



**TrotSAR Mounted Search & Rescue Team Inc.
Standards for Equestrian Search & Rescue Team**

Submitted to:

Maryland Emergency Management Agency
Montgomery County Office of Emergency Management
Maryland Natural Resources Police
Maryland State Police
Virginia Department of Emergency Management

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I. Purpose

- A. These standards are intended to define the minimum qualifications expected of TrotSAR members and their equine to be certified as a fully operational member. Currently, TrotSAR is a recognized Mounted Search and Rescue (SAR) Team within the State of Maryland and is a Mounted SAR Team recognized by the Montgomery County Office of Emergency Management. The Team also has a legal Memorandum of Understanding (MOU) with the Virginia Department of Emergency Management, approved by the Virginia's State Attorney. This MOU recognizes the team as an official Mounted Search and Rescue non-government first responder resource for the Commonwealth of Virginia.
- B. Certification issued under this standard is a requirement only for those personnel who wish to voluntarily participate in the search and rescue program or incident of any Emergency Services Agency at the levels as indicated in these standards. Members of the TrotSAR Mounted Team are a volunteer based non-government first responder resource and shall meet any applicable Federal, State, Tribal, or Local government search and rescue standards. In addition to SAR certifications, all team members shall obtain all required Incident Command System (ICS) and National Incident Command System (NIMS) certifications.
- C. Guidelines, mandates, or training recommendations from the Maryland Emergency Management Agency (MEMA), the National Association of Search and Rescue (NASAR), *ASTM International F32 Search and Rescue Committee, F2794-09 Basic level Mounted SAR Responder Standard*, Maryland law enforcement agencies, the Virginia Department of Emergency Management and/or other emergency management organizations shall be reviewed for compliance within 30 days of such notification. Operational and Logistic members of the Mounted Team are expected to perform the following functions within the scope of their training and TrotSAR Mounted Team Units will respond to and provide the following services:
 1. Wilderness, rural, and urban searches for missing/lost persons
 2. Disaster response ground teams and manpower assistance
 3. Mounted Perimeter Patrols for large restricted SAR access areas
 4. Community relations, public safety events or educational seminars
 5. Provide wilderness educational programs and
 6. Assist with Large Animal Recovery, when applicable.
- D. Members of the TrotSAR Mounted Team shall be capable of performing these functions anytime of the year, day or night, and in all weather conditions experienced in the region. The TrotSAR Mounted Team may work with a variety of individuals and organizations, including law enforcement, fire and rescue, casual volunteers and family members of the missing subject(s). In order to do this, team members should be able to:
 1. Understand the search and rescue system used by Federal, State, Tribal and Local governments.
 2. Understand the theory and practice of a missing person search.
 3. Understand the security-related and confidentiality procedures related to SAR incidents.
 4. Plan, execute, debrief, and document a variety of search tasks.
 5. Navigate accurately on land.
 6. Survive an unexpected rural or wilderness emergency.
 7. Serve as a self-supporting resource for a minimum duration of 72 hours.
 8. Be physically able to perform field assignments that could have a deployment period of up to 12 hours.
- E. Equine members of the TrotSAR Mounted Team shall be capable of performing these functions anytime of the year, day or night, and in all weather conditions experienced in the region. These standards do not address any particular breed, size, or sex of the equine family in order to be qualified for the TrotSAR Mounted Team. Equine members should:
 1. Have the stamina for up to 12 hours of work under varied conditions of terrain and weather.
 2. Be sociable and controllable in situations involving crowds, noise, traffic, other horses, dogs or other domestic animals, and other distractions encountered during an assignment as a public service equine.
 3. No stallions will be permitted to serve as SAR equine.
 4. No equines under the age of 4 years old shall serve as a SAR equine.

II. Terminology

The definitions listed here are for the purposes of these standards only. They may or may not reflect other definitions used by other groups, individuals, or organizations.

- A. **Aggressive Horse Behavior:** Biting, lunging, kicking, or striking out at or towards people or other animals.
- B. **Area of Search:** An assigned specific geographical area. The area could be urban, suburban, rural or wilderness.
- C. **Equine:** Any member of the equine family, being any breed of horse, pony, mule, or donkey.
- D. **Handler:** The person who is responsible for the control of the equine, either on foot or horseback. The person need not own the equine, but is required to have taken an equine through the test included in this standard.
- E. **Horse:** Any member of the equine family.
- F. **Horse Team:** One handler with one equine.
- G. **Mount unassisted:** The act of mounting an equine without the aid of another person or equine. This does not preclude the use of a mounting block, trailer fender, log, step, or other natural or man-made object to assist the rider in mounting the equine.
- H. **Mounted:** The act of riding an equine while in the performance of the duties of search and rescue. Being on horseback. While performing tasks with the team or representing the team, the rider shall wear an approved safety helmet while mounted.
- I. **Mounted SAR Team:** The combination of a certified equine and a certified handler, for the purposes of performing search and rescue duties.
- J. **NASAR:** National Association of Search and Rescue.
- K. **Ponied:** One equine led by a handler riding another equine.
- L. **Rural:** Country often given to farming or to woodland and sparsely to moderately populated.
- M. **SAR Equine Standards:** An established set of guidelines for mounted units which are utilized during a search or rescue incident.
- N. **Urban or Suburban:** Moderately to heavily populated areas given primarily to business and residential development with limited but accessible greenways.
- O. **Wilderness:** An area generally uncultivated and uninhabited, and often inaccessible via improved roadways.

III. Handler Knowledge and Performance Expectations

The handler will demonstrate an understanding of the items listed under each subject and the ability to perform the skills listed. Operational handlers must have successfully completed a recognized "Fundamentals Level" Search and Rescue training program (i.e.: FunSAR, Field Team Member or Search Team Member) and have received a NASAR SARTECH-III, VDEM FTM or Maryland STM certification or equivalent.

A. SAR Operations

1. Describe how state missions are originated.
2. List several resources that might be utilized during a SAR event.
3. Identify major staff functions of the ICS and two coordination centers as defined by NIMS.
4. Demonstrate the ability to develop basic mounted SAR team assignments for a search incident and provide appropriate recommendations for additional resource support to the incident.
5. Define the functions of these field positions.
 - a. Field Team Member
 - b. Field Team Leader
 - c. Incident Commander
 - d. Operations Section Chief
 - e. Safety Officer
 - f. Strike Team
6. Describe proper searcher conduct as it relates to law enforcement, the family of missing subject(s), and the media.
7. Describe general safety considerations in SAR operations, including dealing with critical incident stress.

B. Legal Aspects of Search and Rescue

1. Describe SAR responsibilities at the local and state level.
2. Identify the limitations of the Good Samaritan law.
3. Define several factors necessary to prove negligence.
4. Describe several methods of reducing liability exposure.
5. Describe the circumstances when entry upon private property may be justified.

C. Personal Equipment

1. Explain the basic principals of clothing and equipment selection for the search environment.
2. Demonstrate possession of adequate personal equipment for the search environment. (See Team Standards Appendix A for guidelines for minimum suggested personal equipment list.)

D. Wilderness Travel

1. Describe several problems commonly encountered on SAR missions that lead to a survival situation.
2. Describe the body's physiologic response to cold, heat, and psychological stress.
3. Define the following environmentally related problems and their recognition, treatment, and prevention:
 - a. Dehydration
 - b. Frostbite
 - c. Heat exhaustion
 - d. Heat stroke
 - e. Hypothermia
4. Demonstrate the ability to bivouac overnight in the out-of-doors (See Appendix B - Guidelines for an Overnight Bivouac Encampment).

E. Land Navigation

1. Define the following terms or concepts:
 - a. True north
 - b. Magnetic north
 - c. Grid north
 - d. Declination
2. Demonstrate the ability to read and interpret topographic map border information, colors, and symbols.
3. Demonstrate the ability to use a compass to plot a course on a map.

4. Demonstrate the ability to use the following plotting methods or tools to determine the coordinates of a given point.
 - a. U.T.M.
 - b. GPS unit
 - c. Ungridded map
5. Demonstrate the ability to perform the following navigational functions:
 - a. Obtain and follow a simple compass bearing
 - b. Determine a reciprocal
 - c. Move around obstacles
 - d. Measure distance by pacing
 - e. Determine position by terrain feature identification
 - f. Determine position by triangulation
6. Describe how to use these land navigation concepts:
 - a. Catching features
 - b. Collection features
 - c. Attack points
 - d. Aiming off

F. Search Skills

1. Demonstrate an understanding of these search tactics:
 - a. Attraction
 - b. Containment
 - c. Contour search
 - d. Hasty search
 - e. Sweep search (Open grid search)
 - f. Line search (Closed grid search)
 - g. Sign cutting
 - h. Interviewing
 - i. Ridges/Drainages
 - j. Corridor search
2. Describe procedures for working with ground teams and sign cutters.
3. Given a search task, discuss and demonstrate the ability to plan the task considering weather conditions, visibility, terrain characteristics and desired probability of detection (POD).
4. Demonstrate the ability to perform the task planned above.
5. Demonstrate the ability to translate field activity onto a topographic map, including route taken, areas searched and not searched, clues located, times for all of the above, and estimated POD for the task.
6. Demonstrate the ability to accurately debrief the task, providing the debriefer all of the information listed in F-5 above.

