seriously and promptly. Complaints will be dealt with under the *Constitution* clause 10 *Resolution of disputes and clause 11 Disciplining of members*.

The following principles underpin the process for responding to complaints:

- Equitable - Complaints are considered in a transparent, objective and unbiased manner. The complaints-handling process incorporates the principles of natural justice and procedural fairness.
- Accessible- Information about the complaints-handling process and the means to lodge a complaint is readily accessible and available.
- Comprehensive - The relevant circumstances and information surrounding a complaint are investigated to the level warranted by the severity of the complaint.



- Responsive- Timeframes for investigating and resolving complaints are set and monitored.
- Accountable - There is appropriate monitoring of complaints through regular reporting of complaints received and actions taken.
- Confidential - Confidentiality is maintained and anonymity preserved. Complainants will be informed where this may limit the extent to which a complaint can be investigated.

## Lodging a complaint

Complaints may be lodged in person, by telephone, email or letter to the BSAR NSW President or Vice President, or in the event that the complaint relates to both of those people, to a member of the BSAR NSW Executive committee. In the case of verbal complaints, the complainant may, depending on the severity of the complaint, be required to put the complaint in writing or where there is an issue with literacy or a disability, have the complaint recorded.

## Records

The persons handling the complaint must keep written notes of their interviews with all parties to the grievance and what action is taken to resolve the grievance. All mediation meetings shall be formally minuted and all parties issued with copies of the minutes.

## Disputes

Disputes between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be resolved in accordance with the Constitution clause *10 Resolution of disputes*.

## Complaint Procedure

Complaints and grievances should be dealt with in accordance with the following procedure subject to the Constitution:

STEP 1 - the Complainant lodges the complaint with the BSAR NSW President or Vice President (see Lodging a complaint above)

STEP 2 - The BSAR NSW President or Vice President advises the BSAR NSW Executive Committee that a complaint has been lodged. Confidentiality and anonymity of individuals should be maintained (see Principles above).

STEP 3 – The BSAR NSW Executive Committee meets (in person or by teleconference) to discuss the complaint/ grievance.

The BSAR NSW Executive committee may decide on the following courses of action:

- Appoint a special sub-committee of three people to deal with the complaint
- Recommend a meeting with the complainant to discuss the issue
- Recommend solutions to rectify the issue
- Any other action the BSAR NSW Executive Committee considers to be appropriate

STEP 4 – The BSAR NSW President or Vice President writes to the complainant advising them of the outcome of the BSAR NSW Executive Committee (or its appointed special sub-committee) decision and the reasons for that decision. If the Complainant is unhappy with the response, he/she may write to the VRA Regional Coordinator responsible for the area, stating the complaint and the reasons for not being satisfied with the response of the BSAR NSW Executive.

In the event of the above procedure being exhausted without resolution, the *Constitution* clauses *10 Resolution of disputes* and *11 Disciplining of members* may be activated.



## Serious Complaints

Any complaints of discrimination, harassment, bullying or illegal activity are considered to be serious. All such complaints will be dealt with in accordance with the *Constitution Clause 11 Disciplining of members*.

Complaints of this nature are considered to be acts done willfully 'in a manner prejudicial to the interests of the association'.

If the BSAR NSW Executive committee decides that the complaint is not trivial or vexatious in nature, the committee must take the actions required under sub-clause 11 (3) of the constitution.

Depending on the nature of the complaint and on being satisfied that the facts alleged in the complaint have been proved, the committee may resolve to do any of the following actions:

- Expel or suspend the member against whom the complaint has been made.
- Refer the matter to the Police in the event of an illegal activity being identified.
- Refer to the matter to the Community Justice Centre for mediation
- Any other action the committee considers to be appropriate

## Right of appeal

Members have the right of appeal under the *Constitution Clause 12 Right of appeal of disciplined member*. The complainant also has the right to take their complaint directly to the Australian Human Rights Commission or a State/Territory anti-discrimination agency.

## Complaints regarding training and assessing

If the complaint is from a member regarding matters relating to Training and Assessments, the following procedure applies:

STEP 1 - the Complainant telephones, sees or writes to the Trainer or Assessor responsible, provided the complaint is not about the personal conduct of the Trainer or Assessor in question, in which case Steps 1 & 2 are bypassed.

STEP 2 - The Trainer or Assessor will respond in writing within 30 days, circumstances permitting, and sooner if possible.

STEP 3 - if the Complainant is unhappy with the response from the Trainer/Assessor, he/she may write to the VRA Director of Training stating the complaint and the reasons for not being satisfied with the response of the Trainer/Assessor.

STEP 4 - The VRA Director of Training will process the complaint in accordance with the complaints policy of the Registered Training Organisation currently responsible for the training and assessment of VRA personnel.

*Step 4 completes the responsibility of BSAR NSW for the matter.*



# Policy No.5 - Uniform and PPE

## Uniform and Personal Protective Equipment (PPE)

BSAR NSW is an affiliate of the NSW Volunteer Rescue Association Inc. (VRA). Members are required by the VRA to wear identifying uniform at all events where other agencies or members of the public are present. This includes call-outs, exercises, community events and official VRA functions.

BSAR NSW requires all members to wear suitable PPE to meet work health and safety requirements. The following are some examples of PPE required in various situations:

**Table 1 – BSAR NSW PPE Requirements**

Situation	PPE required	Examples
Wet weather	Waterproof clothing	
Cold weather	Thermal clothing, warm hat	
Hot weather	Cool clothing and sun protection, hat	
Canyons	Wetsuit, helmet, non-slip footwear, thermals	Wet canyons
Night work	Hi-Vis clothing and vests	Base operations near vehicles, traffic management
Work around moving vehicles and machines	Hi-vis clothing/ vests	Operations near vehicles or machines
Chainsaw use	Safety helmet, hearing protection, face shield or safety glasses, HI-vis shirt or vest, chaps or cut resistant trousers, safety boots, (gloves optional).	All chainsaw uses
Exposure to eye damage	Eye protection – safety glasses	Stinging trees, flying objects, debris from helicopter downdraft
Exposure to hearing damage	Hearing protection – ear plugs or muffs	Helicopter noise, mechanical equipment noise
Exposure to hand damage	Gloves	Thorn bush, lawyer vine, moving rope
Exposure to head damage	Helmet – suitably rated for application	Falling rocks and branches, helicopter downdraft

*Note: BSAR NSW members are responsible for providing the additional items of PPE that are listed in Table 1 which are not provided by BSAR NSW and required for their task.*



## BSAR NSW uniform

BSAR NSW uniform must be worn when participating in BSAR NSW authorised activities. BSAR NSW uniform may not be worn in non-authorised activities without permission from a member of the Executive Committee.

The provided BSAR NSW *field* uniform consists of:

- BSAR NSW Yellow Polo top
- BSAR NSW Yellow waterproof jacket
- BSAR NSW Softshell

The provided BSAR NSW *base/support* uniform consists of:

- BSAR NSW Yellow Polo top OR
- VRA Workshirt and Pants or
- VRA Overalls
- VRA Yellow rain jacket

The provided BSAR NSW *Vertical rescue* uniform consists of:

- BSAR NSW Yellow Polo top
- VRA Overalls

## Uniform/PPE Issue

Uniform is issued to members when they have achieved the following levels:

L0- Induction Trainee

- BSAR NSW Yellow Polo top

L0 – Base / Support/Transport Operator

- BSAR NSW Yellow Polo top OR
- VRA Workshirt and Pants or
- VRA Overalls
- VRA Yellow rain jacket

*Note: Base Support/Transport Operators who do not have the UOC required for a BSAR Yellow Polo or VRA work clothing will be loaned a BSAR Base Support hi viz vest for the duration of the activity.*

L1- Inducted Operator

- BSAR NSW Yellow Polo top
- BSAR NSW Yellow waterproof jacket

L2- Basic Operator / Team member

- BSAR NSW Yellow Polo top
- BSAR NSW Yellow waterproof jacket
- BSAR NSW Softshell

L3- Rescue Operator Specialist / Team leader

- BSAR NSW Yellow Polo top
- BSAR NSW Yellow waterproof jacket
- BSAR NSW Softshell
- Hi-Vis TEAM LEADER vest

L4- Commander / Liaison Officer



- VRA Work Shirt and Pants
- BSAR NSW Yellow waterproof jacket
- BSAR NSW Softshell
- Hi-Vis COMMANDER vest

The competency requirements for each level are detailed in the *BSAR NSW Information Pack*. When requesting uniform items Squad Members must provide the relevant statement of competencies proving entitlement to the Uniform Officer.

## Uniform ownership

Uniform and equipment issued by BSAR NSW remains the property of BSAR NSW. If a member leaves the squad they will be required to return the uniform and/or equipment in good order.

## VRA Uniform requirements

BSAR NSW Personnel working in an official capacity in the VRA are required to wear approved VRA uniform which they will be required to purchase from the VRA.

Depending of the situation, this may include:

- VRA Blazer, Dress shirt, tie, epaulettes and VRA Dress hat in some circumstances.
  - BSAR NSW Personnel will be expected to provide grey trousers (male) or grey skirt (female) and black shoes
- VRA work shirt and pants, epaulettes
- VRA overalls.

## Related Policies and Documents

This policy should be read in conjunction with the BSAR NSW Policies and Documents:

- *BSAR NSW Information Pack Handout*
- BSAR NSW SOP No.1 – Personal Gear Checklist



# **PART C: BSAR NSW STANDARD OPERATING PROCEDURES (SOP)**



## SOP No.1 - Personal Gear Checklist

You must come prepared with food and gear to be in the field for 48 hours; and take emergency supplies for a further 24 hours.

- Gear should be normal lightweight bushwalking gear.
- Gear may be shared in the field within your search team.
- This list may seem excessive but, in a search and rescue situation, we must allow for variable situations.



**Don't overload yourself:  
Take what you need, need what you take!**

### Minimum gear for callouts or training

- Clothing appropriate for seasonal conditions (remember thermal underwear)
- BSAR NSW yellow polo shirt
- BSAR NSW yellow rain jacket
- Compass
- Cooking, camp stove and camp stove fuel for 72 hours
- Cooking, billy (about 0.25 kg)
- Eating utensils — a plastic bowl (which also serves as a cup), and a plastic spoon
- First aid kit, personal, including personal medications, at least one shock blanket and a broad elastic bandage (for snake bite, e.g. Setopress)
- Food for 72 hours (3 days)
- Garbage bags
- Headlamp with sufficient batteries for 12 hours
- Karabiner, screw gate
- Knife, pocket
- Map(s) (if you have them)
- Matches or lighter
- Note book and pencil
- 10m of: Rope, synthetic, static, 7mm min diameter or; 12mm tube or; 25mm flat tape
- Backpack, overnight
- Shelter (tent fly, bivvy bag, tent and ground sheet if needed)
- Signalling device (e.g. mirror, heliograph, silver CD disk)
- Sleeping bag of good quality
- Sleeping mat, closed cell or Thermo-rest
- Sun cream, insect repellent etc.
- Sun hat or beanie (depending on conditions)
- Toiletries and toilet paper
- Watch or timepiece
- Water bottle(s)—filled—quantity for situation (minimum 3 litres)
- Water bladder for group use
- Whistle, pealess
- Eye Protection (against stinging trees etc.)
- Gloves
- Secateurs (**Never** take a machete: they are banned at BSAR NSW operations!)
- Any other items listed in specific SOPs that may be in force during the exercise.

**To be left in the car:** A spare set of clothes, 5 litres of water per person (minimum), Day pack (in case of lightweight deployment).



## Pack Weight Guidelines

Industry guidelines suggest a fit trim person should carry no more than 25% of their body weight. However, as an emergency service operating in remote areas, it is important for us to keep our pack weights as low as possible so as to improve balance and conserve energy.

There is a trend in many bushwalking clubs to adopt individual cooking and camping arrangements. We cannot afford such luxury in both space and weight in our packs. Sleeping arrangements should be a team effort in order to reduce weight. We also encourage ‘hot water dinners’ (see Food, on the next page). If you must cook, you will require your own billy using a campfire (individual stoves should not be carried).

**Pack weights for a 3-day operation**

	<b>Personal gear including pack</b>	<b>Proportion of group gear*</b>	<b>APPROX. TOTAL PACK WEIGHT</b>
<b>Summer</b>	8 to 10 kg	2 to 4 kg	12 kg
<b>Winter</b>	10 to 12 kg	3 to 5 kg	15 kg

\* See Shared gear on the next page for details of shared group gear.

## Reducing weight of personal gear

### Packs

Most outdoor gear manufacturers have increased the weight of packs in recent years. Today’s packs often appear to weigh between 2 to 3 kg, with extra weight in complicated harness systems and unnecessary gimmicks. Suitable packs should be strong, have minimal gimmicks, and weigh between 1.5 to 2 kg.

### Sleeping gear

Closed cell foam mats are lighter at 0.2 kg (for 3/4 length) and puncture resistant, than the lightest Thermarest at 0.45 kg.

A ground sheet can be made from white-goods wrapping plastic and weighs only around 30 grams.

- Quality summer down sleeping bags weigh between 0.4 to 0.75 kg
- Quality winter down sleeping bags weigh between 1.0 to 1.5 kg

### Shelter

A lightweight two or three-person fly makes an adequate shelter. Leave pegs and poles at home, and use fallen timber and rocks site to erect the fly. Tents should only be used when heavy rain is forecast, or for alpine areas. Weights of shelters are compared in the following table.

**Weight comparison of shelters**

<b>Item</b>	<b>Approximate weight</b>
Three-person siliconised fly*	0.45 kg
Standard nylon fly	0.7 kg
Two-person tent	3 kgs

\* Currently only specially made by sailmakers, or bought overseas.



**Food**

The evening meal should only require hot water to prepare. Food that requires a billy to cook the ingredients is discouraged on BSAR NSW operations. Aim for only 900 grams per day, plus emergency food.

<b>Sample three-day menu (for one person)</b>	
<b>Breakfasts (3) (165 g per day)</b>	
Twelve muesli bars, Tang juice or coffee/tea	0.5
<b>Morning teas (3) (150g/day)</b>	
Scroggin (chocolate, nuts, dry fruit)	0.45
Emergency chocolate	0.1
<b>Lunches (3) (300g/day)</b>	
Crisp bread, cheese and salami	0.9
<b>Dinner (2) (300g/day)</b>	
Instant mashed potatoes or couscous with slices of dried meat and dry vegetables, Dessert, biscuits	0.6
Emergency freeze dried meal	0.11
<b>TOTAL (kg)</b>	<b>2.66</b>

**Shared gear**

A four-person search team typically shares:

- Two flies (or tents)
- Two hand lines
- A lightweight stove (required because a team could have to bivouac away from wood supplies, or in heavy rain. The MSR pocket rocket, weighs only 0.18 kg, plus a canister 0.22 kg.)
- A 1.5 litre billy or similar
- Other Squad equipment that may have to be carried.

**Squad communications and navigation gear**

- BSAR NSW QMac HF radio: 1.8 kg with lightweight battery and end-fed antenna 0.85kg
- BSAR NSW UHF radio: 0.45 kg, plus spare battery 0.3 kg
- BSAR NSW GNSS: 0.25 kg
- Personal locator beacon (PLB) for selected teams (about 0.3 kg).



## SOP No.2 - BSAR NSW HQ & Site Safety

The BSAR NSW HQ is a modern building located in Learmonth Street, Rooty Hill, NSW. You need to be familiar with the following safety issues when visiting and using the building and grounds. *On entry to the building make sure you sign in to the Visitor Register (located on the first table near the fire extinguisher) and sign out on leaving.*

### Fire Safety

#### Access and Egress

Access and egress to and from the ground floor are via a single outward opening door with an EXIT sign over.

Access and egress from the Mezzanine first floor is via single stair.

THE EMERGENCY ASSEMBLY POINT (where to go in the event of a fire or emergency) is located in the carpark of the Tennis and Squash Centre south west of the HQ site.



#### Emergency lighting and exit signs

The building is fitted with Fire EXIT signs and emergency lighting. Due to the class and type of building, smoke alarms are not required and are not fitted. Make yourself familiar with the location and direction of the EXIT signs.

#### Fire Fighting

Fire Extinguishers are located on each level of the building in prominent locations. Familiarise yourself with these.

Fire Blankets are located close to the Kitchenette in the upper level Training Room.

One key safety issue is your response to fire.

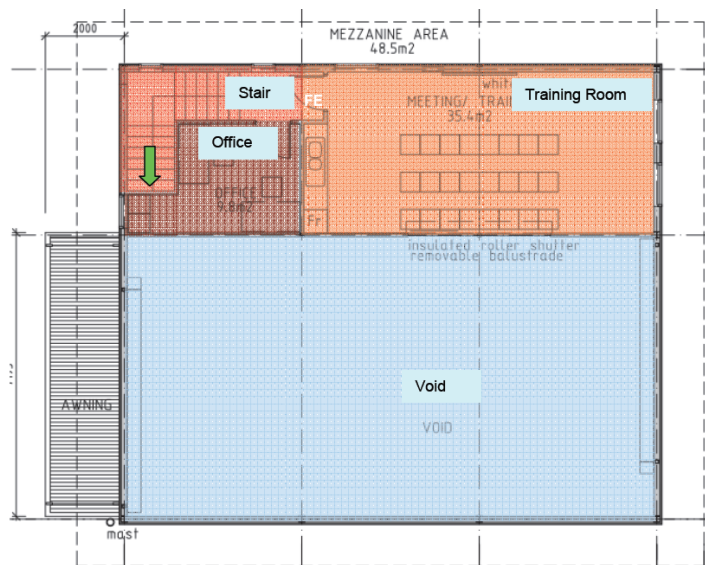
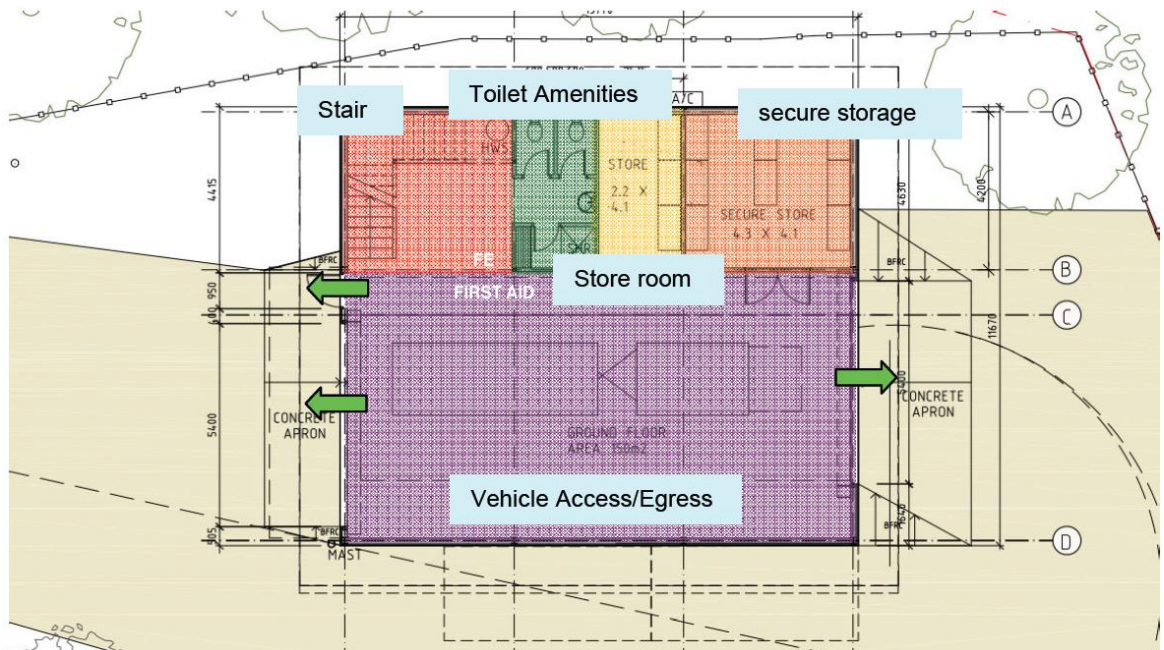


In the event of a fire, the following R.A.C.E acronym will help you to respond safely and correctly:

- R** RESCUE anyone in immediate danger from the fire provide doing so does not endanger your own life
- A** ALARM – sound the alarm and call triple zero.
- C** CONFINE the fire by closing all windows and doors
- E** EXTINGUISH the fire with a fire extinguisher or EVACUATE the area if the fire is too large to manage with a fire extinguisher.

