SAR Management Computer Software Intro

Please:

- Sit in teams of two.
- Start laptop. Connect to power supply.
- Collect CD.
- Insert CD in drive. If it does not autostart, open Windows Explorer, change to CD drive, and run “Install-Run-Help.exe”.
- Highlight the program you want to install, and press “Install”. Always select default location as Destination Folder, and always create a shortcut on the Desktop.
- Do this for all programs.
- Return CD.

Thank you.

SAR Management Computer Software Intro

AZ SAR Conference, Heber, Arizona

Aaron Dick, Eric Johnson, David Lovelock

September, 2009

Introductions

Please introduce yourselves by giving

- Your name.
- The name of your SAR Unit.
- The location of your SAR Unit.
- The years of experience you have in SAR Management.

Thanks.

Installed Software

- KwikNote, Version 0.19.
- Win C.A.S.I.E. III, Version 0.67.
- SAR T-Cards, Version 0.18.
- Clue Manager, Version 0.08.

On your Desktop:

- ExercisesKwikNote.pdf.
- ExercisesWC3.pdf.
- ExercisesSARTCards.pdf.
- SettlerSARGroundTeam.stc.

Installed Software

- KwikNote, Version 0.19.
- Win C.A.S.I.E. III, Version 0.67.
- SAR T-Cards, Version 0.18.
- Clue Manager, Version 0.08.

On your Desktop:

- ExercisesKwikNote.pdf.
- ExercisesWC3.pdf.
- ExercisesSARTCards.pdf.
- SettlerSARGroundTeam.stc.

The software comes with a money-back guarantee.

Outline

Approximate Time (mins)	Topic
15	Introduction and load software
10	KwikNote
10	SARAZ.ORG
90	Using Win C.A.S.I.E. III During A Hasty Search
10	Break
90	SAR T-Cards

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We will demo a piece of software with you playing along, then hand out assignments for you to do as a team. We will move from one team to the next to give hands-on help.

Outline

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We will demo a piece of software with you playing along, then hand out assignments for you to do as a team. We will move from one team to the next to give hands-on help.
We won't have time to show Clue Manager, which tracks clues, but it is easy to understand and use, if you read the Help file.

Hooray!

No quizzes or tests.

1 KwikNote

2 SARAZ.ORG

3 Using Win C.A.S.I.E. III During A Hasty Search

4 SAR T-Cards

KwikNote

KwikNote is a program that allows you to create notes while working on other projects. It is designed to replace the pencil and pad frequently found beside computers for jotting down reminder notes.

Initially written for SAR personnel, but has since found many other uses.

KwikNote

When you run KwikNote, its icon appears in the bottom right-hand part of the screen (the System Tray).

If you right-click on this icon, you have two choices:

- Show KwikNote
- Exit KwikNote

KwikNote

Selecting **Show KwikNote** brings up the main application.

If this is the first time using KwikNote, select the menu item **Startup**.

KwikNote

- **Startup All** starts KwikNote for all users when the computers starts up.
- **Startup User** starts KwikNote for only the current user when the computers starts up.
- **No Startup** stops KwikNote from starting up when the computers starts up.

KwikNote

It is obvious how to use KwikNote, but if you have any questions, look in **Help Topics** under the **Help** menu item.

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Any questions?

KwikNote

Now do the assignment described on Outline Card 2 of ExercisesKwikNote.pdf, namely:

Open KwikNote and Add A New Note called "SARAZ". In the note enter:

WWW.SARAZ.ORG
The mission of SARAZ.ORG is to promote land search-and-rescue professionalism and education by facilitating the exchange of information among land SAR practitioners.

1 KwikNote

2 SARAZ.ORG

3 Using Win C.A.S.I.E. III During A Hasty Search

4 SAR T-Cards

SARAZ.ORG

WWW.SARAZ.ORG is a website designed to promote land search-and-rescue professionalism and education by facilitating the exchange of information among land SAR practitioners.

Created by Aaron Dick, Eric Johnson, and David Lovelock in July 2009.

When your computer is connected to the web, you can use your previous KwikNote entry to copy the name of the website into your browser.

Homepage of SARAZ.ORG

The blue menu items are accessible to the public.

