

Whatcom County Search and Rescue Council Standard Operating Procedures (SOP)

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Section 1. Purpose of SOP's:

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

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

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

Section 2. Formation and Term of coordinator positions

Point of Contact (POC):

It is the intent of the WCSARC that the POC be the primary Way that SAR deputies request SAR units, the WCSARC also recognizes that deputies may need to contact SAR unit directly as needed. A primary and secondary position, to the POC, must be available 24/7 to 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.

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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 a list of WCSARC 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 WCSARC and be approved by no less than three Executive Board Members.

Fundraising coordinator:

Responsible for keeping record of funding of the WCSARC member Unit's fundraising efforts and maintaining communications between the units of the council to help ensure efficiency (minimize competition) of fundraising efforts for all WCSARC Unit's.

Public Relations:

- The Public Relations or (PR) person will coordinate the council social media.
- Will be public relations liaison with the public.
- They will also coordinate efforts on events around the community.
- The PR person will not act as PR for mission related activities.
- The PR person will refer all mission related questions to the WCSO PIO.

Training coordinator:

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

Section 3. Electronic Key Distribution

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.

- **Radio Room:** High security

This area has traditionally been a restricted area and will remain one.

Distribution of Keys

A designated person within the SAR Council 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.

- Request in writing from the unit president to the council. Include the level of access desired in the written request.
- Once approved, the member must pay the \$20 deposit to the council treasurer.
- After the deposit is recorded, the Key Person will set up a key and arrange to deliver to the member.
- Keys may be turned off at the discretion of the WCSARC Executive Board.
- Notification of turned off keys will be sent to the president of the member's unit via email.

Section 4. Meeting Room Use

Procedures for reserving and use of the meeting room

The SAR building is used by units and personnel 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 the Council Meeting Room Reservation Calendar.

If reservation is made for starting time between 0700 and 1600, the reservation needs to include an 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 include time for set up and event preparation.

Reservation end times need to include 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 for availability). The building is owned by the county and leased by the SAR Council. We need to follow the county’s 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 and 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. Violation of these procedures could result in offending unit's keys being turned off.

Section 5. Fuel Cards

Fuel cards are provided by the Whatcom County Sherriff office (WCSO) access to these cards is regulated by the Sheriff's Office. They are for WCSAR unit vehicles only. Access to these cards are limited to Council Chairman, Vice Chairman, President of each SAR Council Unit and up to four additional unit members approved by the unit president and Council. Fuel cards will be in a lock box or safe secured in the equipment room. Each authorized member will be granted access after signing WCSO/WCSAR agreement. The authorization and agreement will be renewed annually.

Section 6. Equipment Decontamination Procedures

Before putting equipment back into vehicles, wipe down all exposed surfaces with disinfectant wipes. If not possible, bag the equipment for transport.

After the mission or training, back at the building, all equipment must be decontaminated and cleaned before restowing.

Clothing, Tool and Equipment Decontamination (OSHA)

Contaminated clothing, tools and equipment should also be cleaned. It is preferable that soap and clean water be used when available. If only contaminated water is available use the following:

- ◆ 1/4 cup bleach.
- ◆ 1 gallon of water.
- Immerse objects in the solution for 10 minutes; if clothing, gently swirl every few minutes.
- If clothing, wring out as much moisture as possible.
- If tools or equipment, allow the object to drain and then transfer it directly to the bleach solution used for hand cleaning.
- Re-immers the clothing in the household bleach solution used for hand cleaning for 10 minutes with periodic gentle swirling of the clothing.
- If clothing, wring out as much moisture as possible.
- Allow clothes to thoroughly dry before using again.

Severe Surface Decontamination (OSHA)

Surfaces that are heavily contaminated with mold, feces, or body tissues should be disinfected using the following household bleach solution:

- ◆ 1 1/2 cups bleach.
- ◆ 1 gallon of water.
- Place the solution in a spray dispenser.
- Thoroughly douse surfaces that have heavy deposits of contaminants and allow to stand for 3 minutes.
- Wipe the contaminants from the surface with a paper towel.
- Discard the towel.
- Douse the surface again but use the bleach solution that is used for hand washing and wipe off the residual contamination with a paper towel.
- Discard the towel and allow surface to dry.

Rope & Webbing (CMC)

- Wear proper Personal Protective Equipment (PPE) when handling these items.
- Wash for 20 minutes using hot water at a sustained temperature of $\geq 50^{\circ}\text{C}$ (122°F) and mild detergent that is safe for nylon and polyester (Woolite® or equal). While this treatment reduces contamination without damaging soft goods, it has not been tested in neutralizing COVID-19 or other specific pathogens and may not be 100% effective.
- Rinse and soak these items for 15 – 20 minutes in a separate tub with clean water and Downy® fabric softener.
- Hang soft goods in a shaded place until completely dry.
- Properly dispose of PPE used in the decontamination process (gloves, mask, etc.).
- Thoroughly wash hands and consider applying a sanitizing agent like Purell.

Radios & Electronics

- Wipe the surface with cloth damp with disinfectant solution.
- NEVER spray radios or electronics.
- Zep DZ-7 is the industry recommended disinfectant for radios.