

Campbell County LandSAR

Campbell County Office of Emergency Management



William Ray Turner
Director

Jason Sebastian
Chief

Standard Operating Guidelines

December 2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Introduction (1.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

The Campbell County Emergency Management LandSAR Team is a highly trained group of volunteers dedicated to working as a cohesive unit to support Police, Fire, Rescue, and EMS Departments within Campbell County, as well as in jurisdictions covered by mutual aid agreements. The primary mission of the LandSAR Team is to provide skilled personnel and specialized equipment to assist in locating and recovering individuals who are lost, sick, injured, or deceased within the jurisdiction.

Under no circumstances will LandSAR units be deployed to locate individuals sought in the commission of a crime or individuals believed to be armed. The Campbell County LandSAR operates in accordance with KRS 39F.010, Paragraph (2), Subsection (D), as a General Rescue Squad specializing in searches for lost, trapped, or missing persons without the use of dogs.

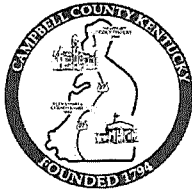
Signatures

William R. Turner, Director, CCOEM Date

12-3-24

Jason Sebastian, Chief, CC LandSAR Date

12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

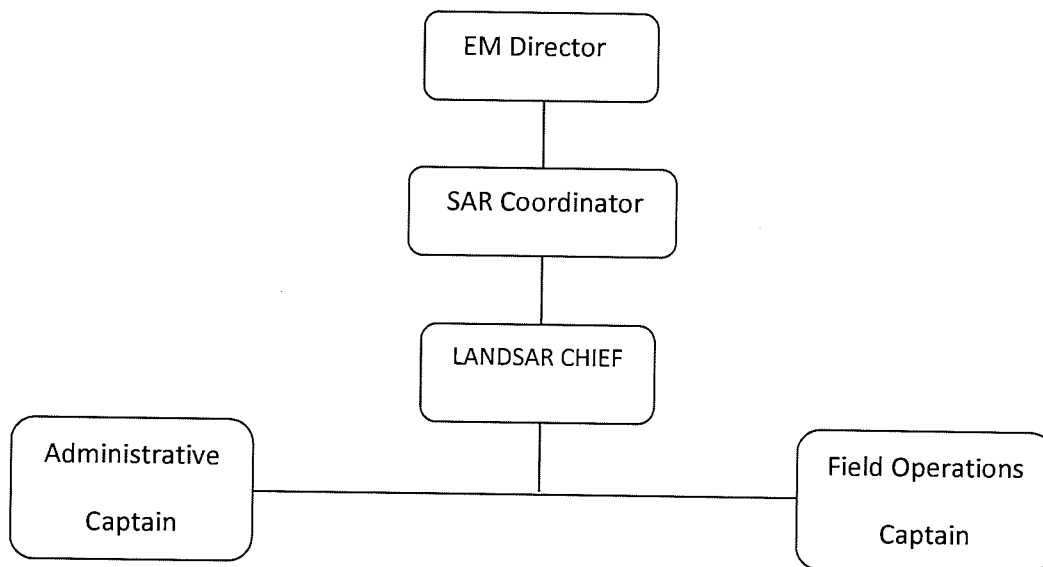
Title: Organizational Structure (1.1)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

1.1 Organizational Structure



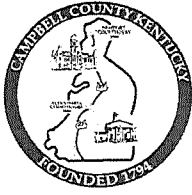
Overview

The organizational structure of Campbell County Emergency Management's LandSAR team defines specific roles and responsibilities, ensuring coordinated and efficient operations across all search and rescue missions. Each role below is essential to achieving the team's mission and upholding its high standards.

Roles and Responsibilities

Director

The Emergency Management Director oversees the entire LandSAR team, providing strategic



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leadership and ensuring that all operations align with Campbell County's emergency management objectives.

SAR Coordinator

The SAR Coordinator manages the coordination of all search and rescue resources and oversees mission operations, ensuring the effective deployment and use of resources.

Chief

The Chief presides over business and advisory meetings, appoints officers and committees, and exercises general supervision over the team's activities. As Incident Commander, the Chief ensures prompt and appropriate assignment of duties and is accountable to both the County SAR Coordinator and the County OEM Director.

Captains

Two Captains assist in the duties of the Chief in their absence and carry out tasks delegated by the Chief. They operate within team policies, report to the Chief, and are appointed annually in consultation with the OEM Director and SAR Coordinator.

Lieutenants

Two Lieutenants are appointed to assume the responsibilities of the Captains when absent. They handle tasks assigned by the Captains, and Chief, adhering to team policies and reporting directly to the Chief. The Chief appoints Lieutenants in consultation with the OEM Director and SAR Coordinator.

Communications Officer

The Communications Officer leads all LandSAR communications operations, managing the administrative and maintenance needs of LandSAR communications equipment. Responsibilities include:

- Keeping the Chief informed about equipment capabilities, limitations, and conditions.
- Managing radio and computer systems.
- Ensuring proper operation, maintenance, and repair of all electronic communications systems.
- Overseeing the distribution, accountability, and upkeep of equipment in the LandSAR Command Vehicle. This role requires strict adherence to policies and proactive correction of equipment deficiencies.

Training Officer

The Training Officer is responsible for implementing and coordinating the training program in partnership with the Chief and County SAR Coordinator. Responsibilities include:

- Acting as the training program administrator to ensure consistent delivery of training.



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- Developing and overseeing all LandSAR training programs.
- Monitoring and evaluating team and individual competencies.
- Participating in training activities at county, state, and national levels. This role is pivotal in maintaining the team's readiness and high standards across all training areas.

Signatures

William R. Turner, Director, CCOEM Date

12-5-24

Jason Sebastian, Chief, CC LandSAR Date

12-5-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Membership Qualifications (1.2)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

This SOG outlines the minimum qualifications required for membership in Campbell County LandSAR to ensure that all members are reliable, safe, and prepared for search and rescue operations.

Basic Membership Requirements

1. **Age Requirement**
 - Applicants must be at least **18 years of age** at the time of application.
 2. **Residency Requirement**
 - Applicants are not required to be Kentucky residents; however, they must live within a reasonable response distance from the Campbell County LandSAR jurisdiction to ensure timely availability for callouts.
 3. **Valid Driver's License**
 - Applicants must possess a valid driver's license and provide a copy with their application.
 4. **Background Checks**
 - All applicants will undergo:
 - A **criminal records check** to ensure compliance with public safety standards.
 - A **driver's record check** to verify a safe driving history.
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Additional Considerations



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- **Physical and Mental Readiness:** Applicants should be physically and mentally capable of participating in SAR operations, which may require extended physical exertion, exposure to difficult environments, and emotional resilience.
 - **Commitment to Training:** New members should be prepared to attend scheduled training sessions and actively participate in maintaining the necessary certifications and skills for SAR operations.
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Signatures

William R. Turner, Director, CCOEM Date

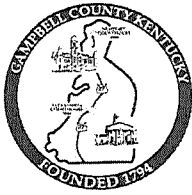


12-3-24

Jason Sebastian, Chief, CC LandSAR Date



12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Membership Ranks and Qualifications (1.3)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

To ensure high-quality and professional search and rescue (SAR) services within the jurisdiction, this SOG establishes clear membership levels and qualifications within the Campbell County LandSAR. This structured ranking system provides a clear advancement path for members to develop skills, meet increasing responsibilities, and reach their full potential within the organization.

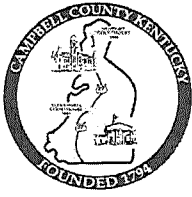
Membership Levels

SAR Tech Basic

- **Overview:** This entry-level position introduces new members to SAR operations. No prior SAR experience is required. This level is intended to be transitional and should not exceed 12 months.
- **Duties and Limitations:** SAR Tech Basic members train with the team but may have restricted duties during callouts.
- **Training Requirement:** Basic Search and Rescue (BSAR) certification must be completed within the first year or approved extension period. Failure to meet this requirement will result in suspension or potential removal from the team.

SAR Tech 1

- **Requirements for Advancement:**
 - Completion of First Aid and CPR certifications.
 - Completion of Basic Search and Rescue (BSAR) from Kentucky Emergency Management (KyEM).
 - Completion of FEMA Independent Study courses: IS-100, IS-200, IS-700 (online) and ICS-300.
 - Minimum of 20 hours of departmental training.



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- Attendance at a minimum of 50% of scheduled training and meeting sessions.

SAR Tech 2

- **Requirements for Advancement:**
 - Fulfillment of SAR Tech 1 requirements.
 - Completion of two additional advanced KyEM SAR courses from the following options:
 - **Search in Urban Environment** (KyEM)
 - **Lost Person Behavior** (KyEM)
 - **Man Tracking**
 - Minimum of 40 hours of departmental training.
 - Attendance at a minimum of 50% of scheduled training and meeting sessions.

SAR Tech 3

- **Requirements for Advancement:**
 - Fulfillment of SAR Tech 2 requirements.
 - Completion of the following advanced SAR courses:
 - **Search Management** (KyEM)
 - **Wide Area Search**
 - **SAR Interviewing**
 - Minimum of 60 hours of departmental training.
 - Attendance at a minimum of 50% of scheduled training and meeting sessions.

SAR Tech 4

- **Requirements for Advancement:**
 - Fulfillment of SAR Tech 3 requirements.
 - Completion of **USAF Inland SAR Course**.
 - Completion of **IS-300: Intermediate ICS for Expanding Incidents**.
 - Minimum of 100 hours of departmental training.
 - Attendance at a minimum of 75% of departmental training and meeting sessions.
 - Participation in at least 50% of search operations within the jurisdiction.
 - Letter of recommendation for promotion from the Administrative and Field Operations Chiefs.

Continuing Education Requirement



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To remain current and maintain skill proficiency, each member is required to complete a minimum of 20 hours of approved training annually.

Training Requirements

LandSAR Team members must acquire and demonstrate competency in all skills necessary to fulfill their roles. Members with prior skills and certifications will periodically demonstrate their competency in these areas through scheduled testing.

- **Re-certifications:** All certifications requiring renewal must be maintained. Members will also be required to periodically demonstrate proficiency in the skills relevant to their rank and responsibilities.
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Signatures

William R. Turner, Director, CCOEM Date


_____ 12-5-24

Jason Sebastian, Chief, CC LandSAR Date


_____ 12-5-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Meeting and Training Attendance (1.4)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

Attendance at meetings and training sessions is essential to maintain readiness, develop skills, and ensure team cohesion. This guideline outlines the minimum attendance requirements for all members, as well as the consequences of failing to meet these standards.

Attendance Requirements

- **Minimum Attendance:** Members are required to attend at least 50% of all scheduled meetings and training sessions each calendar year (January-December).
 - **Advance Scheduling:** Meetings and training sessions are scheduled well in advance to allow members to make necessary arrangements for attendance.
 - **Absence Notification:** If a member cannot attend a meeting or training session, they must notify the Chief or Training Officer in advance.
-

Consequences of Unexcused Absences

1. **Three Unexcused Absences**
 - Members with three or more unexcused absences will be placed on the inactive roster.
 - While on the inactive roster, members are ineligible for callouts and must attend three consecutive training sessions to be reinstated to active status.
 2. **Six Consecutive Unexcused Absences**
 - Members who accumulate six unexcused absences within a 12-month period will be placed on the inactive roster and may face removal from the organization.
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Definitions

- **Excused Absence:** An absence that has been communicated to and approved by the Chief or Training Officer in advance.
 - **Unexcused Absence:** An absence without prior notification or approval from the Chief or Training Officer.
-

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-21-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Membership Business Meetings (1.6)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

Regular and special business meetings provide members with opportunities to discuss and decide on organizational matters. This guideline outlines the scheduling, conduct, and attendance expectations for these meetings.

Meeting Guidelines

1. **Monthly Business Meetings**
 - Monthly business meetings shall be held on a date and time determined by the membership.
 2. **Conduct of Meetings**
 - All meetings shall be conducted in accordance with *Robert's Rules of Order* to ensure orderly and respectful proceedings.
 3. **Public Access**
 - Business meetings are open to the public, except for executive sessions, which are closed to discuss confidential matters.
 4. **Quorum Requirements**
 - A quorum for monthly business meetings consists of the members present at the scheduled time.
 - For special meetings, a quorum is defined as 50% of the total membership plus one additional member.
 5. **Attendance Requirements**
 - Members are expected to attend at least 50% of all business meetings, in line with the attendance policy stated in Section 1.5.
 6. **Meeting Records**
 - Attendance at all business meetings and training sessions shall be documented with a signed roster.
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Special Meetings

- **Calling a Special Meeting**
 - The Chief may call special or emergency meetings as necessary.
 - Upon request by one-third of the active membership, the Chief shall convene a special meeting within five business days.
-

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



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Standard Operating Guideline (SOG)

Title: Membership Application Process (1.7)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

This guideline outlines the steps for processing membership applications for Campbell County LandSAR, including submission requirements, background checks, and final approval.

Application Process

1. Application Submission

- Applicants seeking membership must submit a completed application packet to the CCEMA office. The packet must include:
 - A completed application form
 - Authorization for a police record check
 - A copy of the applicant's current driver's license

2. Background Check

- The Campbell County Office of Emergency Management (CCOEM) will conduct a basic background check to verify the applicant's eligibility.

3. Application Review

- Upon receiving a favorable background check, CCOEM will review the application and provide a recommendation to the Chief regarding the applicant's potential appointment.

4. Final Decision

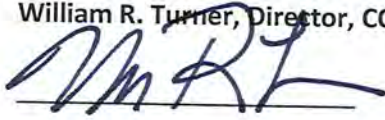
- After consultation with the CCOEM Director, the Chief will decide on the appointment of the applicant, either confirming membership or declining the application.
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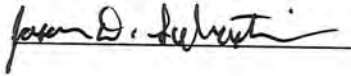
Campbell County Emergency Management LANDSAR

William R. Turner, Director, CCOEM Date



12-3-24

Jason Sebastian, Chief, CC LandSAR Date



12-4-2024



Campbell County Emergency Management LANDSAR

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Standard Operating Guideline (SOG)

Title: Discipline, Suspension, and Removal of Members (1.8)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

This guideline establishes the procedures for filing disciplinary charges, conducting hearings, and imposing penalties for members who violate policies or engage in conduct requiring disciplinary action.

Disciplinary Procedures

1. Filing Disciplinary Charges

- All disciplinary charges must be submitted in writing to the Chief within thirty (30) days of the incident.
- The Chief may arbitrate minor grievances if all involved parties agree to arbitration.
- If arbitration fails to resolve the issue, the matter will escalate to a **Disciplinary Board** comprising the Chief, SAR Coordinator, and the County OEM Director.

2. Disciplinary Board

- The Disciplinary Board will review the case and, if a member is found guilty, may impose one or more of the following actions:
 - **Suspension**
 - **Dismissal from the team**

3. Disciplinary Hearing

- Charges for a disciplinary hearing must be submitted in writing at least fourteen (14) days before the scheduled hearing.



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- The accused member will receive written notification of the charges at least seven (7) days before the hearing.
- During the hearing:
 - The Disciplinary Board will review the charges and hear testimony from witnesses.
 - The accused member may present a statement and call witnesses.
- After testimony is completed, the Disciplinary Board will deliberate in a closed session and vote on a verdict.

4. Verdict and Sentencing

- The Disciplinary Board will reconvene in an open session to announce the verdict and impose any disciplinary actions.
- A written copy of the verdict and penalties will be provided to the accused member within fourteen (14) days of the hearing.

Probationary Period

All new members of LandSAR must complete a probationary period before being established as members in good standing.

Probationary Period Requirements:

- The probationary period will last a minimum of six (6) months and no more than one (1) calendar year from the start of membership.
- During this period, members must:
 - Complete the required ICS courses: **IS-100, IS-200, IS-700, IS-800.**
 - Obtain certifications in **First Aid and CPR.**
 - Accumulate at least **20 hours of LandSAR training.**
 - Complete **Basic Search and Rescue (BSAR)** training unless unavailable during the probationary period.
 - Attend at least **50% of meetings, trainings, and missions.**

Performance Review:

- After six (6) months, LandSAR leadership will evaluate the probationary member's performance to determine if:
 - The probationary period should end.
 - The probationary period should be extended to a maximum of one (1) year.

Evaluation Criteria:

The probationary period emphasizes the member's commitment to volunteerism and the mission of LandSAR, including:



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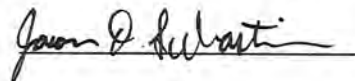
- Attendance at meetings, training events, public relations events, and SAR callouts.
 - Demonstrating the following abilities:
 - Grasping and applying search techniques and SAR mission concepts.
 - Understanding and practicing safety procedures.
 - Functioning effectively within a team setting.
 - Following directions.
 - Physically performing rescue tasks.
-

Signatures

William R. Turnak, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Member Behavior (1.9)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

This guideline defines expected conduct for all members of Campbell County LandSAR to ensure a professional, respectful, and safe environment. Adhering to these standards upholds the integrity of the organization and fosters trust within the community.

Behavioral Standards

1. Professional Conduct

- Members must conduct themselves in an orderly, respectful, and professional manner during all official activities, including meetings, training sessions, and incident responses.
- Respectful communication and cooperation are expected at all times, promoting a positive and cohesive team environment.

2. Prohibition of Violence and Hostility

- Acts of violence, physical abuse, harassment, or excessive hostility toward fellow members, responders, or the public are strictly prohibited. Such behaviors undermine team integrity and are grounds for disciplinary action, including potential removal from the team.

3. Community Relations

- Members shall maintain a positive reputation and standing within the community, acting in ways that reflect well on Campbell County LandSAR.
- Members are expected to treat all community members, including incident survivors and their families, with empathy, respect, and professionalism.

4. Prohibition of Substance Impairment

- Members shall not attend any squad functions, including meetings, training sessions, or responses to incidents, while under the influence of alcohol, drugs, or any substances that could impair judgment, reaction time, or behavior.
- Any member found to be under the influence during official activities may face disciplinary action, up to and including dismissal from the team.