SARAZ.ORG

- *What Is New?* summarizes the changes in the website.
- *Calendar* brings up a Google calendar with dates associated with appropriate local entries (workshops, conferences, meetings, etc.).
- *Conferences/Training* brings up a list of conferences and training workshops.
- *Documents* brings up a list of SAR-related documents.
- *Presentations* brings up a list of documents presented at various conferences, such as MRA and NASAR. The slides from this session will be available here.
- *Strange But True* is where unexpected outcomes to SAR operations are documented.
- *FAQs* brings up a list of questions about the website.
- *Free Software* brings up a list of free software, some SAR specific and some of general use.
- *External Links* brings up a list of SAR specific links.
- *Volunteer Groups* is a list of the AZ SAR Volunteer Groups.
- *Contact Us* allows the user to send an email to SARAZ.ORG@gmail.com.

SARAZ.ORG

If you are an AZ SAR Coordinator, and would like access to that section of the website, please fill in the form and we will email you with details.

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Any questions?

1 KwikNote

2 SARAZ.ORG

3 Using Win C.A.S.I.E. III During A Hasty Search

4 SAR T-Cards

What is Win C.A.S.I.E. III?

- C.A.S.I.E. stands for Computer Aided Search Information Exchange.
- It is a search manager's toolkit.
- Software originally written about 30 years ago for programmable TI calculator, then Commodore 64, then DOS, and now for Windows XP (called Win C.A.S.I.E. III).
- C.A.S.I.E has been used successfully in many large-scale searches in Australia, Canada, Israel, New Zealand, UK, USA, etc.
- Originally written to help in large-scale searches.
- The windows version, Win C.A.S.I.E. III, has been expanded for use in both hasty and large-scale searches. There is a smooth transition from one to the other.

Win C.A.S.I.E. III and Hasty Searches

During a hasty search it can be used to

- Access and print[1] many search management forms, such as ICS forms, Lost Person Questionnaire, Urgency Rating Chart, Clue Report, Clue Log ....
- Import other forms and download forms from NIMS.[2]
- Provide summaries of lost person behavior from NASAR's MLPI manual.
- Complete an Urgency Rating Chart.
- Keep a complete record of planning decisions and actions using an Initial Note. Can include IAP, subject details, urgency rating chart, resources used, resources requested, ICS structure, LPB, subject found details, ...

[1] Printer required.
[2] Internet required.

Win C.A.S.I.E. III

Win C.A.S.I.E. III really stands out in large-scale searches, but they don't occur very often.

So in this session we are going to introduce you to those parts of Win C.A.S.I.E. III that can be used in a hasty search.

We offer 8-hour, hands-on workshops on the full capabilities of Win C.A.S.I.E. III during both a hasty and a large-scale search. These workshops are restricted to 12 people, and require a knowledge of POA, POD, ROW, as taught in an MLPI-type class.

There is no cost for these workshops, but we expect expenses to be covered.

Win C.A.S.I.E. III Opening Window

Open Win C.A.S.I.E. III (by clicking its icon on the Desktop), and follow along.

Win C.A.S.I.E. III Main Menu

Note, you can always get help in **Help Topics** under the **Help** menu item.

Win C.A.S.I.E. III Main Menu

Note, you can always get help in **Help Topics** under the **Help** menu item.

During a hasty search we use the Initial Resources menu item.

Win C.A.S.I.E. III Initial Resources menu

Win C.A.S.I.E. III Initial Resources menu

We are going to concentrate on Access Forms, Urgency Rating Chart, Lost Person Behavior, Lost Person Behavior Distance Traveled, Circular Search Areas, and Initial Note.

Win C.A.S.I.E. III Initial Resources menu

We are going to concentrate on Access Forms, Urgency Rating Chart, Lost Person Behavior, Lost Person Behavior Distance Traveled, Circular Search Areas, and Initial Note. Select “Access Forms”.

Access Forms menu item

Win C.A.S.I.E. III Initial Resources menu

Close “Access Forms”

and select “Urgency Rating Chart”.

Urgency Rating Chart menu item

Notice “Clipboard”.

Win C.A.S.I.E. III Initial Resources menu

Close “Urgency Rating Chart”

and select “Lost Person Behavior”.

Lost Person Behavior menu item

Win C.A.S.I.E. III Initial Resources menu

Close “Lost Person Behavior”

and select “Lost Person Behavior Distance Traveled”.

