

Whatcom County

Search and Rescue

Council SOP'S

written 9/30/2017

Revised 2/23/18

Section 1. Purpose of SOP's:

In addition to operations of the Whatcom County Search and Rescue Council (WCSAR) bylaws and extended council positions, these SOP's are intended to improve council possesses, procedures and communications between units.

This SOP defines the roles and responsibilities within WCSAR Units to:

- Manage jointly owned facilities and equipment
- Coordinate activities affecting all units such as fund raising, universal, and publicity.

Section 2. Executive Board:

The Executive board will consist of the current council officers for that term, including the Current council chairman, Vice Chairman, Secretary, and Treasurer.

The voting members will consist of Current Delegates and Representatives.

Board Members

The Council Board members will consist of Training Coordinator, Public Relations, Equipment Coordinator, Fundraising Coordinator, Building Maintenance Coordinator, and POC (Point Of Contact). These positions will be filled by council membership for the first year. In that time the council and its members will evaluate the operations of this board. These positions will also be reviewed annually or as needed.

Section 3. Formation and Term of coordinator positions

Point of Contact (POC):

A primary and secondary position, to the POC, must be available 24/7 and will be contacted by the deputy to do a call out to the units needed, who will then respond to the unit leader. The unit leader will contact the deputy for details and if directed, the POC will put other units on standby. The POC will be on call for a duration of 12 months at a time. The POC will be required to transfer phone numbers, if they themselves are out of town for more than 24 hours. The units will provide a pool for this position of transfer.

Building Maintenance coordinator:

- The Building Maintenance coordinator will be the person who priorities maintenance on the building and organize getting it done.
- They will have a budget of \$200 preapproved for emergencies to cover minor expenses.
- Before needing council approval by three executive board members.
- Expenditures exceeding the preapproved amount will need to go before the (WCSAR) Council and be approved by no less than three Executive Board Members.

Equipment coordinator:

- The equipment coordinator will maintain an list of (WCSAR) Council equipment and make sure that equipment is maintained and operational.
- The Equipment Coordinator will also have a consumables budget of \$50 that is preapproved by the council for these items.
- Expenditures exceeding the preapproved amount will need to go before the (WCSAR) Council and be approved by no less than three Executive Board Members.

Fundraising coordinator:

- Responsible for keeping record of funding of the (WCSAR) Council Unit's fund-raising efforts and maintaining communications between the units of the council to help ensure efficiency (minimize competition) of fund raising efforts for all (WCSAR)Council Unit's.

Public Relations:

- The Public Relations or (PR) person will coordinate the council social media, and be public relations liaison with the public. They will also coordinate efforts on events around the community

Training coordinator:

- The Training Coordinator Will facilitates trainings for all (WCSAR) Council Unit members on jointly owned equipment and facilitate council wide base camp trainings (eg, Washington State Core Competency).
- The Training Coordinator will maintain a record of trainings put on by all units and communicate which specific unit trainings will be open to other (WCSAR) Council Units.

Electronic Key Distribution

- **Purpose:** The purpose of this policy is to provide a standard policy for distribution of keys for the SAR Building.
- **History:** The SAR Council has installed a Electronic Key system at the SAR building this was done to make it easier for access to obtain by individual SAR units. The electronic system was chosen because of its flexibility and accountability. The system allows for different levels of access/security for the various units to have. It also allows for deleting a person's access to the building should they leave the organization or key privileges be revoked, at minimal cost to the council and without having to completely re-key the building. The electronic key system also allows for tracking who an when access is made to each area.
- **Authority:** The SAR council has replaced and paid for a new key system that is currently in place. The SAR council will retain formal control on distribution of these keys to the units within the council.

Levels of Access

- **Main Entry Door:** Minimum security.
Will have access to classroom, mailroom and bathrooms.
- **Equipment Bays:** Minimum security.
Will have access to vehicle bays and equipment in the bays.
- **Council Equipment Room:** Minimum security.
Will have access to SAR council equipment in this room.
- **Office:** High Security.
The office will have the highest security due to the personal and confidential files kept in this area. Access is intended only for the presidents, secretary and One Training officer of each member unit in the council. SAR coordinators will also have access to this area.
- **Races/WECG:** High security
This area has traditionally been a restricted area and will remain one.

Distribution of Keys

A designated person within the SAR Council (Vice Chairman) will be officially responsible for issuing the keys. This Person will have one assistant who will take over the duties when the primary person is not available. These two people will be responsible for getting keys issued to the president of each unit and assuring that the keys have proper authorization levels.

Procedure for requesting and authorizing keys.

Any person requesting one through their respective unit of their unit command.

The final unit approval will be given by the unit president or vice president the Unit president/Vice president will submit the key request to the SAR council Key person for disposition.

The Unit president will determine and approve the appropriate level of access the key should have based on the persons duties within the unit.

Procedures for reserving and use of the meeting room

The SAR building is used by units and personal that belong to the Whatcom County SAR Council.

Reservations are for the meeting room only. Units and Members always need to access to the bays and equipment , since we are all volunteers and sometimes use spare moments to do unscheduled, but necessary, maintenance on equipment.

Scheduling the use of the meeting room is on a "first come first serve" basis with date, time and unit annotated on printed calendar hung on the wall by building entrance.

If reservation is made for starting time between 0700 and 1600, the reservation needs to include and end time. That will permit other units/members to know at what time the building will be available for a subsequent event.

Reservations made with a start time after 1600 will be assumed to last through the evening, and no end time need to be posted.

Reservation starting times need to included time for set up and event preparation.

Reservation end times need to included time for clean-up.

Any mission or emergency has priority use of the building and supersedes any scheduled event.

If another unit/member has the meeting room reserved and you need to use the restroom, office or equipment room, be courteous and do so with minimum interruption.

Mission Numbers

The SAR Building is available for all units to use for meetings, trainings, maintenance of UNIT equipment, etc. (Please see schedule by front door for availability). The building is owned by the county and leased by the SAR Council. We need to follow the counties guidelines for use.

To use building or do any of the above (on or off site), you MUST have a mission number filed with the State through the Whatcom County Division of Emergency Management. cdjohnso@co.whatcom.wa.us or WCDEM@co.whatcom.wa.us.

All mission numbers require a properly completed sign in sheet.

After meeting or event, a signed copy of the sign in sheet MUST be sent to the DEM, within 48 hours, the Original to YOUR Unit files, and post a copy for the WCSAR Council on training board in the workroom.

This is necessary to protect YOU as a SAR member, YOUR SAR Unit and unit officers, YOUR SAR Council, and YOUR County Sheriff's Dept. should an incident occur, no matter how minor.

Please follow the WCSAR Council's Rules for building use, including cleaning up the building when finished. This is a shared space.

Fuel Cards

Fuel cards are provided by the Whatcom County Sherriff office (WCSCO) access to these cards are for WCSAR unit vehicles only. Access to these cards al also limited to Council Chairman, Vice Chairman, President of each SAR Council Unit and up to Four additional members approved by the unit president and Council. Fuel cards will be in a lock box or safe secured in the equipment bays. Each member will be granted access after signing WCSCO/ WCSAR agreement.

