

Maine Department of Marine  
Resources

Bureau of Marine Patrol

SEARCH and RESCUE  
PLAN



*(Revised January 15, 2015)*

## **PREFACE**

This plan has been drafted keeping in mind the unique role the Bureau of Marine Patrol plays in coastal search and rescue. The United States Coast Guard holds, as a primary function, maritime search and rescue. The Coast Guard depends on the local knowledge and expertise of the Bureau in resolving many of the SAR operations in the coastal waters of the State of Maine. In that support role we must be prepared to respond during the initial rescue phase of any SAR operation. With a timely response and coordinated effort we must also be prepared to assume the role of lead agency, or Incident Commander(IC), in remote areas of the State that the Coast Guard may not be able to immediately respond to. When a rescue becomes impossible due to elapsed time and climatic conditions, the recovery stage of a search will fall upon this Bureau.

There will be participants in the search effort who have special expertise, both within the Bureau and among the State, Federal and Local agencies. **THINK INCIDENT COMMAND**, utilize those talents; it is not the responsibility of any one individual to find the lost or missing. A successful operation will be the result of a coordinated team effort.

The Officer/Supervisor designated as Incident Commander (IC) must evaluate his effectiveness and ask the question; **Am I in the right place, and am I utilizing available assets in the most effective manner?** The (IC) who integrates the principals contained within this plan will position him/herself properly, will delegate the necessary tasks and will assure a coordinated comprehensive search effort.

We can be very proud of the reputation the Bureau has earned both in the public and private sector, with regards to our efforts in Search and Rescue. I view this revised plan as a progressive improvement to our existing plan, therefore essential for every member of the Bureau to familiarize him/herself with.



---

Colonel Jonathan Cornish  
Maine Marine Patrol

## TABLE of CONTENTS

---

<b>I. Glossary of Terms</b>	<b>Page</b>	<b>1</b>
<b>II. Purpose</b>	<b>Page</b>	<b>2</b>
<b>III. Operational Concept</b>	<b>Page</b>	<b>2</b>
<b>IV. Communications</b>	<b>Page</b>	<b>5</b>
<b>V. Command Post</b>	<b>Page</b>	<b>6</b>
<b>VI. Assignment of Responsibilities-STATE</b>	<b>Page</b>	<b>7</b>
<b>VI-I. Assignment of responsibilities-FEDERAL</b>	<b>Page</b>	<b>8</b>
<b>VII. Execution</b>	<b>Page</b>	<b>9</b>
<b>VIII. Family Members</b>	<b>Page</b>	<b>10</b>
<b>IX. Suspension of Effort</b>	<b>Page</b>	<b>10</b>
<b>X. Records and Reports</b>	<b>Page</b>	<b>11</b>

**Appendix A** (Supervisors work sheets) **Page 12**

**Appendix B** (Agency authority) **Page 18**

## I. Glossary of Terms

<b>ASMC</b>	The <b>Air Search Mission Coordinator</b> ; The Civil Air Patrol official responsible for coordinating and controlling the specific air search operations.
<b>CP</b>	Command Post
<b>CSAR</b>	Coastal Search and Rescue
<b>CSARC</b>	<b>Coastal Search and Rescue Coordinator</b> ; The Maine Marine Patrol official who has assumed primary responsibility for the search and rescue operation
<b>CSMC</b>	<b>Coastal Search Mission Coordinator</b> ; The Maine Marine Patrol official who is representing the Bureau in support of another (SAR) plan. i.e.; support of a USCG operation, the Maine Air Search and Rescue plan, and mass disaster response
<b>FSARC</b>	<b>Federal Search and Rescue Coordinator</b> , the United States Coast Guard official responsible for command of the operation.
<b>GSMC</b>	<b>Ground Search Mission Coordinator</b> ; The Maine Warden Service official who is responsible for implementation and coordination of ground search and rescue efforts in support of this plan.
<b>IC</b>	<b>Incident Commander</b>
<b>ICS</b>	Incident Command Structure
<b>LEC</b>	<b>Law Enforcement Coordinator</b> ; The Maine State Police official designated by the (IC) to investigate and coordinate criminal activity associated with the search and rescue operation
<b>MEMA</b>	Maine Emergency Management Agency
<b>SASRC</b>	<b>State Air Search and Rescue Coordinator</b> ; The Maine State Police official responsible for downed or lost aircraft with the jurisdiction of the State of Maine
<b>USCG</b>	<b>United State Coast Guard</b>
<b>VFR</b>	Visual Flight Rules

