

## Instructions

1. This exercise is designed for someone who has attended a Win CASIE III (WC3) course, and needs to freshen their skills.
2. Print these pages.
3. Fold each page in half along the vertical line.  
Fold here.  $\Rightarrow$
4. The cards on the left-hand side (the odd-numbered cards) contain instructions on what to do. The cards on the right-hand side (Reality Check) allow you to check what you've done. If you are stuck, you can peek at the right-hand card for help.
5. Thus, Cards 1, 3, ... contain instructions, while Cards 2, 4, ... give the answers.
6. The example used in this exercise is unrealistic and over-simplified, but has been constructed so you can exercise your WC3 skills.
7. The notation Initial Resources  $\gg$  Initial Note means go to the WC3 menu item "Initial Resources" and then select the menu item "Initial Note".

## Acknowledgments

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- Aaron Dick
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- Steven Kieliszewski

$\Leftarrow$  Fold here.

## Suggested Downloads

- "WinCASIEIII Operator Job Action Sheet" from <http://www.saraz.org/documents/JAS-WC3.zip>.
- "Win CASIE III: How To" from <http://www.saraz.org/documents/WC3HowTo.zip>.
- "ICS-SAR" from <http://math.arizona.edu/~dsl/ICS-SAR/InstallICS-SAR.zip> for additional documents, among other items.

Reacher Search: Card 1

## Start of Incident: Initial Note

1. You are a SAR deputy who is informed by dispatch that a 69-year-old white male, Jack Reacher, wandered away from his rural nursing home about an hour ago, and they have not been able to find him. He is not in good health and is despondent. The reporting party is Nurse Grace Topaz who can be contacted on her cell phone at (123) 456-7890.
2. You are the Initial Response Incident Commander and are also the WC3 operator.
3. Open WC3. Open an Initial Note and incorporate these details into it together with the Lost Person Behavior characteristics of Jack.

Reacher Search: Card 2

## Reality Check

To open the Initial Note either go to Initial Resources  $\gg$  Initial Note or click on Initial Note on the Toolbar. **Comment:** Make sure that there is not an existing Initial Note on the Desktop from a previous incident.

In the Initial Note, you should have used at least the following.

1. Insert  $\gg$  Dispatch Call/Initial Report generates a template that can be partially completed with the reportee's details.
2. Place the cursor on a new line. Insert  $\gg$  Details generates a template that can be partially completed with the missing subject's details.
3. Place the cursor at the end of the line with the word "Category:". Subject Category  $\gg$  Despondents inserts this data.

Reacher Search: Card 3

### 5 mins since start of incident: Initial Note

1. You contact Nurse Grace Topaz and are advised that when last seen Jack was wearing gray gym shorts, white T-shirt, and red flip-flops. He is 5'9", 195 lbs, bald, white straggly beard and mustache. She has a photo available. She says that he has wandered off before, but is not familiar with the area. Add this information to the Initial Note.
2. It is summer and the temperature ranges are predicted to be between 75°F and 90°F for the next week with clear skies. Add this information to the Initial Note.
3. You know the area well and the terrain is not hazardous but the usual dangerous critters live in the area. Assess the Urgency Rating of this incident and add it to the Initial Note.
4. You need a printed copy of the ICS 201 form.

Reacher Search: Card 4

### Reality Check

1. Use the information given to complete the following line items: "Experience", "Equipment", "Description", "Photo". **Comment:** Under "Photo" put "Yes" and add the location.
2. Insert the details under "Weather".
3. Place the cursor at the end of the words "Search Urgency:". Then, in the main window, select **Initial Resources** > **Urgency Rating Chart**. After checking the appropriate radio buttons, click on "Clipboard" and then paste the clipboard's contents in the Initial Note.
4. in the main window, select **Initial Resources** > **Access Forms** > **ICS 201**.

Reacher Search: Card 5

### 10 mins since start of incident: Initial Note

1. Estimate the Distance Traveled by 75% of all subjects like Jack. Do not add this information to the Initial Note.
2. Estimate the Circular Search Area for Jack and add it to the Initial Note.
3. You request a helicopter and three hasty teams. Add this to the Initial Note.