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5. Conflict Resolution and Reporting

- Members are encouraged to resolve conflicts respectfully and professionally. If a conflict cannot be resolved amicably, it should be reported to the Chief or a designated supervisor for mediation.
- Any incidents of harassment, threats, or inappropriate behavior should be reported immediately to ensure a safe and respectful working environment.

6. Commitment to Team Values

- Members are expected to embody the values of integrity, respect, accountability, and teamwork in all interactions and duties.
- Members should support and encourage one another, recognizing that teamwork and mutual respect are essential to successful operations and morale.

Enforcement

Failure to adhere to these behavioral standards may result in disciplinary action, as outlined in SOG 1.8, including warnings, suspension, or removal from Campbell County LandSAR. All members are expected to commit to these guidelines and to uphold the mission and values of the organization.

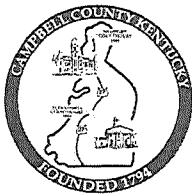
Signatures

William R. Turner, Director, CCOEM Date

12-3-24

Jason Sebastian, Chief, CC LandSAR Date

12-4-2024



Campbell County Emergency Management LANDSAR

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Standard Operating Guideline (SOG)

Title: Officer Qualifications (1.10)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

This guideline establishes the qualifications and required training for officers within the Campbell County LandSAR unit, ensuring all officers possess the necessary skills and certifications to lead effectively and safely in search and rescue operations.

Officer Qualifications and Required Training

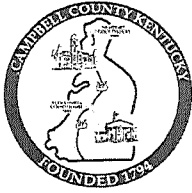
Chief

- **Qualifications:**
 - Must meet all Kentucky Revised Statutes (KRS) and Kentucky Administrative Regulations (KAR) requirements for Rescue Squad Membership.
 - Must have been an active member of the LandSAR Unit for at least four (4) years.
- **Required Training:**
 - Completion of the following Incident Command System (ICS) and FEMA courses: IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400.
 - Basic Search and Rescue (BSAR).
 - ERI Search Management Training.
 - Search in Urban Environment.
 - First Aid and CPR certifications.
 - Lost Person Behavior course.
 - Mantracking.
 - Instructor Methodology.

Captains

- **Qualifications:**

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Standard Operating Guidelines



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- Must meet all KRS and KAR requirements for Rescue Squad Membership.
- Must have been an active member of the LandSAR Unit for at least two (2) years.
- **Required Training:**
 - Completion of the following ICS and FEMA courses: IS-700, IS-800, ICS-100, ICS-200, and ICS-300.
 - Basic Search and Rescue (BSAR).
 - ERI Search Management Training.
 - First Aid and CPR certifications.

Lieutenants

- **Qualifications:**
 - Must meet all KRS and KAR requirements for Rescue Squad Membership.
 - Must have been an active member of the LandSAR Unit for at least two (2) years.
- **Required Training:**
 - Completion of the following ICS and FEMA courses: IS-700, IS-800, ICS-100, ICS-200, and ICS-300.
 - Basic Search and Rescue (BSAR).
 - Managing the Search Function.
 - First Aid and CPR certifications.

Communications Officer

- **Qualifications:**
 - Must meet all KRS and KAR requirements for Rescue Squad Membership.
 - Must have been an active member of the LandSAR Unit for at least two (2) years.
- **Required Training:**
 - Completion of the following ICS and FEMA courses: IS-700, IS-800, ICS-100, ICS-200, and ICS-300.
 - Basic Search and Rescue (BSAR).
 - First Aid and CPR certifications.

Training Officer

- **Qualifications:**
 - Must meet all KRS and KAR requirements for Rescue Squad Membership.
 - Must have been an active member of the LandSAR Unit for at least two (2) years.
- **Required Training:**
 - Completion of the following ICS and FEMA courses: IS-700, IS-800, ICS-100, ICS-200, and ICS-300.
 - Basic Search and Rescue (BSAR).
 - Fire Service Instructor Methodology or KYEM Instructor Methodology.




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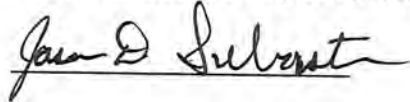
- First Aid and CPR certifications.
-

Signatures

William R. Turner, Director, CCOEM Date

 12-5-24

Jason Sebastian, Chief, CC LandSAR Date

 12-5-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Call Out Procedures (2.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

This guideline establishes procedures for the notification and mobilization of Campbell County LandSAR team members during mission callouts. Clear communication, accountability, and adherence to these procedures are essential for efficient and coordinated responses.

Call Out Procedures

1. Contact Information

- Each LandSAR team member is required to provide a current mobile phone number and carrier information for use in the Emergency Notification System.
- Members are responsible for notifying the OEM office of any changes to their contact information promptly to ensure reliable communication.

2. Mission Callouts

- The Campbell County Consolidated Dispatch Center will initiate mission callouts by:
 - Toning LandSAR on the primary fire radio channel.
 - Activating the RAVE Alert and Active 911 systems to relay mission details to members.
- Officers and key personnel will be equipped with portable radios or tone alert pagers based on equipment availability.
- Priority for pagers will be given to members residing within Campbell County, with assignments based on seniority.

3. Staging and Command Post

- LandSAR members will typically be assigned a designated Staging Area for response.
- "On Call" officers will report to the Command Post location identified by initial responding units.

4. Accountability and Reporting



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- All LandSAR team members are required to carry their issued accountability tags at all times during deployment.
 - Upon arrival at the Staging Area, members must:
 - Report to the Staging Officer and confirm their presence.
 - Provide one accountability tag to the team leader for group tracking and submit the second tag to the Command Post's Accountability Officer.
- 5. Demobilization and Tag Retrieval**
- At demobilization, all LandSAR team members must ensure both accountability tags are retrieved.
 - Members may only leave the scene once formally released by both the Command Post Accountability Officer and the Team Leader.
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Signatures

William R. Turner, Director, CCOEM

Date

12-3-24

Jason Sebastian, Chief, CC LandSAR

Date

12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Field Operations (3.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

This guideline outlines the responsibilities, safety protocols, and operational standards for LandSAR team members and leaders during field operations. Adherence to these procedures ensures a safe, coordinated, and effective search and rescue response.

Field Operations Procedures

1. **Team Readiness**
 - The Team Leader is responsible for assembling the team and ensuring that all members are physically and mentally prepared to undertake the search and rescue mission.
2. **Assignment of Duties**
 - At the assembly point or incident scene, the Team Leader will assign specific duties to each team member, confirming they have the necessary personal and team equipment, along with the requisite training, to safely execute their roles.
3. **Incident Command Structure**
 - The Team Leader will operate under the Incident Command System (ICS) and designate a Safety Officer, as well as Section Chiefs for Operations, Planning, Logistics, and/or Administration, as necessary.
4. **Team Composition**
 - LandSAR team members will be grouped into teams of at least two, preferably three, qualified responders unless otherwise directed by the Search and Rescue Coordinator.
5. **Communication Protocol**
 - Each team will be provided with a radio to ensure continuous communication with Incident Command and fellow team members. No team will be permitted to participate in a mission without immediate access to radio communication.
6. **Radio and Safety Checks**



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- The Operations Chief will conduct periodic radio and safety check-ins with each team. Team Leaders are responsible for ensuring a designated member of each team maps or plots the team's position and reports back to the Command Post at least hourly or more frequently if possible.
- 7. Clue and Observation Logging**
 - Each team shall maintain a log of all relevant clues, findings, and observations, marking and plotting these locations on a map or GPS unit.
- 8. Uniform and Equipment**
 - All LandSAR members must wear the designated team uniform and carry personal survival gear and mission-specific equipment. Additional technical equipment may be assigned by the Incident Commander based on mission requirements.
- 9. Safety and Risk Management**
 - Members must avoid actions that could endanger themselves, team members, or others. Operating beyond one's level of training or comfort is strictly prohibited. Team members are expected to recognize the inherent risks of their roles and act within their training limitations.
- 10. Mission Completion and Equipment Return**
 - Upon mission completion, all team members must report to the Team Leader or their designee, return all team equipment and supplies, and check out at the Command Post before leaving the incident scene. The Team Leader will maintain a sign-in/sign-out sheet for personnel and equipment, ensuring all items are accounted for.
- 11. Role Competency**
 - No LandSAR team member shall assume command of operations outside of their certified training and expertise. Members may assist in operations upon request by the Team Leader if they feel comfortable, provided it does not violate any local, state, or federal laws.
- 12. Release from Scene**
 - All members are required to remain on the scene until formally released by Incident Command.

Signatures

William R. Turner, Director, CCOEM

Date

12/3/24

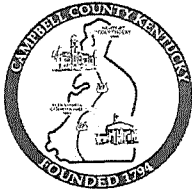


Campbell County Emergency Management LANDSAR

Jason Sebastian, Chief, CC LandSAR Date

Jason D. Sebastian

12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Personal Gear Minimums (3.1)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

LandSAR members are often called to respond to emergencies with minimal notice. To ensure readiness, safety, and effectiveness in the field, the Kentucky Emergency Management has established a recommended 24-hour personal kit that each LandSAR member should carry. This gear is essential for personal safety, comfort, and operational capability during extended missions.

Personal Gear Minimum Requirements

Each LandSAR member is expected to carry the following items in their personal 24-hour kit:

- **Protective Gear**
 - (1) Reflective Rescue Vest
 - (1) Rescue Helmet with Headlamp (for visibility and protection)
 - (1) Pair of Leather Gloves (for hand protection)
 - (1) Pair of Lug-Soled Boots (for traction and durability)
- **Hydration and Sustenance**
 - (3) 1-Quart Canteens with Belt (for adequate water supply)
- **Navigation and Communication**
 - (1) Compass with 2-Degree Increments (for accurate navigation)
 - (1) Radio with Spare Batteries (optional, but recommended for communication)
- **Lighting and Visibility**
 - (3) Flashlights with Extra Batteries (ensuring light during low-visibility operations)
- **First Aid and Emergency Supplies**
 - (1) Small Personal First Aid Kit (for basic medical needs)
 - (1) Emergency Foil Blanket (for warmth in emergency conditions)
 - (1) CPR Mask
- **Additional Tools**



Campbell County Emergency Management LANDSAR

- (1) Fanny Pack or Equivalent Bag (for organizing personal items)
 - (1) Pocket Knife or Leatherman-Type Multi-Tool (optional, for utility and versatility)
 - (1) 50-Foot Utility Rope/Paracord (optional, for various emergency uses)
-

Additional Guidelines

- **Maintenance and Readiness**
 - Members are responsible for maintaining their personal gear in good working order and for routinely checking items like batteries, flashlights, and water supplies to ensure they are functional and ready for use.
 - **Optional but Recommended Gear**
 - While optional, items such as a radio and multi-tool are highly recommended to enhance operational capabilities.
 - **Training and Familiarity**
 - Members should familiarize themselves with each piece of gear to ensure they can use it effectively in various situations. Training on using navigation tools, first aid, and emergency shelter may be provided to reinforce gear usage skills.
-

Signatures

William R. Turner, Director, CCOEM Date

12-5-24

Jason Sebastian, Chief, CC LandSAR Date

12-5-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Incident Command (3.2)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

The purpose of this guideline is to outline the procedures for implementing the Incident Command System (ICS) during emergency incidents. The ICS provides a structured approach for organizing personnel, developing strategic objectives, and managing resources effectively. This guideline ensures adherence to safety standards and risk management protocols, drawing on accepted practices from NFPA 1561 and KRS 39A.230.

Objectives

1. Establish Command and Structure

- Every emergency incident requires a designated Incident Commander (IC) responsible for developing strategic objectives and a tactical action plan.
- The IC will ensure the ICS structure is scaled to the incident size, assigning roles such as Operations, Planning, Logistics, and Administration Section Chiefs, as needed, to support effective incident management.

2. Risk Assessment and Strategic Planning

- The Incident Commander must perform an initial and ongoing risk assessment, analyzing present conditions and anticipating potential deterioration that could impact responders and victims.
- Based on this assessment, the IC will establish strategic objectives to address the safety of personnel and ensure mission success under current and expected conditions.
- The IC should continuously monitor and adjust the tactical action plan, considering any changes in the risk profile of the incident.

3. Safety Prioritization

- Safety is the highest priority in all incident command decisions. The IC will evaluate the risk versus benefit of each operational action and ensure that deployment decisions prioritize responder safety.



Campbell County Emergency Management LANDSAR

- Guidelines for incident safety reflect industry best practices from NFPA 1561 (Standard on Emergency Services Incident Management System) and KRS 39A.230, aligning LandSAR operations with established standards.
 - 4. **Resource Management**
 - The IC is responsible for allocating resources efficiently, assigning personnel, and monitoring resource effectiveness and needs throughout the incident.
 - Effective communication within the ICS structure is essential for resource requests, assignments, and redeployments, ensuring personnel understand their roles, responsibilities, and safety protocols.
-

Responsibilities

- **Incident Commander (IC)**
 - Assumes overall responsibility for incident management, including the establishment of strategic objectives, tactical planning, risk assessment, and resource allocation.
 - Ensures the ICS structure is fully implemented and roles are clearly defined and filled.
 - **Safety Officer**
 - Appointed by the IC, the Safety Officer monitors conditions and procedures to ensure the safety of all responders, identifying any hazardous conditions and advising the IC on necessary adjustments.
 - The Safety Officer has the authority to stop operations if conditions become unsafe for personnel.
 - **Operations, Planning, Logistics, and Administration Chiefs**
 - Assigned as needed by the IC, these Section Chiefs manage specific areas of the ICS structure:
 - **Operations Chief** oversees the implementation of tactical operations.
 - **Planning Chief** manages incident documentation and situational analysis.
 - **Logistics Chief** handles resource acquisition and support.
 - **Administration Chief** oversees incident finances and compliance.
-

Guidelines for Incident Command

1. **Establish Command on Arrival**
 - The first qualified individual on scene will establish command, initiating the ICS and serving as IC until formally relieved by a higher-ranking officer or designated IC.



Campbell County Emergency Management LANDSAR

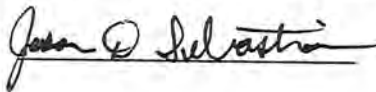
- The IC will communicate with all arriving personnel to establish a unified chain of command and ensure role clarity.
- 2. **Situational and Risk Assessment**
 - Conduct an initial assessment of the scene, identifying potential hazards, operational challenges, and risk levels.
 - Develop a risk-based tactical action plan, continuously reassessing and modifying the plan as conditions evolve.
- 3. **Safety Protocols and Communication**
 - The IC and Safety Officer will ensure that all team members understand safety protocols, including evacuation procedures, hazard zones, and personal protective equipment (PPE) requirements.
 - Clear, consistent communication within the ICS is essential for maintaining situational awareness and adjusting to dynamic incident conditions.
- 4. **Ongoing Evaluation and Accountability**
 - The IC will evaluate the effectiveness of tactical actions and the overall progress of the incident objectives. Adjustments to resource deployment or operational tactics should be made based on ongoing situational assessments.
 - Maintain accountability for all personnel on scene, ensuring check-in/check-out protocols are followed.

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Safety Officer Position (3.3)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

This guideline establishes the Safety Officer position within the Campbell County LandSAR team to enhance operational safety and ensure the well-being of all team members during emergency incidents. The Safety Officer is responsible for identifying, evaluating, and mitigating risks in the field, providing guidance on safe practices, and maintaining compliance with safety protocols.

Purpose

The Safety Officer position is created to ensure a dedicated focus on safety during all LandSAR operations, including training and emergency incidents. This role is essential for minimizing hazards, protecting personnel, and ensuring adherence to all applicable safety standards.

Responsibilities of the Safety Officer

The Safety Officer's primary duty is to assess and manage safety risks on site. The responsibilities include:

1. **Incident Scene Safety Oversight**
 - Monitor the scene continuously for any potential hazards or unsafe conditions that may threaten the safety of team members.
 - Evaluate environmental conditions, equipment, and operational tactics to ensure alignment with safe operating procedures.
2. **Risk Assessment and Hazard Mitigation**
 - Conduct a thorough risk assessment upon arrival and periodically throughout the operation.



Campbell County Emergency Management LANDSAR

- Identify hazards such as environmental risks, structural hazards, or equipment-related issues, and implement mitigation strategies to reduce risks.
- 3. **Safety Communication and Reporting**
 - Communicate potential hazards and recommended precautions to the Incident Commander (IC) and all on-scene personnel.
 - Provide regular safety updates during operations and relay critical safety information to all team members in a timely manner.
- 4. **Authority to Stop Operations**
 - The Safety Officer has the authority to pause or stop operations if conditions are deemed unsafe, without prior approval from the Incident Commander. This authority is paramount in ensuring personnel safety.
- 5. **Safety Equipment and Compliance Monitoring**
 - Ensure all personnel are wearing appropriate personal protective equipment (PPE) and following established safety protocols.
 - Conduct compliance checks for adherence to all LandSAR and ICS safety guidelines, ensuring the use of required safety equipment.
- 6. **Incident Documentation**
 - Document safety assessments, identified hazards, mitigation steps, and any incidents or injuries that occur on scene.
 - Prepare a post-incident report for review by LandSAR administration, detailing all safety observations and any actions taken to address risks.
- 7. **Post-Incident Analysis and Training**
 - Participate in post-incident debriefings, focusing on lessons learned related to safety and any opportunities to improve future incident responses.
 - Assist the Training Officer in integrating safety improvements into training programs, reinforcing the importance of safety practices.

Qualifications

To serve as a Safety Officer, an individual must meet the following criteria:

- Be a member in good standing with LandSAR, with at least two years of active service.
- Possess current training in Incident Command System (ICS) courses, including IS-700, IS-800, ICS-100, ICS-200, and ICS-300.
- Complete a recognized Safety Officer course, such as NFPA or FEMA's Incident Safety Officer training.
- Have comprehensive knowledge of LandSAR operations, equipment, and safety protocols.



