













**PERSONNEL LOG**  
**FORM: ER-NCRC-106**

<b>ER-NCRC USE ONLY</b>	
<b>DATE:</b>	<b>BY:</b>
<b>GROUP:</b>	

Mission/Cave:	Date:	Page Number:
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Log Keeper:	Name of ICS:
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	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:

	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
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	Affiliation:	Qualifications:	
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	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
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	Name:	Time In:	Time Out:
	Affiliation:	Qualifications:	
	Notify In Case of Emergency:		Relationship:





**DEBRIEFING FORM**  
**FORM: ER-NCRC-109**

**ER-NCRC USE ONLY**

<b>DATE:</b>	<b>BY:</b>
<b>GROUP:</b>	

Mission/Cave:	Date:	Task/Team Number::
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Operational Period:	Date of Assignment:	Time Begin Assignment:	Time Ended Assignment:
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Debriefing Person:	Team Members Attending Debriefing:
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Explain what you actually did:

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What would you estimate the POD's for your efforts to be? Define the type of subject or clues the POD's refer to:

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Describe the location of clues you found. What is the current status of these clues?

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Did you have any search difficulties or gaps in coverage?

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Describe any hazards in your area.

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Describe any "finds" in your area.

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Did you encounter any problems with communications?

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Any suggestions, ideas, or recommendations for future plans?

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What is the status of your team?

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	<b>TASK ASSIGNMENT FORM</b>				<b>ER-NCRC USE ONLY</b>	
	FORM: ER-NCRC-112				DATE:	BY:
	GROUP:					
Task Number:	Team Identifier:	OPS Officer:	Time:	Mission Base:	Date:	
Map Name:		Map Series:		Grid Number:		
<b>ASSIGNMENT</b>	Instructions:					
	Routing to Search Area:				Transport Means:	
<b>PERSONNEL</b>		Name	Unit		Name	Unit
	FTL			TM		
	MEDI			TM		
	RO			TM		
	RS			TM		
	TM			TM		
	TM			TM		
Team Equipment:						
<b>COMMO</b>	Team Call Sign Frequency:		Base Call Sign Frequency:		Pertinent Telephone Numbers:	
	Instructions:					
Debriefing:						
Task Start Time:		Task Finish Time:		Debriefing Officer:		Debrief Time:



**INCIDENT DEBRIEFING (MAP SKETCH)**  
**FORM: ER-NCRC-201**

**ER-NCRC USE ONLY**

<b>DATE:</b>	<b>BY:</b>
<b>GROUP:</b>	

Mission/Cave:

Date:

Time:

Prepared by (Name and Position):

Map Sketch

[Large empty area for drawing a map sketch]



**CURRENT ORGANIZATION**  
**FORM: ER-NCRC-202**

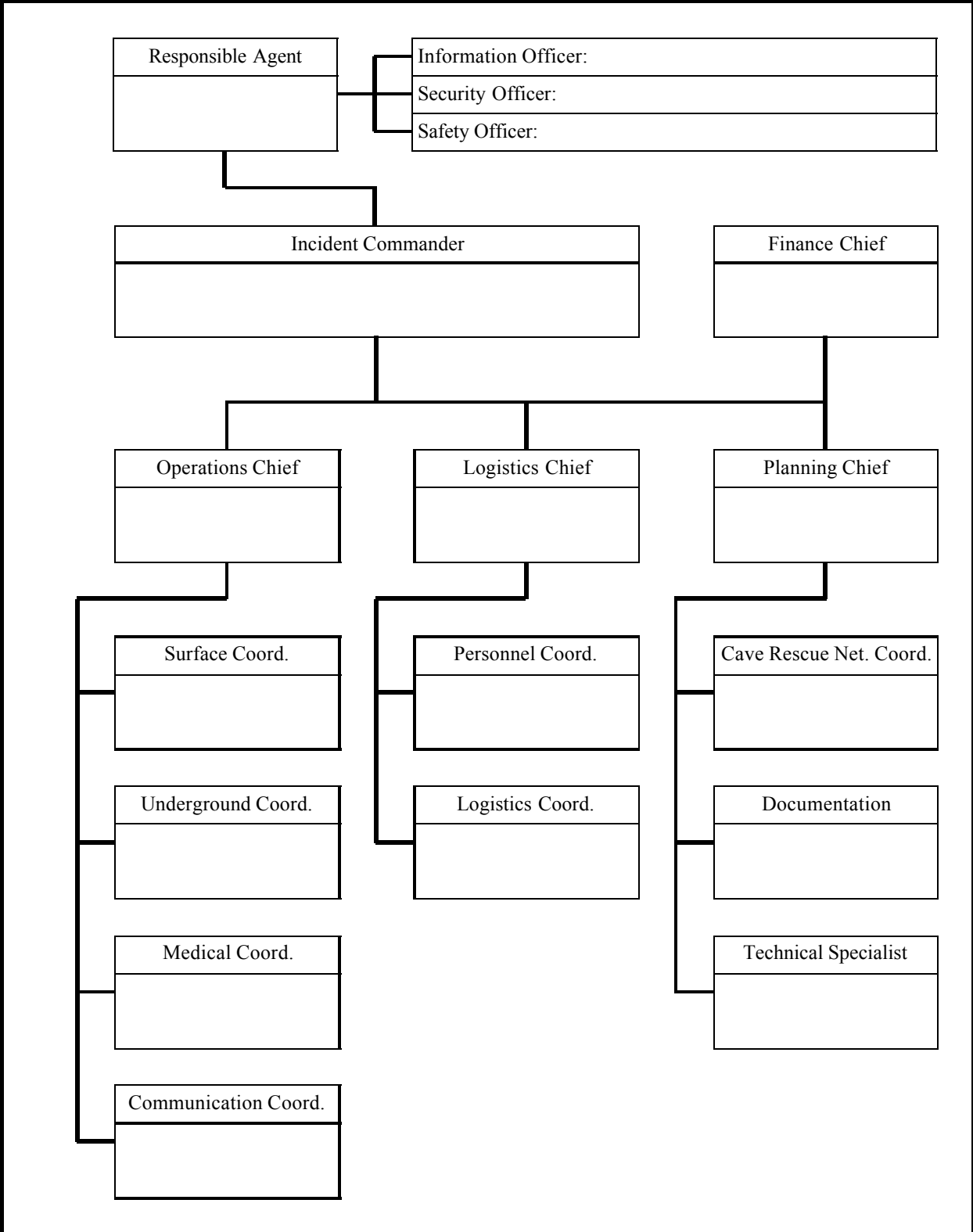
**ER-NCRC USE ONLY**  
**DATE:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
**GROUP:** \_\_\_\_\_