Reacher Search: Card 6

### Reality Check

1. In the main window, select **Initial Resources** > **Lost Person Behavior Distance Traveled** > **Arizona**, finding 0.06 and 4.37 miles. **Comment:** Note that you were asked about "ALL subjects like Jack", so the outliers are included.
2. In the main window, select **Initial Resources** > **Circular Search Areas**, and enter 0.06 and 4.37 miles as the Inner and Outer Radii for all dependents. After clicking "Accept", you get 59.983 square miles. Click "Clipboard", place the cursor at the end of the Initial Note, and paste the result.
3. Place the cursor at the end of the words "Resources (requested):". Then open **Add Resource** > **Helicopter** to insert the helicopter. In the same way, use **Add Resource** > **Hasty Team**.

Reacher Search: Card 7

### 60 mins since start of incident: Initial Note

1. You deploy a helicopter to fly the likely trails and three hasty teams to look for the subject, clues, and tracks. Incorporate this information into the Initial Note.
2. Make sure the Initial Note is saved every minute.

Reacher Search: Card 8

### Reality Check

1. (a) Cut and paste the items from “Resources (requested):” to “Resources (deployed):”.
- (b) Place the cursor at the end of the Initial Note and select **Assignment**. Complete “Resource” and “Assignment” for each of the four resources.
2. In the Initial Note go to **File** > **Auto Save** and select **Every 1 Minute**.

Reacher Search: Card 9

### 8 hrs since start of incident: Initial Note

1. You check on the status of each team, all of whom report in having found nothing. Enter this into the Initial Note.
2. While waiting for the resources to report back you receive investigative information that reveals the subject is likely immobile, so the search area is established and segmented into 3 segments. Enter this information into the Initial Note.

Reacher Search: Card 10

### Reality Check

1. Select **Team Status**. Complete “Team Name” and “Status” for each team.
2. Select **Insert** > **“Actions Taken”** and add this information.

**Comment:** In practice there will be many more than three segments!

Reacher Search: Card 11

### 10 hrs since start of incident: Initial Note

1. The resources return without finding the subject. A hasty team found faint tracks that suggest the subject is in Segment 1. Enter this first Clue into the Initial Note.
2. You decide the search is being called the "Reacher Search" with case number 85749. You want two printed consensus forms, one using the Mattson Method, and the other the O'Connor Method. Use WC3 to print these forms. (Note: If no printer is hooked up, don't print, but know how to do this.)
3. A new Incident Commander (IC) takes over and you become the full-time WC3 operator. Add this to the Initial Note.
4. You are about to start an Area search, so close the Initial Note.

Reacher Search: Card 12

### Reality Check

1. In the Initial Note use **Clue** and complete the template.
2. The Consensus Form is found in WC3 under **Initial Resources** > **Access Forms** or from **Access Forms** on the Toolbar. **Comment:** There would normally be more than two people doing the consensus.
3. Select **Insert** > "Actions Taken" and add this information.
4. In the Initial Note go to **File** > **Save And Exit**. Check that the file 'InitialNote.txt' is on the Desktop. Do **NOT** rename it.

Reacher Search: Card 13

### 10½ hrs since start of incident: Consensus

1. The IC gives you the consensus forms from the two responders, and wants the consensus.

Name:	Paul	Mike
Method:	Mattson	O'Connor
ROW	10%	10%
Seg. 1	40%	A
Seg. 2	30%	C
Seg. 3	20%	I

Use WC3 to produce the initial POAs and import the Initial Note.

2. The IC also wants a copy of the Assignment List form, ICS 204.

Reacher Search: Card 14

### Reality Check

1. A Consensus is created either by selecting **Start New** on the Toolbar, or by using **File** > **Start New Incident**. Import the Initial Note when asked. The initial POAs are

	POA
ROW	10.00%
Seg. 1	43.82%
Seg. 2	33.53%
Seg. 3	12.65%

2. The ICS 204 Form is found in WC3 under **Initial Resources** > **Access Forms** or from **Access Forms** on the Toolbar.

12 hrs since start of incident: Area Search

- 1. The following resources were assigned for Operational Period 1:
  - A Grid Team in Segment 1.
  - A Helicopter in Segment 2.
  - An ATV in Segment 3.

Create a new Note and enter this information.

- 2. The IC also wants a copy of a debriefing form.
- 3. The IC advises you to edit the Initial Note, because Reacher’s age is 70, not 69. Use WC3 to correct the note.

**Comment:** Some ICs prefer not to edit the Initial Note because it represents the state of knowledge at the start of the Area Search. In this case, a new Note can be created to record this updated information.

