



# CALGARY SEARCH AND RESCUE ASSOCIATION

## RECRUITMENT PACKAGE

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## Overview

Thank you for considering Calgary Search and Rescue Association (CALSARA). We are a 100% volunteer association and registered charity that provides ground search and rescue services to tasking agencies in and around Calgary. Search and Rescue is for those who have a unique desire to help others in need regardless of personal gain. Compassion, dedication, and willingness to work as part of a team are key qualities of a CALSARA member.

Members of CALSARA are required to participate in an initial intensive MIT (Members In Training) training program. In addition, a minimum commitment of two evenings and one Saturday per month is needed for on-going training and committee meetings. Members get paged by cell or text messaging and are on call for searches that may occur at any time. However, the organization recognizes that each member is a volunteer and contributes as much as work and family life allow.

We are looking for volunteers with the following criteria:

- Over 18 years old
- Dedicated to helping people in distress
- Willing to attend regular training sessions, plus meetings and searches
- Standard first aid certificate
- Good physical condition!
- A team player
- Volunteer oriented
- No criminal record

### Membership Fee's:

As CALSARA is a charitable organization each new member is required to pay a one-time membership fee of \$300.00 prior to MIT training. This fee covers the following: Emergency Response Institute Search and Rescue (ERI) Basics manual, CALSARA ID card, uniform with name patch and social fund. If you resign from CALSARA your refund, or taxable receipt may consists of a portion of the cost of your uniform.

### Payments:

We only accept bank drafts or money orders for payment of the \$300.00 member's fees. Personal cheques or any other form of payment will not be accepted. Fees must be brought to the first training day which is April 16 2009. If you do not have the fees on this day, unfortunately you will not be able to continue with MIT.

### **The following information is required and must be brought to the interview:**

- Application Form
- Skill Assessment Form
- Waiver Form
- Security Clearance Consent Form – please read online prior to the interview. Originals will be available on location.
- 2 each - Photocopy of your driver's license (front & back), Passport, or Motor Vehicle Registration Photo ID
- 2 each - Photocopy of your birth certificate, social insurance card, or Alberta Health Card
- 2 each - Photocopy of your First Aid Certificate (current within 6 months)

Within 1 week of the interviews, CALSARA will contact all applicants regarding their acceptance. If you are not accepted at this time, all documents pertaining to your application will be shredded.

## Tips on Completing Forms

### General

- Complete all required information, printing clearly, in black or blue ink only.
- Please note that all information is treated as confidential. We keep your personal information in a secure locked file.

### Application And Skill Assessment Form

- Provide a copy of any awards or certification if applicable.
- If you are unsure of any questions, please highlight it and ask before your interview.
- If you feel that ground Search and Rescue may adversely affect your health, please consult a physician prior to filling out your application. Remember, it does not benefit anyone if you get hurt or sick while in the field.

### Waiver Form

- Please ensure that the waiver form is signed by your interviewer.

### Security Clearance Consent Form

If you already have a recent (within 3 months) approved security clearance you can provide a copy of the results instead of filling out another consent form Form will be provided at your interview.

Complete as follows:

- Name Of Applicant: "Your name"
- To Me And To: "Calgary Search and Rescue Association"
- Reason For Request: tick Volunteer
- Contact Person: "Thomas Haslinger, Member Relations Coordinator"
- Please fill out all other fields where applicable
- Please make sure that you have the correct postal code for your previous addresses

Please complete these forms truthfully; withholding pertinent information may result in the termination of your membership. If you have any questions, please contact the Member Relations Coordinator at [mr-coordinator@calsara.com](mailto:mr-coordinator@calsara.com).

### Not Selected

- If you are not selected to become a member of Calsara, all documents and information you provide to us will be shredded or electronically erased.

