

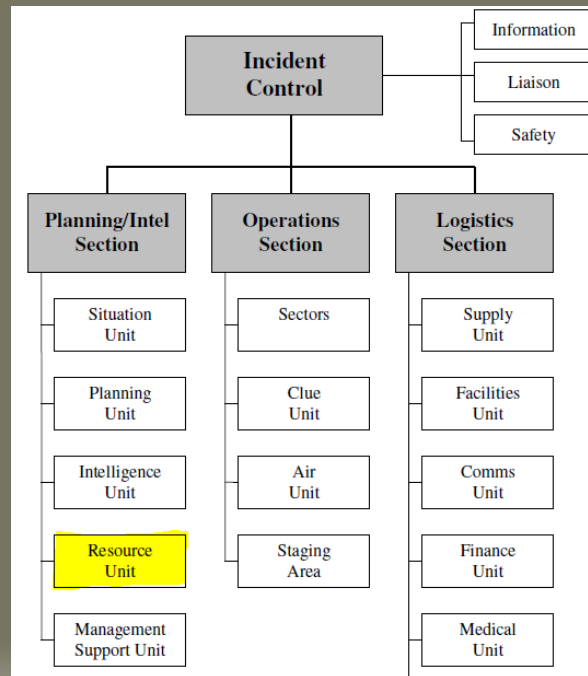
Resource Tracking in SAR

T-Cards



Resource Tracking

Resource Tracking - a process and system implemented and managed by the Resource Unit of an IMT to record, account for and report the status of resources engaged at an incident.



The importance of Resource Tracking

- **Safety:** knowing who is at the Incident and being able to account for them
- **Planning:** identifying what resources are available for roles/taskings and the requirements for catering, accom, facilities, etc
- **Management:** making up teams, allocating equipment, monitoring status, considering work/rest periods, assisting with security
- **Reporting:** displaying, recording hours, tracking assignments, incident reporting

Key Tracking Information

- **Name:** of person or equipment
- **Contact:** phone number
- **Notes:** any special information
- **Arrival:** time and date of arrival at the incident
- **Assignments:** what tasks or assignments during the incident
- **Departure:** time and date leaving the incident

Recording Resource Status

- **Available:** resources signed into the Incident but not yet assigned to a Role or Task
- **Assigned:** resources listed under the Role or Task that they have been assigned
- **De-Mobilised:** resources who have been signed off the Incident and no longer available

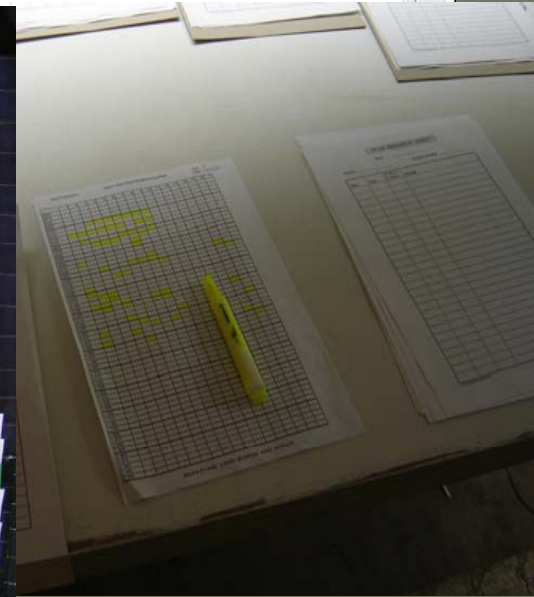
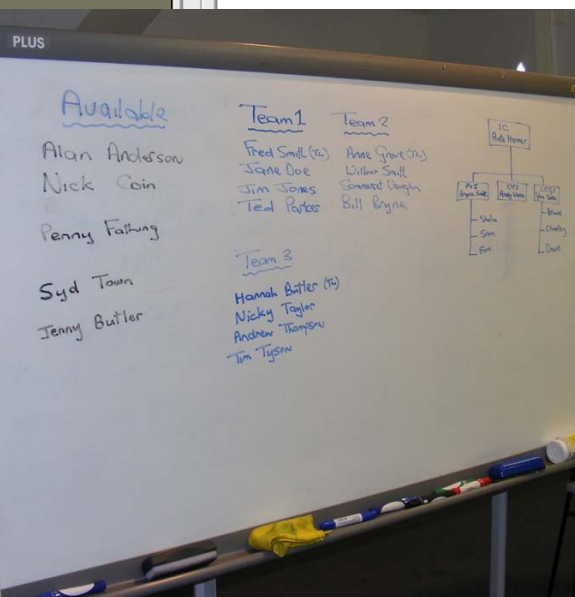
Some Resource Tracking Systems