Reality Check

- 1. A new Note is found under **Update Search** **Create Note**, or from **Create Note** on the Toolbar. Within this note, use **Insert** **Operational Period**. Then, for each resource, add **Assignment**, inserting **Add Resource**, and **Segments**.
- 2. The Debriefing Form is found in WC3 under **Initial Resources** **Access Forms** or from **Access Forms** on the Toolbar.
- 3. There are two ways to open and edit a note.
  - (a) Scroll up and down the Audit Trail until you find the line that starts “Saved Note:” followed by a filename, in this case ‘InitialNote.txt’. Double-clicking on that line opens the file, which you can edit and save.
  - (b) Select **Update Search** **Edit Note** and select the note from the list of existing notes.

21 hrs since start of incident: Area Search

- 1. The subject was not found during Operational Period 1. The IC gives you the completed assignments for the resources used.

Resource	Segment	POD	Xref
Grid Team	1	50%	1
Helicopter	2	40%	2
ATV	3	10%	3

Use WC3 to calculate the updated POAs.

- 2. The IC advises you to make sure that the current state of the Incident (that is, the current POAs and CPODs—the contents of the the Incident Status panel) are added to the Audit Trail after every operational period. Use WC3 to do this.

Reality Check

- 1. The updated POAs are obtained by adding a completed search, either by selecting **+ Add** on the Toolbar, or by using the menu item **Update Search** **Add Completed Search Assignment**. Do this for each resource. The updated POAs are:

	POA
ROW	15.77%
Seg. 1	34.55%
Seg. 2	31.73%
Seg. 3	17.95%

- 2. The ability to copy the Incident Status panel to the Audit Trail is found under **Update Search** **Transfer Incident Status To Audit Trail**. This is done automatically whenever the value for the operational period is changed while entering a completed search assignment.

Reacher Search: Card 19

**21–22 hrs since start of incident: Area Search**

1. The grid team found an old empty wallet engraved with the initials “J.R.” in Segment 1. The IC believes the clue is almost certainly authentic, and that it strongly suggests that the subject is in Segment 1, and it strongly suggests he is not in any other segment or in the ROW. The paperwork is Xref 4. Use WC3 to update the POAs.
2. The following resources were assigned for Operational Period 2:
  - A Grid Team in Segment 1.
  - A Helicopter in Segment 1.
  - An ATV in Segment 1.

Create a new Note and enter this information.

Reacher Search: Card 20

**Reality Check**

1. The updated POAs are obtained by adding the influence of a clue using **Update Search > Add Influence Of Clue**. Segment 1 is an “A”. All others, including the ROW, are “I”s. The updated POAs are:

	POA
ROW	2.55%
Seg. 1	89.42%
Seg. 2	5.13%
Seg. 3	2.90%

2. A new Note is found under **Update Search > Create Note**, or from **Create Note** on the Toolbar. Within this note, use **Insert > Operational Period**. Then, for each resource, add **Assignment**, inserting **Add Resource**, and **Segments**.

Reacher Search: Card 21

**34 hrs since start of incident: Area Search**

1. The subject was not found during Operational Period 2. The IC gives you the completed assignments for the resources used.

Resource	Segment	POD	Xref
Grid Team	1	50%	5
Helicopter	1	40%	6
ATV	1	10%	7

Use WC3 to calculate the updated POAs and find the CPODs.

Reacher Search: Card 22

**Reality Check**

1. The updated POAs and CPODs are:

	POA	CPOD
ROW	7.34%	
Seg. 1	69.52%	86.50%
Seg. 2	14.78%	40.00%
Seg. 3	8.36%	10.00%

This is the end of Operational Period 2. Did you remember to copy the POAs and CPODs to the Audit Trail?

Reacher Search: Card 23

**34 hrs since start of incident: Area Search**

1. A family member states that the wallet with initials “J.R.” does not belong to the subject but belongs to her boyfriend, “J.R. Dallas”, which he lost in the search area a few days ago. So the clue needs to be removed from the calculations. Xref to paperwork is 8. Use WC3 to remove the clue. What are the updated POAs?

Reacher Search: Card 24

**Reality Check**

1. The updated POAs are obtained by removing the influence of a clue by using **Update Search** **>Remove Influence Of Clue**. **Comment:** You cannot remove the influence of a previously added clue if the number of search segments has changed, either by splitting a segment or by expanding the search area.

