

Activity	Incident	Responses	Area Found	Jurisdiction	Subject	Aircraft Used	Suspense
1 Aircraft	1 False Alarm	1 Air Search	1 Bastard Search	1 BLM	1 Uninjured	1 CAP	1 Closed
2 Bicyclist	2 Injury-Illness	2 Callout	2 Home	2 Federal Land	2 Injured	2 NMNG	2 Suspended
3 Boat-Raft	3 Lost	3 ELT Search	3 Out of Area	3 Indian Land	3 Deceased	3 NMSP Fixed	3 Open
4 Caver	4 Overdue	4 Land Search	4 Previous Area	4 Military Land		4 NMSP 606	
5 Climber	5 Runaway	5 Recovery	5 Primary Area	5 NPS		5 Private	
6 ELT	6 Stranded	6 Rescue	6 Secondary Area	6 Private Land		6 USBP	
7 Gatherer	7 Walk away	7 SAR Evac.	7 Other	7 State Land		7 US Customs	
8 Hiker	8 Other	8 Self Evac.		8 USFS		8 Other	
9 Horseback Rider		9 Standby.		9 Urban			
10 Hospital-Medical		10 Tech-High		10 Wilderness			
11 Hunter		11 Tech-Low		11 Other			
12 Motorbike		12 Water Srch					
13 Skier		13 Other					
14 Snowmobile							
15 Suicide							
16 Vehicle							
17 Wood Cutter							
18 Other							

### General Instructions for Preparing SAR Incident Report

#### Instructions for Using Field Codes

The Field codes are printed on the reverse of the form. To use the codes, fold the bottom edge of the form along the bottom edge of the code fields and crease the form. The field codes will align with the code fields.

1 This form satisfies the minimum information required by DPS. Incomplete reports or with missing attachments will be returned to sender.

2 Mission Number. Enter the state mission number using the form yy-dd-nn, where yy is the current year, dd is the state police district, and nn is the sequence number assigned to this incident.

3 AFRCC Number: Enter the Air Force Rescue mission number. Required for missions using Air Force resources

4 Field Coordinators. Enter the last names of all certified FCs used on this mission in a Command or General Staff role. Up to 8 FCs can be listed. Use Additional Comments space for more.

5 Mission Opened. Enter the date and time that the mission was opened. Should agree with the opening teletype.

6 Mission Closed. Enter the date and time that the mission was closed. Should agree with the closing teletype.

7 Mission Initiators. Enter the name of the **MI** who began the mission and the **MI** on duty when the mission was closed.

8 Area Commander. Enter the name of the On-call Area Commander during this incident. Area Commander must be notified on missions.

9 Subject's Name. Enter the first and last names of each subject. Up to 3 subjects can be listed. Use Additional Comments space to list more

10 City: Enter the town of residence for each subject.

11 ST: Enter the state of residence for each subject.

12 Activity Code: Enter the subject's activity from the code on the reverse side of this form.

13 Incident Code: Enter the Incident type from the key.

14 Response Code: Enter the response codes for the incident. Multiple

15 Area Code: Enter the search area in which each subject was found.

16 Jurisdiction Code: Enter each jurisdiction whose property was searched during this incident. If Wilderness was searched, indicate the jurisdiction of the wilderness. Multiple entries from the key are permitted.

17 Subject Code: Enter the status of each subject found from the key

18 Aircraft Used: Enter the code for aircraft used.

19 Suspense Code Enter the status of the incident at the time report was submitted Select suspense code from key

20 Where Subject was Found: Enter the common name of the area where the subject was located or the UTM co-ordinates.

21 Date Located: Enter the date that the subject was located

22 Time Located: Enter the time that the subject was located.

23. Incident Summary. Give a brief description of the result of the SAR effort and rescue, i.e., "The subject was airlifted to **UNMH** by Lifeguard".

24. Report Prepared By: Enter the name of the person preparing this report This information is needed in case a question arises at a later time.

25. Date Prepared: Enter the date that this report was submitted

26. Total Personnel. Enter the total number of volunteers (not paid personnel) assisting on this incident (totals from ICS Form 211 A).

27 Total Man-hours" Enter the total number of volunteer (not paid personnel) man-hours expended on this incident (totals from ICS Form 211A)

28. Additional Comments. Enter any additional information that you feel is important. Use this space for additional names, etc as mentioned above

29 Required Attachment Checklist: Be sure to attach the required forms for the type of incident.

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