



# CALGARY SEARCH AND RESCUE ASSOCIATION

## RECRUITMENT PACKAGE

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Thank you for considering Calgary Search and Rescue Association (CALSAARA). We are a 100% volunteer association and registered charity that provides ground search and rescue services to Calgary and tasking agencies in the surrounding area. 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 CALSAARA member.

Members of CALSAARA are required to participate in an initial Member-In-Training (MIT) program. In addition, a minimum commitment of two evenings and one Saturday per month is needed for ongoing training and committee meetings. However, the organization recognizes that each member is a volunteer and contributes as much as work and family life allows.

We are looking for volunteers that meet the following criteria:

- Over 18 years old
- Dedicated to helping people in distress
- Willing to attend up to two regular training sessions a month, plus monthly committee meetings and searches
- Valid Standard First Aid / CPR Level 'C' certificate
- Good physical condition
- A team player
- Volunteer oriented
- No criminal record

As CALSAARA 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: ERI SAR Basics manual, Membership manual, CALSAARA ID card, coveralls with name patch, pager deposit and social fund. If you resign from CALSAARA your refund may consist of a portion of the cost of your coveralls.

The following information is required and must be submitted at the interview:

- Application Form
- Skill Assessment Form
- Waiver Form
- Security Clearance (vulnerable persons clearance obtained at CPS)
- Photocopy of your driver's license, Passport, or Motor Vehicle Registration
- Photocopy of your birth certificate, social insurance card, or Alberta Health Card
- Photocopy of your Standard First Aid \ CPR Level 'C' Certificate (current within 12 months)

Within 1 week of the interviews, CALSAARA will contact all applicants regarding their acceptance. If you are not accepted at this time, all confidential documents will be shredded.

## General

- Complete all required information, printing clearly, in black or blue ink.
- Please note that all information is treated as confidential.

## Application and Skill Assessment Form

- Provide a copy of any awards or certification if available.
- 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 (CPS – vulnerable persons)

- If you already have a recent (within 3 months) approved security clearance you can provide a copy of the results instead of obtaining a new form.

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-director@calsara.com](mailto:mr-director@calsara.com)

Please review actual dates on website at:  
[www.calsara.com/recruiting.html](http://www.calsara.com/recruiting.html)

## **Recruit Training Schedule**

This year's MIT Course will start Thursday, April 21<sup>st</sup>, 2012. Please note that no exceptions will be made for the training schedule, you must attend all training dates.

The locations for the other training after April 21<sup>st</sup> will be communicated that night.