G. Clue and Site Procedures

1. Describe the proper approach to a site containing clues or a subject.
2. Describe methods to preserve clues or evidence and how to secure a site.
3. Explain the importance of accurate documentation of clues and of subject's location.

H. Helicopter Operations

1. Describe the hazards and danger zones to ground and mounted personnel working around a helicopter.
2. Describe the proper approach to a helicopter, including direction of approach and communication with the crew.
3. Describe the considerations for selecting and preparing a landing zone (LZ).

I. Field Communications

1. Define the common problems associated with the field use of portable radios and list some possible solutions.
2. Describe basic radio procedures with Command during an incident.
3. Describe the status codes when finding a victim.

J. First Aid

1. The handler must maintain a Basic First Aid certification.
2. The handler must maintain basic CPR certification.

IV. Equine Performance Expectations

The equine will demonstrate compliance with the expectations of this section. Specific tests designed for this purpose are described in Section V: Test Methods, and are included as part of these standards.

A. Behavior

1. The equine shall be quiet and well mannered.
2. The equine shall show no aggression toward people and/or domestic animals.
3. The equine must demonstrate the ability to transport between search sites easily.
4. The equine must demonstrate the ability to stand quietly while tethered.
5. The equine must demonstrate the ability to work independently from the herd.

B. Agility

1. Using multiple gaits, the equine must demonstrate the ability to move forward.
2. The equine must demonstrate the ability to move backward.
3. The equine must demonstrate the ability to ford creeks and streams.
4. The equine must demonstrate the ability to cross bridges.
5. The equine must demonstrate the ability to cross paved roadways.
6. The equine must demonstrate the ability to stand quietly near moving traffic.
7. The equine must demonstrate the ability to negotiate obstacles normally found in the wilderness.

V. Test Methods

The following testing procedures are designed to provide a representative evaluation of the expectations listed in Sections III and IV.

A. Handler Testing (minimums)

1. Complete a recognized Fundamentals of SAR Course.
2. Successfully complete a First Aid and CPR course.
3. Obtain a NASAR SARTECH-III rating (VA FTM meets this requirement).
4. Successfully complete TrotSAR horse and rider standards.
5. Complete 40 hours of in-service training per year .
6. HRE Applicants must meet all trainee prerequisites within 6 months from date when Team application was received before being promoted to Trainee, which is the team's lowest handler position.
7. Submit to a criminal background check.

B. Equine Field Test

The mounted SAR team will perform the tests, delineated in Appendix D, at a walk unless otherwise indicated. Appendix D-1 is the official form for the HRE test, Appendix D-2 indicates a typical HRE course layout scheme, and Appendix D-3 contains the governing guidelines for pass/fail criteria. During the evaluation, the handler must maintain control of the equine, and the equine should act mannered and calm. The evaluator is looking for a calm equine that is willing to obey its rider during each exercise. Any equine displaying actions that could lead to injury of persons or property shall immediately be deemed unsafe for public service use and be removed from testing. Testing must be conducted under the supervision of an authorized evaluator(s). If HRE attendees need a break during the test they must seek permission from an evaluator.

NOTE: Any equine rearing above knee height, at any time during the Horse and Rider Evaluation (HRE), will be immediately removed from testing. Any equine that bites or kicks at a person, or non-aggressive dog, or any other non-aggressive animal during the HRE will also be removed immediately.

NOTE: If anyone (evaluator, rider, observer, etc.) observes an unsafe act they are to say the word HALT in a loud voice.

VI. Mounted SAR Team Field Evaluation Procedures

- A. Except where required for the examination, evaluations will be conducted on an individual mounted team basis without interference from other equines or people.
- B. Each team member will be observed by two (2) evaluators who must be authorized according to the requirements in Appendix D.
- C. Evaluation scoring:
 - 1. The evaluator will have a checklist for scoring each mounted team (See Appendix D).
 - 2. Performance of the mounted team will be rated as either Pass or Fail.
 - 3. Disclosure of personal information shall be avoided and limited to the scope and vision of these standards.

VII. Retesting

- A. If the handler's written test score is below the passing score, the handler must arrange for a retest with the testing agency. The written test may be repeated according to the testing agency procedures.
- B. If any one of the field tests is scored "Fail", that test may be repeated once that same day at the discretion of the field evaluator. No practice attempts will be allowed, however, a rider may be excused for a short period not to exceed twenty (20) minutes to work with their equine or to take a personal break. This break must be away from other HRE participants, but under the supervision of the HRE safety officer. No coaching is permitted during an HRE.
 - 1. If the second attempt at a test item is rated "Fail", that skill test may be re-evaluated no sooner than one (1) week and no later than four (4) months after the initial test date. Should more than four (4) months pass, then the equine and rider team will need to attend a future HRE and retest in all areas.
 - 2. The evaluator that originally tested the team, and judged it to be "Fail" on the first two (2) attempts at the original HRE, must be the same evaluator for the third (3rd) retest attempt. Should a rider have more than three (3) unsuccessful attempts including the initial failed attempt during the original HRE, they can re-apply for team membership at a future HRE and shall be tested on all items. In the event the original evaluator is not available on the retest HRE date, then the evaluator for the retest HRE shall be deemed acceptable.
 - 3. Applicants having three (3) or more failed attempts at a test item, will be removed from testing and must re-apply at a future HRE.
 - 4. If the Rider/Handler who was tested feels unfairly rated, he/she may request a retest with a different evaluator at the next scheduled testing opportunity. The evaluator who rated the team unsatisfactory may observe the retest but will have no input on the evaluation results. The Handler being retested will submit a request for retest by a different evaluator in writing to the Team Commander. This written request will state reason(s) for the request to retest.
- C. The approved written test answer sheet and field test will be completed and signed by the evaluator(s), with testing dates. This will include any notes of other performance details, and kept in the individual's training folder by the Training Officer.

VIII. Certification Benchmarks

A. Benchmark for a Mounted SAR Team

1. In order to be certified as a Mounted SAR Team, the team must be an active member in good standing of a SAR group currently operating under a memorandum of understanding (MOU) within its State or Local jurisdiction.
2. Any Mounted SAR Team must ensure all its team members have satisfactorily completed all of the written and practical evaluations.
3. The owner of the equine must provide a current copy of a negative Coggins test issued by their state of residence and recognized by the Maryland Department of Agriculture.

B. Requirements for Operational TrotSAR Team members

1. Each operational, logistics or support member must have completed "Fundamentals of Search & Rescue" (FunSAR) training and have obtained a SARTECH-III certification or equivalent. All members must have submitted to a criminal background check.
 - a. Operational personnel are required to obtain forty (40) hours of in-service training per calendar year, of which sixteen (16) hours must be training or actual field SAR operations time with their equine. It is the team member's responsibility to provide the Training Officer with a copy of certificates and training hours on non-team training activities.
 - b. Logistics or support personnel are required to obtain forty (40) hours of in-service training per calendar year.
2. Team application will be updated and must be signed by both the applicant and the group leader or training officer and must include the following items.
 - a. The completion dates of SAR related courses. Each Team member and the Team Training Officer will keep a copy of such certifications.
 - b. The HRE evaluations for each handler and equine team will be maintained by the Training Officer.
 - c. All team members must successfully complete all field evaluations and complete three (3) mounted tasks per year and attend with or without mount one (1) mock search per year.
 - d. Team members with more than one MSAR equine must train with each equine a minimum of sixteen (16) hours yearly. A team member with two (2) equines is thus required to train sixteen (16) hours with one equine and an additional sixteen (16) hours with the other equine in order to maintain two operational mounts.
 - e. Documentation that the applicant possesses personal equipment at least equivalent to that listed in Appendix A and the NASAR SARTECH-II list.
 - f. Documentation that the applicant has completed at least one (1) overnight bivouac at an MSAR camp/event and has the required equipment for ad hoc living conditions.
3. Upon receipt of the above documentation of requirements, the Team Commander will inform the State and Local SAR Coordinators with confirmation of the Team's certified operational resource strengths.
 - a. Upon completion of all the requirements outlined in this document, the certified team is eligible to respond to the request of a lawful authority within the mid-Atlantic region. Requests for SAR assistance, as a mutual aid resource, is generally limited to FEMA Region III.
 - b. When utilized as an "Out of State Resource," a copy of these standards shall be given to the Logistics Officer. The Team Commander shall maintain documentation of the event, to include the name of requesting official. During debriefing, a valid mission or event number designation should be obtained by the assigned Team leader.

