



Tonto Rim Search and Rescue (TRSAR) Command, Control and Accountability Policy

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SECTION I. PURPOSE

The purpose of this policy is to establish clear guidelines for command, control and accountability during all TRSAR operations. This ensures the safety of personnel, effective coordination, and compliance with FEMA National Incident Management System (NIMS) principles. This encompasses the FEMA NIMS ICS-100 and ICS-700 which must be completed by TRSAR members.

This policy applies to all TRSAR members during:

- Missions within Gila County
- Mutual aid / cross-county responses
- Large-scale or complex incidents

SECTION II. OVERVIEW

All TRSAR operations will follow:

- Federal Emergency Management Agency (FEMA) NIMS
- Incident Command System (ICS)
- Arizona Inland Search Management
- Clear chain of command
- Personnel accountability at all times

Minimum recommended training:

- ICS-100 (Introduction to ICS)
- ICS-700 (NIMS, An Introduction)

SECTION III. ACTIVATION AND CALL-OUT PROCEDURES

TRSAR responses are initiated at the request of the Gila County Sheriff's Office (GCSO). No member shall self-deploy to any incident.

A. Mission Activation

- All missions are authorized through GCSO.
- GCSO will contact TRSAR Commander or designee to request support for the mission.
- TRSAR Commander will obtain as much information from GCSO as possible including location

and last known coordinates if available, mission type, subject information and command post location or meeting spot for TRSAR squad members.

- TRSAR command staff (Commander or designee) will initiate a call-out as appropriate.

B. Call-Out Process

- TRSAR Commander will send out a mission notification on ERM with information obtained from GCSO.
- Members will be notified through a variety of methods including application alert, phone alert, text alert and email alert.
- Call-out information should include when available:
 - Nature of the incident
 - Location or coordinates of subject
 - Command post or staging area
 - Information on mission type
 - Subject information as appropriate
 - Required resources or specialties
- As further information becomes available, additional ERM alerts and updates will be provided. Information may include additional coordinates, subject updates, resources needed or no additional resources needed.
- Commander will develop a map on Cal Topo under TRSAR maps. The map will be used to account for TRSAR members and track them during a mission response.

C. Member Response

- TRSAR members who are available to respond to the mission will respond using the TRSAR notification system.
- Members will only respond if they are:
 - Fit for duty
 - Properly equipped
 - Capable of safely responding
 - Reserve or active status in good standing
- Members should open Cal Topo on their phones before leaving on a mission. If there is a mission specific map, open TRSAR maps and find designated map for current mission.
 - Ensure you start tracking before leaving home or current location.
 - Set your tracking name to TRSAR_squadid_date (for example TRSAR_500_033126). This is important for multi-day missions, cross-county missions and all missions.
- Members will report to the designated staging area unless otherwise directed.

D. Check-In and Accountability

- All responding personnel must check in with the designated GCSO / TRSAR Team Leader or staging officer upon arrival.
- When arriving at a mission, it is important to meet with the team for mission update and briefing on SAR tactics.
- All personnel must sign in with time and approximate mileage before deploying. This is to ensure all personnel are accounted for.
- If GCSO is not on site, TRSAR representative will start a sign-in sign for accountability and tracking purposes.

E. Self-Deployment

- Self-deployment is strictly prohibited.
- Members responding without authorization or failing to check in may be removed from the incident.