## II. PURPOSE:

The purpose of this plan is to establish Search and Rescue responsibilities on a statewide basis; for any person who qualifies under any provision of 12 MRSA, section 6029, stranded, lost or drowned; and to ensure security at the scene of such incidents pending State or Federal investigations along Maine's Coastline.

## III. OPERATIONAL CONCEPT:

### A. GENERAL:

#### 1. Priority

Whenever a search and rescue mission is essential to the physical well being of any person or persons, that mission will have priority over all other activity (except more serious life threatening emergencies), and all available personnel, equipment and supplies will be subject to utilization, as necessary.

#### 2. Definitions

1. **Search** - Activities associated with physically locating persons who are reported lost, stranded or drowned. Activities will include recovery of persons known to have drowned, in coastal waters of the State or Federally owned lands adjacent to coastal areas.
2. **Rescue** - Activities associated with freeing or removing injured or stranded victims to areas of safety.
3. Reports of situations in "section 2" will be reported to the appropriate State Police Regional Communications Center (RCC). The (RCC) will then notify the appropriate agencies and personnel according to established guidelines. In all cases the Maine Marine Patrol will assume State responsibility for the Coastal Search and Rescue (CSAR) operation. It is further recognized that the initial (SAR) will be conducted by the United States Coast Guard and the Maine Marine Patrol may play a support role in that operation. The Marine Patrol Supervisor responsible for the area of (SAR) will assume the role of (CSMC) Coastal Search Mission Coordinator, in a support role to USCG or to the Maine State Police in the event of a lost or downed aircraft. That same Supervisor may very well at some later time, in the same operation move to a position of (IC) as events change.

4. The Maine Marine Patrol shall utilize such public and private assets as are available to assist the (CSAR). **Prior to activating assets which have costs associated, such as private contractor or government agency which requires reimbursement, authorization must be obtained from the Chief or his/her designee.**
5. Agencies assisting in (CSAR) operations shall be responsible for developing and implementing a plan for accomplishing their respective tasks. It is essential that the plan allow for implementation within the (ICS).

**B. DIRECTION AND CONTROL:**

**1. Maine Marine Patrol**

- a. Will act as the **(CSARC) Coastal Search and Rescue Coordinator/ (IC) Incident Commander.**
- b. Shall establish and maintain written memorandums of cooperative agreement between parties, both State and Federal, determined essential to (CSAR).
- c. Shall develop and maintain a plan for (CSAR) operations. This plan shall be reviewed and updated annually by December 31 of each year by the Search and Rescue Coordinator (Major or designee).

**2. Department of Inland Fisheries and Wildlife**

- a. Will act as the **(GSMC) Ground Search Mission Coordinator**
- b. Shall be responsible for all ground search requirements, developing ground search patterns and coordinate the efforts of State, Federal and volunteer organizations involved in the ground search.
- c. Shoreline searches in tidal waters will be organized by Marine Patrol

### 3. **Maine State Police**

- a. Will act as the **(SASRC) State Air Search and Rescue Coordinator** in the case of a downed or lost aircraft.
- b. Shall maintain the (RCC) and appropriate notification policy and procedures in support of (CSAR). Shall provide as needed a Maine State Police official to act in the capacity of the Law Enforcement Coordinator (LEC)

### 4. **Maine Wing Civil Air Patrol**

- a. Will act as the (SASRC) Air Search Mission Coordinator when requested by the (SASRC) in the case of a downed or lost aircraft.
- b. Shall be responsible for operational control and coordination of all air assets assigned, development and execution of the air search plan, including air search patterns, and modifying plans to cope with changing situations.
- c. Shall use procedures currently prescribed in CAP manuals and directives.