Lost Person Behavior Distance Traveled menu item

Distances Traveled for Nine Categories of Lost Persons in Nova Scotia, Canada

Category	Cases	25%	50% (Median)	75%	90%	Range	Survived
Children (1–6)	16	0.50 km 0.31 mi	1.03 km 0.64 mi	1.81 km 1.12 mi	2.02 km 1.26 mi	0.10–2.65 km 0.06–1.65 mi	100%
Children (7–12)	15	0.80 km 0.50 mi	1.48 km 0.92 mi	2.50 km 1.55 mi	3.20 km 1.99 mi	0.14–8.00 km 0.09–4.97 mi	96%
Youths (13–15)	23	0.86 km 0.53 mi	1.49 km 0.93 mi	3.00 km 1.86 mi	4.18 km 2.60 mi	0.40–7.00 km 0.25–4.35 mi	100%
Misc. Adults	49	0.75 km 0.47 mi	1.70 km 1.06 mi	3.57 km 2.22 mi	7.82 km 4.86 mi	0.10–19.00 km 0.06–11.81 mi	98%
Despondents	26	0.40 km 0.25 mi	0.81 km 0.50 mi	1.28 km 0.80 mi	1.60 km 0.99 mi	0.10–3.38 km 0.06–2.10 mi	54%
Dementia	41	0.40 km 0.25 mi	1.00 km 0.62 mi	1.46 km 0.91 mi	2.40 km 1.49 mi	0.10–5.43 km 0.06–3.37 mi	73%
Fishermen	38	0.92 km 0.57 mi	1.77 km 1.10 mi	4.15 km 2.58 mi	6.01 km 3.73 mi	0.45–17.70 km 0.28–11.00 mi	91%
Hikers	53	1.35 km 0.84 mi	2.23 km 1.39 mi	4.80 km 2.98 mi	7.52 km 4.67 mi	0.22–24.00 km 0.14–14.91 mi	94%
Hunters	127	1.30 km 0.81 mi	2.39 km 1.49 mi	3.83 km 2.38 mi	8.00 km 4.97 mi	0.10–19.31 km 0.06–12.00 mi	94%

Win C.A.S.I.E. III Initial Resources menu

Close “Lost Person Behavior Distance Traveled”

and select “Circular Search Areas”.

Circular Search Areas menu item

Notice “Clipboard”.

Win C.A.S.I.E. III Initial Resources menu

Close “Circular Search Areas”.

The most important menu item is the Initial Note.

Initial Note

A very simple text Editor, specifically tailored for SAR incidents.
“Help” menu item explains all.

Initial Note

A very simple text Editor, specifically tailored for SAR incidents. “Help” menu item explains all. Click on “File” menu item.

File menu item

File menu item

Click on “Auto Save” menu item, then “Every 1 Minute”.

File menu item

Click on “Auto Save” menu item, then “Every 1 Minute”. Click on “All Inserts At End”.

File menu item

Click on “Auto Save” menu item, then “Every 1 Minute”. Click on “All Inserts At End”. Click on “Insert” menu item.

Insert menu item

Click on each of these templates in turn, to see what they insert.

Insert menu item

Click on each of these templates in turn, to see what they insert. Notice text is always inserted at cursor position (at end).

Insert menu item

Click on each of these templates in turn, to see what they insert. Notice text is always inserted at cursor position (at end). To clear all text, press CTRL-A followed by Delete.

Other menu items

Click on the templates

- Add Resource
- Subject Category
- Clue
- Found Subject
- Team Status
- Weather
- Investigation
- Message

Clear text between each one (press CTRL-A followed by Delete).

Note

Items saved to clipboard from the main Win C.A.S.I.E. III menu,“Urgency Rating Chart” and “Circular Search Areas”, can be pasted in the Initial Note (Ctrl-V).

Note

The Initial Note is a text file that is saved to the Desktop as “InitialNote.txt”. It can be loaded into any word processor and edited.

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Any questions?

Note

Delete “InitialNote.txt” from the Desktop, and do the Win C.A.S.I.E. III assignments in ExercisesWC3.pdf. Make sure you start on Card 1.

1 KwikNote

2 SARAZ.ORG

3 Using Win C.A.S.I.E. III During A Hasty Search

4 SAR T-Cards

Number Of SAR T-Cards

Open SAR T-Cards, either from the icon on the Desktop, or from under “Help” in Win C.A.S.I.E. III.

