



## Basic Training Orientation Packet

For additional information, please visit our website at <http://www.kcesar.org>  
or email ESAR training at

## Basic Training at a Glance

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### Overview

ESAR Basic Training is a comprehensive program designed to prepare new members for the challenges that they will face in the field. As a trainee, you will receive instruction and demonstrate proficiency in Wilderness Navigation & Survival skills, Search Method Theory, First Aid and CPR. You will also receive instruction on Helicopter Safety, Legal Issues, and Crime Scene Awareness. After basic training, many of these certifications must be maintained through ongoing training. Some can be renewed by going on missions, whereas others will need to be maintained through continuing education every two or three years. That said, the most important skill learned in ESAR Basic Training is teamwork.

### Advanced Courses

Basic Training prepares you to serve on missions that do not require technical climbing skills or snow/avalanche hazards. Advanced training is periodically available for anyone who wishes to gain skills for missions involving technical climbing and snow. Courses such as Snow Travel, Emergency Medical Technician, and Rope Rescue, are offered periodically following Basic Training.

### Schedule

Basic Training begins in August and runs through April; it is purposefully scheduled during the winter months to give trainees experience working in the worst conditions they could encounter on a mission. Training may involve snow, ice, wind, rain and other unpleasant situations. Trainees are expected to understand how to prevent hypothermia, to be aware of the conditions around them, and to take care of themselves and their team.

### Inclement Weather

Training is rarely cancelled due to weather. However, in extraordinary cases, training may be cancelled at the discretion of the Director of Training. To ensure that trainees are made aware of a training cancellation, we will communicate this information via e-mail provided at registration. While we will make every attempt to personally contact potential attendees in this rare circumstance, we encourage all attendees to double-check email prior to heading to training. A cancelled training weekend may or may not be made up, depending on scheduling and staffing availability.

### Courses

Basic Training requires a minimum of five weekends and one weeknight. Four of the five weekends include overnight camping; the other two weekend days are split and each consists of one eight-hour day of indoor classes. At least half of our successful trainees require one or more additional weekends to successfully complete the series.

**The courses must be completed in the following sequence: A, B, C, I, II, Searcher First Aid, III**

Courses A, B and Searcher First Aid are in-town, classroom trainings. Courses C, I, and II are camping weekends that take place at Camp Edwards, located north of Monroe. Course III is a search simulation exercise in a location that changes every session.

### Basic First Aid/CPR Certification

Prior to registering for the first overnight weekend (Course C), trainees are responsible for obtaining their own basic First Aid/CPR certification and must submit a scan of a current First Aid/CPR card from an approved training organization (American Heart Association, Red Cross, etc.)

## FEMA National Incident Management System

Prior to registering for Course III, trainees are required to complete the FEMA National Incident Management System (NIMS) 100 & 700 online classes. More details on these classes will be provided during training.

**IS-100.b:** <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>

**IS-700.a:** <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>

If you are unable to complete the basic training courses in one season, you may continue the next year. Note that in such a case, some courses may need to be repeated. Email [training@kcesar.org](mailto:training@kcesar.org) for details.

## Membership Requirements

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King County ESAR is proud to admit both youth and adult members. The minimum age requirement for this program (upon starting Course B) is either age fourteen and an eighth grade graduate, or age fifteen. There is no maximum age limit. All new members are subject to a background check (repeated every three years) by the King County Sheriff.

A training fee of \$125 covers the cost of a sighting compass (\$40 value), training manual, and navigation kit (including protractor, Rite-in-the-Rain notebook, calculator, and ruler). The fee also covers your registration dues for the current calendar year and the next year, which allows you to complete the basic training course. This non-refundable fee should be paid by check as you arrive at Course B (please, no cash). Subsequent dues are \$15 per year (but subject to change).

There will be times during training and on missions where photographs or videos will be taken of ESAR members performing search and rescue activities. These photos or videos may be taken by other SAR volunteers, the news media, or the general public. By joining ESAR, it is implied that permission is given for these images to be distributed and used by whoever took them. This may include use in promotional materials, news reports and web pages on the Internet.