SECTION IV. COMMAND STRUCTURE BY INCIDENT TYPE

A. **Basic / Local Missions.** Examples include single subject search, carry-out, local assistance.

- **Incident Command (IC)**
 - Gila County Sheriff's Office (GCSO) or designated authority (TRSAR)
- **TRSAR Structure**
 - TRSAR Team Leader assigned
 - Squad members assigned as needed
- **Accountability & Tracking**
 - All responding TRSAR squad members (Active or Reserve) must respond by ERM
 - Check in with TRSAR Team Leader upon arrival and sign roster sheet
 - Be assigned to a team; responders should go in pairs at a minimum. At the discretion of command, a team member may be directed to deploy solo.
 - Maintain radio contact using State SAR 16, if issued an 800 MHz radio, set to North incident.
 - All responding TRSAR squad members should track on Cal Topo
 - Ensure your identifier is set to TRSAR_5xx_MMDDYR (for example TRSAR_500_033026)
 - Radio accountability checks as needed
 - Responding squad members should mark significant events including clues, safety concerns, sub location or anything deemed important to search or rescue.
- **Demobilization**
 - All participating squad members assigned to the mission must report to TRSAR Command / IC prior to departing the scene.
 - Personnel are required to remain on-site until the debrief is complete, unless otherwise directed or granted permission to leave.
 - If it is necessary to leave prior to the completion of the mission, advise team leader or TRSAR command.
 - All personnel must sign out on the mission log sheet before departure.

B. **Cross-County / Mutual Aid Missions.** Examples include requests from neighboring counties or agencies.

- **Incident Command**
 - Host jurisdiction - TRSAR operates under:

- Unified Command (if applicable)
 - Assigned Division/Group Supervisor
- **TRSAR Structure**
 - TRSAR Team Leader reports to Operations Section or assigned supervisor
 - Internal squad leaders maintain control of TRSAR personnel
- **Accountability & Tracking**
 - Must follow host agency ICS structure
 - All responding TRSAR squad members (Active or Reserve) must respond by ERM
 - Check in through official staging or check-in process as well as check in with TRSAR Team Leader upon arrival and sign roster sheet
 - Be assigned to a team; responders should go in pairs at a minimum. At the discretion of command, a team member may be directed to deploy solo.
 - Maintain radio contact using State SAR 16
 - All responding TRSAR squad members should track on Cal Topo
 - Ensure your identifier is set to TRSAR_5xx_MMDDYR (for example TRSAR_500_033026)
- **Demobilization**
 - All participating squad members assigned to the mission must report to TRSAR Command / IC prior to departing the scene.
 - Personnel are required to remain on-site until the debrief is complete, unless otherwise directed or granted permission to leave.
 - If it is necessary to leave prior to the completion of the mission, advise team leader or TRSAR command.
 - All personnel must sign out on the mission log sheet before departure.

C. **Major / Complex Incidents.** Examples: multi-day search, large-scale rescue, disasters.

For Major or Complex Incidents, TRSAR operations will align with the National Incident Management System (NIMS) and Incident Command System (ICS) as established by the Federal Emergency Management Agency (FEMA); members are expected to be familiar with these standards as outlined at <https://www.fema.gov/emergency-managers/nims>.

- **Incident Command:** Established per ICS with full structure
 - Incident Commander
 - Operations, Planning, Logistics, Finance Sections
- **TRSAR Role:** Assigned within ICS structure FEMA NIMS ICS-100 and 700
 - Search Group
 - Rescue Group
 - Medical
 - Other functional assignment
- **Command & Control**

- Strict adherence to ICS structure
- No direct tasking outside chain of command
- **Accountability**
 - Formal check-in
 - Assignment tracking
 - Personnel Accountability Reports (PAR) at regular intervals
- **Tracking Methods**
 - Assignment boards
 - Team/squad tracking
 - Radio roll calls
 - GPS tracking when available
- **Demobilization**
 - All participating squad members assigned to the mission must report to TRSAR Command / IC prior to departing the scene.
 - Personnel are required to remain on-site until the debrief is complete, unless otherwise directed or granted permission to leave.
 - If it is necessary to leave prior to the completion of the mission, advise team leader or TRSAR command.
 - All personnel must sign out on the mission log sheet before departure.