C. Conditions of Certification

1. Provided that all requirements are met, the team and its members will be listed as a non-government MSAR first responder resource, as defined, accepted and/or certified by Emergency Management or law enforcement organizations.
2. This certification does not constitute a license to practice the skills tested, but signifies only that the team has met an established standards of knowledge and performance and has demonstrated competency at

the SAR levels indicated.

3. No TrotSAR member shall self-deploy to a search or incident.
4. Membership certification will be valid for one (1) year, with an interim update required twelve (12) months after the initial certification date. Yearly in-service attendance and training records will serve as a validation tool.
5. The certification will be for the handler and equine (team) that completed the testing together. If the handler wishes to certify as a team with another equine, the entire testing procedure, with the exception of the written test, must be repeated with each new equine.
6. During a search emergency; a certified handler/rider may ride another HRE certified equine other than their own, at the discretion of the equine's owner/handler.
7. All training and certification will be conducted under the supervision of a Safety Officer.

IX. Re-Certification Procedures

- A. All Handlers (Operational members) shall maintain their own records which document a minimum of forty (40) hours of annual in-service training time. The Operational member is required to document sixteen (16) hours of annual in-service training time that was performed with the equine, for each MSAR equine. The minimum forty (40) hours of annual in-service training time may include the sixteen (16) hours 'with mount' training time as well as actual 'call out' time. In addition to training time, the Operational member must submit a copy of the current negative Coggins for each equine used. Documentation from outside training sources will be the responsibility of the Operational member.
 - 1. The Team Training Officer will maintain documentation for all active members in good standing. The Team Training Officer shall validate all training times for each Operational member and notify them when the minimum training requirements have been met.
 - 2. The Team Training Officer will document the number of searches and training events in which the team has participated within the current year. The documentation shall include the total man-hours expended at each event as well as a narrative of what transpired at the event.
 - 3. Team documentation will be available for inspection or review by any authorized SAR Management Agency or official, no later than March 30th of each year.
 - 4. The Team Training Officer shall notify Operational/Logistics members not meeting yearly re-certification by November 1st of the current year. They will be informed of their total training hours to date and informed of the number of hours needed to remain in compliance.
- B. A training year begins on January 1st and concludes on December 31st of that year.
 - 1. Operational/Logistics members that fail to meet the yearly in-service training requirements will not be recertified for the upcoming year.
 - a. An Operational/Logistics member failing to obtain the minimum training requirements for the prior year will be reclassified from Operational/Logistics status to Trainee status. The written reclassification notice to Trainee status will be issued by the Team Commander and verified by the Team Training Officer and sent to the member via electronic mail or regular USPS mail.
 - b. The member shall have six (6) months to regain status as an Operational/Logistics member by obtaining the required forty (40) hours of in-service training for the previous calendar year before being returned to Operational status.
 - c. Prior year hours shall not be counted towards meeting the current year forty (40) hour in-service training requirement.
 - d. Failure to complete the forty (40) hours of in-service training after the initial six (6) months shall result in the implementation of the procedures listed in Section IX.C. below.
 - 2. After the first calendar year as a Trainee, forty (40) hours of in-service must be obtained in conjunction with other requirements needed to become an Operational member or they shall retain their status as a Trainee.
 - 3. The Team Commander and Training Officer shall interview Trainees who have not received Operational status at the beginning of their third year. This interview will attempt to determine training deficiencies.
 - 4. All Trainees must successfully pass the HRE skills test, obtain first aid certification and complete all required online FEMA courses prior to being authorized to serve as a field assistant for an Operational member.
 - 5. Each handler shall obtain forty (40) hours of annual in-service training. A minimum of sixteen (16) training hours per year must be with equine. Training sessions per year must include seven (7) or more of the following subject areas:
 - a. First aid or CPR
 - b. Safety related courses
 - c. Communications
 - d. Map and compass
 - e. Topographical map reading
 - f. GPS navigation

- g. Mock searches
- h. Lost person behavior
- i. Clue awareness
- j. Search operations
- k. Rescue operations
- l. Emergency preparedness
- m. Stress management
- n. ICS operations
- o. Man tracking
- p. NASAR approved training courses
- q. VDEM approved training courses

C. Failure to Re-certify

1. When a team member fails to re-certify within six (6) months of the expiration date of their second year, they will be reduced to Trainee status for the remaining calendar year. A single three (3) month extension may be granted if extenuating circumstances exist. Such a member will be required (within ninety (90) days) to begin the entire application and testing process for certification.
2. The decision to drop any member from the Team shall be jointly decided by the Team Commander, Team Training Officer, applicable Regional Director and an operational handler.
3. The Team Commander shall notify members regarding modifications to personnel lists and make other appropriate notifications as deemed necessary.
4. The Team Commander shall seek the aid of lawful authorities, should difficulty occur while retrieving any team property remaining in the possession of a dropped member.

X. Review of Standards

Standards shall be reviewed tri-annually. Generally this review will occur within the first sixty (60) days of a new calendar year. Modifications or attachments to these standards may occur at any time of the year. Any and all changes to these standards must be properly documented.

History of revisions:

1. These standards have been written and approved for use of the TrotSAR Mounted Team, by the Team's Executive Board and a majority of the team's voting membership.

TrotsAR Executive Board Amended 11-JAN-2009
Next Tri-annual review due JAN 2012

2. These standards have been reviewed and approved for use of the TrotSAR Mounted Team by the Team's Executive Board and a majority of the team's voting membership.

TrotsAR Executive Board Approved 8-JAN-2012
Next Tri-annual review due by JAN 2015

3. Section 1.C has been amended to include the newest ASTM standards. Revised June 7, 2012.

TrotsAR Executive Board Approved 8-JAN-2012
Next Tri-annual review due by JAN 2015

4. Added Appendix F, Mounted Evacuation Procedures; Appendix G, Operational Team Positions; Clarified requirements in Sections III, V and IX; Formal team name changed from TROTSAR Mounted Search & Rescue Team Inc. to TrotSAR Mounted Search & Rescue Team Inc.

TrotsAR Executive Board Approved JAN 2013
TrotsAR Membership Approved 13-JAN-2013 (Winter Meeting)
Next Tri-annual review due by JAN 2015

5. Added punctuation, grammar, spelling, matching reference to titles, tense. Added Maryland STM. Changes to reflect compliance with NASAR standards including NASAR pack for SARTech II of "2 quarters" to "\$10 in miscellaneous bills and change" as well as incline from 45 to 40 degrees and added #3 & #4 to Article I. Page 15, change "Training sessions per year must include four (4)" to "seven (7)" to cover VDEM compliance. Page 36, #7 - Equine evac - change verbiage to indicate that flankers both being there for stability. Page 28, #3 - "can stop" to "will stop" and added sentence to indicated HRE continues. Clarified #36 trailer loading. Separated permanent marker from roll of tape on SAR list..

TrotsAR Executive Board Approved July 2015
Next Tri-annual review due by July 2018

Appendix A

Suggested Minimal Personal Equipment

These items are suggested equipment. Equivalent gear would be acceptable and this list may be modified to adapt to seasonal and special conditions. Not all of this would be carried into the field, but should be available to the individual searcher on the mission in some form. This would include a vehicle cache or pack to be left at base. The following equipment is commonly compiled to form what is referred to as a "response ready pack". Such a pack (or packs) holds those items that would allow the rider to function in a safe, effective manner during a SAR incident. Some items may be carried on a belt, in pockets, or strapped to the person. This equipment should be carried on all missions in rural or wilderness areas and is considered the minimum amount. Keep in mind that any additional items could be included on this list. Some search events may require a security search of you vehicle and trailer, utilizing this list may assist a security officer during a screening process. It is recommended that all items are initialed, in the event items are needed for identification purposes. In the event you are reassigned to a ground assignment, refer to the NASAR manual for ready pack requirements.

Note: Consult your physician, regarding recommendations about analgesics and other drugs that you may carry.

Personal First Aid Items

4 - Acetaminophen, 80 mg min (Aspirin)	1 - Gauze roll, 2" x 4.5 yds min
4 - Antacid tablets	1 - Leaf bag, large
2 - Antihistamine, 25 mg min (Benadryl)	1 - Moleskin, 2" x 2" min
2 - Antiseptic cleansing pads	1 - Plastic bag, zip lock, quart size, for kit
1 - Antiseptic ointment	1 - Razor blade, single edge safety type
6 - Band aids, various sizes	1 - Roller bandage, elastic, 2" x 4.5 yds min
1 - Candle, long burning	2 - Safety pins, large
3 - Cotton swabs, non sterile	1 - Scissors, multi-purpose
1 - Exam gloves, vinyl or latex, non-sterile	1 - Space blanket or space type sleeping bag
1 - First Aid Tape, 7 yds min	1 - Splinter forceps, tweezers
2 - Gauze pads, dressing, 4" x 4"	1 - Towelette (handi-wipe)

NOTE: Duplicate items listed on both the personal first aid list and the personal SAR equipment list will count for both lists. When certifying for specific NASAR qualifications (i.e. SARTECH-II), then those equipment lists shall take precedence over this standard.