## Privacy Policy

**CALSARA is committed to protecting your privacy and ensuring you have a positive experience within Calsara. This policy outlines our personal information handling practices for both online and offline data. If you give us personal information, we will treat it according to this policy.**

**When CALSARA collects any personal information on our website, we will express our need for the personal data at the point of collection. Personal information is any information that can be used to identify an individual, and may include, but is not limited to, name, email address, postal or other physical address, and other information required to provide service, or carry out a transaction you have requested.**

**We will only use your personal information in the way we specified when it was collected. We will not subsequently change the way your personal information is used without your consent. Some of the ways we may use your personal information include:**

- To provide the ability to contact you.
- To support recruitment inquiries.
- To comply with legislation
- To provide as required to any tasking agency (Law Enforcement)

**We need your help in keeping the personal information you have shared with us accurate and up to date. Please notify us of any changes to your personal information. Our site allows you to make these updates yourself online via the members and ITM pages.**

**We do not sell or rent your personal information to third parties for marketing purposes. We use a site traffic-analyzing tool to help in fine-tuning our web site and for statistical purposes only. We use software that receives and records the Internet Protocol (IP) address of the computer that has contacted our website. We make no attempt to link these addresses with the identity of individuals visiting our site, unless fraudulent activity is suspected.**

**CALSARA is committed to protecting the personal information you share with us. We utilize CanadaHelps.org for online donations, which encrypt your data using Secure Socket Layers, the industry standard security protocols.**

**We will not retain your personal information longer than is necessary to fulfill the purposes for which it was collected or as required by applicable laws or regulations.**

**Our website may provide links to other third-party websites **which privacy practices are outside our control and are** not covered by this policy. We encourage you to review the privacy policies posted on these sites.**

**Should you have any privacy-related questions or comments please contact us by e-mail at [mr-coordinator@calsara.com](mailto:mr-coordinator@calsara.com)**

## Recruit Training Schedule

This year's MIT (Member In Training) Course will start Thursday, April 16th, 2009. Please note that you must attend all training dates, no exceptions will be made.

The locations for the other training after April 16th will be communicated that night.

### Recruiting Dates

Thursday February 19th - 7pm to 9pm : Open house @ Base  
Saturday February 28th - 9am to 5pm : Interviews & selection @ Base  
Tuesday March 3rd - Notification of interview results

### Training Dates

Thursday April 16th - 7pm to 10pm : Recruit Training  
Thursday April 23th - 7pm to 10pm : Recruit Training  
Saturday April 25th - 8am to 5pm : Recruit Training  
Sunday April 26th - 8am to 5pm : Recruit Training  
Thursday April 30st - 7pm to 10pm : Recruit Training  
Saturday May 2rd - 8am to 5pm : Optional Training  
May 9/10 - 8am Sat to 5pm Sun : Recruit Wilderness Training

