

Pincher Creek Search & Rescue  
**New Member Package**

PCSAR Doc-113

**NEW & PROSPECTIVE MEMBERS:**

Please take and read this information package. In it you will find

- Recruitment brochure (doc-108)
- Welcome and basic information (doc-113)
- Fitness Policy & Well-Being Policy (doc-114)
- Media (doc-115)
- Public Relations Policy (doc-116)
- Expense Invoice (doc-68)
- Criminal Record Check Request (doc-123)
- Personnel Record (doc-112)
- Recruitment Tactics Questionnaire (doc-128)

To become a member, please:

1. Complete the Personnel Record form (doc-112)
2. Place your completed Personnel Record membership binder in the alphabetical section according to your last name or give it to the Membership Co-ordinator.
3. Have your Criminal Record Check Request (doc-123) signed by a board member, membership committee member, or the administrator.
4. Take your Criminal Record Check Request to the RCMP detachment.
5. When you get your Criminal Record Check back from the RCMP, show it to any board member, membership committee member, or the administrator and have them note on your personnel record in the membership binder that they've reviewed it.

The binder is usually available at all meetings for you to enter any changes to your personal information as well as your recent participation. Participation involves any SAR event, whether a meeting, course, mock search, actual search, barbeque, etc. Fill it in with the date of the activity on your Personnel Record sheet. Keeping this current is YOUR responsibility. That info is then entered into the main database which generates all kinds of material for us.

The Expense Invoice is what you will return to the treasurer or administrator for financial reimbursement after an actual search. These forms are available from the Command Post overhead team when you leave a search or attend the search critique. Remember to ask for one.

## Welcome to Pincher Creek SAR.

Meetings are held the first Tuesday of every month. The board meets at 17:30 (5:30 pm) and the general meeting and training session is held at 19:00 (7:00 pm). You are welcome to attend both.

Attendance sheets (Personnel Record) are kept by the Membership Coordinator. Please complete the one in this package. This is kept up to date BY YOU so that we know what your current training is and the experience that you have. This information is used to put your name on the call out sheet in the proper category of "emergency", "resource", etc. For every meeting, search call-out, or other SAR activity that you attend, enter it and the date of that participation on your page so that we can keep the records of your involvement current. It is your responsibility to do this. These records of involvement also become part of the ongoing statistics of "man hours" volunteered in SAR. The more of these represented, the more we are valued and the easier it is to secure funding from the province.

The ready pack is the most essential part of all our equipment. Following is a list of the basics that should be included in your pack. Of course, variations are made according to the individuals training and needs;

- Compass (maps provided)
- First aid kit (personal)
- Matches and butane lighter
- Candle
- Headlamp and spare battery
- Flashlight and spare battery
  - (Two sources of light is a must, three is preferred!)
- Pen, pencil, and note pad
- Repair kit - duct tape, wire, fishing line, etc.
- Knife
- Whistle
- Binoculars
- Water bottle - full
- Emergency bivouac (shelter)
- Emergency food
- power bars candies etc.
- Weather gear - clothing (rain coat, hat, winter cloths, etc.)
- Zip lock baggies

This is just a basic list. You can add and subtract as you see necessary, just keep in mind that you may need to carry this a long way so watch the weight! Be prepared to stay out for 24 hours and remember that the weather can change!

Call outs are what we prepare for. Generally, the way that it happens is: A "tasking agency" (the RCMP, fire department, etc.) will contact us and the callout sheets are used to contact members according to the type of search required (example; snowmobiles, horses, foot search, etc.); volunteers are also needed in a number of logistical support functions. These calls can come at any time and usually give you about 45 minutes notice, so try to have your ready pack and "stuff" prepared at all times. This mainly means keeping track of what you are carrying and change it according to the season we are in (example: snow mitts versus sun screen).

One more thing to keep in mind when you are called out is that CONFIDENTIALITY IS A MUST right from the initial callout. When working with the RCMP you are on their team and you will become privy to information that you must not share as it may hinder their investigation. When called, be prepared to know very little. You will be told where we are all meeting, where you are headed (general), and possibly a bit about the situation (example: child missing). At the meeting place, we typically have a briefing. Here you will find out where we are going and what we will be required to do.

Training is scheduled throughout the year with the regular monthly meeting being primarily a training session of some nature. Our Training Coordinator usually gives us about 2 months notice of any special course training. The training announcements are e-mailed to you are also available on our website [pcsar.webhop.org](http://pcsar.webhop.org). Once at the website find your way to, and click on, “wiki” then, “Calendar”. Usually a contact number will accompany that info so you can register for the course. But the best source of information will come through meeting attendance.

Participation is what makes this group work. We realize that not everyone can attend everything but we feel it is important to make an effort to keep up to date with what is happening in the group. If you have any questions, feel free to call our board members, listed on the website above.

Once again, we would like to welcome you to Pincher Creek SAR. By belonging to this group, you will be providing a service to the community that is extremely valuable.

## How To Contribute

Pincher Creek SAR is very appreciative of the ways you support the organization. We try to make it easy for you to contribute to the degree that you feel comfortable. This document is a summary of the ways you can be involved in Pincher SAR. The details are in the policies adopted by the organization. You can get a copy of those policies by asking any board member. To maintain your basic membership (associate membership), you must be involved in one activity of any nature, in support of Pincher SAR at least once a year. That could be a meeting, a search, a training exercise, a course, a task or anything else like that.

General meetings are held the first Tuesday of every month at 19:00 (7:00 pm) for a few minutes before the training. Elections for the board are held in November. Any member can run and is highly encouraged.

To be called for a search, you need to maintain your SAR Basics certification. The certification course is held over 2 weekends once a year. You can also attend a course outside of Pincher Creek. In order to be called about training activities or be called for a search you must keep your contact information up to date with the Membership Coordinator. Your contact, as well as other types of information, is in the personnel binder which is available at meetings. Always keep that info up to date.

Regular monthly information is commonly circulated via email. Be sure to include your address on your personnel record.

There are many things we do to keep the organization a success. If you feel interested in any of these areas, your help will be greatly appreciated. Let any board member know, and they can help you get involved.

- Emergency phoning
- Non-emergency phoning, informing our members
- Working at the command post
- Organizing or helping with training
- Teaching our members in some subject area
- Board meetings
- Secretarial work
- Treasurer's work
- Auditing books
- Fund Raising
- Teaching prevention in schools
- Organizing social activities
- Coordinating care and purchase of equipment
- Preparing plans for various emergency scenarios