

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

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

Folder Name	Colour	Form Name	Copies at SARCAR		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	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	
Other Emergency Organizations	Red	SAR Alberta members emergency contact list (current month)	1		1	
		Emergency Resources Waterton Lakes National Park	1		1	

Folder Name	Colour	Form Name	Copies at SARCAR		Copies at Firehall	
			Min	To Add	Min	To Add
Registration/Sign In	Red	doc-62 Registration/Sign-In	15		15	
		doc-68 Invoice - Pincher Creek Search and Rescue Society	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	10		10	
STARS	Red	doc-79 STARS activation prelanding checklist	1		1	
Personnel Records	Red	White binder - Personnel Records	1		-	
Phone Books	Red	Pincher Creek	1		1	
		Lethbridge	1		-	
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	5		5	
Scenarios	Blue	doc-70 Scenario	20		20	
Clue Log	Blue	doc-12 Clue Log	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	
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	

Folder Name	Colour	Form Name	Copies at SARCAR		Copies at Firehall	
			Min	To Add	Min	To Add
Party Leader Duties	Green	doc-18 Party Leaders	20		20	
Task Assignment	Green	doc-61 Task Assignment	40		40	
Briefing Handout	Green	doc-86 Briefing Handout	40		40	
Residential Check Form	Green	doc-63 Residential Checks	200		200	
Demobilization	Grey	doc-74 Search Incident Demobilization / Post Mission Plan	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 SARCAR		Copies at Firehall	
			Min	To Add	Min	To Add
Office Supplies Box	Clear	chalk, box	-		1	
		permanent markers fine-point (e.g. staedtler lumocolor 318), unique colours	4		4	
		non-permanent markers superfine, (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	10		10	
		pencils	4		4	
		pencil sharpener	1		1	
		paperclips, box	1		1	
		fold-back clips, box of 12	1		1	
		elastcic bands, bag	1		1	
		calculator	1		1	
		bunch of zip-lock sandwich bags	1		1	
		box of staples	1		1	
		glue stick	1		1	
		erasers	4		4	
		scotch tape/mending tape	1		1	
		correction 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			
stapler	1		1			
Maps	loose	Adventure Guide & Topographic Map of Southwest Alberta 1:125,000	-		1	
		Alberta Road Map	-		1	
Driver's Log	driver's side	SARCAR driver's check sheet and log	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.