

Whatcom County Search and Rescue Council

Standard Operating Procedures (SOP)

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Approved 4/5/2023

Section 1 Purpose of SOP's:

In addition to the Whatcom County Search and Rescue Council (WCSARC) bylaws, these SOPs are intended to improve council processes, 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

Facilities Coordinator:

- The facilities Coordinator will be the person who prioritizes maintenance on the building and council owned equipment, organizes and oversees projects.
- They will have a budget of \$ 250 preapproved for emergencies to cover minor expenses.
- Expenditures exceeding the preapproved amount will need to go before the (WCSAR) Council and be approved by no less than three Executive Board Members.
- All projects and project status shall be regularly communicated to the Chairman.
- All facilities tasks will be communicated to the facilities Coordinator prior to their undertaking.
- The facilities coordinator will maintain a list of WCSARC equipment and make sure that the equipment is maintained and operational.
- The facilities coordinator will provide an annual inventory report for the Executive Board.
- **Security**

Building Access

- **Main Entry Door:** Minimum security.
Access to classroom, mailroom and bathrooms.

- **Equipment Bays: Minimum security.**
Access to vehicle bays and equipment in the bays.
- **Council Equipment Room: Minimum security.**
Access to SAR council equipment in this room.
- **Office: High Security.**
The office will have the highest security. Access is intended only for the presidents, secretary, one Training officer of each member unit in the council and all Council Executive Board members. SAR coordinators will also have access to this area.
- **Radio Room: Medium security**
This room is secured by keypad and follows electronic key protocol.

Distribution of Keys

A team of 2 council appointed members will be responsible for issuing the keys. These two people will be responsible for managing key system.

- 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 Council approved deposit in exchange for the key.
- 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.

Logons and passwords

Account logons and passwords related to WCSARC operations must be made available to the security designee within 30-days of creation or change. Said logon information will be stored in the designated platform in a secure location.

Section 3 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 shall have access to the bays and equipment at all times.

Scheduling the use of the meeting room is on a “first come first serve” basis withing active SAR units. That reservation will include date, time (beginning and end, including set up and cleanup) and unit annotated on the Council Meeting Room Reservation Calendar in the Council Approved Online Format

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, training, maintenance of UNIT equipment, etc. (Please see schedule for availability). The building is owned by the county and leased by the SAR Council.

To use the building or do any of the above (on or off site), you MUST have an active 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 each meeting or event, a signed copy of the sign-in sheet MUST be sent to the DEM, within 48 hours. File the original in accordance with your unit’s polies and email a copy to the WCSAR Council at Council.Chairman@wcsar.org.

Violation of these procedures could result in the offending unit’s keys being turned off.

Section 4 Fuel Cards

Fuel cards are provided by the Whatcom County She office (WCSO) access to these cards is regulated by the Sheriff’s Office. Use in accordance with the most current fuel card agreement form. Access to these cards is limited to Council Chairman, Vice Chairman, President of each SAR Council Unit, and up to four additional unit members in good standing 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 the WCSO/WCSAR agreement. The authorization and agreement will be renewed annually.

Documentation

The official address of WCSARC is 1041 W. Smith Rd., Bellingham, WA 98226. All official correspondence shall use this address.

All business accounts and software must be in the council's name and use the official address. All official email correspondence must use the platform.

All documents, forms, manuals, etc. that are required to be kept as hard copies must be stored at the SAR building at 1041 W. Smith Rd., Bellingham, WA 98225

Section 5 Equipment Decontamination Procedures

After a mission or training, members should follow OSHA decontamination procedures as outline at <https://osha.gov/hazardous-waste/decontamination>.