The updated POAs are:

	POA
ROW	21.09%
Seg. 1	12.48%
Seg. 2	42.43%
Seg. 3	24.01%

Reacher Search: Card 25

**35 hrs since start of incident: Area Search**

1. The IC wants to see the current POAs sorted from highest to lowest. Use WC3 to sort the current POAs.
2. The IC wants to know the search effort by segment number. Use WC3 to show the CPOD.
3. The IC wants to know the resources used in each segment. Use WC3 to show the History by segment number.
4. The following resources were assigned for Operational Period 3:
  - A Grid Team in Segment 2.
  - A Helicopter in Segment 3.
  - An ATV in Segment 2.

Create a new Note and enter this information.

Reacher Search: Card 26

**Reality Check**

1. The POAs are in the left-hand panel. The columns can be sorted by clicking on the column header.
2. The CPODs are on the right-hand side of the left-hand panel. The columns can be sorted by clicking on the column header.
3. Clicking on the *History* radio button on the right-hand side of the screen, shows the History. The columns can be sorted by clicking on the column header. To return to the Audit Trail, click on the radio button *Audit*.
4. A new Note is found under **Update Search** **>Create Note**, or from **Create Note** on the Toolbar. Within this note, use **Insert** **>Operational Period**. Then, for each resource, add **Assignment**, inserting **Add Resource**, and **Segments**.

Reacher Search: Card 27

**44 hrs since start of incident: Area Search**

1. The subject was not found during Operational Period 3. The IC gives you the completed assignments for the resources used. However, the helicopter searched only  $\frac{1}{2}$  of Segment 3—so all new segments are equally likely.

Resource	Segment	POD	Xref
Grid Team	2	50%	9
Helicopter	3	40%	10
ATV	2	10%	11

Use WC3 to calculate the updated POAs and find the CPODs.

**Comment:** After splitting Segment 3 into a new Segment 3 and 4, the helicopter searched the new Segment 3.

Reacher Search: Card 28

**Reality Check**

1. First enter the data for the resources that searched their assigned segments (+ Add), and then enter the data for the remaining resources, in this case the helicopter.

To split Segment 3 into two equal segments, either use ÷ Split on the Toolbar, or use Update Search >> Split Segment. After splitting don't forget to + Add that the new Segment 3 has been searched.

The updated POAs and CPODs are:

	POA	CPOD
ROW	29.35%	
Seg. 1	17.36%	86.50%
Seg. 2	26.57%	73.00%
Seg. 3	10.02%	46.00%
Seg. 4	16.70%	10.00%

Reacher Search: Card 29

**44–45 hrs since start of incident: Area Search**

1. The following resources were assigned for Operational Period 4:
- A Grid Team in Segment 4.
  - A Helicopter in Segment 4.
  - An ATV in Segment 2.

Create a new Note and enter this information.

2. The grid team discovers a mine shaft in Segment 4. Use WC3 to expand the search area (all areas equally likely) and update the POAs.

Reacher Search: Card 30

**Reality Check**

1. A new Note is found under Update Search >> Create Note, or from Create Note on the Toolbar. Within this note, use Insert >> Operational Period. Then, for each resource, add Assignment, inserting Add Resource, and Segments.
2. To expand the search area, either use × Expand on the Toolbar, or use Update Search >> Expand Search Area.

The updated POAs and CPODs are:

	POA	CPOD
ROW	14.67%	
Seg. 1	17.36%	86.50%
Seg. 2	26.57%	73.00%
Seg. 3	10.02%	46.00%
Seg. 4	16.70%	10.00%
Seg. 5	14.67%	0.00%




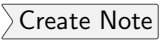

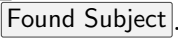


Reacher Search: Card 31

**50 hrs since start of incident: Area Search**

- 1. The subject was found during Operational Period 4 by the grid team in Segment 4. He was asleep under a tree. When awoken he was disoriented and thirsty, but otherwise in good condition. He was able to walk out with assistance. Enter this information into WC3.
- 2. The IC wants a Report, which shows everything that has been done. Obtain this from WC3.

Reacher Search: Card 32

**Reality Check**

- 1. Create a New Note ( , or  on the Toolbar). Within this note, use .
- 2. Use the menu item  .