Personal SAR Equipment

1 - SAR personal identification badge	50 ft - Braided rope, 1850 lb rating
1 - Pack or packs, 1,800 cu. In. min.	2 - Carabineers, locking
1 - Safety vest, orange or yellow, with reflective tape front & rear	20 ft - Webbing, 1", Tubular, for harness or stokes litter
1 - Safety helmet (riding helmet)	2 - Prusik slings (suitable for 9 or 11mm rope)
1 - Safety goggles/glasses, clear lens	50 ft - Nylon twine, small rope or cord
1 - Footgear, sturdy, adequate for conditions, pair	1 - Raingear, durable (jacket & pants recommended)
1 - Gloves, adequate for conditions, pair	1 - Bags, plastic, various sizes, zip lock type
1 - Sunglasses, 97% UV protection	1 - Sunscreen lotion, SPF 15 min, 30 recmd
1 - Watch	1 - Insect repellent
1 - Topographic map of search area	1 - Lip balm with sunscreen
1 - TrotSAR VHF Radio	10 ft - Duct Tape, roll
1 - FRS radio	1 - Flashlight, primary, w/ extra bulb
2 - Water containers, 1 liter size	1 - Flashlight, backup w/ extra bulb
1 - Bandana, handkerchief	1 - Measuring device, 18 inches min
1 - Cap or other headgear	1 - Metal cup or pot
1 - Bag for clothes, waterproof	\$10 in miscellaneous bills and change
1 - Clothing, extra set, including socks	1 - Shelter Material, tarp, 8 X 10 feet
1 - Extra socks	1 - Tissue paper pack or 'baby wipes' pack
1 - Compass, orienting type	1 - Tracking Stick, sectional, 48"
1 - Flagging tape, 100'	10 ft - Wire, woven steel (picture frame wire)
1 - Permanent fine point 'sharpie' marker	8 - Wire ties, plastic, self locking, 6" – 12"
1 - Batteries, extra set for each device	1 - Whistle
1 - Knife, multi-purpose	8 - Matches, in waterproof container
1 - Signaling mirror	
1 - Small pad and pencil/pen	
	The following may be in the first aid kit
	2 - Space Blankets
	1 - Leaf bag, large
	1 - Candle, long burning

Additional Support Equipment

	Camp stove or sterno		Food, non-perishable (3 days worth)
	Foam ground pad (closed cell)		Water, 3 gallons & extra container
	Gaiters		Trail snacks in sealed bags
	Lantern		Bouillon cubes, packaged jello, etc
	Sleeping bag		Rain cover for pack
	Water purification tablets (3) or system		Tent or sleeping cover

Equine Related Equipment

	10 ft lead line		Saddle, pad and tack
	Water bucket		Extra saddle pad & girth strap
	Hoof pick & brushes		Extra halter & lead line
	Fly spray, enough for 3 days		Turnout sheet or blanket
	Hay & grain for 3 days (supplements)		Extra water, 18 gallons minimum
	50 ft picket line or portable corral		Power source, 12 volt
	Road maps of MD, DE, VA, WV & PA		Muck bucket & fork
	Tow vehicle in safe working condition		Horse trailer in safe working condition
	Equine First Aid kit		Vet wrap
	Electrolyte paste or powder		Sponge
	Butte / pain meds		DMSO / wound spray
	Fly mask		Hay rack or net
	Feed bucket or pan		Hooks, water/hay/tack
	Broom		Shovel
	Gaiters or half-chaps		

Appendix B

Guidelines for an Overnight Bivouac Encampment

1. The purpose of the overnight bivouac Mounted Search and Rescue (MSAR) Base Camp is to test the individual's ability to spend the night in the out-of-doors in a bivouac encampment environment, with their equine, and still be able to function adequately. It is permissible for members to share equipment that makes for a more useable and relaxing MSAR Base Camp. All team members must always be prepared for a deployment of seventy-two (72) continuous hours.
2. This is a requirement for all team members and shall be performed at least once every three (3) years for Operational members to maintain their operational call out status. The overnight MSAR camp exercise provides the basic knowledge, skills and abilities that would be needed for SAR personnel finding themselves in a situation where they are forced to spend the night with whatever equipment they normally have with them during deployment at an incident base camp.
 - a. This exercise also serves as a team building event and helps identify strengths and differences of individual team members.
 - b. Documented overnight stays (with equine) at a Search and Rescue Exercise (SAREX) or similar SAR event hosted by other recognized SAR entities will be credited to the three (3) year requirement, providing it is done so with at least one (1) other TrotSAR team member and with prior approval of team's Training Officer.
3. In order to simulate this situation for an evaluation, the following guidelines should apply:
 - a. The individual's equipment should be restricted to what they normally carry in daypacks during an actual search or equipment that is readily available from their tow vehicle/trailer, and what would normally be used at a MSAR Base Camp. All handlers shall provide their own equipment.
 - b. The base camp area should be typical terrain found in searches and far enough from roads and vehicles to create some sense of realism and safety.
 - c. All team members should have the knowledge, equipment and ability for a solo overnight bivouac away from a MSAR base camp, should such event ever occur in the field and if you were to become separated from your deployment partner.
 - d. Team members may elect to bivouac away from the MSAR base camp to create an emergency (like) overnight condition, but such an election must be done so in pairs (with another team member) and radio connectivity must be maintained with the primary MSAR base camp.
4. The bivouac encampment should not become an exercise in raw survival. The exercise evaluator or safety officer should inspect each person's equipment and help ensure that it is at least adequate for the environment.
5. Team members with generators shall allow other team members to charge battery operated equipment. Unless conditions warrant otherwise, generators shall not be used from 2200 hours until 0600 hours.
6. Safety is of paramount importance. The participating individuals should be monitored carefully during the night to ensure that problems such as hypothermia do not develop. The evaluators should have a contingency plan for emergencies.
7. The overnight encampment exercise should be planned in conjunction with training or testing activities the following day. This will give the evaluators an opportunity to observe the effects of the bivouac encampment on the performance of the participants.
8. The bivouac encampment exercise must be done with an equine that has completed an HRE. Each person must have adequate equipment, such as rope to make a picket line or a portable corral to secure the equine. The area should pose limited danger to person or property in the event an equine gets loose.

Appendix C

HRE Evaluator Guidelines

1. All test materials are confidential and the security of information is the responsibility of the Horse and Rider Evaluation (HRE) Evaluator.
2. All tests and evaluations will be conducted in a professional manner and documented on appropriate forms. All test must be signed and bear the Evaluator(s)'s name, Trainee's name and test or course title.
3. Since no equine can be guaranteed totally safe, the objectives of the behavior and agility evaluations are to be utilized as an indicator that both the equine and handler can work together as a team and they have demonstrated the ability to safely and efficiently work in conjunction with other teams in public service situations.
4. Performance results of evaluations will be documented and maintained by the team Training Officer and reviewed yearly by the Team Commander.

Criteria for Evaluators

In order to be a recognized evaluator for equestrian public service search & rescue teams, an individual must satisfy the following criteria:

1. Must have completed a nationally recognized Fundamentals of SAR training course or equivalent.
2. Must hold a minimum of a SARTECH-III or FTM certification.
3. Must have submitted to a criminal background check.
4. Must hold an Operational SAR status, or have been certified by another unit, as being eligible to respond to searches.
5. Must have responded to a minimum of five (5) searches or multi-jurisdictional, multi-discipline full-scale exercise mock searches.
6. Must have attended two (2) overnight bivouac encampment exercises.
7. Must have served as ring aid for four (4) Horse and Rider Evaluations.
8. Must have been appointed by their parent team as an Evaluator.

Appendix D

Horse and Rider Evaluation (HRE) Testing

See current TrotSAR Mounted Team Horse and Rider Evaluation documents for current protocols. These documents are:

1. HRE Testing Form (Appendix D-1)
2. HRE Testing Ring Template (Appendix D-2)
3. HRE Testing Guide Book (Appendix D-3)

**Appendix D-1
TrotSAR HRE Test Form**

Name of Rider: (PRINT) _____ Team # _____

Ratings used: "P" for Pass "X" for Fail.

All testing items must reflect a "P" score for a passing grade.
More than 3 "X" grades in any combination of 2nd attempts results in a failed test.

