

# Mini-OpsKit Index Version 1.2 8/18/99

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Allegheny Mountain Rescue Group, Appalachian Search and Rescue Conference

✓	❖ <b>Equipment</b>
	➤ File Case with label on outside
	➤ File Case insert, slide-in style, with
	▪ 2 sets of dry-erase colored markers
	▪ 2 sets of colored highlighters
	▪ several pens
	▪ roll of 2" clear adhesive tape
	➤ File Case insert, flip-open style, with
	▪ 2 Scotch tape dispensers
	▪ 1 small roll KC color code tape
	▪ paper clips
	▪ 1 pr. Scissors
	▪ 1 stapler
	▪ spare staples
	▪ mini-grid overlays
	▪ protractor
	❖ <b>Mission Folder Set:</b> <i>Two Sets of Five Master Folders for search:</i>
	➤ <b>General File</b>
	▪ Area Poster Signs: Staging Area, Operations, Sign-In, Commo
	▪ Daily Form #1: Command Log (4 sheets)
	▪ Daily Form #2: Table of Organization (1)
	▪ Daily Form #3: SAR Unit Personnel Register (4 sheets)
	▪ Daily Form #4: Local Volunteer Personnel Register (4 sheets)
	▪ Daily Form #5: Vehicle Register (4 sheets)
	▪ Daily Form #6: on <b>Tasks Completed</b> Folder (1)
	▪ Daily Form #7: on <b>Tasks in Progress</b> Folder (1)
	▪ Daily Form #8: Communications Log (4 sheets)
	▪ Daily Form #9: SAR Resources Worksheet (1)
	▪ Incident Form #1: Missing Person Questionnaire (1)
	▪ Incident Form #2: Incident Objectives (1)
	▪ Incident Form #3: Medical/Evacuation Plan (1)
	▪ Incident Form #4: Communications Plan (1)
	➤ <b>Tasks to be Done</b> (with 10 Task Assignment Forms, dual stapled forms, ready for carbon paper)
	➤ <b>Tasks in Progress</b> (with Daily Form #7: Clue Log attached to front)

	➤ <b>Tasks Completed</b> (with Daily Form #6: Task Log attached to front)
	➤ <b>Tasks Not Done</b>
	❖ <b>Other Folders</b>
	➤ <b>Folder:</b> Transparency Masters (20)
	➤ <b>Folder:</b> Grid Overlays (3 each of clear in vertical and horizontal, and one of both vertical and horizontal in green, yellow, red, blue)
	➤ <b>Folder:</b> Carbon Paper
	➤ <b>Folder:</b> Transparency Masters (for copier)
	➤ <b>Folder:</b> blank paper (for copier) (about 100 sheets)
	➤ <b>Folder:</b> Searcher Information Sheets (about 20)
	➤ <b>Folder:</b> Essential Documents
	▪ Pennsylvania State Highway Map
	▪ Pennsylvania USGS Topographic Map Index
	▪ ICS Field Operations Guide (ICS-420-1)
	▪ Search is an Emergency Field Coordinator's Guide
	➤ <b>Folder:</b> Originals to Photocopy (PSARC Forms Packet, PSARC Grid Overlay)
	➤ <b>Folder:</b> Spare Forms
	➤ <b>Folder:</b> Cave Rescue Forms
	▪ ER-NCRC Level of Urgency Chart (1)
	▪ Personnel Log (1)
	▪ Communications Log (1)
	▪ Entrance Control Log (1)
	▪ Equipment Log (1)
	▪ Rescue Event Log (1)
	▪ Lost Person Questionnaire/Checklist
	▪ Mission Personnel Register (1)
	▪ Medical Assessment Flow Sheet (1)
	▪ Mini-Information Form (1)
	▪ ER-NCRC Task Assignment Form, double, with carbon paper (10)
	❖ <b>Spare Folders (10)</b>