### Graduation

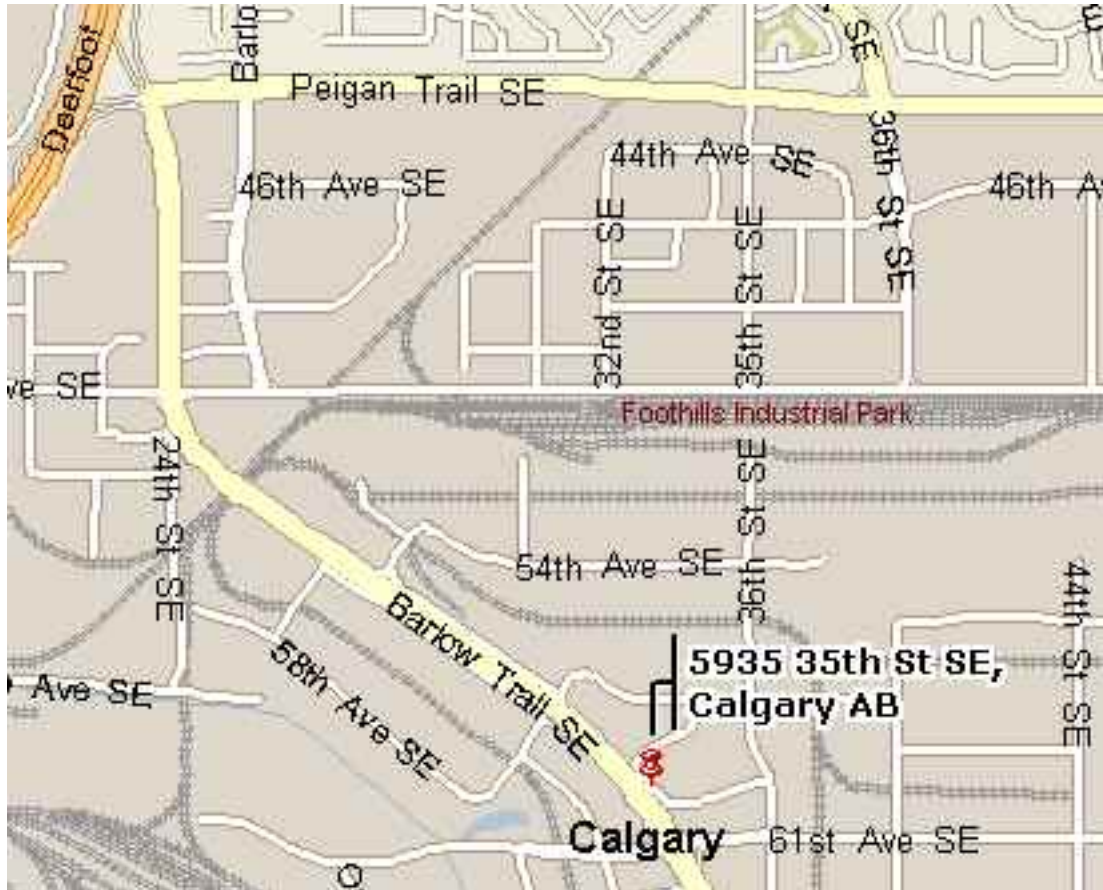
Thursday May 21th 7pm:

## Directions

Your first test is getting to the right training location on time. Here are some maps to help.

### Head Office (Base)

Head Office Location  
#16 – 5935 35 Street SE





# Personal Equipment Checklist

This is for your reference only! You do not require this gear prior to the start of recruit training. For items you don't already have, you should get them after April 16th and before May 1<sup>st</sup>. This gives you a chance to learn more about what you need on the 16<sup>th</sup>.

The equipment that each person in CALSARA is required to have is based upon experience and common sense. Generally this equipment can be purchased in any number of places. You are not required to buy top of the line high tech equipment, the key is that it must be functional and sturdy.

The 24 Hour pack represents the minimum equipment needed for the searcher to survive overnight if the need arises. Remember, searches run in any weather. All equipment should be packed and ready to go 24 hours a day, a callout is not the time to try to locate and pack your personal equipment.

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## 24 Hour Pack

These items will be carried in your pack.

### *Required Items*

- Jacket
- Flashlight or headlamp w/ extra batteries
- Insect repellent
- Emergency shelter (tarp or tent fly)
- Water bottle (1 litre)
- Food for 24 hours (can be eaten cold or hot)
- Extra clothing (based on weather) NO JEANS!!!
- Watch
- Hat / Toque
- Ziploc Bags (6)
- Knife
- Notepad & pencil
- Flagging tape
- Small sturdy pack
- First Aid Kit (for personal use)
- Lip balm
- Survival Kit (See Below)
- Trail snacks
- Rain Gear
- Socks (2 pair)
- Gloves
- Toilet Paper (sealed in Ziploc bag)
- Whistle
- Matches, lighter, or fire starter
- Compass (Level One Rescuers)
- Safety glasses / goggles

### *Optional Items*

- Gaiters
- Sewing Kit
- Sunscreen
- Additional Water bottles
- Sneakers / moleskin
- Scarf
- Toilet kit (towel, soap, etc.)
- Sun glasses
- Hatchet / bow saw
- Safety glasses / goggles

## 48 Hour Pack

These items will be kept at base camp.

