

# Campbell County LandSAR

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Campbell County Office of Emergency Management



**William Ray Turner**  
Director

**Jason Sebastian**  
Chief

## Standard Operating Guidelines

February 2020

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CAMPBELL COUNTY FISCAL COURT  
CAMPBELL COUNTY, KENTUCKY

RESOLUTION R-13-20

A RESOLUTION OF THE CAMPBELL COUNTY FISCAL COURT  
ACKNOWLEDGING THE REVIEW OF THE CAMPBELL COUNTY LANDSAR  
STANDARD OPERATING GUIDE

WHEREAS, the Campbell County LANDSAR team operates under the direction of the Campbell County Office of Emergency Management; and

WHEREAS, the Campbell County Fiscal Court originally authorized the formation of the LANDSAR team by Resolution R-56-16 in June 2016 and has made changes to the Guide as necessary; and

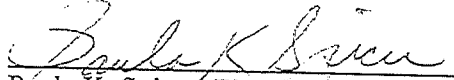
WHEREAS, a copy of said Standard Operating Guide is kept on file in the Campbell County Office of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED that the Campbell County Fiscal Court notes for the record that the Campbell County LANDSAR Standard Operating Guide has been reviewed by the Campbell County Fiscal Court.

Approved and adopted at a regular meeting of the Campbell County Fiscal Court on the 19<sup>th</sup> day of February, 2020.

  
\_\_\_\_\_  
STEVE PENDERY  
Judge/Executive

ATTEST:

  
\_\_\_\_\_  
Paula K. Spicer, Fiscal Court Clerk



# Campbell County Emergency Management LANDSAR

## 1.0 Introduction

The Campbell County Emergency Management LANDSAR Team consists of highly trained volunteers joined together as a cohesive team, the function of which is to augment and assist the Police Departments, Fire, Rescue, and EMS Departments in Campbell County and jurisdictions covered under mutual aid agreements. The main objective of the LANDSAR team is to provide trained personnel and equipment to aid in the recovery of lost, sick, injured, or deceased persons in all areas of the jurisdiction.

LANDSAR units under no circumstances will be used to search for persons sought in the commission of a crime or believed to be armed. The Campbell County LANDSAR is formed under KRS 39F.010 Paragraph (2) Subsection (D) General Rescue Squad Search for lost, trapped or missing persons not utilizing dogs.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 1.2 Membership Qualifications

The basic membership requirements are as follows

1. The applicant SHALL be at least 18 Years of age.
2. Applicant may or may not be a resident of Kentucky, but the applicant should reside with a reasonable distance from the response jurisdiction.
3. Applicant must hold a valid driver's license (copy to be provided with application).
4. All applicants will be subject to a criminal records and drivers record background check.

Director, CCOEM

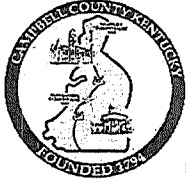
Date:

2/5/2020

Chief, CC LandsAR

Date:

2/5/2020



## Campbell County Emergency Management LANDSAR

### 1.3 Membership Ranks and Qualifications

In order for LANDSAR to provide quality and professional services to its jurisdiction the following personnel levels have been established. In addition providing a hierarchy within the group it also creates an easy to follow path for member to excel within the organization and reach full potential.

#### SAR TECH BASIC

**SAR TECH BASIC** is considered an entry level member within the organization. No prior SAR experience is required however this position is not to exceed 12 months. (\*) This level allows the member to experience what SAR and the organization is all about. You will train with other members however you will be limited on the callout duties **\*NOTE\* (1 additional year may be added for extenuating reasons) NOTE\*\* BSAR SHALL be taken within the first year or extension period if permitted. Failure to take this basic class within the allotted time will result in suspension or removal from team.**

#### SAR TECH 1

The level **SARTECH 1** is achieved when the member has obtained the following:

- First Aid and CPR Certifications
- Basic Search and Rescue (BSAR) from Kentucky Emergency Management (KyEM)
- Independent Study IS 100 ,IS 200, IS 700 courses (ONLINE)

20 Hours of Department Training

Attend 50% of the scheduled Training and Meeting sessions

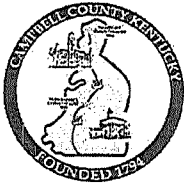
#### SAR TECH 2

The level **SARTECH 2** is achieved when the member has obtained all the above in addition to:

Two additional KyEM advanced SAR related courses listed below

- Search in Urban Environment KYEM

Campbell County Emergency Management LANDSAR  
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## Campbell County Emergency Management LANDSAR

Lost Person Behavior KYEM

Man tracking

**40 Hours of departmental training**

Attend **50%** of the scheduled Training and Meeting sessions

### SAR TECH 3

The level **SARTECH 3** is achieved when the member has obtained all the above in addition to:

Search Management KyEM

Wide Area Search

SAR Interviewing

**60 Hours of Departmental Training**

Attend **50%** of the scheduled Training and Meeting sessions

### SAR MASTER TECH

The level **SAR Master Tech** is achieved when the member has obtained all the above

USAF Inland SAR Course Certificate of completion

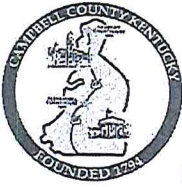
IS 300 Intermediate ICS for Expanding Incidents?

**100 Hours of Departmental training**

**75%** attendance to Department training and meeting sessions

**50%** Attendance Search operations in Jurisdiction

Letter of recommendation of promotion from Admin and Field Ops Chief



## Campbell County Emergency Management LANDSAR

Each member is REQUIRED to stay Current shall obtain 20 hours of approved training per Calendar year

### Training

LANDSAR Team members are required to learn and be competent in skills necessary to meet their functions. LANDSAR Team members who already have required skills are required to demonstrate them in periodic testing programs scheduled by LANDSAR senior staff. LANDSAR Team members will be required to obtain re-certifications of all training programs in which certification is required, and will be periodically required to demonstrate competence in the required skills.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2-5-2020



## Campbell County Emergency Management LANDSAR

### 1.4 Meeting and Training Attendance

While it is understandable from time to time as volunteers to be unable to attend meetings and training sessions attendance requirements shall be met. Members shall attend a minimum of 50% of all meetings and training sessions. Meetings and Training are scheduled far enough in advance to make arrangements to attend. If you are unable to attend you are required to notify the chief or administrative office that you will be unable to attend. Members with 3 or more unexcused absences shall be placed on probation. This means you will not be eligible for callouts. When the member reaches 6 consecutive unexcused absences the member will be suspended and or removed from the organization.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2-5-2020





## Campbell County Emergency Management LANDSAR

### 1.7 Membership Application Process

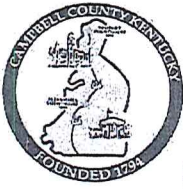
1. The applicant seeking membership shall submit a completed application packet to the CCEMA office. This includes application, police record check authorization and copy of current operator's license.
2. The CCOEM will perform a basic background check.
3. CCOEM will review the application and make a recommendation to the Chief on the appointment of the member. If a favorable background check is returned the application will be reviewed by the Chief of the squad.
4. The Chief will make the appointment or decline to appoint after consultation with the Director of CCOEM.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 1.8 Discipline, Suspension and Removal of Members

1. All disciplinary charges must be filed within thirty (30) days of the incident with the Chief who has the authority to arbitrate minor grievances or issues if all parties agree. If the grievance cannot be settled by arbitration, a disciplinary board made up of the Chief, the Assistant Chief, and County OEM Director will hear the matter. The disciplinary board may impose the following punishments for any member brought before them and found guilty of the charges:
  - a) Suspension, or
  - b) Dismissal from the team
2. For a disciplinary hearing charges must be submitted in writing at least fourteen (14) days prior to the hearing. The accused will be informed at least seven (7) days prior to the hearing of all charges against him/her in writing. In the hearing charges and any witnesses will be heard. The accused will then be allowed to offer a statement and any witnesses. The Disciplinary Board shall go into closed session and vote on a verdict, then return to the open hearing and read the verdict and impose a sentence. A written copy of the sentence and verdict will be provided to the accused within fourteen (14) days.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 1.9 Member Behavior

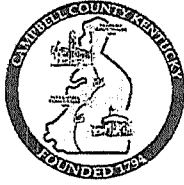
1. Members will be orderly and respectful while attending meetings, training and responding to incidents.
2. No violent acts or physical abuse or excessive hostility toward fellow members or anyone will be tolerated.
3. Members shall maintain a good relationship and standing in the community.
4. Members shall not attend any squad function while intoxicated or impaired.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandsAR

Date: 2-5-2020



## Campbell County Emergency Management LANDSAR

### 1.10 Officer Qualifications

#### Chief:

1. Meet all requirements of KRS and KAR for Rescue Squad Membership
2. Shall have been a member of the LandSAR Unit for a minimum of four (4) years.

#### Required Training:

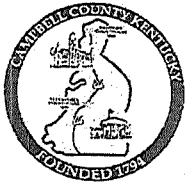
1. Shall have completed:
  - A). IS-700, IS-800, ICS 100, ICS-200, ICS-300 and ICS-400
  - B). Basic Search and Rescue (BSAR)
  - C). ERI Search Management Training
  - D). Search in Urban Environment
  - E). Hold First Aid and CPR Certifications
  - F). Lost Person Behavior
  - G). Man tracking
  - H). Instructor Methodology

#### Assistant. Chief:

1. Meet all requirements of KRS and KAR for Rescue Squad Membership
2. Shall have been a member of the LandSAR Unit for a minimum of three (3) years.

#### Required Training:

1. Shall have completed:
    - A). IS-700, IS-800, ICS 100, ICS-200, and ICS-300
    - B). Basic Search and Rescue (BSAR)
    - C). ERI Search Management Training
    - D). Search in Urban Environment
- Campbell County Emergency Management LANDSAR  
Standard Operating Guidelines
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## Campbell County Emergency Management LANDSAR

- E). Hold First Aid and CPR Certifications
- F). Lost Person Behavior
- G). Man tracking
- H). Instructor Methodology

### **Captains:**

1. Meet all requirements of KRS and KAR for Rescue Squad Membership
2. Shall have been a member of the LandSAR Unit for a minimum of two (2) years.

