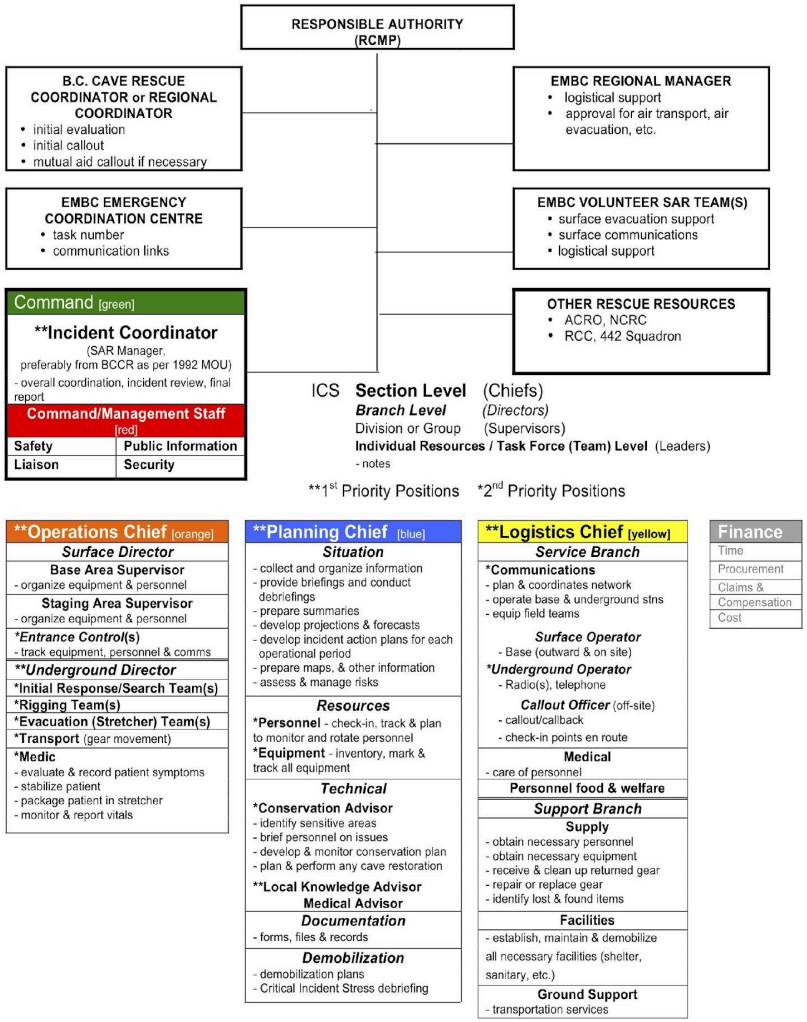
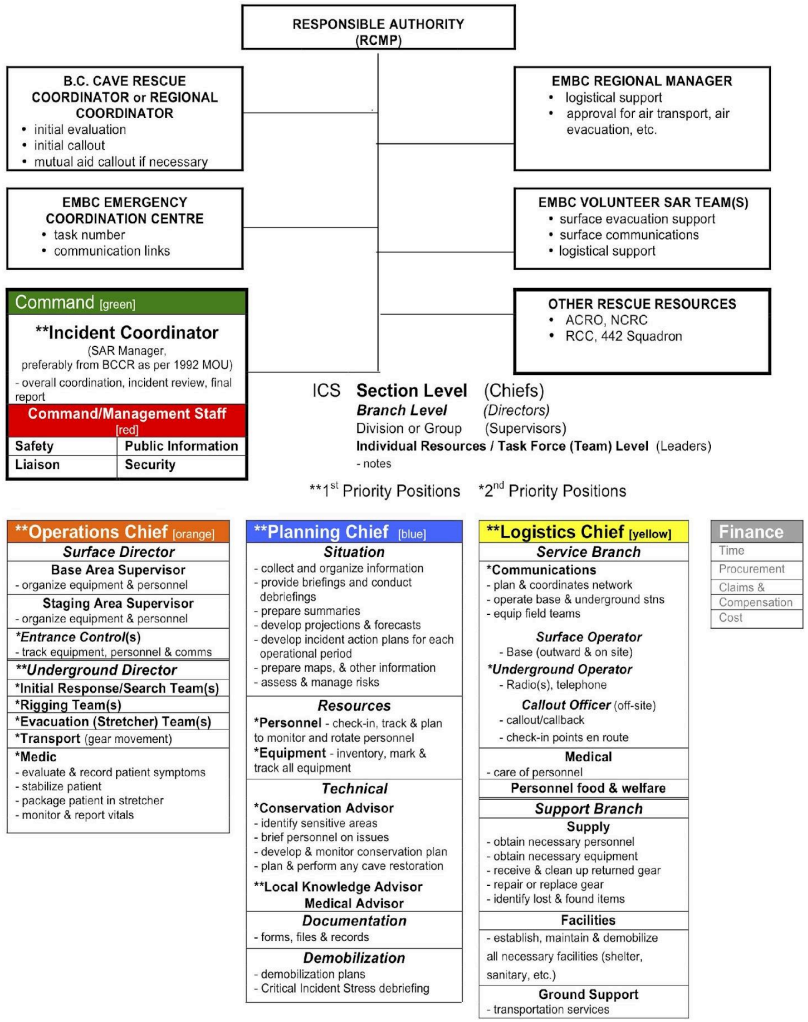
## BC CAVE RESCUE MAJOR CAVE RESCUE ORGANIZATION STRUCTURE