## Training Policies

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### Co-ed and Adult/Youth Teams in ESAR

Explorer Search and Rescue believes that the adult and youth members of both genders are vital to the organization, and as such are treated as equals both during training and on subsequent missions or social outings. ESAR also recognizes the need to protect its members and to provide a safe, professional environment at all times.

During training at Camp Edwards, teams will consist of same gender, similarly aged members, or will be large enough to provide accountability. ESAR is affiliated with the Learning for Life division of the Boy Scouts, and ESAR's Basic Training takes place on Scout property (Camp Edwards). Boy Scout policy prohibits mixed gender and adult/youth sleeping arrangements. Also, in mixed aged teams one partner often over-assists the other during Courses I and II. When this is observed, the team is sent home; when cases of over-assisting are missed, it results in ESAR having a team member who cannot provide their fair share during actual missions. While ESAR encourages families to go through training together, during Course I and II they will not be allowed to be teamed together.

In some instances, a small mixed sex team may be created in order to facilitate training. In these cases, appropriate supervision will be provided, and sleeping arrangements will be chaperoned. ESAR personnel will never be asked to participate in an environment that makes them uncomfortable.

### Class Size Limits

Over the last few years, we have had a surge in basic trainee attendance. While this has greatly increased the size of our graduating classes, it has not significantly increased the number of active SAR members showing up to missions. At the

same time, it has overwhelmed the staff at our basic trainings, the areas in which we train, and the patience of our trainees as they are forced to endure large class sizes.

In light of this, the ESAR Training Director has instituted class-size limits. Courses B and C will have a limit of 30 attendees. Courses I, II, and III will have a limit of 35 attendees. This asks of you, our basic trainee, that you RSVP in advance for each training course, and that you plan ahead in choosing your training weekends. The intent of course caps is to provide each trainee with a high-quality training experience, as well as to graduate dedicated trainees who will most likely commit to supporting our organization post-graduation.

## Course Outline

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### Course A: Introduction to Explorer Search and Rescue

*Time Commitment: 2 hours, generally on a weeknight.*

*Class Size Limit: No Limit*

This in-town weeknight informational meeting used to present ESAR objectives, organization and procedures. Discussions center on basic training course content, requirements for team member field qualification, and personal equipment needs.

### Course B: Map and Compass, Searcher First Aid, Helicopter Safety, Crime Scene and Legal Issues.

*Time Commitment: 16 hours, 2 weekend days (possibly contiguous).*

*Class Size Limit: 30 trainees maximum*

Day 1 of these in-town weekend days will cover necessary survival skills to prepare trainees for Course C, a full weekend of outdoor search training. The first half of the day will include instruction and practical application of wilderness navigation skills. Topics include the basic features of maps, the coordinate systems used in search and rescue, how to plot locations on a map, and how to navigate using a map and compass together. Class exercises are interactive; trainees will be given a Navigation Kit (compass, ruler, protractor, pencil) when they check in and pay their registration fee. The second half of the day features a class on recognizing and treating hypothermia and wraps up with a required meeting to discuss and answer any questions about what to expect at Course C.

#### Gear Check

Plan on bringing your 48-hour pack, including any clothing/gear that you intend to bring into the field. It's okay if you don't have all of your gear at this point, however your pack must be complete prior to Course C. Staff will be available to evaluate your personal gear and answer questions so that you are prepared to maximize your experience at Course C.

Day 2 of these in-town weekend days will begin with Searcher First Aid which focuses the types of emergency situations most likely to be encountered in the field. **This is not a substitute for Basic First Aid/CPR Certification!** Topics will include practical skills such as splinting and how to control/stop bleeding, as well as patient assessment and record keeping. The second half of the day will be split into several smaller presentations to discuss Helicopter Safety, Crime Scene and Legal Issues.