### **Required Training:**

1. Shall have completed:
  - A). IS-700, IS-800, ICS 100, ICS-200, and ICS-300
  - B). Basic Search and Rescue (BSAR)
  - C). ERI Search Management Training
  - D). Hold First Aid and CPR Certifications

### **Lieutenants:**

1. Meet all requirements of KRS and KAR for Rescue Squad Membership
2. Shall have been a member of the LandSAR Unit for a minimum of two (2) years.

### **Required Training:**

1. Shall have completed:
  - A). IS-700, IS-800, ICS 100, ICS-200, and ICS-300
  - B). Basic Search and Rescue (BSAR)
  - C). Hold First Aid and CPR Certifications

### **Communications Officer:**

1. Meet all requirements of KRS and KAR for Rescue Squad Membership

Campbell County Emergency Management LANDSAR  
Standard Operating Guidelines



## Campbell County Emergency Management LANDSAR

2. Shall have been a member of the LandSAR Unit for a minimum of two (2) years.

### Required Training:

1. Shall have completed:

- A). IS-700, IS-800, ICS 100, ICS-200, and ICS-300
- B). Basic Search and Rescue (BSAR)
- C). Hold First Aid and CPR Certifications

### Training Officer:

1. Meet all requirements of KRS and KAR for Rescue Squad Membership
2. Shall have been a member of the LandSAR Unit for a minimum of two (2) years.

### Required Training:

1. Shall have completed:

- A). IS-700, IS-800, ICS 100, ICS-200, and ICS-300
- B). Basic Search and Rescue (BSAR)
- C). Fire Service Instructor Methodology or KYEM Instructor Methodology
- D). Hold First Aid and CPR Certifications

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 2.0 CALL OUT PROCEDURES

Each LANDSAR Team member shall provide portable telephone number, carrier information for a telephone which he or she carries upon them at all times. This information will be provided to the OEM for the Emergency Notification System. It is the responsibility of the member to supply and update the OEM office with any contact information changes.

Mission callouts will be handled in the following manner. The Campbell County Consolidated Dispatch Center will tone LANDSAR out on the primary fire radio channel and activate the RAVE Alert and Active 911 to call members with mission details. Officers and key personnel will have portable radios or tone alert pagers depending on equipment availability. Priority will be given to members living in the county based on seniority.

In most cases LANDSAR members will be provided a Staging Area to respond to. "On Call" officers will respond to the Command post as identified by initial units on scene.

ALL LANDSAR Team members will carry provided accountability tags. Once in staging report to the Staging Officer and report in. As teams are assembled you will provide 1 tag to the team leader to maintain accountability of their group and the second set of tags will go to the command post to the accountability officer.

All LANDSAR Team members are responsible for insuring that both tags are retrieved at demobilization and both Command and Team leaders have released you from the scene.

Director, CCOEM

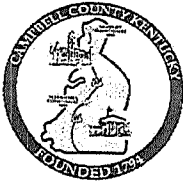
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2/5/2020

Chief, CC LandSAR

Date:

2/5/2020

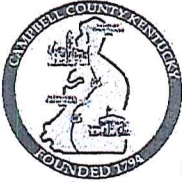


## Campbell County Emergency Management LANDSAR

### 3.0 Field Operations

1. The Team Leader has the responsibility to gather the team and assure that the team members are physically and mentally capable of completing the search and rescue mission.
2. At the point of assembly, or at the incident scene, the Team Leader will assign each team member to a specific duty, after ensuring such team member has the necessary personal and/or team equipment and appropriate training to safely and effectively complete the search and rescue mission.
3. The Team Leader follows the Incident Command System and designates a Safety Officer and an Operations, Planning, Logistics and/or Administration Section Chief as needed.
4. In all cases LANDSAR Team members will be assigned to a team consisting of at least two, and preferably three LANDSAR or Qualified responders, unless otherwise directed by the Search and Rescue Coordinator.
5. Each team will be provided with a radio for communications in the assigned search and rescue mission. In no case will any team be assigned or permitted to participate in a mission in which it does not have immediate access to radio communications with Incident Command and/or fellow team members.
6. The Operations Chief shall maintain periodic radio check and safety checks with each member or team during the search and rescue mission. The Team Leader shall require a designated member of each search and rescue team to map/plot the position of his team and to report the same to the incident Command Post, at least hourly, and more frequently when possible.
7. Each team shall maintain a log of all pertinent clues, findings or observations, mark their locations, and shall plot them on a map or GPS unit.
8. All LANDSAR Team members shall wear the officially designated uniform of the LANDSAR Team, and shall carry on each search and rescue mission equipment appropriate for personal survival and equipment necessary to complete the assigned search and rescue mission, in addition to such technical team equipment assigned by the Incident Commander.
9. No team member shall take or permit any action which could unnecessarily endanger himself or a fellow team member or any other person. The job is inherently dangerous, working outside your level of training or comfort is not recommended nor permitted.





## Campbell County Emergency Management LANDSAR

10. On completion of a search and rescue mission, all team members shall physically report to the Team Leader or his designee, and shall return to the Command Post all team equipment and supplies before departing the incident scene. The Team Leader shall maintain a sign-in/sign-out sheet of all personnel and equipment, and shall be responsible for ensuring the return of all team equipment.
11. At no time shall a LANDSAR Team member be in charge of operation that they have not been trained or certified in accordance with team training requirements. They may upon request of the Team Leader, assist in such operations if the member is comfortable with doing so and it is not in violation of any local, state or federal laws.
12. All members are required to remain on scene until command has released you.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 3.1 Personal Gear Minimums

LANDSAR members are emergency responders. They are requested to respond to incidents with sometimes little or no warning. In order to insure the member has the tools to do the job and the gear to keep them safe and comfortable the State of Kentucky Emergency Management has developed a 24 hour KIT.

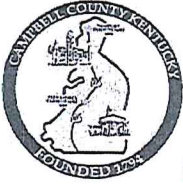
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|---|------------------------------------|
| (1) Reflective rescue Vest                                | (1) pair of Leather Gloves         |
| (1) Pair of boots, Lug soles                              | (1) Fanny Pack or equivalent       |
| (1) Rescue helmet with head lamp                          | (3) 1 Qt. canteens with belt       |
| (3) Flashlights with extra batteries                      | (1) Compass 2 Degree Increments    |
| (1) Small personal First Aid Kit                          | (1) Emergency foil blanket         |
| (1) FRS radio with spare batteries (optional)             | (1) 50 ft. utility rope (optional) |
| (1) Pocket knife or Leatherman type multi tool (optional) |                                    |

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 3.2 Incident Command

The purpose of INCIDENT COMMAND is to have a formal procedure to readily implement the Incident Command System on emergency incidents and to establish formal guidelines to be utilized by individuals with responsibilities associated with emergency incident risk management analysis and personnel resource management.

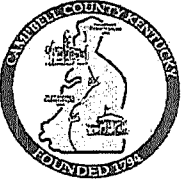
- I. Every emergency incident situation requires that an individual assume responsibility for developing strategic objectives and a tactical action plan. Critical to the development of the strategy and implementation of the tactical plan is an accurate assessment of the level of potential risk that responders and potential victims may be subjected to based upon present and potentially deteriorating conditions.
- II. Emergency incident safety is paramount with respect to decisions related to deployment of personnel resources. Toward that objective these guidelines reflect accepted practices outlined in NFPA 1561 and in KRS 39A.230.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 4.0 Light and Siren Permit Process

#### 1. Private Vehicle Response

- A. Prior to the installation and/or use of a red light or siren on a personal vehicle a member shall have written permission from the Chief.
- B. Prior to the issuance of a letter/permit to install/use lights and siren the member must submit to a check of his driving record. Anyone with more than one driving infraction in the past two years or with a DUI or reckless driving conviction will not be issued a permit.
- C. Prior to the Chief issuing a letter allowing the installation/use of red lights and siren the member must complete a training session on the safe operation of an emergency vehicle.
- D. All LANDSAR vehicles and personal vehicles that intend to operate as an emergency vehicle shall be equipped with one (1) or more flashing, rotating, or oscillating red lights, visible under normal atmospheric conditions from a distance of five hundred (500) feet to the front of such vehicle, and a siren capable of emitting a sound audible under normal conditions from a distance of not less than five hundred (500) feet. This equipment shall be in addition to any other equipment required by the motor vehicle laws.
- E. The Chief will inspect or have inspected all vehicle prior to issuing a permit.
- F. Personal vehicles used as an emergency vehicle shall have an Emergency Light and Siren Permit as outlined above in their possession when operating as an emergency vehicle.
- G. Emergency responses shall not be made with non-member civilians in the vehicle.
- H. During Inclement weather, be sure all windows are clear for full visibility.
- I. Emergency response shall not be made from outside of Campbell County, nor in route to a call in another county. Good judgment shall be used by the members who are out of their immediate response area.



## Campbell County Emergency Management LANDSAR

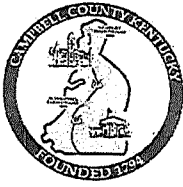
- J. Drivers of emergency vehicles shall be directly responsible for the safe and prudent operation of the vehicle under all conditions.
- K. Operators shall drive no more than 10 mph above the posted speed limit.
- L. The driver shall be prohibited from using a cellular telephone while operating the vehicle in emergency mode.
- M. During emergency response, drivers of emergency vehicle shall bring the vehicle to a complete stop for any of the following:
  - 1. When directed by the officer in charge or a law enforcement officer.
  - 2. Red traffic lights and stop signs.
  - 3. Blind intersections.
- N. The Chief may suspend this privilege at any time he finds the member to be in violation of this policy.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 4.1 Emergency Vehicle Response Guidelines

#### Emergency Vehicle Response Guidelines

All members need to recognize the fact that the emergency vehicle response is the basis for the success or failure of all other emergency functions. These expensive vehicles carry all of the portable emergency equipment in addition to all of the personnel of the organization. Without the safe conveyance of these vehicles to the emergency scene, the emergency service organization cannot achieve its mission of saving lives and protecting property. Having sound emergency vehicle response guidelines in place helps assist the emergency service organization in providing sound direction to its officers and drivers. The following guidelines are to implement, and enhance the emergency vehicle response policies and provide the basis for driver training for the members of Campbell County LandSAR.

