

# Out-of-Area Response

(non-search)

## *IMMEDIATE ACTION*

The following is to be done by any patroller receiving a request for ski patrol assistance outside the ski area.

1. HOLD THE PERSON REPORTING THE INCIDENT FOR FURTHER INFORMATION.

If the request is coming by telephone, get a call-back telephone number.

2. CONTACT EITHER THE HILL CHIEF OR A QUALIFIED **INCIDENT COMMANDER (IC)** IMMEDIATELY.

3. HAVE NORDIC PATROLLERS STAGE IN THE DAY ROOM.

4. BEGIN FILLING OUT THE **OUT-OF-AREA RESPONSE FORM** FOR THE INCIDENT COMMANDER. (Last page of this document.)

The HILL CHIEF or qualified INCIDENT COMMANDER should immediately:

1. ASSESS THE SITUATION. FORMULATE AN ACTION PLAN WITH ADVICE FROM RESPONDERS.

2. **NOTIFY THE HOODOO (Patrol) MANAGER ON DUTY.**

3. NOTIFY THE LINN COUNTY SHERIFF.      **1-541-967-3950**

4. IF THE REPORT IS RECEIVED DURING OR AFTER SWEEP, INFORM PATROLLERS THEY ARE NOT TO LEAVE THE SKI AREA. HAVE PATROLLERS STAGE IN THE DAY ROOM.

<b>Channel &amp; Name</b>	<b>Transmit Frequency</b>	<b>Transmit Tone</b>	<b>Receive Frequency</b>
1. Hoodoo Repeater	152.360	192.8	157.620
2. Hoodoo Direct	157.620	192.8	157.620
3. Ski Patrol OPS Rptr	159.1875	162.2	155.3175
4. Ski Patrol OPS Direct	155.3175	107.2	155.3175
5. Ski Patrol Alternate #1	155.295	192.8	155.295
10. Oregon SAR Orange	155,805	156.7	155.805

**Hoodoo Callback Telephone Number: 541-822-3799 Ext. 8-6612 or 8-6613**

## **INCIDENT COMMANDERS**

1. Kathy Alexander
2. Gabe Chladek (Assistant Patrol Director)
3. Chip Dale
4. Larry Davis
5. Doug Ebeling
6. Bob Freund
7. Anne Greenwood
8. Michael Mays
9. Joe McCormick
10. Jerry Moore
11. Myrick O'Connor
12. Brian O'Neil (Patrol Director)
13. Todd Ricker
14. Kevin Rogers
15. Shelly Urben

## **TEAM LEADERS**

1. Anyone from IC List
2. Dan Bolduc
3. Michael Mays
4. Shane Osborne
5. Matt Strauser
6. Joel Timmerman

## OUT-OF-AREA RESPONSE

### INCIDENT COMMANDER INSTRUCTIONS

(May be modified by Area Manager or County Sheriff)

1. Assign a **SCRIBE** to keep accurate records. Remove the spiral notebook from the *Emergency Response Notebook* and give it to the Scribe. Assign a patroller to be with the **Reporting Person** at all times.
2. The First-aid Room will normally be used as the Command Post for this incident; however, if this is not possible or is not convenient, designate another place where you and your staff will remain throughout the incident. At the outset, you will be performing functions of Incident Commander as well as Planning and Operations Sections; but delegate the latter functions if possible. Consult with experienced Nordic patrollers when developing and implementing the action plan for this incident.
3. Obtain the Initial Information quickly to allow this Pre-plan to be implemented at once. *Do not get bogged down* with the details of the interview. Assign someone else to get the details and provide the completed **Out-of-Area Response Form** to you (tear off page 6 at the back of this packet)
4. Contact the **Responsible Agency** (county sheriff) and advise them of the incident. Advise them of our anticipated response and *Ask for their permission to proceed in responding to this incident*. Ask them to provide an Incident Number from State of Oregon Emergency Management when one is available. Advise them of other equipment or personnel which may need to be involved in the incident.
5. Have personnel participating in the incident sign in on an Incident Personnel Log (**Use Form ICS 211 Check-In List** - unattached page in envelope). Each incident should have its own log.
6. Be certain of the incident's location. Mark it on a map.
7. Appoint a response team leader and give him/her Team Leader Instructions (tear off page 5).
8. If it appears additional personnel or equipment will be needed with this incident, appoint a **Logistics Section Chief** and give them instructions and the **Equipment Log**. (Tear off page 4).
9. Assemble the response team and its equipment. Brief the team on the situation and what their assignment is.
10. If a radio frequency other than F1 is used by the response team, be sure the control unit on the desk is on the proper frequency and the volume is turned up. Maintain an hourly check with the response team.