July 2010


## BC CAVE RESCUE MAJOR CAVE RESCUE ORGANIZATION STRUCTURE

RESPONSIBLE AUTHORITY (RCMP)
B.C. CAVE RESCUE COORDINATOR or REGIONAL COORDINATOR
• initial evaluation
• initial callout
• mutual aid callout if necessary
EMBC REGIONAL MANAGER
• logistical support
• approval for air transport, air evacuation, etc.
EMBC EMERGENCY COORDINATION CENTRE
• task number
• communication links
EMBC VOLUNTEER SAR TEAM(S)
• surface evacuation support
• surface communications
• logistical support
Command [green]
**Incident Coordinator
(SAR Manager, preferably from BCCR as per 1992 MOU)
- overall coordination, incident review, final report
Command/Management Staff [red]
Safety
Public Information
Liaison
Security
OTHER RESCUE RESOURCES
• ACRO, NCRC
• RCC, 442 Squadron
ICS Section Level (Chiefs)
Branch Level (Directors)
Division or Group (Supervisors)
Individual Resources / Task Force (Team) Level (Leaders)
- notes
**1st Priority Positions
*2nd Priority Positions
**Operations Chief [orange]
Surface Director
Base Area Supervisor
- organize equipment & personnel
Staging Area Supervisor
- organize equipment & personnel
*Entrance Control(s)
- track equipment, personnel & comms
**Underground Director
*Initial Response/Search Team(s)
*Rigging Team(s)
*Evacuation (Stretcher) Team(s)
*Transport (gear movement)
*Medic
- evaluate & record patient symptoms
- stabilize patient
- package patient in stretcher
- monitor & report vitals
**Planning Chief [blue]
Situation
- collect and organize information
- provide briefings and conduct debriefings
- prepare summaries
- develop projections & forecasts
- develop incident action plans for each operational period
- prepare maps, & other information
- assess & manage risks
Resources
*Personnel - check-in, track & plan to monitor and rotate personnel
*Equipment - inventory, mark & track all equipment
Technical
*Conservation Advisor
- identify sensitive areas
- brief personnel on issues
- develop & monitor conservation plan
- plan & perform any cave restoration
**Local Knowledge Advisor
Medical Advisor
Documentation
- forms, files & records
Demobilization
- demobilization plans
- Critical Incident Stress debriefing
**Logistics Chief [yellow]
Service Branch
*Communications
- plan & coordinates network
- operate base & underground stns
- equip field teams
Surface Operator
- Base (outward & on site)
*Underground Operator
- Radio(s), telephone
Callout Officer (off-site)
- callout/callback
- check-in points en route
Medical
- care of personnel
Personnel food & welfare
Support Branch
Supply
- obtain necessary personnel
- obtain necessary equipment
- receive & clean up returned gear
- repair or replace gear
- identify lost & found items
Facilities
- establish, maintain & demobilize all necessary facilities (shelter, sanitary, etc.)
Ground Support
- transportation services
Finance
Time
Procurement
Claims & Compensation
Cost