It is important you know how to use a fire extinguisher properly. Remember the P.A.S.S. acronym:

- P** PULL the pin on the extinguisher
- A** AIM the extinguisher at the base of the fire
- S** SQUEEZE or press the handle
- S** SWEEP from side to side until the fire is out





## Security

The site is protected by a security fence and locked gate. It is strongly recommended that when visiting the site on your own, you should lock the entry gate behind you.

The building has been subjected to graffiti vandalism in the past and the area does have some anti-social people around. Movement sensor activated security lights are installed externally to the building. These are automatic and cannot be switched off.

The building has an alarm. The control panel is located just inside of the entry door. Details of the alarm codes and how to use it are issued to authorised personnel.

Valuable equipment such as vertical rescue equipment, radios and uniforms, is stored in the meshed enclosure. This has limited access to authorised personnel.

## Electrical Power

The meter board is located to the side of the building facing the park. Circuit breakers are located in the board.

All BSAR NSW power cords and electrical appliances are 'Test and tagged' in accordance with AS/NZS 3760: 2010. Any untagged cords or appliance must not be used, taken out of service and reported to the BSAR NSW Quartermaster.

## Vehicle

The squad vehicle (Toyota 'Troopy') and trailer are garaged in the building. Keys to the vehicle and trailer are located on the wall near the fire extinguisher. The vehicle must not be started without at least one roller shutter being opened. The roof fans should be activated and both roller shutters opened if the vehicle is left to idle inside the HQ for any length of time.

Only authorised members are permitted to drive the Troop Carrier *off-road* using *four-wheel drive techniques*. Operate the Troop Carrier in accordance with SOP No.12 and the Rescue Trailer BW01 in accordance with SOP No.13. The squad trailer may be left disconnected from the vehicle or remain attached. In any case, prior to starting the vehicle, carry out the following:

- Disconnect power supply to battery charger in trailer
- Ensure rear roll out drawers are secured (horizontal pin at base) and all doors closed.

## Hazardous Materials

Reference: *Learner Guide L0/L1 Induction – Module 2*

The following hazardous materials may be stored in the building:

- Fuel (petrol) for generators in small quantities
- Cleaning fluids and solvents
- Paint
- LPG and Butane gas cylinders

Prior to handling any hazardous materials, you need to be aware of the Materials Safety Sheets and wear appropriate protective clothing.

## Smoking

The BSAR NSW building is strictly a NON-SMOKING environment.



## First Aid

A building first aid kit is located on the ground floor wall near the sign-on register. If you use any items from the kit please report this to the squad Quartermaster.

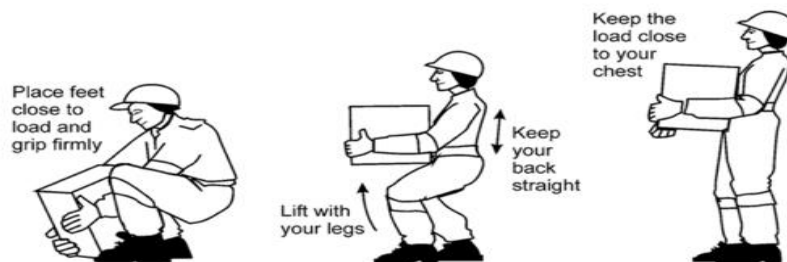


## Manual Handling

Reference: *Learner Guide LG 0/1 Induction Module 2* <http://www.safework.nsw.gov.au/health-and-safety/safety-topics-a-z/manual-tasks>. There are a number of heavy objects in the building e.g. generators, rescue dummy, full water containers etc.

Do not lift objects weighing more than 20kg (or less depending on your physique) on your own or without mechanical assistance. Do not lift objects above shoulder height. Avoid twisting when lifting and placing. Always lift with knees bent, a straight back and with the load kept close to your body.

Storage shelves – do not place heavy or large objects out of reach in the shelves.



## Slips, trips and falls

**Slip potential** - whilst the floor surfaces are reasonably slip resistant when dry, you need to be aware of potential slip on the main ground floor sealed concrete surface when wet or if spillages of oil or chemicals occur. Spillages must be cleaned up immediately after occurrence. The timber stair is fitted with anti-slip nosings and handrails.

**Fall potential** - the upper level Training room is fitted with double doors opening to the void – for use in vertical access training. The security gates must be kept locked at all times when the training room is in general use.

## Ladders

Extension ladders may only be used by trained personnel.

- Extension ladders should be angled at a ratio of 1:4. That is, position the base of the ladder 1 metre away from the structure for every 4 metres of height.
- Always secure the base of the ladder to prevent slippage
- Do not climb or work past the second-last rung of a ladder, and never straddle the top of an A-frame ladder.
- When climbing down, remain facing the ladder and climb to the bottom rung before stepping off.

## Housekeeping

**Kitchenette:** a kitchenette is located in the training room on the upper floor. Ensure that power points for jugs and urns are switched off prior to leaving the building. Please do not leave foodstuffs in the open – all food must be in sealed containers to prevent pest infestation. All utensils/crockery/cutlery must be washed, dried and put back where they belong. Food rubbish should not be left in the upstairs bins; expired products should not be left.

**Training room:** The training room on the first floor is used for training and meetings. Space lighting is equipped with energy saving movement detection, so if you remain still for some time the lights will go out. Movement will reactivate them. The training room must be left clean and tidy, including vacuuming if required.

## Working Bees

All members are encouraged to attend the working bees essential to maintain our HQ and grounds in excellent condition.





## SOP No.3 - Team Member OPCHECK

This Operational Checklist is to be used by Team Members participating in search and rescue operations (Exercise and real). Team members are always responsible for their own and their fellow members' welfare and safety.

### Pre-search Phase

- Advise availability to Call-out Coordinator
- Obtain time and place for briefing
- REPORT to BSAR NSW Commander on arrival at Base (Field search HQ)
- SIGN IN
  - BSAR NSW Sign-In Register (See BSAR NSW Base Manager or Commander 2IC)
  - Police sign in or tasking sheets
- HAND CAR KEYS to Commander or Base Support Manager

### Briefing Phase - Attend Briefing By BSAR NSW Team Leader

- Note overall objectives of search and how is to be achieved
- Note a detailed description of the missing person(s) /object - photographs, clothing, names to which they respond, object description – shape, colour, identifying marking (e.g. aircraft call sign)
- Note tasking information
- Note risk management strategies
  - Nature of terrain and weather forecasts
  - Reporting arrangements for serious injury or deceased
  - Reporting procedure for lost team member
- Note communications systems and SITREPs
  - Write down Team *callsign*
  - Write down *timing* for SITREPs (hourly or 2 hourly, xx minutes after the hour)
  - Carry out radio check
- Note detailed description of search area boundaries (map references, mark-up and GNSS preloaded coordinates)
  - Check *map datum* on GNSS
  - Note proposed search patterns
- Confirm you are 'fit for task'
  - Advise team leader of previous injuries or psychological issues
    - Check you have sufficient:
      - food and water
      - all weather clothing
      - overnight gear
    - Have something to eat before going out
    - Check all required equipment is carried
- Note correct responses to enquiries by the media – refer to Police
- Note availability of assistance if you are disturbed by events
- Note Protect and Preserve Incident Scene procedures
- Ask any questions or clarifications

### Search Operations Phase

- Report all information of value *immediately* including:
  - features on the ground which are not marked on maps;
  - road/track conditions and access
  - names of all persons encountered.
  - Any evidence – clues, objects, indicators of movement (e.g. footprints), smell etc.
- Meet all radio schedules.



- Move at the rate of advance of the rest of the team
- Move in the same direction as the rest of the team
- Preserve tracks or signs believed to be made by the missing person.
- Maintain liaison with other team members
- Take rest at appropriate times and rotate special tasks or heavy loads with other team members.
- Notify the Team Leader immediately the missing person, object, or important clues are found.
- Record all intelligence found (grid position, description, time of find etc.)
- At the Completion of the Search:
  - Report any injuries or concerns to the Team Leader.
  - Close down the radio and advise base
  - Check team equipment.
  - Take in food and drink as necessary.
  - Participate in debrief of the team and stay with the team in the assigned area pending further tasks.
  - Issue equipment back to Base Support Manager
- Where further search tasks are allocated, make necessary preparations to carry out such tasks.

### **Debriefing Phase - Debrief on Return**

- Overview of task and successful completion
- Submit any Injury reports or psychological concerns – report to team leaders (Injury Report forms)
- 'What went well' /'What could be done better'/ Improvements & recommendations: group discussion using Process/ Technology/ Organisation/ People/ Management subject headings.
- SIGN OUT
- BSAR NSW Sign on Register (See BSAR NSW Base Support Manager or Commander 2IC)
- Police sign in or tasking sheets.



## SOP No.4 - Team Leader OPCHECK

This Operational Checklist is to be used by Search Team Leaders undertaking team leading of search and rescue operations. Delegation: The list of duties for Team Leaders is extensive and need not all be carried out by the Team Leader personally. These tasks may be delegated to permit concurrent actions. Delegation however, does not remove the responsibility from the Team Leader to ensure that these duties are completed.

### Pre-search Phase

- Establish communications with BSAR NSW Commander
- Obtain initial tasking information
- Obtain time and place for briefing
- Establish available personnel and collect contact details
- Contact team members and advise briefing time and location
- Contact Transport Officer and coordinate transport of team members
- Sign out radios
- Read Exercise Risk Assessment (use generic risk plan for actual searches unless notified otherwise by Commander)
- REPORT to BSAR NSW Commander on arrival on arrival at Base (Field search HQ)
- REGISTER all team members
  - BSAR NSW Sign-In sheets (See BSAR NSW Base Administrator or Commander 2IC)
  - Police sign in or tasking sheets

### Briefing Phase

Attend Briefing by BSAR NSW Commander

- Note overall objectives of search and how is to be achieved
- Obtain detailed information on the missing person(s)/ object
- Note survivor delivery points
- Obtain tasking information from the BSAR NSW Commander
  - Tasking sheets
  - Map markups
  - GNSS search boundary coordinates
- Confirm risk management strategies
  - Contingency plans for changes in weather etc.
  - Procedure for reporting serious injury or deceased
  - Procedure for reporting lost parties or individuals
  - Establish time for teams to camp overnight
- Confirm information reporting requirements – frequency, format and to whom
- Confirm communications systems (UHF, VHF, HF, Mobile Phone, Satphone etc.)
- Confirm radio channels, call signs and SITREPs
- Confirm map datum for control & field maps
- Confirm team insertion/ extraction points and times
- Clarify any unclear information

### Brief Team Members

- Find a location where team members can be briefed apart from the team members and out of earshot of members of the public, press or family
- Provide the team members with an overall picture of the nature of the search
- Provide a detailed description of the missing person(s) /object:
  - show photographs, clothing, names to which they respond, object description
  - shape, colour, identifying marking (e.g. aircraft call sign)
- Advise risk management strategies
  - Advise nature of terrain and weather forecasts



- o Confirm reporting arrangements for serious injury or deceased
- o Confirm reporting procedure for lost team member
- Establish communications systems and SITREPs
  - o Advise team callsign
  - o Confirm timing for SITREPs (hourly or 2 hourly, ....minutes after the hour)
  - o Carry out radio check
- Provide detailed description of search area boundaries (map references, markup and GNSS preloaded coordinates)
  - o Confirm Map Datum
  - o Discuss appropriate search patterns
  - o Determine locations for overnight camps
  - o Determine likely water supply sources
- Confirm Team 'fit for task'
  - o Check for team member previous injuries or psychological issues
  - o Confirm everyone has:
    - food and water
    - all weather clothing
    - overnight gear
  - o Check everyone has eaten
  - o Check all required equipment is carried
- Advise correct responses to enquiries by the media – refer to Police
- Advise availability of assistance if people are disturbed by events
- Outline Protect and Preserve Incident Scene procedures
- Complete SIGN IN sheets and tasking sheets – all team members
  - o Issue sign in to BSAR NSW Base Administrator or Commander 2IC
  - o Confirm reporting requirements on return (Sign out)
- Ask for any Questions or clarifications

## Search Operations Phase

- Report all information of value **immediately** including:
  - o features on the ground which are not marked on maps;
  - o locations of possible helipads;
  - o road/track conditions and access
  - o names of all persons encountered.
  - o Any evidence: clues, objects, movement indicators (e.g. footprints), smell etc.
- Meet all radio schedules.
  - o Team position
  - o Team welfare checks
  - o Changes in conditions
- Control the rate of advance of the team.
- Control the direction of the team.
- Preserve tracks or signs believed to be made by the missing person.
- Maintain liaison with other teams in adjacent search areas.
- Rest the team at appropriate times and rotate special tasks or heavy loads amongst team members.
- **Notify the BSAR NSW Commander immediately** the missing person, object, or important clues are found.
- Record all intelligence found
- At the Completion of the Search:
  - o Check-in all team members and assess their physical condition.
  - o Obtain and log Injury reports (Injury report form)
  - o Close down the radio.
  - o Check team equipment.
  - o Organise food and drink as necessary.
  - o Conduct a thorough debrief of the team and retain the team in the assigned area pending further tasks.
  - o Issue equipment back to Base Administrator
- Provide the Commander with a report on the completed tasks



- o Complete *Search Team Tasking Sheet* feedback areas
- Where further search tasks are allocated, obtain the necessary information and brief the team and make necessary preparations to carry out such tasks.
- Where no further tasks are assigned, advise the team of the return arrangements and timings.
- Delegate team tasks for return to the home base.

## Debriefing Phase

### a. Debrief Team On Return

- Overview of task and successful completion
- Thanks to all participants for their contribution
  - o Overall thank you to all participants
  - o Pass on expressions of thanks from Family, Police and other services
  - o Identify and thank individuals who have contributed in special ways.
- Ask for any Injury reports or psychological concerns – report to team leaders (Injury Report forms)
- 'What went well' / 'What could be done better' / Improvements & recommendations: group discussion using Process/ Technology/ Organisation/ People/ Management subject headings.
- Speak directly with individuals expressing complaint, dissatisfaction or concerns

### b. Attend BSAR NSW debrief

Review of the plan and its implementation with a view to identifying the lessons learnt and possible improvements in future. Structured discussion around improvements identifying any key failures or under-performances and proposed solutions.

#### A. What worked

#### B. What did not work

#### C. Recommendations and improvements

Use the P<sup>2</sup>OST<sup>2</sup>E elements described in *Managing Exercises Handbook 3* by the Australian Emergency Management Institute (AEMI).

- People
  - o Police search commanders
  - o BSAR NSW Commanders
  - o BSAR NSW/VRA base personnel
  - o BSAR NSW Team Leaders
  - o BSAR NSW Team members
  - o Transport/Logistic personnel
  - o Other agency personnel
- Process
  - o Pre-search planning
  - o Reconnaissance information
  - o Information strategies
  - o Risk management strategies
  - o Search tasking and briefing
  - o Multi-agency interface
- Organisation
  - o Structure
  - o Jurisdiction
  - o Base HQ & Forward Command post
  - o Search Management location
- Support
  - o Infrastructure
  - o Facilities
  - o Maintenance
- Technology
  - o Communications Network
  - o Individual agency coms



- o GNSS tracking systems
- o Maps
- o Field equipment
- o Standards
- o Security
- o Interoperability
- Training
  - o Capability qualifications/ skill levels
  - o Identification of required courses
- Exercise Management
  - o Exercise development
  - o Structure
  - o Command and control conduct
  - o Search effectiveness.



## SOP No.5 - Commander OPCHECK

This checklist is to be used by Commanders undertaking coordination of search and rescue operations under the control of the NSW Police. The list of duties for Commanders is extensive and need not all be carried out by the Commander personally. These tasks may be delegated to permit concurrent actions. Delegation however, does not remove the responsibility from the Commander to ensure that these duties are completed.

### Pre-search Phase

- Establish communications with BSAR NSW Captain
- Obtain initial tasking information
- Obtain time and place for Police Briefing
- Establish available personnel and collect contact details
- Contact Deputy Commander and Base Administrator
- Contact team leaders and advise briefing time and location
- Contact and coordinate communications group (WICEN NSW)
- Contact Transport Coordinator and coordinate staging locations
- Prepare Exercise Risk Assessment (use generic risk plan for actual searches)
- Prepare Exercise Management Plan (for Exercises only)
- Source appropriate Maps for the search area
- Obtain weather forecasts

### Briefing Phase

#### a. Attend briefing by Police Search Mission Coordinator (SMC):

- Note overall objectives of search (strategy)
- Note how this is to be achieved (tactics)
- Obtain detailed information on the missing person(s)/ object
- Note Last Known Position (LKP) and Probability of Detection factor (POD)
- Note likely Time Frame for Survival (TFFS) information
- Note survivor delivery points
- Obtain Tasking information from the search coordinator
- Confirm risk management strategies:
  - Contingency plans for changes in weather etc.
  - Procedure for reporting serious injury or deceased
  - Procedure for reporting lost parties or individuals
  - Establish time for teams to camp overnight
- Confirm information reporting requirements – frequency, format and to whom
- Confirm communications systems- Radio, Mobile phone, Satphone
- Confirm call signs and SITREPs for all agencies
- Confirm Map datum for control & field Maps
- Confirm transport arrangements for team insertion/extraction
- Clarify any unclear information

#### b. Prepare *tasking information*:

- Prepare Search Team Tasking Sheets and marked up maps for each team
- Enter search boundary coordinates to GNSS (Assistant to task)
- Determine team leaders and team membership
- Sign on Register entries for each team (Assistant to confirm)
- Establish communications systems- Radio (UHF,VHF,HF), mobile and sat phone and:
  - Liaise with Communications Officer/ Coms Group (e.g. WICEN NSW)
  - Frequencies/ channels
  - Call signs
  - SITREP timing
- Determine team insertion and extraction points
- Determine transport arrangements – liaise with Transport Coordinator.



- Find a location where team leaders can be briefed apart from the team members and out of earshot of members of the public, press or family

### c. Brief *Team Leaders*:

- Brief the team leaders using SMEACS format: Situation, Mission, Execution, Administration, Command, Safety.
- Provide the team leaders with an overall picture of the nature of the search – strategy and tactics
- Provide the team leaders with detailed description of the missing person(s) /object - show photographs, clothing, names to which they respond, object description – shape, colour, identifying marking
- Advise risk management strategies:
  - Advise nature of terrain and weather forecasts
  - Confirm reporting arrangements for serious injury or deceased
  - Confirm reporting procedure for lost party or team member
- Establish communications systems and SITREPs:
  - Allocate channels and team call signs
  - Confirm timing for SITREPs (hourly or 2 hourly, ....minutes after the hour)
  - Confirm reporting requirements on return (Sign in/sign out)
- Task each team with detailed description of search area boundaries (map references, markup and GNSS preloaded coordinates)
  - Confirm Map Datum
  - Recommend/discuss appropriate search patterns
  - Determine locations for overnight camps
  - Determine likely water supply sources
- Confirm Team 'fit for task'
  - Confirm the suitability of team members to the task
  - Confirm required equipment is carried
- Ask for any Questions or clarifications

### d. Brief all *Team Members*:

- Overall purpose of the search
- Weather and environmental conditions/ nature of terrain
- Personal protection and team wellbeing
- Confirm all personnel are 'fit for task' - report any concerns to team leader
- Reinforce Zero alcohol/drugs policy
- Confirm procedures for dealing with serious injury or death (injury reporting forms)
- Advise correct responses to enquiries by the media – refer to Police
- Advise availability of assistance if people are disturbed by events
- Outline Protect and Preserve Incident Scene procedures
- Outline Aircraft safety procedures (if Helicopters in use)
- Detailed briefing and tasking will be by team leaders
- Ask for any Questions or clarifications

## Search operations phase

- Obtain regular reports on team position and plot to control maps
- Obtain Team welfare checks
- Report team findings to Police Search Controller
- Advise of changes in situation – weather
- Regular SITREPs to Police Search Controller
- Communicate new intelligence to the search teams
- Record all intelligence received from the search teams
- Confirm return of teams to base – sign off task sheets
- Obtain and log Injury reports
- Daily report to BSAR NSW Captain



## Debriefing Phase

a. Debrief all teams on return:

- Overview of task and successful completion
- Thanks to all participants for their contribution:
  - Overall thank you to all participants
  - Pass on expressions of thanks from Family, Police and other services
  - Identify and thank individuals who have contributed in special ways.
  - Thank the Police for requesting BSAR NSW involvement
- Ask for any Injury reports or psychological concerns – report to team leaders (Injury Report forms)
- 'What went well' /'What could be done better'/ Improvements & recommendations: group discussion using Process/ Technology/ Organisation/ People/ Management subject headings.
- Speak directly with individuals expressing complaint, dissatisfaction or concerns

b. Attend Command debrief:

Review of the plan and its implementation with a view to identifying the lessons learnt and possible improvements in future. Structured discussion around improvements identifying any key failures or under-performances and proposed solutions:

### What worked

### What did not work

### Recommendations and improvements

Use the P<sup>2</sup>OST<sup>2</sup>E elements described in *Managing Exercises Handbook 3* by the Australian Emergency Management Institute (AEMI).