Skills Tested	1st Attempt	2nd Attempt	3rd Attempt
1. Unloads from trailer in less than 2 minutes			
2. Remains calmly tied to trailer for 30 minutes			
3. Tack in safe condition			
4. Stands quietly while being tacked			
5. Held with another equine for 2 minutes			
6. Remains calm when being mounted			
7. Leads willingly with rider sitting in saddle			
8. Turning left & right with 1 hand (cone weave)			
9. Controlled one hand stop			
10. Demonstrates control at speed faster than a walk			
11. Controlled 2 hand stop			
12. Walks over 18" obstacle			
13. Backs 6 feet through parallel poles			
14. Turns 180 degrees within 7 ft circle			
15. Demonstrates control at a walk			
16. Safely crosses wooden bridge, min 5 ft long			
17. Controlled stop/remains calm at dismount			
18. Pony another equine 100 ft			
19. Remains in a search formation			
20. Reacts well to safety flares			
21. Reacts well to flashing lights and siren			
22. Reacts well to people			
23. Reacts well to radio chatter			
24. Reacts well to dogs and other distractions			
25. Reacts well to parked vehicles			
26. Stands quietly near passing traffic, 2 minutes			
27. Safely crosses paved road			
28. Safely crosses water – 3" deep, 3 ft wide			
29. Safely crosses mud – 3 ft wide			
30. Stands quietly on a 40 degree hill, 2 minutes			
31. Rides in trail formation with other horses			
32. Safely walks up a 40 degree grade, 50 ft			
33. Safely walks down a 40 degree grade, 50 ft			
34. Leaves herd at a gait faster than a walk			
35. Willingly travels off path through woods			
36. Loads in trailer in less than 5 minutes			

Appendix D-1

TrotSAR HRE Test Form
page 2

Rider/Handler: _____ Date: _____

Name of Equine: _____

Gender and Color of Equine: _____

Coggins Accession Number: _____

State & Date where/when Coggins test was drawn: _____ / _____

All HRE tests items **were** ___ / **were not** ___ accomplished on the 1st or 2nd attempt

Third Attempt: All tests items **were** ___ / **were not** ___ accomplished. Date: _____

NOTE: A failed third attempt in any category results in a failed HRE test.

Testing standards were met - **PASS:** _____

Testing standards were **not** met – **FAIL:** _____

Evaluator #1: _____ Signature: _____

Evaluator #2: _____ Signature: _____

Evaluator #2: _____ Signature: _____

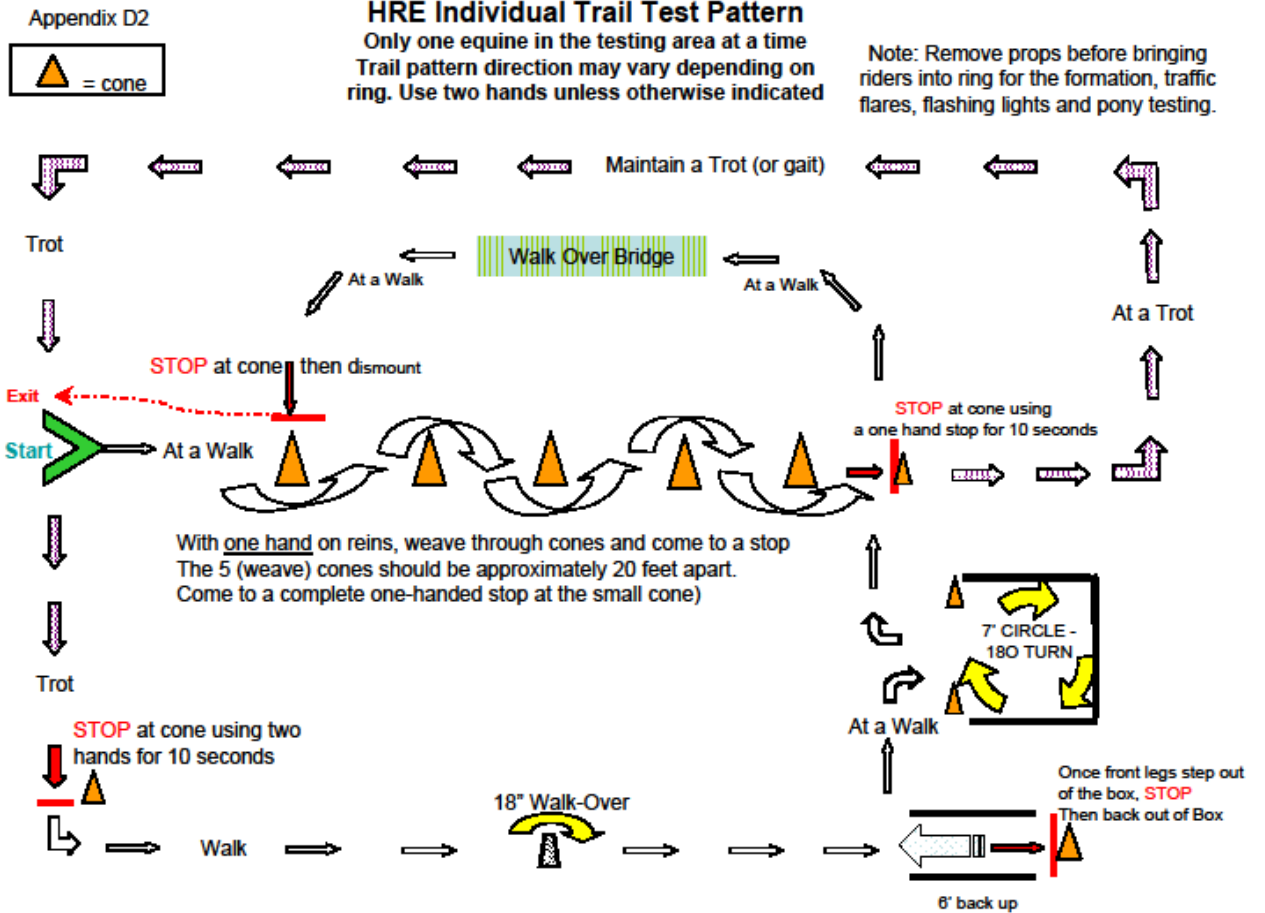
Ring Steward: _____ Signature: _____

HRE Test Location: : _____

Notes:

Appendix D-2

TrotSAR HRE Testing Ring Template



Appendix D-3

TrotSAR HRE Testing Guidebook

Welcome to the TrotSAR Mounted Team Horse and Rider Evaluation (HRE). The guidelines below are designed to provide guidance for the evaluator and riders and define what items will be tested and what performance objectives are being evaluated. If at any time you do not understand what to do or are not clear about the performance expectations of a testing item, ask for clarification before you attempt the test item. These guidelines shall be used in conjunction with the TrotSAR Mounted Team HRE Testing Sheet. This is a pass/fail evaluation for each test item.

General guidelines applicable during the entire HRE process:

- The term 'equine' is used throughout this document to indicate any member of the equine family, being any breed of horse, pony, mule, or donkey.
- If any rider observes an unsafe act they are to say the word HALT in a loud voice.
- If you need a break during the testing seek permission from an HRE evaluator.
- Riders with four (4) or more failed tests will be considered as having failed this HRE. The entire HRE shall be re-taken at another scheduled HRE. Continued participation during this HRE shall be at the sole discretion of the HRE evaluators.
- Riders with three (3) or less failed tests will be allowed to be re-tested for their third and final attempt of those skills during a make-up mini-HRE session, which will be conducted prior to, but in conjunction with a scheduled team training event. These skills shall be retested no sooner than one (1) week and no later than four (4) months after the initial test date. Should more than four (4) months pass, then the equine and rider team will need to attend a future HRE and retest in all areas.
- Each test will evaluate the equine and rider's ability to successfully complete the designated skill in a calm and controlled manner.
- Each test shall be accomplished with the rider displaying control over the equine, the equine calm and relaxed, and at a gait not to exceed 3 to 4 miles per hour (this gait is sometimes called a dog walk or slow walk), unless stated otherwise.
- Each rider is allowed two (2) attempts for each test. Timed attempts shall last no more than the stated time to be a passed attempt. Multiple tries may be made within each attempt time period unless stated otherwise. Distance requirements shall be completed within an uninterrupted continuous travel distance, otherwise it shall be considered a failed attempt.
- Any equine that pulls away or breaks free before the time limit or travel distance is met shall be graded as a failed attempt. Continued participation shall be at the sole discretion of the HRE evaluators.
- Any equine that pulls away or breaks free in a violent nature and/or could cause injury to a person or property shall be immediately removed from further testing.
- Any equine rearing above knee height, at any time during the HRE, shall be immediately removed from further testing.
- Any equine that bites or kicks a person or animal, at any time during the HRE, shall be immediately removed from further testing.
- Galloping is unacceptable at any time and shall be graded as a failed attempt. Continued participation shall be at the sole discretion of the HRE evaluators.