When you see this, accept 200.

What Are T-Cards?

T-Cards consist of two objects. A rack, containing lots of slots, and color-coded index cards shaped like a T. The racks columns are frequently thought of as "Checked In", "Assigned", "Available", "Out Of Service", and "Checked Out". The cards fit in the slots with just the top of the card showing. The color determines the kind of resource. Purpose is to give a visual state of the search.

In the typical ICS setting, there are seven kinds of resources: Aircraft, Crew, Dozer, Engine, Helicopter, Miscellaneous, and Personnel. Not SAR oriented!

What Is SAR T-Cards?

SAR T-Cards is a program that tries to emulate physical T-Cards.

- It is always available, unlike physical T-Cards.
- It is SAR oriented. In addition to the standard ICS cards, it also has “ATV/Snowmobile”, “Command”, “Ground Searcher”, “Ground Vehicle”, “Horse Patrol”, “K9”, and “Water Searcher”.
- SAR T-Cards for your SAR unit can be created ahead of time, not in the heat of a search.
- SAR T-Cards from visiting SAR units can be imported from a thumbdrive as they arrive on scene.

The Kinds Of SAR T-Cards

Opening Screen

The Menu Items

Note, you can always get help in **Help Topics** under the **Help** menu item.

Resource File Menu

We can create a new resource file, open an existing one, or convert a tab-delimited file to a resource file. Either way we can add resources.

Add New Resource

ID could be badge number, call sign, ... Qualifications and Skills can be comma-separated.

The Menu Items

The File Menu

After Opening Demo

Mouse Hover

File
Resource File
Show
Find
Reports
Print Screen
Sort All Columns
Balboa, Rocky
Wiser, Bud
Norder, Laurie
Steel, Reming
SNP Team 1
4332
732
Rocky Balboa
ID: 733
Agency: Settler NP
Resource: Aircraft
Skill/Equipment: FLIR, ARCHER
Qualifications: MLPI
Radio frequency: Receive 462.675, Transmit: 462.675

Slim Pickens Checks In

SAR T-Cards: Operational Period 1

File Resource File Show Find Reports Print Screen Sort All Columns Help

Resource	Checked In	Assigned	Available	Out Of Service	Checked Out
Balboa, Rocky					
Wiser, Bud					
Norder, Laurie					
Steel, Remington	Pickens, Slim				
SNP Team 1					
4332					
732					
Bunker, Edith					
Ester, Polly					
Howe, Annie					
Oakey, Carrie					
Perkins, Pete					
Power, Will					
Roberts, Dave					
Parks, Rosa					
Sciuto, Abby					

Aircraft
ATV/Snowmobile
Command
Crew
Dozer
Engine
Ground Searche
Ground Vehicle
Helicopter
Horse Patrol
K9
Miscellaneous
Personnel
Water Searcher

Mouse Hover

Pickens, Slim
Slim Pickens
ID: 223
Agency: Settler NP
Resource: Ground Searcher
Skill/Equipment: Team Leader
Qualifications: MLPI, Field Qualified
Radio frequency: Receive 47.460, Transmit: 47.460
Time Check In: 03/28/2009 12:52
Time Since Check In: 2 mins

Double Click on a resource T-Card to Edit

Pickens, Slim (223)

Kind Of Resource: Ground Searcher
Location:

Dates And Times

	Month/day/year		Elapsed Time
Check In	03/28/2009	12:52	7 mins
Assigned	03/28/2009	12:59	
Available	03/28/2009	12:59	
Out Of Service	03/28/2009	12:59	
Check Out	03/28/2009	12:59	
Left "Home"	03/28/2009	12:59	< 1 min
ETA	03/28/2009	12:59	< 1 min
Returned "Home"	03/28/2009	12:59	

Comments

Radio Frequency

Receive: 47.460 Transmit: 47.460 Channel Name:

CTCSS/PL/ChannelGuard or Digital Squelch Code (Tone): Previously Used

Information

Agency: Settler NP Qualifications/Certification: MLPI, Field Qualified

Mobile/Cell: 362-531-1647 Skills/Equipment: Team Leader

Accept Cancel Help

The File Menu

More menu items are now exposed.

Log

All card movements are recorded in a Log, which can be searched, saved, and printed.