- People
  - Police search commanders
  - BSAR NSW Commanders
  - BSAR NSW/VRA base personnel
  - BSAR NSW Team Leaders
  - BSAR NSW Team members
  - Transport/Logistic personnel
  - Other agency personnel
- Process
  - Pre-search planning
  - Reconnaissance information
  - Information strategies
  - Risk management strategies
  - Search tasking and briefing
  - Multi-agency interface
- Organisation
  - Structure
  - Jurisdiction
  - Base HQ & Forward Command post
  - Search Management location
- Support
  - Infrastructure
  - Facilities
  - Maintenance
- Technology
  - Communications Network
  - Individual agency coms



- o GNSS tracking systems
- o Maps
- o Field equipment
- o Standards
- o Security
- o Interoperability
- Training
  - o Capability qualifications/ skill levels
  - o Identification of required courses
- Exercise Management
  - o Exercise development
  - o Structure
  - o Command and control conduct
  - o Search effectiveness.



## SOP No.6 - Transport Operator OPCHECK

This SOP includes an outline description of the role of Transport Operators and an Operational Checklist (OPCHECK) for use in the field at searches and exercises.

### Pre-search Phase

- ❑ Establish communications with BSAR NSW Commander and BSAR NSW Base Support Manager
- ❑ SIGN ON
- ❑ Establish contact with communications group (e.g. WICEN NSW)
- ❑ Sign out radios
- ❑ Establish contact with Transport Coordinator
- ❑ Read Exercise Risk Assessment (use generic risk plan for actual searches)
- ❑ Check equipment for Vehicle:
  - Recovery equipment
  - Air Compressor
  - First Aid Kit
  - Radio equipment
  - Maps
  - GNSS
  - PLB
  - Satphone
  - Mobile Phone
  - Notepad and pencils/pen
  - Spare water

### Briefing Phase

Attend Tasking/ Briefing:

- ❑ Note delivery/insertion and collection points for vehicles
- ❑ Enter coordinates to GNSS
- ❑ Liaise with Transport Coordinator
- ❑ Liaise with Communications group
- ❑ Obtain list of personnel being transported in your vehicle

### Search Operations Phase

- ❑ Coordinate personnel and transport – allocate to vehicles
- ❑ Liaise with Communications group
- ❑ Report on arrival at insertion point
- ❑ Record time when team is deployed in field.
- ❑ Record any intelligence received from the search teams
- ❑ Collect teams for return to base
  - Record who is in your vehicle
  - Advise Base when leaving collection point
  - Report into base on arrival

### Debriefing Phase - Debrief On Return

- ❑ Overview of task and successful completion
- ❑ Submit any Injury reports or psychological concerns – report to Base Support Manager (Injury Report forms)
- ❑ 'What went well' /'What could be done better'/ Improvements & recommendations: group discussion using Process/ Technology/ Organisation/ People/ Management subject headings.

### Sign Out

- ❑ BSAR NSW Sign on Register (See BSAR NSW Base Support Manager or Deputy Commander)
- ❑ Police sign in or tasking sheets



## SOP No.7 - Base Support Manager OPCHECK

This Operational Checklist is to be used by BSAR NSW Base Managers assisting BSAR NSW Commanders coordination of Search and Rescue (SAR) operations under the control of the NSW Police. The list of duties for Base Managers is extensive and need not all be carried out by the Base Manager personally. These tasks may be delegated to permit concurrent actions. Delegation however, does not remove the responsibility from the Base Manager to ensure that these duties are completed.

### Pre-search Phase

- Establish communications with BSAR NSW Commander and BSAR NSW Captain
- Establish contact with communications group (e.g. WICEN NSW)
- Establish contact with Transport Coordinator
- Read Exercise Risk Assessment (use generic risk plan for actual searches)
- Check equipment for Base:
  - Tent/ shelter
  - Tables and chairs
  - Whiteboard + markers
  - Laptop Computer
  - Lighting
  - Generators
  - Maps
  - Map plastic overlays + pens
  - GNSS:
    - Turn on each unit and achieve position lock at CP location
    - Oregon 600: Check latest profiles loaded as per SOP 9B
    - Check GDA94 datum set
    - Delete track and waypoints as per Commander's instructions
    - Load tailored maps or tracks as per Commander's instructions
  - PLBs: Double check battery and registration expiry
  - Radios
  - Satphone
  - Mobile Phone
  - Tracking devices
  - Sign on/signoff sheets
  - Notepads and pencils/pens
  - Spare batteries – all devices (Alkaline ONLY: AA for GNSS, AAA for CB radios)
  - Water supplies
  - First Aid Kit for Base

### Briefing Phase

- a. Assist Commander Prepare Tasking Information:
  - Prepare Tasking Sheets and marked up maps for each team
  - Enter search boundary coordinates to GNSS (Assistant to task)
  - Prepare Sign on/ Sign off sheets for each team
  - Liaise with Communications group
  - Liaise with Transport Coordinator
  - Find a location where team leaders can be briefed apart from the team members and out of earshot of members of the public, press or family
- b. Assist Commander To Brief Team Leaders And Team Members:
  - ISSUE equipment to each team (use equipment Sign-out/ Logs)
    - Maps
    - GNSS
    - PLBs
    - Radios



- o Satphones
- o Mobile Phones
- o Tracking devices
- o Tasking sheets (if required)
- o Specialist equipment (e.g. vertical)

### Search Operations Phase

- Coordinate personnel and Transport – allocate to vehicles
- Liaise with Communications group
- Record reports on team position and welfare
- Plot positions on control maps
- Record all intelligence received from the search teams
- Monitor weather RADAR and advise of changes in weather
- Provide UTM-Lat.Long conversions for aviation (helicopter pilots)
- Manage return of teams to base:
  - o Sign out sheets
  - o Obtain and log Injury reports
  - o Sign in equipment

### Debriefing Phase

#### a. Assist debrief of all teams on return:

- Collect Injury report forms
- Record debrief discussions and note what could be done better & improvements
- Log any equipment failures and tag items
- Receive and check in all equipment
- Assist with completion of Tasking sheets

#### b. Attend BSAR NSW debrief:

- Arrange attendance records
- Take minutes of meeting
- Distribute minutes



## SOP No.8 - Call Out / Request For Assistance

This SOP summarises the sequence of responses to a call out or request for assistance from the Police, members of other VRA squads or emergency services and the public. Call outs are generally received via the squad phone or nominated private numbers held by the Captain, Deputy Captains and nominated senior personnel noted as 'BSAR NSW Contact' below.

### Call Out/ Request

Phone call from **Police** (or another VRA squad, Emergency service or the Public) to **BSAR NSW Contact** person.

- **BSAR NSW Contact** records details of call out/request on Call Out/ Request for Assistance Form and **advises Caller**:
  - Whether BSAR NSW will respond. Are we suitable for the job? You can refer them to other services, 000, or simply say BSAR NSW is not available or suitable for the job (very unlikely if the Police are calling)
  - What response BSAR NSW will provide – an estimate of how many people and what resources we can provide.
  - Confirm who is doing communications
  - Confirm whether catering is provided
  - Confirm any special access requirements (e.g. locked gates)
  - Confirm any special equipment or skills required (e.g. Vertical, 4WD),
  - Are there any short notice jobs that can be done for people who turn up late?
  - Commit to getting back to **the caller at a certain time** with numbers of people attending. You usually need to do this before you have the final list of names from the callout tree, so a little educated guesswork is needed.
- **BSAR NSW Contact** sends **SMS to BSAR NSW call out groups** (or telephones each of the **Call-out Group Coordinators**) appropriate to the location of the incident. This will usually include **TRANSPORT** and **BASE** group coordinators. The BSAR NSW Contact may request just group 'A' or Group 'A' and Group 'B' members are contacted.
  - SMS message should read:
  - *'BSAR NSW Call-out for ....., location ....., time and date ....., Look at your email for details and respond availability by text or email to ....., ASAP'*
- **BSAR NSW Contact** sends an **all member email** notifying members of call out or potential call out.
- **BSAR NSW Contact** telephones **BSAR NSW Captain, Deputies or Commanders (Search Managers)** in that order, to request they take on the Commander/ Liaison officer duties with Police.
- **Call Group Coordinators** contact their **group members** and report availability back to **BSAR NSW Contact**. This is required if the SMS facility is not working or members.
- **BSAR NSW Contact** phones **Police Caller** and advises BSAR NSW response – numbers of people, resources, name and contact detail of BSAR NSW Commander/Liaison officer.



- **BSAR NSW Contact** telephones or emails **BSAR NSW Commander/Liaison officer**, advises names of personnel attending and hands over responsibility.
- **BSAR NSW Commander/Liaison officer** contacts **Police Incident Controller/ Police** contact person at scene, to confirm briefing time and location.
- **BSAR NSW Commander/Liaison officer** determines team composition and allocates Team Leaders to each team. Commander texts, emails or phones all attending personnel with details including team allocations and team leaders.
- **BSAR NSW Captain** telephones VRA Call Centre to advise of call out.
- **BSAR NSW Captain** emails VRA Commissioner, Regional Coordinator and Directors of Operation for City and Country advising of call out.



## SOP No.9A - GPS/GNSS Operating Procedure

- **Use only BSAR NSW GPS/GNSS receivers** or receivers suitable for Land SAR use:
  - *Sensitive* receiver
  - $\geq$ IPx6 (protection from powerful water jets)
  - Minimum of 12-channels
  - Track log ability.
- **New batteries** at the start of each search day, NO Heavy Duty, Super Heavy Duty or General Purpose batteries:
  - Garmin Oregon 600: use Alkaline, NiMH or Lithium
  - Garmin GPSMAP 60CSx: use Alkaline or NiMH
- **Spare batteries** carried
- **Turn on unit as required** (can be used in transport for navigation but do NOT start *track log* yet)
- **Battery type:** set
- **Verify datum:** GDA94/ GDA (first choice), WGS84 (second choice)
- **UTM or MGRS** position format set
- **Setup** BSAR NSW NSW GPS/GNSS receivers in accordance with SOP 9B (Garmin Oregon 600) and SOP 9C (Garmin GPSMAP 60CSx)
- **Proceed** to search area step off point
- **Start a new track log** when stepping off for the search (not during the drive in) by:
  - *Clearing* current track
  - *Starting* new track
- **Verify** after  $\approx$ 100m that the track is logging: Zoom in map display and look for a *squiggly* line representing your track: If the line is dead *straight* there may be issues
- **Grid positions:** As briefed by Commander:
  - 8 figure UTM grids are usual
  - hh ddd° mm.mmm' *normally* requested by *aviation* assets (helicopters etc.)
- **Pause and save track log** at search area *exit* point
- **Upload search tracks at Command Post:** Team Leader to coordinate.



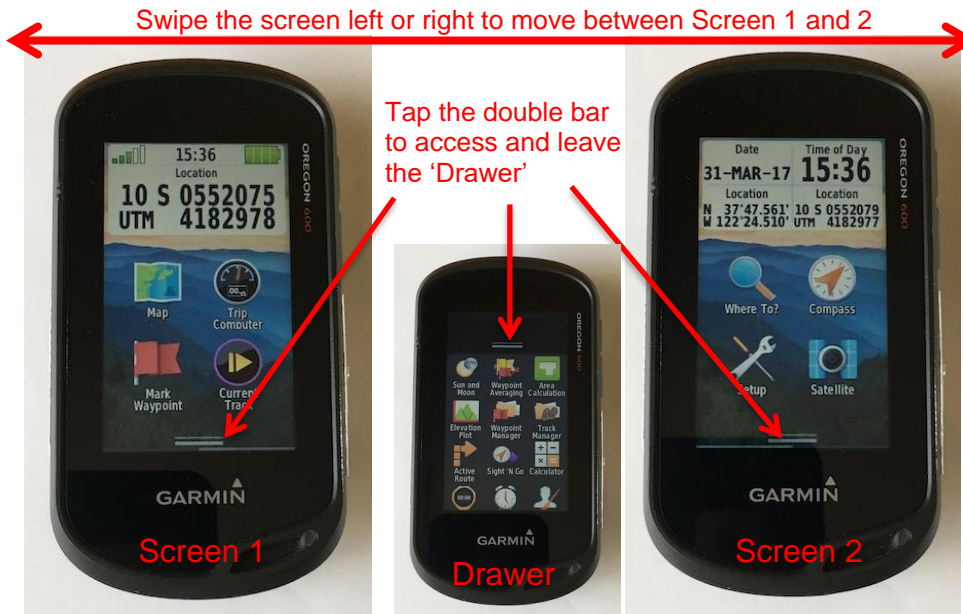
# SOP No.9B - Garmin Oregon 600 Standard Setup/Use

## Current profile

BSAR NSW May 17

## Screen navigation

Two 'Screens' and one 'Drawer' are set with the profile. The two *Screens* contain functions for *field* use. The *Drawer* contains functions used at *base* and also for specialised field use: e.g.: Waypoint Averaging.



Screen 1 key items	
<b>Dashboard</b>	GNSS signal strength Time of day Battery level UTM grid (large)
<b>Map</b>	Map scale at bottom Zoom top right or pinch 'Setup map' bottom right for orientation
<b>Trip Computer</b>	GPS accuracy GPS Heading Sunset Elevation GPS Elevation Trip Time ('Time')
<b>Mark Waypoint</b>	Used to mark a waypoint
<b>Current Track</b>	Clear, start, pause, save, delete the current track log

Screen 2 key items	
<b>Dashboard</b>	Date Time of day ddd° mm.mmm° lat/long UTM grid
<b>Where To?</b>	Navigate to a waypoint, coordinates, tracks etc., 'search near'
<b>Compass</b>	'Bearing' to GoTo point Distance to next ETA at Destination Time to next Electronic compass Auto Sight 'N Go Calibrate Compass
<b>Setup</b>	Position Format/ datum System/ Battery Type Map/ Configure Maps
<b>Satellite</b>	UTM grid GPS accuracy Satellite position Satellite signal strength AutoLocate Position

<b>Power Button (top button on side)</b>	Hold in for: power on/off Tap once for: screen on/off Tap twice for: <i>status</i> page
<b>User Button (bottom button on side)</b>	Hold in for: <i>status</i> page (screen brightness/ lock) Tap once for: screen on/off Tap twice for: return to Screen 1

## Button navigation

Note: Tapping User button twice is a good way to return you to Screen 1 if lost.

Note: Status page has screen brightness, screen lock, battery level, GNSS signal strength.



## Track logs



**First** - To begin a new track touch the *Current Track* icon on *Screen 1*. Do this when entering the search area.

**Next** - Touch the *Garbage Bin* icon on the left and clear the track log. All trip data associated with the current track will be reset.

**Next** - Touch the *Blue arrowhead* icon in the centre of the screen to start the track. Then press the 'x' at bottom left to return to *Screen 1*. Begin search.

**Next** - During the search, touch *Current Track* to return to the track screen. The track can be *paused* while the team has a rest break or transfers from one search location to another. Press the *double blue vertical bars* 'Pause symbol' at the centre of the screen to pause the track. *Remember to restart the track when the search recommences*, even if in a new location.

**IMPORTANT** - *Keep the same track going all day using start, pause, start... so that a single daily track for each search team can be recorded.*



**Final** – When exiting the search area and before transport, *pause* the track, then press the *Disc icon* on the right to save the track log. The track name will be the current date & time. Hand receiver in to the Team Leader so that download of the tracks for the Commander can be carried out.

## Key BSAR NSW presets

The following table presents key setting pre-sets in the BSAR NSW May 17 profile that users should be aware of.

*Note: The profile pre-sets cannot be restored by re-selecting the profile so please restore any modified settings to the original BSAR NSW profile settings.*

<b>System</b>	Satellite System: GPS WAAS/EGNOS: OFF AA Battery Type: Alkaline	<b>Position Format</b>	UTM UPS, GDA94
<b>Display</b>	Backlight Timeout: 1min Orientation Lock: Portrait Battery Save: ON	<b>Heading</b>	North Reference: Magnetic Compass: Auto (Compass Heading when still, GPS Heading when moving)
<b>Map</b>	Orientation: North up	<b>Altimeter</b>	Auto Calibration: Off Barometer Mode: Variable
<b>Tracks</b>	Record Method: Auto Interval: Normal Auto pause + Start: Off Output Format: GPX	<b>Ant Sensor</b>	All Off
<b>Time</b>	24 Hour + Auto Time Zone	<b>Profile</b>	BSAR NSW May 17
<b>Routing</b>	Activity – Direct Routing	<b>Accessibility</b>	Touch Sensitivity: Normal



# SOP No.9C - Garmin GPSMAP 60CSx Standard Setup/Use

## Button navigation

A number of pages exist and are cycled by pressing 'PAGE' to move forward/right or pressing 'QUIT' to move backward/left. The following are the button functions:

**POWER Key**

- Press and hold to turn the unit on or off.
- Press and release to adjust the backlighting.

**ROCKER Key**

- Press up, down, left, or right to highlight options and to enter data, or move the map panning arrow.

**IN/OUT Zoom Keys**

- Press to zoom in or out on the Map Page.
- Press to scroll up or down a list on any other page.

**PAGE/COMPASS Key**

- Press and release to cycle through the main pages.
- Press and hold to turn the compass on or off

**FIND/MOB Key**

- Press and release at any time to view the Find Menu.
- Press and hold for MOB\*

**MENU Key**

- Press and release to view page options.
- Press twice to view the Main Menu.

**MARK Key**

- Press and release at any time to mark your current location.

**ENTER Key**

- Press and release to enter highlighted options, data or confirm on-screen messages.

**QUIT Key**

- Press and release to cancel data entry or exit a page.

\* Man Overboard (MOB) feature stores a waypoint and then navigates back to it.

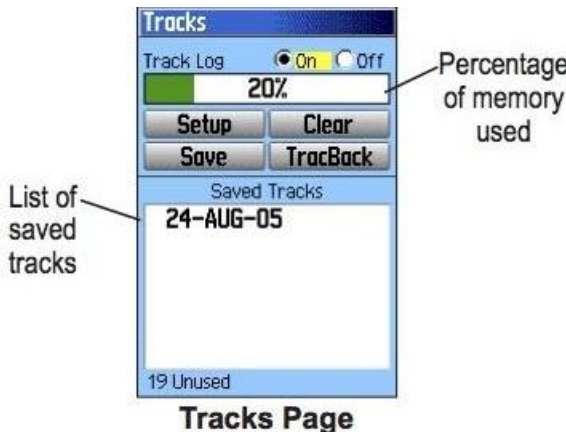
*Note: Double tapping the 'MENU' button will return you to the Main Menu if lost.*

## Common use settings and functions

<b>Position Format/Datum</b>	MENU, MENU, Setup/ ENTR, Units/ENTR Position Format: UTM UPS or hh ddd° mm.mmm' Map Datum: GDA
<b>Battery type, WAAS/EGNOS, GPS Mode</b>	MENU, MENU, Setup/ENTR, System/ENTR
<b>GO TO a Waypoint</b>	FIND, Waypoints/ENTR, select waypoint, ENTR, GO TO/ENTR
<b>Stop GO TO</b>	(From Map or Compass page): MENU, Stop Navigation/ENTR
<b>Mark current position as Waypoint</b>	MARK, adjust parameters using rocker then: OK/ENTR
<b>Delete Waypoint</b>	FIND, Waypoints/ENTR, select waypoint/ENTR, Delete/ENTR, Yes/ENTR
<b>Calibration of Altimeter or Compass</b>	MENU, MENU, Setup/ENTR, Calibration/ENTR, choose Compass or Altimeter/ENTR and follow prompts
<b>New Location start up</b>	Satellite page, MENU, New Location/ ENTR, Automatic or Use Map



## Track logs



**First** – Clear the current track log: Press MENU, MENU, Tracks/ENTR, Select Clear/ENTR then YES/ENTR. Do this when entering the search area. All trip data associated with the current track will be reset.

**Next** – To begin a new track select Track log to ON. This turns on the breadcrumb trail.

**Next** – Press PAGE, PAGE to return to navigation pages



**Next** - During the search, press MENU, MENU, Tracks/ENTR, the track can be paused while the team has a rest break or transfers from one search location to another. This can be done by selecting Track log to OFF. Remember to restart the track when the search recommences, even if in a new location (i.e.: Track log back to ON).

**IMPORTANT** - Keep the same track going all day using start, pause, start... so that a single daily track for each search team can be recorded.