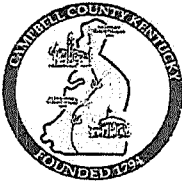
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#### Purpose

Responding to any emergency call, Campbell County LandSAR and the Campbell County Office of Emergency Management places a great deal of responsibility on the drivers of our emergency vehicles used in response. Not only must you provide prompt conveyance of the vehicles, equipment and personnel to provide service to those in need, but as importantly, must accomplish this task in the safest and most prudent manner possible. As an emergency vehicle driver in our organization, you have in your care, custody and control most of the major assets possessed by this organization (the vehicle, portable equipment, personnel). Emergency vehicle drivers also have a higher standard of care to provide to the general motoring public and must make every attempt possible to provide due regard for the safety of others. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during each and every response. Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this enormous task, it's important for emergency vehicles drivers to become familiar with, and constantly abide by the following policies and procedures.

#### Driver requirements:

- Must be 21 years of age.
- Hold a valid driver's license for at least one year.
- Must have no DUI or Reckless Driving on driving record.
- Must have completed VFIS Driver Training (16 hrs) or have a CDL.
- Must be approved by the Chief and Emergency Management Director.



## Campbell County Emergency Management LANDSAR

### Procedures

#### 1. Circle of safety

Prior to entering the cab and starting the vehicle, make a circle of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions moved out of the way. During the circle of safety, encircle the vehicles and visually inspect all four sides and the top of the vehicle before entering the cab. Also, verify right side and rear clearance with the person riding in the officer position. Do this prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.

#### 2. Warning devices and true emergencies

When responding to a true emergency, audible and visual warning devices will be operated at all times regardless of time of day and/or traffic conditions. Understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the right-of-way, they do not assure the right-of-way.

#### 3. Vehicle control and right-of-way

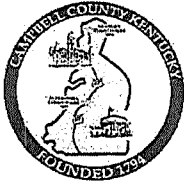
Attempt to maintain control of the vehicle being operated in such a manner as to provide the maximum level of safety for both the passengers and the general public. Be aware that the civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. Make an attempt to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

Be aware of the rate of closure (comparison of time and space) on other vehicles and pedestrians at all times to make sure an appropriate approach speed and/or safe following distance is established and maintained. Adhere to the rule for safe following distance and allow one second of following distance for every 10 feet of vehicle length for speeds under 40 mph and add one additional second for each 10 mph for speeds over 40 mph.

#### 4. Response speeds

When responding to a true emergency only, operate the vehicle at as close to the **posted speed limit** as possible, but not to exceed 10 mph miles over the posted speed limit, conditions permitting. Examples of conditions requiring slower response speeds include but are not limited to;

- Slippery road conditions
- Inclement weather
- Poor visibility
- Heavy or congested traffic conditions



## Campbell County Emergency Management LANDSAR

- Sharp curves

### 5. Intersection Practices

Take extreme care when approaching any intersection as they are the locations responsible for a large percentage of major accidents involving emergency vehicles. Drivers are required to practice the organization's intersection operating guidelines during all emergency responses.

#### Uncontrolled intersections

Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle, complete the following:

- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.). Observe traffic in all four directions (left, right, front, rear)
- Slow down if any potential hazards are detected and cover the brake pedal with the driver's foot.
- Change the siren cadence not less than 200' from intersection
- Avoid using the opposing lane of traffic if at all possible

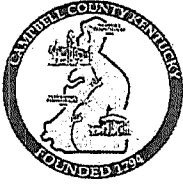
It's important for emergency vehicle drivers to be prepared to slow or bring their vehicle to a stop. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can they assume the right of way, therefore the emergency driver does not have the right of way until the other vehicle yields to them.

#### Controlled intersections

Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires **Prudent Action** by the emergency vehicle driver. Consider the following steps:

- Do not rely on warning devices to clear traffic
- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.) and driver options
- Begin to slow down well before reaching the intersection and cover the brake pedal with the drivers' foot, continue to scan in four directions (left, right, front, back)
- When approaching a traffic signal be aware of "stale" green lights or yellow caution lights, begin to slow and prepare to stop as these will be turning red
- Change the siren cadence not less than 200' from intersection
- Scan intersection for possible passing options (pass on right, left, wait, etc.) avoid using the opposing lane of traffic if at all possible Consider using the lane of least resistance that is consistent with your intended direction of travel
- During emergency response bring the vehicle to a complete stop for the following:
  - When directed by a law enforcement officer
  - Red traffic lights
  - Stop signs





## Campbell County Emergency Management LANDSAR

- Negative right-of-way intersection
- When the driver cannot account for visible traffic in the lanes of traffic in an intersection
- When other intersection hazards are present
- When encountering a stopped school bus with flashing warning lights
- Establish eye contact with other vehicle drivers; have partner communicate all is clear; reconfirm all other vehicles are stopped
- Account for traffic one lane at a time, treating each lane of traffic as a separate intersection

### **Railroad intersections**

When approaching **ALL** rail crossing, **shall bring the vehicle to a complete stop** before entering the grade crossing. In addition, perform the following prior to proceeding:

- Turn off all sirens and air horns
- Operate the motor at idle speed
- Turn off any other sound producing equipment or accessories
- Open the windows and listen for a train's horn

### **6. Non-emergency response**

When responding to a call in a non-emergency response mode or normal flow of traffic (non-code 3 or when not responding to a true emergency) operate the vehicle with no audible or visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic. Follow motor vehicle laws for the use of emergency lighting equipment and audible warning devices.

### **7. Ordinary travel procedures**

Obey all traffic laws and traffic control devices when driving any organization vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action including, suspension of driving privileges.

### **8. Riding policy**

The organization requires all persons riding on vehicles to be seated in approved riding positions and secured to the vehicle by seat belts whenever the vehicle is in motion. The organization prohibits the riding on tailsteps, sidesteps, running boards or any other exposed position.

### **9. Backing**

The organization recognizes that backing emergency vehicles is made hazardous by the fact that the driver cannot see much of where he/she intends to go. The organization recommends that whenever possible avoid backing up. When necessary, use one of the two following measures:



## Campbell County Emergency Management LANDSAR

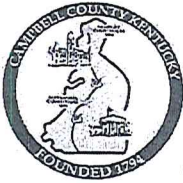
- The organization's first choice of backing procedures is that before any vehicle is put in to reverse and backed, have a spotter in place near the rear of the vehicle. It is important the spotter is safely positioned so that the emergency vehicle driver can see them at all times. If at any time the emergency vehicle driver loses sight of the spotter, stop immediately until the spotter is visible again.
- If conditions exist that make use of spotters impossible, make a circle of safety before attempting to back up any fire organization vehicle to see that; no person or persons are directly behind the vehicle or in its intended path of travel; all equipment is secured and that all compartment doors are securely closed; any physical obstructions are moved out of the way. Also note any potential obstructions in the intended path of travel.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 4.3 Vehicle Fueling

**Purpose:**

To establish a systematic procedure for re-fueling department vehicles and emergency apparatus.

**Policy:**

Person re-fueling shall observe safety precautions necessary to ensure proper completion of the task.

A. No smoking while re-fueling.

B. At no time shall a pump be left running unattended.

Fueling shall take place when the fuel level reaches three quarters (3/4) full.

Gas ticket must be sent to the SAR Coordinator by the 1<sup>st</sup> day of each month.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 5.0 Concealed Carry of a Deadly Weapon

Campbell County LANDSAR acknowledges the right to carry a firearm or deadly weapon. To carry on an incident or training you are required to follow state regulations and have a **VALID CCDW** permit. You are required to follow all stipulations and "gun free" zones as required by law. A copy of your current permit is required to be on file with the LandSAR administration. It is still the carrier's responsibility to stay up to date on current regulations. Members listed as a CCDW will to the best of the organizations ability update membership on items related to CCDW. During operations if a member is assigned a search area that by statute is a GUN FREE ZONE advice the team leader. The Team Leader they will confer with command and law enforcement to insure there will be no issues or re-assign the member to a different search area.

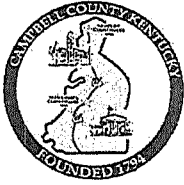
On scene the Member is required to have on his person a current and valid CCDW permit.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 6.0 Controlled Substance Policy

**Campbell County LandSAR is an extension of the Campbell County Office of Emergency Management and the Campbell County Fiscal Court, therefore persons acting as members of Campbell County LandSAR will follow the substance abuse policy of the Campbell County Fiscal Court.**

The Campbell County Fiscal Court is a designated Drug Free Workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on any of the premises of the Campbell County Fiscal Court.

- (1) Controlled substances are defined as those controlled substances referenced in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by federal regulations.
- (2) Appropriate disciplinary actions that may include dismissal will be taken against Fiscal Court employees for violation of this prohibition.