- **Paper:** notebook, paper, form
- **Whiteboard:** display boards
- **T Cards:** manual card based system
- **Electronic:** computer based

Some Resource Tracking Systems

People Available In Incident Count: 8				Filter
First Name	Surname	Check In	Check Out	
David	Burch	15/09/2004 11:49:...	8/07/2006 6:28:37...	
Ralph	Goudswaard	8/07/2006 11:52:1...		
Ralph	Goudswaard	15/09/2004 11:49:...	8/07/2006 11:51:5...	
Russell	Lamb	8/07/2006 10:50:1...	8/07/2006 11:51:5...	
George	Miller	8/07/2006 10:50:1...		
Patrick	Noiseux	8/07/2006 10:50:1...		
John	Twizell	15/09/2004 11:49:...		
Graham	Walker	15/09/2004 11:49:...		

Equipment Available In Incident Count: 2				Filter
Name	Quantity	Check In	Check Out	
Portable Repeater	2	8/07/2006 11:50:3...		
Radios VHF	12	15/09/2004 11:49:...		



T Cards

- **Paper Card:** one card per resource and with the key details of that resource
- **A Manual System:** pencil and paper based, manually arranged and collated
- **Display Bib:** Cards arranged and moved around pockets by the Resource Unit based on the resource's role, task or status

Sample T Cards

LandSAR Memb		NZ Police SAR	
Name: <i>John Smith</i>		Name:	
LandSAR ID: <i>12345</i>		District:	
Group: <i>Wherever</i>		Cellph:	
Cellphone: <i>027 123456</i>		Cellph:	
Circle/Delete as Applicable:		Circle/Delete as Applicable: Ver Mar11	
No Pack	Day Pack Only	48 H	
Urban Only	Back Country	Sub	
Team Leader	Team Member		
IMT Only	Goanna Unit		
Date		Date	
(a) CHECK IN	<i>30/3</i>	Date	Time
Assignment Log:		(a) CHECK IN	
<i>Team 1</i>	<i>30/3</i>		
<i>IMT (SU)</i>	<i>30/3</i>		
(b) CHECK OUT	<i>30/3</i>	(b) CHECK OUT	
Time Reporting:		Time Reporting:	
(c) Hours at Incident (b-a)		(c) Hours at Incident (b-a)	
(d) Plus Travel Time (Hrs)		(d) Plus Travel Time (Hrs)	
Total Hours (c+d)		Total Hours (c+d)	
Notes/Medical/Special Skills/Etc:		Notes/Medical/Special Skills/Etc:	
<i>Vegetarian</i> <i>Allergic to Bee Stings</i>			

NZ	
Name:	
Police district:	
Cellphone:	
Circle/Delete as Applicable: Ver Mar11	
No Pack	
Urban Only	
Team Leader	
IMT Only	
(a) CHECK IN	
Assignment Log:	
(b) CHECK OUT	
Time Reporting:	
(c) Hours at Incident (b-a)	
(d) Plus Travel Time (Hrs)	
Total Hours (c+d)	
Notes/Medical/Special Skills/Etc:	

Equipment		
Item: <i>Portable Repet</i>		
ID: <i>Serial Number 1</i>		
Owner: <i>Wherever S</i>		
Signed IN	Date	Time
By		
<i>John</i>	<i>30/3</i>	<i>09</i>
Assignment	Date	Time
<i>Deployed</i>	<i>30/3</i>	<i>11</i>
<i>Returned</i>	<i>31/3</i>	<i>17</i>
Signed OUT	Date	Time
<i>John</i>	<i>31/3</i>	<i>20</i>
Details of the Equipment (Continue O		
<i>Complete with battery pack and antenna system (in Tube). Set to Chan ES59 Antenna Coax cable m when returned.</i>		