**Final** – When exiting the search area and before transport, press MENU, MENU, Tracks/ENTR. Turn Track log to OFF, then to save the track log select

Save/ENTR then YES/ENTR. The track name will be the current date & time. Hand receiver in to Team Leader so that download of the tracks for the Commander can be carried out.

## Key BSAR NSW presets

<b>Tracks/ Setup</b>	Record Method: Auto Interval: Normal Colour: Magenta	<b>Setup/ Time</b>	Time Format: 24 Hour Time Zone: Sydney UTC Offset: +10hrs 00min DST: Auto
<b>Setup/ Display</b>	Display Mode: Auto Backlight Timeout: 1 minute	<b>Setup/ Units</b>	Position Format: UTM UPS Map Datum: GDA
<b>Setup/ System</b>	GPS: Normal WAAS/EGNOS: Disabled Battery Type: Alkaline	<b>Setup/ Heading</b>	Display: Degrees North Reference: Magnetic North
<b>Setup/ Map/ General</b>	Orientation: North up Lock on Road: off	<b>Setup/ Altimeter</b>	Auto Calibration: Off Baro mode: Variable
<b>Setup/Routing/ Guidance method</b>	Off Road		



## SOP No.10 – Generic Risk Management Plan for Search And Rescue operations

This SOP provides a *generic* Risk Management Plan for Land Search and Rescue (SAR) operations carried out by BSAR NSW in remote area locations.

Specific hazards related to search areas should be identified in the Briefing carried out by Police Incident Controllers.

Information regarding potential specific hazards (e.g. hazardous materials at a crash site) must be communicated to all participants with potential exposure to those hazards.

This Risk Management Plan identifies the Hazards/Risks related to SAR activities/personnel involved and proposes strategies to eliminate or minimise the risks.

Remotely Piloted Aircraft Systems (RPAS) operations are not included in this generic risk management plan given the uniqueness of the hazards. A detailed list of potential hazards and mitigation strategies are included in the *BSAR NSW RPAS Operational Procedures (Library)* available on the BSAR NSW website. RPAS risk management is the responsibility of the *Remote Pilot in Command* who must communicate risk control strategies to the BSAR NSW Commander.



**Always review the SAR operation and develop additional risk management strategies if required**



ACTIVITIES/ PERSONNEL	HAZARD/RISKS SOURCE OF A HAZARD, THE ASSOCIATED RISKS, PEOPLE IMPACTED AND NATURE OF INJURIES	RISK ANALYSIS PRIOR TO THE IMPLEMENTATION OF CONTROLS			RISK CONTROL PLAN (STRATEGIES TO ELIMINATE/MINIMISE THE RISK) INCLUDE CONTROLS, ALLOCATED RESPONSIBLE PERSON(S) AND TIME FRAME. <i>Elimination, Substitution, Isolation, Minimise (e.g. redesign, procedures or training), Personal Protective Equipment (PPE).</i>	RISK ANALYSIS AFTER THE IMPLEMENTATION OF CONTROLS		
		Consequence	Likelihood	Risk Ranking		Consequence	Likelihood	Risk Ranking
All Personnel	Injury from use of motor vehicles on made roads	C5	L4	A	<b>Minimise, isolate (Search Commander/ Transport Coordinator action):</b> <ul style="list-style-type: none"> <li>- Program activity times to reduce risk of driver fatigue.</li> <li>- Depart operation at a reasonable time taking advantage of daylight driving in rural areas</li> <li>- Encourage sharing of driving/ car-pooling &amp; convoy driving</li> <li>- Brief importance of buddy system when car pooling</li> <li>- Brief members on importance of regular breaks and not to wait until feeling like pulling over</li> <li>- Employ mini bus to transport people if possible</li> <li>- Mini bus driver given the option to stand down for rest all day Saturday after dropping off search teams into the AO.</li> </ul>	C4	L3	C
All Personnel	Injury from use of motor vehicles off-road	C5	L4	A	<b>Minimise, isolate (Search Commander/ Transport Coordinator action):</b> <ul style="list-style-type: none"> <li>- Requirement for drivers to be suitably experienced &amp; NRT UOC 'SISODRV302A Drive &amp; Recover a 4WD vehicle' or similar UOC qualified</li> <li>- Requirement for appropriate vehicles suited to the terrain &amp; conditions</li> <li>- Brief PPE: seat belts to be worn in all off-road driving situations.</li> <li>- Brief that recovery equipment only to be used by appropriately trained members</li> </ul>	C4	L3	C
All Personnel	Illness due to polluted water, poor sanitation, personal hygiene	C2	L5	C	<b>Minimise, isolate and substitute (Search Commander/ Team Leader action):</b> <ul style="list-style-type: none"> <li>- Provide information from local authorities (e.g. NPWS) on safety of water in the area</li> <li>- Advise to use sterilizing techniques – boiling, filtration, chemical or UV.</li> <li>- Arrange for clean water to be provided at camp site in jerries if possible</li> <li>- Brief how to defecate in the bush. Encourage hand washing &amp; use of hand sanitisers</li> </ul>	C1	L3	D
Aircraft operations	Injury or death from operations with or near aircraft	C6	L4	A	<b>Eliminate by:</b> <ul style="list-style-type: none"> <li>- Aircrew safety briefing</li> <li>- Instruction to maintain safe distance &amp; to not approach aircraft unless instructed by Pilot/aircrew</li> <li>- Emphasise all personnel must look/listen &amp; follow directions from Pilot/aircrew</li> </ul> <b>Minimise by:</b> <ul style="list-style-type: none"> <li>- Positioning during landing and take off to avoid dust and branch fall exposure</li> <li>- PPE for head, eye and ear protection if winching</li> </ul>	C6	L1	C



Chainsaw operators	Injury or death from chainsaw operation	C4	L4	B	<p><b>Minimise, isolate and substitute (Search Commander/ Transport Coordinator/ Chainsaw operator action):</b></p> <ul style="list-style-type: none"> <li>- All chainsaw operators must be qualified with a Trim and Cut Felled Trees UOC under the NRT system</li> <li>- Chainsaw operators must correctly fit and use appropriate PPE including but not limited to: Saw resistant chaps and or pants, safety glasses, helmet, face shield</li> <li>- During chainsaw operation, chainsaw operators must have another member nearby but clear of the chainsaw operating area ready to provide first aid and communicate to the CP a CASREP if the chainsaw operator is injured</li> <li>- A suitable First Aid kit to control chainsaw wounds must be within easy reach of the chainsaw team: Not more than a few meters away with no obstacles in between to impede access.</li> <li>- Chainsaw operator &amp; assistant must have a current First Aid qualification</li> <li>- Chainsaw team to pre-brief actions on a chainsaw injury including but not limited to; first aid kit location &amp; contents, importance of <i>rapid</i> first aid support including a plan on how to control arterial bleeding, designated primary &amp; secondary first aiders, details to the team on how to safely turn off &amp; move the chainsaw</li> </ul>	C3	L3	C
Field search teams	Trips, slips and falls caused by terrain	C4	L5	A	<p><b>Minimise &amp; isolate: (Search Commander to brief, Team Leaders to effect)</b></p> <ul style="list-style-type: none"> <li>- Land search teams are not to go into terrain requiring a harness &amp; associated vertical equipment (this does <i>not</i> prevent rock scrambling without harness/ rope)</li> <li>- No search operations <i>planned</i> for after sunset</li> <li>- Members are trained in use of handlines and steep country techniques (e.g. such as search line stagger to minimise rockfall)</li> <li>- Keeping pack weight to a minimum</li> </ul> <p><b>Minimise by pre-identification of known hazards:</b></p> <ul style="list-style-type: none"> <li>- Recce findings</li> <li>- Rockfall prone areas such as scree</li> <li>- Slippery surfaces – e.g. Wet limestone, basalt.</li> <li>- Tactical leadership depending on terrain and hazards.</li> </ul>	C3	L3	C
Field search teams	Injury from severe weather conditions e.g. bushfires, flood, gale force winds, hail etc.	C6	L4	A	<p><b>Minimise, isolate &amp; eliminate (Search Commander/ Team Leader/ WICEN NSW action):</b></p> <ul style="list-style-type: none"> <li>- Monitoring weather / fire danger before and during search: weather check <a href="http://www.bom.gov.au">http://www.bom.gov.au</a> &amp; fire check <a href="http://www.rfs.nsw.gov.au">http://www.rfs.nsw.gov.au</a></li> <li>- Monitoring feedback of weather conditions from all teams or WICEN Base</li> <li>- Identify escape / evacuation routes in case of fire, flood or other emerg</li> <li>- During the search in the event of a fire being detected or notified in the area all teams should plan a safe egress immediately unless dangerous to do so. CP can offer egress routes and approximate timings via radio.</li> </ul> <p><b>Search Commander and WICEN Base action:</b></p> <ul style="list-style-type: none"> <li>- Establish position of group(s)</li> <li>- Establish position &amp; direction of fire or weather phenomena</li> <li>- Overview and offer potential egress routes</li> <li>- Account for all teams</li> </ul>	C4	L3	C



Field search teams	Injury from exposure to environmental conditions- Heat exhaustion, sunburn, dehydration, hypothermia, fatigue	C3	L5	B	<p><b>Minimise and isolate: (Action: Search Commander brief, Team Leader enforce):</b></p> <ul style="list-style-type: none"> <li>- Taking and wearing of PPE (correct clothing) and sun-protection.</li> <li>- Advise of SOP / equipment list prior to exercise and audit at search.</li> <li>- Provide pre-search safety briefing</li> <li>- Encourage all members to drink water regularly and all members to monitor consumption levels of each member</li> </ul> <p><b>Minimise (Action: Search Commander brief, Team Leader enforce):</b></p> <ul style="list-style-type: none"> <li>- Brief team members on environmental conditions</li> <li>- Check all team members have appropriate PPE</li> <li>- Provide regular breaks in activity for rehydration and rest</li> <li>- Institute 'buddy' system to monitor well-being of team members</li> <li>- Apply first aid and radio for assistance.</li> </ul>	C2	L4	C
All Personnel	Injury from dangerous animals, bites and stings	C4	L4	B	<p><b>Minimise and isolate (Search Commander/ Team Leader/ WICEN NSW action):</b></p> <ul style="list-style-type: none"> <li>- Wearing of appropriate PPE (e.g. gaiters, long trousers, insect repellent)</li> <li>- Establishing and maintaining a reliable radio communications network</li> <li>- Carry out search further away from summer (Much less threat from wildlife)</li> </ul> <p><b>Minimise by pre-identification &amp; brief of known hazards (Search Commander action):</b></p> <ul style="list-style-type: none"> <li>- Snakes (still around in winter), ticks, leeches, feral dogs and pigs</li> <li>- Stinging Trees</li> <li>- Apply suitable insect repellent to resist ticks and leeches</li> <li>- All team members to carry basic first aid equipment including at least 2 x large compression bandage.</li> <li>- Current first aid qualified members in each team</li> <li>- NSW Ambulance SOT standing by at CP for medical assistance</li> <li>- If possible NSW Ambulance refresh participants knowledge in snake bite first aid</li> <li>- Team Leaders to standardise position of first aid kits and PLB's in team packs.</li> </ul>	C3	L3	C
Field search teams	Injury from overexertion, fatigue	C4	L5	A	<p><b>Minimise (Search Commander action):</b></p> <ul style="list-style-type: none"> <li>- If possible conduct task during cooler seasons</li> <li>- Task teams appropriate to fitness levels</li> </ul> <p><b>Minimise (Search Commander and Team Leader action):</b></p> <ul style="list-style-type: none"> <li>- Taking rest breaks and instruction in correct bushwalking technique.</li> <li>- Caution team members about speed of travel and safety.</li> <li>- Adjust pace and rest according to conditions</li> </ul> <p><b>Minimise (Action by Team Leaders):</b></p> <ul style="list-style-type: none"> <li>- Monitor team members for signs of fatigue</li> <li>- Establish pace suited to terrain and environmental conditions</li> <li>- Ensure team members are well hydrated</li> </ul>	C2	L4	C



All Personnel	Injury from falling trees and branches	C4	L5	A	<p><b>Isolate &amp; minimise (Search Commander/ Team Leader/ WICEN NSW action):</b></p> <ul style="list-style-type: none"> <li>- Don't camp under large suspect trees such as river red gums.</li> <li>- Assessing and advising weather conditions continually</li> <li>- Notify teams via radio of hazardous weather phenomena</li> <li>- Move teams to operate in 'wind shadow' areas</li> <li>- Cancel task and extricate field teams if conditions warrant.</li> </ul>	C4	L3	C
All Personnel	Injury from use of camping equipment – e.g. burns and scalding from stoves, CO poisoning	C2	L4	C	<p><b>Minimise (Search Commander/ Team Leader action):</b></p> <ul style="list-style-type: none"> <li>- Identifying hazards</li> <li>- Members are experienced in how to correctly and safely use bush equipment e.g. how to use a stove</li> <li>- BSAR NSW Team Leaders to educate other members from other organisations in the safe and correct use of camping equipment</li> </ul>	C2	L3	D
Field search teams	Lost or missing team personnel	C4	L4	B	<p><b>Minimise (Search Commander/ Team Leader action):</b></p> <ul style="list-style-type: none"> <li>- Team Leaders have good navigation techniques, maps, GNSS and are equipped with radio communications and PLB's</li> <li>- Team monitoring</li> <li>- Identification of egress points/ features</li> <li>- Every team member to be issued a water resistant map</li> <li>- Sign in/ sign out for all personnel in and out of Base</li> </ul> <p><b>Minimise (Action by Team Leaders):</b></p> <ul style="list-style-type: none"> <li>- Team Leader to brief AO environment, transport access points, radio points, egress possibilities</li> <li>- Monitor and account for team members regularly</li> <li>- Activate lost member procedures (3x whistle blasts, advise Search Commander, seek instructions, commence search).</li> </ul>	C2	L3	D
Field Search Teams	Communications breakdown/ loss	C1	L6	C	<p><b>Minimise (Search Commander):</b></p> <ul style="list-style-type: none"> <li>- Issue of serviceable radios with spare batteries to teams</li> <li>- Pre-search radio checks</li> <li>- Regular SITREPs: VHF or UHF = minimum hourly; HF = as directed</li> <li>- Briefing of task aims, emergency egress routes, NOCOM procedures</li> <li>- Each team to carry a PLB</li> <li>- Task teams to operate near other teams if possible (mutual support)</li> <li>- Use of HF by search teams in intermittent coverage areas</li> </ul> <p><b>Minimise (Action by Team Leaders):</b></p> <ul style="list-style-type: none"> <li>- Check all radio/ coms systems fully operational prior to leaving base</li> <li>- Change location in the field to improve transmissions</li> </ul> <p><b>Minimise (Action by WICEN NSW):</b></p> <ul style="list-style-type: none"> <li>- Asses the likely radio coverage of the search area prior to the search</li> <li>- Monitor effectiveness of the radio communications network during the search and adapt the network for effective coverage</li> </ul>	C1	L4	D



Monitor and Review		
1. Were controls effective?	Yes / No	4. What further actions are required for future training exercises?
2. Were all involved aware of control measures?	Yes / No	
3. Were new hazards identified?	Yes / No	
Reviewing Officer:	Review date:	Signature:

## Understanding the Risk Management analysis

**Activity** - Activity being assessed, e.g. Searching

**Hazard** - Identified hazard, e.g. rock fall, slippery surfaces

**Risk Analysis without risk controls** (Analysis of inherent risks) - Prior to the implementation of risk controls, measure the consequence in as shown in Table 1, likelihood in as shown in Table 2 and risk rating in as shown in Table 3. E.g., *Minor* Consequence C1 and *Likely* Likelihood L5 intersect the risk rating C. Table 4 provides a description of risk ranking and action requirements for each level of risks. E.g. C risk has a descriptor as ALARP and the risk is generally regarded as being tolerable to the organisation but should be further mitigated if a net benefit in doing so can be demonstrated and / or there is an additional control measure which is recognised as 'best practice' in other relevant Police jurisdictions.

**Risk Control Plan** - Control measures to reduce the risk. A risk control plan must include *controls*, *person responsible* for implementing risk controls and the *implementation timeframe*.

**Risk Analysis with risk controls** (Analysis of residual risks) - Once risk controls are implemented, the effectiveness of the risk controls must be assessed. By re-assessing the likelihood, consequence and risk rating level, the residual risk can be established and rated. This risk is usually lower than the initial risk rating as new controls have been put into place to eliminate or minimise the risk.

Repeat the steps above until all activities and related hazards have been assessed.

Consequence		
Multiple fatalities ( ≥4).	C6	Disastrous
2 - 3 fatalities. Possibility of multiple total disability	C5	Severe
Single fatality. Possibility of multiple major injuries.	C4	Critical
Major injury or health effects. Significant hospitalisation.	C3	Major
Lost time injury. Medical treatment.	C2	Moderate
Minor injury with no lost time and no health effects. First aid.	C1	Minor

Likelihood						
Event Frequency occurred or predicted to occur	Once every 100 years or never heard of.	Once every 30 years or only in exceptional circumstance	Once every 10 years	Once every 3 years	1 – 10 times per year	> 10 times per year
	L1	L2	L3	L4	L5	L6
	Very Rare	Rare	Unlikely	Possible	Likely	Almost Certain



**Table 3: Safety Risk Matrix**

LIKELIHOOD		L1	L2	L3	L4	L5	L6
		Very Rare	Rare	Unlikely	Possible	Likely	Almost Certain
CONSEQUENCES	C6 Disastrous	C	B	A	A	A	A
	C5 Severe	C	C	B	A	A	A
	C4 Critical	C	C	C	B	A	A
	C3 Major	D	C	C	C	B	B
	C2 Moderate	D	D	D	C	C	C
	C1 Minor	D	D	D	D	C	C

**Table 4: Risk Ranking**

Risk Ranking	Matrix Descriptor	Action Requirement
A	UNACCEPTABLE	<p><b>For all existing risks:</b> Use all risk control options to manage the hazard/risk or activity will cease.</p> <p><b>For newly identified risks:</b> Any new activity with this risk ranking will not be implemented</p>
B	ALARP+	<p>This level of risk is considered borderline unacceptable and must be given immediate priority.</p> <p>Investigate/apply additional risk control options and assess their 'reasonable practicability' before proceeding with the activity. If these control measures are not feasible, then a review must be undertaken by a <b>Squad Captain, Regional Coordinator</b> or <b>equivalent</b> in rank to obtain approval to accept the risk.</p>
C	ALARP	<p>Risk is generally regarded as being tolerable to the organisation but should be further mitigated if a net benefit in doing so can be demonstrated</p>
D	ACCEPTABLE	<p>Level of risk is tolerable to the organisation. It must be continuously monitored</p>

## Abbreviations

ALARP	As Low As Reasonably Possible
AO	Area of Operations
CP	Command Post
CASREP	Casualty Report
GNSS	Global Satellite Navigation System
HF	High Frequency
NOCOM	No Communications
NPWS	National Parks and Wildlife Service
NLT	No Later Than
NRT	Nationally Recognised Training
PLB	Personal Locator Beacon
PPE	Personal Protective Equipment
SAR	Search and Rescue
SOP	Standard Operating Procedure
SOT	Special Operations Team (NSW Ambulance)
UOC	Unit of Competency
WICEN NSW	VRA specialist radio communications squad



# **SOP No.11 - BSAR NSW Motor Vehicle Operation**

<UNDER DEVELOPMENT>



## SOP No.12 – BSAR NSW Toyota Troop Carrier

The purpose of this SOP is to provide information on the operation, maintenance and checking of the BSAR NSW Toyota Land Cruiser Troop Carrier ('Troopy').

### Vehicle description

- White 1994 Series 75 Toyota Land Cruiser Troop Carrier (model # HZJ75RV-MRQ)
- Registration number YFL 783
- Registration renewal date 21 July
- Body number JT721PJ7508007841
- Engine number 1HZ0122735
- 11 Seat (10 passengers and a driver)
- 90L diesel tank
- Gross Vehicle Mass (GVM): 3035kg
- Gross Combination Mass (GCM): 5535kg (this is maximum combined weight of Troopy and a trailer)
- Tare (empty) weight: 2040kg (this is the vehicle's empty weight with 10L of fuel)
- Basic Operating Mass (BOM) (BSAR NSW definition): 2400kg (weighed Oct 17) (this is the weight of the Troopy, full fuel and accessories such as: bullbar, tow bar, roof rack, Codan auto tune antenna, cargo barrier, tools and equipment permanently stored in the vehicle: i.e. 'ready to load' weight)
- Payload weight: 635kg (this is *available* weight for loading driver, passengers, cargo, towball download weight: GVM-BOM)
- Maximum Tow bar download weight: 350kg

### Pre-use checklist

- Engine oil level
- Brake fluid level
- Clutch fluid level
- Radiator water level
- Tires are inflated
- No loose fittings (e.g. radio antenna)
- Contents are secured
- Doors are shut
- Lights, Brake lights and Indicators are operational
- Vehicle logbook filled in
- Plan GVM and GCM: Driver, 7x passengers (75kg each) without personal gear, full fuel, all current Troopy accessories and permanent tools and equipment total around 600kg (maximum payload available is 635kg!): Be very careful!



