



PERSONNEL LOG
FORM: ER-NCRC-106

ER-NCRC USE ONLY
DATE: _____ **BY:** _____
GROUP: _____

Mission/Cave: _____ Date: _____ Page Number: _____

Log Keeper: _____ Name of ICS: _____

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:


	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	DEBRIEFING FORM		ER-NCRC USE ONLY	
	FORM: ER-NCRC-109		DATE:	BY:
			GROUP:	
Mission/Cave:		Date:	Task/Team Number::	
Operational Period:	Date of Assignment:	Time Begin Assignment:	Time Ended Assignment:	
Debriefing Person:	Team Members Attending Debriefing:			
Explain what you actually did:				
What would you estimate the POD's for your efforts to be? Define the type of subject or clues the POD's refer to:				
Describe the location of clues you found. What is the current status of these clues?				
Did you have any search difficulties or gaps in coverage?				
Describe any hazards in your area.				
Describe any "finds" in your area.				
Did you encounter any problems with communications?				
Any suggestions, ideas, or recommendations for future plans?				
What is the status of your team?				



TASK ASSIGNMENT FORM
FORM: ER-NCRC-112

ER-NCRC USE ONLY
DATE: _____ **BY:** _____
GROUP: _____

Task Number:	Team Identifier:	OPS Officer:	Time:	Mission Base:	Date:
Map Name:		Map Series:		Grid Number:	

ASSIGNMENT	Instructions:
	Routing to Search Area: _____ Transport Means: _____

PERSONNEL		Name	Unit		Name	Unit
	FTL			TM		
	MEDI			TM		
	RO			TM		
	RS			TM		
	TM			TM		
	TM			TM		

Team Equipment: _____

COMMO	Team Call Sign Frequency: _____ Base Call Sign Frequency: _____ Pertinent Telephone Numbers: _____
	Instructions: _____

Debriefing: _____

Task Start Time:	Task Finish Time:	Debriefing Officer:	Debrief Time:
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**INCIDENT DEBRIEFING (MAP SKETCH)
FORM: ER-NCRC-201**

ER-NCRC USE ONLY

DATE:	BY:
GROUP:	

Mission/Cave:

Date:

Time:

Prepared by (Name and Position):