371.03 Reasonable Suspicion Testing. A supervisor or Department Head may require an employee to undergo testing for alcohol or certain controlled substances if reasonable suspicion exists that the employee is under the influence of alcohol or a controlled substance. Reasonable suspicion must be based upon specific, objective facts and reasonable inferences drawn from these facts. The supervisor or Department Head should consult another member of management or the HR Director to corroborate and document observations before ordering the tests. Such facts and inferences may be based on, but are not limited to, any of the following:

- (1) Observable phenomena, such as direct observation of drug or alcohol use, possession, or distribution during or immediately preceding work time; or physical symptoms of being under the influence of drugs or alcohol, such as slurred speech, dilated pupils, odor of alcohol or marijuana, disorientation, dynamic mood swings, etc.;
- (2) A pattern of abnormal conduct, erratic or aberrant behavior, or deteriorating work performance (e.g., frequent absenteeism, excessive tardiness, recurrent accidents, etc.) which appears to be related to substance abuse or alcohol and does not appear to be attributable to other factors;
- (3) The identification of an employee as the focus of a criminal investigation into unauthorized drug possession, use, or trafficking;



## Campbell County Emergency Management LANDSAR

(4) A report of alcohol or other drug misuse or abuse during or immediately preceding work time provided by a reliable and credible source;

(5) Repeated or flagrant violations of the safety or work rules which pose a substantial risk of physical injury or property damage and which appear to be related to substance abuse or substance use and do not appear attributable to other factors.

371.04 Commercial Driver's License (CDL) Alcohol & Drug Testing. The U.S. Department of Transportation (DOT) has issued Rules and Regulations mandating a Drug and Alcohol testing program for all employees required to have a Commercial Driver's License. CDL holders will be required to submit to testing for alcohol and/or controlled substances under the following circumstances:

(1) Post-Offer Testing. Before assuming any work functions;

(2) Post-Accident Testing. After any accident while operating a commercial motor vehicle;

(3) Random Testing. Annually a minimum of drivers (10% for alcohol and

(4) A report of alcohol or other drug misuse or abuse during or immediately preceding work time provided by a reliable and credible source;

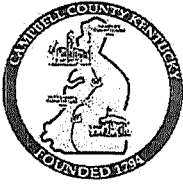
(5) Repeated or flagrant violations of the safety or work rules which pose a substantial risk of physical injury or property damage and which appear to be related to substance abuse or substance use and do not appear attributable to other factors

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

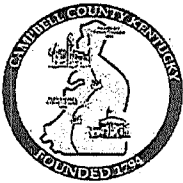
### 7.1 SOCIAL MEDIA POLICY

**Purpose:** The purpose of this policy is to set a level of expectation for the members of the Campbell County LandSAR Unit related to their participation in the taking, editing or disseminating any media that is of activities, emergency or otherwise, that the unit may be engaged in. This policy covers the members utilizing personal equipment such as cameras, video cameras, cell phones and cell phones capable of taking photographs and videos. It is to ensure that members who use social media to discuss rescue unit related matters, do so in a responsible manner that is not disruptive, disrespectful, offensive to others, or harmful to the Campbell County LandSAR Unit or the Campbell County Office of Emergency Management. Social media includes, but is not limited to the following: blogs, podcast, online collaborative information and publishing systems that are accessible to internal and external audiences, online forums, photo and internet social networks (MySpace, Facebook, Twitter and etc.).

**Scope:**

The rescue unit cannot prohibit a member from taking videos or pictures of emergency incidents or unit activities while he/she is off duty. However, the unit does not authorize such actions and the member will be personally responsible for any civil or criminal liability arising from such actions, including but not limited to, claims of invasion of privacy, defamation, intentional infliction of emotional distress, *etc.* The unit also may impose corrective or disciplinary action against the member for such off-duty activities where the activities (i) relate to a *bona fide* occupational requirement, (ii) are reasonably and rationally related to the member activities and responsibilities of the member, or (iii) there is a conflict of interest with the member's responsibilities to the unit or the appearance of such a conflict of interest. Members are not permitted to take photographs or videos, whether by handheld camera or camcorder, cell phone camera or video camera, or otherwise, while performing any Campbell County LandSAR Unit duty or activity. Specifically including during an emergency response, unless taking the photographs or videos are part of the member's job/position description, the member was ordered to perform the task by a higher ranking officer, or the member obtained prior written authorization from the Rescue Chief or his/her designee. Any photograph or video taken while performing any unit duty or activity is the property of the unit, and is not the personal property of the person taking the photograph or video. Any photograph or video taken on the scene of an emergency incident must be included as part of the incident report and file.

A member may not make personal use of a photograph or video taken while performing a unit duty or activity. "Personal use" includes, without limitation, showing or sending the photograph/video to any person; displaying the photograph/video in any area that may be viewed by the public; posting the photograph/video on any blog, wiki, social media website,



## Campbell County Emergency Management LANDSAR

online photo sharing website, or other area of online publishing or discussion; or otherwise exhibiting or displaying the photograph/video in a manner that is inconsistent with this policy.

### **Social Networking Provisions:**

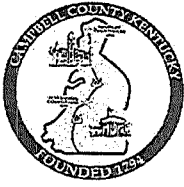
Specifically, when discussing or posting information about the Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management, its members in any online platform, regardless of whether during or outside of work, the following must be adhered to:

1. Identify yourself. Do not share opinions about the Campbell County LandSAR Unit and/or Campbell County Office of Emergency Management related matters anonymously. Use a personal email address as your primary means of identification.
2. Use a disclaimer and write in the first person. Make it clear you are speaking for yourself and not the Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management. Members do not have authorization to speak on behalf of the Campbell County LandSAR Unit unless permission is specifically granted by the Rescue Chief. As a result, members are not permitted to identify or disclose that they are a member of the Campbell County LandSAR Unit when sharing their opinion about the Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management related matters, unless the member has received prior authorization. Information shared via social media is the opinion of the writer only – not the Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management - and this should be communicated to recipients of the information.
3. Be aware of your role in representing the Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management in online social networks. If readers are aware of your identify as a rescue unit member, be careful how you present yourself to colleagues, customers, competitors and the general public. We must be sensitive to the fact that any comments on a website or social network are public. They are immediately searchable and accessible by others and are subject to being re-published on other social networks or to the media. Be aware that libel, defamation, HIPPA and date protection laws apply to your activities.
4. If someone from the media or press contacts Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management officers about posts made in online forums that relate to the Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management in any way, members are to alert the Emergency Management director immediately
5. Do not give out confidential and or proprietary rescue unit information, patient or victim information. Medical information and records are extremely confidential and should not be disclosed to anyone at any time even if the disclosure is to describe the rescue unit or any of its

Campbell County Emergency Management LANDSAR  
Standard Operating Guidelines

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## Campbell County Emergency Management LANDSAR

members in a positive light. This applies whether the member is posting to their personal site or commenting on other sites.

6. Be respectful and professional to Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management members, local businesses, patients, other rescue units and response agencies. When you identify yourself as a member of the Campbell County LandSAR Unit within a social network, you are connected to our members and the community. Communicate online with respect for others. Remember that any information shared via social media is public information that could easily be viewed by our members and citizens. Use good judgment and strive for accuracy in your communications. If you make an error in a posting, admit your mistake and correct it immediately.
7. When communicating or posting online about the Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management related matters, do not send or display any information that may be construed as offensive or harassing. Offensive or harassing messages include, but are not limited to pornographic images, sexual references, racial slurs, comments regarding an individual's gender, age, sexual orientation, religious beliefs, national origin, disability or any other characteristic protected by law, or comments that intimidated or threaten another person.
8. When communicating or posting online about the Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management related matters, it is unacceptable to communicate or post information that defames the Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management, its members, county government or casts the Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management in a negative light. While your activities outside of work are generally your business, public comments that negatively affect the Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management, its members or organization will not be tolerated.
9. Campbell County LandSAR Unit representation via online social media platforms can only be initiated and authorized through the efforts of the Rescue Chief, Assistant Chief or Emergency Management Staff. There can be no official Campbell County LandSAR Unit sites or pages on YouTube, Facebook, Twitter, etc., unless they are developed or authorized by the Rescue Chief and the Emergency Management Director. Any sites or pages existing without prior authorization as required above will be subject to review when discovered and may be amended or removed and persons responsible subject to disciplinary action.



## Campbell County Emergency Management LANDSAR

**Social Network Review and Monitoring:** All electronic communications and postings via social media channels that discuss Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management related matters will be subject to monitoring and/or search by the Campbell County Office of Emergency Management at any time and for any reason; regardless of whether created during or outside of work time. When online networking affects a member's job performance, the performance of others or the rescue unit's interest, the Campbell County Office of Emergency Management will respond as necessary, regardless of whether the information was posted during or outside of work. Therefore, members may not maintain an expectation of privacy with respect to public, online communications involving the Campbell County LandSAR Unit and/or Campbell County Office of Emergency Management related matters.

### Discipline for Violation:

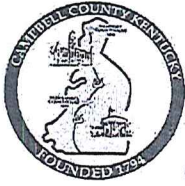
Violations of this policy may result in discipline up to and including termination in accordance with the Standard Operating Guidelines of the Campbell County LandSAR Unit and/or the Campbell County Office of Emergency Management.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 8.0 Initial Report of Injury

#### REPORT IMMEDIATELY

In the event of an on-the-job accident, the officer in charge should assess the situation and determine the urgency for the member to receive the appropriate medical attention. If the situation appears to be life threatening or the Member is in obvious pain or distress, call 911 immediately to obtain emergency medical service.

Once the injured or ill Member has been transported or referred for treatment, the officer in charge must immediately notify the SAR Coordinator or the Emergency Management Director who will notify KYEM Area Manager of the incident as soon as possible.

*Please note that all injuries, including those considered minor like a scratched finger or a bumped knee must be referred for treatment and officially reported on the forms described below as injuries initially considered minor can develop into serious, complicated conditions.*

#### COMPLETE FORMS

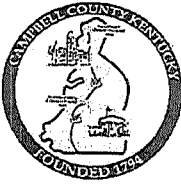
The Officer In-Charge shall complete the KYEM Form IA-1 Workers Compensation – First Report of Injury or Illness form. Completed form must be provided to the Office of Emergency Management no later than the following business day.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 8.1 WORKMAN'S COMPENSATION COVERAGE LIMITS

This guidance is supplemental to KRS 39 as it related to Workman's Comp.