Mission/Cave: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Prepared by (Name and Position): \_\_\_\_\_





**COMMON CAVE RESCUE  
ABBREVIATIONS  
FORM: ER-NCRC-901**

**ER-NCRC USE ONLY**

**DATE:**

**BY:**

**GROUP:**

Airway, Breathing, Circulation  
Above ground Coordinator  
Advanced Cardiac Life Support  
Air Force Rescue Command Center  
Advanced Life Support  
Basic Cave Rescue Orientation  
Bureau of Land Management  
Basic Life Support  
Blood Pressure  
Bleeding, Spinal, Shock  
British Thermal Unit  
Civil Air Patrol  
Citizens Band  
Civil Defense  
Methane  
Colorado Mountain Industries  
Carbon Monoxide  
Carbon Dioxide  
Cardiopulmonary Resuscitation  
Cave Rescue Communications Network  
Cave Rescue Network Coordinator  
Cave Rescue Network Dispatcher  
District of Columbia Grotto  
Department of Environmental Resources  
Department of Natural Resources  
Dead On Arrival  
Evil Bull-Stuff  
Electrocardiogram  
Emergency Medical Service  
Emergency Medical Technician  
East River Grotto  
Eastern Region - National Cave Rescue  
Commission  
Evacuation Supervisor  
Federal Communications Commission  
Fire Department  
Federal Emergency Management Agency  
Hydrogen Sulfide  
Incident Commander  
Incident Command System  
Intramuscular  
Inner Mountain Outfitters  
Initial Response Team  
Intravenous  
Kendrick Extrication Device  
Keep It Simple Stupid  
Last Known Point  
Level Of Consciousness  
Leaking Underground Storage Tanks  
Mechanical Advantage  
Mid Appalachian Region of the NSS  
Medical Doctor

Monongahela Grotto  
Mina Safety Appliance  
Mine Safety and Health Administration  
No Carbon Required  
National Cave Rescue Commission  
National Fire Protection Association  
Ammonia  
National Incident Management System  
National Mine Service  
National Outdoor Leadership School  
National Park Service  
National Speleological Society  
National Speleological Society - Cave  
Diving Section  
Oxygen  
Occupational Safety Housing Authority  
Oregon Spline Splint  
Old Timer's Reunion  
Police Department  
Potomac Speleological Club  
Public Information Officer  
Point Last Seen  
Pidgeon Mountain Industries  
Probability Of Area  
Pneumatic Anti-Shock Garment  
Responsible Agent  
Richmond Area Speleological Society  
A CB Radio Group  
Search And Rescue  
Section Chief  
Self-Contained Breathing Apparatus  
Self Contained Underwater Breathing  
Apparatus  
Special Medical Response Team  
Seattle Manufacturing Corporation  
Smith Safety Products  
Tender Loving Care  
The Robertson Association  
Underground Coordinator  
Ultra High Frequency  
Virginia Appalachian Region of the NSS  
Virginia Association of Volunteer Rescue  
Squads  
Very High Frequency  
Virginia Polytechnic Institute  
Wilderness Emergency Medical  
Technician  
West Virginia Association for Cave  
Studies  
West Virginia Speleological Survey  
Western Maryland Grotto  
West Virginia University Student Grotto

<b>GUIDE TO FINAL BRIEFING</b> <b>FORM: ER-NCRC-903</b>	<b>ER-NCRC USE ONLY</b>	
	<b>DATE:</b>	<b>BY:</b>
	<b>GROUP:</b>	

The following is an example based on a real-life situation, of recommended procedures for dealing with the final briefing of the family in the case of a search and rescue operation.