**Gross Vehicle Mass (GVM) and Gross Combination Mass (GCM) can easily be exceeded: Always carefully plan the load!**

### Vehicle Logbook

- The Troop Carrier must at all times be under the control of a Licensed Driver.
- ALL drivers must fill in the logbook and TICK the box that they have a valid current Driver's License.

### Off-road four-wheel drive operators

Only those members listed in Part A, Authorised off-road four-wheel drive operators may operate the BSAR NSW Troop Carrier or other vehicles off-road using four-wheel drive techniques whilst engaged in BSAR NSW operations. Drivers for off-road situations must hold the unit of competency SISODRV302A Drive and recover a 4WD vehicle or recognised equivalent qualification.



## Revolving (roof rack) orange lights

RMS rules specify that these lights can only be on when the vehicle is *stationary*.

## Motor Traffic Rules

- All road rules must be obeyed.
- There is no exemption from the *Motor Traffic Act* when driving this vehicle.
- All passengers must wear seat belts.
- Use of HF / UHF radios by the driver is likely to be covered by the same rules as the use of a mobile phone

## Maintenance and Checking

### Servicing frequency

As the vehicle only does a low distance each year, the service is done around May annually just before the HVIS registration inspection at Mark Atkins of TyrePower on Prospect Highway at Seven Hills.

### RMS Inspection

An annual registration inspection is required. The usual practice is to have the brakes checked when the trailer is inspected at TyrePower, Seven Hills.

The Toyota is an eleven (11)-seat vehicle and hence is classified as a BUS. Its annual registration requirement is a roadworthiness check at an RMS Heavy Vehicle Inspection Station (HVIS).

This registration inspection can occur at any time in the preceding three (3) months of when registration falls due (in July - see above). In recent years Penrith HVIS has been used as it is easy to book into compared with other HVIS and is easy to access off the M4.

Since it classified as a BUS the Toyota must be presented at the HVIS as a tidy vehicle. All passenger seat belts are clipped together, to show they are useable. The driver should always wear a VRA work shirt when presenting the Toyota for this inspection. A fire extinguisher (with a hose) must be available in the rear passenger section.

### Registration

- RMS form "Declaration of Eligibility for a Registration Concession" must be signed
- Tick box 'Civil Defence Vehicle (CIVIL) / State Emergency Services (SES)'

### Compulsory Third Party Personal Injury Insurance (Green Slip)

- NRMA policy number RTA094119491
- When renewing cover always remember to advise the NRMA person that this vehicle is comprehensively insured with NRMA Motor Fleet Policy of the VRA (Policy # MF 221 - 1124)
- (Basic Excess \$1,000 + extra for drivers under 25 years old)
- BSAR NSW also has NRMA Roadside Assistance Membership.

### Tire Pressures

The recommended tire pressures for this Toyota Troop Carrier on *sealed* roads with or without the rescue trailer are:

- Front tires: 40 psi / 270kPa
- Rear tires: 43 psi / 300kPa

Tire pressures for off-road conditions vary according to the driving conditions however do not be hesitant to reduce tire pressures to around 15 psi if in challenging sand or mud.



## Emergency equipment

### Fire Extinguishers

Currently, there is a fire extinguisher and are two sets of fire gloves in the vehicle. Fire extinguishers are now tested each time the Rooty Hill building fire extinguishers are tested.

### First Aid

- The vehicle First Aid Kit is stored on the shelf above the driver.
- First Aid incidents of members or the public must be recorded promptly, preferably in the VRA *First Aid Incident Form* located in a pocket attached to the cargo barrier
- Guidelines for recording incidents are attached inside the front cover. (The blank *First Aid Incident Form* on the BSAR NSW website is intended only for when the Incident Book is unavailable)

## Electronic Trailer Brake Controller

### Output Indicator

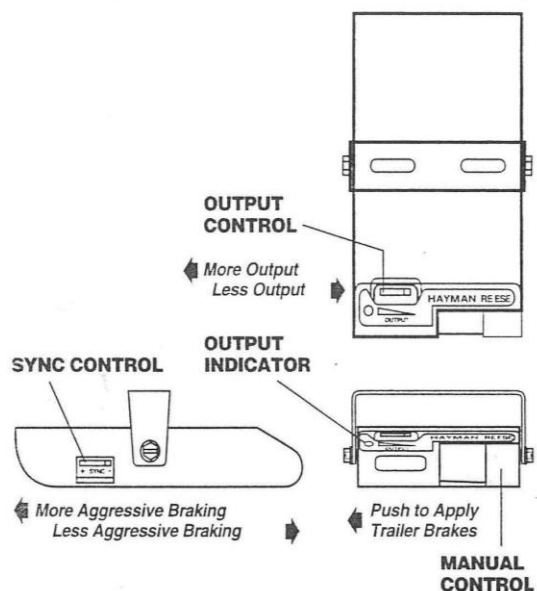
- Glows red with proportional brightness to trailer brake output applied by the controller

### Output Control

- Sets the *maximum power available* to the trailer brakes when the brake pedal or Manual Control is pressed/ used
- Adjust when the trailer load changes, different trailers are used, or a change in road conditions exist

### Sync Control

- Sets brake *aggressiveness* or the time it takes to reach the full output set by the *Output Control* when the brake pedal is pressed (no effect on *Manual Control*)
- Adjust for individual driver preference or changing road conditions



### Manual Control

- Applies trailer brakes *manually* with increasing hardness as control is moved to the left
- Also activates vehicle and trailer brake lights
- Used when it is desirable to reduce speed slowly

### Set-up

- Connect trailer
- Set *Sync Control* half way between + and –
- Set *Output Control* to lowest position (all the way right)
- Roll vehicle forward slowly and stop
- If no trailer braking is felt adjust the *Output Control* slightly *left*
- Repeat the above step until *firm* trailer brakes are felt
- If the trailer brakes lock-up or jerk adjust *Output Control* back to the *right* slightly
- Move the *Sync Control* back towards the driver about 3mm
- Test drive making several stops
- Adjust *Sync Control* until stops are smooth and firm
- Slight adjustment of the *Output Control* may also be desirable
- Check brake lights illuminate on tow vehicle and trailer when *Manual Control* is activated



## SOP No.13 - BSAR NSW Rescue Trailer (BW01)

The purpose of this SOP is to provide information on the checking and maintenance BSAR NSW Rescue Trailer.

### Vehicle Description

- Construction in 2005 by CSI at Parklea Prison
- BOX with 4 wheel suspension
- Electric brakes
- Registration number R42399
- Renewal date 2 September
- VIN Body number 6T9T27R0850VYR012
- Gross Trailer Mass (GTM): 2000kg (maximum loadable weight of the trailer)
- Tare weight: 680kg (empty weight of trailer)
- Payload weight: 1320kg (weight available for cargo).

### Pre-use checklist

- Electrical charger cables are removed and stowed
- Rear roll out drawers are secured with horizontal pin at base
- Contents are secured
- All doors are shut and locked
- Tires are inflated
- Trailer coupling attached
- Safety chains attached
- Electrical connection attached
- Lights, brake lights and Indicators are operational
- Electronic Trailer Brake Controller in Troopy setup for load and road conditions
- Plan load: Ensure the trailer GVM and Gross Combined Mass (GCM) (combined trailer and towing vehicle mass) are not exceeded.



**Gross Vehicle Mass (GVM) and Gross Combination Mass (GCM) can easily be exceeded: Always carefully plan the load!**

### Towing of the Rescue Trailer

This rescue trailer is close to the weight of a caravan and the Toyota / trailer combination needs to be driven as such. Careless driving can cause serious injuries. There have been instances of the Troop Carrier popping out of gear when descending down a steep motorway hill.



**Always keep your distance from other vehicles and continually develop contingency plans when towing the rescue trailer**

### Registration

- RMS annual registration inspection required
- RMS form 'Declaration of Eligibility for a Registration Concession' must be signed.
- Tick box 'Civil Defence Vehicle (CIVL) / State Emergency Services (SES)'



## Components

### Frame

The frame under this large trailer is only just strong enough and needs to be monitored for cracks.

### Suspension

When delivered by CSI, there was inadequate clearance between the top of the mudguards and tires. The axles were moved to UNDER the springs to increase the clearance. This required a modification to the A frame at the trailer coupling. In 2015 the four semi elliptic springs were replaced in an overhaul of the suspension when the leaves of one spring broke.

### Wiring

The trailer uses an unusual process where the body does not provide the Earth for lamps but uses a *separate* return earth wire to each fitting. This is sometimes confusingly known as "positive earth".

### Electric Brakes

This large trailer is legally required to have its own braking and not rely solely on the towing vehicle. The wiring for the electric brakes was poorly directed and subject to damage by suspension movement. Wiring has been repositioned *but needs constant monitoring*. The Electronic Brake Controller on the Toyota Troop Carrier dashboard has two variables. Drivers need clear understanding in the setting of these variables. Refer to the *Electronic Trailer Brake Controller* section. In many situations it is *preferred* that the electric brakes respond a little more quickly than the towing vehicle.

### Upper Door sealing

The sealing around the two large upper doors is very poor. Silastic is required between the two metal surfaces of the gutter. The U of the gutter is formed by joining two L pieces of metal with no sealing between them. The worst leaking has occurred at the top front on the O/S (drivers) side. Plastic boxes should not be located at the front of this top section. In the past open plastic boxes have filled with water when the trailer was not under cover.

### Tires

The wheels and tires are potentially interchangeable with the Toyota Troop Carrier. Note that the tread pattern is a different and noisier type. Recommended tire pressure is 40 psi (270kPa).

### Spare tire

The weight of the tire caused problems with its bracket including broken welds. The current bracket is Mark III or above.

### Safety Chains

Shackles for safety chains always have the pin coming from above; thus even if the pin works loose it cannot fall out. The suggested pattern (Mark Atkins based on information by Hayman Reese) for connection to the Troop Carrier is **CROSSED**. Each chain initially goes under the trailer hitch before coming over the top (under / over). Currently, three links are unused.

## Maintenance and Checking

### Servicing frequency

As the vehicle only does a low distance each year, the service is done around May annually just before the HVIS registration inspection at Mark Atkins of TyrePower on Prospect Highway at Seven Hills.

### RMS Inspection

An annual registration inspection is required. The usual practice is to have the brakes checked when the trailer is inspected at TyrePower, Seven Hills.



## SOP No.14 - Flare Storage, Transport And Use

### Types of flare permitted in BSAR NSW operations

- Use only handheld *pyrotechnic* flares of the day/night or smoke variety
- Laser flares are permitted.



**Do NOT use 'rocket' or other pyrotechnic flares that *launch* or *disperse* hot embers (bushfire risk)**

### Pyrotechnic flare storage

#### Trailer storage

- There is no special storage requirement unless 10Kg of pyrotechnic material is to be stored. Each pyrotechnic flare is rated to have about 70gm of pyrotechnic material.
- Pyrotechnic flares must be stored in a container specifically made to store flares that is *clearly labeled* and *waterproof*.
- Keep in a cool place away from moisture.
- The trailer does not require special fire hazard indicator signs, due to the low amount of pyrotechnics stored.

#### Transport by backpack

- Pyrotechnic flares can be safely carried in a pack, however it is advised to wrap flares in strong plastic bags to prevent the plastic end caps from inadvertently being removed.
- Ideally fuel containers and flares should *not* be carried in the same pack.
- Protect pyrotechnic flares from long immersion in water.

#### Transport in aircraft

- Pyrotechnic flares are commonly included in aircraft on-board safety equipment however these are specifically exempt from regulatory restrictions unlike your carry-on flares even if of the same type and make.



**Pyrotechnic flares are prohibited from carriage in aircraft: do NOT take them onto aircraft!**

### Notification of flare demonstrations (training use)

- Advanced notification (1 week) must be given to the AMSA (Australian Maritime Safety Authority) of intended 'flare demonstrations' (i.e. non-emergency use) regardless if on land, water or in the air and regardless if using pyrotechnic or Laser flares
- Notification is done by completing the '*Notification of Flare Demonstration*' form available at: <https://www.amsa.gov.au/forms-and-publications/amsa50.pdf>
- Local police must be notified by forwarding the completed AMSA form.
- Defence and Marine agencies with units within 40km of the flare demonstration must be notified by forwarding the completed AMSA form
- Permission must be requested from NPWS or Forestry Corporation of NSW if demonstrations are conducted on their land.

### Flare use

#### General

- Flares can be used to provide location of any lost or injured party
- They should only be used when an external rescue group is within visual range of your position, normally during their final approach



- For a helicopter intending to land or hover at your position, a *pyrotechnic* flare can be used to indicate, position, wind speed and direction but be aware you may cause decreased visibility for the helicopter crew!
- Pyrotechnic visual flare range:
  - Day time - orange smoke pyrotechnic flare (in the open, no cloud cover) - about 1km
  - Night time - red pyrotechnic flare (in the open, no cloud cover, no city lights) about 5km
- Laser flare visual range:
  - Day time: 1-5km (in the open, no cloud cover)
  - Nighttime: 30km (in the open, no cloud cover, no city lights).

#### Pyrotechnic flare use

- The effect of a flare may be diminished by the following:
  - If used under heavy tree canopy,
  - In a constricted gorge
  - Morning mist or fog
  - High wind.



**Pyrotechnic flare smoke is toxic and should NOT be used in constricted spaces (canyons) If there is no breeze**



**Pyrotechnic flares are NOT to be used during a total fire ban (TOBAN)**

- Read and follow the instructions on the pyrotechnic flare before firing: each flare is slightly different!
- Hold the pyrotechnic flare at arm's length *downwind* from you.
- Tilt the pyrotechnic flare: holding it vertically may result in hot embers landing on your hand.
- Ensure the 'firing end' is pointing upwards, slightly tilted off vertical.
- Wear safety glasses if available and look away when firing.
- Be careful of hot embers flying out of the pyrotechnic flare.
- Cool off used pyrotechnic flares with water or soil.
- Do *not* take used pyrotechnic flares into helicopters or aircraft (unless the crew clearly advises otherwise).

#### Laser flare use

- Pyrotechnic flares operate for seconds to a couple of minutes whilst Laser flares operate for hours
- Laser flares have no fire risk so can be used with ease in bushfire areas and carried in helicopters (no dangerous goods)
- Laser flares are lightweight and have no special storage requirements
- Laser flares are NOT Laser *Pointers*: Laser *Pointers* have a narrower and more hazardous beam! The device must be classed as a Laser *Flare*.



**Do NOT use Laser *Pointers*: they have a much narrower and hazardous beam than Laser *Flares***



- To use, hold two fingers up in a 'V' pattern
- Move your 'V' to position the target (search aircraft etc.) in the middle of the 'V'



**Ensure you identify and point the Laser output end towards your fingers before turning on**

- Aim the Laser flare in the middle of the 'V' and turn on
- Slowly move Laser flare left and right across the 'V' to attract attention
- The *slower* you move the flare left and right the *longer* the detection range



**Never direct a Laser Flare at an aircraft unless you are in an emergency or conducting training with a PRE-APPROVED aircraft**

- During training exercises involving pre-arranged aircraft to point the flare at, take adequate steps *before and during* the exercise to positively identify the pre-approved aircraft: shining a laser at a 'random' aircraft could startle the pilot and instigate search and rescue or law-enforcement action



**Never point a Laser Flare at a person less than 10 meters away or less than the manufacturer's specified distance away**

### Disposal of expired pyrotechnic flares

- Most pyrotechnic flares normally expire after three years.
- Pyrotechnic flares that show signs of bulging or bubbling of labels should be disposed of.
- The *NSW Roads and Maritime Authority* has organised collections statewide: Check their website for drop off locations.
- Do *not* take expired pyrotechnic flares to *Service NSW* centres.



# SOP No.15A - Situation Report (SITREP) Format

Use the following format to send a Situation Report over a radio network to another station.

## Situation Report (SITREP) format

<b>Opening call</b>	<callsign> this is <callsign> SITREP over
<b>Team + SITREP</b>	<callsign> SITREP
<b>Position</b>	<Grid <8 figure-grid>
<b>Vegetation</b>	<Thick/ moderate/ sparse>
<b>Terrain</b>	<Steep/ shallow/ gully/ waterfall etc.>
<b>Progress</b>	<Approx % of allocated area>
<b>Intentions</b>	<Continuing as tasked/ modifying search/ Request new task etc. >
<b>Welfare</b>	<Nil/low water/1x member minor injury/ team getting tired etc.>

For example:

**'WICEN BASE, WICEN BASE THIS IS TEAM FIVE WITH SITREP OVER'**  
**'TEAM FIVE, WICEN BASE, SEND OVER'**  
**'TEAM FIVE, SITREP, POSITION: GRID 7564 4458, VEGETATION: MODERATE, TERRAIN: STEEP WITH SCREE, PROGRESS: COMPLETED 20%, INTENTIONS: CONTINUING TASK, WELFARE: GOOD OVER'.**



# SOP No.15B - Casualty Report (CASREP) Format

The 'CASREP' proword is used to report a *significant* injury i.e. one that has:

- Decreased mobility
- Requires extraction from the search area or;
- May result in a medical complication.

'CASREP' alerts *all* stations on the radio network of a casualty situation. On hearing the CASREP proword stations *not involved* in the CASREP must:

- Keep the channel clear
- Monitor the situation
- Assess how the station may assist: e.g. plot own position and that of the CASREP and work out transit times to the CASREP position, offer base a relay or other assistance options but *only* if helpful

*Note: only offer options to base if the current situation is not working out and only when the channel is truly clear of communications.*

On hearing the CASREP proword Commanders, radio teams and emergency medical teams should pay more detailed attention to communications and should prepare to take notes. *Stations other than those directly involved in the CASREP should keep the channel clear and not attempt SITREPs and other normal traffic.*

## CASREP FORMAT

<b>Opening call</b>	<callsign> this is <callsign> CASREP over
<b>Team + CASREP</b>	<callsign> CASREP
<b>Position</b>	Grid <8 figure-grid>
<b>Injured Member</b>	<First name only or initials>
<b>Brief nature of injury</b>	<e.g. twisted ankle>
<b>Actions being taken</b>	<e.g. holding position, applying first aid, IMIST to come>
<b>Resources required</b>	<e.g. require casualty extraction/ medical support>

**'WICEN BASE, WICEN BASE THIS IS TEAM TWO WITH CASREP OVER'**

**'TEAM TWO, WICEN BASE, SEND OVER'**

**'WICEN BASE THIS IS TEAM TWO, CASREP, POSITION: GRID 5874 4335, INJURED MEMBER: DELTA BRAVO (E.G. FOR 'DAVID BROWN'), NATURE OF INJURY: POSSIBLE BROKEN ANKLE, ACTIONS: HOLDING POSITION AND APPLYING FIRST AID, REQUEST MEDICAL SUPPORT, IMIST TO COME, OVER <or> OUT'**



**Always prioritise critical life-saving first aid before radio calls**

*Note 1: Always prioritise essential first aid prior to sending a CASREP.*

*Note 2: During times where the casualty requires maximum first aid attention consider sending an opening call with 'CASREP' and 'OUT'. E.g.: BASE, BASE THIS IS TEAM 1, TEAM 1 SENDING CASREP SOON, OUT'. This alerts base to a problem and avoids the station engaging in unnecessary communications.*



# SOP No.15C - Clinical Handover (IMIST) Format

Following *initial first aid* to an injured team member *and* the sending of a CASREP to base, *if medical attention is required* use the acronym 'IMIST' to send relevant information to Base.

IMIST is an industry standard approach to passing relevant information of a casualty between the assets, units and individuals involved in the rescue, stabilisation and treatment of the casualty. The common format ensures seamless and predictable transfer of relevant information. For example:

- Team members in the field will send an IMIST to Base
- Base will send an IMIST to the emergency team
- The emergency team will send an IMIST to the rescue helicopter team
- The rescue helicopter team will send an IMIST to the hospital.