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BCCR ACTION CHECKLIST

## INCIDENT COORDINATOR (SAR MANAGER)

(BCCR/ACRO)

1. Exchange information with Responsible Authority (RCMP)
   - ascertain situation and evaluate
   - inform about potential BCCR resources available
   - initiate callout of BCCR/ACRO personnel (Note: ***All*** BCCR/ACRO personnel should be alerted)
     - by One Call system, if operative; or
     - through ECC to Regional Coordinators and telephone tree as appropriate
   - identify off-site Callout Officer to RCMP
   - outline proposed initial actions
   - obtain Task Number from ECC and police reference number from police
   - request any additional rescue resources (EMBC, local SAR groups, RCC, etc.)
   - initiate incident log - delegate to a scribe (Planning – Documentation), if possible
2. Designate rescue *Operations, Planning* and *Logistics Section Chiefs* and issue administrative field books and supplies from ammo box, if available.
3. Hold brief staff conference to share available information and coordinate appropriate sequence of actions by rescue Section Chiefs. Decisions include:
   - designation of staging areas;
   - general deployment of available personnel;
   - general pattern of search, if appropriate, with rough schedule and implications for each section;
   - general strategy for evacuation, if appropriate, with rough schedule and implications for each section;
   - overview of known conservation issues associated with the particular cave, and means of addressing them
   - general contingency plans for additional personnel, equipment, etc., that may be required.
4. Start rescue section leaders on respective tasks.
   - Operations Chief - should work with Planning Chief on initial organization; designate Surface and Underground Branch Directors to begin structuring Operations personnel to receive specific assignments;
   - Planning Chief - probably assumes role of *Situation Unit Director*, begins to gather information, and delegates *Personnel* check-in/evaluation, *Equipment* inventory and *Conservation Advisor* functions to others, if available;
   - Logistics Chief - should delegate organization of *Communications Division*, personally assuming other Service and Support Branch functions (*Medical/Food, Equipment & Personnel Supply, Facilities* and *Ground Support/Transportation*) until additional personnel are necessary and available.
   - Designate any available personnel to additional functions as need dictates.
5. At regular intervals, or at time of significant developments, brief the Responsible Authority and EMBC ECC on plans and request any additional resources identified.
6. Provide ongoing overall coordination of search or rescue:
   - receive information and progress reports from all sections, strategize, and provide direction;
   - reassign personnel and equipment among sections and activities as required to ensure effective operation;
   - keep the Responsible Authority informed about conduct of operation and need for more (or less) resources;
   - maintain liaison with EMBC authorities and personnel.
7. At conclusion of operation, lead all personnel in a critique of the operation, ensuring that comments are recorded (*Documentation Unit*). Collect sign-up sheet and all log material.
8. As soon as possible after operation, prepare final report for BCCR, EMBC & RCMP incorporating:
   - Incident Summary
   - Map of cave (& area)
   - List of personnel & deployment
   - Comprehensive incident log
   - Analysis of operation
   - Recommendations, if any
9. Receive and approve any expense claims from BCCR personnel and submit to BCCR Provincial Coordinator within 60 days of close of incident.