Test Items:

1. **Unloads from trailer in less than 2 minutes:** Equine shall remain calm during the unloading process and exit the trailer in a safe manner. Rider may have one (1) person as an assistant to help them with this task. Maximum time is two (2) minutes for each attempt.
2. **Remains calmly tied to trailer for 30 minutes:** Equine shall remain calmly tied to the trailer for thirty (30) minutes. Hay bags and/or water may be placed near the equine. Minimum time is thirty (30) continuous minutes for each attempt.
3. **Tack in safe condition:** All tack shall be in safe condition. This is to include the safety helmet. If the HRE evaluators agree that a rider's tack is not safe, then the testing will stop at this point. The rider may borrow safe tack to continue the test, providing doing so does not delay the HRE process for more than two (2) minutes.
4. **Stands quietly while being tacked:** Some movement of the equine is acceptable. If an equine pulls away or breaks free before being fully tacked it shall be graded as a failed attempt. This test is to ensure the equine can be tacked in a safe manner. Maximum elapsed time (including a failed first attempt) is ten (10) minutes.
5. **Held with another equine for 2 minutes:** Some movement of the equine is acceptable, however the handler should not have to move excessively from their position to maintain control of both equines. If an equine pulls away or breaks free before the time limit it shall be graded as a failed attempt. This test is to insure the equine can be held by another person other than the rider in a safe manner. Minimum continuous time is two (2) minutes for each attempt.
6. **Remains calm when being mounted:** Some movement of the equine is acceptable. This test is to insure the equine can be mounted in a safe manner. The act of mounting the equine shall be without the aid of another person or equine. This does not preclude the use of a mounting block, trailer fender, log, step, or other natural or man-made object to assist the rider in mounting the equine. Maximum time is forty-five (45) seconds for each attempt.
7. **Leads willingly with rider sitting in saddle:** The equine and rider shall be lead by a handler for a minimum distance of one hundred (100) feet at a normal walk. Minimum continuous travel distance shall be one hundred (100) feet for each attempt.
8. **Turning left/right using 1-hand (cone weave):** With one (1) hand on reins, ride the equine through the cones that are placed approximately twenty (20) feet apart. This is not neck reining, so any one handed technique can be used, and switching hands between turns is acceptable. The initial turn may be left or right and then alternate after that. This test is to insure control of the equine and not showmanship. Maximum time is forty-five (45) seconds for each attempt.
9. **Controlled one hand stop:** The equine shall come to a controlled one-hand stop/halt and remain in the position for ten (10) seconds. Minimum standing time is ten (10) seconds for each attempt.
10. **Demonstrates control at speed faster than a walk:** This item shall be observed both in the testing arena/ring as well as in the field when asked to do so. Gaits for this speed shall include a trot, rack, running walk or other similar gait at a speed of 5 to 12 miles per hour. A minimum of one hundred (100) feet shall be traveled at this faster gait without interruption.
11. **Controlled 2 hand stop:** The equine shall come to a controlled two (2) hand stop/halt and remain in the position for ten (10) seconds. Minimum standing time is ten (10) seconds for each attempt.
12. **Walks over 18" obstacle:** The equine shall walk calmly over the eighteen (18) inch high obstacle. A small hop is permitted if two (2) feet remain on the ground. If all four (4) feet leave the ground then it shall be considered a jump, which is not acceptable, and graded as a failed attempt. Clipping the walkover/obstacle is acceptable as long as the equine remains calm. Maximum time is forty-five (45) seconds for each attempt.
13. **Backs 6 feet through parallel poles:** Once in the back-up box; the equine shall back in a relatively straight line between the guide poles for a minimum distance of six (6) feet. The guide poles shall be spaced four (4) feet apart and parallel. Hitting/touching a pole(s) is acceptable; stepping outside of the poles is considered a failed attempt. Maximum time is forty-five (45) seconds for each attempt.
14. **Turns 180 degree within 7 ft circle:** The rider enters the turn-around box and can turn either left or right. The equine must enter all the way into the box. Hitting/touching a pole(s) is acceptable; stepping outside of the poles is considered a failed attempt. Maximum time is forty-five (45) seconds for each attempt.

15. **Demonstrates control at a walk:** This item shall be observed both in the testing arena/ring as well as in the field. The equine should remain calm, relaxed and walk at a speed not to exceed 3 to 4 miles per hour. (This gait is sometimes called a dog walk or slow walk).
16. **Safely crosses wooden bridge, min 5 ft long:** The equine shall safely cross the bridge. Maximum time is forty-five (45) seconds for each attempt.
17. **Controlled stop/remains calm at dismount:** The equine shall come to a controlled stop and remain calm while the rider dismounts. Some movement of the equine is acceptable. This test is to insure the equine can be safely dismounted. Maximum time is forty-five (45) seconds for each attempt.
18. **Pony another equine 100 ft:** The rider and equine shall remain calm and show control over both the equine being ridden and the equine being ponied. The exercise is to be completed at a walk. The lead line should be slack (indicating the second equine is not being pulled/forced to follow) for the majority of this test. Minimum travel distance shall be one hundred (100) feet without interruption.
19. **Remains in a search formation:** Rider shall ride 2 to 6 persons abreast for a distance of one hundred (100) yards. Equine shall remain calm and riders shall maintain even distance and spacing (6 to 8 feet) with the other teams. The exercise is to be completed at a walk. Minimum travel distance shall be one hundred (100) yards without interruption.
20. **Reacts well to safety flares:** This will be conducted as a group exercise with riders in a single file formation. Riders shall calmly walk their equines around burning traffic flares in a circle and then a figure 8 pattern (flares placed sixteen (16) feet apart) in both a clockwise and counter-clockwise formation. Riders shall keep spacing and distance and demonstrate control over their equine. Minimum passing is to continuously walk around both flares in a circle once in each direction (clockwise and counter-clockwise) plus twice around both flares in a complete figure eight pattern.
21. **Reacts well to flashing lights and siren:** This will be conducted as a group exercise with riders in single file formation at a walk. Equine shall calmly pass within eight (8) feet of the flashing lights and hand held siren to successfully complete this item. A 2 to 3 equine spacing length is required. Minimum passing is to continuously walk around both items at least once in each direction (clockwise and counter-clockwise).
22. **Reacts well to people:** Equines shall be standing quietly and gathered in an area and shall remain calm as people move around them. Testers should be between 2 to 4 feet distance from equine. Some movement of the equine is acceptable. Minimum passing is to continuously walk at least once around each equine in each direction (clockwise and counter-clockwise).
23. **Reacts well to radio chatter:** Equines shall 1) be standing quietly and gathered in an area, or 2) walk single file past a noise source. Equines shall remain calm during this part of the test. Some movement of the equine is acceptable. Radio chatter may include static, voice, music or other sound tracks. Minimum passing is for the noise source to circle the equine, or vice versa, at least once continuously in each direction (clockwise and counter-clockwise).
24. **Reacts well to dogs and other distractions:** Equines shall 1) be standing quietly and gathered in an area, or 2) walk single file calmly past the dog or other distraction. Other distractions may be loud sounds or unusual objects that could be experienced on a SAR mission. The dog shall not display aggressive behavior towards the equine. Some movement of the equine is acceptable. Minimum passing is for the dog or distraction to circle the equine, or vice versa, at least once continuously in each direction (clockwise and counter-clockwise).
25. **Reacts well to parked vehicles:** This will be conducted as a group exercise with riders in single file formation at a walk. Equine shall pass within eight (8) feet of the parked car to successfully complete this item. A 2 to 3 equine spacing length is required. Minimum passing is for the equine to continuously walk calmly past the parked car in each direction (equine's left side to car and equine's right side to car).
26. **Stands quietly near passing traffic:** This will be conducted as a group exercise with equines standing abreast of each other approximately 6 to 8 feet distance between equines. Equine shall remain calm as traffic passes in front of group. Equines shall be placed approximately eight (8) feet from roadway. Some movement of the equine is acceptable. Minimum time is two (2) minutes during which traffic must pass at least once in each direction (right to left and left to right).