### Course C: Search Method Theory and Field Practice

*Time Commitment: weekend overnight camping - two days, one night*

*Class Size Limit: 30 Trainees Maximum*

Trainees are organized into teams for the weekend. Under the direction of Team-Leaders-in-Training, trainees receive instruction and practical experience in litter packing, subject evacuation and basic navigation skills (e.g., maps, compass, pacing). In addition, basic search theory and search types are introduced, familiarizing trainees with the three basic types of search and rescue missions (detailed evidence searches, lost person searches and injured person evacuations).

The course is also designed to develop (a) search skills and teamwork among potential team members, (b) leadership skills of potential Team, Field and Operations Leaders and (c) support skills for Communication members.

Except for a couple of indoor class sessions, team members will spend the weekend outdoors. Participants will need to bring their full training pack, as detailed later in this packet. They will not return to their cars once the course has started and must complete the entire weekend to pass.

**\*\*\* REMINDER \*\*\***

Trainees are responsible for obtaining their own basic First Aid/CPR certification and must submit a scan of a current First Aid/CPR card from an approved training organization before they are allowed to register for Course C. If you already have First Aid or CPR certification, contact the Training Director for guidance at [training@kcesar.org](mailto:training@kcesar.org).

### Course I: Basics of Wilderness Navigation

*Time Commitment: weekend overnight camping - two days, one night*

*Class Size Limit: 35 Trainees Maximum*

Participants, in teams of two, are given a series of cross-country and descriptive navigation problems to solve. The training staff provides participants with close supervision and individualized instruction to maximize the opportunity to develop wilderness navigation skills. It may be necessary to repeat this course in order to be fully prepared for Course II.

### Course II: Test of Wilderness Navigation Skills

*Time Commitment: weekend overnight camping - two days, one night*

*Class Size Limit: 35 Trainees Maximum*

Two person teams are given a series of cross-country and descriptive navigation problems that must be solved with a specified level of accuracy and within a given period of time. The course tests people's teamwork and navigation skills under physical and mental conditions comparable to the search environment. To be able to meet course requirements, participants may have to take this course multiple times.

### Course III: Simulated Search Operation

*Time Commitment: weekend overnight camping - two days, one night*

*Class Size Limit: 35 Trainees Maximum*

Small teams under the direction of a Team, Field and Operations Leaders, participate in a simulated rescue mission, with realistic search problems to resolve. Staff members play the roles of subjects, Sheriff's personnel and other rescue organizations. The course is designed to develop and evaluate (a) search skills and teamwork among potential team members, (b) leadership skills of potential Team, Field and Operations Leaders, (c) experimental field techniques and (e) cooperation with other Search and Rescue organizations.

**\*\*\* REMINDER \*\*\***

Prior to registering for Course III, trainees are required to complete the FEMA National Incident Management System (NIMS) 100 & 700 online classes. More details on these classes will be provided during training.

### New Member Orientation

This meeting teaches newly graduated members how to respond to missions for ESAR. It covers paging codes, guidelines for driving to missions, common locations for Command Post, what to do when you arrive at Command Post, search mentality, what to do about media, debriefing after missions, what to do if you get an injury, lost or broken gear policies, and heading home. Members will receive information about the orientation meeting during training.

## Additional Training Requirements

All volunteer search and rescue personnel are required by Washington State and King County Search and Rescue to have training in several additional areas to be field qualified. The curriculum is currently undergoing revision, and information on this additional training will be given out later.

## Registration

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General information about training can be found at <http://www.kcesar.org/training.aspx>.

Prior to all Course B through Course III training weekends, trainees will be expected to register online to indicate which weekend they plan on attending. Specific information on registering for each of the above courses will be e-mailed to you prior to the courses by the Course Directors. You may not register for more than one session of a course at a time or register for a course before you have completed the prerequisite(s).

Registering for training weekends is very important. Do not show up at a training weekend without registering first. Registration allows ESAR's training staff to prepare adequately for the amount of trainees each weekend. And as with real missions, we want to make sure you make it to training safely. If you have registered and do not show up at training that weekend, we will make every effort to locate you. If you register and decide to cancel, make sure to cancel your registration. Make sure you list your cell phone and/or an emergency contact who knows that you will be attending the training in case we need to locate you.