Campbell County LandSAR and its members for the purposes of receiving workers' compensation benefits paid by the Kentucky Division of Emergency Management shall be covered by those benefits when performing emergency preparedness, response, or recovery functions, with the following limitations:

- (1) LandSAR is not covered with Workman's Compensation when assist any organization with fund raising.
- (2) LandSAR shall not assist any law enforcement agency with security or evidence recovery, except for traffic control at an **accident scene**. LandSAR cannot direct traffic at events (ie. Parades, ball games, and fairs).
- (3) LandSAR shall not engage in firefighting unless the firefighting was performed as a secondary function to protect persons involved in a rescue mission.
- (4) LandSAR shall not engage in hazardous materials response, containment, cleanup, or other operations related to hazardous materials.

#### To insure Workman's Compensations Coverage:

1. The Campbell County Office of Emergency Management **must direct** the LandSAR Unit to respond. Only the Campbell County Director of emergency Management or in his absence a deputy director of the office can authorize Campbell County LandSAR to respond on a mission or assist another agency in anyway.
2. The KYEM Duty officer is to be notified prior to response to any mission or training activity and shall be notified again once the mission is complete (LandSAR Unit 2320 is back in quarters).

#### Most Important:

Members must remember that they are not covered under Workman's Compensation unless the mission has been approved by the CCOEM.



## Campbell County Emergency Management LANDSAR

Members are not covered under Workman's Compensation unless a Workman's Compensation form No. 50 is on file for them in the Area Office.

Members acting as individuals are never covered under the Workman's Compensation provided in KRS 39F.170. Example, "you come up on a traffic accident with injuries and you exit your vehicle to assist, you are not covered with Workman's Compensation" and you are not acting as a member of Campbell County LandSAR.

Director, CCOEM

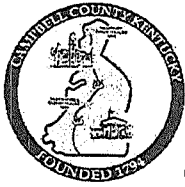
Date:

2/5/2020

Chief, CC LandSAR

Date:

2/5/2020



## Campbell County Emergency Management LANDSAR

### 9.0 SAR Training and Certifications

#### **Basic Search and Rescue Training**

Basic Search and Rescue Training is required by all SAR members by KRS and KAR. All members who have not completed BSAR shall complete it within one year from date of membership.

The President/Chief may waive this requirement if for reasonable reasons the member has been unable to complete the course in their first year of membership. However, if by the end of year two as a member the BSAR has not been complete the member will be suspended until its completion.

#### **Managing the Search Training**

Managing the Search Training is required training for all SAR Operations Officer's should complete this training as soon as reasonably possible, but no later than one year from date of appointment as an officer.

**Completing BSAR, Managing the Search and ICS-300 will be required training to be an Operations Officer.**

#### **ICS Training**

All members shall complete the required NIMS Training; this would include IS-700, IS-800, IS-100 and IS-200. These are FEMA Independent Study Courses and can be found at: <http://training.fema.gov/is/crslist.aspx> NIMS Training should be completed within the first year of membership. Members are encouraged to complete other Independent Study Courses.

#### **CERT Training**

Members will be offered and encouraged but not required to take a CERT Course.

#### **First Aid and CPR Training**

Current Certification in Basic First Aid and CPR Training will be required of all members. This training will be offered by CCLS as part of their ongoing training program.

#### **Mantracking**



## Campbell County Emergency Management LANDSAR

The Kentucky Division of Emergency Management periodically offers a training titled: "Mantracking" which is a sixteen (16) hour classroom and field exercise course.

This course is designed to give the student participant the best techniques using logical, practical, and effective approach to Mantracking. Tracking is a valuable and effective method of enhancing the operation and management of any SAR situation. This course is a valuable tool to help each SAR responder become aware of tracks and sign and how to utilize your SAR and tracking techniques to quickly and efficiently find someone or something.

Students who satisfactorily complete this course are issued a certificate certifying their completion of this course. All members of Campbell County LandSAR are encourage to complete this training.

### Lost Person Behavior

Lost person behavior is another course offering by KYEM. Based upon a landmark study, this class is the definitive guide to solving the puzzle of where a lost person might be found. Nowhere else is it possible to learn about the latest subject categories, behavioral profiles, up to date statistics, suggested initial tasks, and specialized investigative questions. Whether the subject is underground, underwater, under collapsed rubble, on land or has fallen from the sky, this course delivers what search managers need. All LandSAR Officers should complete this training.

#### NOTE:

*All training certificates (copies) should be forwarded to the County SAR Coordinator.*

Director, CCOEM

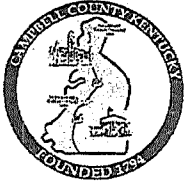
Date:

2/5/2020

Chief, CC LandSAR

Date:

2/5/2020



## Campbell County Emergency Management LANDSAR

### 9.1 ATV Training and Certifications

#### ATV Operator Minimum Requirements

All Operators of ATV's at LandSAR missions and training shall meet them requirements listed in KRS 189.515 (provided in appetencies)

All Operators shall successfully complete the LANDSAR ATV Safety course and complete the confidence course.

All Operators shall wear appropriate personal protective gear required by KRS and LANDSAR SOG's, this includes helmet (full face) or open with eye protection, gloves, long pants, and hiking boots. No shorts or open toe shoes.

All Operators in addition to the 24 GO BAG shall maintain the ATV readiness kit

#### ATV Readiness Kit

- \* Extra clothing as appropriate for season
- \* Head cover, for sun and warmth
- \* Gloves or mittens
- \* Rain Jacket or Poncho with Hood
- \* Extra Layers for Cold (middle layer)
- \* Non-cotton Inner Layer
- \* Tire repair kit
- \* Tools for small repairs
- \* Tow strap or winch rated for ATV
- \* Small personal first aid kit
- \* Backup communications (radio or cellphone)
- \* Folding shovel (military style) (optional)





## Campbell County Emergency Management LANDSAR

### ATV Training and Certification

#### ATV Minimum Requirements

- \* The ATV shall be in fully operational condition and safe to operate
- \* No 2 Stroke or Racing ATVs approved unless approved by ATV Chief
- \* All Winch lines shall be serviceable with no damage
- \* All units shall have operational headlights and taillights, a minimum of 1 red/amber warning light is required for night operations

#### ATV Operator Minimal Skills Check

As you will be operating your ATV in various locations both private and public you will be require to show that you have the proper skills to operate your ATV safety and not hurt yourself, others and or property. Your operations directly represent the organization and the County. Any recklessness will be addressed.

- \* You will show proper manipulation of the controls
- \* You will show proper and safe Riding posture
- \* You will Show proper turning maneuvers on different terrains and surfaces
- \* You will show proper control traversing uphill and down hill
- \* You will show proper technique riding over obstacles and
- \* You will show proper recovery and winching procedures.
- \* You will show proper decision making abilities relating to paths, property crossing and road operations and safety.

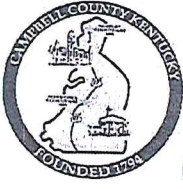
Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020

Campbell County Emergency Management LANDSAR  
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## Campbell County Emergency Management LANDSAR

### 9.2 Continuing Education/Training

In order to keep current the following courses should be retaken. This provides a refresher on skills that diminish over time and to keep up with changes.

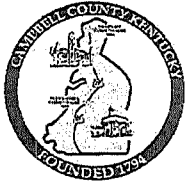
KYEM Basic Search And Rescue	Recommended every 5 years
KYEM Lost Person Behavior	Recommended every 5 years
KYEM Search in the Urban Environment	Recommended every 5 years
KYEM Man –Tracking	Recommended every 5 years
KYEM SAR Interviewing	Recommended every 5 years
KYEM Wide Area Search	Recommended every 5 years
ERI Initial Attack Search Management	Recommended every 5 years
Basic or Wilderness First Aid	Required every 2 years
CPR	Required every 2 years

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 10.0 PPE Usage

#### 1.0 PURPOSE

To provide for the safety of each member of the Squad, when responding to and operating at emergency scenes or training assignments where it is required, members shall wear protective equipment. These requirements are further designed to assure compliance with all state mandated regulations regarding this subject.

#### 2.0 RESPONSIBILITY

It shall be the responsibility of the chief and all line officers of this Squad, to enforce the regulations of this section. Furthermore, these officers shall be responsible for removing from the emergency scene or training site, any squad member not complying with these regulations.

#### 3.0 EMERGENCY REQUIREMENTS

3.1 Full turnout gear will be worn at all times that members are exposed to dangerous conditions. This section is intended to include squad members responding at emergency speeds with squad trucks. Officers and member responding in passenger vehicles, are exempt from this section until those personnel intend to enter an incident area, unless that area has been deemed safe by a responsible officer within.

3.2 Full turnout gear shall consist of turnout coat, turnout pants, boots, and where appropriate, gloves, boots and helmet. All components are to be worn in the manner in which they were designed. Members are reminded that these items are the squad member's primary protection against dangerous environments.

3.3 Hazardous areas are determined by the officer in charge of the incident. In general, these areas must meet the following criteria:

3.3.1 Pose a physical hazard to the member.

3.3.2 Pose a possible physical hazard to the member.

3.3.3 Areas where members may be exposed to rapidly deteriorating safety conditions.



## Campbell County Emergency Management LANDSAR

3.4 Only the officer in command of an incident may declare the entire scene safe. Officers responsible for a given portion of an incident may declare that section of the scene as safe to allow entry of investigators and command officers. All members shall wear all components of protective gear until advised that it is not required.

### 4.0 NON-EMERGENCY REQUIREMENTS

4.1 Turnout gear requirements for non-emergency responses differ from those of emergency responses. Non-emergency response turnout requirements consist of turnout pants, helmet, and boots.

4.2 Non-emergency responses are classified as those assignments where emergency speed is not required and/or the working environment is not hazardous to personnel.

### 5.0 TRAINING

5.1 All training assignments shall be conducted with the safety of all members as the number one priority. It is realized, however, that these functions can expose members to a certain degree of hazard. Therefore, all regulations outlined in this section of this procedure, under emergency requirements, shall be adhered to when performing potentially hazardous training functions.