BCCR ACTION CHECKLIST

## OPERATIONS SECTION CHIEF

EQUIPMENT REQUIRED:

- pencils/pens and paper
- clipboard (writing surface)
- watch or clock
- maps of cave and surrounding area
- communications with underground, entrance (s) and "outside" (radio, telephone, etc.) *Logistics Section -Communications* responsibility
- lighting for night work
- (tape recorder or dictaphone - useful option for keeping log)

ACTIONS

1. Directly manage all incident tactical activities, both surface and underground, within span of control (1-5)
   - Probably will assume direct control of Surface Branch functions (organization of equipment and personnel in *Base Area*, *Staging Areas* and *Entrance Control*), and
   - Probably will delegate *Underground Coordination* (*Initial Response/Search Teams, Rigging Teams, Stretcher Teams, Transport,* and *Medic* functions) to another qualified individual
2. Assign individual(s) to *Entrance Control* duty at each cave entrance:
   - equipment: - issue -
     - pencils/pens,
     - Duksbak-type paper,
     - clipboards,
     - radios from Logistics - Communications Officer;
   - responsibility: For each individual entering or leaving an entrance, record -
     - time,
     - name,
     - Section or mission,
     - equipment carried
     - any other relevant information.
   - Log messages received, transmitted and relayed by radio or telephone.
   - The primary entrance used in an operation may also be issued with a magnetic board for tracking the roles of underground personnel. Magnetic boards can be digitally photographed at regular intervals and at times of significant reorganization so as to provide “paperless” tracking of personnel dispositions.
3. Designate individuals to supervise organization of operational equipment and personnel assigned by Planning Section for Base Area and Staging Area(s),
4. Assist in the development of the incident action plan.
5. May designate one or more Deputies; Deputies must be as qualified as the Operations Section Chief.

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OPERATIONS SECTION

**UNDERGROUND BRANCH DIRECTOR**

(I of 2)

EQUIPMENT REQUIRED:

- pencils/pens & paper (Duksbak type preferred)
- several rolls of different colour flagging tapes
- felt marker pens
- maps of cave
- BCCR Rescue Cache and other equipment appropriate to packaging and transporting the patient under the prevailing circumstances
- BCCR Rescue Cache and other equipment (ropes, pulleys, slings, etc.) required to rig the cave for the evacuation

ACTIONS:

**A. Rescue Subject Location Known**

1. Obtain from *Planning – Resources - Personnel* seven or more strong and well-matched cavers, including:
   - at least one "guide" familiar with the cave, or good route finders (one a member of patient's original party, if available);
   - at least one Medic;
   - at least one Rigger, skilled at rigging and patient evacuation;
   - at least four Transport team members.
2. Confer with *Planning – Technical - Medical Advisor* to identify most appropriate packaging and transporting equipment and obtain this from *Planning – Resources - Equipment*.
3. Assemble and send an **Initial Response Team ("dIRT") 1** (min. 3) directly and quickly to patient:
   - one Medic with basic first responder equipment - assesses & records patient condition, stabilizes, packages & remains with patient;
   - one Guide with map, flagging tape, felt pens & light share of packaging - marks route to patient, returns to nearest communications post with written condition report, then reassigned through ICS channels.
   - one Rigger - assesses rigging needs from entrance to patient, returns with Guide to brief Rigging Team and Underground Coordinator on problems en route, then reassigned through ICS channels.
4. Assemble and send **Transport Team 1** – follow dIRT 1 to patient with packaging and stretcher, remain to help Medic with packaging of patient, may join Evacuation Team or be reassigned.
5. Assemble and send **Rigging Teams** (min. 2 members each) along route to patient:
   - Rigging Specialist with share of tackle - identifies rigging requirements down route (modifying flagged route if necessary), distributes tackle appropriately, sends any requests for more tackle out with Guide or dIRT 1 Rigger, commences necessary rigging from point nearest patient.
   - one or two Riggers - assist with tackle and pitch rigging.
6. Assemble and lead **Evacuation Team** (min. 4) directly to patient after receipt of dIRT 1 report on personnel & tackle requirements:
   - take any additional rigging equipment required;
   - proceed through to patient, checking rigging arrangements en route, and
7. Oversee and generally direct stretcher movement out of cave, double-checking all systems, approving evacuation details (in consultation with Medic) and requesting additional resources if necessary.