# Equipment

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## Obtaining Equipment

You will almost certainly need to acquire some equipment to complete Basic Training. If you have previous hiking and/or camping experience, you may already have some or all of the required gear. Throughout the various courses, training staff will try to assist you in judging what equipment you will need to purchase, and when you will need each item.

We recommend you do not rush out and buy a brand new set of gear for basic training. Not only does it take a lot of experimentation to determine which gear is right for you, but ESAR training is notorious for ruining new Gore-Tex rain gear and other expensive equipment. While you will receive more guidance at Course A, it is generally a good idea to start collecting necessary items before Course B.

It is possible to obtain gear on the cheap from sources such as garage sales, thrift stores (such as Goodwill, Value Village, St. Vincent de Paul), and Craigslist. Army/Navy Surplus and thrift stores are great sources of warm, heavy-duty clothing and accessories. Second Ascent in Ballard has a wide selection of new and used hiking and mountaineering gear. You may also try the sporting-goods section of stores such as Sears, Target, and Fred Meyer. Specialty recreation stores, such as a REI, Feathered Friends and Marmot rent gear at reasonable rates, and they may also have bulletin boards with ads for used gear for sale by fellow customers. You may also borrow gear from friends or family.

## Zone Method of Packing

A well-organized pack can make the difference between drudgery and enjoyment during the time spent on the trail. A few simple principles that are often overlooked can make a difference. Technically speaking, the body has a center of gravity located directly over the ankles. When standing normally there is very little forward lean of the body. However, when a pack is placed on the back the body leans forward to bring the pack's center of gravity directly over the ankles. Consequently it is good to keep the pack's center of gravity as close to your back as to prevent unnecessary forward lean. As a result, Camp Trails recommends the follow methods to load a pack:

### ZONE A

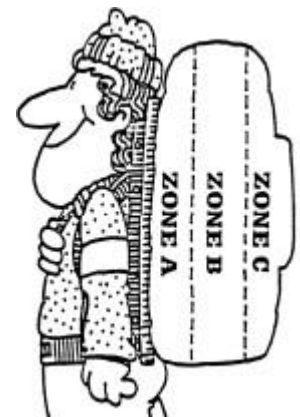
This area is closest to the back and should carry heavier items, like a stove, tent hardware, water bottles, etc. There is also benefit in placing the densest weight high in the pack, as it will be more directly over the center of gravity.

### ZONE B

This middle area should be packed with medium density objects.

### ZONE C

The area farthest away from the body's center of gravity should be filled with the lightest equipment.