**INTRODUCTION**

**PURPOSE OF MEETING**

**INTRODUCE OTHER PEOPLE**

- Responsible Agent
- Incident Commander
- Search Manager

**RUMORS**

**DECISION**

- Tough decision made on X day at X time
- Joint decision made by Responsible Agent and Incident Commander
- Search teams concur

**REVIEW ORIGINAL REASONS TO SEARCH**

- High probability in primary search area
- Good chance of survival
- Good access
- Training and equipment

**MAP BRIEFING**

- Define search area
- Point last seen
- Base camp location
- Last known point

**EFFORTS**

- Search led to patient trapped in crevice
- Fire teams operating underground
- Teams are becoming tired
- Methods of freeing patient have failed
- Sent in crevice rescue team
- Efforts to keep patient warm with hot packs have failed

**PROPOSAL**


- Plan to send in a drill to construct a new entrance to the patient
- Running electricity in to operate heater near the patient
- Calling in additional personnel to take over for the exhausted rescuers
- Major issue is probability of getting patient out alive vs. risk to the rescuers
- Theory of how plan is relevant

**SURVIVABILITY**

- Hypothermia
- No longer looking to get patient out alive
- Two days in extreme environment
- No signs of movement

**DECISION**

- Cannot justify level of risks to rescuers given the probability of getting patient out alive
- Duty / obligation to rescuers not to unnecessarily risk their lives
- Teams will be available for body recovery
- Express regrets to family and friends.

	<b>LEVEL OF URGENCY CHART</b>	<b>ER-NCRC USE ONLY</b>	
	<b>FORM: ER-NCRC-002</b>	<b>DATE:</b>	<b>BY:</b>
		<b>GROUP:</b>	
Mission/Cave:		Date:	
On the following chart, the lower the numerical rating of the factor, the higher urgency becomes.		<b>Rating</b>	<b>Score</b>
<b>Subject Profile</b>			
Age			
Very Young		1	
Very Old		1	
Other		2-3	
<u>Medical Condition</u>			
Known or suspected injured or ill or mental problem		1-2	
Healthy		3	
Known fatality		3	
<u>Number of subjects</u>			
One alone		1	
More than one (unless separation suspected)		2-3	
<b>Subject Experience Profile</b>			
Not experienced, does not know cave		1	
Not experienced, knows cave		1-2	
Experienced, not familiar with cave		2	
Experienced, knows cave		3	
<b>Weather Profile</b>			
Past and/or existing hazardous weather		1	
Predicted hazardous weather (8 hours or less)		1-2	
Predicted hazardous weather (more than 8 hours)		2	
No hazardous weather predicted		3	
<b>Equipment Profile</b>			
Inadequate for cave		1	
Questionable for cave		1-2	
Adequate for cave		3	
<b>Cave Structure</b>			
Vertical cave - For more than intermediate		1	
Horizontal cave - Maze structured		2	
Horizontal cave - Linear		3	
<b>Urgent response</b> ----- <b>7-10</b> <b>Intermediate response</b> ----- <b>11-17</b> <b>Measured, limited response</b> ----- <b>18-21</b>		<b>Total Score</b>	



FORM NUMBER	DESCRIPTION
ER-NCRC-001	CAVE RESCUE SQUAD RESOURCE INFORMATION
ER-NCRC-002	LEVEL OF URGENCY CHART
ER-NCRC-101	COMMUNICATIONS LOG
ER-NCRC-102	PUBLIC INFORMATION RELEASE FORM
ER-NCRC-103	ENTRANCE CONTROL LOG
ER-NCRC-104	EQUIPMENT LOG
ER-NCRC-105	VEHICLE LOG
ER-NCRC-106	PERSONNEL LOG
ER-NCRC-107	CAVE RESCUE EVENT LOG
ER-NCRC-108	MEDICAL LOG
ER-NCRC-109	DEBRIEFING FORM
ER-NCRC-110	RESOURCE SUMMARY
ER-NCRC-111	SUMMARY OF ACTIONS
ER-NCRC-112	TASK ASSIGNMENT FORM
ER-NCRC-113	LOST PERSON QUESTIONNAIRE AND CHECKLIST
ER-NCRC-201	INCIDENT DEBRIEFING (MAP SKETCH)
ER-NCRC-202	CURRENT ORGANIZATION
ER-NCRC-901	COMMON CAVE RESCUE ABBREVIATIONS
ER-NCRC-902	COMMON ROPE CALLS
ER-NCRC-903	GUIDE TO FINAL BRIEFING