



TAOS SEARCH & RESCUE BASE UNIT GUIDELINES

BASIC PREMISE

Base is the central hub of any training or mission. Everything originates in and from Base. Everything is culminated in Base. Everything returns to and reaches its completion through Base.

The Base Unit requires of its Members a dedication to detail and professionalism. How we conduct ourselves within the Base Unit sets the tone for everyone else on a training or at a mission. We set the standard and lead the way for all personnel in the field.

BASIC RESPONSIBILITIES

The Base Unit is responsible for all record keeping/reporting during a training or mission. This includes, but is not limited to keeping accurate and detailed records of all the following data:

- ▶ Team Rosters
- ▶ Team Assignments
- ▶ Radio Communications
- ▶ Who is Where (at all times)
- ▶ Welfare of all Teams in the Field
- ▶ Mapping Data
- ▶ POD Reporting
- ▶ Check Out/In of all Equipment
- ▶ Check In/Out of all Search Personnel

In keeping these accurate and detailed records, you are also the torchbearers of accountability. Base oversees this accountability, both within Base and by directing and gathering the information of boots in the field and other sources of information. Therefore, Base Unit Members must take a pro-active role in setting the standard for accuracy and consistency while creatively thinking outside of the box in both the details and in the wholistic mission at hand.

SET TRAINING STANDARDS

During all trainings, it is up to the Base Unit to help the Training Officer train all members in the field through helping them refine their communication skills, develop excellent habits in Base and how they deploy into the field, and using your creativity, help them acquire better search strategies and techniques.

OVERSEE EQUIPMENT & CLEANLINESS

The Base Unit will also take the lead in both Trainings and Missions to ensure our vehicles, equipment and Shed are maintained. You become the leaders that direct the proper storage and cleaning of all the things used in a training or mission. You will ensure that all members are given a

duty to perform and that it is completed fully before that member signs out and leaves the training/mission. This ensures everyone does their part, things are completed and the few do not get stuck with the work. You ensure we are a team!

BASE UNIT SUPPLIES

The Base Unit is responsible for making sure the following supplies are kept and well supplied in the van:

- ▶ Water Jugs are Filled
- ▶ Coffee
- ▶ Teas
- ▶ Hot Chocolate
- ▶ Sweetener
- ▶ Creamer
- ▶ Instant Soups
- ▶ Paper Towels/Napkins
- ▶ Pens & Pencils
- ▶ Printer Paper
- ▶ Printer Toner
- ▶ Sheet Protectors

POSITIONS OF RESPONSIBILITY

- COMMS LEADER – Ensures the Base Unit keeps their communications skills at a high level of expertise.
- MAPPING LEADER – Ensures the Base Unit knows and follows the standards set for using SAR TOPO.
- SUPPLIES LEADER – Ensures all supplies are kept in stock and up to date.
- RESPONSE LEADER – Helps ensure we always have a Base Unit response at all missions & trainings.
- MENTOR LEADER – Mentors new Base Unit Members.