5.2 These functions include, but are not limited to, power tool operations, live fire training, wildland search, etc. Functions not specifically outlined in this section shall be determined by the line officer in command of the training function.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 10.1 Water Rescue Operations

#### PURPOSE

*Note: Campbell County LandSAR will act only in a support role to Water Rescue and Recovery Events. At no time should LandSAR Member board water craft without a PFD.* The purpose of this SOG is to establish guidelines for the response of LandSAR personnel and equipment in support of water rescue and recovery incidents. Because water rescue and recovery operations present a significant danger to LandSAR personnel, the safe and effective management of these operations require special considerations. This procedure identifies some of the critical issues which must be included in participating in these incidents.

#### The on scene command staff of LandSAR Shall:

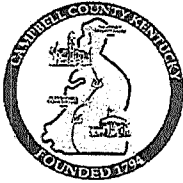
- Ensure that all personnel operating in/or around an water incident are accounted for and wearing appropriate PDF (Personal Flotation Devise).
- Monitor the operation for the safety of personnel.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 11.0 Radio Operations

#### I. PURPOSE

- a. To standardize use of portable radio equipment.
- b. To minimize unnecessary and disruptive radio traffic.
- c. To encourage use of the telephone as a first line communications device.

#### II. OPERATIONS

- a. Portable radios issued to those other than line officers are issued at the Chief's discretion. The use of the radio is a privilege not a right, and such privilege may and will be revoked if the user fails to abide by this procedure concerning use. Upon issuing a radio the Chief will obtain a custody receipt and provide said receipt to the OEM.
- b. The portable radio is issued for use in emergencies only, specifically, when the general membership tone has been activated for a pending call and it would be beneficial to alert dispatch that you are available to run the call, or in the case where you are close to the scene.
- c. In the event you happen to be in the immediate vicinity and feel it appropriate to first respond to provide life saving care, NO notification of that should be made.
  1. Should you arrive that the situation is different than dispatched (either in terms of number or priority of the patient), notification to ECC should be made.
- d. Use of the radio in non-emergency situations is discouraged to prevent annoying and disruptive radio traffic. The radio is not issued to provide personal communications for the member, nor to substitute for a personal pager. Professionalism while operating is required.
- e. Traffic not related to an emergency incident should be conducted either via telephone or over a TAC channel. examples of non-emergency traffic which should not be conducted on the dispatch channel include:
  - i. Disabled vehicle information.
  - ii. Requests for pages.
  - iii. Responses to an individual page.
  - iv. Anything else that you cannot justify as an emergency call.



## Campbell County Emergency Management LANDSAR

f. Upon arrival at an emergency scene where the incident commander has assigned sectors, the portable shall immediately be offered to the incident commander and/or operations officer for use by a command officer. The portable will be used in a manner consistent with the Integrated Incident Command System.

### III. VIOLATIONS OF POLICY

a. This policy will be enforced to ensure that those persons with a pattern of violation shall lose the privilege to have an issued radio.

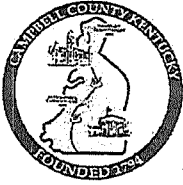
b. Failure to return squad issued equipment upon the Chief's request shall be ground for disciplinary action.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 12.0 Deceased Persons

#### 1. Scope

a) This standard contains guidelines for members to follow when a patient is obviously deceased or has been declared to be deceased by a competent authority. It is promulgated to establish guidelines to assist members in determining whether resuscitation efforts should be undertaken and to provide guidelines to follow when a patient is obviously deceased or has been legally declared to be deceased by a competent authority.

#### 2) General

a) For the purposes of this standard, a competent authority shall mean a physician or an official from the coroner's office.

b) Members shall treat the body of a deceased patient with care and dignity regardless of the patient's age, gender, race, or sexual orientation or the circumstances surrounding the death.

c) The friends and family members of the deceased shall be treated with the utmost tact and sensitivity. Members shall be of assistance to them whenever possible.

d) On determination that the patient is deceased, the body shall not be disturbed and the scene shall be preserved until the arrival of the coroner, law enforcement officer or other competent authority.

#### 3) Resuscitation Guidelines

a) As a general rule, resuscitation efforts shall begin unless one or more of the following conditions exist:

b) The patient is declared to be deceased by a competent authority.

c) Law enforcement official declares the incident to be a crime scene and is willing to take full responsibility for preventing the resuscitation effort.

d) An evaluation of the patient's condition reveals one or more of the following:

1) Decapitation





## Campbell County Emergency Management LANDSAR

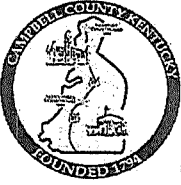
- 2) Decomposition
- 3) Rigor mortis
- 4) Visual massive trauma to the brain or heart conclusively incompatible with life
- 5) Additionally, resuscitation efforts shall not be undertaken at incidents involving mass casualties, hazardous materials, or terrorist activity if so warranted by a patient's condition, a lack of resources, or if the level of risk is unacceptable.
- 6) Should there be any doubt as to whether or not to resuscitate, begin CPR immediately.
- 7) Once begun, do not discontinue resuscitation efforts unless:
- 9) CPR was initiated prior to your arrival and the patient's condition is obviously incompatible with life and would fit into one of the categories listed, above
- 10) The rescuers are too exhausted to continue their efforts
- 11) Ordered to discontinue by a competent authority
- 12) A DNR (do not resuscitate) order is present

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 13.0 Public Relations and Information

#### 1.00 PURPOSE

1.01 To provide guidelines for members in representing the LandSAR during media interviews or correspondence.

#### 2.00 OBJECTIVE

2.01 To provide guidance for the responsibilities and duties of LandSAR personnel during media interviews and correspondence.

#### 3.00 DEFINITIONS

3.01 Media: the means of communication to the public through communications streams such as radio, television, newspapers, magazines or news outlets.

#### 4.00 GENERAL GUIDELINES

4.01 No member of the LandSAR other than the team SAR Coordinator, and/or LandSAR On Scene Commander at a deployment, or the Public Information Officer shall release information, give an interview relating to the LandSAR or a LandSAR deployment, without obtaining clearance from the SAR Coordinator and or LandSAR On Scene Commander. No member shall express opinion on an official position of the LandSAR except the team SAR Coordinator, and/or LandSAR On Scene Commander or Public Information Officer.

4.02 No member of the LandSAR other than the team SAR Coordinator, and/or LandSAR On Scene Commander shall represent the LandSAR team in a correspondence or article without official clearance and approval. Members should not make statements or sign LandSAR and their team position on any correspondence without approval. Approval can be obtained through the LandSAR Chief.

4.03 No member shall make a statement or write a correspondence concerning any political view or position concerning LandSAR, CCOEM, KYEM or FEMA. Members should refer inquiries up the chain of command to the Chief or LandSAR Coordinator.

4.04 Members may release information concerning the date, time and location of a LandSAR events. They may release their name and team position. All other information requests must be forwarded up the chain of command.

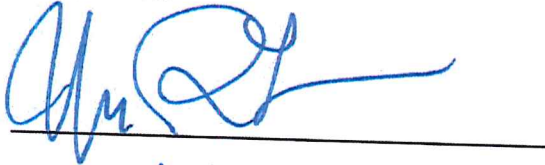


## Campbell County Emergency Management LANDSAR

4.05 LandSAR uniforms and LandSAR branded clothing or other apparel should not be worn when not involved in operations or activities directly related to LandSAR deployments, LandSAR trainings, OEM classes, or events in which a member is officially representing the LandSAR.

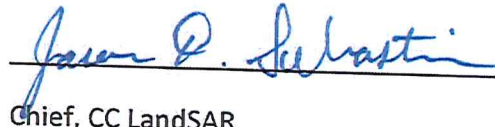
4.06 Uniforms or branded apparel will not be worn while participating in events that could discredit the LandSAR or CCOEM, such as political activities, private employment, or at establishments that primarily operate to serve alcohol.

4.07 Any member or organization wanting to put the LandSAR or OEM logo on an item or create a likeness requires prior written approval through the Chief and the LandSAR Coordinator.



Director, CCOEM

Date: 2/5/2020



Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 13.1 Public Records Request

Campbell County LandSAR comes within the purview of the Campbell County Office of Emergency Management as related to public record disclosure statutes as they pertain to written or recorded official records. These records include written policies, procedures, manuals, factual staff reports, incident reports, run tickets, tape recordings of telephone and radio traffic, and correspondence relating to responsibilities where the rights of public or private parties are involved.

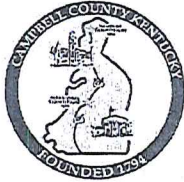
Any and all request or inquiries for such records shall immediately be forwarded to the OEM and will be handled by OEM, not the LandSAR Unit or it's officers.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 14.0 EQUIPMENT INVENTORY

There shall be an up-to-date equipment inventory list for all equipment. Inventory of the compartments and cab shall be conducted every month and after every call out. If equipment is missing, the member doing the inspection shall inform the Chief. The Chief shall send a memo/email to the County LandSAR Coordinator. The memo/email will indicate the date the item was noticed missing and the reason it is missing, if known. It shall be the responsibility of the Chief to insure that the equipment inventories are being conducted on the appropriate day and that all equipment is kept in the appropriate location according to the inventory list.

Equipment Inventory shall be provided to the OEM annually in the month of December.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 14.1 LOST/DESTROYED, DAMAGED OR STOLEN EQUIPMENT REPORT

The report will provide a written record of all department property which is lost/destroyed, damaged, or stolen.

A. Prepare written report. Lost or Destroyed. Report to include the following:

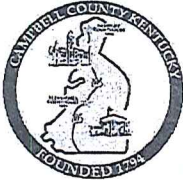
1. Name of individual responsible.
2. Date equipment was lost/destroyed.
3. Reason the equipment was lost/destroyed.
4. Name of member filing report.
5. Route written report to Chief.