27. **Safely crosses paved road:** This will be conducted under strict supervision of the HRE evaluators. Each equine shall safely cross a paved roadway and return. Rider is graded on hazard awareness (safely crosses roadway with no traffic within immediate area) and control of equine. Equine should remain calm and slowly walk across the roadway and show minimal fear of painted lines. Minimum time is at HRE evaluator's discretion, but should not exceed twenty (20) seconds each direction.
28. **Safely crosses water - 3 inches deep, 3 feet wide:** The equine shall calmly walk through the water obstacle. The equine may stop to drink. If the water crossing has a muddy bottom, then this test may be counted as the mud obstacle also. Jumping over the water is not acceptable. All four (4) feet must contact the water while traversing. Maximum time is forty-five (45) seconds for each attempt.
29. **Safely crosses mud - 3 feet wide:** The equine shall calmly walk through the mud obstacle. If the water crossing had a muddy bottom, then that test may be counted as the mud obstacle also. Jumping over the mud is not acceptable. All four (4) feet must contact the mud while traversing. Maximum time is forty-five (45) seconds for each attempt.
30. **Stands quietly on a 40-degree hill, 2 minutes:** The equine shall calmly stand on an incline for the testing period. The equine may eat grass if the rider allows. This test may be conducted solo or in pairs with the equine facing either uphill or downhill. Rearing or bucking is a failure. Some movement of the equine is acceptable. Minimum time is two (2) minutes continuous for each attempt.
31. **Rides in trail formation with other equines:** This item shall include ride single file, abreast and other similar formations. The exercise is done at a walk. Riders shall rotate their position within the group and shall be observed in the lead, the middle, and end of the formation. Equines that bite or kick another equine or person shall be removed and receive a failing grade. Minimum time is at HRE evaluator's discretion, but should not be less than five (5) minutes at each position.
32. **Safely walks up a 40-degree grade - 50 ft:** The equine shall walk up a grade. Trotting or cantering is not allowed and will constitute a failed attempt. Minimum travel distance shall be fifty (50) feet without interruption.
33. **Safely walks down a 40-degree grade - 50 ft:** The equine shall walk down a grade. Trotting or cantering is not allowed and will constitute a failed attempt. Minimum travel distance shall be fifty (50) feet without interruption.
34. **Leaves herd at a gait faster than a walk:** This test item is to be conducted first within a ring then again out on the trail. Gaits for this speed shall include a trot, rack, running walk or other similar gait at a speed of 5 to 12 miles per hour. A minimum of one hundred (100) feet shall be traveled at this faster gait without interruption.
35. **Willingly travels off path through woods:** The equine shall calmly walk off a path through woods or light brush. A minimum of 50 feet spacing distance between equines must be maintained. A minimum of one hundred (100) feet shall be traveled off path.
36. **Loads in Trailer in less than 5 minutes:** Equine shall remain calm during the loading process and load in the trailer in a safe manner. Rider may have one (1) person as an assistant to help them with this task. The assistant can help a handler during the trailer loading process but cannot touch or take control of the lead line of an equine being tested. Loading is considered completed when the butt bar/chain is securely attached or the door/ramp is secured, as applicable. Maximum time is five (5) minutes for each attempt.

Appendix E

TrotSAR Annual Training Record

Name		Home Phone	
Address		Cell Phone	
C/S/Z		Work Phone	
County		Email	
Horse #1	Age: yrs	Text Msg	
Horse #2	Age: yrs		
Trot-ID		Radio	
Status Jan 1	<input type="checkbox"/> -Operational <input type="checkbox"/> -Logistics <input type="checkbox"/> -Trainee	Vest	
	<input type="checkbox"/> -Applicant / /	Status Dec 31	<input type="checkbox"/> -Operational <input type="checkbox"/> -Logistics <input type="checkbox"/> -Trainee
			<input type="checkbox"/> -Applicant

Date	Training Hours					Events				Location, Activity Details, Comments, Notes	Mileage
	Non-Team w/o Horse	Team w/o Horse	Team W/Horse #1	Team W/Horse #2	Non-Team W/Horse	Search Task	Mock Search	Other Team Event	Non-Team Event		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
Total											
Min		24	16	16		3	1				

Total Miles	
-------------	--

w/o Horse Hrs		W/ Horse Hrs		Events	
Non-Team Hrs		Team Hrs			

Name		Home Phone	
Address		Cell Phone	
C/S/Z		Work Phone	

Date		Good For	Due
	Coggins – Horse #1:	1 yr	
	Horse & Rider Evaluation w/ Horse #1	3 yr	
	Overnight Bivouac w/ Horse #1	3 yr	
	Coggins – Horse #2:	1 yr	
	Horse & Rider Evaluation w/ Horse #2	3 yr	
	Overnight Bivouac w/ Horse #2	3 yr	
	Basic First Aid	3 yr	
	Advanced First Aid	2 yr	
	Wilderness First Aid	3 yr	
	CPR	2 yr	
	Tech Large Animal Emergency Rescue		

Date	Course Completion / Certification
	IS 100 (Intro to ICS)
	IS 200 (ICS Individual Response)
	IS 317 (Intro to FEMA CERT)
	IS 700 (Intro to NIMS)
	IS 800.B (Intro Ntnl Response Frmwk)
	IS 809 (Emergency Spt Func – SAR)
	TrotSAR Written Equine Test
	NASAR Fundamentals of SAR
	IS 10 Animals in Disaster, Mod A
	IS 11 Animals in Disaster, Mod B
	IS 111 Livestock in Disasters
	Dispatcher
	Field/Search Team Member
	Field/Search Team Leader
	Search Manager
	SAR Tech III
	SAR Tech II
	SAR Tech I

Notes: (Jan 01 - Dec 31 = 1 yr time period)

- Each Operational Team Member must complete a minimum of 40 hours training with the team annually to remain in an operational (a.k.a Call Out Qualified) status.
- A minimum of 16 hours per year per horse (of the 40) is required for Operational status.
- Non-Team training and/or Non-Team Events must be approved before they may be counted to meet the 40 hours per year requirement and a certificate of completion must be given to Training Officer.
- A Mock Search may include Search Task(s) and count in both categories. A Search Task is not a Mock Search. Actual Call Out participation will substitute for Mock Search.
- Event(s) include Training Hours. Training Hours may or may not include Event(s).
- Team W/ Horse training hours above the minimum 16 will count towards the total 40 hour requirement.
- TrotSAR Standards training requirements take precedence over this training record if there is a discrepancy in requirements.

Notes:

___/___/20__ Member has meet the minimum annual training requirements for Operational Status

Training Officer

TrotSAR Commanding Officer

Appendix F

Standard for Mounted Search & Rescue Teams Performing Mounted Evacuations of Persons (Optional Horse and Rider Skill)

I. Scope

1. This standard defines the minimum qualifications expected of mounted search and rescue (MSAR) field team handlers and side walkers who would voluntarily elect to perform a mounted evacuation of a subject (being transported in the saddle on horseback).
2. Mounted SAR field team members (MSAR responders) performing mounted evacuations shall be validated MSAR resources recognized by a state or local government agency or via a Memorandum of Understanding with the State the TrotSAR Mounted Team serve. All MSAR responders shall meet the requirements of ASTM International MSAR Responder Standard F32-2794-09.
3. Side flank walkers who assist with a mounted evacuation task should be (SAR) mission personnel that have formally signed in as incident resources and should hold basic first aid (or higher) certification, but do not need to be an MSAR handler.
4. The requirements outlined in this standard are applicable to MSAR responders and side walkers who wish to voluntarily participate in mounted evacuation of a person; this is a basic level standard.
5. The mounted SAR responder who elect to perform this skill, should be able to perform the following functions in the general environment and regions the team serves, or as mission taskings resulting from an interstate resource request.
6. The evacuation of casualties is one of the most critical tasks facing any SAR or MSAR Team, often times there is not enough manpower readily available to perform a conventional litter carry evacuation.
7. Duty positions within a MSAR Mounted Evacuation team must be staffed with trained personnel. Mounted evacuation courses should be taught by competent instructors that hold both MSAR and Advanced First Aid (wilderness first aid or above) credentials.
8. These standards do not address any particular breed, size, or gender of the equine family.
9. The animal must be sociable and controllable in situations involving mounted evacuations and other distractions encountered.

II. Terminology

1. The definitions provided are for the purposes of this standard only, which may or may not reflect other definitions used by other groups or organizations.
2. Aggressive Horse Behavior - biting, lunging, kicking or striking out at people or other animals.

3. Equine - any member of the equine family, being any breed of horse, mule, donkey, etc.
4. Equine Search Team - the combination of a certified equine and certified handler, for the purposes of performing search and rescue.
5. Handler - the person who is controlling the horse while on foot.
6. Horse Team - one handler with one horse.
7. Mounted - the act of being on horseback.
8. Mounted Evacuation - a subject being transported on a horseback, with the horse being led by a MSAR responder.
9. Subject - the "person" being evacuated or transported by horseback.
10. Walker - the persons on the left and right side of the horse that are assisting with the mounted evacuation.

III. Suitable Candidates for Mounted Evacuation

1. Subjects with blisters, minor (non-head or spine) injuries or limb sprains.
2. Subjects who are cooperative and alert.
3. Subjects who are not afraid of horses.
4. Subject who are not allergic to horses.

IV. Patient Assessment and Instructions

1. The MSAR specialist shall conduct the preliminary wellness assessment following the guidelines of their first aid training certification.
2. Conduct Patient ABC's and ensure there are no head, back, neck, pelvic injuries, compound fractures or bleeding present, if present a conventional litter carry is required.
3. Make sure the subject is not bleeding, apply direct pressure to wound (all bleeding must be stopped before a mounted evacuation can be considered).
4. If subject begins to bleed while on horseback stop the evacuation and place victim on the ground.
5. Explain to the subject that they will need to wear a riding helmet.
6. Explain that someone will be holding the leadline (a horse type leash) at all times.
7. Explain that, while they are in the saddle, an individual will be on each side of them to help stabilize them and ensure they will not fall. The person on the left will also monitor their health status.