## Clinical Handover (IMIST) Format

<b>I</b>	<b>Identification</b> First name & initial: _____ Sex: _____ Age: _____ Allergies: Medicines:
<b>M</b>	<b>Mechanism</b> (e.g. fall, illness, impact from rocks, twisted)
<b>I</b>	<b>Injuries</b> (e.g. open/closed fracture to lower leg)
<b>S</b>	<b>Signs &amp; Symptoms</b> (e.g. Blood loss, pain) HR: _____ RR: _____ BP: _____
<b>T</b>	<b>Treatment</b>

*Note 1: HR=Heart Rate, RR=Respiration Rate, BP=Blood Pressure*

*Note 2: Not all information is required: e.g. obtaining BP in the field may not be practicable.*

**'WICEN BASE, WICEN BASE, THIS IS TEAM 2 WITH IMIST, OVER'**

**'TEAM TWO, WICEN BASE, SEND, OVER'**

**'WICEN BASE THIS IS TEAM TWO, IMIST:**

**IDENTIFICATION: DELTA BRAVO (E.G. FOR 'DAVID BROWN'), 35 YEARS MALE, NIL KNOWN ALLERGIES OR MEDICATION,**

**MECHANISM: LOST FOOTING ON SCREE,**

**INJURIES: POSSIBLE FRACTURE TO LEFT ANKLE,**

**SIGNS AND SYMPTOMS: UNABLE TO MOVE LEFT ANKLE, INTENSE PAIN, HEARD A SNAP NOISE**

**TREATMENT: IMMOBILISING ANKLE, OVER'.**

*Note: Speak slowly and pause if necessary to allow the receiving station to write.*



# SOP No.16A - Motorola MOTOTRBO DP4401e UHF portable

- Analogue and digital mode portable transceiver (set by channel programming)
- GNSS (GPS and GLONASS) tracking (digital channels only)
- No display: Radio 'talks' to you or sounds tones to confirm settings
- 32 Channels (stored in 2x zones with 16 channel selector knob)
- Frequency range: 403MHz-527MHz (can be programmed with UHF CB channels)
- IP57 rating (protection from dust and water immersion to depth of 1 meter for 30 mins)
- Low power 1W, High power 4W
- Battery option: Impress 2300mAh
- Recharging time (2300mAh battery): Less than 8 hours/ discharge time: 4 hours
- Average battery life: Analogue: 12.3 hours, Digital: 18.1 hours (5% transmit at *high* power, 5% receive, 90% standby)
- Weight: 330g (with 2300mAh battery)
- Bluetooth
- 12x Portable units & 2x WPLN4215B 6-place chargers purchased in July 2016

Zone 1 (change zone = long press orange button)			Zone 2 (change zone = long press orange button)		
Marked channel	Actual channel	Allocated frequency	Marked channel	Actual channel	Allocated frequency
1	1	BSAR 1 VRA	1	17	WICEN DMR-U01S
2	2	BSAR 2 VRA62	2	18	WICEN DMR-U02R
3	3	BSAR 3 VRA61	3	19	WICEN DMR-U03S
4	4	BSAR 4 CB28	4	20	WICEN DMR-U04R
5	5	BSAR 5 CB5 Direct	5	21	WICEN DMR-U81
6	6	BSAR 6 CB35 Repeater	6	22	WICEN DMR-U82
7	7	BSAR 7 CB10	7	23	WICEN DMR-U83
8	8	BSAR 8 CB11	8	24	WICEN DMR-U84
9	9	BSAR 9 W21	9	25	
10	10	BSAR 10 W22	10	26	
11	11	BSAR 11 W23	11	27	
12	12	BSAR 12 W31	12	28	
13	13	BSAR 13 W32	13	29	
14	14	BSAR 14 W33	14	30	
15	15	BSAR 15 Res	15	31	
16	16	BSAR 16 ESO Air1	16	32	

Indicator tones	
Indicator Tone	Meaning
Long-low short-high	Positive indicator tone
Long-high short-low	Negative indicator tone



LED indications	
LED	Meanings
Blinking red	Transmitting with low battery or; Failed power on self test or; Receiving an emergency transmission
Solid green	Radio is powering up or; Transmitting or; Indicating <i>full</i> battery if <i>Battery Strength</i> button pressed
Blinking green	Receiving non-privacy-enabled call or; Detecting activity on the air or;
Double blinking green	Radio is receiving privacy-enabled call or data
Solid yellow	Radio is monitoring a conventional channel or; Indicating <i>fair</i> battery if <i>Battery Strength</i> button pressed
Blinking yellow	Radio is scanning for activity or; Receiving an <i>Alert Call</i> or; All local linked <i>Capacity Plus</i> channels are busy
Double blinking yellow	Radio is no longer connected to repeater while in Capacity Plus or Linked Capacity Plus or; All Capacity Plus or Linked Capacity Plus channels are currently busy, Auto Roaming is enabled, radio is actively searching for a new site or; Radio has yet to respond to a group call alert or; Radio is locked

- 1 Power On/Off, Volume
  - 2 Channel Selection
  - 3 Push To Talk
  - 4 Microphone
  - 5 Short Press: Unassigned  
Long Press: Zone Toggle
  - 6 Short Press: Monitor  
Long Press: Privacy On/Off
  - 7 Short Press: Scan On/Off  
Long Press: Nuisance Delete
  - 8 Short Press: High/Low Power  
Long Press: Repeater/Talkaround
- | 9 Display       | Description  |
|-----------------|--|
| Flashing Red    | Low Battery or Receiving Emergency Alarm   |
| Solid Yellow    | Enter Permanent Monitor or Private Call Request or Monitor Activity or Mid Battery |
| Flashing Yellow | Scanning or Call Alert Ack Wait  |
| Solid Green     | Transmitting or High Battery   |
| Flashing Green  | Receiving or Powering Up   |





# **SOP No.16B - Harris UHF portable**

<TO BE ISSUED>



# SOP No.16C - Motorola MOTOTRBO DM4601e UHF mobile

- Analogue and digital mode mobile transceiver
- GNSS (GPS and GLONASS) tracking
- 1000 channels
- Frequency range: UHF1: 403Mhz-470Mhz
- IP54 rating (protection from dust and 'water splashes' from any direction)
- UHF1: Low power 1W, High power 25W
- 1.8kg
- Bluetooth
- NOT UHF CB capable (UHF CB frequency range is 476.4125-477.4125MHz)
- 4 units purchased in July 2016

Zone 1 (change zone = long press orange button)		Zone 2 (change zone = long press orange button)	
Radio channel	Allocated frequency	Radio channel	Allocated frequency
1	BSAR 2 VRA62	1	WICEN DMR-U01S
2	BSAR 3 VRA61	2	WICEN DMR-U02R
3	BSAR 9 W21	3	WICEN DMR-U03S
4	BSAR 10 W22	4	WICEN DMR-U04R
5	BSAR 11 W23		
6	BSAR 12 W31		
7	BSAR 13 W32		
8	BSAR 14 W33		
9	BSAR 16 ESOAir1		



- 1 Power On/Off

---

- 2 Volume & Channel Up/Down

---

- 3 Short Press: Zone Selection  
Long Press: Contacts

---

- 4 Short Press: Scan On/Off  
Long Press: Nuisance Delete

---

- 5 Short Press: High/Low Power  
Long Press: Repeater/Talkaround

---

- 6 Short Press: Mic AGC On/Off  
Long Press: Tight/Normal Squelch

---

- 7 

Display	Description
Flashing Red	Receiving Emergency Alarm
Solid Yellow	Enter Permanent Monitor or Private Call Request or Monitor Activity
Flashing Yellow	Scanning or Call Alert Ack Wait
Solid Green	Transmitting
Flashing Green	Receiving or Powering Up



## Menu Digital Channel

	<b>Contacts</b>	Call Alert • View Number • View Position • New Contact • Edit Name • Edit Number • Edit Position • Manual Dial • Phone Manual Dial • Ring Style • Delete
	<b>Scan</b>	Turn On/Off • View/Edit List
	<b>Zone</b>	
	<b>Call Log</b>	Missed • Answered • Outgoing
	<b>Utilities</b>	Radio Settings • Radio Info • Talkaround • Tones/Alerts • Horns/Lights • Power • Intro Screen • LED Indicator

## Menu Analog Channel

	<b>Contacts</b>	Call Alert • View Number
	<b>Scan</b>	Turn On/Off • View/Edit List
	<b>Zone</b>	
	<b>Utilities</b>	Radio Settings • Radio Info • Talkaround • Tones/Alerts • Horns/Lights • Power • Intro Screen • LED Indicator • Squelch

## Accessory Buttons

	Name	Short Press	Long Press
	No Dot Button	Unassigned	Unassigned
	1-Dot Button	Permanent Monitor	Contacts
	2-Dot Button	Scan On/Off	Nuisance Delete



# SOP No.16D - Motorola MOTOTRBO DP4801 VHF portable (WICEN NSW)

- Analogue and digital mode portable transceiver
- GNSS (GPS) tracking
- LCD display
- 1000 Channels
- Frequency range: 136MHz-174MHz
- IP57 rating (protection from dust and *water immersion* to depth of 1 meter for 30 mins)
- Low power 1W, High power 5W
- Battery option: 2300mAh and 3000mAh
- Recharging time (2300mAh battery): Approx 2 hours in 'rapid charge'
- Average battery life: Analogue: 11.9 hours, Digital: 17.3 hours (5% transmit at *high* power, 5% receive, 90% standby)
- Weight: 366g (with 2300mAh battery)
- If you want to talk to another team – not through a repeater – select 'Talkaround' = on, and call advising that you are in talk around. This relies on the other station roaming to the same repeater as you and that they also select Talkaround
- If you want to lock on to a particular repeater select site lock = on and select the desired channel.



**Received Signal Strength Indicator (RSSI)**

The number of bars displayed represents the radio signal strength. Four bars indicate the strongest signal. This icon is only displayed while receiving.



**Battery**

The number of bars (0 – 4) shown indicates the charge remaining in the battery. Blinks when the battery is low.



**Talkaround<sup>+</sup>**

In the absence of a repeater, radio is currently configured for direct radio to radio communication.



**Site Roaming\***

The site roaming feature is enabled.



**Secure**

The Privacy feature is enabled.



**Unsecure**

The Privacy feature is disabled.



**GPS Available**

The GPS feature is enabled. The icon stays lit when a position fix is available.



**GPS Not Available/Out of Range**

The GPS feature is enabled but is not receiving data from the satellite.

Radio channel	Displayed channel	Comments
1	S03H T7G	Simplex
2	S63H T7G	Simplex
3	R02 TAC 7	Admin/Emerg
4	R02 TAC 7G	Admin/Emerg
5	R02 TAC 9	WICEN may switch to this ch if GPS tracking problems occur
6	R02 TAC 9G	Commonly used
7	R62 TAC 7	Admin/Emerg
8	R62 TAC 7G	Handset will roam to this ch if stronger than ch6. Can be manually selected.
9	R62 TAC 9	WICEN may switch to this ch if GPS tracking problems occur
10	R62 TAC 9G	Handset will roam to this ch if stronger than ch6.Can be manually selected.



Serial Number 871TRDA883

Model Number H56JDN9KA1AN

- 1 Power On/Off, Volume

---

- 2 Channel Selection

---

- 3 Push To Talk

---

- 4 Microphone

---

- 5 Short Press: Unassigned  
Long Press: Privacy On/Off

---

- 6 Short Press: Unassigned  
Long Press: Keypad Lock

---

- 7 Short Press: Unassigned  
Long Press: Scan On/Off

---

- 8 Short Press: High/Low Power  
Long Press: Repeater/Talkaround

---

- 9 Short Press: Zone Selection  
Long Press: Unassigned

---

- 10 Short Press: Contacts  
Long Press: Site Lock On/Off

---

11	Display	Description
	Flashing Red	Low Battery or Receiving Emergency Alarm
	Solid Yellow	Enter Permanent Monitor or Private Call Request or Monitor Activity or Mid Battery
	Flashing Yellow	Scanning or Call Alert Ack Wait
	Solid Green	Transmitting or High Battery
	Flashing Green	Receiving or Powering Up






# SOP No.16E - QMac HF-90A HF portable

## Specifications

- 12V-24V, 3-6A (max 10A) draw transmit, 300mA draw receive
- 255 channels
- 2-30MHz
- 50W transmitter output
- Protected from dust and 'splashing water' (IP54) but not water jets or immersion

## Setup/ Operation

<to be issued>

Note: the Alarm/ Mode Key has no function on BSAR NSW HF-90A's.

 **Do NOT touch the antenna when the radio is switched on**

 **Stay at least 2 meters clear of the antenna when the radio is switched on**

## Channel allocation

Channel Allocation		
Channel	Frequency	Use/ Allocation
1	2800	VRA but shared with: - Canberra Region Amateur Radio Club (ACT)
2	3882	VRA/ shared with: - Canberra Region Amateur Radio Club (ACT) - Variety the Children's Charity (SA)
3	5264	VRA but shared with: - Allen Matters (Wagga Wagga) - Santos Oil (QLD and WA) - BHP Billiton Iron Ore (WA) - West Coast Car Club (WA)
4	7485	VRA but shared with: - Tuna Farmers PTY LTD (SA) - Santos Oil (QLD and WA) - Nabag (Radio One/Allcom) (WA)



# SOP No.16F - Codan 8528 HF (Troop Carrier version)

## Specifications

- Remote head option (Extended Control Head)
- Transmit range: 2MHz-24MHz, receive range: 250KHz-30MHz
- Channels: 600
- Transmitter power output: 125W
- Power supply requirements: 12V DC, 6A (voice) -12A (Tone) transmit
- Overvoltage protection: Shutdown at 16V for duration of overvoltage
- Scan function: maximum of 15 selected channels
- Connected to Codan 9350D Automatic tuning whip (Autotune) antenna:
  - Frequency range: Transmit: 2MHz-27MHz, Receive (scan): 250KHz-30MHz
  - Power rating: 125W
  - Power requirements: 12V DC, 1A sourced from the Codan 8528


## Setup/ Operation

### 1. Attach whip antenna



### 2. Check lead connections




- Remote head connected to main box ('Remote Control')
- Antenna coax connected to main box and Autotune antenna
- Antenna control lead connected to main box ('Antenna Control') (this one has been found on a number of occasions to be loose) and Autotune antenna
- Microphone connector to main box

 **An internal fuse will blow if the *control head* is not properly connected to the main box**

### 3. Start car engine

- This ensures the battery will not go flat (the 8528 and 9350 together draw ≈8A)
- The Codan 8528 is powered from the *accessory (ACC)* bus

### 4. Power on and adjust display brightness




- Press  : Unit powers on, the last used channel and volume setting will be set
- Press  *twice* in one second to dim the display and lighting (if required)
- Press  *twice* in one second to brighten the display and lighting (if required)








**5. Setting channel**

- Press Channel  or  to select desired programmed channel

**6. Volume and mute**

- Press  or  to adjust volume; mute will open for 1 second if on
- To remove 'normal' background noise when there is no audio signal press and confirm switch light is on 

**7. Tune Autotune antenna**

- Press  : 'pips' will be heard for up to 20-30 seconds and  will illuminate
- Successful tuning is indicated by two *high* pitched pips and 
- Unsuccessful tuning is indicated by two *low* pitched pips and 
- Following a successful tune, wait and listen for radio traffic and if clear, transmit
- The  light will illuminate whilst you talk during transmit.

 **Do NOT touch the antenna when the radio is switched on**

 **Stay at least 2 meters clear of the antenna when the radio is switched on**

**Troubleshooting**

Problem	Solution
No audio received from station	<ul style="list-style-type: none"> <li>- Check S'call Mute button is OFF (light off)</li> <li>- Try turning OFF Mute on/off and listening for station</li> <li>- Check for nearby Electromagnetic Interference (EMI) sources such as generators, LED lights and move these away from the radio</li> </ul>
Autotune whip antenna does not tune	<ul style="list-style-type: none"> <li>- Check Antenna Control cable is securely plugged in at main box and antenna ends</li> <li>- Check coax cable is securely plugged in at main box and antenna ends</li> <li>- Check both cables for crimped, melted or damaged sections</li> </ul>
No transmit	<ul style="list-style-type: none"> <li>- Ensure the channel selected does not have 'Inhib' to the right of 'Tx' on the LCD display (if so this channel is receive only)</li> <li>- Ensure Autotune antenna has successfully tuned</li> <li>- Ensure Scan button light is off</li> <li>- If 'UN-LOC Error' is displayed in LCD: turn off radio, wait 5 seconds then turn on radio and try again</li> <li>- Verify state of battery/ start car engine and hold high idle RPM</li> <li>- Check all connectors are secure</li> </ul>



## Channel allocation

Channel	Frequency	Options	Use
2	2800	USB/ Selcall	VRA but shared with: - <i>Canberra Region Amateur Radio Club (ACT)</i>
3	3882	USB/ Selcall	VRA/ shared with: - <i>Canberra Region Amateur Radio Club (ACT)</i> - <i>Variety the Children's Charity (SA)</i>
5	5264	USB/ Selcall	VRA but shared with: - <i>Allen Matters (Wagga Wagga)</i> - <i>Santos Oil (QLD and WA)</i> - <i>BHP Billiton Iron Ore (WA)</i> - <i>West Coast Car Club (WA)</i>
7	7485	USB/ Selcall	VRA but shared with: - <i>Tuna Farmers PTY LTD (SA)</i> - <i>Santos Oil (QLD and WA)</i> - <i>Nabag (Radio One/Allcom) (WA)</i>
9	5355	USB/ Selcall	WICEN only/ NSW Ambulance Dubbo
10	5680	USB/ Selcall	SAR Operations (AMSA allocated)
11	2632	USB/ Selcall	Not for normal use: Permission from SARMC required
12	3252	USB/ Selcall	Not for normal use: Permission from SARMC required
13	3752	USB/ Selcall	Not for normal use: Permission from SARMC required
14	4560	USB/ Selcall	Not for normal use: Permission from SARMC required
15	5180	USB/ Selcall	Not for normal use: Permission from SARMC required
16	6905	USB/ Selcall	Not for normal use: Permission from SARMC required
17	7657	USB/ Selcall	Not for normal use: Permission from SARMC required
18	7660	USB/ Selcall	Not for normal use: Permission from SARMC required
19	10505	USB/ Selcall	Not for normal use: Permission from SARMC required
21	5455	USB/ Selcall	VKS-737 Secondary sked + telcall/ BushTel
22	8022	USB/ Selcall	VKS-737 Primary sked/ telcall
23	11612	USB/ Selcall	VKS-737 mid morn + mid arvo long distance/ telcall/ BushTel/ QLD SES
24	14977	USB/ Selcall	VKS-737 midday long distance/ BushTel
25	3995	USB/ Selcall	VKS-737 close range/ BushTel/ ADF
26	6796	USB/ Selcall	VKS-737



27	10180	USB/ Selcall	VKS-737 mid morn/ mid arvo telcall
31	2575	USB/ Selcall	VIC + SA SES
32	3729	USB/ Selcall	VIC SES
33	3743	USB/ Selcall	NSW Ambulance/ VIC SES
34	4567	USB/ Selcall	VIC SES
35	5833	USB/ Selcall	SA, WA Fire & Emerg
37	7330	USB/ Selcall	SA, WA Fire & Emerg
38	9300	USB/ Selcall	QLD SES, NT Bushfire, WA Fire & Emerg
39	11435	USB/ Selcall	WA Fire & Emerg
42	2660	USB/ Selcall	BOM, NSW RFS, CFA VIC, CFS SA
44	4645	USB/ Selcall	NSW RFS, WA Fire & Emerg, DOD
46	6940	USB/ Selcall	NSW RFS
81	2310	USB/ Receive only	Alice Springs Broadcast Station: ex ABC
82	2325	USB/ Receive only	Wee Waa Broadcast Station: ex ABC
83	2485	USB/ Receive only	Nil (Old ABC Katherine)
84	4835	USB/ Receive only	Alice Springs Broadcast Station: ex ABC
85	4910	USB/ Receive only	Nil (Old ABC Tennant Creek)
86	5025	USB/ Receive only	Nil (Old ABC Katherine)
92	2201	USB/ Receive only	Marine weather and navigation warnings east 1800-0700EST
93	2628	USB/ Receive only	Marine weather fax, east 1900-0500EST
94	4426	USB/ Receive only	Marine weather and navigation warnings east 0700-1800EST
95	5100	USB/ Receive only	Marine weather fax east, anytime
96	6507	USB/ Receive only	Marine weather and navigation warnings east 1800-0700EST
97	8176	USB/ Receive only	Marine weather and navigation warnings east anytime/ State marine weather warnings 00-3
98	11030	USB/ Receive only	Marine weather fax east, anytime
99	12365	USB/ Receive only	Marine weather and navigation warnings east, anytime



# SOP No.16G - Codan 8528 HF (Rescue trailer version)

- Transmit range: 2MHz-24MHz
- Receive range: 250KHz-30MHz
- Channels: 600
- Transmitter power output: 125W
- Power supply requirements: 12V DC, 6A (voice) -12A (Tone) transmit
- Overvoltage protection: Shutdown at 16V for duration of overvoltage
- Scan function: maximum of 15 selected channels
- Connected to Codan 9103 Automatic Antenna Tuner:
  - Frequency range: 2MHz-30MHz
  - Power rating: 150W (voice only)
  - Power requirements: 12V, 0.9A

## Setup/ Operation

### 1. Attach long wire antenna

<to be issued>




### 2. Check lead connections

- Antenna coax connected to main box and Codan 9103 Automatic Antenna Tuner
- Antenna control lead connected to main box ('Antenna Control') and Codan 9103 Automatic Antenna Tuner
- Microphone connector to main box
- Power lead connections

### 3. Power supply

- Ensure trailer batteries are charged and have solar or generator charging available
- 12V DC, maximum 15.9V DC and approximately 7A are required for the system (8528 Radio and 9103 Automatic Antenna Tuner) to operate


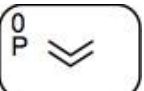

### 4. Power on and adjust display brightness

- Press  : Unit powers on, the last used channel and volume setting will be set
- Press  *twice* in one second to dim the display and lighting (if required)
- Press  *twice* in one second to brighten the display and lighting (if required)

### 5. Setting channel




- Press Channel  or  to select desired programmed channel

### 6. Volume and mute

- Press  or  to adjust volume; mute will open for 1 second if on
- To remove 'normal' background noise when there is no audio signal press and confirm switch light is on 



## 7. Tune antenna

- Press  : 'pips' will be heard for up to 20-30 seconds and  will illuminate
- Successful tuning is indicated by two *high* pitched pips
- Unsuccessful tuning is indicated by two *low* pitched pips
- *Note: there is no 'Tune Pass' or 'Tune Fail' display when using the Codan 9103 Automatic Antenna Tuner in conjunction with the 8528*
- Following a successful tune, wait and listen for radio traffic and if clear, transmit
- The  light will illuminate whilst you talk during transmit.