Creating a Team

Creating a Team

Team Created

Adding a T-Card to a Team

Double Clicking on a Team T-Card

The Choices

Edit Or Remove Team Member
Team/Member
Pickens, Slim
Pickens, Slim
Bunker, Edith
PIMA (2)
Edit
Accept
Cancel
Help

Editing the Team T-Card

Edit 'PIMA'

Team Name: PIMA
Kind Of Resource: Ground Searcher
Location:

Dates And Times

	Month/day/year		Elapsed Time
Check In	03/28/2009	13:08	5 mins
Assigned	03/28/2009	13:14	
Available	03/28/2009	13:14	
Out Of Service	03/28/2009	13:14	
Check Out	03/28/2009	13:14	

Team Leader:

Team Members
Bunker, Edith
Pickens, Slim

Radio Frequency
Receive: Transmit: Channel Name:
CTCSS/PL/ChannelGuard or Digital Squelch Code (Tone): Previously Used

Comments

Information
Agency: Skills/Equipment: Previously Used

Accept Cancel Help

Move Team T-Card to Out Of Service column

Disband Team

After Disbanding Team

The Current Log File

Log

Find Print Save Help

```
03/28/2009 12:45 hrs   Copied 27 resources to T-Cards from Demo.
03/28/2009 12:45 hrs   Operational Period 1.
03/28/2009 12:52 hrs   Slim Pickens, Settler NP, Ground Searcher. Moved from Resource to Checked In.
03/28/2009 13:08 hrs   PIMA. Created Ground Searcher Strike Team.
03/28/2009 13:08 hrs   Slim Pickens, Settler NP, Ground Searcher. Added to Ground Searcher team PIMA (1).
03/28/2009 13:11 hrs   Edith Bunker, Settler Divers, Ground Searcher. Moved from Resource to Checked In.
03/28/2009 13:11 hrs   Edith Bunker, Settler Divers, Ground Searcher. Added to Ground Searcher team PIMA (2).
03/28/2009 13:17 hrs   PIMA (2), Ground Searcher. Moved from Checked In to Out Of Service.  (Resting.)
03/28/2009 13:17 hrs   Slim Pickens, Settler NP, Ground Searcher. Moved from Checked In to Out Of Service.
(Resting.)
03/28/2009 13:17 hrs   Edith Bunker, Settler Divers, Ground Searcher. Moved from Checked In to Out Of Service.
(Resting.)
03/28/2009 13:17 hrs   Slim Pickens, Settler NP, Ground Searcher. Removed from Ground Searcher team PIMA (1).
03/28/2009 13:17 hrs   Edith Bunker, Settler Divers, Ground Searcher. Removed from Ground Searcher team PIMA
(0).
```

Searching the Log File

Log

Find Print Save Help

```
03/28/2009 12:45 hrs   Copied 27 resources to T-Cards from Demo.
03/28/2009 12:45 hrs   Operational Period 1.
03/28/2009 12:52 hrs   Slim Pickens, Settler NP, Ground Searcher. Moved from Resource to Checked In.
03/28/2009 13:08 hrs   PIMA. Created Ground Searcher Strike Team.
03/28/2009 13:08 hrs   Slim Pickens, Settler NP, Ground Searcher. Added to Ground Searcher team PIMA (1).
03/28/2009 13:11 hrs   Edith Bunker, Settler Divers, Ground Searcher. Moved from Resource to Checked In.
03/28/2009 13:11 hrs   Edith Bunker, Settler Divers, Ground Searcher. Added to Ground Searcher team PIMA (2).
03/28/2009 13:17 hrs   PIMA (2), Ground Searcher. Moved from Checked In to Out Of Service.  (Resting.)
03/28/2009 13:17 hrs   Slim Pickens, Settler NP, Ground Searcher. Moved from Checked In to Out Of Service.
(Resting.)
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(Resting.)
03/28/2009 13:17 hrs   Slim Pickens, Settler NP, Ground Searcher. Removed from Ground Searcher team PIMA (1).
03/28/2009 13:17 hrs   Edith Bunker, Settler Divers, Ground Searcher. Removed from Ground Searcher team PIMA
(0).
```