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Appointment and Authority

- **Appointment:** The Safety Officer will be appointed by the LandSAR Chief based on the requirements of the incident and available qualified personnel.
- **Authority:** The Safety Officer has the authority to halt any operation that presents a safety risk, and they report directly to the Incident Commander regarding all safety matters.

Review and Accountability

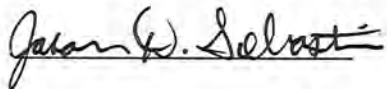
The Safety Officer is accountable for maintaining the highest safety standards during LandSAR operations. This position is subject to periodic review to ensure effectiveness, and responsibilities may be updated based on evolving safety practices or operational needs.

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Ropes, Harnesses, and Hardware (3.4)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

1. Purpose

This guideline provides Campbell County LandSAR members with policies and procedures for the safe use, maintenance, and inspection of ropes, harnesses, and hardware essential for rescue operations.

2. References

- **NFPA 1983:** Standard on Life Safety Rope and System Components.
- **NFPA 1561:** Standard on Fire Department Incident Management System.
- **North Carolina Fire and Rescue Commission:** Department Occupational Safety and Health Program, Page 305 - 5-8.1 - Ropes, Harnesses, and Hardware.
- **OSHA 29 CFR 1926 Subpart M:** Fall protection standards.

3. OSHA Requirements

Campbell County LandSAR will provide members with training and education in the safe use, maintenance, and storage of ropes, harnesses, and hardware according to OSHA 29 CFR 1926 Subpart M.

4. Procedure

4.1 Training and Use

- All Campbell County LandSAR members will be trained in the proper use, care, and handling of ropes, harnesses, and hardware.
- Only NFPA 1983-compliant life safety ropes will be used for operations requiring life support.

4.2 Rope Care

- To prevent damage to ropes:



Campbell County Emergency Management LANDSAR

- Avoid sharp bends, rough surfaces, chemical contact, excessive heat, prolonged sunlight exposure, and stepping on ropes.

4.3 Inspection and Maintenance

- **Inspection Frequency:** Ropes, harnesses, and hardware must be inspected:
 - **Quarterly and after each use.**
- **Maintenance:** Ropes, harnesses, and hardware must be maintained following the manufacturer's recommendations.
 - A designated individual will be responsible for maintenance and inspection.

4.4 Rope History Log

- A log will be kept for each life safety rope to record:
 - **Date of use**
 - **Condition of rope**
 - **Type of use**
 - **Inspector's name**

4.5 Cleaning

- Ropes, harnesses, and hardware must be cleaned per the manufacturer's recommendations to maintain safety and durability.

4.6 Reuse of Life Safety Ropes

- Life safety ropes may be reused only if:
 - They show no visible damage.
 - They haven't been exposed to extreme heat, flames, or chemicals.
 - They haven't been subjected to impact loads.
 - They pass inspection per NFPA 1983 standards.

4.7 Personal Protective Equipment (PPE) for Rope Operations

- Members performing high-angle rescues or exposed to related hazards must wear:
 - **Helmets** (NFPA 1972 and ANSI/OSHA approved).
 - **Gloves** (leather palms minimum).
 - **Boots** for foot protection.
 - **ANSI-approved eye protection.**

4.8 Member-Owned Equipment



Campbell County Emergency Management LANDSAR

- Members who use personal ropes, harnesses, or hardware must ensure that their equipment complies with the standards set in this guideline.

4.9 Incident Command System (ICS) for Rope Rescues

- Campbell County LandSAR will provide training on implementing an ICS for rope rescue incidents, compliant with NFPA 1561 standards.

4.10 Rescue vs. Recovery Training

- Members will receive training to differentiate between “Rescue” and “Recovery” during rope incidents to guide appropriate response efforts.

4.11 Hazard Identification and Safety Procedures

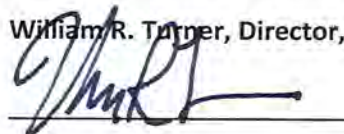
- Training will cover procedures to:
 - Identify hazards.
 - Control the area and ensure general safety for rescues involving elevated structures, both natural and man-made.

4.12 Safety Officer Assignment

- During rope rescue incidents, the Incident Commander will assign a Safety Officer responsible for:
 - Identifying and evaluating hazards.
 - Correcting unsafe practices wherever possible.

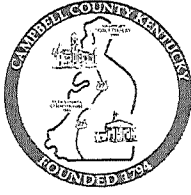
Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Chaplain Position (3.5)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

The purpose of this SOG is to outline the need, qualifications, and role of the Chaplain within LandSAR. The Chaplain will provide emotional, spiritual, and psychological support to team members, partners, and individuals impacted by emergencies. This position is critical for fostering resilience and well-being within the LandSAR team and the broader community we serve.

1. Need for a Chaplain

Emergencies and crises can have profound emotional and psychological impacts on both responders and affected individuals. The Chaplain is necessary to provide:

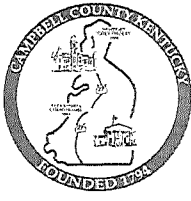
- **Emotional Support:** Assistance for individuals coping with stress, grief, or trauma.
- **Spiritual Guidance:** Support for those seeking spiritual counsel, regardless of religious affiliation.
- **Psychological First Aid:** Immediate crisis intervention, helping to stabilize emotions during and after a critical incident.
- **Cultural Sensitivity:** Assistance in respecting cultural, religious, and personal beliefs within the context of emergency response.

The Chaplain's presence serves to enhance the resilience and well-being of responders, increasing team cohesion and reducing the risk of burnout and compassion fatigue.

2. Qualifications for Chaplaincy

The Chaplain must meet the following qualifications to ensure they can fulfill their duties effectively:

- **Educational Background:** A degree or work in Theology, Divinity, Pastoral Studies, Counseling, or a related field.
- **Certification and Training:**



Campbell County Emergency Management LANDSAR

- Certified in Crisis Intervention or Psychological First Aid, or equivalent training.
- Completion of courses in Critical Incident Stress Management (CISM) and/or Post-Traumatic Stress Response.
- **Ordination or Endorsement:** Must be an ordained clergy member or have an official title from a recognized religious organization.
- **Experience:**
 - At least three years of experience providing spiritual and emotional support, preferably in an emergency, military, healthcare, or law enforcement setting.
 - Familiarity with emergency management and response protocols.
- **Interpersonal Skills:** Strong communication skills, empathy, and the ability to work within a diverse team of professionals and volunteers.
- **Cultural Competence:** Ability to work with individuals from various cultural and religious backgrounds with sensitivity and respect.

3. Role and Responsibilities

The Chaplain will perform the following duties within LandSAR:

3.1 *Spiritual and Emotional Support*

- Provide spiritual guidance and emotional support to team members and individuals affected by incidents.
- Conduct one-on-one counseling or group support sessions, as needed.
- Offer prayers, invocations, or reflective moments upon request at meetings, briefings, or gatherings.

3.2 *Crisis Intervention and Psychological Support*

- Deliver Psychological First Aid and immediate crisis intervention to those impacted by traumatic events.
- Work alongside mental health professionals to refer individuals in need of advanced mental health care.
- Participate in Critical Incident Stress Debriefings (CISD) after major incidents, helping individuals process their experiences.

3.3 *On-Scene Presence*

- Respond to scenes of incidents where there may be a need for emotional or spiritual support, including during active responses, hospital visits, or family notification settings.
- Support responders during high-stress incidents, offering a calm, supportive presence.



Campbell County Emergency Management LANDSAR

3.4 Training and Education

- Assist in educating team members on stress management, resilience, and coping mechanisms.
- Provide cultural and religious awareness training for responders, enhancing their ability to interact respectfully and compassionately with diverse communities.

3.5 Coordination and Liaison Duties

- Serve as a liaison between LandSAR and religious or community organizations, fostering positive relationships and coordinating community resources.
- Maintain a network of faith-based and support organizations for potential collaboration during recovery and resilience efforts.

3.6 Confidentiality and Ethical Standards

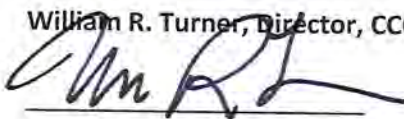
- Uphold strict confidentiality regarding all discussions and counseling sessions, except when required by law to report.
- Adhere to ethical standards and principles of the chaplaincy and emergency management, respecting each individual's beliefs and privacy.

4. Activation and Deployment

- The Chaplain may be activated by the Emergency Management Director or other designated leadership upon the onset of an incident or when specific emotional/spiritual support needs are identified.
- The Chaplain may participate in emergency exercises and training as part of LandSAR's regular preparedness activities.

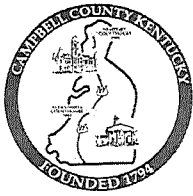
Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Light and Siren Permit Process (4.0)

Effective Date: January 1, 2025

Review Date: December 4, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

This guideline establishes the process for permitting the installation and use of lights and sirens on personal vehicles by Campbell County LandSAR members for emergency response. Adherence to this policy ensures that safety and regulatory standards are met when using personal vehicles as emergency response vehicles.

1. Private Vehicle Response

A. Authorization to Install and Use Lights and Sirens

- Members must obtain written permission from the Chief before installing or using red lights or sirens on their personal vehicles.

B. Driving Record Requirement

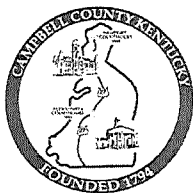
- Before the issuance of a permit, members must undergo a driving record check. Members with more than one driving infraction in the past two years, or with any record DUI or reckless driving conviction, will not be eligible for a permit.

C. Training Requirement

- Members must complete a training session on safe emergency vehicle operations before the Chief issues a permit for light and siren use.

D. Equipment Standards

- Personal and LandSAR vehicles operating as emergency vehicles must have:
 - At least one flashing, rotating, or oscillating red light visible from 500 feet in normal conditions.



Campbell County Emergency Management LANDSAR

- A siren capable of emitting a sound audible from at least 500 feet in normal conditions.
- This equipment must meet or exceed the minimum standards required by motor vehicle laws.

E. Vehicle Inspection

- The Chief, or a designated inspector, will inspect all vehicles prior to permit issuance to ensure compliance with safety and equipment standards.

F. Permit Requirement

- Members must carry the Emergency Light and Siren Permit in their personal vehicle whenever operating in emergency mode.

G. Prohibition of Civilian Passengers

- Non-member civilians are not permitted in vehicles responding to emergency calls.

H. Visibility During Inclement Weather

- Drivers must ensure all windows are clear and provide full visibility before responding to calls in adverse weather.

I. Geographic Limitations

- Emergency responses must originate within Campbell County only. Members located outside Campbell County are prohibited from initiating an emergency response.

J. Safe and Prudent Operation

- Members are directly responsible for the safe and prudent operation of their vehicles in all conditions.

K. Speed Limitation

- When operating in emergency mode, drivers shall not exceed 10 mph over the posted speed limit.

L. Prohibition on Cell Phone Use



Campbell County Emergency Management LANDSAR

- The use of cellular telephones is strictly prohibited while operating a vehicle in emergency mode.

M. Mandatory Stops During Emergency Response

- Drivers must bring the vehicle to a complete stop under the following conditions:
 1. When directed by the officer in charge or any law enforcement officer.
 2. At red traffic lights and stop signs.
 3. At blind intersections where visibility is restricted.

N. Suspension of Privileges

- The Chief reserves the right to suspend a member's light and siren privileges at any time if the member is found to be in violation of this policy.

Signatures

William R. Turner, Director, CCOEM Date


_____ 12-5-24

Jason Sebastian, Chief, CC LandsAR Date


_____ 12-5-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: ATV Training and Certifications (4.1)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

To ensure the safe and effective operation of ATVs by Campbell County LandSAR members during missions and training. This guideline establishes minimum operator requirements, safety protocols, and mandatory equipment for ATV readiness, promoting both operator and team safety.

ATV Operator Minimum Requirements

All LandSAR ATV operators must meet the following minimum requirements:

1. **Compliance with KRS 189.515**
 - Operators must adhere to the requirements specified in KRS 189.515 (provided in the appendices), which outlines state laws for ATV operation.
2. **Completion of LandSAR ATV Safety Course**
 - Operators must complete the LandSAR ATV Safety Course, including a confidence course to demonstrate essential handling and operational skills.
3. **Personal Protective Equipment (PPE)**
 - All ATV operators are required to wear:
 - A full-face or open-face helmet with eye protection.
 - Gloves.
 - Long pants.
 - Hiking boots (no open-toe footwear or shorts are allowed).
 - These PPE requirements comply with both KRS standards and LandSAR SOGs to ensure safety.
4. **ATV Readiness Kit**
 - In addition to the required 24-hour Go Bag, operators must carry the following items in their ATV Readiness Kit:
 - Extra clothing suitable for the season.
 - Head covering (for sun protection and warmth).



Campbell County Emergency Management LANDSAR

- Gloves or mittens.
 - Rain jacket or poncho with a hood.
 - Additional non-cotton layers for warmth.
 - Tire repair kit.
 - Basic tools for minor repairs.
 - Tow strap or winch rated for ATVs.
 - Small personal first aid kit.
 - Backup communication device (radio or cellphone).
 - Optional: Folding shovel (military style).
-

ATV Training and Certification

To maintain safety and operational readiness, all LandSAR ATV operators must meet the following equipment and skill requirements:

1. ATV Equipment Requirements

- **Operational Condition:** The ATV must be fully operational and safe to operate.
- **Prohibited Vehicles:** No two-stroke or racing ATVs are permitted unless specifically approved by the ATV Chief.
- **Winch Condition:** Winch lines must be in good working condition with no damage.
- **Lighting and Safety Marking:** ATVs must have operational headlights and taillights, as well as at least one red or amber warning light for visibility during night operations.

2. ATV Operator Minimum Skills Check

- All operators must demonstrate the following skills to ensure they can safely handle the ATV under various conditions:
 - **Control Manipulation:** Demonstrate proper use of all controls, including throttle, brakes, and gears.
 - **Riding Posture:** Show appropriate posture for stability and control.
 - **Turning Maneuvers:** Execute safe turns on diverse terrains and surfaces.
 - **Terrain Navigation:** Maintain control when navigating uphill, downhill, and across uneven ground.
 - **Obstacle Handling:** Demonstrate proper technique for safely riding over obstacles.
 - **Recovery and Winching:** Show correct use of winching and recovery techniques.
 - **Decision-Making:** Exhibit sound judgment in route selection, respecting property boundaries, and ensuring safety on public roads and trails.



Campbell County Emergency Management LANDSAR

Conduct and Safety

- **Representing LandSAR and the County**
 - Operators are expected to handle their ATVs in a manner that reflects professionalism and respect for public and private property. Reckless behavior will not be tolerated and may result in disciplinary action.
 - **Safety Compliance**
 - All operators must remain mindful of their surroundings and operational protocols to prevent injuries to themselves or others and to avoid property damage.
-

Documentation

- **Certification Records**
 - All training and certification records, including the completion of the ATV Safety Course and confidence course, should be submitted to the County SAR Coordinator for record-keeping and compliance review.
-

Signatures

William R. Turner, Director, CCOEM Date

12-3-24

Jason Sebastian, Chief, CC LandSAR Date

12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: All-Terrain Vehicle (ATV) Operation (4.2)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

1. Purpose

This policy establishes guidelines for the safe and responsible use of ATVs by authorized Campbell County OEM personnel during emergency responses, training, and other official duties. The goal is to ensure personnel and public safety while extending the operational life of the equipment.

2. Scope

This policy applies to all OEM personnel and authorized personnel using ATVs owned or operated by the Campbell County Office of Emergency Management for official purposes. It includes provisions for safety, training, operational guidelines, maintenance, and accountability.

3. Policy Statement

Only trained and authorized personnel are permitted to operate OEM ATVs, ensuring safe, efficient, and controlled operations. Operators must strictly adhere to the policies outlined to minimize risks to personnel, equipment, and the public.

4. Definitions

- **ATV:** All-Terrain Vehicle, any OEM-owned motorized vehicle designed for off-road use and capable of traversing various terrains.
- **Operator:** OEM personnel or affiliated agency personnel who have completed ATV training and are authorized to operate ATVs for official use.

5. Procedures

5.1 Authorization and Training

- Only personnel who have completed OEM-approved ATV training are authorized to operate ATVs. Training will cover operational controls, safety procedures, terrain navigation, and emergency protocols.



Campbell County Emergency Management LANDSAR

- Personnel must be at least 18 years old, possess a valid driver's license, and complete an ATV safety and operational course approved by OEM.

5.2 Usage Guidelines

- ATVs are to be used exclusively for official OEM activities, including emergency response, search and rescue, disaster recovery, training, and other duties as authorized by OEM leadership.
- Operators must use ATVs in accordance with all traffic laws, local regulations, and OEM operational guidelines.
- During emergency operations, ATVs may only be used under the direction of the Incident Commander or OEM Director to avoid unauthorized or unsafe use.

5.3 Safety Requirements

- **Personal Protective Equipment (PPE):** Operators are required to wear helmets, gloves, eye protection, and other PPE as mandated during ATV use.
- **Speed and Terrain Considerations:** ATVs must be operated at a safe speed, adapted to terrain conditions, visibility, and weather. Operators should use caution on uneven, slippery, or steep terrain.
- **Passenger Restrictions:** ATVs are generally single-operator vehicles; no passengers are allowed unless the vehicle is specifically designed and designated for dual use.
- **Communications:** Operators must have an OEM-approved communication device on them at all times to maintain contact with command and other team members.

5.4 Maintenance and Inspection

- Each ATV must undergo a pre-operation inspection by the operator, including checks for tire pressure, fluid levels, lights, and brakes.
- Any issues or maintenance needs should be reported immediately to the OEM Fleet Manager.
- ATVs will receive regular maintenance according to the manufacturer's recommendations and OEM fleet guidelines.

5.5 Fueling and Storage

- ATVs must be fueled in designated, well-ventilated areas, and any spills must be cleaned up immediately.
- After use, ATVs should be returned to the designated storage area, cleaned, and properly secured.