**Do NOT touch the antenna when the radio is switched on**



**Stay at least 2 meters clear of the antenna when the radio is switched on**

## Channel allocation

Channel allocation has not been confirmed however it appears similar or the same as the Codan 8528 Troop Carrier radio as specified in SOP 16F.



# SOP No.16H – GME TX685 UHF CB portable

## Specifications

- 3W/ 1W selectable transmitter output
- 10 hour operating time on *high* (3W) power (5% transmit at *high* power, 5% receive, 90% standby) (Note: using 1W setting roughly doubles battery)
- 80 Channel
- Back lit LCD display
- IP67 (immersion up to 1m depth for 30min)
- Scan and dual watch functions
- Lithium Ion rechargeable battery, 7-8 hours recharge time
- Simple voice scrambler
- Inhibited transmission on Channels: 22, 23, 61, 62, 63 as per ACMA restrictions

## Unique settings

### Keypad lock activation/ deactivation

press **F** key ('F' icon appears) then hold **Lock** key until radio beeps.

### Transmit power

1. Press and hold **MENU** key until radio beeps
2. Briefly press **MENU** key until 'PW' is displayed. 'Hi' or 'Lo' will be flashing.
3. Press up/down keys to select power level
4. Press the **PTT** to confirm and store the setting

### Duplex mode (Repeater operation)

1. Select a repeater channel (see table below)
2. Press and hold **MENU** key until radio beeps. Repeater icon will flash.
3. Press up/down keys to toggle '**on**' (duplex enabled) or '**oF**' (duplex disabled)
4. Press the **PTT** to confirm and store the setting

## Channel allocations

UHF CB Channel	Use	Regulatory (ACMA) Restrictions
1-8	Repeater output	No portable to portable (direct) ops if within range of repeater (i.e. must go through repeater)
5 and 35	Emergency use only (5 is standard simplex emerg; 35in, 5 out for duplex repeater ops)	No audio or sub audio tones
10	Unofficial: NPWS, 4WD, convoys	
11	Calling channel	Only use to initiate contact with another station then change to another channel
18	Unofficial: Caravans and campers	
22 and 23	Data only: no voice	No voice transmissions
29	Unofficial: Pacific & Bruce hwy's	
30	Unofficial: Local emergency broadcasts: TOBAN, weather	
40	Unofficial: Highway channel	
41-48	Repeater output	No portable to portable (direct) ops if within range of repeater (i.e. must go through repeater)
31-38	Repeater input	No portable to portable (direct) ops if within range of repeater (i.e. must go through repeater)
61-63	Not used: reserved	Transmissions not currently permitted
71-78	Repeater input	No portable to portable (direct) ops if within range of repeater (i.e. must go through repeater)



## SOP No.17 – Vertical Equipment Log Instructions

### Master Rope Logs

The *Master Rope Log* is to record the condition of the rope at each inspection. It records any incidents or changes in the condition of ropes and the required actions. It is not intended as a record of normal use. The *Master Rope Log* is populated by reference to the *Rope Log Cards* kept with each rope bag. The *Master Rope Log* is to remain in the rope storage cage area. An individual *Rope Log Card* is numbered to match each rope number. These should be completed after checking of rope at each use and at 6 monthly checks.

### Inspections

#### Inspection schedule

Every 6 months AND after each use. Inspect for total condition.

#### Inspection items

**Sheath:** Abrasion, fraying/furriness; burns/glazing; slippage sheath over core; discoloration, chemicals.

**Core:** constant flex curve; flexibility/stiffness; uniform diameter; exposed core fibres, soft/broken core

**Length:** change in total length (especially increase).

### Incidents/ condition

Only if an abnormal incident occurs (e.g. shock loading, sharp edge exposure without protection, exposure to contaminants etc.), the incident must be recorded on the *Rope Log Card* and in the *Master Rope Log*. The appropriate actions must be stated (e.g. Remove from service, monitor and check, Nil action etc.).



**If an operator considers a rope to be unsafe it must be taken out of service *immediately* and the BSAR NSW Vertical Rescue Coordinator advised *as soon as possible***

### Rope marking and numbering

All operational ropes are numbered as follows:

- **Rope end one:** *Rope number* by year of manufacture and rope number in that year e.g. the third rope purchased in 2009 is numbered 09.03. Also 'BSAR NSW'.
- **Rope end two:** *Rope length* in metres and 'BSAR NSW'.



**Only ropes marked at *both ends* are suitable for life support**

If a rope is cut down in length to remove a damaged area, the two remaining lengths are to be renumbered using the original year and rope number reference plus a decimal number e.g. 09-03 becomes 09-03.1 and 09-03.2. Remember to mark each rope with its new length.



## Bag marking and numbering

All bags containing BSAR NSW ropes are marked with a rope ID tag with the following information: 'BSAR NSW', Rope Number, Rope Manufacturer, Length, Colour, Rope Type (e.g. Nylon, HTP).

### Ready to use

If a rope is in a bag with a 'CHECKED' tag on the closed drawstring, the rope has been checked and is ready to use. CHECKED tags should state the word 'CHECKED OK', the date and initials of the checker.

For deployment of rope out of the bag, check that both ends have been connected to the bag, one hard tie in and the other connected with a carabiner (the end to be used to connect to the anchor).



**If no 'CHECKED' tag is present the rope must be checked prior to use**

## Cordage and sling logs



**All cordage and sling material older than 10 years from manufacture must be retired**

### Operational Cordage

(Sewn and tied prusik loops, light cordelette and auxiliary cords) are marked with 'BSAR NSW' and date of manufacture. Cordage is not logged and must be checked prior to use.

### Operational slings

(25mm tube tape and sewn slings) are marked with 'BSAR NSW', length and year of manufacture. Tube tape is not logged and must be checked prior to use. Manufactured Sewn Slings are logged in the *Vertical Kit 1 Inventory* and *Vertical Kit 2 Inventory* and marked with 'BSAR NSW' and date of manufacture.

## Hardware logs

Hardware (Karabiners, Maillon Rapides, Rigging plates, pulleys, Progress capture devices etc.) are logged in the *Vertical Equipment Master Inventory*, the *Vertical Kit 1 Inventory* and *Vertical Kit 2 Inventory* and *Box Inventories*. There is no finite lifespan for hardware items. All hardware equipment is checked at use and annually.



# **PART D: TEMPLATES**



# **Risk Management Plan For Training And Exercises**

<To be issued>



# Exercise Concept Plan

<To be issued>



# Exercise Evaluators Kit

<To be issued>



# Search Orders Outline Template

<To be issued>



# **PART E: VRA POLICIES AND PROCEDURES**



## **VRA Claiming of expenses: Circular 01/2016**

Available on the VRA website

## **VRA Squads going offline: Circular 01/2017**

Issued 17<sup>th</sup> February 2017. Available on the VRA website

## **VRA SAP Registration Form: Circular 02/2017**

Issued 1<sup>st</sup> March 2017. Available on the VRA website.

## **VRA Use of U turn & cross over facilities on highways & motorways: Circular 03/2017**

Issued March 2017. Available on the VRA website.

## **VRA Professional standards: Circular 04/2017**

Issued May 2017. Available on the VRA website

## **Training in the VRA: Circular 4.2.3**

Draft

## **Workplace bullying and harassment policy (avoidance in the VRA): Circular 4.3.3.**

Draft



# **PART F: STATE RESCUE BOARD POLICIES AND PROCEDURES**



## NSW State Rescue Policy

The *NSW State Rescue Policy* describes the roles and responsibilities of the State Rescue Board (SRB) and:

- Defines various forms of rescue
- Specifies the process for rescue accreditation
- Specifies the rescue response policy
- Stipulates various policies
- Defines Land Rescue Units and their components.

It is available via the following link:

[https://www.emergency.nsw.gov.au/media/admin/441/\\_/c94zi0du4152wwgso8/Policy\\_StateRescuePolicy\\_20141201.pdf](https://www.emergency.nsw.gov.au/media/admin/441/_/c94zi0du4152wwgso8/Policy_StateRescuePolicy_20141201.pdf)

Some pertinent extracts of the NSW State Rescue Policy are included in this part for reference.



# SRB Photographic Images Policy

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SRB

STATE RESCUE POLICY – 3<sup>rd</sup> Edition Version 3.5

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## ANNEX B

State Rescue Policy  
Dated 19 Jan 2006

### TAKING OF PHOTOGRAPHIC IMAGES AT AND FROM A RESCUE INCIDENT

#### Introduction

- B.01 The taking of photographic images or film at a rescue incident can result in considerable undue stress to those people involved as well as their friends and relatives. In addition the taking and use of such images may be in breach of the *Privacy and Personal Information Protection Act 1998* or the *Occupational Health and Safety Act 2000*.
- B.02 Members of accredited rescue units are to comply with the directions of this policy in relation to the taking of photographic images or film at a rescue incident.

#### When is it appropriate to take these images?

- B.03 In most circumstances, there is no legitimate reason for rescuers to take photographs of dead, injured or victims of a rescue incident.
- B.04 The Board does however recognise that there are a limited number of circumstances where it may be appropriate or even necessary to take photographic images at a rescue incident. They are:
- a. when directed to do so by a Police Officer at the scene for the purpose of collecting evidence, and
  - b. for use as instructional material where the images so taken can significantly enhance the delivery of rescue training.
- B.05 Regardless of the circumstances photographic images including film are not to be taken by any rescuer at any rescue incident without the expressed permission of the NSW Police Force. Further, any such photographic images or film are not to include deceased, injured or other victims of a rescue operation unless specifically directed by the NSW Police Force. If such permission or direction is given by the NSW Police Force the taking of such photos should be conducted discretely and with dignity and under direct Police supervision.
- B.06 Whenever possible photographic images or film should only be taken once all deceased, injured or other victims involved in the rescue incident have been extricated and are clear of the accident site.

**Ownership of photographs and videos**

- B.07 All photographic images taken at a rescue incident are considered to be the property of the NSW Police Force in the first instance. Any person seeking to use or acquire copies of photographic images or film must apply to the NSW Police Force explaining the reason for requesting such images, the intended use and how any duplication or circulation of such photographic images will be controlled.

**Public display of images**

- B.08 The Board considers that it is not acceptable to publicly display any images of dead or injured people. The only exceptions are when such images are presented in court or with the written permission of the NSW Police Force Commissioner.

- B.09 Public display includes:

- a. publication in State Rescue Board or Emergency Service Organisations books, manuals, journals, videos, or other publications that can or could be accessible to the public;
- b. publication in external publications such as newspapers, journals or conference papers;
- c. use of images on display stands at events;
- d. images displayed in premises used by Board accredited rescue units including notice boards, lockers, etc;
- e. images on internet sites; and
- f. any other use where the images would be accessible by the public.

**Using images for training**

- B.10 Only the Senior Training Manager of the emergency service organisation to which a rescue operator or a rescue unit seeking a photographic image from a rescue incident is a member, may apply to the NSW Police Force for a copy. If the NSW Police Force release or approve the use of a photographic image from a rescue incident the Senior Training Manager is responsible for ensuring the images are used appropriately and in accordance with this Policy. Whilst the Senior Training Manager cannot be responsible for controlling the circulation of such images, they are responsible for ensuring the users of such images are aware of this Policy and an assurance from the users that the images will be used in strict adherence to this Policy.



- B.11 An image does not have to contain a picture of a dead or injured person to be distressing. Consider the feelings of the people who may be viewing the image before using any image. In some cases, warnings may be appropriate. The production of any training materials containing images from a rescue incident released by the NSW Police Force must be done in consultation with the Senior Training Manager of the emergency service organisation to which the rescue unit or rescue operator belongs.

**Storage of images**

- B.12 Any accredited rescue unit that has images of dead or injured people must ensure that:
- a. accurate records are kept of the images held,
  - b. they are kept in a secure place,
  - c. access to the images is restricted,
  - d. film processing contractors are warned of the content of the film,
  - e. users are warned of the content of the images before use, and
  - f. images are securely destroyed when no longer required.



## Extract SRB Policy- Statements to the Media and Public Policy

### **Subject: Statements to the Media and Public**

1.61 Individual rescue units, agencies and organisations are responsible for developing policy for making statements to the media and the public. Unit public comment should be limited to factual circumstances on the conduct of the incident. There should be no volunteering of personal opinion or criticism of other organisations.

1.62 Any request for public comment over and above the foregoing provisions and covering matters of policy should be referred to the NSW Police Force LAC or to the nominated media officer of the organisation concerned.'



# SRB Rescue Vehicle Drivers Directive

Information source: <https://www.emergency.nsw.gov.au>



**State Rescue Board  
of New South Wales**

## Rescue Vehicle Drivers Directive

Version 1.0 – January 2013

1. The State Rescue Policy stipulates that drivers of rescue vehicles are required to hold an appropriate competency to drive any vehicle to an incident. The requirements are set out in this Directive.
2. The *State Emergency and Rescue Management Act (SERM) 1989* defines a 'rescue vehicle' to mean a vehicle that is designed, adapted or equipped for use in rescue work and:
  - a. is clearly marked with the word "RESCUE"; or
  - b. is fitted with warning devices, such as flashing lights or a siren, or both.
3. In accordance with the Vehicle Standards Information 'Flashing lights and sirens' blue, or blue and red flashing lights must only be fitted to vehicles used by accredited rescue units.
4. It is an offence under section 53(1A) of the SERM Act for a person other than a member of a rescue unit to drive a rescue vehicle.

### Rescue Vehicles - Exemptions for drivers of emergency vehicles

5. The Road Rules 2008 (NSW), rule 306 provides an exemption for drivers of emergency vehicles if:
  - a. in the circumstances:
    - i. the driver is taking reasonable care, and
    - ii. it is reasonable that the rule should not apply, and
  - b. if the vehicle is a motor vehicle that is moving – the vehicle is displaying a blue or red flashing light or sounding an alarm.
6. This provision applies to an emergency vehicle driven by an emergency worker, defined in the Road Rules, as:
  - a. a member of the Ambulance Service rendering or providing transport for sick or injured persons, or
  - b. a member of a fire brigade, rural fire brigade or the State Emergency Service providing transport in the course of an emergency, or
  - c. a person (or person belonging to a class of persons) approved by the Authority.



## NOTES on The NSW State Rescue Board Rescue Vehicle Drivers Directive (Version 1.0 January 2013)

'The State Rescue Policy stipulates that drivers of rescue vehicles are required to hold an appropriate competency to drive any vehicle to an incident. The requirements are set out in this Directive.

The *State Emergency and Rescue Management Act (SERM) 1989* defines a 'rescue vehicle' to mean a vehicle that is designed, adapted or equipped for use in rescue work and: is clearly marked with the word "RESCUE"; or is fitted with warning devices, such as flashing lights or a siren, or both. In accordance with the Vehicle Standards Information 'Flashing lights and sirens' blue, or blue and red flashing lights must only be fitted to vehicles used by accredited rescue units.

It is an offence under section 53(1A) of the *SERM Act* for a person other than a member of a rescue unit to drive a rescue vehicle.

### Rescue Vehicles - Exemptions for drivers of emergency vehicles

The Road Rules 2008 (NSW), rule 306 provides an exemption for drivers of emergency vehicles if:

in the circumstances:

the driver is taking reasonable care, and

it is reasonable that the rule should not apply, and

if the vehicle is a motor vehicle that is moving – the vehicle is displaying a blue or red flashing light or sounding an alarm.

This provision applies to an emergency vehicle driven by an emergency worker, defined in the Road Rules, as:

a member of the Ambulance Service rendering or providing transport for sick or injured persons, or

a member of a fire brigade, rural fire brigade or the State Emergency Service providing transport in the course of an emergency, or

a person (or person belonging to a class of persons) approved by the Authority.

Qualified rescue vehicle drivers must have one of the following competencies from the Public Safety Training package.

- PUAVEH001B – Drive vehicles under operational conditions
- PUAPOLGD014A – Drive police vehicles
- HLTAMBT301B – Transport non-emergency clients under operational conditions
- HLTAMBT402C – Transport emergency clients

Units and agencies are able to pursue further, more advanced training to address any additional risks or agency-specific operational requirements.

Agencies need to ensure that their operators maintain competence through regular training, exercising and operational deployment. "

### NSW Road Rules 2014

Part 19 Exemptions,

#### '306 Exemption for drivers of emergency vehicles

A provision of these Rules does not apply to the driver of an emergency vehicle if:

(a) in the circumstances:

(i) the driver is taking reasonable care, and

(ii) it is reasonable that the rule should not apply, and

(b) if the vehicle is a motor vehicle that is moving—the vehicle is displaying a blue or red flashing light or sounding an alarm.



**Note. Emergency vehicle** and **motor vehicle** are defined in the Dictionary as follows:

**emergency vehicle** means any vehicle driven by a person who is:

- (a) an emergency worker, and
- (b) driving the vehicle in the course of his or her duties as an emergency worker.

**Note 1.**

**Emergency worker** is defined in this Dictionary, and **vehicle** is defined in rule 15.

**Note 2.**

**Drive** includes be in control of—see the definition in this Dictionary.

**Note 3.** This definition is not uniform with the corresponding definition in the Dictionary of the *Australian Road Rules*. However, the *Australian Road Rules* allow another law of this jurisdiction to make provision for what is an emergency vehicle for a provision of the *Australian Road Rules*. Different definitions may apply in other Australian jurisdictions.

**Emergency worker** means:

- (a) a member of the Ambulance Service or the ambulance service of another State or Territory, in the course of providing transport in an emergency associated with the provision of aid to sick or injured persons, or
- (b) a member of a fire or rescue service operated by a NSW Government agency, a member of the State Emergency Service or a member of a fire brigade (however referred to) or rescue service of the Commonwealth or another State or territory, providing transport in the course of an emergency, or
  - (b1) a member of Airservices Australia providing transport in the course of a fire or rescue emergency, or
  - (c) a person (or a person belong to a class of persons) approved by the Authority.

**Note 1.**

**Authority** is defined in the Act.

**Note 2.** This definition is not uniform with the corresponding definition in the Dictionary of the *Australian Road Rules*. However, the *Australian Road Rules* allow another law of this jurisdiction to make provision for who is an emergency worker for a provision of the *Australian Road Rules*. Different definitions may apply in other Australian jurisdictions.'