B. Damaged Equipment—Report to include the following:

1. Name of individual responsible.
2. Extent of damage.
3. Date equipment was damaged.
4. Reason the equipment was damaged.
5. Where the equipment was sent for repair. 6. Equipment I.D. number.
7. Name of member filing report.
8. Route written report to Chief.

C. Stolen Equipment --

1. Report theft to the Law Enforcement of the jurisdiction.
2. Obtain Police Department Case Number.
3. Prepare written report, including the following:
  - a. Date of theft.
  - b. Date of report to Police Department.



## Campbell County Emergency Management LANDSAR

- c. Description of item stolen.
- d. Circumstances of incident.
- e. Name of member filing report.
- f. Route written report to Chief.

It is the responsibility of the member to prepare or cause to be prepared the required written report and to submit it in the required time frame. It is the responsibility of the Chief to monitor and supervise the procedures and to investigate and file all written reports with the OEM.

Director, CCOEM

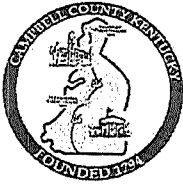
Date:

2/5/2020

Chief, CC LandSAR

Date:

2/5/2020



## Campbell County Emergency Management LANDSAR

### 15.0 Rehabilitation Guideline

#### Purpose:

This Standard Operating Guideline (SOG) is to provide guidance on the implementation and use of a rehabilitation process as a requirement on the Incident Management System at the scene of emergency incident or training exercise. This SOG ensures that personnel who might be suffering the effects of metabolic heat buildup, dehydration, physical exertion, and/or extreme weather receive evaluation and rehabilitation during emergency or training operations. This SOG shall pertain to all personnel attending or operating at the scene of an emergency incident and or training exercise.

#### Reference:

NFPA 1584

MayoClinic <https://www.mayoclinic.org/symptoms/hypoxemia/basics/definition/sym-20050930>

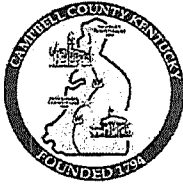
Cleveland Clinic <https://my.clevelandclinic.org/health/articles/10881-vital-signs>

National Weather Service Heat Index and Wind Chill charts

#### Guideline:

- Formal rehabilitation shall commence when an emergency operation or training exercise poses a health and safety risk at the discretion of the Incident Commander (IC).
- Rehabilitation (Rehab) shall be established for large scale incidents, long duration and/or physically demanding incidents, and extreme temperatures.
- The IC shall establish rehabilitation according to the circumstances of the incident. The rehabilitation process may include the following:
  - Accountability
  - Rest
  - Hydration to replace lost body fluids
  - Cooling or Warming
  - Medical monitoring
  - Emergency medical care if required
  - Relief from extreme weather conditions (heat/cold/wind/rain/snow)
  - Calorie and electrolyte replacement





## Campbell County Emergency Management LANDSAR

- Release
- IC and/or appointed Safety Officer shall monitor the current and projected weather conditions.
- When the Heat Index (H.I.) exceeds 95°, all personnel shall be notified in briefings, and over radio communications of the conditions and reminded to hydrate more frequently.
- When the Wind Chill levels reach 0° personnel shall be notified in briefings and over radio communications of the conditions and alerted to the possibility of cold weather stress and reminded to keep exposed skin to a minimum, and to continue hydration.
- Rehab equipment should be checked on a regular basis for readiness. As climatic conditions change, efforts should be made to ensure the appropriate rehab equipment is available, i.e. during hot weather periods, ice and/or ice water should be available. Likewise, heated areas during cold weather.

### Responsibilities:

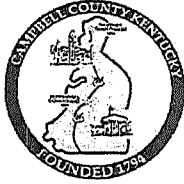
#### The IC shall be responsible for the following:

- Include rehab in emergency incident/training size-up and briefings
- Establish a Rehabilitation Officer during extended incidents
- Enact the rehabilitation policy during extreme weather (heat index > 95° or Wind Chill < 0°)

#### The Rehabilitation Officer shall be responsible for the following:

- Shall have the authority, delegated by the Incident Commander, to release members from or retain members in the Rehab area as needed for further rehab, evaluation, and/or treatment
- Whenever possible, select a location for rehabilitation with the following characteristics:
  - Large enough to accommodate the number of members expected (including EMS members for monitoring)
  - Accessible for an EMS unit should emergency medical care be required
  - Removed from hazardous atmospheres including apparatus exhaust fumes, smoke, etc.
  - Shade in the summer and protection from inclement weather at other times
  - Access to a water supply (bottled or running) to provide hydration and active cooling
  - Away from spectators and the media

Campbell County Emergency Management LANDSAR  
Standard Operating Guidelines



## Campbell County Emergency Management LANDSAR

- Ensure members in rehabilitation “dress down” by removing backpacks and gear, helmets, PFDs, extra clothing, etc. for cooling or warming purposes.
- Active cooling or warming when required
- Medical monitoring equipment
- Maintain Accountability, record names and time arrived into and exited rehab
- Notify IC when personnel leave rehab area and status
- Ensure personnel in rehab receive at least 10 – 20 minutes rest by recorded times
- Ensure personnel rehydrate themselves (min 10-20 oz. water or sports drink, doubled >95° H.I.)
- Ensure personnel are provided with a means to be actively cooled or warmed where required
- Inform the IC, Accountability Officer, and EMS members if a member requires treatment and/or transportation to a medical facility
- Serve as a liaison with EMS members

### **The Line Officers and SAR Team Leaders shall be responsible for the following:**

- Be familiar with the signs and symptoms of heat stress and cold stress
- Monitor the team members for signs of heat stress and cold stress
- Notify IC when stressed members require relief, rotation, or reassignment according to conditions
- Request transport for any members showing signs of excessive fatigue, or heat or cold stress, if no improvement after a period of rest
- Ensure the team is properly checked in with Rehabilitation Officer and Accountability Officer, and that the team remains intact.

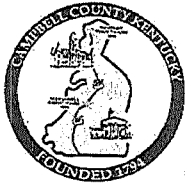
### **The SAR Team Members shall be responsible for the following:**

- Be familiar with the signs and symptoms of heat and cold stress
- Maintain awareness of themselves and SAR Team members for signs and symptoms of heat and cold stress
- Promptly inform the SAR Team Leader when team members require rehabilitation and/or relief from assigned duties
- Maintain team integrity

### **EMS personnel shall be responsible for the following:**

Campbell County Emergency Management LANDSAR  
Standard Operating Guidelines

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## Campbell County Emergency Management LANDSAR

- Report to the IC and obtain the rehabilitation requirements
- Coordinate with the Rehabilitation Officer
- Check vital signs, monitor for heat and cold stress, and signs of medical issues
- Document medical monitoring on a Rehab Log
- Provide medical care and transportation to medical facilities as required
- Inform the Rehabilitation Officer when members require transportation to and treatment at a medical facility
- Document emergency medical care provided

### Procedures:

Personnel shall be sent to Rehabilitation (Rehab) as required

- when the Heat Index exceeds 95°F or the workload is high and the potential for heat stress increases, Active Cooling measures should be instituted as appropriate
- members in rehab shall rest for at least ten (10) minutes to twenty (20) minutes prior to being reassigned or released
- EMS personnel shall provide medical monitoring and emergency medical care as needed utilizing the highest level of EMS available on scene
- EMS personnel will at minimum document the following information on the Rehab Log
  - Name of member entering Rehab
  - Time entering and Time released from Rehab
  - Vital signs (BP Systolic 90 mmHg to 140 mmHg BP, Diastolic 60 mmHg to 90 mmHg, pulse 60-100 bpm, respirations 12-25 bpm, when possible SPO2 >93 mmHg)
  - Initial appearance/skin condition
- Any personnel experiencing the signs/symptoms below will be held in Rehab for further evaluation and treatment. Their SAR Team Leader and the Rehab Officer will be notified, and the information relayed to the Incident Commander by the Rehab Officer
  - Weakness/Fatigue after 10-20 minutes of rehab and fluid replacement
  - Hypotension/Hypertension
  - Nausea after 10-20 minutes of rehab and fluid replacement
  - Dizziness
- Personnel experiencing altered mental status, chest pain or shortness of breath shall be transported to a medical facility for treatment utilizing the highest level of EMS available on scene.



## Campbell County Emergency Management LANDSAR

- If there is any question regarding a personnel's need for further evaluation by a physician, they should be transported to the appropriate medical facility (**WHEN IN DOUBT, TRANSPORT!**)
- Personnel transported to a medical facility for treatment shall be accompanied and attended by an assigned member or representative if available, per IC
- Personnel should drink water or sports drink during habilitation. Soft drinks and caffeinated beverages such as coffee should not be in rehab except during cold weather.
- If the incident lasts for a long duration, snacks or meals should be provided to the personnel
- No tobacco products will be utilized near or within the rehabilitation area

### Additional Resources:

The IC may request resources if available and should be utilized at prolonged emergency incidents requiring rehab for the personnel involved. These may include:

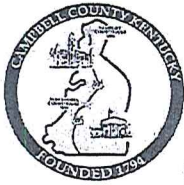
- American Red Cross
- Salvation Army
- Tank (bus for hot and cold weather)

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### 15.1. Safety Officer

#### Purpose:

Campbell County LandSAR holds the safety of our members as our highest priority. The purpose of this procedure is to create a position of Safety Officer.

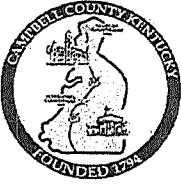
1. Safety officer
  - a. The LandSAR Chief will assign a squad safety officer.
  - b. The Safety Officer will be a member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.
  - c. It is often not possible for the safety officer to monitor all ongoing operations.
  - d. Teams members should maintain a constant awareness of their surroundings and member safety.
  - e. The safety officer should not actively engage in the rescue operation but watch out for hazardous conditions, unsafe actions, and overall rescue team safety.