## **Recruiting Dates**

Tuesday, February 21 - 7pm to 9pm: Information Night @ Base

Saturday February 25 - 9am to 5pm: Interviews & selection @ Base

Tuesday March 6: Notification of interview results

## **Training Dates Thursday**

Tuesday April 17 - 7pm to 10pm: Recruit Training @ Base

Thursday April 26 - 7pm to 10pm: Recruit Training

Saturday, April 28 - 8am to 5pm: Recruit Training

Sunday, April 29 - 8am to 5pm: Recruit Training

Thursday May 3 - 7pm to 10pm: Recruit Training

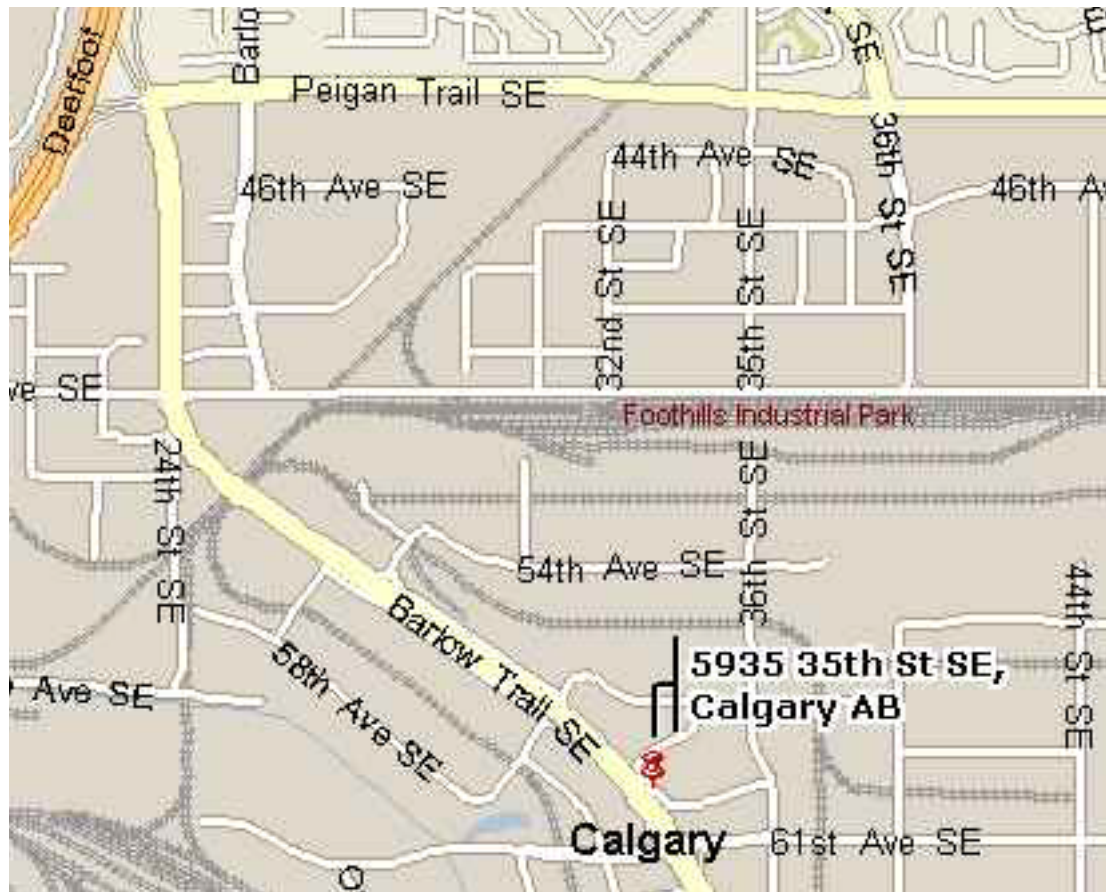
Saturday, May 12/13 - 8am Sat to 5pm Sun: Recruit Training

Graduation Thursday, May 24 - 7pm to 10pm: (Tentative)

Please review actual dates on website at:  
[www.calsara.com/recruiting.html](http://www.calsara.com/recruiting.html)

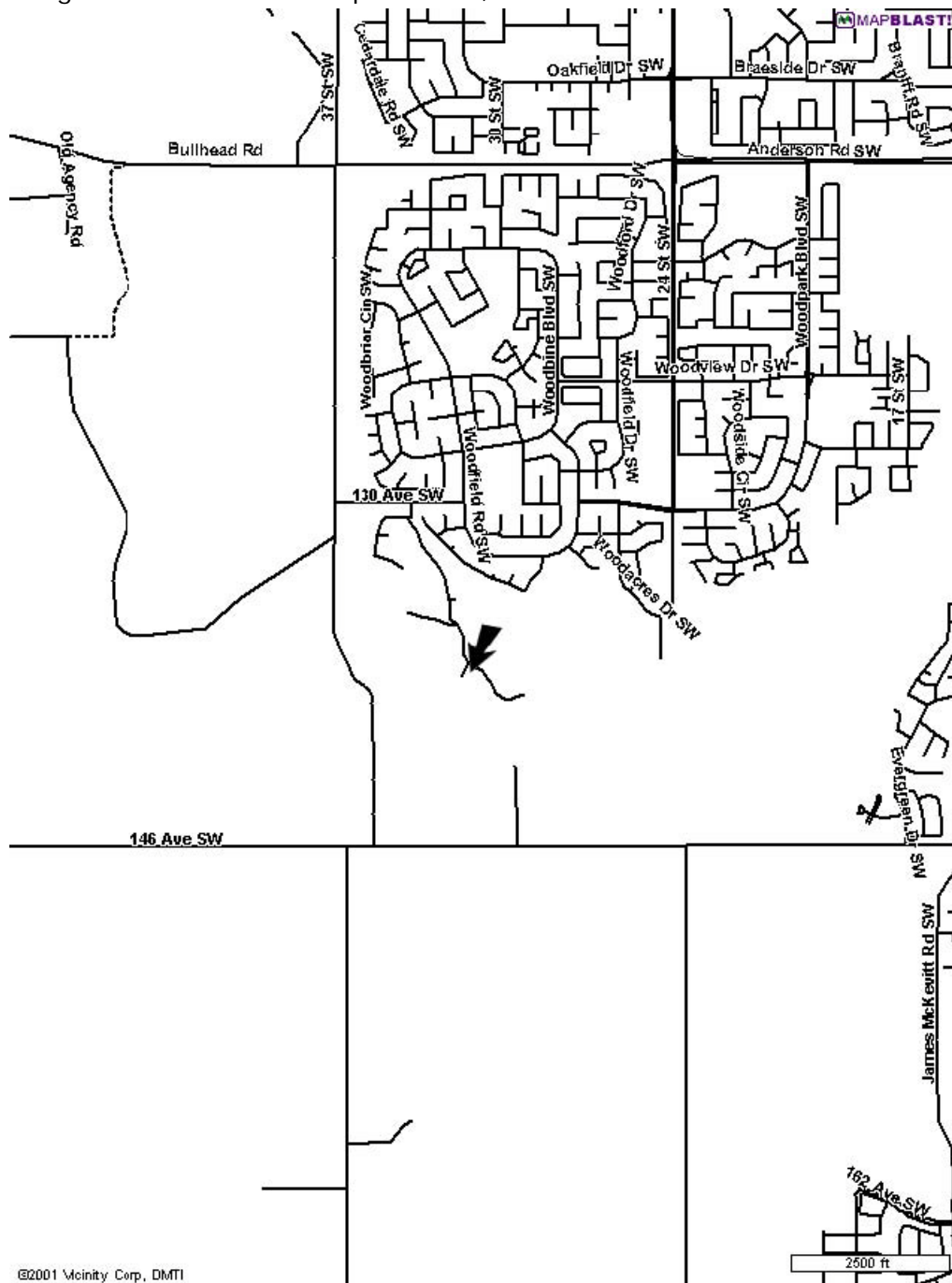
Your first test is getting to the right training location on time. Here are some maps to help.