## IV. **COMMUNICATIONS**

- A. **AIR to AIR:** All aircraft within the search area will monitor and use VHF frequency 123.1 MHz. Aircraft call signs will be prefixed with the code word, **RESCUE**
- B. **AIR to GROUND:** To insure dissemination of information to all aircraft involved in the search all aircraft will monitor and use VHF frequency 123.1 MHz. (When an Air Search Mission Coordinator (SASRC) is utilized).
- C. **GROUND:** The primary method of communication shall be by phone
- D. **MOBILE:** To insure commonality all mobile communications shall be coordinated by the **(IC)**. Factors to consider i.e.; (USCG)VHF frequency channels; 16---22---23----83. for use by surface vessels. (SWCC) State Wide Car to CAR, for ground mobile users; unless other CONOPS Channel is designated.

## **V. Command Post**

The selection of an appropriate **Command Post** shall be based on communication requirements and mission orientation.

# ARE YOU IN THE RIGHT PLACE?

The following persons will be considered as part of the Command Structure and located within the (CP)

State Coastal Search and Rescue Coordinator (SCSARC) -----Marine Patrol (IC)  
Federal Search and Rescue Coordinator (FSARC) ----- Coast Guard Group  
Ground Search and Rescue Coordinator (GSARC) -----Maine Warden  
Service  
State Air Search and Rescue Coordinator (ASARC) -----Maine State Police  
Air Search Mission Coordinator (SASRC) -----Civil Air Patrol  
Law Enforcement Coordinator  
Public Information Officer-----Jeff Nichols  
Logistics Coordinator  
MEMA (as required)  
Military Bureau (as required)  
National Guard (as required)

## VI. Assignment of Responsibilities (STATE)

**A. The Maine Marine Patrol** Shall provide guideline for conducting the Coastal Search and Rescue operations (CSAR) as required by 12 MRSA section 6029, recognizing that the primary objective of (CSAR) is saving human life and rendering prompt aid to survivors. Will identify agencies of (CSAR) both private and public to be activated. Provide for a coordinated and cooperative effort based upon Incident Command concepts (ICS). Shall treat all operational areas of a search as a potential crime scene until determined otherwise. Shall make arrangements for recovery of victims whenever possible and for a reasonable duration of search. Termination of search will be made as a unified command decision when all reasonable efforts have been made. In the event of death, shall be responsible to assure proper notification to the next of kin.

**B. The Department of Inland Fisheries and Wildlife** agrees to support the plan with assets as requested; it further agrees to support this plan by providing the Ground Search Mission Coordinator (GSMC). The (GSMC) shall be responsible for the development and execution of any ground search plan and shall assist the Maine Marine Patrol in the recovery and evacuation of victims as needed. Wardens and Warden Pilots will be called upon to offer expertise of the area in which the search is being conducted.

**C. The Maine State Police** shall provide communications and notification guidelines in support of the plan. Shall provide the State Air Search and Rescue Coordinator (SASRC) in the event of a downed aircraft in the coastal waters of the State of Maine. Shall provide a Law Enforcement Coordinator (LEC) as needed in the investigation of any downed aircraft and the preservation of the accident scene. Shall provide the services of the joint Maine State Police and Marine Patrol Dive Team should the (IC) require their services.

**D. SUPPORT FUNCTIONS:**

1. Maine Forest Service provides manpower and equipment for ground SAR in support of Inland Fisheries and Wildlife.
2. Defense and Veterans Services, (Military Bureau) provide manpower and equipment for search and rescue operations in support of Inland Fisheries and Wildlife and MEMA.
3. MEMA will provide coordination through the Emergency Response Team (ERT), in the event of a mass disaster SAR or event.
4. Civil Air Patrol Will provide the Air Search Mission Coordinator, communications, manpower, available air assets and logistics support in the event of a downed or lost aircraft
5. County and Municipal Police Agencies and Fire Departments:
  - a. Provide communication and manpower, available equipment
  - b. Provide area security
  - c. Provide identification of victims, maintain temporary morgue facilities, and conduct investigations