**B. Search Subject Location Unknown**

1. Work out cave search strategy in meeting with Section Chiefs, Incident Coordinator and other relevant personnel:
   - identify required number and deployment of Initial Response/Search Teams, with due regard for personnel resources and reserves;
   - have *Planning – Resources - Personnel* hold in reserve key personnel for Rigging Team 1 (Specialist plus 1 or 2 Riggers).

2. With *Planning Section* support, assemble and brief as many three-person **Initial Response/Search Teams** as required and as resources permit. Composition, qualifications and functions as follows:
   - one Medic with first responder equipment
     - if search subject found uninjured, starts to assist subject out of cave; if subject injured, assesses and records condition, stabilizes and remains with patient;
   - one Guide who knows the cave or is a good route finder, with map, flagging tape (different colour for each team), felt pens, LED flashers, candles or glow sticks & a light share of basic tackle and survival gear
     - marks routes searched, leaves light beacons and notes at major junctions of unchecked passages;
     - if search subject found, marks route to patient on way to report to nearest communications post;
   - one Rigger – safely rigs obstacles as necessary, assesses rescue rigging needs from entrance to patient,
   - if search subject found, Guide and Rigger return to nearest communications post with written situation report and receive next instructions through ICS.
   - team must check back with communications link to operational base at prearranged times and locations;
3. Once search subject located, confer with Section Chiefs, Incident Coordinator and other relevant personnel to establish evacuation strategy.
   - If subject does not require evacuation:
     - send finding Guide & Rigger back to help subject in leaving cave;
     - recall or reassign other dIRTs as they routinely check in, or have other personnel track and recall them.
   - If subject requires evacuation;
     - dispatch **Rigging Teams** (as for A.5);
     - lead **Evacuation Team** (as for A.6) from surface with additional medical, packaging and transport equipment as required;
     - call in rigging and evacuation reinforcements and equipment as required (drawing on original dIRTs as appropriate) and continue evacuation.
4. Oversee and generally direct stretcher movement out of cave, double-checking all systems, approving evacuation details (in consultation with Medic) and requesting additional resources if necessary.

OPERATIONS SECTION – UNDERGROUND BRANCH

**MEDIC(S)**

QUALIFICATIONS:

The primary Medic should be an individual involved in rescue operation who possesses the best combination of strong caving ability with emergency medical qualifications (paramedical, EMT or Industrial First Aid training and experience).

EQUIPMENT REQUIRED:

- notebook and pencils/pens
- basic initial responder first aid kit
- BCCR Rescue Cache rescue medical pack
- special equipment or medicines as may be available

ACTIONS

1. While on surface, may act as primary medical advisor to overhead team (general staff), unless an individual with better medical qualifications but relatively low caving proficiency is available and acting as the *Planning Section – Technical Branch Medical Advisor*.
2. Assist *Planning – Resources - Equipment* in readying, checking and allocating medical supplies and equipment prior to use.
3. When rescue subject location is unknown, remain on surface during search operation as long as other Medics/First Aiders are available for Initial Response Teams. Join Evacuation Team 1 as soon as subject is located, if injured, and assume responsibility for patient (see 5. below).
4. When rescue subject location is known, join Initial Response Team 1 and assume responsibility for patient until evacuation is completed or responsibility is passed to another qualified Medic.
5. First Medic to reach injured patient will:
   - examine patient, assessing condition;
   - record for personal reference time, vital signs, assessment of injuries, recommendations for packaging transport and requests for additional equipment, including special supplies;
   - simultaneously dictate this information to a dIRT member to record and take to nearest communication post;
   - treat and stabilize patient as far as possible;
   - upon arrival of packaging and stretcher, supervise packaging and placement of patient into stretcher;
   - remain with patient during evacuation, continue to monitor and record vital signs and condition, and to communicate this information to Operations;
   - advise Underground Director on transport techniques in patient's best interest; in case of disagreement, the Incident Coordinator will decide.





