

Dispatching

Rev 2023-09-10

The PTSAR roster will be broken into the following classifications

Level 3

Level 3 requirements are,

1. PTSAR membership application on file
2. Current dues.

Level 3 will be on the email contact list for trainings and meetings but will not be called for searches. Level 3 may, at the discretion of the team IC, be allowed to participate in certain other activities such as SAR standby weekends in Baxter.

Level 2

Level 2 requirements are

1. Satisfy requirements for Level 3 and,
2. Current first aid and CPR
3. Successfully passing a fitness test
4. Approval by a unit officer

Level 2 would be included in the comms contact list and dispatched for searches but the dispatching officer would need to make sure that there was at least one level 1 for each two Level 2.

Level 1

Level 1 requirements are

1. Satisfy requirements for Level 2 and,
2. MASAR certified Search Team Member

Level 1 is always dispatched for a search.

If MASAR STM certification, first aid, CPR, or fitness test are not current, this person is not a current MASAR STM and will be dropped to a Level 2.

Standby

Occasionally we are put on standby for a possible search. One common scenario would be if Maine Search and Rescue Dogs are called out but they are not ready for ground searchers yet. The Standby call out will be sent using the Comms@PineTreeSAR.com. When receiving a standby notice do not reply at that time. If this develops into a full

search another message will be sent announcing an actual search and you would reply to that message.

Search

In the event of a search a message will be sent using the Comms@PineTreeSAR.com Contact. The initial message will contain only enough information for each team member to determine whether or not they are able to respond. This would include the location for the search, time expected to arrive and any other pieces of information deemed necessary.

Team members who reply to a search call out should Use the Reply option, with their full name. Do Not use Reply to All and The person doing the call out would then send more intimate details of the search only to those who are responding. These details may include the location of the Command Post or exact search areas. Under no circumstances will any team member respond to a search unless dispatched by a Unit Officer

Communications

Revision 2023-09-10

Contacts

Most communication for searches and trainings will be through text message and or email. Rarely will phone calls be used. We maintain two contacts for text and email for each team member. Your email address is in the Contacts of the Email@PineTreeSAR.com email. Your Primary contact information is in the Contacts of the Comms@PineTreeSAR.com email.

Non-urgent messages will be sent using the Email@PineTreeSAR.com contact. This would include notices for trainings, meetings, or other non-urgent communications.

Urgent communications such as for an active search and or rescue would be sent using the Comms@PineTreeSAR.com contact. Only qualified members of Pine Tree Search and Rescue will be included in this list of contacts. Refer to dispatching policy.

When replying to any message, reply to the message sent and not directly to the personal email of the person who sent the message. There are multiple people who have access to the email accounts mentioned above and at times multiple people will need to see all correspondence. **Always include your name as part of the message.**

Test Page

On or about the first of every month a Communications Officer will send a test page to all team members listed in the Comms@PineTreeSAR.com contacts.

This allows us to make sure that your primary contact is working and correct. **Reply with your full name in the body of the response.** This makes it clear who received the test page since the “from” only has your phone number or email address. Use the Reply option, and Do Not Reply to All.

If you fail to get the test page, please contact the Team Secretary at treasurer@PineTreeSAR.com to confirm your Primary contact.

Replying to Search, Meeting, or Training messages

When you reply to messages about searches, trainings, or meetings please include your name in the body of the reply. This saves confusion for the person doing the communications. If you reply that you are able to attend an event and circumstances change, please send a message indicating that you are now unable to attend. Having an accurate head count for any activity makes planning that activity much easier.

Only reply if you are able to attend. Messages that you are not available only clutter the in-box and make effective communications with those who are responding more confusing.

Mileage

The Maine Warden Service requests us to track our mileage to and from searches and trainings. When tracking mileage whether for a search or a training the mileage is round trip miles from your house back to your house and any side trips. Set your trip odometer to zero when you leave your house and record your mileage when you get home. Mileage is per person, not per vehicle. If two people car pool and travel 50 miles that is counted as 100 miles.

Hours

When tracking mission or training hours travel time is not included. Hour start when you arrive at the CP or training area and end when you leave to go home.

Misc.

Under no circumstances will any information about searches be shared with anyone outside of the SAR community. Refer also to the MASAR media policy. Do not respond to a search unless you are contacted by PTSAR. Don't “just show up”. High profile searches will make the news and the CP and staging area may be announced to the public. If you have not been contacted by the team you can check with the Communications Officer at Comms@PineTreeSAR.com

Communications Officer duties

In the event of a SAR callout, the first Comms or Unit Officer receiving the message will send the message to eligible team members using the Comms@PineTreeSAR.com email log in. If at some point another Comms or Unit Officer assumes dispatching duties a message will be sent indicating the change in dispatching duties. The person

responsible for dispatching duties will not participate in the search other than communicating with the team, MWS, or MASAR DO.

The person sending the message will include their name at the end of the message to indicate who sent the message and to identify if the person coordinating communications for that event has changed.

In general all general messages, not related to an active search will be replied to by the unit president, vice-president, or secretary/treasurer depending on the nature of message.

Radio use

General

Use plain English. Do not use 10 codes. Speak slowly and clearly in short sentences. Use the process of key mic, pause, speak, pause, release mic key. Once a message has been received, paraphrase and repeat the message back to the sender. Do not put sensitive or personal information over the radio unless absolutely necessary. Stop and think about what you are about to say over the radio. It is better to take a minute and write down details such as GPS coordinates, name and assessment of the patient, etc. before picking up the radio.

Trainings

On trainings we will use the licensed PTSAR frequency (158.400) call sign WRDE250

For the purposes of training everyone is encouraged to use their radio both transmitting and receiving to get familiar with it.

Search

Typically, on a search the state wide car to car frequency (154.695) will be used. In general, only the search team leader will transmit or communicate directly with the command post (CP). All other team members would be using the licensed PTSAR frequency for inter-team communications. Another strategy would be for the search team leader to be using the PTSAR license frequency to give direction to the team and for the search team leader to designate a team member to monitor and relay messages with the CP on state wide car to car.

Patches and decals

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Patches, one large and one small, and one vehicle decal will be given to any team member who has attended three or more meetings, trainings or searches in any combination.

Additional patches and decals may be purchased at a nominal fee.

Small patch \$3

Large patch \$5

PTSAR Decal \$2

MASAR Decal \$2

Short sleeve team shirt \$15

Long sleeve team shirt \$20

Dues Policy

Dues amount is \$20

Dues are paid with initial application.

For new team members: If initial dues are paid after June 1, the next dues payment will be due on September 30 of the following year.

All other team members dues will be due on September 30.

Anyone lapsed for more than two years will be dropped from the team roster and removed from all mailing lists.