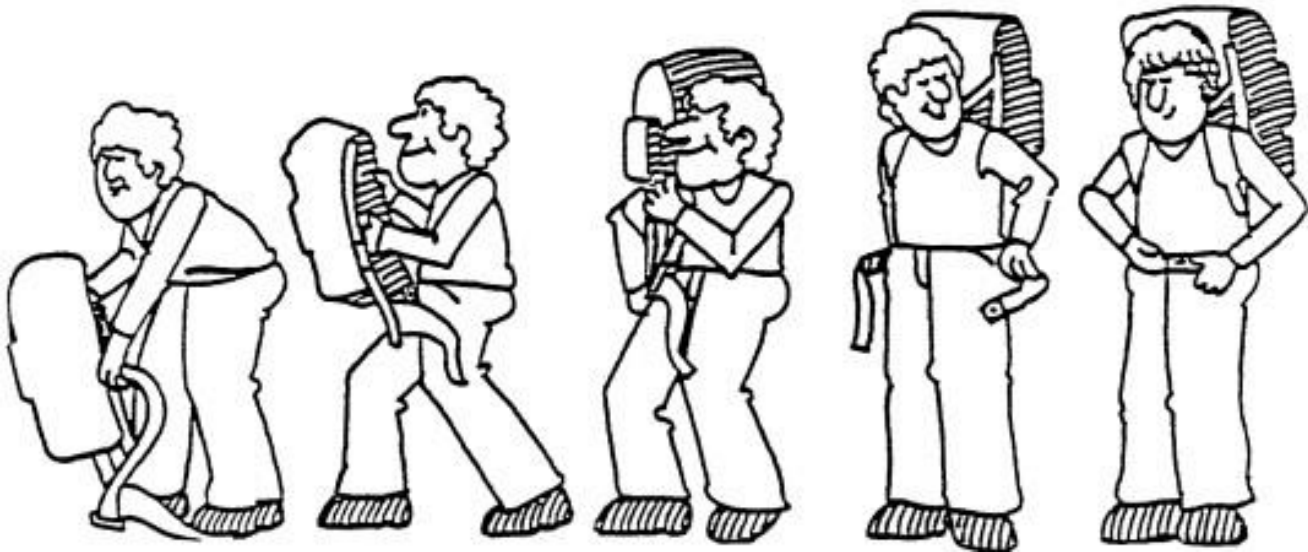
## Getting Into a Heavy Load

Most backpackers have developed a method of putting on a pack. However Camp Trails has a few recommendations, which have proven to be easy and safe for both pack and packer. Before following the suggestions outlined, start with a realistic weight by loading the pack as if you were going on a hike.

1. Stand by the pack with the load side turned away. If you are right-handed, point your right foot toward the pack.
2. Stepping backward with your left foot and crouching slightly to slant your right thigh, drag or lift the pack to rest on your thigh.

3. Steadying the pack with the left shoulder strap, and holding the upper part of the right shoulder strap, put your right arm under the shoulder strap. Reach downward with your right hand to grasp the lower right corner of the pack. Twist your upper body to the right and pull the right shoulder strap into place.
4. Lifting the pack with your right hand, swing your right elbow back to slide the pack around on your back. While the pack is held high and far to the left, put your left arm through the shoulder strap and pull the strap into place.
5. Buckle the hip belt in place and adjust the shoulder straps to hold the pack high on your back. Tighten the hip belt to relieve the pressure on the shoulder straps.
6. To remove the pack, reverse the procedure shown. Just remember; never let the loaded pack drop on one leg as damage may occur. With practice a loaded pack can be put on or taken off with ease and without injury or damage to packer or the pack.

Content from Camp Trails [<http://camptrails.com/>]



48

Hour

Pack

Checklist

Internal or external frame backpack ○ Line with heavy duty trash bag ○ Keep to less than 1/3 of your body weight	Boots (waterproof)
Navigation Kit (provided at Course B) ○ 360° protractor ○ Ruler (in tenths of inches) ○ Small Notepad (“Rite in Rain”) ○ Pencil(s)	Gaiters (recommended)
	Eye protection (safety glasses)
	Sleeping bag (triple wrap in plastic)
	Insulated sleeping pad



<ul style="list-style-type: none"> <li>○ Calculator</li> </ul>	Tarp (8' X 10' or bigger - NO TENTS) <ul style="list-style-type: none"> <li>○ Additional 4' X 6' ground tarp recommended</li> </ul> 50' to 100' of nylon line (parachute cord) A set of tent stakes
Compass with sighting mirror (provided in training fee)	Stove and fuel (lighter or matches in waterproof case)
Headlamp with extra batteries/bulb <ul style="list-style-type: none"> <li>○ Backup light source</li> </ul>	Mess kit (spoon, metal pot, cup)
Clothing (Wool or Synthetic - NO COTTON ALLOWED) <ul style="list-style-type: none"> <li>○ Shirt</li> <li>○ Rain pants</li> <li>○ Socks (2 pair)</li> <li>○ Long underwear</li> <li>○ Extra wool/synthetic shirt/ sweater</li> <li>○ Jacket with hood</li> <li>○ Insulated hat or balaclava</li> <li>○ Gloves / Mittens with liners</li> </ul>	Water purification tablets or filter First Aid kit (see below) Emergency kit (see below) Watch (with alarm) Whistle Leather work gloves Pocket knife (no sheath knives) Toilet paper (double wrap in plastic) Extra Ziploc bags
Extra clothing (wrap in plastic or waterproof stuff sack) <ul style="list-style-type: none"> <li>○ Shirt/Sweater</li> <li>○ Pants</li> <li>○ Socks</li> <li>○ Long underwear</li> <li>○ Extra hat and gloves</li> </ul>	Food <ul style="list-style-type: none"> <li>○ Snacks for two days</li> <li>○ Breakfast (hot or cold) ○ Lunch for two days</li> <li>○ Dinner (hot)</li> </ul>
Rain gear (heavy rubberized nylon recommended, no ponchos)	Water (two quarts at minimum)
Extra one-gallon plastic bags	Flagging tape (~20' in small container)