**PLANNING SECTION CHIEF**

EQUIPMENT REQUIRED:

- pencils/pens and paper
- clipboard (writing surface)
- watch or clock
- maps of cave and surrounding area
- communications with underground, entrance (s) and "outside" (radio, telephone, etc.) *Logistics Section -Communications* responsibility
- lighting for night work
- (tape recorder or dictaphone - useful option for keeping log)

ACTIONS

Designating or tasking personnel for specific duties as available and required -

1. Oversee the total situation
   - gather, organize and analyze all information and data regarding incident operations and assigned resources;
   - provide situational briefings to officers or personnel as required;
   - debrief any personnel reporting with information to the base site;
   - prepare summaries,
   - develop projections, forecasts and alternatives for tactical operations,
   - conduct planning meetings and prepare the incident action plan for each operational period,
   - prepare maps, and other information,
   - assess and manage risks.
2. Track and monitor resources
   - check-in and track all personnel;
   - plan to monitor and rotate personnel;
   - inventory and track all equipment;
   - identify and mark all equipment.
3. Obtain and consult technical specialists
   - designate a qualified *Conservation Officer* to advise on protection of cave resources
     - identify sensitive areas
     - brief personnel on issues
     - develop & monitor conservation plan
     - plan & perform any cave restoration
   - consult one or more individuals with *Local Knowledge*, preferably retaining them at the Base
   - consult a highly qualified *Medical Advisor*, preferably at Base or otherwise instantly accessible
4. Maintain complete and accurate documentation
   - Keep an accurate log of all information received and instructions issued from the Base;
   - complete appropriate forms, and maintain files and records
5. Prepare for demobilization
   - prepare demobilization plans
   - provide for Critical Incident Stress debriefing if necessary

BCCR
ACTION CHECKLIST

PLANNING SECTION – RESOURCES BRANCH
**PERSONNEL**

EQUIPMENT REQUIRED:

- pencils/pens and paper (Duksbak type preferred)
- sign-up sheets (EMBC format Incident Registration form preferred)
- clipboard or other writing surface (plus 5 spares if possible)
- masking tape (for name labels)
- felt marker pens
- index-type cards or magnetic tags & metal sheet for tracking individual personnel
- lighting for night work

ACTIONS:

1. Clearly post the base sign-up point to ensure that all personnel report in and out through it (best near entry point to Base).
2. Sign-up/register and name label (with felt pen on masking tape on helmet) all personnel on site or arriving at the site. Information required on sign-up sheet:
   - name - next of kin telephone number - time in
   - address - EMBC and/or SAR group affiliation, if any
   - telephone number - signature
3. Question individuals and assign ratings of 1 (low) to 3 (high) for
   - **C**aving experience and equipment,
   - **R**igging experience (particularly in rescue),
   - **L**ocal knowledge of the cave, and
   - **M**edical qualifications.
4. Evaluate suitability of each individual for the tasks required and recommend preliminary assignments with due consideration for personalities.
5. Use index cards and/or magnetic tags on metal sheets to track individuals and organize teams throughout the operation. Magnetic boards can be digitally photographed at regular intervals and at times of significant reorganization so as to provide "paperless" tracking of personnel dispositions.
6. During operation:
   - respond to personnel requests from Section Chiefs as approved by Incident Coordinator, matching skills with needs;
   - monitor team energy levels and adequacy of reserves, advising other Sections and Incident Coordinator of anticipated personnel needs;
   - continue registration of new arrivals, note any departures;
6. At close of operation, use sign-up and entrance log records to ensure that all personnel Involved are accounted for and safe. Hand over all records to Planning Chief for Incident Coordinator.

