

**VOLUNTEER REGISTRATION AGREEMENT**  
**This form must be completed by each civilian volunteer – Photo ID Required**

DATE	TIME (24HR)	LOCATION
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NAME		SEX	DATE OF BIRTH (MM/DD/YR)	
ADDRESS		CITY	ST	ZIP
HOME PHONE	WORK PHONE	CELL PHONE		
DRIVERS LICENSE / ID #	EMERGENCY CONTACT	PHONE #		

HEIGHT	WEIGHT	HAIR	EYES
HEALTH (circle one) POOR   FAIR   GOOD   EXCELLENT		SPECIAL CONSIDERATIONS	

VEHICLE MAKE / MODEL	LICENSE PLATE #
COMMUNICATIONS (VHF / UHF RADIO, CELL PHONE)	RADIO FREQUENCY / CHANNEL
SPECIAL EQUIPMENT OR TRAINING	

**SEARCH MISSION GROUND RULES - PLEASE READ**

Thank you for your willingness to help out; your contribution of time and energy are greatly appreciated by everyone during this emergency situation. In order to be of the most help, we ask that you read and follow the guidelines described below. Should you have any questions, please do not hesitate to ask. It is essential during your time here that you follow some basic ground rules.

1. YOU must follow any and all instructions given by designated personnel.
2. Please read all of the information contained on Volunteer Information Sheet. Please ask questions on any grey areas you might have.
3. Personal safety is a priority for everyone. ***DO NOT*** attempt a task for which YOU are not physically or emotionally prepared for.
4. Do not leave the team or area to which YOU are assigned until after YOU have checked with the team leader or area director.
5. YOU must check in each time YOU return from a field assignment and account for any special equipment issued to YOU.
6. With this type of effort, there is an element of risk. By signing below, YOU agree to be responsible for YOUR own safety and conduct. Should YOU be injured, no individuals and / or groups associated and / or connected with this effort will be held liable for any reason.
7. YOU agree that any information acquired during YOUR service will not be used for any personal profit and / or gain and will be held confidential.
8. YOUR Involvement in this effort in no way allows YOU to ignore and / or violate any local, state or federal laws.

**I AGREE TO FOLLOW THE ABOVE LISTED GROUND RULES**

**SIGNATURE:** \_\_\_\_\_ **WITNESS:** \_\_\_\_\_

# NICOLET SEARCH TEAM

## Volunteer Information Sheet (Please Read)

Thank you for your willingness to help out; your contribution of time and energy are greatly appreciated by everyone during this emergency situation. In order to be of the most help, we ask that you read and follow the guidelines described below. Should you have any questions, please do not hesitate to ask the Staging Officer.

### Staging

1. **YOU MUST SIGN IN ON THE VOLUNTEER REGISTER**, if you have not already. (You can not be assigned to a task unless you are signed up to help.) When you leave the search scene, say to return home, or some other activity not related to the search, **YOU MUST SIGN OUT**.
2. Stay in the staging area until you are assigned to a field team or other tasks so that teams can be formed quickly.
3. Let the Staging Officer know if you have any limitations (time, equipment, medical conditions, etc)
4. Please start drinking plenty of water - most tasks last at least four hours, making dehydration a very real possibility

### Considerations

Difficult terrain including steep drainages, thick brush, and hilly terrain are commonly encountered during search and rescue missions, even in largely suburban areas. For this reason, all field personnel are expected to have the following gear:

1. Proper clothing for weather and terrain, including \_\_\_\_\_
2. Sturdy boots / shoes. (Team leaders have the right to not allow tennis shoes or other such footwear to be worn while on task.)
3. 2 Water bottles and/or canteen's of at least 1 liter each.
4. Personal first aid kit (including bee sting kits if allergic to stings)
5. A Ready Pack as per SAR Form 10. Team leaders have the right to not allow you on the search task if they feel you are not adequately prepared.

It is also important to remember that despite the best efforts of everyone involved, not all searches end happily. Please bear in mind that the possibility of a negative outcome always exists; Searchers under the age of 16 WILL NOT be allowed; Searchers ages 16 & 17 may do so only if accompanied by a parent.

Your Field Team Leader will talk with the Team to find out about each member's:

1. Outdoors, medical, and search experience
2. Familiarity with the search area
3. Personal knowledge of the missing person
4. Medical conditions, allergies, etc

The Team Leader has the right to deny any volunteer, trained or untrained, the right to be a part of their Team based on safety or performance concerns.

Each Field Team will have a designated Team Leader. The Team Leader is responsible for:

1. Team safety.
2. Search tactics, Team spacing and Team pace.
3. Failure to follow the directions of your Team Leader may result in your being asked to leave the search area.
4. Briefing Team members on missing person.

### Safety:

1. Drink plenty of water before, during, and after your task to avoid dehydration.
2. Do not smoke while on task (can interfere with sense of smell for people, the dog teams, as well as be a fire hazard).
3. Watch for terrain hazards such as holes, old wells, etc.
4. Be careful of wildlife, including insects - check thoroughly for ticks to try to avoid Lyme's disease or other illnesses.
5. Advise the Team Leader of ANY medical conditions of allergies (bee stings, medications, etc.).

### Searching

1. It is very important to remember to look for clues as well as for the missing person.
2. Look for obvious footprints, clothes, trash, or objects or other signs of human passage.
3. Search the cube around you. Look in front of you, to the left & right, behind you, up into trees, and under bushes, logs, etc.. This will cause you to move slowly, but will help us do a much better search.
4. Do not look for a person / body, look for the part's of a person that may be stick out, such as a shoe, a glove, a hat, an arm, a leg, an odd color or shape.

### Clues

1. If a possible clue is found - Call for the Team to STOP.
2. DON'T TOUCH IT (it could be important law enforcement evidence, or be needed for a dog team.)
3. Ask the Team Leader to check the clue and advise what to do next.
4. Protect the area and mark it (as directed) for other specialized teams to follow up.
5. If you are in doubt as to whether something is a clue, call for a STOP and ask the Field Team Leader. (They should be able to help tell you more of what to look for in each missing person case.)

### Searching on Private Property

1. Be polite and professional.
2. Knock on doors and ask for permission before searching yards.
3. If permission is given, check all outbuildings, cars, dumpsters, etc.
4. Watch out for dogs or other animals (protective of property)

**Please direct all Media Personnel to the Command Post for the latest information on strategies, tactics, statistics, and possible clues. Don't let the Media get you to say something you never meant to say!!!**