Campbell County Emergency Management LANDSAR

5.6 Accident and Incident Reporting

- Any accidents, injuries, or incidents involving ATVs must be reported to the OEM Director or Deputy Director immediately, followed by a written report detailing the circumstances and any contributing factors.
- Any damage to equipment must also be documented and reported to ensure timely repairs and accountability.

5.7 Unauthorized Use and Disciplinary Action

- Unauthorized use of OEM ATVs or violations of this policy may lead to disciplinary actions, including suspension of ATV privileges, reassignment, or other appropriate measures.
- OEM personnel may be held personally liable for misuse or damage resulting from violations of this policy.

6. *Accountability and Record Keeping*

- The OEM SAR Coordinator is responsible for maintaining records of ATV maintenance, repairs, and inspections.
- Training records and authorization documents for all ATV operators will be maintained and reviewed annually.

7. *Annual Review*

- This policy and associated procedures will be reviewed annually or updated as needed to incorporate changes in regulations, equipment, or operational requirements.

8. *References*

- ATV Manufacturer's Operational Manual
- OEM Safety and Operational Guidelines
- Local Traffic and Off-Road Vehicle Regulations

Signatures



Campbell County Emergency Management LANDSAR

William R. Turner, Director, CCOEM Date

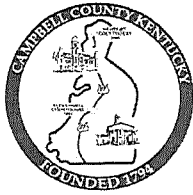
William R. Turner

12-3-24

Jason Sebastian, Chief, CC LandSAR Date

Jason D. Sebastian

12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Vehicle Fueling (4.3)

Effective Date: January 1, 2025

Review Date: December 4 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

To establish a safe and systematic procedure for refueling department vehicles and emergency apparatus to ensure they are ready for deployment at all times.

Policy

All personnel responsible for refueling department vehicles must follow safety protocols and maintain accurate records to ensure vehicle readiness and accountability.

Fueling Procedures

1. **Safety Precautions**
 - **No Smoking:** Smoking is strictly prohibited within the vicinity of any vehicle being refueled.
 - **No Unattended Pumping:** At no time should the fuel pump be left running unattended. The person fueling must remain present to monitor the process and prevent any accidental spills or issues.
2. **Refueling Threshold**
 - Vehicles should be refueled when the fuel level reaches three-quarters (3/4) of a tank. This ensures that vehicles are consistently ready for deployment without delays caused by low fuel.
3. **Documentation and Record-Keeping**
 - Fueling will be recorded in the "Vehicle Log".
4. **Additional Safety Considerations**
 - **Static Electricity:** Before beginning to pump fuel, touch a metal part of the vehicle to discharge any static electricity, especially in dry weather.



Campbell County Emergency Management LANDSAR

- **Engine Off:** Ensure the vehicle's engine is turned off during fueling to prevent accidental ignition.
 - **Spill Response:** In the event of a fuel spill, clean up immediately according to safety protocols and notify the SAR Coordinator if any significant amount is spilled.
5. **Monthly Fuel Review**
- The SAR Coordinator will review all submitted gas tickets monthly to ensure compliance with fueling procedures and track fuel consumption for each vehicle.
-


Signatures

William R. Turner, Director, CCOEM Date



12-5-25

Jason Sebastian, Chief, CC LandSAR Date



12-5-2025



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Vehicle and Equipment Maintenance (4.4)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

1. Purpose

This guideline provides instructions to ensure the safe care, maintenance, and operation of emergency tools and equipment used by Campbell County LandSAR personnel. This protocol prioritizes the health and safety of team members during emergency situations.

2. OSHA Requirements

To comply with OSHA standards, Campbell County LandSAR will develop and implement guidelines that ensure safe operation, maintenance, and documentation for non-emergency tools and equipment, in alignment with:

- **OSHA Subpart O - Machinery and Machine Guarding (1910.211)**
- **OSHA Subpart P - Hand Tools (1910.242 - 1910.244)**

3. Procedure

3.1 Inventory and Record Keeping

- A comprehensive inventory of all tools and equipment will be maintained by Campbell County LandSAR.
- Maintenance records for each tool and piece of equipment will be kept on file within the department.

3.2 Safe Operation and Maintenance

- All tools and equipment must be:
 - Operated safely and as intended by the manufacturer.
 - Maintained in good working condition and repaired when necessary.



Campbell County Emergency Management LANDSAR

3.2.1 Machine Guards

- All protective guards for machinery, such as those around moving parts, wheels, or blades, must be correctly installed and kept in good condition.

3.2.2 Tool Inspections

- Before each use, all tools must be inspected for signs of wear or malfunction.
 - **If a malfunction is detected:**
 - The tool should either be repaired by the personnel noticing the issue or marked as “Out of Service” and noted in the tool inventory for repair.
 - Any malfunctioning tool should be recorded in the maintenance log.

3.2.3 Safety Devices

- Safety devices on tools and equipment must remain engaged at all times and must not be bypassed or disengaged.

3.2.4 Personal Protective Equipment (PPE)

- Personnel must wear appropriate protective equipment (e.g., eye protection, gloves) as recommended by the manufacturer when operating tools or equipment.

3.3 Emergency Tools Usage in Non-Emergency Situations

- Emergency tools and equipment are only to be used as designed for emergency applications. Any modification of emergency equipment for non-emergency use requires written approval from the manufacturer.

3.4 Routine Maintenance and Testing

- Routine maintenance and testing must be conducted per the manufacturer’s guidelines to ensure all tools and equipment remain in optimal condition.
 - Maintenance records for these activities will be documented and filed with the equipment’s inventory records.



Campbell County Emergency Management LANDSAR

Signatures

William R. Turner, Director, CCOEM Date

12-3-24

Jason Sebastian, Chief, CC LandSAR Date

12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Concealed Carry of a Deadly Weapon (5.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

This guideline outlines the policies and responsibilities associated with the concealed carry of firearms or deadly weapons by LandSAR members during incidents or training. Compliance with state regulations and adherence to safety protocols are mandatory to ensure the safety of all team members and the public.

Concealed Carry Policy

1. Compliance with State Regulations

- Campbell County LandSAR acknowledges members' legal right to carry a firearm or deadly weapon with a valid Concealed Carry Deadly Weapon (CCDW) permit.
- Members who choose to carry a firearm during an incident or training must strictly adhere to all applicable state laws, including restrictions related to "gun-free zones."

2. Permit Requirements

- Members carrying a firearm or deadly weapon during LandSAR operations or training sessions must possess a valid CCDW permit.
- A copy of the member's current permit must be kept on file with the LandSAR administration for record-keeping and compliance purposes.
- It is the individual member's responsibility to stay informed of current state regulations regarding CCDW and to ensure permit validity at all times.

3. Notification of Gun-Free Zones

- If assigned to a search area designated as a "gun-free zone" under state statute, the member must inform their Team Leader immediately.
- The Team Leader will coordinate with Command and law enforcement to determine if a reassignment is necessary or if additional arrangements can be made to comply with legal requirements.

4. Permit Carry Requirement On-Scene



Campbell County Emergency Management LANDSAR

- Members carrying a concealed weapon are required to have their valid CCDW permit on their person at all times during operations or training. Failure to present a valid permit if requested may result in disciplinary action.
5. **LandSAR Administration Support**
- To the best of its ability, LandSAR administration will keep members informed of significant updates or changes related to CCDW regulations. However, members are ultimately responsible for ensuring they comply with all legal requirements.
-

Safety and Compliance

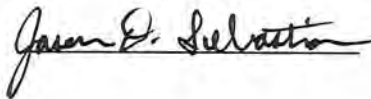
- Members are expected to act responsibly when carrying a concealed weapon, recognizing that safety and adherence to legal requirements are paramount.
 - Any violations of these guidelines, failure to follow state laws, or inappropriate handling of firearms will be subject to review and may result in disciplinary action, including suspension or removal from LandSAR.
-

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Office of Emergency Management

Standard Operating Guideline (SOG)

Title: Search and Rescue Protocol for Armed and Potentially Dangerous Persons (5.2)

Effective Date: October 28, 2024

Review Date: October 28, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

This SOG establishes guidelines for Rescue Squad members and SAR teams when responding to situations involving individuals who may be armed and/or potentially dangerous. The purpose is to ensure the safety of responders and provide clear directives for determining involvement in such searches.

Scope

This SOG applies to Campbell County LandSAR, LandSAR team members, and supporting personnel within Campbell County Emergency Management engaged in search and rescue operations.

Authority

As per KRS 39.170(2), "Rescue squad organizations and individuals shall not be covered when involved in any law enforcement activity, including the search or evidence recovery...." Therefore, this SOG excludes SAR teams from involvement in activities that may constitute law enforcement operations.

Policy

1. **Risk Assessment and Pre-Planning**
 - o The Incident Commander (IC) or Search and Rescue Coordinator shall conduct an initial risk assessment to determine if the missing person is armed and potentially dangerous to themselves or others.



Campbell County Emergency Management LANDSAR

- If there is credible information indicating that the individual is armed and may pose a threat, the IC shall consult with law enforcement before deploying LandSAR resources.
 - LandSAR team members are prohibited from engaging in any search activity that may be construed as law enforcement or involve apprehension of a suspect.
- 2. Criteria for Non-Engagement**
- SAR teams shall not be deployed if the subject:
 - Is confirmed to be armed and poses a credible risk to LandSAR team members or the public.
 - Has a history of violent behavior or recent threats of harm to self and others.
 - Is suspected to be involved in criminal activity requiring law enforcement intervention.
- 3. Exceptions for Searches**
- SAR teams may assist in searches for missing persons who may legally carry a weapon (e.g., hunters or licensed carriers) provided that:
 - There is no indication of violent intent or risk to responders.
 - The missing person is not deemed a threat to LandSAR team members or others.
 - Situations involving individuals with mental health concerns will be evaluated on a case-by-case basis, with law enforcement support as needed.
- 4. Coordination with Law Enforcement**
- When there is any risk associated with the search subject, LandSAR Officers must coordinate closely with law enforcement agencies to assess safety measures.
 - Law enforcement agencies shall be the primary responders for subjects considered a potential danger. LandSAR resources may assist only under law enforcement direction, with appropriate safety protocols in place.
- 5. Responder Safety and Equipment**
- LandSAR teams should not engage if proper safety measures, including law enforcement presence, are not in place.
 - Personnel shall be equipped with personal protective equipment (PPE) and communication devices to report emergencies immediately.
- 6. Training and Preparedness**
- All LandSAR team members shall receive training on situational awareness, risk assessment, and personal safety in situations involving potentially dangerous individuals.
 - Regular exercises should be conducted in coordination with law enforcement to practice procedures for high-risk scenarios.

Procedures



Campbell County Emergency Management LANDSAR

1. Activation

- Upon notification of a search involving a potentially armed and dangerous individual, the LandSAR Chief or Search and Rescue Coordinator shall evaluate the situation in consultation with law enforcement.
- A joint decision shall be made on whether LandSAR resources will be utilized or if law enforcement will handle the operation independently.

2. Operational Guidelines

- LandSAR team members are to remain under IC direction and refrain from any activities outside the scope of rescue operations.
- If weapons or threatening behaviors are observed during the search, LandSAR personnel must immediately withdraw to a safe location and notify the IC, who will coordinate with law enforcement.

3. Debrief and Documentation

- Following any incident involving an armed and potentially dangerous subject, a thorough debrief will be conducted, and the incident documented to identify any potential improvements in safety protocols.

Review and Updates

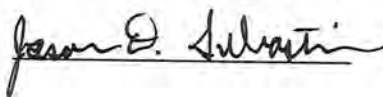
This SOG will be reviewed annually or as needed based on operational experience or changes in legal or operational guidelines.

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Controlled Substance Policy (6.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

As an extension of the Campbell County Office of Emergency Management and the Campbell County Fiscal Court, Campbell County LandSAR adheres to the Campbell County Fiscal Court's substance abuse policy. The Campbell County Fiscal Court maintains a Drug-Free Workplace designation, prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on all Campbell County premises.

Policy

1. Drug-Free Workplace Compliance

- All members of Campbell County LandSAR are required to comply with the Campbell County Fiscal Court's Drug-Free Workplace policy, which prohibits any illegal use, possession, manufacture, or distribution of controlled substances on County property or during any LandSAR operations.

2. Definition of Controlled Substances

- Controlled substances include those listed in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) as well as those defined by relevant federal regulations.

3. Consequences for Policy Violations

- Any member found in violation of this policy may be subject to disciplinary action, including possible dismissal from Campbell County LandSAR.
-

Reasonable Suspicion Testing (371.03)

A supervisor or Department Head may require substance testing for any LandSAR member if there is reasonable suspicion of drug or alcohol influence, based on specific and objective observations. The procedure for reasonable suspicion testing includes consultation with another



Campbell County Emergency Management LANDSAR

management member or the HR Director to corroborate and document observations before initiating tests. Reasons for reasonable suspicion include, but are not limited to:

1. **Observable Behavior and Physical Indicators**
 - Direct observation of substance use, possession, or distribution during work or immediately preceding work hours.
 - Physical signs of impairment, such as slurred speech, dilated pupils, odor of alcohol or marijuana, disorientation, or erratic mood changes.
2. **Behavioral and Performance Changes**
 - Abnormal or erratic behavior, declining work performance, frequent absenteeism or tardiness, or recurrent accidents that appear related to substance abuse.
3. **Criminal Investigation Involvement**
 - The individual being the focus of a criminal investigation for unauthorized drug possession, use, or trafficking.
4. **Reliable Reports**
 - Credible reports of substance misuse from a reliable source, occurring during or immediately preceding work hours.
5. **Repeated Safety Violations**
 - Repeated or flagrant violations of safety protocols that pose risks to personnel or property and appear related to substance use.

Commercial Driver's License (CDL) Alcohol and Drug Testing (371.04)

Members holding a Commercial Driver's License (CDL) are subject to additional drug and alcohol testing in compliance with the U.S. Department of Transportation (DOT) regulations. Testing circumstances for CDL holders include:

1. **Pre-Employment Testing**
 - Required before assuming any operational duties involving CDL-required vehicles.
2. **Post-Accident Testing**
 - Mandatory following any accident while operating a commercial motor vehicle.
3. **Random Testing**
 - Random testing will occur annually, covering a minimum percentage of CDL drivers as required (10% for alcohol testing).
4. **Reasonable Suspicion Testing**
 - Testing is permitted if a supervisor has reasonable suspicion, based on direct observation of behavior or physical symptoms indicating drug or alcohol influence.



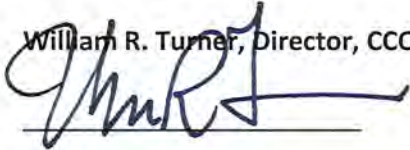
Campbell County Emergency Management LANDSAR

Compliance and Accountability

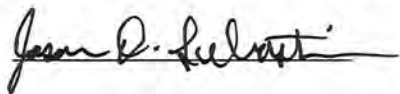
- **Documentation:** All instances of reasonable suspicion, testing, and outcomes will be documented and reviewed by the appropriate LandSAR and Campbell County OEM authorities to ensure adherence to policy and support accountability.
 - **Responsibility to Comply:** Members are responsible for understanding and complying with these policies and cooperating fully with any required testing processes.
-

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Photography at Accident and Incident Scenes (7.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

1. Purpose

This guideline establishes procedures for the safe, ethical, and legally compliant use of photography at accident and incident scenes by authorized personnel. The goal is to ensure accurate documentation while protecting the privacy of those involved and preserving the integrity of evidence.

2. Scope

This guideline applies to all Campbell County Office of Emergency Management (OEM) personnel, mutual aid partners, and authorized responders involved in photographing accident and incident scenes within the jurisdiction of Campbell County OEM.

3. Policy

Photography at accident and incident scenes is authorized only for official purposes, which include:

- Documenting scene conditions and incident details for investigation and reporting.
- Preserving evidence for legal proceedings.
- Providing training and evaluation materials (when privacy guidelines are strictly followed).

All personnel must adhere to privacy and confidentiality standards to prevent unauthorized disclosure or misuse of images.

4. Procedure

4.1 Authorization for Photography

- Only personnel designated by the OEM Director, Deputy Director, or Incident Commander may take photographs at the scene.
- Authorized personnel must wear identification and inform the Incident Commander or Scene Supervisor of their role before photographing.



Campbell County Emergency Management LANDSAR

4.2 Scene Safety and Respect

- Always prioritize safety and privacy. Do not obstruct emergency operations or interfere with the work of other responders.
- Avoid photographing bystanders or unauthorized personnel unless necessary for documentation purposes.

4.3 Privacy and Sensitivity

- Avoid capturing identifiable images of victims or deceased persons unless required for evidentiary purposes.
- Obtain permission from conscious and alert individuals before photographing them, where possible, except in cases where it is necessary to document the scene.

4.4 Chain of Custody and Documentation

- Clearly label and log all photos with the date, time, location, and purpose of the image.
- Photos taken must be promptly uploaded to the secure OEM database, with access limited to authorized personnel.
- Do not share photographs outside OEM or affiliated agencies unless authorized by the OEM Director.

4.5 Storage and Retention

- Photos will be stored in the OEM's secure digital repository and retained according to county and state retention policies.
- Retention periods may vary based on the nature of the incident and the relevance of images to ongoing investigations or training requirements.

4.6 Prohibition of Personal Devices

- Personal devices are strictly prohibited for scene photography to maintain control over images and protect against unauthorized sharing or accidental loss.
- Only OEM-provided equipment may be used, ensuring all images remain under OEM control.

4.7 External Media and Public Disclosure

- All media requests for photographs must be directed to the Public Information Officer (PIO).
- OEM prohibits the release of graphic or sensitive images to the public or media. Photographs may be shared only when approved by the OEM Director and compliant with state and local privacy laws.



Campbell County Emergency Management LANDSAR

5. Enforcement and Accountability

Non-compliance with this guideline may result in disciplinary actions, including suspension or dismissal, based on the severity of the infraction. Unauthorized distribution or publication of scene photographs may lead to further legal actions.