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BCCR
ACTION CHECKLIST

PLANNING SECTION – RESOURCES BRANCH
**EQUIPMENT**

EQUIPMENT REQUIRED:

- pencils/pens & paper (Duksbak type preferred)
- clipboard or other writing surface
- wristwatch
- large plastic tarps for equipment layout and covering
- several rolls of different coloured adhesive tapes
- several rolls of different coloured flagging tapes
- felt marking pens
- BCCR Rescue Cache(s)

ACTIONS:

1. Designate and mark equipment stockpile area(s). Lay out all BCCR and privately contributed equipment on large plastic tarp, making provision to cover it to protect from rain or snow.
2. Break out equipment needed immediately (eg. for Initial Response/Search Teams or patient packaging, communications equipment, etc.) and record what goes out (including ownership), to whom and at what time.
3. If necessary and as time permits, identify any unmarked equipment with coloured tape and record the owners and colour codes.
4. Compile a master list of all equipment, using existing inventory lists, bag contents lists and other existing compilations wherever possible, and including any gear already signed out
5. Sort and assess equipment, noting quantities and any deficiencies. Report situation and any concerns through channels to Planning Chief, Incident Coordinator and Logistics Chief.
6. Log any additional equipment placed in the stockpile and all further equipment drawn out (what, identification markings, to whom and when).
7. Ensure that all equipment drawn out of the stockpile (s) during the operation is returned and/or checked off before the operation is wound up.

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PLANNING SECTION – TECHNICAL BRANCH

## CONSERVATION ADVISOR

QUALIFICATIONS

Understanding of cave formation processes, cave conservation issues and methods of avoiding or reducing impacts on caves. Knowledge and preferably experience of cave restoration techniques. Preferably, familiarity with the cave and areas of conservation sensitivity.

EQUIPMENT REQUIRED:

- pencils/pens and paper (Duksbak type preferred)
- detailed cave map, if available
- clipboard or other writing surface
- lighting for night work

ACTIONS:

1. Assemble information on areas of conservation sensitivity and, if practical, plot their locations onto the operational map of the cave. This may involve personal underground assessment, but any such activity must not detract from the role of the Conservation Officer as a technical advisor to the *Planning Section*. If personnel are available, a small underground conservation assessment team may be used to gather the necessary information for the Conservation Officer.
2. Collaborate with the *Underground Coordinator* to ensure that *Initial Response Teams* and all other teams and individuals entering the caves are -
   - briefed on known conservation issues and sensitive areas specific to the cave;
   - requested to note and report back on any sensitive areas and potential conservation issues identified during the cave search and initial response phases of the operation.
3. Prepare a simple conservation plan designed to address identified issues and sensitive areas involved in the underground search and rescue of the subject. Review the plan with the *Planning Chief, Incident Coordinator, Operations Chief* and *Underground Coordinator* and obtain agreement on a course of action for cave conservation. The plan may include –
   - avoidance of sensitive areas;
   - mitigation of impacts to sensitive areas;
   - restoration of damage unavoidably inflicted during the cave SAR operation.
4. Collaborate with the *Underground Coordinator* to ensure that all teams are briefed on the conservation plan as it applies to their roles in the cave SAR operation.
5. Personally, or using information from *Underground Unit* personnel, monitor the impacts of the SAR operation on the cave to assess adherence to the conservation plan.
6. Provide advice to the *Underground Coordinator* (through the chain of command) on any emergent cave conservation issues that arise during the SAR operation. In case of disagreement, the *Incident Coordinator* will decide.
7. Assess success of conservation plan as part of operational review.
8. If necessary, prepare and ensure execution of a cave restoration or rehabilitation plan following the completion of the SAR operation.





## LOGISTICS SECTION CHIEF

EQUIPMENT REQUIRED:

- pencils/pens and paper
- clipboard (writing surface)
- watch or clock
- maps of cave and surrounding area
- communications with underground, entrance (s) and "outside" (radio, telephone, etc.) *Logistics Section -Communications* responsibility
- lighting for night work
- (tape recorder or dictaphone - useful option for keeping log)

ACTIONS:

1. General Duties:
   - provide facilities, services, and material in support of the incident;
   - participate in developing and implementing the incident action plan;
   - as necessary, activate and supervise the branches and functions within the Logistics Section;
   - ensure that all resource, service and support requests are considered and filled promptly to support the incident action plan.
2. Initially delegate *Communications* function to a qualified individual, who will organize set-up of *Base, Staging Area, Entrance Control* and *Underground* communications network, drawing on appropriate personnel and equipment as identified by *Planning Section – Resources*.
   - Initially assume direct responsibility for other *Service* functions (*Medical* and *Food* support for personnel) and *Support* functions (*Supply* of additional personnel, equipment, etc., shelter and sanitary *Facilities* and *Ground Support* transportation).
     - Arrange for food, shelter and rest facilities for personnel not on active duty in appropriate, designated staging areas connected by radio or telephone to the operational base.
     - Ensure that personnel comfort & safety needs are met in staging areas.
3. Carry out field repairs as necessary to stockpiled equipment.
4. Ensure that all equipment is cleaned up and properly stored at the end of the operation.
5. Provide Logistics Chief/Incident Coordinator with descriptive list of lost and found equipment for final report.

BCCR ACTION CHECKLIST

LOGISTICS SECTION – SERVICES BRANCH

**COMMUNICATIONS DIVISION**

EQUIPMENT REQUIRED:

- pencils/pens & paper (Duksbak type preferred) for each member of Communications Team
- clipboard or other writing surface
- maps of cave
- wristwatch
- flagging tape & felt pen (used by underground wiring team)
- BCCR underground and surface communications equipment to be drawn from as required from Equipment Officer

RESPONSIBILITIES:

1. Draw necessary equipment from *Planning – Resources* inventory list to set up communications between operational Base Area and Entrance(s). Issue equipment as appropriate to *Incident Coordinator, Section Chiefs* and persons assigned to *Entrance Control* duty and give necessary instructions for use. If radio or suitable telephone equipment is not available, obtain runners as required from *Planning – Resources* list.
2. Arrange for communication between operational base site and "outside" (usually by satellite phone or by request, channeled through Incident Coordinator, to use RCMP or EMBC or MOF radio systems). Key links will be the EMBC ECC and the *Off-Site Callout* position.
3. Set up underground radio or underground telephone communications as directed by Incident Coordinator, drawing team members and equipment from *Planning – Resources* inventories.
   - Underground radio locations and telephone wires must be located in such a way that they will not interfere with travel or rigging in passages or on pitches;
   - Flagging tape can be used to tie wires out of the way and marked to request caution in constricted areas;
   - Communications Division members must log messages passed through their stations (writing materials required).
4. With approval of ICS command structure, move underground radio or telephone equipment as required to provide most effective communications.
5. Carry out field repairs to communications equipment as necessary.
6. Recover, check, clean and repair all communications equipment at close of operation, tagging any item requiring repairs beyond what is possible in the field. Ensure that all equipment is checked off on the Planning - Resources inventory list.
7. Collect and submit all Communications Division logs to Logistics Chief for the Incident Coordinator at close of operation.

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BCCR ACTION CHECKLIST

LOGISTICS SECTION - SERVICES BRANCH - COMMUNICATIONS DIVISION

**OFF-SITE CALLOUT FUNCTION**

EQUIPMENT REQUIRED:

- telephone(s) (two or more separate lines are ideal)
- pencils/pens and paper
- computer with internet connection
- watch or clock
- maps of overall operating area
- ferry & airline schedules for operating area
- (tape recorder or dictaphone - useful option for keeping log)

ACTIONS:

1. Begin telephone log with first call. For each call, record time of call, calling party, and outline of message or conversation.
2. Receive personnel requirement request(s) from BCCR Coordinator.
3. Telephone cavers as outlined by Coordinator's request. Information to convey:
   - outline of situation
   - whether request is to stand by or to respond
   - general equipment required (including overnight if necessary)
   - arrangements for callback time(s) if on stand by situation
   - arrangements for transportation in respond situation
   - arrangements for time(s) and places) for travelling personnel to telephone Callout Officer for situation updates en route
4. Call back cavers on standby to advise of change to stand down or respond situation.
5. At conclusion of incident, supply copy of telephone log to BCCR Incident Coordinator via Logistics Chief.
6. Submit incident telephone expense claims to BCCR Incident Coordinator as soon as supporting copies of relevant telephone bills are available.

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