

Search Manager: Start at the front of files and work your way back.

Files are colour-coded by role	
Yellow	Search Manager
Red	Logistics
Blue	Planning
Green	Operations
Grey	Post-Operation

Folder Name	Colour	Form Name	Copies at MCP		Copies at Firehall	
			Min	To Add	Min	To Add
This Inventory Sheet	Yellow	doc-31 SAR Management Box	1		1	
First Notice	Yellow	doc-33 First Notice Record	5		5	
Urgency Chart	Yellow	doc-1 Search Urgency Chart	5		5	
Missing Person Profile	Yellow	doc-84 Missing Person Profile (version 2004-05-01)	5		5	
Incident History	Yellow	doc-35 Incident History	10		10	
Handbook	Yellow	Search is An Emergency Handbook	1		1	
		Lost Person Behaviour folder (doc-83 Alberta Lost Person Probability Zone Tables; doc-93 Lost Person Behavior Checklists)	1		1	
Call-Out List	Yellow	Emergency Call-Out List	1		1	
Logistical Officer Duties	Red	doc-5 Logistical Officer	3		3	
		doc-8 Colour Codes for Incident Command + preplan + org chart	1		1	
		doc-9 Flow Diagram for Search Management	1		1	
Resource List	Red	Resource List (Binder) contains: -- doc-95 BC Resources	1		1	
Local SAR Inventory	Red	Doc-72 Equip	1		1	
		Doc-100 Equipment by Location	1		1	
Other Emergency Organizations	Red	Doc-122 Mutual Aid List	1		1	

Folder Name	Colour	Form Name	Copies at MCP		Copies at Firehall	
			Min	To Add	Min	To Add
Registration/Sign In	Red	doc-62 Registration/Sign-In (version 2013-02-17)	15		15	
		doc-68 Invoice - Pincher Creek Search and Rescue Society (version 2013-05-08)	40		40	
		laminated PC SAR vehicle id cards, small	5		-	
		laminated PC SAR vehicle id cards, large	1		-	
Sign Out, Equipment	Red	doc-16 SAR Equipment Sign-Out List	5		5	
Communications Log	Red	doc-51 Communications Log	50		50	
		Clipboard	1		1	
Needs Form	Red	doc-87 Logistic Needs	10		10	
Resources Form	Red	doc-88 Logistic Resource	20		20	
Timeline	Red	doc-89 Logistics Expected Timeline (version 2004-05-18)	10		10	
STARS	Red	doc-79 STARS activation prelanding checklist	1		1	
Personnel Records	Red	Red binder - Personnel Records	1		-	
Phone Books	Red	Pincher Creek	1		1	
		Lethbridge	1		-	
Plast Hanging Marker Sheets	Red	Plastic sheets for creating whiteboard on a wall			4	
Planning Officer Duties	Blue	doc-7 Planning Officer	3		3	
		doc-8 Colour Codes for Incident Command + preplan + org chart	1		1	
		doc-9 Flow Diagram for Search Management	1		1	
Lost Persons Forms	Blue	doc-13 RCMP Lost/Missing Person Report and Search Results	5		5	
		doc-14 Supplementary Lost Snowmobiler Questionnaire	5		5	
Action Plan	Blue	doc-76 Action Plan	15		15	
Initial POA	Blue	doc-90 Initial POA (version 2013-01-04)	5		5	
		example calculation	1		1	
Scenarios	Blue	doc-70 Scenario (version 2013-12-09)	20		20	
Clue Log	Blue	doc-12 Clue Log (version 2004-06-19)	20		20	
Segments	Blue	doc-91 Segment	20		20	
		example calculation	1		1	
Radio Coverage	Blue	doc-66 (A-J) Maps of Radio Coverage for various areas	1		1	

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			Min	To Add	Min	To Add
Operations Officer Duties	Green	doc-15 Operations Officer	3		3	
		doc-8 Colour Codes for Incident Command + preplan + org chart	1		1	
		doc-9 Flow Diagram for Search Management	1		1	
Party Leader Duties	Green	doc-18 Party Leaders	20		20	
Task Assignment	Green	doc-61 Task Assignment (version 2013-12-07)	40		40	
Briefing Handout	Green	doc-86 Briefing Handout (version 2013-03-07)	40		40	
Residential Check Form	Green	doc-63 Residential Checks	200		200	
Demobilization	Grey	doc-74 Search Incident Demobilization / Post Mission Plan (version 2014-07-15)	3		3	
Statistics Collection	Grey	doc-30 Urban Lost Person Report	5		5	
Document Originals Binder	Grey	Originals of all doc-ax's • verify is up to date	1		-	

Folder Name	Colour	Form Name	Copies at MCP		Copies at Firehall	
			Min	To Add	Min	To Add
Office Supplies Box	Clear	chalk, box	-		1	
		permanent markers fine-point, for fine detail map work (e.g. staedtler lumocolor 318, Stabild Fineliner Point 88, <i>not Sharpie fine point</i>), unique colours	4		4	
		non-permanent (water soluble) markers superfine or fine, (e.g. staedtler lumocolor 311) unique colours	4		4	
		dry erase/whiteboard markers, unique colours	4		4	
		highlighters, unique colours	2		2	
		permanent markers, large, unique colours	2		2	
		Pens (regular ink)	10		10	
		pencils	4		4	
		pencil sharpener	1		1	
		paperclips, box	1		1	
		fold-back clips, box of 12	1		1	
		elasctic bands, bag	1		1	
		calculator	1		1	
		bunch of zip-lock sandwich bags	1		1	
		glue stick	1		1	
		erasers	4		4	
		scotch tape/mending tape	1		1	
		correction tape / white-out tape	1		1	
		sticky/post-it notes, pad	1		1	
		scissors	1		1	
		ruler	1		1	
		clipboards	7		2	
		paper, pads	4		4	
		masking tape, roll	1		1	
box of staples	1		1			
stapler	1		1			

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			Min	To Add	Min	To Add
Maps	loose	Adventure Guide & Topographic Map of Southwest Alberta 1:125,000	-		1	
		82 G/1	-		1	
		82 G/8	-		1	
		Castle Access Management Plan Winter & Summer Trails	-		1	
		Alberta Road Map	-		1	
Driver's Log	driver's side	doc-60 SARCAR driver's check sheet and log (version 2015-01-30)	5		-	

After operation resort files and restock with required quantities. If there is anything extra tell the Search Manager from last operation; it may belong to someone else. There is a stock of extra forms and supplies in the top two shelves of the fire hall cabinet.