- Tent (or partner w/ tent)
- Sleeping pad
- Cooking kit (stove, pots, etc)
- Food for 48 hours
- Spare boots
- Spare eye glasses
- Sleeping bag
- Ground sheet
- Fuel for stove
- Extra clothing
- Rubber boots

## Urban and Evidence Pack

These items are suggested for urban searches up to 4-6 hours

- Personal First Aid / Medical
- Working Gloves
- Latex Surgical Gloves (2x pairs)
- Flashlight / Glow stick
- Small pocket knife
- Spare batteries
- Ziploc and Large Garbage Bags
- Hat
- Lighter
- Bottle of Water
- Snack
- Fanny pack or small pack
- Flagging Tape
- 2x Quarters or \$0.35 for a phone call
- Paper and Pen
- Lip balm / sunscreen / bug repellent
- Whistle
- CALSARA ID

## Light Civil Emergency Response Kit

In case of a CER type response, bring these items. Note you will be doing a separate CER course and should hold off getting your CER kit ready until you have done that course.

### *Required Items*

- Appropriate clothing
- Reflective vest
- Flagging tape
- Safety glasses and/or goggles
- Personal first aid kit
- Dust mask or respirator
- Whistle
- Duct tape
- Surgical gloves (several pairs)
- Water
- Leather work gloves
- Sturdy boots
- Hard hat (CSA Approved)
- Flashlight and spare batteries
- Chemical light sticks
- Note pad and pencil
- Chalk, crayon, or marker
- Ear plugs
- Sturdy pack
- Food

### *Optional Items*

- Knee pads
- Spare leather gloves
- Headlamp

## Survival Kit

Placed in a sealed container and used in an emergency

- Matches / lighter
- Whistle
- 4 safety pins
- Candle (8 hour)
- Quarters (2)
- Foil (2')
- Large orange garbage bags
- 15 m cord
- Single edge safety razor blade
- Fire Starter
- Snare wire

# Frequently Asked Questions about being in CALSARA

Excerpt from [www.calsara.com](http://www.calsara.com)



[How often are the searches and when do they happen?](#)

[What kind of searches do we do?](#)

[How long will a search last for?](#)

[What if I'm mega-busy at work and can't make a search?](#)

[How do we know when there is a search?](#)

[Do I have to carry my gear with me?](#)

[How much does it cost to join?](#)

[Are there ongoing costs?](#)

[Do I need to buy any equipment?](#)

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[Where is the training?](#)

[Do I need to have a vehicle?](#)

[Do I need to have internet access?](#)

[How fit do I need to be?](#)

[What if I've been out drinking and there is a callout?](#)

[I am a member of another SAR team. How can I transfer to CALSARA?](#)

[Do we get paid or reimbursed?](#)

[Are we insured for injury?](#)

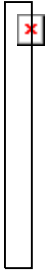
[I can't make the interview or one of the training days... can I still join?](#)

[I need volunteer experience for my chosen career, can I join CALSARA to get this?](#)

[My dog is an excellent tracker - can I do K9 SAR with her?](#)

[What do I need to bring to the Open House?](#)

[What do I need to bring to my Interview?](#)



How often are the searches and when do they happen?

**CALSARA averages about 9-12 searches each year. They can happen at any time of day or night. In general we get more searches in summer than in winter because there are more people using the recreational areas around Calgary.**

What kind of searches do we do?

**Our primary tasking is for missing people, but the police services can also task us on evidence searches. These are generally less urgent and will be scheduled a day or two in advance - often for a weekend.**

**We are a ground search team - we do not do airborne or K9 search, although we are often tasked alongside other teams that may do that. We have a Rope Team and a Bike Team which gives us more capabilities for the Locate and Access phases of a search.**

How long will a search last for?

**Searches can often last for some time, even stretching into several days on occasion. They are split into shifts called "operational periods", usually about 8 hours each. When you are notified about a search you will be told if you need your urban, 24 or 48 hour packs.**

What if I'm mega-busy at work and can't make a search?

**If you are unable to make it for a search that's no problem, as volunteers we all have personal lives as well. However to remain operational you must attend at least 2 searches in a 12 month period, this includes the scheduled mock searches that we do.**

**When you respond to the callout with your 'GO' status you should specify if you can make later Operational Periods.**

How do we know when there is a search?

