

MAINE ASSOCIATION FOR SEARCH AND RESCUE

Board of Directors' Policy

Unit Rights and Responsibilities¹

I. Purpose

- A. This policy, created by the Board of Directors of the Maine Association for Search and Rescue (MASAR), defines the rights and responsibilities of units certified by MASAR.
- B. These rights and responsibilities apply only to MASAR-certified units.
- C. Adherence to this policy is required for units to receive and retain MASAR Unit Certification.

II. Unit Rights

Under this policy a unit may:

- A. Request certification of its members under MASAR's current certification standards
- B. Be dispatched by MASAR's Duty Officer (DO) system
- C. Vote at MASAR meetings
- D. Have its members insured by the state while engaged in training exercises and missions²

III. Unit Responsibilities

Under this policy a unit must:

- A. Designate two representatives - a regular and an alternate - to speak, and vote, for the unit at MASAR meetings.
- B. Pay dues to MASAR annually.
- C. Upon request of the MASAR Resource Officer, provide a list of the Unit's resources (including all active members).
- D. Establish an internal procedure to dispatch its own members.
- E. Establish an internal policy stating that members shall not self-deploy.
- F. Provide Unit contact information to the MASAR Resource Officer for Unit dispatching purposes.
- G. Inform the DO, as soon as possible, what resources the Unit will provide when it is asked to take part in a SAR mission.
- H. Ensure that **only** one person from the Unit communicates with the DO at any time.
- I. Report all search and rescue requests and responses to the MASAR DO within an hour of their receipt, if not dispatched by the MASAR DO.

¹ Original title of this document was "Unit Operational Policy"

² The extent and limits of state insurance coverage are defined in "*Maine Insurance Policies - Application to SAR Personnel*"

1. Dispatched Units are expected to immediately call the DO to confirm receipt of the page. Units not being dispatched should NOT call the DO or IC, but should look on D4H for information about an ongoing incident.
 2. Any unit that does not receive the test page shall notify the MASAR President.
- J. Train, and maintain training of, its members to meet, at minimum, the requirements of MASAR's current Search Team Member certification standard.
- K. Agree to operate within the limits of all MASAR policies.
- L. Dispatch uncertified members on SAR missions only under the following circumstances:
1. They meet the requirements of Section I, Part C, of the MASAR Search Team Member Certification standard and
 2. They are supervised in accordance with MASAR policy.
- M. Inform the Warden Service's Search and Rescue Liaison of all Unit training exercises dedicated to achieving or maintaining MASAR certification for a unit's members by:
1. Sending a written notice, at least one week in advance, to the Warden Service's Search and Rescue Liaison (currently Mike Sawyer), listing:
 - i. The training exercise date;
 - ii. Training exercise topic(s);
 - iii. The instructor(s) name(s).
 2. Within two weeks of completion of the exercise, sending a report on the training exercise to the Search and Rescue Liaison listing:
 - i. The Unit or Units involved;
 - ii. The actual date of the exercise;
 - iii. The names of those who actually received training as part of the exercise;
 - iv. A brief description of the training provided.

IV. Policy Acceptance

- A. A unit representative must sign and date this policy to indicate the unit's acceptance. This signed and dated page must be sent to MASAR's secretary and to the chairman of the MASAR Standards Committee.

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_____ agrees to abide by this policy.
(Unit Name)

_____ on _____
(Unit Representative's Signature) (Date)

(Unit Representative's Name - Printed)