IV. Handler Knowledge and Performance Expectations

1. The handler will demonstrate an understanding of the items listed under each subject header and the ability to perform the skills listed.
2. The handler must perform a medical assessment of an injured subject, before requesting assistance to perform any type of evacuation transport.
3. Under the proper conditions a mounted evacuation team may be able to replace over a dozen litter-carry personnel.

4. Regardless of the transport type and once in your care, you are responsible for the safety of the evacuated subject.
5. Head and eye protection is recommended for all patients/subjects being evacuated by horseback.
6. Secondary Injuries due to your actions or carelessness during an evacuation could result in legal action against you and your Mounted Team. Insure that the subject is not allergic to horses and/or does not have phobias of being on equines. Should either condition be present do not perform a mounted evacuation.
7. Explain the entire process to the subject to increase their comfort level as a passenger. Include general, mounted safety education and continue to provide calming information.
8. Mounted evacuations are incident specific and have limitations. Protect and stabilize the injury during assisted mounting. Use a “chair carry” or other method appropriate to the situation. An appropriate equine used as transportation must be calm and reliable, and has been trained for someone to mount/dismount from both sides. A shorter equine is recommended to reduce height for any lifting into the saddle.

VI. Mounted Evacuation Team – Roles and Responsibilities

A. The Evacuation Point (Handler)

1. Must brief all members and assign a team leader prior to preparing the subject for a mounted evacuation.
2. Before considering a mounted evacuation, ensure the subject can safely sit in an upright position and is mentally alert.
3. Tell the subject that someone will be beside them at all times on their right side to insure they will not fall, while they are in the saddle.
4. Advise the subject to say STOP if the transport becomes too painful, or if a rest break is needed.
5. This person shall maintain control of the equine at all times while the patient is being lifted onto or carried by the horse.

B. Left Flank Walker (Team Lead, holds the highest first aid credentials):

1. This person is the Evacuation Team lead and should hold the highest first aid certification.
2. This person does not need to have experience with horses and shall ask the horse handler (point) for any equine related specifics.
3. This person provides voice commands to the team and is to stay with subject until advanced medical care is available. This person will assist in placing, maintaining and removing the subject from the saddle.
4. This person shall remain on the left side of the subject and within arms reach at all times.
5. This person shall monitor the health status of the subject and will help prevent the subject from falling.
6. Whenever possible maintain gentle physical contact with the subject’s knee.

7. If the subject begins to fall from the saddle, this person will help stabilize and/or break the fall (reduce impact) of the subject.

C. Right Flank Walker (safety aid and communicator)

1. This person will assist in placing, maintaining and removing the subject from the saddle and shall remain on the right side and within arm's reach of the subject all times.
2. This person does not need to have experience with horses and shall ask the horse handler (point) for any equine related specifics.
3. This person will maintain radio communication with Base or the ICP.
4. If the subject begins to fall from the saddle, this person will help stabilize and/or break the fall (reduce impact) of the subject.
5. This person shall also serve as the team navigator.

D. Rear Flank (horse handler)

1. Once the spare equines are secure, this member will assist with the loading and unloading of subject.
2. This member will lead the other horses back to the transportation area or will secure the horses until evacuation members can return.
3. The handler (with spare horses) will remain to the rear and at least 25 feet away from the Evacuation Team, while the transport is taking place.

VII. General Safety Considerations:

1. Never perform a mounted evacuation during a mission without having the skills successfully practiced at the local MSAR Team level beforehand.
2. A horse used for mounted evacuation must demonstrate competence with this standard and meet the requirements of ASTM International MSAR Responder Standard F32-2794-09.
3. Each person on the mounted evacuation team should know the duty positions within a MSAR Mounted Evacuation team. Mounted evacuation courses should be taught by competent instructors that hold both MSAR and Advance First Aid (wilderness first aid or above) credentials.
4. The horse must have demonstrated the ability to transport a human, while being led by a handler (point person).
5. All MSAR team members shall attend (team level conducted) mounted evacuation training every three years.

VIII. Validation of Training

1. It shall be the responsibility of the MSAR team's training officer to maintain a record of those persons and MSAR mounts that have successfully attended a mounted evacuation training course.
2. The training officer of each MSAR Team shall provide proof of evacuation training to any government search and rescue official.
3. Never transport a subject who is NOT a good candidate for a mounted evacuation.
4. Viewing this standard does NOT qualify anyone to perform this specialized task.

Appendix G

Operational Team Positions

A. Mounted Searcher Trainee:

1. Completion of FEMA online courses: IS-100 Introduction to Incident Command System (ICS), IS-200 ICS For Single Resources and Initial Action Incidents, Introduction to IS-700 An Introduction to the National Incident Management System (NIMS), IS-800 An Introduction to the National Response Framework, IS-809 Emergency Support Function (Search and Rescue) #9.
2. Completion of Citizen Corps' online course: Community Emergency Response Teams (CERT) IS-317 or certification (completion of a 24 hour CERT course meets this requirement).
3. Completion of Basic First and CPR training.
4. Completion of the Mounted SAR written test.
5. Completion of the Horse and Rider field Evaluation (HRE).
6. Agreed to submit to a criminal background check.
7. Attends a minimum of two team conducted with-horse mounted training events each year.
8. Must complete a one year probationary period with the team. The probationary period begins upon successful completion of the initial HRE.
9. Works under the supervision of a Mounted Search Technician or Squad Leader.

B. Mounted Searcher:

1. Meets all prerequisites of a Mounted Search Trainee, TrotSAR Mounted Team Standards and ASTM International F-32. Mounted SAR Responder Standard F2794.
2. Completed recognized search and rescue training course (i.e.: completed NASAR FunSAR w/SAR Tech III certificate or completed a government sponsored search team member (i.e.: MD, VA or PA search/field team member) course.
3. Maintains HRE retesting every 3 years.
4. Successful completion of initial probationary period (if not already completed).
5. Completed the mounted probability of detection course.
6. Completed basic First Aid training.
7. Completed overnight horse-camp training.
8. Attends a minimum of one multi-team SAR exercise or SAR mission yearly, performing Mounted tasks under the supervision of a mounted search technician.
9. Have the physical ability to work under saddle for a minimum of 6 continuous hours and without assistance tack, mount and dismount your own horse.

10. Deploys under the supervision of a Mounted Search Technician or Squad Leader, as a member of a two or three person mounted squad.

C. Mounted Search Technician:

1. Meets requirements of a mounted searcher for a minimum of one (1) year.
2. Holds a NASAR SAR Tech II (or higher) certificate or has completed a government sponsored search team leader (aka: field team leader) course.
3. Successfully attended urban riding training, or deployed as a mounted searcher, in a populated urban environment that contains; paved roadways, intersections, buildings, people, sidewalks, vehicle traffic and traffic control devices.
4. Has deployed to a minimum of five documented actual Mounted SAR missions in the field.
5. Holds a veterinarian taught; awareness level, equine first aid training certificate.
6. Completed Advanced First Aid (or higher) training.
7. Completed Aviation Safety Awareness (DOI IAT A-100) training.
8. A Mounted Search Technician shall have the knowledge and skills to serve as a Mounted Squad Leader and/or may be assigned as an Acting Mounted Search Team Leader.
9. A Mounted Squad Leader supervises two to three mounted searchers and reports to the Mounted Search Team Leader.

D. Mounted Search Team Leader:

1. Meets requirements of a Mounted Search Technician.
2. Holds Incident Command System 300 (or higher) Certification.
3. Holds Lost Person Incidents or Search Management Certification.
4. Holds a FEMA (IS-244) Developing and Managing Volunteers Certificate.
5. Has the ability to review Mounted SAR tasks on a mission and keep the dispatcher informed of TrotSAR Strike Team activities and assist the team's Agency Representative.
6. Has the ability to be assigned as the team's Agency Representative on a SAR mission (as designated by the team dispatcher).

E. Logistics Member:

1. Meets all prerequisites required by TrotSAR.
2. Must hold at minimum a SAR Tech III, Introduction to SAR or SAR Responder Certification.
3. Completion of Basic First and CPR training.
4. Primary responsibility is to serve TrotSAR at missions, team trainings and related events.
5. Provides administrative assistance as directed by a Mounted Searcher, Mounted Search Technician, Mounted Search Team Leader or the on scene Agency Representative.
6. Performs other duties as assigned.

F. Administrative Notes:

1. The TrotSAR Mounted Search and Rescue Team is a SAR Strike Team. In accordance with NIMS doctrine (ICS-200), our Team provides a single specialized resource with the multiple same type resources, which we will define as mounted squads.
2. In order to avoid confusion regarding span of control and supervision while on a mission; one MSTL will be assigned as the team's Agency Representative and the On-scene Mission Supervisor.
3. In accordance of our team Bylaws, the TrotSAR Executive Committee will approval or disapprove an applicant's probationary period, this shall be performed within 15 days prior to the one (1) year anniversary HRE bench mark.