6. Training and Review

- Personnel authorized to take photographs will receive training on evidence handling, privacy laws, and digital security.
- This guideline will be reviewed annually or as required to ensure compliance with new regulations or operational needs.

7. References

- State and local privacy laws
- OEM Digital Security Policy
- Campbell County OEM Policy Manual

Signatures

William R. Turner, Director, CCOEM Date


_____ 12-3-24

Jason Sebastian, Chief, CC LandSAR Date


_____ 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Social Media Policy (7.1)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

This policy sets clear expectations for Campbell County LandSAR members regarding the taking, editing, and dissemination of media related to unit activities, including emergency responses. The goal is to ensure that social media use by members remains professional, respectful, and does not disrupt, harm, or reflect poorly on Campbell County LandSAR or the Campbell County Office of Emergency Management. This policy applies to all media shared on platforms such as blogs, podcasts, online forums, photo-sharing websites, and social networks (e.g., Facebook, Twitter, Instagram, etc.).

Scope

- **Off-Duty Activity:** While off duty, members are generally free to take photos or videos of public emergency incidents. However, LandSAR does not authorize such actions and is not responsible for any civil or criminal liability incurred. Members are solely accountable for legal issues, including invasion of privacy or defamation claims. Disciplinary action may result if the activity:
 - Violates job requirements.
 - Conflicts with LandSAR responsibilities.
 - Creates a potential conflict of interest.
- **On-Duty Activity:** Members are prohibited from taking photos or videos during LandSAR activities, including emergency responses, unless:
 - It is part of their official duties.
 - They receive a direct order from a superior officer.
 - They have prior written authorization from the Rescue Chief or their designee.
 - All media captured during duty remains the property of Campbell County LandSAR and must be included in official incident reports.
- **Prohibited Personal Use:** Media taken during LandSAR activities is not for personal use. "Personal use" includes sharing, posting, or displaying media on social networks, blogs, websites, or any public platform unless permitted by the Rescue Chief.



Campbell County Emergency Management LANDSAR

Social Networking Provisions

1. **Identify Yourself and Use a Disclaimer**
 - If discussing LandSAR matters online, identify yourself clearly and use a disclaimer stating that you are speaking for yourself, not for Campbell County LandSAR or Campbell County Office of Emergency Management.
2. **Representation and Conduct**
 - Be mindful of your representation as a LandSAR member in any online interactions. Comments and posts on public platforms are immediately accessible and can be republished, impacting both your professional reputation and the organization's. Adhere to laws regarding privacy (e.g., HIPAA) and refrain from disclosing confidential information.
3. **Press and Media Inquiries**
 - Any press inquiries related to posts about Campbell County LandSAR or OEM activities must be reported to the Emergency Management Director immediately.
4. **Confidentiality and Privacy**
 - Refrain from sharing any confidential information, including patient details or operational information. Breaching confidentiality, even in a positive context, is strictly prohibited.
5. **Professional and Respectful Communication**
 - When discussing or identifying as a LandSAR member, maintain respect for colleagues, local agencies, and the community. If you make an error in a post, acknowledge and correct it promptly.
6. **Avoid Offensive or Harassing Content**
 - Refrain from posting any offensive content related to gender, race, religion, sexual orientation, national origin, or any legally protected characteristic. Harassment, intimidation, or inflammatory posts are strictly prohibited.
7. **Protect the Organization's Image**
 - Do not post content that defames or casts Campbell County LandSAR, OEM, or Campbell County in a negative light. Outside work, maintain professionalism as online comments can impact the unit's image.
8. **Authorized Representation Only**
 - Only the Emergency Management Director may create or authorize official social media accounts for Campbell County LandSAR. Any unauthorized pages representing the organization will be reviewed and may be removed. Disciplinary action may be taken against members responsible.

Social Media Monitoring and Privacy



Campbell County Emergency Management LANDSAR

The Campbell County OEM reserves the right to monitor social media activity related to LandSAR. Posts created both during and outside of work may be reviewed if they affect job performance, organizational interests, or present a conflict of interest. Members should not expect privacy in public, online discussions involving Campbell County LandSAR.

Discipline for Violations

Violations of this policy may result in disciplinary action, up to and including termination, in accordance with the Standard Operating Guidelines of Campbell County LandSAR and OEM policies.

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

- The Emergency Management Director or SAR Coordinator will then notify the KYEM Area Manager of the incident as soon as possible to ensure the chain of command is aware and any required actions are taken.

3. Documentation and Follow-Up

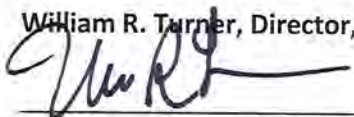
- **Complete Required Forms**
 - The Officer in Charge is responsible for completing the **KYEM Form IA-1, Workers' Compensation – First Report of Injury or Illness** form.
 - All injury details, including the nature of the incident, any preliminary treatment provided, and the injury's potential impact on the member's duties, should be documented thoroughly.
- **Submission of Documentation**
 - The completed IA-1 form must be submitted to the Office of Emergency Management **no later than the following business day** to ensure timely processing and compliance with workers' compensation requirements.
- **Follow-Up with Injured Member**
 - The SAR Coordinator or a designated supervisor should follow up with the injured member to monitor their recovery and determine if additional medical support or adjustments to their duties are necessary.

Additional Notes

- **Minor Injuries:** Even injuries that appear minor, such as a scratched finger or bumped knee, should be treated and reported. Minor injuries can develop complications, so official documentation is required for all incidents.
- **Ongoing Assessment:** Supervisors should monitor the situation and document any additional medical treatments or changes in the member's condition as part of follow-up reporting.

Signatures

William R. Turner, Director, CCOEM Date



12-3-21



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR

Standard Operating Guideline (SOG)

Title: Initial Report of Injury (8.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

This guideline establishes the immediate procedures to be followed in the event of a work-related injury to ensure timely medical response, accurate reporting, and compliance with required documentation.

Procedures

1. Immediate Response

- **Report Injury Immediately**
 - Any on-the-job accident or injury, regardless of severity, must be reported to the Officer in Charge (OIC) immediately. Even seemingly minor injuries, such as a scratch or bruise, require attention as they may develop into more serious conditions.
- **Assess Medical Needs**
 - The OIC should quickly assess the situation to determine the urgency of medical intervention:
 - If the injury is life-threatening or the member is in significant pain or distress, **call 911 immediately** for emergency medical assistance.
 - For less severe injuries, ensure that the member receives appropriate first aid and, if necessary, transport to a medical facility for further evaluation.

2. Notification Protocol

- **Notification of SAR Coordinator or OEM Director**
 - Once the injured member has been referred for or received treatment, the OIC must immediately notify the SAR Coordinator or Emergency Management Director.



Campbell County Emergency Management LANDSAR

Jason Sebastian, Chief, CC LandSAR Date

Jason D. Sebastian

12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Workers' Compensation Coverage Limits (8.1)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Overview

This guideline supplements KRS 39 regarding workers' compensation coverage for Campbell County LandSAR members during emergency preparedness, response, or recovery functions. Coverage is provided by the Kentucky Division of Emergency Management with specific limitations and conditions to ensure compliance.

Coverage Limitations

Campbell County LandSAR members are eligible for workers' compensation coverage only under the following conditions:

1. **Exclusion from Fundraising Activities**
 - LandSAR members are **not covered** by workers' compensation when participating in fundraising activities for any other organization.
 2. **Restrictions on Law Enforcement Assistance**
 - LandSAR may assist law enforcement only with traffic control at an accident scene.
 - LandSAR members are **not authorized** to provide security, assist with evidence recovery, or direct traffic at events such as parades, ball games, or fairs.
 3. **Exclusion from Firefighting Activities**
 - LandSAR members are prohibited from engaging in firefighting activities unless performed as a secondary function to protect individuals directly involved in a rescue mission.
 4. **Hazardous Materials Response Prohibition**
 - LandSAR members are **not permitted** to participate in hazardous materials response, containment, cleanup, or any related operations.
-



Campbell County Emergency Management LANDSAR

Ensuring Workers' Compensation Coverage

For LandSAR members to receive workers' compensation coverage, the following procedures must be followed:

1. **Authorization by Campbell County OEM**
 - Only the Campbell County Director of Emergency Management, or a Deputy Director in the Director's absence, can authorize LandSAR to respond to a mission or assist another agency. Unauthorized missions are **not covered** under workers' compensation.
2. **Notification to KYEM Duty Officer**
 - The KYEM Duty Officer must be notified prior to LandSAR's response to any mission or training activity.
 - Notification is also required once the mission is complete and LandSAR Unit 2320 has returned to quarters.

Important Reminders

- **Coverage Approval**
 - Members must understand that they are **not covered under workers' compensation unless the mission has been authorized** by Campbell County OEM.
- **Required Documentation**
 - Members are only covered if a completed Workers' Compensation Form No. 50 is on file for them in the Area Office.
- **Individual Actions Excluded**
 - Members acting independently, outside of authorized LandSAR operations, are **not covered** by workers' compensation under KRS 39F.170. For example, if a member assists at a traffic accident they encounter independently, they are not covered as they are not acting in an official capacity as a LandSAR member.

Signatures

William R. Turner, Director, CCOEM Date

12-30-24



Campbell County Emergency Management LANDSAR

Jason Sebastian, Chief, CC LandSAR Date

Jason D. Sebastian

12-9-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR

Standard Operating Guideline (SOG)

Title: Campbell County Volunteer Insurance Plan – LandSAR (8.2)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

This SOG establishes the procedures for Campbell County's Volunteer Insurance Plan, ensuring consistent and comprehensive coverage for volunteers. This guideline details eligibility, coverage, enrollment, incident reporting, claims, and staff and volunteer responsibilities.

2. Scope

Applies to all Campbell County volunteers participating in activities under the purview of the Campbell County Office of Emergency Management (OEM).

3. Eligibility and Enrollment Procedures

- **Eligibility:** All individuals classified as volunteers by Campbell County OEM are eligible. The Office will maintain a list of eligible volunteers to verify coverage status.
- **Enrollment Process:**
 - Volunteers must complete an enrollment form and any required documentation as determined by the Campbell County OEM.
 - Forms are to be submitted to the designated OEM representative for processing.
- **Updating Enrollment:** Volunteers are responsible for updating personal information relevant to insurance coverage.

4. Coverage Details

- **Type of Coverage:** The Volunteer Insurance Plan provides accidental injury coverage for incidents occurring during official volunteer duties.
- **Coverage Limits:**
 - Medical expenses (limit as per the Volunteer Insurance Plan document)
 - Accidental death and dismemberment benefits
 - Coverage exclusions as outlined in the Volunteer Insurance Plan (e.g., intentional acts, non-duty-related injuries)
- **Duration of Coverage:** Coverage applies only while volunteers are actively engaged in approved duties under the OEM's direction.



Campbell County Emergency Management LANDSAR

5. Incident Reporting Procedures

- **Immediate Reporting:** Any incident resulting in injury must be reported immediately to the designated on-site supervisor.
- **Documentation:**
 - Complete an "Incident Report Form" within 24 hours of the occurrence.
 - Include detailed descriptions, witness accounts, and any preliminary medical assessments.
- **Submission:** The Incident Report Form must be submitted to the Campbell County OEM within 48 hours. OEM staff will ensure the information is forwarded to the insurance provider.

6. Claims Process

- **Initiating a Claim:**
 - Upon submission of the Incident Report Form, OEM staff will initiate the claims process with the insurance provider.
 - Volunteers may be asked to provide additional documentation, including medical records or invoices.
- **Tracking:** OEM staff will track the claim's progress and assist the volunteer in liaising with the insurance provider.
- **Resolution:** The insurance provider will determine the eligibility of the claim based on plan coverage and limits.

7. Responsibilities of Staff and Volunteers

- **OEM Staff:**
 - Ensure volunteer enrollment records are up-to-date.
 - Provide training and resources regarding the Volunteer Insurance Plan.
 - Assist in the claims process and ensure documentation compliance.
- **Volunteers:**
 - Report any incidents promptly as outlined in Section 5.
 - Submit accurate and timely information regarding incidents.
 - Follow safety protocols to minimize risk and adhere to official guidelines during volunteer duties.

8. Review and Updates

This SOG will be reviewed annually by the Campbell County OEM to ensure alignment with current insurance policies and coverage terms. Adjustments to the guideline will be communicated to all volunteers and OEM staff.



Campbell County Emergency Management LANDSAR

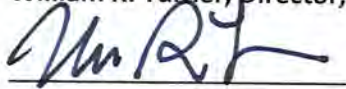
9. Contact Information

For any questions or assistance regarding the Volunteer Insurance Plan, volunteers should contact:

- **Campbell County Office of Emergency Management**
- **Phone:** 859-635-1111
- **Email:** landsar@campbellcountyky.gov

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: SAR Training and Certifications (9.0)

Effective Date: January 1, 2025

Review Date: December 4, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

This guideline outlines the required and recommended training and certification standards for all Campbell County LandSAR members. Adhering to these standards ensures that all members maintain a high level of competency and readiness for search and rescue operations.

Required Training

1. Basic Search and Rescue (BSAR) Training

- **Requirement:** All members must complete BSAR training as mandated by KRS and KAR.
- **Timeline:** BSAR must be completed within one year of joining LandSAR.
- **Waivers:** The President/Chief may extend this timeframe for valid reasons. However, if BSAR is not completed within two years, the member will be suspended from active duty until training is completed.

2. Managing the Search Training

- **Requirement:** All SAR Operations Officers are required to complete Managing the Search Training.
- **Timeline:** Officers should complete this training as soon as possible, but no later than one year from their appointment.
- **Pre-requisites:** To qualify as an Operations Officer, members must complete BSAR, Managing the Search, and ICS-300.

3. ICS Training (Incident Command System)



Campbell County Emergency Management LANDSAR

- **Requirement:** All members are required to complete NIMS-compliant ICS training, including IS-700, IS-800, IS-100, and IS-200.
- **Timeline:** ICS training should be completed within the first year of membership.
- **Additional Courses:** Members are encouraged to complete additional FEMA Independent Study courses, which can be accessed at [FEMA's course list](#).

4. First Aid and CPR Certification

- **Requirement:** All members must maintain current certification in Basic First Aid and CPR.
 - **Provision:** Campbell County LandSAR will offer regular training opportunities as part of its ongoing training program to ensure all members remain certified.
-

Recommended Training

1. Community Emergency Response Team (CERT) Training

- **Availability:** Members are encouraged to participate in CERT training, which provides valuable foundational skills for emergency preparedness and community response, although it is not mandatory.

2. Mantracking

- **Course Overview:** Offered periodically by the Kentucky Division of Emergency Management, "Mantracking" is a 16-hour course that includes both classroom and field exercises. This training provides SAR responders with effective tracking techniques, enhancing the ability to manage and conduct search operations efficiently.
- **Certification:** Members who complete this course will receive a certificate of completion.
- **Recommendation:** All Campbell County LandSAR members are encouraged to take this course to improve field skills.

3. Lost Person Behavior

- **Course Overview:** Based on a comprehensive study, Lost Person Behavior training provides insights into the behavioral patterns of lost individuals, incorporating data for a variety of search scenarios, including land, underwater, and urban settings.
 - **Recommendation:** All LandSAR officers are encouraged to complete this training, which is especially useful for search managers and team leaders in strategic decision-making.
-



Campbell County Emergency Management LANDSAR

Documentation and Record-Keeping

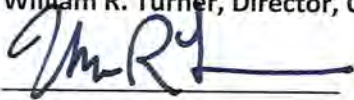
- **Submission of Certificates:** Copies of all training and certification certificates must be submitted to the County SAR Coordinator to maintain updated training records.
 - **Compliance Review:** The SAR Coordinator will periodically review records to ensure all members meet training requirements and to identify additional training needs.
-

Note

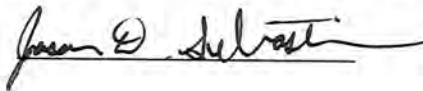
Ongoing training and professional development are crucial for maintaining the skills necessary for effective search and rescue operations. Campbell County LandSAR is committed to providing its members with the resources needed to stay current and prepared for all situations.

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Continuing Education/Training (9.1)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

To maintain operational readiness and ensure that members' skills are up-to-date, this guideline establishes recommended intervals for re-taking essential courses and certifications. Regular continuing education refreshes critical skills, adapts members to new techniques, and ensures best practices in search and rescue.

Training Renewal Requirements

The following courses should be retaken based on the recommended timeframes to sustain proficiency and ensure compliance with any updates to SAR protocols:

1. **KYEM Basic Search and Rescue**
 - **Renewal:** Recommended every 5 years.
 - **Purpose:** Refresh fundamental SAR skills and knowledge.
2. **KYEM Lost Person Behavior**
 - **Renewal:** Recommended every 5 years.
 - **Purpose:** Update understanding of behavioral profiles for various types of lost individuals.
3. **KYEM Search in the Urban Environment**
 - **Renewal:** Recommended every 5 years.
 - **Purpose:** Maintain proficiency in urban search techniques and updated strategies for urban SAR environments.
4. **KYEM Man-Tracking**
 - **Renewal:** Recommended every 5 years.
 - **Purpose:** Reinforce and update tracking skills crucial for locating individuals in various terrains.
5. **KYEM SAR Interviewing**
 - **Renewal:** Recommended every 5 years.



Campbell County Emergency Management LANDSAR

- **Purpose:** Keep skills sharp in interviewing witnesses and gathering information critical to search operations.
- 6. **KYEM Wide Area Search**
 - **Renewal:** Recommended every 5 years.
 - **Purpose:** Refresh wide-area search techniques, especially for large-scale incidents involving dispersed search zones.
- 7. **ERI Initial Attack Search Management**
 - **Renewal:** Recommended every 5 years.
 - **Purpose:** Maintain effective search management strategies and initial response tactics for SAR operations.
- 8. **Basic or Wilderness First Aid**
 - **Renewal:** Required every 2 years.
 - **Purpose:** Ensure up-to-date knowledge and skills for basic medical response, particularly in remote or wilderness settings.
- 9. **CPR Certification**
 - **Renewal:** Required every 2 years.
 - **Purpose:** Ensure immediate readiness for cardiac emergencies and adherence to current CPR protocols.