## LOGISTICS SECTION CHIEF

1. As **Logistics Section Chief**, it is your responsibility to obtain whatever equipment the **Operations Section Chief** needs to fulfil the action plan. Open the Search and Rescue (SAR) Locker and make equipment ready for distribution. Do not overlook the use of snowmobile personnel from Ray Benson.
2. Distribute equipment to team members or others as directed by the **Incident Commander** or the **Operations Section Chief**.
3. Keep a written record of distribution and return of all equipment on the log sheet below and additional sheets as necessary. Be sure to fill in header information on the first and all additional sheets.
4. Following use, inspect equipment before returning it to the SAR locker to ensure it is ready for the next time it is needed. Batteries should be removed from headlamps and marked "USED" with a felt-tip marker.

### EQUIPMENT LOG

Your Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Incident #: \_\_\_\_\_ I.C. \_\_\_\_\_

Name	Equipment Description	Time Out	Time In

## TEAM LEADER INSTRUCTIONS

1. Team Identifier is: \_\_\_\_\_

2. Team Leader is: \_\_\_\_\_

3. List the team members:

1. \_\_\_\_\_

6. \_\_\_\_\_

2. \_\_\_\_\_

7. \_\_\_\_\_

3. \_\_\_\_\_

8. \_\_\_\_\_

4. \_\_\_\_\_

9. \_\_\_\_\_

5. \_\_\_\_\_

10. \_\_\_\_\_

4. Ensure your team members are signed-in on the **Incident Personnel Log**.

5. Check the physical status of your team as best you can. Ask each member to decide if he/she is really capable of strenuous rescue activities.

6. Find out who has what equipment. Make sure every member has an emergency belt or pack (patrol belt or equivalent).

7. Obtain necessary equipment (headlamps, batteries, medical equipment, etc.) from the **Logistics Chief**. Sign out radios. Ensure your team has enough equipment to deal with your assignment.

8. Obtain a briefing from the **Incident Commander** or **Planning Chief** outlining your assignment and objectives. Get a map of the area if you are not intimately familiar with it.

10. The team's destination is: \_\_\_\_\_

11. Your objectives are: \_\_\_\_\_

13. Gather your team together and conduct your assignment. Advise BASE via radio when you depart the Base Area.

14. Upon returning from your assignment, report to the **Incident Commander** or **Operations Chief** for debriefing.

**Out-of-Area Response Form**

(non-search)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Patroller taking report \_\_\_\_\_

Person Reporting: \_\_\_\_\_  
(Name) (Clothing Description)

**PRIMARY DATA**

1. **WHAT** is the situation? \_\_\_\_\_

2. **WHERE** is this situation? \_\_\_\_\_

3. **WHEN** did this situation happen? \_\_\_\_\_

4. Hill Chief: \_\_\_\_\_ Time Notified: \_\_\_\_\_

5. **WHO** is going to respond? \_\_\_\_\_

6. **WHAT EQUIPMENT** is being taken? \_\_\_\_\_

7. **RADIO FREQUENCY** used: \_\_\_\_\_ (F1 – F15)

**SECONDARY DATA**

1. **WHO** needs help? (1) Name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ M/F: \_\_\_  
First M.I. Last

Address: \_\_\_\_\_

(2) Name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ M/F: \_\_\_

(3) Name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ M/F: \_\_\_

2. **DESCRIBE INJURIES** (1) \_\_\_\_\_

(2) \_\_\_\_\_ (3) \_\_\_\_\_

3. **WHAT** Rescue-trained people are on scene? \_\_\_\_\_

**NOTIFICATIONS**

Area Management: \_\_\_\_\_ / \_\_\_\_\_ County Sheriff \_\_\_\_\_ / \_\_\_\_\_ SAR Incident Number: OR- - \_\_\_\_\_  
(initial) (time) (initial) (time)

Telephone: 541-967-3950

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