The Menu Items

Context Menu

The Menu Items

The Show Menu

Show All Resources

Show All Resources

Name	Agency	Kind	Skill/Equipment	Qualifications	Column/Status	Comments
4332	Settler FD	Dozer			Resource	
732	Settler FD	Engine	Unknown		Resource	
Balboa, Rocky	Settler NP	Aircraft	Flir	MLPI	Resource	
Boyle, Lance (#234)	Settler CSD	Personnel	Operations		Resource	
Brennan, Temperance	Settler CSD	Water Searcher	Jetski, Diver		Resource	
Brook, Donny	Settler Rescue Dogs	K9	K9 Airscent, K9 Trailing, CASIE Operator	Field Qualified	Resource	
Bunker, Archie	Settler CSD	Water Searcher	Jetski		Resource	
Bunker, Edith	Settler SAR Volunteers	Water Searcher	Diver	PADI Rescue Diver	Resource	
Callahan, Harry (#446)	Settler CSD	Personnel	Incident Commander, CASIE Operator	MLPI, PhD	Resource	
Ester, Polly	Settler SAR Volunteers	Ground Searcher	Operations	None	Resource	Known to st
Gibbs, Jethrow	Settler CSD	Horse Patrol	Team Leader		Resource	
Howe, Annie	Settler CSD	Ground Searcher	Team Leader		Resource	
Kerr, Joe	Settler CSD	Horse Patrol	Unknown		Resource	
Light, Bud	Settler NP	Miscellaneous	Driver	Field Qualified	Resource	
Norder, Laurie	Settler Forest Service	Ground Searcher	General Staff	Field Qualified	Resource	
Oakey, Carrie	Settler Forest Service	Ground Searcher	Team Leader	MLPI	Resource	
Parks, Rosa	Settler CSD	Ground Vehicle	ATV, Snowmobile		Resource	
Perkins, Pete	Settler Hiking Club	Ground Searcher	Ground Team		Resource	
Pickens, Slim	Settler NP	Ground Searcher	Team Leader	MLPI, Field Qualified	Resource	
Power, Will	Settler SAR Volunteers	Ground Searcher	Diver		Resource	
Roberts, Dave	Settler Hiking Club	Ground Searcher	Ground Team		Resource	
Ryan, Jack	Settler University	Personnel	General Staff, CASIE Operator	MLPI	Resource	
Sciuto, Abby	Settler Highway Patrol	Helicopter	FLIR	MLPI	Resource	
Smith, John	Settler CSD	Helicopter			Resource	
SNP Team 1	Settler NP	Crew			Resource	
Steel, Remington	Settler NP	Personnel	General Staff		Resource	
Tater, Dick	Settler University	Personnel	CASIE Operator	PhD	Resource	

The Find Menu

The Find Menu

Results of Search for 'CASIE Operator' in Skills/Equipment

Name	Agency	Kind	Skill/Equipment	Qualifications	Column/Status
Brook, Donny	Settler Rescue Dogs	K9	K9 Airscent, K9 Trailing, CASIE Operator	Field Qualified	Resource
Callahan, Harry	Settler CSD	Personnel	Incident Commander, CASIE Operator	MLPI, PhD	Resource
Ryan, Jack	Settler University	Personnel	General Staff, CASIE Operator	MLPI	Resource
Tater, Dick	Settler University	Personnel	CASIE Operator	PhD	Resource

The Reports Menu

A Report

Report: Resources

Kind Of Resource	Resource	Checked In	Assigned	Available	Out Of Service	Checked Out
Totals (27)	23	1	1	1	0	1
Aircraft	1	0	0	0	0	0
ATV/Snowmobile	0	0	1	0	0	0
Command	1	1	0	0	0	0
Crew	1	0	0	0	0	0
Dozer	1	0	0	0	0	0
Engine	1	0	0	0	0	0
Ground Searcher	6	0	0	1	0	1
Ground Vehicle	1	0	0	0	0	0
Helicopter	1	0	0	0	0	0
Horse Patrol	2	0	0	0	0	0
K9	1	0	0	0	0	0
Miscellaneous	1	0	0	0	0	0
Personnel	4	0	0	0	0	0
Water Searcher	2	0	0	0	0	0

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Any questions?

The File Menu

Select “Clear Resources”, and do the SAR T-Cards assignments in ExercisesSARTCards.pdf. Make sure you start on Card 1.

Finally

Any questions?

Finally

Any questions?

Thank you.