Compliance and Documentation

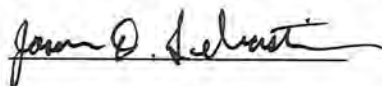
- **Certification Submission:** Copies of all renewed certifications and training completions must be submitted to the County SAR Coordinator for tracking and compliance.
- **Monitoring and Reminders:** The SAR Coordinator will periodically review training records and notify members of upcoming recertification needs to ensure continued operational readiness.

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: PPE Usage (10.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

This SOG outlines requirements for personal protective equipment (PPE) to ensure the safety of all squad members during emergency and training operations. These guidelines ensure compliance with state-mandated safety regulations and provide clear PPE usage standards for hazardous environments.

Responsibility

- **Chief and Line Officers:** Responsible for enforcing PPE requirements and removing any squad members from emergency or training sites who are not compliant with these regulations.
-

Emergency Response Requirements

1. **Full Turnout Gear**
 - Full turnout gear must be worn whenever members are exposed to hazardous or potentially hazardous conditions. This includes members responding in squad trucks at emergency speeds.
 - Officers and members in passenger vehicles are exempt from wearing full turnout gear until they enter the incident area, unless it has been declared safe by an on-scene officer.
2. **Turnout Gear Components**
 - Full turnout gear includes:
 - **Turnout coat**
 - **Turnout pants**
 - **Boots**
 - **Helmet**



Campbell County Emergency Management LANDSAR

- **Gloves** (when appropriate)
 - All PPE components must be worn as designed and intended, as these items are the primary protection for squad members in hazardous environments.
3. **Hazardous Area Definition**
- Hazardous areas are defined by the officer in charge and typically include:
 - Areas posing a direct physical hazard to members.
 - Areas where rapidly deteriorating safety conditions are likely.
 - Only the incident commander may declare the entire scene safe. Section commanders may declare specific areas safe for entry by investigators and command officers. Until advised otherwise, all members must wear full protective gear.
-

Non-Emergency Response Requirements

1. **Non-Emergency PPE Requirements**
- For non-emergency responses, required PPE includes turnout pants, helmet, and boots.
 - Non-emergency responses are assignments where emergency speed is not required, and the working environment does not pose significant hazards to personnel.
-

Training Requirements

1. **Training Safety Priority**
- Safety is the top priority in all training assignments. Training may expose members to certain hazards, and all relevant emergency PPE requirements must be adhered to during high-risk training scenarios.
2. **PPE Requirements for Hazardous Training**
- Hazardous training functions requiring PPE include, but are not limited to:
 - Power tool operations
 - Live fire training
 - Wildland search exercises
 - PPE requirements for other training scenarios will be determined by the line officer in charge.
-

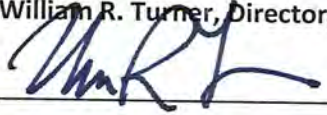
Signatures

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Standard Operating Guidelines



Campbell County Emergency Management LANDSAR

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR

Standard Operating Guideline (SOG)

Title: Radio Operations (11.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

1. Purpose

This guideline establishes procedures for the issuance, care, usage, and return of portable radios issued to Campbell County LandSAR members.

2. Scope

This procedure applies to all LandSAR members issued a portable radio as part of their operational responsibilities.

3. References and Responsibilities

A. Issuance and Responsibility

- Radios will only be issued by authorized personnel. Each member is responsible for the proper care and maintenance of their issued radio.

B. Radio Repairs

- If a radio malfunctions, it must be taken to the Communications Officer, who will coordinate repairs through OEM.

C. Lost or Damaged Radios

- Members are financially responsible for radios lost or damaged through negligence or lack of reasonable care. Costs may be billed to the member if deemed negligent.

D. Radio Security



Campbell County Emergency Management LANDSAR

- Members may not loan, share, or borrow individually assigned portable radios. Radios must remain secure and attended at all times.

E. Return of Issued Radios

- Radios must be returned to the Communications Officer when a member resigns, takes leave, or is assigned inactive status.

F. Inspections

- Radios will be inspected per OEM guidance. The Communications Officer will conduct annual inspections, documenting the system ID and serial numbers.

G. Off-Duty Usage

- Members are generally prohibited from using radios while off duty unless in the performance of duties as a LandSAR Officer.

H. Pool Radios

- Pool radios are logged by the Communications Officer and must be signed in and out appropriately for temporary use, ensuring supervisor authorization.

4. Replacement Procedures for Lost, Stolen, or Damaged Radios

A. Member Responsibilities

- Immediately report lost, stolen, or damaged radios to a supervisor and complete any necessary reports detailing the incident.

B. Chief Responsibilities

- The Chief notifies OEM for radio deactivation and conducts an investigation to determine if negligence was involved, ensuring all reports are completed and submitted.

C. OEM Responsibilities

- OEM may invoice the member for replacement or repair if the Chief determines negligence was a factor.



Campbell County Emergency Management LANDSAR

5. Portable Radio Return Procedures

A. Member Responsibilities

- Radios must be returned to the Operational Support Administration upon termination, leave, or reassignment to inactive status.

B. Communications Officer Responsibilities

- Upon receiving returned radios, the Communications Officer will submit service requests to OEM, which includes removing the radio ID from the CAD security file and updating the inventory.

C. Pool Radio Loan

- Pool radios are maintained by LandSAR and OEM for short-term operational use and will not be issued to outside agencies. Documentation of each loan includes date, time, radio ID, purpose, and recipient.
-

6. Radio Logon Procedures

When logging onto the CAD system, members must provide OEM with the following:

1. **Unit Designator**
 2. **Member ID Number**
 3. **Radio System ID Number**
 4. **Vehicle Equipment Number** (if applicable)
-

7. Radio Usage Guidelines

A. Issuance at Chief's Discretion

- Radios are issued based on the Chief's discretion. The radio is a privilege and may be revoked if usage guidelines are violated.

B. Emergency Use Only

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Standard Operating Guidelines



Campbell County Emergency Management LANDSAR

- Radios are for emergencies only. Members may use radios to alert dispatch if available for a call or close to the scene.

C. First Response Protocol

- If responding directly to an emergency scene, members should avoid announcing their arrival unless additional information on the situation's priority is needed.

D. Non-Emergency Use Prohibition

- Non-emergency communications, including disabled vehicle information, page requests, and non-critical information, should be conducted via telephone or on a tactical talk group assigned to LandSAR/OEM channel. Unnecessary traffic on the dispatch talk group is prohibited.

E. Command Use Upon Arrival

- Upon arriving at an emergency scene, radios should be offered to the incident commander or operations officer if assigned to a sector, in alignment with the Integrated Incident Command System.

8. Violations of Policy

A. Enforcement

- This policy will be strictly enforced. Members with a history of violations may lose their radio privileges.

B. Disciplinary Action

- Failure to return LandSAR-issued equipment upon request from the Chief will result in disciplinary action, up to and including termination.

Signatures



Campbell County Emergency Management LANDSAR

William R. Turner, Director, CCOEM Date

William R. Turner

12-3-24

Jason Sebastian, Chief, CC LandSAR Date

Jason D. Sebastian

12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR

Standard Operating Guideline (SOG)

Title: Pager Usage for LandSAR (11.01)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

To provide guidelines for the proper usage, maintenance, and accountability of pagers used by LandSAR personnel for efficient and effective communication during operations.

Scope

This SOG applies to all LandSAR personnel issued pagers by their respective organization or agency. It covers usage during operations, training, and general readiness.

1. Pager Issuance and Accountability

1.1 Assignment

- Pagers are assigned to individual team members or operational units based on roles and responsibilities.
- Each member is responsible for maintaining the pager in good working condition.

1.2 Accountability

- Personnel must sign a receipt form upon being issued a pager.
 - Lost, damaged, or malfunctioning pagers must be reported immediately to the Equipment Officer or designated authority.
-

2. Usage Guidelines



Campbell County Emergency Management LANDSAR

2.1 Operational Use

- Pagers must remain on and within reach during active operations, including searches, rescues, and emergency call-outs.
- Vibrate mode should be used in noise-sensitive areas or when discretion is required.
- Respond promptly to all pager notifications as per team protocols.

2.2 Training Use

- Pagers must be active during scheduled training sessions to simulate operational conditions and ensure communication readiness.

2.3 Personal Time

- Pagers may be turned off during personal time if not on call. However, members on standby shifts must keep pagers on and charged.

2.4 Prohibited Use

- Do not modify or tamper with pagers in any way.
 - Do not allow unauthorized individuals to handle or use the pager.
-

3. Notifications and Responses

3.1 Notification Types

- **Alert Activation:** Signals a call-out or urgent operation.
- **Reminder Notification:** Indicates updates or changes in ongoing operations.
- **Test Alert:** Confirms pager functionality during routine system checks.

3.2 Response Protocol

- Upon receiving an alert, confirm acknowledgment as required by team protocol (e.g., by text, call, or radio).
 - Follow instructions in the alert message promptly.
-

4. Maintenance and Care



Campbell County Emergency Management LANDSAR

4.1 Routine Checks

- Inspect pagers weekly for functionality, including signal reception and battery status.
- Replace batteries or charge units regularly to ensure readiness.

4.2 Storage

- Store pagers in a clean, dry, and secure location when not in use.
- Avoid exposing pagers to extreme temperatures, moisture, or physical impacts.

4.3 Repairs and Replacements

- Report malfunctioning pagers immediately to the Equipment Officer.
- Do not attempt repairs; authorized personnel or manufacturers handle maintenance.

5. Testing and Drills

5.1 System Tests

- Conduct monthly system-wide pager tests to ensure proper functioning and signal reliability.
- Document any failures and resolve issues promptly.

5.2 Drills

- Incorporate pager usage into regular training drills to familiarize personnel with alert protocols and response actions.

6. Compliance

6.1 Monitoring

- Supervisors will periodically review pager usage and adherence to this SOG.

6.2 Disciplinary Action

- Misuse or negligence of pager responsibilities may result in disciplinary action, including revocation of pager privileges.



Campbell County Emergency Management LANDSAR

7. Contact Information

For questions or support regarding pager usage, contact:

- **Equipment Officer:** Jason Sebastain
 - **Operations Coordinator:** [Name/Contact Info]
-

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Deceased Persons (12.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

1. Scope

This guideline provides procedures for Campbell County LandSAR members to follow when encountering a deceased person. It establishes criteria for determining when resuscitation should or should not be initiated and outlines protocols for treating the deceased and their family with respect.

2. General Guidelines

1. Competent Authority Definition

- For the purposes of this guideline, a *competent authority* refers to a physician or an official from the coroner's office.

2. Respectful Treatment

- All deceased individuals shall be treated with care and dignity, irrespective of age, gender, race, sexual orientation, or the circumstances of death.
- Family and friends of the deceased should be treated with the utmost tact and sensitivity, and members are expected to provide assistance to them whenever appropriate.

3. Scene Preservation

- Upon determination of death, the body should not be disturbed, and the scene should be preserved until the arrival of the coroner, law enforcement, or other competent authority.
-

3. Resuscitation Guidelines

1. Criteria for Resuscitation

- Resuscitation efforts should generally be initiated unless one or more of the following conditions are met:
 - The patient is formally declared deceased by a competent authority.



Campbell County Emergency Management LANDSAR

- A law enforcement official has determined the location to be a crime scene and is prepared to assume full responsibility for preventing resuscitation.
 - An assessment of the patient's condition reveals one of the following clear signs of death:
 - **Decapitation.**
 - **Decomposition.**
 - **Rigor Mortis.**
 - **Massive, visible trauma to the brain or heart** that is conclusively incompatible with life.
2. **Exceptions for Mass Casualty Incidents**
- Resuscitation efforts may not be initiated at mass casualty events, hazardous materials incidents, or terrorist activities if:
 - The patient's condition or lack of resources warrants it.
 - The level of risk to rescuers is deemed unacceptable.
3. **Uncertainty About Resuscitation**
- In cases of uncertainty, members should begin CPR immediately. If resuscitation has already been initiated:
 - Do not discontinue efforts unless:
 - The patient's condition clearly meets one of the categories above that are incompatible with life.
 - Rescuers are physically unable to continue due to exhaustion.
 - Directed to discontinue by a competent authority.
 - A valid Do Not Resuscitate (DNR) order is present.

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandsAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Public Relations and Information (13.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

To establish guidelines for Campbell County LandSAR members when interacting with media or representing the organization in public communications. These guidelines ensure that information is released accurately and responsibly, upholding the integrity and reputation of LandSAR and the Campbell County Office of Emergency Management (CCOEM).

Objective

To provide guidance on the responsibilities and conduct of LandSAR personnel during media interviews, public statements, and other forms of external correspondence.

Definitions

Media: Means of communication to the public, including radio, television, newspapers, magazines, or digital news outlets.

General Guidelines

1. Authorized Spokespersons

- Only the team SAR Coordinator, the LandSAR On-Scene Commander during deployments, or the designated Public Information Officer (PIO) are authorized to release information or provide interviews about LandSAR activities or operations.
- Members should not express personal opinions on official LandSAR matters. Any statements made on behalf of LandSAR require prior clearance from the SAR Coordinator or On-Scene Commander.

Campbell County Emergency Management LANDSAR
Standard Operating Guidelines



Campbell County Emergency Management LANDSAR

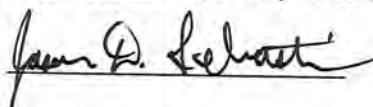
2. **Public Correspondence and Articles**
 - Only the SAR Coordinator or the On-Scene Commander may represent LandSAR in official correspondence or articles, and such actions must receive official clearance.
 - Members are prohibited from signing any correspondence with LandSAR's name or referencing their position within LandSAR without approval, which can be obtained through the LandSAR Chief.
3. **Political and Organizational Statements**
 - Members shall refrain from making statements or writing correspondence on political views or positions regarding LandSAR, CCOEM, KYEM, or FEMA. All inquiries related to such matters should be directed up the chain of command to the Chief or SAR Coordinator.
4. **Permissible Information Release**
 - Members may share basic event details, such as the date, time, and location of LandSAR activities, as well as their name and position within the team. Any additional information requests must be forwarded to the appropriate authority within the chain of command.
5. **Uniform and Apparel Guidelines**
 - LandSAR uniforms and branded apparel should only be worn during official operations, trainings, OEM classes, or events where members are formally representing LandSAR.
 - Members are strictly prohibited from wearing LandSAR uniforms or branded apparel at events that could reflect poorly on the organization, including political events, private employment engagements, or establishments primarily serving alcohol.
6. **Use of LandSAR and OEM Logos**
 - Any use of the LandSAR or OEM logo on items or branded apparel, or creating any likeness of these logos, requires prior written approval from the Chief and the SAR Coordinator.

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR

Standard Operating Guideline (SOG)

Title: Public Records Request (13.1)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

This guideline establishes the procedure for handling public records requests directed to Campbell County LandSAR, ensuring compliance with disclosure laws and proper management by the Campbell County Office of Emergency Management (CCOEM).

Scope

As part of the Campbell County Office of Emergency Management, Campbell County LandSAR is subject to public records disclosure statutes. Public records include official written or recorded materials, such as policies, procedures, manuals, factual staff reports, incident reports, run tickets, recordings of telephone and radio communications, and related correspondence that pertain to public or private party rights.

Procedure

1. Immediate Forwarding of Requests

- Any public records requests or inquiries received by Campbell County LandSAR members, officers, or staff must be immediately forwarded to the CCOEM.
- The Campbell County Office of Emergency Management (OEM) is solely responsible for handling all public records requests related to LandSAR activities and records.

2. Non-Responsibility of LandSAR Unit

- The LandSAR Unit and its officers are not authorized to process, fulfill, or respond directly to public records requests. All records-related correspondence will be managed by OEM to ensure legal compliance and appropriate disclosure practices.



Campbell County Emergency Management LANDSAR

Signatures

William R. Turner, Director, CCOEM Date

W R Turner 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

Jason Sebastian 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Equipment Inventory and Control (14.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

This guideline establishes procedures for maintaining an accurate, up-to-date inventory of all Campbell County LandSAR equipment. It also outlines protocols for reporting any lost, destroyed, damaged, or stolen equipment to ensure accountability and operational readiness.

Inventory Procedures

1. Monthly and Post-Call Out Inspections

- A complete inventory of equipment stored in each vehicle's compartments and cab will be conducted monthly and after every call-out.
- Any missing equipment identified during inspections must be immediately reported to the Chief.

2. Reporting Missing Equipment

- The Chief will notify the County LandSAR Coordinator via memo or email, specifying the date the equipment was noted missing and, if known, the reason for its absence.
 - The Chief is responsible for ensuring that inventories are conducted as scheduled and that all items are kept in designated locations according to the inventory list.
-

Lost, Destroyed, Damaged, or Stolen Equipment Reporting

To maintain accurate records, a written report must be filed for any equipment that is lost, destroyed, damaged, or stolen.

A. Lost or Destroyed Equipment Report

Campbell County Emergency Management LANDSAR
Standard Operating Guidelines



Campbell County Emergency Management LANDSAR

- The report should include:
 1. Name of the individual responsible.
 2. Date the equipment was lost or destroyed.
 3. Reason for the loss or destruction.
 4. Name of the member filing the report.
- The report must be routed to the Chief for review and further action.

B. Damaged Equipment Report

- The report should include:
 1. Name of the individual responsible.
 2. Extent and nature of the damage.
 3. Date the equipment was damaged.
 4. Reason for the damage.
 5. Location where the equipment was sent for repair.
 6. Equipment ID number.
 7. Name of the member filing the report.
- The report must be submitted to the Chief for evaluation and follow-up.

C. Stolen Equipment Report

- In the event of theft, follow these steps:
 1. Report the theft to local law enforcement.
 2. Obtain a Police Department case number.
 3. Prepare a written report that includes:
 - Date of the theft.
 - Date reported to law enforcement.
 - Description of the stolen item.
 - Circumstances of the theft.
 - Name of the member filing the report.
- The completed report must be routed to the Chief, who will take necessary actions and communicate with OEM as needed.