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



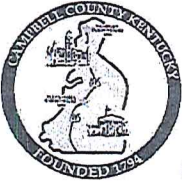
## Campbell County Emergency Management LANDSAR

### Appendix 1

#### KRS 189.515

##### Restrictions on operation of all-terrain vehicles.

KRS 189.515 Restrictions on operation of all-terrain vehicles. (1) Except for vehicles authorized to operate on a public highway as of July 15, 1998, and except as provided in subsection (6) of this section, a person shall not operate an all-terrain vehicle upon any public highway or roadway or upon the right-of-way of any public highway or roadway. (2) A person shall not operate an all-terrain vehicle on private property without the consent of the landowner, tenant, or individual responsible for the property. (3) A person shall not operate an all-terrain vehicle on public property unless the governmental agency responsible for the property has approved the use of all-terrain vehicles. (4) Except for vehicles authorized to operate on a public highway, a person sixteen (16) years of age or older operating an all-terrain vehicle on public property shall wear approved protective headgear, in the manner prescribed by the secretary of the Transportation Cabinet, at all times that the vehicle is in motion. The approved headgear requirement shall not apply when the operator of any all-terrain vehicle is engaged in: (a) Farm or agriculture related activities; (b) Mining or mining exploration activities; (c) Logging activities; (d) Any other business, commercial, or industrial activity; (e) Use of that vehicle on private property; or (f) The crossing of a public roadway with a posted speed limit of fifty-five (55) miles per hour or less. The crossing of a public roadway outlined in this paragraph shall be in compliance with subsection (6)(a) of this section. (5) (a) A person under the age of sixteen (16) years shall not operate an all-terrain vehicle with an engine size exceeding ninety (90) cubic centimeters displacement, and a person under the age of sixteen (16) years shall not operate an all-terrain vehicle except under direct parental supervision. (b) A person under the age of twelve (12) years shall not operate an all-terrain vehicle with an engine size exceeding seventy (70) cubic centimeters displacement. (c) A person under the age of sixteen (16) years, when operating or riding as a passenger on an all-terrain vehicle, shall wear approved protective headgear, in the manner prescribed by the secretary of the Transportation Cabinet, at all times that the vehicle is in motion. (6) (a) A person may operate an all-terrain vehicle on any two (2) lane public highway in order to cross the highway. In crossing the highway under this paragraph, the operator shall cross the highway at as close to a ninety (90) degree angle as is practical and safe, and shall not travel on the highway for more than two-tenths (2/10) of a mile. (b) A person may operate an all-terrain vehicle on any two (2) lane public highway, if the operator is engaged in farm or agricultural related activities, construction, road maintenance,



## Campbell County Emergency Management LANDSAR

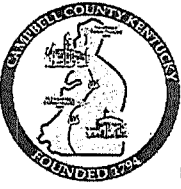
or snow removal. (c) The Transportation Cabinet may designate, and a city or county government may designate, those public highways, segments of public highways, and adjoining rights-of-way of public highways under its jurisdiction where all terrain vehicles that are prohibited may be operated. (d) A person operating an all-terrain vehicle on a public highway under this subsection shall possess a valid operator's license. (e) A person operating an all-terrain vehicle on a public highway under this subsection shall comply with all applicable traffic regulations. (f) A person shall not operate an all-terrain vehicle under this subsection unless the all-terrain vehicle has at least one (1) headlight and two (2) taillights, which shall be illuminated at all times the vehicle is in operation. (g) A person operating an all-terrain vehicle under this subsection shall restrict the operation to daylight hours, except when engaged in snow removal or emergency road maintenance. Effective: July 15, 2014 History: Amended 2014 Ky. Acts ch. 86, sec. 1, effective July 15, 2014. -- Amended 2006 Ky. Acts ch. 180, sec. 8, effective July 12, 2006. -- Amended 2000 Ky. Acts ch. 460, sec. 2, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 47, sec. 2, effective July 15, 1998. -- Created 1990 Ky. Acts ch. 400, sec. 2,

Director, CCOEM

Date: 2/5/2020

Chief, CC LandSAR

Date: 2/5/2020



## Campbell County Emergency Management LANDSAR

### Appendix 2

KAR 39F.170

#### Workers Compensation Coverage Limitations and Enrollment

Rescue squad organizations or members of them or individuals associated with them for the purposes of receiving workers' compensation benefits paid by the division shall be covered by those benefits when performing emergency preparedness, response, or recovery functions, with the following limitations: (1) Rescue squad organizations and individuals shall not be covered when performing fundraising functions, unless all proceeds of the function are to be dedicated to the administration or operation of the rescue squad organization. (2) Rescue squad organizations and individuals shall not be covered when involved in any law enforcement activity, including security or evidence recovery, except for traffic control at an accident scene or the recovery of evidence by diving or dragging when the assistance is requested by law enforcement authorities. (3) Rescue squad organizations and individuals shall not be covered when the primary purpose of the mission is the provision of emergency medical care or first aid. However, coverage shall be extended when: (a) A rescue squad provides emergency medical transportation when inclement weather or rough terrain prevents a regular ambulance from providing transportation. Transportation may be provided only upon request of the appropriate emergency medical services agency. The distance of travel shall be restricted to the nearest appropriate medical facility or ambulance; (b) Additional personnel or equipment are required to supplement existing emergency medical services which have been overtaxed at an incident which is subsequently declared as an emergency by any official authorized to make such a determination; or (c) A rescue squad provides first aid, or emergency medical care is rendered as a necessary function during a rescue mission, and the primary purpose of the mission was the rescue and not the provision of emergency medical care. (4) Rescue squad organizations or individuals shall not be covered when engaging in firefighting unless the firefighting was performed as a secondary function to protect persons involved in a rescue mission. (5) Rescue squad organizations or individuals shall not be covered when engaging in hazardous materials response, containment, cleanup, or other operations related to hazardous materials, when operating at the hazardous materials technician or hazardous materials specialist level of operation as defined in 29 C.F.R. 1910.120. (6) No person shall be covered unless enrolled on a workers' compensation enrollment form and filed with the area manager

Campbell County Emergency Management LANDSAR  
Standard Operating Guidelines





## Campbell County Emergency Management LANDSAR

of the division, except when the magnitude of an emergency, or a training exercise, is so great that a local emergency management director must solicit additional workers. At these times, the local director may develop and maintain a list of workers, to include names, Social Security account numbers, missions assigned, and dates covered and submit a copy of the list to the area manager of the division within twenty-four (24) hours of the conclusion of the emergency or the training exercise. Effective: July 15, 1998 History: Created 1998 Ky. Acts ch. 226, sec. 99, effective July 15, 1998.

Director, CCOEM

Date:

2/5/2020

Chief, CC LandSAR

Date:

2/5/2020



Office of Emergency Management

William R. Turner, Director

Date \_\_\_\_\_

I am familiar with the Office of Emergency Management policies on the use of OEM Radios and I agree to accept responsibility for the property listed below, and to safeguard this property until returned.

I understand that OEM Radios are intended for use by the LandSAR Unit and is not for personal use by members at any time. I agree that if I am found negligent in my responsibility to safeguard the listed property, and because of this negligence this property is lost or damaged, I understand I am liable or replacement cost.

Property Description Identification:

Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Condition: \_\_\_\_\_

\_\_\_\_\_ Borrowers' Name (Printed)

\_\_\_\_\_ Borrowers' Signature

\_\_\_\_\_ Officer Issuing (Printed)

\_\_\_\_\_ Officer Issuing Signature

Equipment Loan Agreements Records: This documents OEM/LandSAR lending of equipment to borrowers conducting SAR related activities within the goals and missions of LandSAR. This may include but is not limited to: signed equipment loan agreements which outline the conditions under which the loan is made and the responsibility assumed by the borrower; and related documentation and correspondence.

Record Copy: Must be provided to OEM, copy will be provided to borrower.



Radio Receipt

Date \_\_\_\_\_

I am familiar with the Office of Emergency Management policies on the use of OEM Radios and I agree to accept responsibility for the property listed below, and to safeguard this property until returned.

I understand that OEM Radios are intended for use by the LandSAR Unit and is not for personal use by members at any time. I agree that if I am found negligent in my responsibility to safeguard the listed property, and because of this negligence this property is lost or damaged, I understand I am liable or replacement cost.

Property Description Identification:

Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Condition: \_\_\_\_\_

\_\_\_\_\_ Borrowers' Name (Printed)

\_\_\_\_\_ Borrowers' Signature

\_\_\_\_\_ Officer Issuing (Printed)

\_\_\_\_\_ Officer Issuing Signature

Equipment Loan Agreements Records: This documents OEM/LandSAR lending of equipment to borrowers conducting SAR related activities within the goals and missions of LandSAR. This may include but is not limited to: signed equipment loan agreements which outline the conditions under which the loan is made and the responsibility assumed by the borrower; and related documentation and correspondence.

Record Copy: Must be provided to OEM, copy will be provided to borrower.



## Campbell County Emergency Management LANDSAR

### 16.0 Use of Search Dogs

It is the policy of the Campbell County Office of Emergency Management and Campbell County LandSAR that only dogs and handlers that are certified as a search dog and certified dog handler by the Kentucky Division of Emergency Management will be used for searches (as defined by KRS) in Campbell County.

**Questions on Certification** – Detailed requirements for certification can be found in 106 KAR 1:390 Sections 8 and 9.

**The Myth of the National Certification** – It seems that everyone claims that their K9 is "Nationally Certified". Firstly, in order for an organization to be considered *National*, they must have representation in at least 3 different states. Secondly these certifying organizations are private organizations and not mandated by any Federal or state statute that gives them authority to set or enforce any best practice or perceived industry standard. These organizations are really nothing more than specialty dog clubs that have formed either as a non-profit or in some cases a for profit corporation.

**Thus, it is our policy to use only those Search Dog Teams and Handlers that are certified by the Kentucky Division of Emergency Management.**

Director, CCOEM

Date: 3-16-21

Chief, CC LandSAR

Date: 3-15-21