

## PTSAR SOP for communications

Revision 2020-10-18

### **Contacts**

Most communication for searches and trainings will be through text message 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](mailto:Email@PineTreeSAR.com) email. Your Primary contact information is in the Contacts of the [Comms@PineTreeSAR.com](mailto:Comms@PineTreeSAR.com) email.

Non-urgent messages will be sent using the [Email@PineTreeSAR.com](mailto:Email@PineTreeSAR.com) Contact. This would include notices for trainings, meetings, or other non-urgent communications. This list of contacts includes members of Pine Tree Search and Rescue as well as people who have expressed an interest in joining and a few members of other SAR teams that want to be affiliated with PTSAR.

Urgent communications such as for an active search and or rescue would be sent using the [Comms@PineTreeSAR.com](mailto:Comms@PineTreeSAR.com) Contact. Only members of Pine Tree Search and Rescue will be included in this list of contacts.

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 the first of every month the Communications Officer will send a test page to all team members listed in the [Comms@PineTreeSAR.com](mailto:Comms@PineTreeSAR.com) Contacts. All team members will reply as soon as possible with their name.

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](mailto:treasurer@PineTreeSAR.com) to confirm your Primary contact.

### **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](mailto:Comms@PineTreeSAR.com)

and will go to what we have as your Contact. 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.

## **Search**

In the event of a search a message will be sent using the [Comms@PineTreeSAR.com](mailto: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, and Do Not Reply to All and reply with their full name. 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.

## **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.

## **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](mailto:Comms@PineTreeSAR.com)

## **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.