Private Use of LandSAR Equipment

- LandSAR equipment is strictly prohibited from being used for private projects or personal use.
- The Chief is responsible for ensuring compliance with this directive. Members found in violation of this SOG will face suspension.



Campbell County Emergency Management LANDSAR

Responsibilities

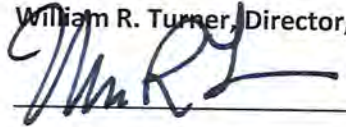
- **Members:** Responsible for preparing and submitting reports for any lost, destroyed, damaged, or stolen equipment within the designated timeframe.
 - **Chief:** Responsible for overseeing the inventory process, ensuring compliance, investigating incidents, and submitting all written reports to OEM.
-

Annual Inventory Submission


- An updated equipment inventory list must be provided to OEM every December to ensure that all records are current and complete.
-

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR

Standard Operating Guideline (SOG)

Title: Rehabilitation Guideline (15.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

This SOG provides guidance on implementing a rehabilitation process at emergency incidents and training exercises. Its aim is to ensure that personnel receive proper evaluation and rehabilitation when exposed to metabolic heat buildup, dehydration, physical exertion, and/or extreme weather. This guideline applies to all personnel at the scene of emergency incidents or training exercises.

References

- NFPA 1584
 - Mayo Clinic: [Hypoxemia Information](#)
 - Cleveland Clinic: [Vital Signs](#)
 - National Weather Service Heat Index and Wind Chill charts
-

Guideline

- **Initiation of Rehabilitation**
 - Rehabilitation (Rehab) will be activated at the discretion of the Incident Commander (IC) when an emergency operation or training exercise poses a health and safety risk.
 - Rehab shall be established for large-scale incidents, prolonged operations, physically demanding incidents, and during extreme weather conditions.
- **Rehabilitation Procedures**
 - Rehab setup may include the following:
 - Accountability
 - Rest and hydration
 - Cooling or warming as needed
 - Medical monitoring

Campbell County Emergency Management LANDSAR
Standard Operating Guidelines



Campbell County Emergency Management LANDSAR

- Emergency medical care, if required
 - Shelter from weather conditions (heat/cold/wind/rain/snow)
 - Calorie and electrolyte replenishment
 - Release of personnel once fit for duty
 - **Weather-Related Adjustments**
 - When the **Heat Index exceeds 95°F**, personnel will be informed via briefings and radio communications, and reminded to hydrate more frequently.
 - When **Wind Chill reaches 0°F or below**, personnel will be alerted to dress appropriately and minimize exposed skin.
 - **Rehab Equipment Readiness**
 - Rehab equipment should be regularly checked for readiness. Adequate supplies (e.g., ice in hot weather, heated areas in cold weather) must be available based on climatic needs.
-

Responsibilities

Incident Commander (IC)

- Incorporate rehab considerations during incident/training size-up and briefings.
- Assign a **Rehabilitation Officer** for extended incidents.
- Implement the rehabilitation policy during extreme weather (Heat Index >95°F or Wind Chill <0°F).

Rehabilitation Officer

- Authorized by the IC to manage personnel in the Rehab area, including retention or release based on condition.
- Selects an appropriate location for Rehab with:
 - Ample space for personnel and EMS, if needed.
 - Safe distance from hazards like smoke and exhaust.
 - Access to shade, shelter, and hydration.
- Ensures that personnel in rehab “dress down” by removing gear to aid cooling or warming.
- Monitors and documents entry and exit times for each member in Rehab.
- Ensures that personnel receive a minimum 10-20 minute rest and rehydrate (minimum 10-20 oz. water or sports drink, doubled for Heat Index >95°F).
- Coordinates with EMS and informs IC if additional medical care or transport is required.

Line Officers and SAR Team Leaders

- Familiarize themselves with signs and symptoms of heat and cold stress.
- Monitor team members for these symptoms and request relief or reassignment as necessary.



Campbell County Emergency Management LANDSAR

- Ensure team is properly checked in with the Rehabilitation Officer and Accountability Officer and remains intact.

SAR Team Members

- Be aware of their own condition and watch for signs of heat or cold stress among teammates.
- Promptly inform the SAR Team Leader when rehabilitation or relief is needed.

EMS Personnel

- Report to IC and collaborate with the Rehabilitation Officer.
- Monitor vital signs and document medical observations on a Rehab Log.
- Provide necessary medical care and arrange transport if further treatment is required.
- Record all care provided in Rehab and update the Rehabilitation Officer on the condition of personnel needing further attention.

Procedures

- **Rehabilitation Requirements**
 - Personnel will be directed to Rehab when:
 - The **Heat Index exceeds 95°F** or the **Wind Chill drops below 0°F**.
 - Active cooling or warming measures should be used as necessary.
 - Personnel must rest for 10-20 minutes before reassignment or release.
- **Medical Monitoring**
 - EMS will document:
 - Name, entry, and exit times.
 - Vital signs (e.g., BP, pulse, respiratory rate, SPO2).
 - Observed skin condition and initial appearance.
 - Personnel with symptoms such as fatigue, nausea, or weakness after 10-20 minutes of rehab will receive further evaluation and care, with notifications to the Rehab Officer and IC as needed.
 - Personnel with altered mental status, chest pain, or severe symptoms must be transported to a medical facility.
- **Hydration and Nutrition**
 - Personnel should drink water or sports drinks; caffeinated beverages are discouraged, except in cold weather.
 - If an incident is prolonged, snacks or meals should be provided in Rehab.
 - Tobacco use is prohibited within or near the Rehab area.



Campbell County Emergency Management LANDSAR

Additional Resources

The IC may request additional resources, especially for prolonged incidents requiring extensive rehab support. Potential resources include:

- American Red Cross
- Salvation Army
- TANK (Temperature-Controlled Bus)

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Office of Emergency Management Standard Operating Guideline (SOG)

Title: Policy on the Use of Search Dogs (16.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

The Campbell County Office of Emergency Management (CCOEM) and Campbell County LandSAR mandate that only search dogs and handlers certified by the Kentucky Division of Emergency Management be utilized for search operations, as outlined by the Kentucky Revised Statutes (KRS). This ensures that all search efforts meet the highest standards of skill, training, and reliability essential for effective and safe operations in Campbell County.

Certification Requirements

For questions regarding certification, refer to the detailed standards provided in 106 KAR 1:390, Sections 8 and 9. These sections outline the specific qualifications and competencies required for both search dogs and their handlers to achieve certification through the Kentucky Division of Emergency Management.

Clarification on “National Certification”

The term “Nationally Certified” is often misunderstood. For an organization to be considered “national,” it must maintain a presence in at least three states. However, these certifying bodies are typically private entities—either nonprofit or for-profit organizations—that are not sanctioned by any federal or state statute to establish or enforce best practices in search dog training. As such, these organizations function primarily as specialized dog training clubs rather than recognized authorities in emergency management.

Accordingly, Campbell County policy exclusively recognizes search dog teams certified through the Kentucky Division of Emergency Management to ensure consistency, quality, and alignment with state-recognized standards.

Review and Updates

This SOG will be reviewed annually or as required based on operational experiences or changes to legal or operational guidelines.



Campbell County Emergency Management LANDSAR

Signatures

William R. Turner, Director, CCOEM Date

W. R. Turner 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

Jason D. Sebastian 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR

Standard Operating Guideline (SOG)

Title: Critical Incident Stress Debriefing (17.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

This SOG outlines the process for implementing Critical Incident Stress Debriefing (CISD) sessions to support Campbell County LandSAR personnel in coping with stressful incidents. The purpose of CISD is to address potential psychological impacts and mitigate the risk of post-traumatic stress in personnel involved in critical incidents.

Scope

CISD sessions will be implemented whenever deemed necessary by leadership, based on the nature and emotional intensity of the incident.

Triggering Incidents for CISD

CISD may be initiated for incidents including, but not limited to:

1. **Death or Serious Injury of a LandSAR Member**
 - Includes events occurring on or off duty.
2. **Death or Serious Injury of a Civilian Involving LandSAR**
 - When LandSAR is directly involved in or witnesses a traumatic event impacting civilians.
3. **Death or Serious Injury of a Child**
 - Particularly involving cases of neglect, violence, or extreme conditions that have a profound emotional impact on members.
4. **Mass Casualty Incident**
 - Any large-scale emergency with significant casualties.
5. **Emotionally Charged Incident**
 - Incidents where members experience heightened danger or threats, such as firearm exposure, hostage situations, or other physical harm.
6. **Personal Request for Assistance**



Campbell County Emergency Management LANDSAR

- When any member feels the need for additional emotional support following an incident.
-

Objectives

The objectives of this guideline are as follows:

A. Identify Critical Events

- Recognize incidents that may impact the well-being and mental health of LandSAR personnel.

B. Establish CISD Implementation Conditions

- Set forth criteria and conditions for initiating CISD.

C. Define Key Terms

- **Critical Incident:** Any significant emotional event capable of causing psychological distress.
 - **Critical Incident Stress:** Stress symptoms originating from a specific powerful event, potentially causing flashbacks, anxiety, withdrawal, or other psychological and physical symptoms.
 - **Critical Incident Debriefing Team:** A coordinated team including a mental health professional, clergy, and peer counselors.
 - **Critical Incident Debriefing:** A structured group meeting focused on emotional ventilation and stress education, helping emergency personnel process and understand their experiences.
-

Procedures

1. Incident Assessment

- The Chief will gather all pertinent information surrounding a critical incident if there is a belief that CISD is necessary. LandSAR officers or members should not attempt to conduct informal debriefs on their own.

2. Requesting CISD

- The Chief or designated officer will contact the County SAR Coordinator, who may:



Campbell County Emergency Management LANDSAR

- Place affected personnel out of service and request the Critical Incident Debriefing Team.
 - Arrange a debriefing for select individuals or specific teams.
 - Arrange an in-service debriefing for all affected members.
3. **Debriefing Environment**
- CISD will take place in a location that is:
 - Separate from the incident scene.
 - Large enough to accommodate all participants comfortably.
 - Confidential, with an emphasis on privacy and open sharing.
4. **Mandatory Attendance**
- Participation in CISD may be required for all affected personnel.
5. **Confidentiality**
- All debriefing sessions are strictly confidential. Members are encouraged to openly share their experiences without fear of repercussions.
6. **Behavioral Monitoring and Reporting**
- All LandSAR personnel should be attentive to signs of stress or behavior changes in themselves and colleagues that may indicate a need for CISD. Any concerning behavior or incidents should be promptly reported to an officer.
7. **Officer Responsibilities**
- All officers are responsible for reporting any event or behavioral concerns that may require CISD to the Chief. The Chief will promptly investigate and report findings to the County LandSAR Coordinator.

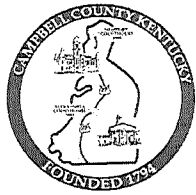
Signatures

William R. Turner, Director, CCOEM Date

12-3-24

Jason Sebastian, Chief, CC LandSAR Date

12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Medical Officer (LandSAR) (18.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

To define the roles, responsibilities, and expectations for the Medical Officer (MO), ensuring the effective provision of medical care and preparedness for team members and victims.

Scope

This SOG applies to the designated Medical Officer and outlines their duties during preparation, operations, and post-incident activities.

1. Role and Responsibilities

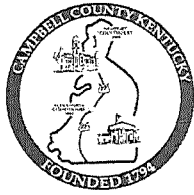
1.1 General Responsibilities

- Serve as the primary medical advisor for the LandSAR team.
- Ensure team members are medically prepared for operations, including training and equipment readiness.
- Provide oversight and coordination of medical care during missions.

1.2 Pre-Mission Responsibilities

- Verify the availability and readiness of medical equipment, including first aid kits, AEDs, and specialized supplies.
- Conduct pre-mission health checks for team members when required.
- Identify potential medical risks associated with the operation and prepare mitigation strategies.

1.3 On-Scene Responsibilities



Campbell County Emergency Management LANDSAR

- Coordinate and provide medical care to victims and team members within the scope of training and certification.
- Work with Incident Command to relay medical needs and request additional resources as necessary.
- Assist in prioritizing casualties for evacuation based on the severity of injuries (triage).
- Maintain detailed medical documentation for each patient.

1.4 Post-Mission Responsibilities

- Restock and inspect all medical supplies used during the mission.
 - Prepare and submit medical reports to Incident Command.
 - Participate in debriefings to review the medical response and identify areas for improvement.
 - Monitor the physical and mental well-being of team members post-operation.
-

2. Training and Certification

2.1 Minimum Requirements

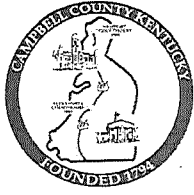
- The Medical Officer must maintain current certifications in:
 - **First Aid** (Advanced Wilderness First Aid or Wilderness First Responder preferred)
 - **CPR and AED**

2.2 Ongoing Education

- Attend advanced medical courses relevant to LandSAR operations, such as trauma management, wilderness medicine, or emergency medical responder (EMR) training.
- Ensure team members are trained in basic first aid and CPR and coordinate recertification as required.

2.3 Team Training

- Provide regular training sessions for team members, including:
 - Basic first aid and CPR refresher courses
 - Scenario-based medical exercises tailored to LandSAR environments
 - Education on cold/heat injuries, dehydration, and other SAR-specific risks
-



Campbell County Emergency Management LANDSAR

3. Medical Equipment

3.1 Inventory Management

- Maintain an inventory of team medical supplies, ensuring all items are current and serviceable.
- Develop a restocking procedure to replace expired or used items promptly.

3.2 Operational Equipment

- Ensure the following equipment is always available and operational:
 - Team first aid kits
 - AEDs
 - Emergency medical supplies (splints, tourniquets, trauma dressings, etc.)
 - Personal protective equipment (PPE)
-

4. Medical Care Guidelines

4.1 Scope of Practice

- Provide care within the limits of your training and certification. Do not perform procedures beyond your qualifications unless directed by higher medical authority.

4.2 Victim Care

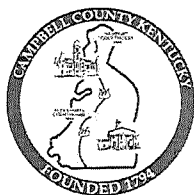
- Ensure patient stabilization, monitoring, and comfort until professional medical personnel take over.
- Follow all applicable protocols for triage, evacuation, and transfer of care.

4.3 Team Member Care

- Address injuries, illnesses, or medical concerns among team members during operations.
 - Monitor for signs of fatigue, dehydration, and other operational stressors.
-

5. Communication and Coordination

5.1 Incident Command Communication



Campbell County Emergency Management LANDSAR

- Act as the primary liaison for medical updates and resource requests.
- Provide regular medical status reports to the Incident Commander.

5.2 External Resources

- Coordinate with EMS, wilderness medics, or other external medical teams when necessary.
 - Assist with the integration of external resources into the SAR operation.
-

6. Documentation and Reporting

6.1 Medical Records

- Maintain detailed records of all medical care provided, including:
 - Nature of injury/illness
 - Treatments administered
 - Time and location of care
 - Transfer of care details

6.2 Post-Incident Reporting

- Submit a comprehensive medical report to the Incident Commander.
 - Participate in post-operation reviews to evaluate the medical response.
-

7. Health and Safety

7.1 Team Health

- Promote team health and readiness by monitoring physical fitness, hydration, and mental well-being.

7.2 Infection Control

- Ensure the proper use of PPE to prevent the spread of infectious diseases.
 - Follow biohazard disposal protocols for used medical supplies.
-



Campbell County Emergency Management LANDSAR

8. Compliance and Legal Considerations

8.1 Maintain confidentiality of medical information obtained during operations, sharing it only with authorized personnel.

9. Related Documents and Resources

- LandSAR First Aid and CPR SOG
 - Equipment Maintenance Guidelines
 - Incident Command Communication Protocol
-

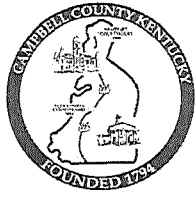
Signatures

William R. Turner, Director, CCOEM Date

 12-5-24

Jason Sebastian, Chief, CC LandSAR Date

 12-5-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: First Aid and CPR for LandSAR Members (18.1)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

To establish guidelines for the training, certification, and application of First Aid and CPR skills by LandSAR personnel during search and rescue operations.

Scope

This SOG applies to all LandSAR team members and outlines expectations for maintaining certifications, rendering aid, and ensuring the safety of rescuers and victims during operations.

1. Training and Certification

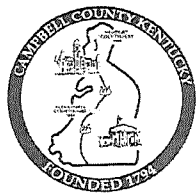
1.1 Minimum Requirements

- All active LandSAR members must maintain current certifications in:
 - **First Aid** (Basic or Wilderness First Aid, as determined by team needs)
 - **Cardiopulmonary Resuscitation (CPR)**, including AED use

1.2 Renewals

- Certifications must be renewed before expiration.
 - The Training Officer will coordinate recertification courses and maintain a record of certifications for all members.
-

2. Equipment and Supplies



Campbell County Emergency Management LANDSAR

2.1 First Aid Kits

- Team first aid kits must be carried on all operations and include supplies appropriate for the environment and anticipated injuries.
- Personal first aid kits are recommended for all team members.

2.2 AED Availability

- At least one Automated External Defibrillator (AED) will be available during missions and training.

2.3 Inspections and Restocking

- First aid supplies must be inspected regularly and restocked after each use.

3. Rendering First Aid and CPR

3.1 Scope of Care

- LandSAR personnel will provide First Aid and CPR within the scope of their training and certifications.
- Do not exceed the level of care for which you are trained unless directed by higher medical authority.

3.2 Scene Safety

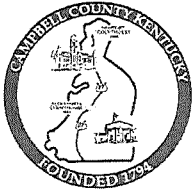
- Ensure the scene is safe for rescuers before providing aid.
- Use personal protective equipment (PPE) such as gloves and masks to prevent exposure to bodily fluids.

3.3 Chain of Care

- Stabilize the victim and provide care until:
 - The victim can be transported to higher medical care.
 - Professional medical personnel assume responsibility.

