

**ASRC DISPATCH OFFICER  
END OF SEARCH CHECKLIST**

Location of search: \_\_\_\_\_ Date search began: \_\_\_\_\_

**I. FIND IS MADE:** Status: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_  
Reported by: \_\_\_\_\_  
Agency: \_\_\_\_\_ Location: \_\_\_\_\_  
Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. GROUPS NOTIFIED:**  
DES AMRG BRMRG MSAR PVRG RSAR SMRG SWVMRG TSAR MedCom  
Time: \_\_\_\_\_

**III. LAST TEAM LEAVES BASE:** Time: \_\_\_\_\_ ETA: \_\_\_\_\_

**IV. ALL TEAMS HOME:**  
Time: \_\_\_\_\_ or none responded \_\_\_\_\_

**OR:**  
RESPONSIBILITY FOR MISSING TEAMS PASSED TO GROUP DISPATCHES:  
Time: \_\_\_\_\_

Personnel still enroute:

Name or level & #	Group	Group Dispatcher
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**V. SEARCH SUMMERY:**  
Write a brief summery of the search in your PCMail account and send it to BRMRG. Please include the time and date of the start of the search and the find. Also include a brief description of the subject and find.

**VI. DISPATCH CLOSES:**  
Notified:  
DES AMRG BRMRG MSAR PVRG RSAR SMRG SWVMRG TSAR MedCom  
Time: \_\_\_\_\_

\_\_\_ Answering machine message changed to:  
"You have reached the office of the Blue Ridge Mountain Rescue Group, a member of the Appalachian Search and Rescue Conference. The search in \_\_\_\_\_ has ended in a status \_\_\_ find (or "has been suspended", if appropriate). (If appropriate: "Responsibility for teams still enroute has been transferred to group dispatches".) If you have a search and rescue emergency, please call Virginia Department of Emergency Services at 804-674-2400. That number again, 804-674-2400. Otherwise, please leave your name, number and a brief message. Thank you."