Map Sketch



CURRENT ORGANIZATION
FORM: ER-NCRC-202

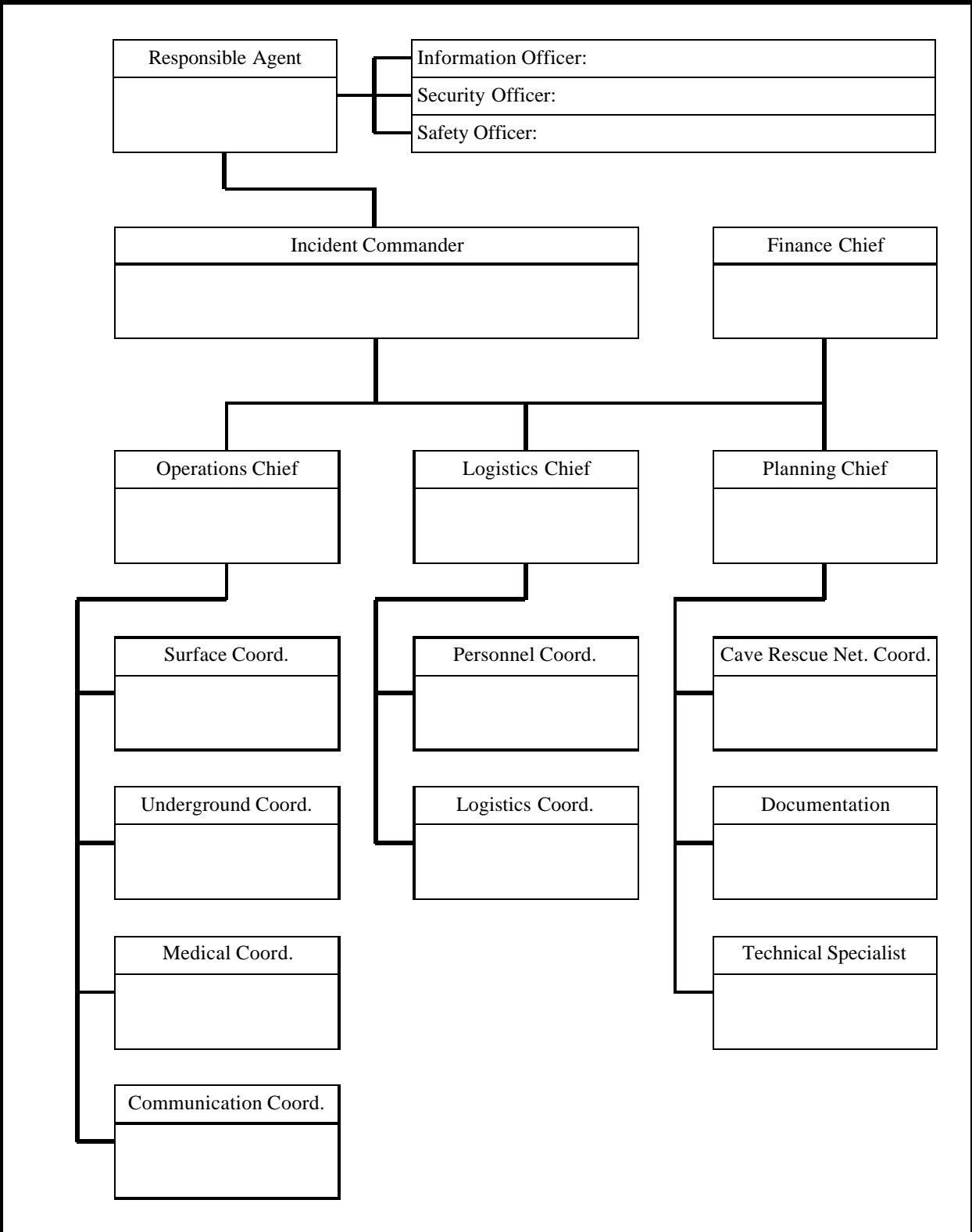
ER-NCRC USE ONLY
DATE: _____ **BY:** _____
GROUP: _____

Mission/Cave: _____

Date: _____

Time: _____

Prepared by (Name and Position): _____





**COMMON CAVE RESCUE
ABBREVIATIONS
FORM: ER-NCRC-901**

ER-NCRC USE ONLY

DATE:

BY:

GROUP:

Airway, Breathing, Circulation
Above ground Coordinator
Advanced Cardiac Life Support
Air Force Rescue Command Center
Advanced Life Support
Basic Cave Rescue Orientation
Bureau of Land Management
Basic Life Support
Blood Pressure
Bleeding, Spinal, Shock
British Thermal Unit
Civil Air Patrol
Citizens Band
Civil Defense
Methane
Colorado Mountain Industries
Carbon Monoxide
Carbon Dioxide
Cardiopulmonary Resuscitation
Cave Rescue Communications Network
Cave Rescue Network Coordinator
Cave Rescue Network Dispatcher
District of Columbia Grotto
Department of Environmental Resources
Department of Natural Resources
Dead On Arrival
Evil Bull-Stuff
Electrocardiogram
Emergency Medical Service
Emergency Medical Technician
East River Grotto
Eastern Region - National Cave Rescue
Commission
Evacuation Supervisor
Federal Communications Commission
Fire Department
Federal Emergency Management Agency
Hydrogen Sulfide
Incident Commander
Incident Command System
Intramuscular
Inner Mountain Outfitters
Initial Response Team
Intravenous
Kendrick Extrication Device
Keep It Simple Stupid
Last Known Point
Level Of Consciousness
Leaking Underground Storage Tanks
Mechanical Advantage
Mid Appalachian Region of the NSS
Medical Doctor