### First Aid Kit

This is a suggested minimum number of supplies you should carry. Depending on the time of year, terrain to be covered, length of trip/search, group size, known or suspected patient injuries and level of your training, you may carry additional equipment and/or supplies.

First Aid Kits should be carried in waterproof containers. Some people place individual items in Zip-Loc bags.

Band-Aids	12
Sterile Gauze Pads, 4"x4"	4
Roller/Kling Gauze, 4" wide	2 rolls
Triangular Bandages	2
Moleskin/Adhesive padding	1 package
Athletic Tape, 2" wide	1 roll
Safety Pins	4 large
Elastic Bandage	1 large
Aspirin/Tylenol/Advil	12 caplets in sealed container
Antacid (Tums/Rolaids)	1 roll or blister pack
Plastic Bag, 1 gallon	1
Latex/Nitrile Gloves	2 pairs
Antibacterial Soap	1 oz. bottle
Alcohol wipes	6 packets

#### Personal Medications

#### Optional Items:

CPR Mask

Tweezers

Needle

First Aid Reference Book

First Aid Report Forms

Personal Medical Information Sheet

#### Emergency Kit

Waterproof Matches 10, wrapped in plastic

Candle Stub or Fire Starter 1

Spare Trash Compactor Bag 2

Sunglasses 1 pair

## Helpful Hints

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### Gear

- Break in new gear, especially boots, prior to training weekends.
- Try on your pack and walk around with it prior to Course C. You will wear it ALL weekend during Courses B, I, II, and III, so it should fit correctly and not be more than 1/3 of your body weight.
- Consider attaching parachute cord to anything that you will need to access frequently (e.g. compass, pencil, rite-in-the-rain). Tie it to your equipment instead of just putting it in your pocket.
- Water bladders (e.g. camelbaks) are great for easy access to water (drink on the go!) but Nalgene bottles make great containers for hot water, which can then be put into your sleeping bag at night.
- Your tents stakes need to fit through the grommets of your tarps.

### Packing

- Items that should be easily accessible: Map, compass, rite in the rain, pencil, headlamp, safety glasses, leather gloves, warm gloves, hat, rain gear, gaiters (wear these), food & water. You will need these starting at the beginning of each outdoor course.

## General

- Metal items (hand warmers, metal watches, pencils, clicker, buildings, etc.) may influence your compass.

## Training Notes

For outdoor courses (C, I, II & III) you will be sent home and not allowed to complete training if you:

- Are wearing cotton or linen.
- Are wearing something other than hiking boots (e.g. flip flops, trail shoes, or tennis shoes).
- Do not have all the necessary gear to safely do training (e.g. safety glasses, leather gloves).
- Show up late.

## For all courses

- You must show up on time. Be prepared with all your gear and ready to go at start time. For outdoor weekends, plan to show up at least 30 minutes ahead of time to get ready (e.g. put on boots, gaiters, rain gear, etc.).
- It takes about an hour to get to Camp Edwards from Bellevue. Plan for extra travel time if this will be your first time at Camp Edwards.
- Plan for extra time for both packing and travel in case of inclement weather (or if you generally need it).
- You cannot camp out at Camp Edwards the night before the trainings.