Vehicle		
Rego: <i>ECG 1947</i>		
Make/Type: <i>Holden Rodeo</i>		
Owner: <i>John Smith</i>		
Circle/Delete as Applicable: Ver		
Car/SUV	Single Cab Ute	
<i>4WD</i>	<i>Dual Cab Ute</i>	
<i>SAROSE</i>	<i>Light/Green</i>	
Assignment	Date	Time
<i>Checked IN</i>	<i>30/3</i>	<i>0915</i>
<i>Team 1</i>	<i>30/3</i>	<i>11am</i>
Checked OUT	Date	Time
<i>30/3</i>	<i>2030</i>	
Notes/Other:		
<i>Km IN = 135123. Only John Smith can drive this vehicle. Has a Winch and a Towbar. KM OUT = 135169</i>		

T Card Bib



Features and Benefits of T Cards

- **Simple:** intuitive paper based system
- **Scalable:** small to very large Incidents
- **Flexible:** Cards can arranged and moved around to suit the incident
- **Visual:** use of header cards and colours
- **Adaptive:** integrates with computer based systems

Some T Cards and Resources

People	Equipment	Vehicles	Other
<ul style="list-style-type: none">• LandSAR• Police• Other Agency• Visitors	<ul style="list-style-type: none">• Team Kits• Stretchers• GPS's• Radios• Repeaters	<ul style="list-style-type: none">• 4WDs• Vans• Quads	<ul style="list-style-type: none">• Header cards for Field Teams• Header Cards for IMT roles

Resource Unit



T Card Tips

- Requires a dedicated person (from Resources Unit) to:
 - set up and manage the system
 - control the placement and updating of the T Card display bib
- Need for access/perimeter control to avoid personal, equip or vehicles arriving or leaving without being logged in/out

T Cards Exercise - Phase 1

1. Using the T Cards provided all persons present to complete a card
2. Make up some additional cards for a DOC person and a member of the public (as a visitor)
3. Create cards for some equipment including a borrowed Fire Service stretcher, a bag of climbing ropes, a Van and a 4WD
4. Set up these cards on a Bib as “Available” resources

T Cards Exercise – Phase 2

1. Create header cards for the IMT positions of IC, P&I Manager, Ops Manager and Log Manager
2. Position these headers on the Bib and assign resources to these positions

**Logistics
Manager**

**Planning&Intel
Manager**

**Incident
Controller**

**Operations
Manager**

T Cards Exercise – Phase 3

The IMT have identified a task for a team to go to a location in a DOC reserve that is accessible by 4WD vehicle. A person needs to be extracted from down a bank and may have life threatening injuries. They will need to be transported to a first aid station.

1. Create a header card for a field team (Team 1)
2. Select and assign a Team Leader to the team
3. Select and assign 3 additional personnel to the team
4. Include with the team any other resources that are available that may be of use to them

T Cards Exercise – Phase 4

From the information recorded by the T Cards consider the following questions from the IMT:

1. How many personnel are still available to be assigned to further taskings?
2. Where currently are the Police resources at the incident?
3. DOC want to contact their representative, where is that person and what are the contact details?
4. Why is the “civilian” person (a visitor) at the Staging Area and what are they doing at the incident?

T Cards Exercise - Phase 5

The incident is now over and all personnel have been demobilised. Complete the T Cards and consider the following questions:

1. Are all personnel who signed into the incident accounted for?
2. What total hours did LandSAR Volunteers contribute to this incident?
3. Who was the Team Leader for the team that extracted the injured person?
4. The Stretcher has gone missing, was it returned to the Fire Service?

T Cards - After the Event!

The incident is now over, what happens to the T Cards?

- They are a record of the SAR operations and should be retained as part of the records
- They may be required to capture the data for Incident reporting (Volunteer hours and numbers)
- Useful reference for the De-Brief (keep the Bib made up until this time?)

Exercise Review

- What is the value of a resource tracking system in SAR?
- Is the T-Card system a robust register of resources and tracking system for the group ?
- Does this T-cards system need some modification to fit with local convention?
- If so what changes are recommended ?

REFERENCES

- Search and Rescue Incident Management Guidelines, roles and responsibilities of the Resource Unit (LandSAR Web Site)
- T Card Guidelines and Card Templates (LandSAR Web Site)
- N Z LandSAR National Operations Manager

ACKNOWLEDGEMENTS

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Resource developed by Global SAR Services Ltd

for NZ LandSAR