Monongahela Grotto
Mina Safety Appliance
Mine Safety and Health Administration
No Carbon Required
National Cave Rescue Commission
National Fire Protection Association
Ammonia
National Incident Management System
National Mine Service
National Outdoor Leadership School
National Park Service
National Speleological Society
National Speleological Society - Cave
Diving Section
Oxygen
Occupational Safety Housing Authority
Oregon Spline Splint
Old Timer's Reunion
Police Department
Potomac Speleological Club
Public Information Officer
Point Last Seen
Pidgeon Mountain Industries
Probability Of Area
Pneumatic Anti-Shock Garment
Responsible Agent
Richmond Area Speleological Society
A CB Radio Group
Search And Rescue
Section Chief
Self-Contained Breathing Apparatus
Self Contained Underwater Breathing
Apparatus
Special Medical Response Team
Seattle Manufacturing Corporation
Smith Safety Products
Tender Loving Care
The Robertson Association
Underground Coordinator
Ultra High Frequency
Virginia Appalachian Region of the NSS
Virginia Association of Volunteer Rescue
Squads
Very High Frequency
Virginia Polytechnic Institute
Wilderness Emergency Medical
Technician
West Virginia Association for Cave
Studies
West Virginia Speleological Survey
Western Maryland Grotto
West Virginia University Student Grotto

**GUIDE TO FINAL BRIEFING
FORM: ER-NCRC-903**

ER-NCRC USE ONLY

DATE:

BY:

GROUP:

The following is an example based on a real-life situation, of recommended procedures for dealing with the final briefing of the family in the case of a search and rescue operation.

INTRODUCTION

PURPOSE OF MEETING

INTRODUCE OTHER PEOPLE

Responsible Agent
Incident Commander
Search Manager

RUMORS

DECISION

Tough decision made on X day at X time
Joint decision made by Responsible Agent and Incident Commander
Search teams concur

REVIEW ORIGINAL REASONS TO SEARCH

High probability in primary search area
Good chance of survival
Good access
Training and equipment

MAP BRIEFING

Define search area
Point last seen
Base camp location
Last known point

EFFORTS

Search led to patient trapped in crevice
Fire teams operating underground
Teams are becoming tired
Methods of freeing patient have failed
Sent in crevice rescue team
Efforts to keep patient warm with hot packs have failed

PROPOSAL

Plan to send in a drill to construct a new entrance to the patient
Running electricity in to operate heater near the patient
Calling in additional personnel to take over for the exhausted rescuers
Major issue is probability of getting patient out alive vs. risk to the rescuers
Theory of how plan is relevant

SURVIVABILITY

Hypothermia
No longer looking to get patient out alive
Two days in extreme environment
No signs of movement

DECISION

Cannot justify level of risks to rescuers given the probability of getting patient out alive
Duty / obligation to rescuers not to unnecessarily risk their lives
Teams will be available for body recovery
Express regrets to family and friends.

FORM NUMBER	DESCRIPTION
ER-NCRC-001	CAVE RESCUE SQUAD RESOURCE INFORMATION
ER-NCRC-002	LEVEL OF URGENCY CHART
ER-NCRC-101	COMMUNICATIONS LOG
ER-NCRC-102	PUBLIC INFORMATION RELEASE FORM
ER-NCRC-103	ENTRANCE CONTROL LOG
ER-NCRC-104	EQUIPMENT LOG
ER-NCRC-105	VEHICLE LOG
ER-NCRC-106	PERSONNEL LOG
ER-NCRC-107	CAVE RESCUE EVENT LOG
ER-NCRC-108	MEDICAL LOG
ER-NCRC-109	DEBRIEFING FORM
ER-NCRC-110	RESOURCE SUMMARY
ER-NCRC-111	SUMMARY OF ACTIONS
ER-NCRC-112	TASK ASSIGNMENT FORM
ER-NCRC-113	LOST PERSON QUESTIONNAIRE AND CHECKLIST
ER-NCRC-201	INCIDENT DEBRIEFING (MAP SKETCH)
ER-NCRC-202	CURRENT ORGANIZATION
ER-NCRC-901	COMMON CAVE RESCUE ABBREVIATIONS
ER-NCRC-902	COMMON ROPE CALLS
ER-NCRC-903	GUIDE TO FINAL BRIEFING