Head Office (Base) Head Office Location #16 – 5935 35 Street SE



# Fish Creek Environmental Learning Centre (aka Shannon Terrace)

Training Location 13931 Woodpath Road,



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SW.

## 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 21<sup>st</sup> and before April 30<sup>th</sup>. This gives you a chance to learn more about what you need.

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.

## 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
- 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
- Sleeping bag
- Ground sheet
- Fuel for stove
- Extra clothing
- Rubber boots
- Bottle of Water
- Snack
- Fanny pack or small pack
- Flagging Tape
- 2x Quarters or \$0.35
- Paper and Pen
- Lip balm / sunscreen / bug repellent
- Whistle
- CALSARA ID

Urban and Evidence Pack These items are suggested for urban searches up to 4-6 hours

### 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
- 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)

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

#### *Optional Items*

- Knee pads
- Spare leather gloves

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') - 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

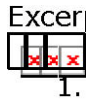
-Headlamp

-Large orange garbage bags

-15 m cord

- Single edge safety razor blade
- Fire Starter
- Snare wire

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



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### **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 also often task us on evidence searches. These are generally less urgent and will sometimes be scheduled a day or two in advance - usually 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 two searches in a 12 month period, this includes the scheduled mock searches that we do.

### **How do we know when there is a search?**

Every member of CALSARA supplies their cell phone or home phone number to the One Call Now system. When you get the callout, you are instructed to dial in to 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, or hang up before the tone if you are a 'NO GO'.

### **Do I have to carry my gear with me?**

You are expected to carry your pager with you all the time when you are available to search. 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 your coveralls. If you decide to quit the organisation 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 year's contribution to the social fund of \$10. You are expected to cover the cost of your security clearance, which you can obtain from CPS.

### **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 organisation 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, often twice a month, at least one committee meeting a month, special events, fund raising events, social activities, specialty teams, work groups and so on. The logged hours for 2010 ranged from 50 to 500. And that's just the logged hours - there's untold effort to keep the organisation running smoothly that is not logged.

### **Where is the training?**

Our main training location is our base (South East Calgary near Glenmore and Barlow Trails). 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?**

A very large part of our communications is done by email and on our website. Critical messages are sent by One Call Now. You could get by without, but you would miss out on a lot of what happens in the team.

**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 puffed walking up a few flights of stairs at work 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 reasonably 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-director@calsara.com](mailto:mr-director@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 or CPS we may be reimbursed for travel expenses to and from the search site. Our policy is to car-pool when going to searches and we only reimburse drivers if they have three 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. This is part of the reason it is required that 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 training (including the overnight Wilderness Weekend). The very high cost to our organisation 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 AGM/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?**

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://rcmpdog.tgx.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 For the interview, please complete and bring:

- Application Form
- Skill Assessment Form
- Waiver Form
- Security Clearance
- Photocopy of your driver's license, Passport, or Motor Vehicle Registration
- Photocopy of your birth certificate, social insurance card, or Alberta Health Card
- Photocopy of your current Standard First Aid / CPR Level 'C' 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.

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

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 to the organisation. 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 organisations.

**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 the member recruitment drive and organising social events like the Fall Fiesta and Recognition Barbecue.

**Operations Committee** The Operations Committee organises 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 organisation's brochure, web site and business cards. Other activities include establishing ties with the local media, acting as a spokesperson during searches and maintaining the public awareness program, "Lost in the Woods."

**Training Committee** The Training team organise and facilitate all the regular training for CALSARA. They are also

## Other Programmes

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

Lost In The Woods and Survive Outside The Lost In The Woods 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. Survive Outside is similar but is more focused at teenagers and adults.

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.