### Road Transport Act 2013

VRA personnel should be aware that if you make the decision to apply the exemption for Emergency vehicles under Rule 306 of the NSW Road Rules you are *not* exempt from complying with the *Road Transport Act of NSW 2013*

You can still be charged with:

- Negligent, furious or reckless driving
- Menacing driving
- Use or attempted use of a vehicle under the influence of alcohol or any other drug

In response to a question from an NSW Ambulance officer regarding the legislation around driving emergency vehicles under lights and sirens, M.Eburn Australian Emergency Law blog <https://emergencylaw.wordpress.com> states the following:

#### Australian Road Rules and emergency vehicles

*In Ambulance, Criminal law, Driving and Road Rules on July 27, 2012 at 10:53 am*

I have been asked again about the application of the road rules when driving an emergency vehicle.' (*ambulance officer question deleted for clarity*)

'In New South Wales the rules are in the *Road Rules 2008* (NSW). Rule 306 says:

*A provision of these Rules does not apply to the driver of an emergency vehicle if:*

*(a) in the circumstances:*

*(i) the driver is taking reasonable care, and*

*(ii) it is reasonable that the rule should not apply, and*

*(b) if the vehicle is a motor vehicle that is moving-the vehicle is displaying a blue or red flashing light or sounding an alarm.*



All the jurisdictions have this rule, what varies is how they define what is an emergency vehicle (and see the extensive discussion under the post about mines rescue, <https://emergencylaw.wordpress.com/2012/07/21/597/>, about what is or is not an emergency vehicle in Western Australia). In NSW an emergency vehicle is defined as:

*... any vehicle driven by a person who is:*

*(a) an emergency worker, and*

*(b) driving the vehicle in the course of his or her duties as an emergency worker.*

and

*“emergency worker” means:*

*(a) a member of the Ambulance Service rendering or providing transport for sick or injured persons, or*

*(b) a member of a fire brigade, rural fire brigade or the State Emergency Service providing transport in the course of an emergency, or*

*(c) a person (or a person belong to a class of persons) approved by the Authority.*

This is better than trying to define what is an ambulance by reference to its design or use and ensures that vehicles used by the ambulance service, but not for transporting patients such as rapid response cars and motorcycles and command and support vehicles are 'emergency vehicles'.

The rules in the *Road Rules 2008* are all the rules of the road including obligations to obey traffic lights, keep left, not speed etc. Serious offences such as dangerous driving are not in the Road Rules but the *Crimes Act 1900* (NSW) so the exemption does not apply. The exemption is not an exemption from civil liability. So how can we know that it is reasonable that the rules should not apply?

*(there follows an extensive discussion on R1 and R2 calls for ambulances which are not relevant to the VRA) M.Eburn goes on to say:*

'Regardless of the call, you have to take reasonable care, so you have to take into account a driver approaching a green light will probably assume that they have right of way so if you pull in front of them that's not taking reasonable care, you need to stop and make sure they've given way to you before proceeding. If you do that you should not get a ticket for running the red light, and if you do, e.g. from a red light camera, you can expect it to be dropped. Equally you can't drive so as put others at unnecessary risk, your desire to save a life doesn't warrant killing or injuring someone else (see <https://emergencylaw.wordpress.com/2009/10/24/suspended-jail-sentence-for-firefighter-involved-in-a-fatal-accident/>), so if you are driving in a way that would cause a bystander to say 'gee they're going fast' or 'did you see that ambulance, that was dangerous' then you're not taking reasonable care.

If you crash the normal rules of civil liability apply but that's ok, all vehicles, including vehicles that don't need to be registered such as NSW RFS appliances, are covered by compulsory third party insurance schemes. In theory it's the personal liability of the driver but in reality it is not and, unless the driver is intoxicated, will never be a matter of personal liability. Any criminal liability, such as for dangerous driving causing death, is personal and does fall upon the driver.

My shorthand answer, not based on law as such but my catchy summary is: when authorized to proceed with lights and sirens (and what authorized means will vary from state to state and service to service) you can do whatever you like, provided you don't crash – so drive in a way that makes sure you don't crash – don't drive too fast and don't assume others have seen you or are giving way to you.'

## References

NSW Roads & Maritime Services - Licensing and safety-road rules  
<http://www.rms.nsw.gov.au/licensing/downloads>



<http://www.rms.nsw.gov.au/roads/safety-rules/index.html>

State Rescue Board of NSW *Rescue Vehicle Drivers Directive Version 1.0 – January 2013*

EMA Manual 37 – *4WD Vehicle Operation*

Road Rules 2014 <http://www.legislation.nsw.gov.au>

*Road Transport Act 2013*



# SRB Vertical Rescue Directive



State Rescue Board  
of New South Wales

## Vertical Rescue Directive

Version 2.0 – May 2013

1. The State Rescue Policy stipulates that accreditation is required for vertical rescue. The conditions for accreditation are set out in this Directive.
2. The *State Emergency and Rescue Management Act 1989* defines a 'rescue unit' as a unit (comprising a group of persons) which carries out rescue operations for the protection of the public or a section of the public.
3. Vertical rescue can be a stand alone specialist accreditation, without the need for those specialist units to hold general land rescue accreditation.
4. In developing and maintaining vertical rescue capability, rescue units and agencies are to adopt a risk management approach. It is each agency's responsibility to ensure that training, vehicles, equipment and procedures are sufficient and appropriate to address the risks that exist in the unit's area of operation.
5. The State Rescue Policy stipulates that a rescue unit must have a minimum of two qualified and current operators to respond to a rescue incident.
6. Vertical rescue operators must have, as a minimum, the following competencies from the Public Safety Training package:
  - PUACOM001C Communicate in the workplace
  - PUACOM002B Provide services to clients
  - PUALAW001B Protect and preserve incident scene
  - PUAOHS001C Follow defined occupational health and safety policies and procedures
  - PUAOHS002B Maintain safety at an incident scene
  - PUAOPE002B Operate communication systems and equipment
  - PUASAR022A Participate in a rescue operation
  - PUATEA001B Work in a team
  - PUATEA004D Work effectively in a public safety organisation
  - PUASAR032A Undertake vertical rescue
7. In addition to the above competencies, all vertical rescue operators must hold a nationally recognised senior first aid certificate.
8. Units and agencies are able to pursue further, more advanced training to address any additional risks or agency-specific operational requirements.
9. Agencies need to ensure that their operators maintain competence through regular training, exercising and operational deployment.



# **PART G: CONSTITUTION OBJECTS**



# BSAR NSW Constitution Objects

## BUSH SEARCH AND RESCUE NEW SOUTH WALES INCORPORATED CONSTITUTION

The full official name of the Incorporated Association to which this Constitution applies is Bush Search and Rescue New South Wales Incorporated.

### **OBJECTS:**

The objects of Bush Search and Rescue New South Wales Incorporated are:

- a. To form a rescue squad of volunteer personnel based in the State of New South Wales with the aim of the protection, preservation and saving of human life and/or property.
- b. To train and maintain such squad for the provision of a search and rescue service within the State of New South Wales and elsewhere as the Committee of the organisation may from time to time determine.
- c. To purchase, lease, rent, accept donations and otherwise acquire plant stock and equipment, material and replacements and maintain the same for the use of the organisation.
- d. To provide a State search and rescue service as an accredited rescue unit defined in the NSW State Emergency and Rescue Management Act (1989) and to support the State commitment to the Inter Governmental Agreement on National Search and Rescue Response Arrangements dated 29 June 2012 or subsequent amendments.
- e. To seek registration of the organisation as a charity with the Australian Charities and Not-for-profits Commission and Deputy Commissioner of Taxation.
- f. To raise, accept, deal with and invest funds for the purposes of the organisation and for this purpose to mortgage or otherwise give security over the assets of the organisation and to pay interest on any borrowing whatsoever.
- g. The profits and other income of the organisation shall be devoted to the establishment and maintenance of the organisation and the promotion of the objects of the organisation. No dividend shall be paid directly or indirectly to any member of the organisation, provided that nothing hereinbefore contained shall be deemed to preclude the payment of interest or rental upon any money or other thing borrowed or leased by the organisation from such member.
- h. To apply for and maintain current at all times, membership of the New South Wales Volunteer Rescue Association Incorporated as an affiliated Volunteer Rescue Organisation.
- i. To apply for and maintain current at all times, membership of Bushwalking NSW Inc.
- j. To adopt as its Constitution, the NSW Fair Trading Model Constitution, with modifications, under the Associations Incorporation Act 2009.



# VRA Constitution Objects

## **NEW SOUTH WALES VOLUNTEER RESCUE ASSOCIATION Inc** **CONSTITUTION**

### PREAMBLE

The New South Wales Volunteer Rescue Association shall be constituted of affiliated Volunteer Rescue Organisations with the State of New South Wales whose aim shall be the protection, preservation and saving of human life and/ or property.

### 1. NAME

The name of the organisation shall be THE NEW SOUTH WALES VOLUNTEER RESCUE ASSOCIATION INCORPORATED.

### 2. OBJECTS

- (a) To promote the formation of Volunteer Rescue Organisations throughout New South Wales and encourage them to affiliate with this association;
- (b) The aim of the affiliated Volunteer Rescue Organisation shall be the protection, preservation and saving of human life and/or property;
- (c) To assist in establishing and training of Volunteer Rescue Squads for the purpose of effecting all forms of rescue operations;
- (d) To co-operate with and assist any and all Commonwealth and State Emergency Services and the Armed Services within the State of New South Wales;
- (e) To promote, subscribe to and co-operate with any organisation or Association whose aim and objects are similar to this Association;
- (f) To promote the standardisation of rescue equipment and rescue techniques wherever possible or necessary;
- (g) To originate and promote improvements in legislation, and to give effect to any other matters which are considered necessary from time to time, to safeguard the best interests of affiliated Volunteer Rescue Organisations;
- (h) To suspend or disaffiliate permanently or during the pleasure of the Association, any affiliated organisation or member after it has been proved to this Association, that the said organisation or member, has been found guilty of conduct prejudicial to the interests of the Association;
- (i) To appoint a Council for the purpose of conducting and controlling the affairs of the New South Wales Association;
- (j) To hire, purchase, lease, exchange or otherwise acquire any real or personal property and rights or privileges, which the New South Wales Association may think necessary or desirable for any purposes of the New South Wales Association and in particular any land, buildings, easements or plant;
- (k) The income and property of the new South Wales Association wheresoever derived shall be applied solely towards the promotion of the purposes of the

As at 8 October 2016

Approved 07 November 2016



# **PART H: TRAINING**



# BSAR NSW Training and experience requirements

## Mandatory training and experience

BSAR NSW members are required to be trained to the specifications laid down by:

- The NSW State Rescue Board (SRB) and;
- The Volunteer Rescue Association (VRA) and;
- BSAR NSW.

The result of the above specifications are that BSAR NSW members must be trained and qualified in *particular* Units of Competency (UOC) *and* with the following awards:

- **Team Member:** *Certificate 2 in Public Safety (SES)*
- **Team Leader:** *Certificate 3 in Public Safety (SES Rescue)*
- **Commander:** Part completion (as specified) of *Certificate 4 in Public Safety (SES Leadership)*.

Refer to the *BSAR NSW Information Pack Handout* for detailed mandatory training and experience specifications including the particular UOC's to be completed within the Certificate Courses.

## RPAS Training and experience requirements

Training and experience requirements for Remotely Piloted Aircraft Systems (RPAS) operators are specified in the *BSAR NSW Remotely Piloted Aircraft Systems Operations Manual*.

## Vertical Rescue Operator training and experience requirements

The State Rescue Board (SRB) specifies the UOC's from the Public Safety Training Package and other qualifications that a Vertical Rescue Operator must have. These requirements are currently specified in the *SRB Vertical Rescue Directive, V2.0, May 2013* in Part F.

BSAR NSW members with current Vertical Rescue Operator qualifications are listed in Part A, *Vertical Rescue Operators*.



# **PART I: BSAR NSW SCHEDULES**



# **BSAR NSW Equipment Register – 2017**

<To be issued>



# **PART J: FORMS**



# BSAR NSW Sign on Register

Event/Search: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_

**By signing on below you acknowledge that you are both mentally and physically fit for any BSAR NSW tasking**

No.	Name (print clearly)	Squad Name	Car Rego	Mobile Phone No.	Field (F) Transport (T) Base (B)	1 <sup>st</sup> aid B=Basic R=RAFA	Return travel time to event	Sign-on Time/date	Signature Sign-on	Sign-out Time/date	Signature Sign-out
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											





## **BSAR NSW Radio Log**

<to be issued>



# BSAR NSW Message Form

**Message Number:**

<b>To:</b>	<b>Time:</b>	<b>Method:</b> <input type="checkbox"/> Radio <input type="checkbox"/> E-mail <input type="checkbox"/> By Hand <input type="checkbox"/> Facsimile <input type="checkbox"/> Telephone	<b>Priority:</b> <input type="checkbox"/> Urgent <input type="checkbox"/> Routine
	<b>Date:</b>		
<b>From:</b>	<b>Time:</b>		
	<b>Date:</b>		
<b>Received by:</b>	<b>Time:</b>	<b>Transmitted by:</b>	<b>Time:</b>
	<b>Date:</b>		<b>Date:</b>

# BSAR NSW Message Form

**Message Number:**

<b>To:</b>	<b>Time:</b>	<b>Method:</b> <input type="checkbox"/> Radio <input type="checkbox"/> E-mail <input type="checkbox"/> By Hand <input type="checkbox"/> Facsimile <input type="checkbox"/> Telephone	<b>Priority:</b> <input type="checkbox"/> Urgent <input type="checkbox"/> Routine
	<b>Date:</b>		
<b>From:</b>	<b>Time:</b>		
	<b>Date:</b>		
<b>Received by:</b>	<b>Time:</b>	<b>Transmitted by:</b>	<b>Time:</b>
	<b>Date:</b>		<b>Date:</b>



# BSAR NSW Search Team Tasking Sheet

**SITUATION**

<b>Team:</b>		<b>Location:</b>		<b>Date:</b>
<b>Missing Person/Object:</b>				
<b>Last seen:</b>				
<b>Description:</b>				
<b>Weather:</b>				
<b>Terrain/hazards:</b>		<b>HF:</b>		
<b>UHF:</b>		<b>VHF:</b>		<b>HF:</b>
<b>Name</b>	<b>Organisation</b>	<b>Mobile Phone</b>	<b>Known illness, allergies, medication</b>	
<b>TL:</b>				

**SEARCH BRIEF**

**Search Strategy:** Fast/ Reconnaissance/ General/ Contact/ Probe/

**Search Pattern:** Single File/ Track Sweep/ Point and Flank/ Purposeful Meandering/

**TASK DESCRIPTION:**

Parallel Sweep/ Creeping Line Ahead/ Square Search/ Contour Search/

**RESULTS OF SEARCH:**

<b>1.Detection confidence:</b> Low/ Mod/ High	<b>2.% area covered:</b> %	<b>3.Search speed:</b> Fast/ Mod/ Slow/ VSlow
---	----------------------------	---

**INCIDENTS/ INJURIES REPORTS:**

**BSAR NSW COMMANDER Comments/Follow up actions**

<b>1.Redo searched area:</b> Yes/ No	<b>2.Finish remaining area:</b> Yes/ No	<b>3.New strategy reqd?:</b> Yes/ No
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# VRA Register of Injuries and First Aid Treatment

NEW SOUTH WALES VOLUNTEER RESCUE ASSOCIATION INC \_\_\_\_\_ / 01  
**Register of Injuries and First Aid Treatment**



Complete all details on this form send original (white) to Association secretary, who will send claim forms if required upon receipt of this form. Duplicate (green) to injured member, Triplicate (yellow) to remain in Register of injuries and First Aid Treatment as squads record.

<p><b>Squad Details:</b></p> <p>Squad Name _____</p> <p>Squad Address: _____</p> <p>Post Code: _____</p> <p>Squad Captains Name: _____</p> <p>Contact Phone No: _____</p> <p>Squad Secretary Name: _____</p> <p>Contact Phone No: _____</p>	<p><b>Incident or Accident Details:</b></p> <p>Date: _____ Time: _____ am / pm</p> <p>Location: _____</p> <p>Operation in which the member was engaged at time of injury: _____</p> <p>Description of injury or accident: _____</p>	<p><b>First Aid / Medical Treatment by:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Post code: _____</p> <p>Treatment given: _____</p> <p>Signature _____ Date: _____</p>	<p><b>Injured Members details:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Post Code: _____</p> <p>Contact Phone No: _____</p> <p>Date of Birth _____ Sex (M / F) _____</p> <p>Date Joined Squad: _____</p> <p>Membership Status: _____  <small>(ie. Life member, non active, active)</small></p>
<p><b>Injury / illness details:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p><b>Indicate Location &amp; Nature of Injury:</b></p> <p>Mark affected area by noting type of injury ie. B = Burns</p> <div style="text-align: center;"> </div> <ul style="list-style-type: none"> <li>Fracture</li> <li>Laceration</li> <li>Abrasion</li> <li>Bleeding</li> <li>Head Injury</li> <li>Tenderness</li> <li>Contusion</li> <li>Dislocation</li> <li>Burns</li> <li>Pain</li> </ul>	

\_\_\_\_\_ Name \_\_\_\_\_ Squad Captain / Secretary on this day \_\_\_\_\_ Date \_\_\_\_\_ declare that all facts as set out on this form are true and correct \_\_\_\_\_ Signature

Please send Claim form Yes  No







# **BSAR NSW Vertical Equipment Inventory**

<To be issued>



# **BSAR NSW Membership Application**

<To be issued>





# **BSAR NSW Call Out / Request For Assistance/Tasking Form**

<to be issued>



# BSAR NSW Training - Assessment Request Form

I request to participate in Training and Assessment in the Unit(s) of Competency / Qualification/ Course listed below (select by ticking box)

<b>QUALIFICATION/ COURSE</b>	UNIT OF COMPETENCY.....
	INDUCTION Level 0 (2 units of competency)
	INDUCTION Level 1 (5 units of competency)
	PUA21312 Certificate II in Public Safety (SES)
	PUA30412 Certificate III in Public Safety (SES Rescue)
	PUA40212 Certificate IV in Public Safety (SES Leadership)
	Other (List).....

## PARTICIPANT DETAILS

<b>Family name (surname):</b>	<b>Given names:</b>
<b>Postal address: street/suburb/postcode</b>	<b>Email/phone/mobile:</b> e. Ph.
<b>Date of birth:</b>	
<b>Next of kin (not in attendance) name:</b>	<b>Next of kin contact details : phone/ mobile</b>
<b>VRA membership number:</b>	
<b>UNIQUE STUDENT IDENTIFIER NUMBER – USI:</b> NB. It is optional to provide us with your USI	
<b>Medical Statement</b> I confirm I have no medical or psychological conditions that could result in injury whilst taking part in this activity. (Prior to taking part in this activity, it is essential that you advise the Trainer/Assessor of any conditions which you think might be a problem)	<b>List any medical conditions / medications:</b>
<b>Special Needs Request</b> I have special needs that may require modification of the training and assessment approach. I will discuss these with the Trainer and/or Assessor prior to taking part.	<b>List any special physical or learning needs:</b>
<b>Personal Protective Equipment (PPE)</b> I confirm that my personal protective equipment is in good working order and suitable for the activities.	<b>List any PPE you do not have and need to undertake this course:</b>
<b>Risk acceptance</b> I confirm that the statements above are correct. I understand that the activities in which I am applying to participate are potentially dangerous and I take full responsibility for my own health and safety.	<b>Signed by participant: signature/ date</b>

## AUTHORISATION

In my capacity as Squad Captain/ Deputy Captain/ Training Officer/ (select one), I authorise the participant to undertake assessment in the above units of competency.

<b>Squad Name</b>		
<b>Signature</b>		Date:
<b>Print name</b>		
<b>Contact</b>	Email:	Phone:



# **BSAR NSW Incident Report Form**

<To be issued>



# **PART K: BSAR NSW SUPPLEMENTARY PUBLICATIONS**



## BSAR NSW Information Pack Handout

This document is available on the BSAR NSW website. The current version is V1.02 issued on the 31<sup>st</sup> July 2017.

## BSAR NSW Remotely Piloted Aircraft Systems (RPAS) Operations Manual

The BSAR NSW RPAS Operations Manual consists of two documents:

- The *BSAR NSW RPAS Operations Manual*
- Appendix 4 to the above document: *BSAR NSW RPAS Operational Procedures (Library)*.

Both these documents outline requirements, procedures and provide a ready reference for BSAR NSW RPAS operations. The *Operational Procedures (Library)* is the document *mainly* referred to during RPAS operations.

These documents are available on the BSAR NSW website at <https://www.bsar.org.au/rpa-members-page/> after logging in.

## BSAR NSW Remote Canyon Access Search and Rescue Course outline

This document outlines requirements, outcomes and techniques for the Canyon Access Search and Rescue Course and is available from the BSAR NSW Captain.