**Every member of CALSARA gets a message via their phone. When you get the message you call a voicemail system where you will be given basic details about the search and you will be expected to leave a 'GO' message with your name if you can attend.**

Do I have to carry my gear with me?

**Your packs (urban, 24 hour, 48 hour and CER kit) should be packed and ready to go. Many of our members keep these in their vehicles for faster response time.**

How much does it cost to join?

**The joining fee is \$300. This fee pays for all of your recruit training materials, and coverall. If you decide to quit a partial return of the fee will be given back with the return of the coveralls, depending on their condition. This \$300 also covers your first years contribution to the social fund of \$10.**

Are there ongoing costs?

**We all pay \$10 each year to the social fund.**

Do I need to buy any equipment?

**You must provide your own equipment. You will be provided a list of items you will need for your urban, 24 and 48 hour packs and CER (Civil Emergency Response) kit. If you are a hiker or outdoors person you may have a good part of the required equipment already. There is one specific type of compass we expect you to use, but otherwise we will only provide recommendations for the gear you need.**

How much time will I have to put in?

**The single biggest reason people leave any volunteer is because they cannot keep up the commitment required. It is vital you understand there is a significant commitment of time and effort when you join CALSARA. After your recruit training is over, there is regular training twice, at least one committee meeting a month, special events, social activities, specialty teams, work groups and so on. The logged hours for 2008 ranged from 50 to 500 in our team, with the average being 170. And that's just the logged hours - there's untold effort to keep us running smoothly that is not logged.**

Where is the training?

**Our two main training locations are our base (South East Calgary near Glenmore and Barlow Trails) and the Environmental Centre in Fish Creek Park at the west end. We hold exercises all over Southern Alberta, but predominantly in the Rockies foothills.**

Do I need to have a vehicle?

**While it would be very useful to have a vehicle to get to training and operations, you could get by without one.**

Do I need to have internet access?

**Yes. A very large part of our communications is done by email and on our website. Critical messages are sent by phone.**

How fit do I need to be?

**Search and Rescue is physically demanding. You will often be required to search in arduous terrain while carrying a heavy pack. If you get out of breath walking up a few flights of stairs then this is definitely not going to be much fun for you! We don't do any kind of fitness testing or training - it's up to you to keep in good condition.**

What if I've been out drinking and there is a callout?

**You must have full control of your faculties when at training or on a search. If you have been out drinking and there is a callout you must decide if you are fit to attend.**

I am a member of another SAR team. How can I transfer to CALSARA?

**If you are currently a member of another ground search team, and want to transfer to CALSARA, please email [mr-coordinator@calsara.com](mailto:mr-coordinator@calsara.com) to discuss your situation and qualifications.**

Do we get paid or reimbursed?

**There are no paid positions in CALSARA. For actual searches tasked by the RCMP we may be reimbursed for travel expenses to and from the search site. Our policy is to car-pool when going to searches and have a fleet of CALSARA owned vehicle that are primarily used. If private vehicles are driven we only reimburse drivers if they have 3 or more people in their vehicle.**

Are we insured for injury?

**Yes. CALSARA has very good insurance coverage tailored specifically for ground SAR teams in Canada. Make sure you sign in when attending official activities to ensure you are covered.**

I can't make the interview or one of the training days... can I still join?

**No. You absolutely must make your interview and all 7 training days (3 Thursdays and 2 weekends, with the second weekend being an overnighter). The very high cost to us in terms of the hours and resources we put into this training makes it very difficult to allow exceptions.**

**You do NOT have to attend the Open House or the Annual General Meeting/Graduation. You are expected at both but these are not mandatory.**

I need volunteer experience for my chosen career, can I join CALSARA to get this?

**Let's be absolutely clear on this. SAR teams are all run by volunteers, and recruiting takes up a huge amount of our resources. Do NOT waste our time by joining just to get our name on your resume. Do NOT take up a valuable spot on our recruit course unless you know in your heart you will return the investment of time and effort we put into you. If you join us you are committing to all the responsibilities of being a member. We are a charity for helping find lost people, not a charity for helping your career.**

My dog is an excellent tracker - can I do K9 SAR with her?