3.4 Documentation

- Document all first aid rendered, including:
 - Nature of the injury or illness



Campbell County Emergency Management LANDSAR

- Care provided
- Time and circumstances of care
- Transfer of care details

3.5 Consent

- Obtain verbal or implied consent before providing care unless the victim is unconscious or unresponsive (implied consent).
-

4. Special Considerations for Wilderness and Remote Settings

4.1 Prolonged Care

- In remote settings where evacuation may be delayed, follow wilderness first aid principles:
 - Monitor vital signs regularly.
 - Prevent hypothermia and dehydration.
 - Address pain management within training guidelines.

4.2 Evacuation

- Prioritize evacuation for:
 - Life-threatening conditions
 - Severe injuries or illnesses
 - Victims unable to self-extricate

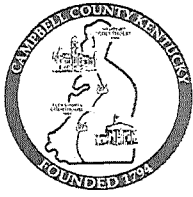
4.3 Communication

- Maintain communication with Incident Command to relay medical updates and request additional support if needed.
-

5. Roles and Responsibilities

5.1 Medical Officer

- Oversees team medical training, ensures proper equipment is available, and provides advanced care during operations.



Campbell County Emergency Management LANDSAR

5.2 Team Members

- Maintain personal certifications and be prepared to render First Aid and CPR as needed.

5.3 Incident Command

- Ensure appropriate medical resources are assigned to each mission.
-

6. Reporting and Post-Incident Review

6.1 Incident Reports

- Submit a detailed medical report for any victim receiving First Aid or CPR during an operation.

6.2 Post-Incident Debriefing

- Conduct a medical debriefing to:
 - Review the effectiveness of care provided
 - Identify areas for improvement
 - Address any team stress or concerns related to the event
-

7. Compliance and Legal Considerations

7.1 Confidentiality

- Maintain confidentiality of medical information obtained during operations. Share only with appropriate medical personnel and Incident Command.
-

8. Related Documents and Resources

- Wilderness First Aid Protocols
 - Emergency Evacuation Plans
 - PPE Usage Guidelines
-



Campbell County Emergency Management LANDSAR

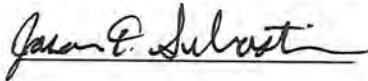
Signatures

William R. Turner, Director, CCOEM Date



12-5-24

Jason Sebastian, Chief, CC LandSAR Date



12-5-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Chain Saw Operation (19.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

To establish standardized procedures for the safe operation, maintenance, and deployment of chain saws during LandSAR operations, ensuring the safety of personnel and the effectiveness of operations.

Scope

This SOG applies to all LandSAR personnel authorized to operate chain saws during search and rescue missions, training exercises, and other SAR-related activities.

1. Qualifications and Training

1.1 Operator Certification

- Only personnel who have completed approved **Chain Saw Safety and Operations Training** are authorized to operate chain saws.
- Training must include:
 - Proper use and handling
 - Maintenance and troubleshooting
 - Safety protocols and emergency procedures

1.2 Ongoing Training

- Operators must attend refresher training annually.
 - Participation in scenario-based exercises involving chain saw use is recommended.
-



Campbell County Emergency Management LANDSAR

2. Equipment Requirements

2.1 Standard Chain Saw Equipment

- Chain saws must be equipped with:
 - A chain brake
 - A working spark arrestor
 - Properly tensioned and sharpened chains
 - Manufacturer-recommended bar oil and fuel

2.2 Required Safety Gear

Operators must wear the following personal protective equipment (PPE):

- Hard hat
- Eye protection (safety goggles or face shield)
- Hearing protection
- Gloves (cut-resistant preferred)
- Cut-resistant chaps or pants
- Steel-toed boots

2.3 Inspection and Maintenance

- Conduct pre-use inspections, checking for:
 - Loose, damaged, or worn components
 - Proper chain tension and lubrication
 - Fuel and oil levels
- Post-use maintenance must include:
 - Cleaning the chain and bar
 - Inspecting for damage
 - Refueling and storing appropriately

3. Operational Guidelines

3.1 Pre-Operation Checks

- Assess the area for hazards (e.g., overhead branches, unstable terrain, or obstacles).
- Establish a clear work zone with a **10-foot minimum safety radius**.
- Ensure communication with the team about the planned operation.

3.2 Starting the Chain Saw



Campbell County Emergency Management LANDSAR

- Start the saw on stable ground, ensuring the chain brake is engaged.
- Never start the chain saw while holding it in the air or by "drop-starting."

3.3 Operational Use

- Maintain a firm, two-handed grip on the saw at all times.
- Always cut with the lower portion of the bar, avoiding contact with the tip to prevent kickback.
- Work methodically, clearing debris as needed to maintain a safe work area.

3.4 Hazardous Conditions

- Cease operations in extreme weather (e.g., high winds, lightning, heavy rain).
- Avoid operating near unstable structures or on steep, loose terrain without additional safety measures.

3.5 Emergency Procedures

- In case of injury, stop all operations and notify Incident Command immediately.
- Have a first aid kit readily available and ensure communication devices are within reach.

4. Team Coordination

4.1 Communication

- Use clear, concise communication to coordinate cutting operations with team members.
- Announce when the saw is being started, when cutting begins, and when operations are complete.

4.2 Spotters

- Assign a spotter to monitor the operator and surrounding area for hazards.

4.3 Clearance Zone

- Only the operator and spotter are allowed within the clearance zone during operation.

5. Deployment Guidelines



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5.1 Mission-Specific Use

- Chain saws are primarily used for clearing fallen trees, creating access paths, or removing obstructions during SAR missions.
- Deploy only when necessary to reduce risk and noise that may interfere with victim detection.

5.2 Transportation

- Chain saws must be transported securely in designated storage compartments.
 - Fuel and oil must be stored separately from other equipment.
-

6. Post-Operation Procedures

6.1 Clean-Up

- Clean the saw, removing debris and inspecting for damage.
- Check fuel and oil levels and refill as needed.

6.2 Reporting

- Report any damage or malfunctions to the Equipment Officer immediately.

6.3 Storage

- Store the chain saw in a clean, dry location with the chain brake engaged.
-

7. Safety and Compliance

7.1 Prohibited Practices

- Never operate a chain saw under the influence of drugs, alcohol, or fatigue.
- Do not use the chain saw for tasks beyond its intended purpose (e.g., cutting metal).

7.2 Incident Reporting

- Any accidents, injuries, or near-misses involving chain saw operations must be reported to Incident Command and documented.



Campbell County Emergency Management LANDSAR

7.3 Compliance with Regulations

- Follow all applicable federal, state, and local regulations regarding chain saw use.
-

8. Related Documents and Resources

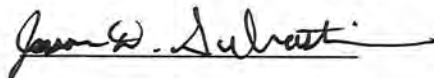
- Chain Saw Safety Training Manual
 - Equipment Maintenance Logs
 - Incident Command Communication Protocol
-

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandsAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR

Standard Operating Guideline (SOG)

Title: **Generator Operation and Safety (19.1)**

Effective Date: **January 1, 2025**

Review Date: **December 2, 2024**

Authorized by: **William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management**

Purpose

This guideline establishes procedures for the safe operation, maintenance, and management of portable and fixed generators used by LandSAR during missions, training, or emergency deployments.

Scope

This SOG applies to all LandSAR team members who are authorized to operate or maintain generators as part of their duties.

Responsibilities

- Only trained and authorized personnel may operate generators.
 - The **Equipment Coordinator** is responsible for overseeing the maintenance, inspection, and inventory of all generators.
 - Operators are responsible for adhering to all safety protocols and reporting any issues to the Equipment Coordinator.
-

Operating Procedures



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1. Pre-Operation Checks

Before starting a generator, the operator must:

- **Inspect** the generator for visible damage, leaks, or loose connections.
- **Check fuel levels** and ensure the correct type of fuel is used (e.g., gasoline, diesel, or propane).
- **Verify oil levels** and ensure they meet manufacturer specifications.
- **Ensure ventilation:** Operate the generator outdoors or in a well-ventilated area to prevent carbon monoxide buildup.
- **Inspect power cords and outlets** for damage or wear.
- Confirm the generator is placed on a flat, stable surface away from flammable materials.

2. Startup Procedures

- Confirm that all equipment connected to the generator is turned **off** before starting.
- Follow the manufacturer's startup instructions:
 - Open the fuel valve.
 - Set the choke (if required).
 - Use the starter (manual or electric) to power on the generator.
- **Allow the generator to warm up for 1-2 minutes before connecting equipment.**

3. Operating Guidelines

- **Avoid overloading:** Do not exceed the generator's wattage capacity.
- Use only grounded extension cords rated for outdoor use and with sufficient amperage.
- Keep the generator at least **10 feet** away from structures or tents.
- Monitor fuel levels during operation and refuel only when the generator is off and cool.
- Ensure that the generator remains dry; use a canopy or cover in wet conditions but maintain proper ventilation.

4. Shutdown Procedures

- Turn off all connected equipment before shutting down the generator.
- Follow the manufacturer's instructions for turning off the generator:
 - Reduce the load gradually.
 - Turn off the generator switch.
 - Close the fuel valve (if applicable).
- Allow the generator to cool for at least **15 minutes** before storage or refueling.

Safety Guidelines



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- **Carbon Monoxide Risk:** Never operate a generator indoors or in enclosed spaces. Always use outdoors with proper ventilation.
 - **Fire Safety:** Store fuel in approved containers, away from the generator and ignition sources.
 - **Electrical Safety:** Avoid using damaged cords or overloading outlets. Ensure cords are routed to prevent trip hazards.
 - **Personal Protection:** Wear gloves and safety glasses when handling fuel or performing maintenance.
-

Maintenance

1. Regular Maintenance

- Inspect and test generators monthly or before major deployments.
- Replace engine oil and filters according to manufacturer recommendations.
- Clean air filters and inspect spark plugs as needed.

2. Post-Operation Maintenance

- After each use, check for wear and tear, leaks, or damage.
 - Drain unused fuel if the generator will not be used for an extended period.
-

Incident Reporting

- Report any malfunctions, accidents, or injuries immediately to the Equipment Coordinator or the on-site Incident Commander.
 - Complete an **Incident Report Form** within 24 hours.
-

Training Requirements

All LandSAR members operating generators must complete annual training on:

- Generator safety and operation.
- Emergency procedures for handling malfunctions or fuel spills.
- Maintenance protocols.



Campbell County Emergency Management LANDSAR

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Traffic Control and Direction (20.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

Purpose

To establish standardized procedures for traffic control and direction during LandSAR operations, ensuring the safety of personnel, the public, and victims while maintaining effective traffic flow around operational areas.

Scope

This SOG applies to all LandSAR personnel involved in traffic control and direction during search and rescue missions, training exercises, or other operational activities that impact roadways or public access areas.

1. General Principles

1.1 Safety First

- The safety of SAR personnel, motorists, and pedestrians is the highest priority.
- Traffic control measures must comply with applicable state and local traffic laws.

1.2 Authority

- Traffic control operations must be coordinated with law enforcement or other designated authorities when required.
- LandSAR personnel will only direct traffic when authorized to do so and when it is necessary to support mission objectives.

1.3 Teamwork



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- Traffic control duties must be assigned to trained personnel to ensure smooth coordination and execution.
 - Maintain clear communication with Incident Command and other team members.
-

2. Training Requirements

2.1 Minimum Training

- All personnel assigned to traffic control must complete basic training in traffic direction and safety.
- Training should include:
 - Use of traffic control devices (cones, signs, flares, etc.)
 - Hand signals and gestures
 - Communication with motorists and pedestrians

2.2 Refresher Training

- Refresher training should be conducted annually or as needed to maintain proficiency.

2.3 Advanced Training

- Personnel may pursue additional training in advanced traffic control techniques or certifications based on their role.
-

3. Equipment and PPE

3.1 Required Equipment

- High-visibility reflective vests or jackets
- Traffic control devices, including:
 - Cones
 - Barricades
 - Signs
 - Traffic wands or flashlights with cones
- Communication devices (e.g., radios)
- Emergency lighting (if available)

3.2 Personal Protective Equipment (PPE)



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- High-visibility clothing is mandatory for all personnel in traffic control zones.
 - Sturdy footwear and gloves should be worn to protect against environmental hazards.
-

4. Traffic Control Operations

4.1 Establishing a Traffic Control Zone

- Conduct a risk assessment of the area to determine the need for traffic control.
- Set up a traffic control zone using cones, barricades, and signage to guide vehicles safely around the operational area.
- Ensure all signage complies with state and local traffic regulations.

4.2 Positioning Personnel

- Position personnel at key points to direct traffic and monitor the flow.
- Avoid standing in blind spots, curves, or other areas with poor visibility.
- Ensure a clear escape route is available for personnel in case of emergency.

4.3 Directing Traffic

- Use clear and universally understood hand signals or traffic wands to guide motorists.
- Communicate calmly and confidently with drivers and pedestrians.
- Never turn your back to oncoming traffic.

4.4 Nighttime Operations

- Use traffic wands or flashlights with cones for better visibility.
 - Ensure adequate lighting is available to illuminate the traffic control zone.
-

5. Coordination with Law Enforcement

5.1 Requesting Assistance

- Notify law enforcement or local authorities if additional traffic control measures are needed.
- Provide updates to Incident Command on traffic conditions and issues.

5.2 Joint Operations



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- Work collaboratively with law enforcement and other traffic control agencies to ensure seamless coordination.
-

6. Emergency Situations

6.1 Traffic Incidents

- In the event of a collision or other traffic incident, prioritize the safety of all involved.
- Notify Incident Command and request emergency services as needed.

6.2 Evacuation Routes

- Ensure traffic control measures facilitate safe and efficient evacuation of the area if required.
-

7. Communication

7.1 Internal Communication

- Maintain constant communication with Incident Command and team members using radios or other devices.

7.2 Public Interaction

- Be courteous and professional when interacting with the public.
 - Provide clear instructions and answer questions to the best of your ability.
-

8. Post-Operation Procedures

8.1 Equipment Recovery

- Remove all traffic control devices and equipment once operations are complete.
- Inspect and store equipment properly for future use.

8.2 Incident Reporting



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- Report any traffic-related incidents, injuries, or equipment damage to Incident Command.
 - Participate in post-operation debriefings to review traffic control performance.
-

9. Safety Considerations

9.1 Weather and Environmental Conditions

- Adjust traffic control measures for adverse weather conditions (e.g., rain, snow, fog).
- Be cautious of environmental hazards, such as uneven terrain or poor visibility.

9.2 Fatigue Management

- Rotate personnel regularly to prevent fatigue during prolonged operations.
-

10. Related Documents and Resources

- Incident Command System (ICS) Traffic Control Protocols
 - State and Local Traffic Laws and Guidelines
 - LandSAR Safety Guidelines
-

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024



Campbell County Emergency Management LANDSAR

Campbell County Emergency Management LandSAR Standard Operating Guideline (SOG)

Title: Travel Reimbursement (21.0)

Effective Date: January 1, 2025

Review Date: December 2, 2024

Authorized by: William Ray Turner, CKEM, Director, Campbell County Office of Emergency Management

1. Purpose

To establish procedures for the reimbursement of reasonable business expenses incurred by members during Land Search and Rescue (LANDSAR) travel in compliance with Campbell County Fiscal Court Administrative Code.

2. Approval Process

- **Advance Approval:** All LANDSAR travel expenses must be pre-approved by the OEM Director.
- **Employee Responsibility:** Employees are responsible for making their own travel arrangements after receiving approval.

3. Eligible Reimbursable Expenses

Reimbursements include, but are not limited to, the following:

1. **Transportation:**
 - Airfare or train fare in **coach or economy class** at the lowest available rate.
 - **Car rentals** limited to compact or mid-size vehicles.
 - Public ground transportation, including shuttle or airport bus services.
 - **Taxi fares** if no cheaper and convenient alternative exists.
 - **Mileage** for personal vehicle use if less expensive options are unavailable, reimbursed at the prevailing IRS rate.
2. **Lodging:**
 - Standard accommodations in low to mid-priced hotels, motels, or equivalent lodgings.
3. **Meals and Incidentals:**
 - Costs must align with the **prevailing GSA rates** for Kentucky unless exceptions are granted by the County Administrator.
 - Meals are only reimbursable if associated with an **overnight stay**.
 - **Tips** are reimbursable up to 20% for meals and 10% for taxi fares.
4. **Other Expenses:**



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- Necessary expenses directly related to LandSAR travel, excluding personal expenses.
-

4. Cash Advances

- **Request Process:** Employees requiring travel advances must submit a written request to the OEM Director after obtaining travel approval.
 - **Expense Reports:** Submit itemized expense reports with receipts to substantiate expenditures.
 - **Unused Advances:** Any unused funds must be reimbursed to the county.
-

5. Reporting Requirements

1. Overnight/Out-of-Town Travel:

- Submit completed travel expense reports with receipts within **21 days** of trip completion.
 - Reports submitted after 21 days will not be accepted.
-

6. Combined Personal and Business Travel

- Employees may combine personal and business travel, provided that:
 - Non-business travel does not interfere with LandSAR objectives.
 - Additional expenses incurred due to personal travel are not reimbursable.
-

7. Travel Accidents

- Employees involved in an accident while on LandSAR travel must promptly notify the OEM Director.
 - Personal use of county-owned, leased, or rented vehicles is prohibited unless explicitly approved.
-

8. Non-Compliance and Abuse

- Abuse of travel policies, including falsifying expense reports, will result in disciplinary action, up to and including termination of membership.
-

9. Responsibilities

- **Member:** Ensure compliance with the policy, keep accurate records, and submit reports/receipts on time.



Campbell County Emergency Management LANDSAR

- **Chief:** Review and approve travel plans, advances, and expense reports.
- **OEM:** Process approved expense reports for reimbursement.

10. Additional Guidance

For assistance or clarification, members should contact the Chief or the Campbell County Office of Emergency Management.

Signatures

William R. Turner, Director, CCOEM Date

 12-3-24

Jason Sebastian, Chief, CC LandSAR Date

 12-4-2024