SECTION V. PERSONNEL ACCOUNTABILITY

A. At all incident levels

- All personnel must:
 - Check in and out through proper channels
 - Remain with assigned team
 - Notify leadership of any change in status
- Team Leaders are responsible for:
 - Knowing the location and status of all assigned members
 - Conducting accountability checks
 - Reporting to Operations or IC as required

B. Equipment and Readiness

- All personnel must respond to missions with appropriate equipment for the assigned task and environmental conditions.
- Before setting off on a trail or mission, members shall:
 - Carry a functioning, mission-appropriate radio and maintain communication capability at all times.
 - Ensure batteries (radio, GPS, lights) are fully charged with spares available as needed.
 - TRSAR members are required to have a helmet for all missions.
 - Have a backpack with first aid and basic survival needs.
 - Enough water for TRSAR member and others in need as well as electrolyte

- replacements, snacks and food.
- Be equipped with appropriate personal protective equipment (PPE) for the mission.
- Carry sufficient water, food, and clothing for the expected duration and conditions.
- Have required team-specific gear based on assignment (e.g., medical, rope, dive, etc).
- Members who are not properly equipped or unable to maintain communication may be reassigned or released from the mission.
- Team Leaders are responsible for verifying that assigned personnel are properly equipped prior to deployment.

SECTION VI. COMMUNICATION

TRSAR members are responsible for clear, concise radio communications during a mission. All TRSAR members should carry their issued radio during missions.

A. Radio Requirements

- All TRSAR members shall carry an issued radio during missions.
- Radio will be set to State SAR Channel 16.
- Members with 800 MHz radios shall monitor North Incident channel or GCSO designated channel.
- Radio must be operational, with fully charged batteries and spares as needed.

B. Radio Protocol

- Members will follow standard radio protocol:
 - Identify who you are calling first, then identify yourself. Example: "Command, this is 500"
 - Wait for acknowledgment before transmitting your message
- All radio traffic shall be:
 - Clear
 - Concise
 - Relevant to the mission

C. Required Communication and Updates

TRSAR members are responsible for providing timely updates to Command that are pertinent to mission progress and safety. Key radio traffic includes:

1. Safety issues or hazards in the field
2. Personnel accountability updates
3. Subject location and information
4. Subject status and condition
5. CAN (Conditions, Actions, Needs) reports
6. Notification when moving with a subject
7. Progress updates

D. CAN Reports (Conditions, Actions, Needs)

A CAN report is a critical communication tool used to inform Command and guide operational decisions to ensure a safe and effective mission outcome. CAN reports should be provided as soon

as practical after locating a subject and updated as conditions change.

- Conditions: Subject status (e.g., injured, stable, critical), environmental or safety concerns
- Actions: What the team is currently doing, what can be accomplished with available resources
- Needs: Additional personnel or equipment required, examples: litter, medical support, helicopter extraction

SECTION VII. MISSION COMPLETION / DEMOBILIZATION AND DEBRIEF

Upon completion of a mission, the following procedures shall be followed to ensure accountability, communication, and continuous improvement:

- A. A brief debrief will be conducted with Command and TRSAR personnel. Discussion should include:
 - Positive aspects of the mission
 - Areas for improvement
 - Safety concerns or notable issues
- B. All personnel must be accounted for prior to release from the incident.
- C. The Gila County Sheriff's Office (GCSO) will formally release TRSAR from the mission.
- D. Members leaving prior to official release must:
 - If it is necessary to leave prior to the completion of the operations period, advise team leader or TRSAR command.
 - Notify a GCSO Deputy, TRSAR leadership, or designated Accountability Officer.
 - Ensure their status is updated so all personnel remain accounted for.
- E. Upon returning home, members are responsible for:
 - Stop tracking in Cal Topo
 - Log out of ERM (or designated tracking/response system)

SECTION VIII. SAFETY

- A. Safety is the responsibility of all personnel
- B. Any member may call a safety stop if conditions are unsafe
- C. Hazards must be reported immediately through the chain of command

SECTION IX. COMPLIANCE

- A. Failure to follow this policy may result in:
 - Removal from the mission
 - Review by TRSAR leadership
 - Removal from TRSAR squad