**We are not a canine search team. We do however often train with members of the RCMP - CSDA <http://www.canadiansearchdogs.com/>. You should contact them if you want to only do K9 SAR.**

What do I need to bring to the Open House?

**Only questions & perhaps a warm coat - it can get a little chilly in our vehicle bay.**

What do I need to bring to my Interview?

**At the Open House you can pick up the Recruitment Package, which includes many of the following forms. Closer to the time we will also make it available for**

download from our website for those who can't make the Open House.

For the interview, please complete and bring :

Application Form

Skill Assessment Form

Waiver Form

Security Clearance Consent Form

Photocopy of your driver's license front and back, Passport, or Motor Vehicle

Registration Photo ID

Photocopy of your birth certificate, social insurance card, or Alberta Health Card

Photocopy of your current First Aid Certificate

If you are not accepted to CALSARA, we will destroy your information. If you are accepted then these items form the start of your personnel file.

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If you have any further questions about joining, please email us at:  
[join@calsara.com](mailto:join@calsara.com).

## Committee Information

Once you've been accepted as a Regular Member you must join a committee. The following committees meet once a month and discuss and action issues that are vital. Your commitment is more than just showing up for meetings – you will be taking on tasks and projects as the need arises and completing them on your own time.

On the first day of MIT training you will be asked to select a committee. As enrolment on each committee is limited, please have first and second preferences. Below is a brief description of the committees you can choose from:

### **Asset Management Committee**

The Asset Management Committee aids in the research, purchase and maintenance of all CALSARA physical assets. The Committee conducts an on-going inventory of all of CALSARA's equipment. As CALSARA has over six thousand inventory items, at least two hundred of which are consumable, it is an ongoing responsibility to keep everything stocked and ready in the event of a search. During a search operation or training exercise, the committee is also responsible for all consumables used and items lent out to our members and other search and rescue.

### **Fund Development Committee**

The Fund Development Committee's role is to raise funds for CALSARA and acknowledge the contribution of donors. The Committee helps to analyze, monitor and evaluate fund raising opportunities. They work side by side with the Public Relations Committee to increase publicity and prepare related materials for fund-raising initiatives. The committee's goal is to increase corporate, private and other gift solicitation strategies to finance our operations, training programs and search and rescue equipment.

### **Member Relations Committee**

The Member Relations Committee's mandate is to support the well being of members through communication, human resources administration and social events. Examples of this include production of a member newsletter, tracking of events such as training and searches, developing and implementing a member recruitment drive and social events like the Christmas Party and Recognition Barbecue.

### **Operations Committee**

The Operations Committee. the logistics in ground search and rescue operations. The committee ensures efficient, effective and economic use of CALSARA resources, ensures safety and protection of members involved in operations, develops and maintains a program to supply competent leaders for ground search and rescue operations and develops an annual operations plan.

### **Public Relations Committee**

The role of the Public Relations Committee is to identify, establish and maintain a positive relationship between CALSARA and the public. Responsibilities include developing and maintaining the communication such as the brochure, web site and business cards. Other activities include establishing ties with the local media, acting as a spokesperson and maintaining the public awareness program, "Hug A Tree."

### **Training Committee**

The Training team facilitate all the regular training for CALSARA members. They are also responsible for sending members on external courses. Training is

ultimately responsible for the skill level of us as a whole.

## Other Programmes

These are important programs that CALSARA runs to help further our mission. Please sign up for one or both of these programs. The more people that sign up the easier the workload is on each person and the more preventative SAR we accomplish.

## Hug a Tree

The Hug A Tree program was designed to teach children what to do in the event they should get lost. It is an interactive three part learning process of dialog, demonstration and video. Search and Rescue members from all over Alberta volunteer to teach the program at schools and youth groups in their communities.

## Tracker

Tracker is CALSARA's mascot. He is primarily used at community events to promote the organization and goodwill of its members. Tracker can really get around. He has been seen playing at the Stampeder's halftime mascot event, cheering up sick kids at the Children's Hospital, playing with kids at Olympic Plaza for Child Find and whooping it up at the Cedarbrae Stampede Ho Down.