**VI-I. FEDERAL**

**A. The United State Coast Guard** holds as their primary function the role as the lead agency for maritime Search and Rescue. Maintaining a constant state of readiness to respond to (SAR) missions they in all likelihood will receive the initial call for assistance. As a matter of operational guidelines they will contact the Bureau of Marine Patrol. As soon as initial contact has been made with the Bureau of Marine Patrol a supervisor or his/her designee will assume the role as State Coastal Search and Rescue Coordinator (SCSARC). Maine Marine Patrol will provide any and all assistance requested by the Coast Guard Operations Officer conducting the

search. The (SCSARC) will maintain direct contact with the Operations Officer for the duration of the search.

**B. Maine Army National Guard:** will provide support of manpower and air assets as available. Will provide aerial surveillance support and medical evacuations.

## **VII. Execution**

Immediately following notification of a lost or missing person, or the report of any need for a Search and Rescue response, in the coastal waters of the State of Maine; the Coastal Search Mission Coordinator (CSMC) will confirm the incident with the United States Coast Guard.

The (CSMC) will determine the type of incident, the initial rescue response, and if he/she is to remain in a support role as the (CSMC) to the Coast Guard.

In the event of a downed or lost aircraft the (CSMC) will make contact with the Maine State Police official acting in the capacity of the Incident Commander with the (SASRC) State Air Search Rescue Coordinator.

If he/she is to assume the role of Incident Commander (IC)/ Coastal Search and Rescue Coordinator (CSARC), he/she will evaluate the following; The degree of life hazard, the geographical location, the weather, and resources immediately available to respond. Whenever practical the (IC) will delegate responsibilities under the principals of Incident Command Structure (ICS)

The Incident Commander (IC) will determine investigative needs and assign appropriate personnel to conduct interviews, gather potential evidence, i.e.; eye witnesses, family interviews, recovery of equipment. **Treat all cases as a potential crime scene, until proved otherwise.**

The Incident Commander (IC) is responsible to evaluate the appropriate location of a command post, and to what level it should be staffed. Primary consideration in selecting a command post location will be maximum communications and maximum support capabilities. The IC will request use of the Maine Forrest Service Mobile Command Post if a suitable command post cannot otherwise be established.

In the event the operation requires ground search support, the Department of Inland Fisheries and Wildlife will be requested to act in the capacity of; Ground Search Mission Coordinator (GSMC). The (GSMC) will coordinate and execute using their current procedures.

In the event that the Coastal Search and Rescue mission (CSAR) appears to involve criminal activity, or criminal act; The Maine State Police may be called upon to participate within the command structure in the capacity of; Law Enforcement Coordinator ( LEC ). Keeping in mind that the investigation of a crime may be what precipitated the Search and

Rescue mission, it is not a direct function of Search and Rescue. Delegate the investigation, use the information.

The Incident Commander (IC) will periodically evaluate the search effort by consulting with members of the command structure; planning, operational needs, manpower, equipment, agency participation, and the status and needs of active searchers.

## **VIII. Family Members**

It is inevitable that family members will either participate in the actual search or request to be kept abreast of the mission. The (IC) will make every effort to keep family members informed to the progress being made and plans being made. The missing person or persons is located and if deaths are involved, the Maine Marine Patrol or appropriate law enforcement agency authorized by the Maine Marine Patrol, or the Chief Medical Examiner's office will take action for notification of next of kin. **Under no circumstances will information relative to the condition of persons involved be released until next of kin have been notified.**

## **IX. Suspension of Search Efforts**

At some point all reasonable search efforts may be exhausted without locating the missing person or persons alive. Usually, at a point where the rescue efforts terminate the operation transitions into a recovery operation. The (IC) will, in close coordination with all participating agencies, be responsible for analyzing the extent to which the search effort will continue after search techniques have been exhausted. If it is determined through consensus of all participating agencies and or members of the command structure that further search would not be practicable and that all reasonable effort has been put forth, then a recommendation to suspend search activities shall be made to the Chief of the Bureau of Marine Patrol. Any search which has been suspended may be resumed at any time as new information would support renewed search efforts.

## **X. Records and Reports**

The Incident Commander (IC) or his/her designee will compile and maintain appropriate logs, records and reports, both internal and from all participating agencies. Reports of all activities will be submitted to the Chief of the Bureau of Marine Patrol within 20 days of termination or suspension of any Coastal Search and Rescue mission.

# APPENDIX A.

## SUPERVISOR'S WORK SHEET

### I. Initial call: (Role of the supervisor is to activate and delegate appropriate response)

1. Type of incident
  - a. Rescue or recovery/ locate missing person
  - b. Person or agency reporting----- evaluate your role
2. Initial response/ through dispatch
  - a. Rescue
    1. Notification of primary appropriate emergency rescue unit
    2. Notification of secondary response agency
  - b. Recovery/ through dispatch---who has been notified
    1. Investigate and verify
3. Evaluation of role
  - a. Assisting another plan / agency -- **REPORT TO COMMAND POST**
  - b. Lead agency --- **CREATE / LOCATE COMMAND POST**

### II. Initial Evaluation: [CSMC] or [IC]

1. Life Hazard
  - a. Number of people involved
  - b. Immediate life threat
  - c. Non-life
  - d. Deceased (presumed body recovery)
2. Geographical location
  - a. Ocean----tide
  - b. River-----current
  - c. Lake/pond----size
3. Weather
  - a. Season
  - b. Factors
    1. Temperature (air / water)
    2. Visibility (**surface** / bottom)
    3. Daylight
    4. Wind (direction Vs. sea condition)

### III. 1. **COMMAND POST**

- a. **Am I in the right place to do my job**
- b. Think Incident Command
- c. Agency representatives- coordination of agency effort
- d. Communications and Log - Establish interagency comms, event and personnel log (volunteer roster / locations)
- e. Media and Information - Agency updates, prepare statements, interviews and witness reports. Notify Maine Patrol Public Information Officer
- f. Logistics - Food, lodging, fuel, specialized equipment, air, power and crowd control.

### 2. **Arrival at scene (Treat all cases as a possible crime scene)**

- a. On scene evaluation
- b. Rescue / Recovery
- c. Has rescue / recovery been accomplished (verification)
- d. Centralization / Acquisition / Information

### IV. **Search Evaluation**

- 1. Unified Command under ICS
- 2. Formulate extended operational needs i.e.; manpower, equipment, agency participation
- 3. Periodic assembly of participants for group evaluation and information (such as at times of periodic suspension / end of day, meals, rest, etc.)

### V. **Search Termination**

- 1. Effective Rescue / Recovery
  - a. Medical evaluation
  - b. Interview
  - c. Investigation

d. Report  
2. Effective Recovery

- a. Search scene as required
- b. Notification; DA, Office of the Chief Medical Examiner (1-800-870-8744) – *Refer to MMP SOP Chapter 3, Policy 10.3 “Death Investigations”,* FAA, Fire Marshall
- c. Inventory and log all pertinent information
- d. Notification of next of kin

3. Termination of effort

- a. Assemble key agency participants
- b. Examine search effort
- c. Explore options
- d. Do follow-up investigation as requires. Joint Agency notification of family.
- e. **Schedule critique a.s.a.p. to evaluate effort**

## APPENDIX A. - 1

### EVALUATION OF ROLE WITHIN ICS FOR THE [CSMC]

#### 1. How were you notified?

- a. Citizen call / witness-----**NOTIFY / SP / USCG**
- b. State Police-----**NOTIFY / USCG**
- c. United States Coast Guard-----**NOTIFY / SP**

#### 2. Type of mission = LEAD AGENCY

- a. Missing person-----**STATE POLICE / MARINE PATROL**
- b. Overdue boater-----**USCG / MARINE PATROL**
- c. Vessel distress-----**USCG / MARINE PATROL**
- d. Person in water-----**USCG / MARINE PATROL**
- e. Drowning-----**MARINE PATROL / USCG**
- f. Downed aircraft-----**STATE POLICE / MP / USCG**
- g. Oil spill-----**USCG/ MARINE PATROL/ DEP/ DMR/  
IF&W**
- h. Flood-----**MEMA / ALL AGENCIES**
- i. Mass disaster-----**MEMA / ALL AGENCIES**

#### 3. Coastal Search Mission Coordinator [CSMC]

##### a. In a support role you will:

- 1. Provide available manpower and equipment [planning]
- 2. Provide local knowledge [planning]
- 3. Provide expertise in developing search plan [planning]
- 4. Coordinate state response within the search function [operations]
- 5. Coordinate communications within the search area [communications]
- 6. Coordinate activity at the on-scene staging area [logistics]

##### b. In a lead role, as Incident Commander [IC] you must

- 1. Establish Command Post
- 2. Identify resources required to accomplish mission
- 4. Assume responsibility for, **or**, assign the following:
  - A. Incident Commander
  - b. Planning
  - c Investigation
  - d. Logistics / i.e.: meals, lodging, staging areas
  - e. Operations / implementation

- f. Information / Logs i.e.: asset list, personnel list, comm log
- g. Air operations
- h. Law enforcement coordination
- i. Safety officer
- j. Medical officer
- k. Public Information Officer
- l. REPORT

## APPENDIX B

### AUTHORITY

#### Department of Marine Resources;

MRSA Title 12 section 6029. Search and rescue operations

The Department of Marine Resources may provide search and rescue services in the coastal waters of the State and shall be the responsible state agency for those services, except when they involve lost or downed aircraft. The department shall develop a formal plan for those activities and the Major or designee within the department, as coordinator of search and rescue work with other search and rescue agencies, both government and private.

#### Department of Inland Fisheries and Wildlife;

MRSA Title 12 section 10105.4 - Search and rescue.

Whenever the commissioner receives notification that any person has gone into the woodlands or onto the inland waters of the State on a hunting, fishing or other trip and has become lost, stranded or drowned, the commissioner shall exercise the authority to take reasonable steps to ensure the safe and timely recovery of the person; except in cases involving downed and lost aircraft covered by Title 6, section 303.

A. The commissioner may summon any person in the State to assist in those search and rescue attempts. Each person summoned shall be provided with subsistence while engaged in these activities.

B. repealed

C. The commissioner may enter into written agreements with other agencies or corporations, including commercial recreational areas, allowing partial search and rescue responsibilities within specified areas.

D. The commissioner may terminate a search and rescue operation by members of the department when, in his opinion, all reasonable efforts have been exhausted.

Maine State Police;

MRSA Title 6 Chapter 17 section 303.

1. **Agreements.** The Chief of the Maine State Police may establish agreements with public or private agencies or organizations to assist in air search operations

2. **Situations covered.** The Chief of the Maine State Police shall establish and maintain a state air search and rescue plan for the immediate handling of the following emergency situations arising from aeronautical activities:

A. Locating aircraft lost or down within the State; and

B. Locating persons who are believed lost or down in the State as a result of accidents involving aircraft over flying the State

3. **Plan of action.** The state air search and rescue plan must provide a plan of action for search and rescue that will mobilize all state and federal agencies that can contribute in those emergencies

4. **Authority** The Chief of the Maine State Police is responsible for the execution and overall coordination of air search and rescue efforts initiated in the support of the air search and rescue plan by the Maine Wing Civil Air Patrol and those state and federal agencies that are designated in the plan to play a role in emergencies.

Department of Veterans and Emergency Management (MEMA);

MRSA Title 37 B section 850 Search and rescue plan

The Director of the Maine Emergency Management Agency shall prepare a state search and rescue plan encompassing all activities including land, sea and air searches for persons, boats and airplanes. In the preparation of this plan, the director shall review such individual agency plans as currently exist, seek the advice and council of all currently designated federal and state search and rescue agencies and obtain the approval of the final plan. This plan shall be completed no later than June 30, 1990. All other search and rescue agencies shall cooperate with the agency in the preparation of this plan. Responsibility for execution of the plan shall be with the individual state agencies that have responsibility for the area being searched or for lost or downed aircraft, as appropriate.