

13. Activity	14. Incident	15. Response	16. Area Found	17. Jurisdiction	18. Subject(s) Condition	19. Aircraft Used	20. Suspense
1 Aircraft	1 False Alarm	1 Air Search	1 Bastard Search	1 BLM	1 Uninjured	1 CAP	1 Closed
2 Bicyclist	2 Injury-Illness	2 Callout	2 Home	2 Federal Land	2 Injured	2 NMNG	2 Suspended
3 Boat-Raft	3 Lost	3 ELT Search	3 Out of Area	3 Indian Land	3 Deceased	3 NMSP Fixed	3 Open
4 Caver	4 Overdue	4 Land Search	4 Previous Area	4 Military Land		4 NMSP 606	
5 Climber	5 Runaway	5 Recovery	5 Primary Area	5 NPS		5 Private	
6 ELT	6 Stranded	6 Rescue	6 Secondary Area	6 Private Land		6 USBP	
7 Gatherer	7 Walk away	7 SAR Evac.	7 Other	7 State Land		7 US Customs	
8 Hiker	8 Other	8 Self Evac.		8 USFS		8 Other	
9 Horseback Rider		9 Standby.		9 Urban			
10 Medical		10 Tech-High		10 Wilderness			
11 Hunter		11 Tech-Low		11 Other			
12 Motorbike		12 Water Search					
13 Skier		13 Other					
14 Snowmobile							
15 Suicide							
16 Vehicle							
17 Wood Cutter							
18 Other							

### Instructions for Using Field Codes

The Field codes are printed on the reverse of the form. To use the codes, fold the bottom edge of the form along the bottom edge of the code fields and crease the form. The field codes will align with the code fields.

### Required Attachments Checklist:

Required forms...	Add these forms if...	Add these forms if...
<b>If Incident Number Assigned but no Resources Activated</b>	<b>Resources were Activated and Assigned</b>	<b>Mission Lasted longer than 12 hours or more than one operational period</b>
<input type="checkbox"/> NMSAR 300 – SAR Incident Form <input type="checkbox"/> ICS 214 – Unit Log(s) - IC	<input type="checkbox"/> NMSAR 301 – MI Questionnaire <input type="checkbox"/> NMSAR 302 – IC Questionnaire <input type="checkbox"/> NMSAR 310 – Communication Log <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Task Assignment(s) <input type="checkbox"/> ICS 209 – Incident Status Summary <input type="checkbox"/> ICS 211 – Check-in List <input type="checkbox"/> ICS 213 – Safety Message <input type="checkbox"/> ICS 214 – Unit Log(s) - SC <input type="checkbox"/> ICS 206 – Medical Plan <b>Add this form if subject located and not treated by medical personnel</b> <input type="checkbox"/> EMS Liability Release	<input type="checkbox"/> NMSAR 303 – Cover Sheet <input type="checkbox"/> ICS 201 – Incident Briefing <input type="checkbox"/> ICS 202 – Incident Objectives <input type="checkbox"/> ICS 205 – Communication Plan <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> NMSAR 308 – Incident Action Plan  *Include other forms, worksheets, photos, notes and/or maps as necessary to help document the incident.

# General Instructions for Preparing SAR Incident Report

This form satisfies the minimum information required by DPS. Incomplete reports or with missing attachments will be returned to sender.

1. Mission Number. Enter the state mission number using the form yy-dd-nn, where yy is the current year, dd is the state police district, and nn is the sequence number assigned to this incident.

2. AFRCC Number: Enter the Air Force Rescue mission number. Required for missions using Air Force resources

3. Area Commander. Enter the name of the On-call Area Commander during this incident. Area Commander must be notified on missions.

4. Mission Opened. Enter the date and time that the mission was opened. Should agree with the opening Significant Report.

5. Mission Closed. Enter the date and time that the mission was closed. Should agree with the closing Significant Report.

6. Mission Initiators. Enter the name of the **MI** who began the mission and the **MI** on duty when the mission was closed.

7. Field Coordinators. Enter the last names of all certified FCs used on this mission in a Command or General Staff role. Separate names with commas. Use Additional Comments space for more.

8. Operations SC. Enter last name of all Operations Section Chiefs. Use Additional Comments space for more.

9. Planning SC. Enter last name of all Planning Section Chiefs. Separate names with commas. Use Additional Comments space for more.

10. Logistic SC. Enter last name of all Logistics Section Chiefs. Separate names with commas. Use Additional Comments space for more.

11. Teams Responded. List name or acronym for teams that responded to incident.

## 12. Subject's Information

Name. Enter the first and last names of each subject. Up to 3 subjects can be listed. Use Additional Comments space to list more. City: Enter the town of residence for each subject. ST: Enter the state of residence for each subject.

13. Activity Code: Enter the subject's activity from the code on the reverse side of this form.

14. Incident Code: Enter the Incident type from the key.

15. Response Code: Enter the response codes for the incident. Multiple codes can be entered

16. Area Code: Enter the search area in which each

subject was found.

17. Jurisdiction Code: Enter each jurisdiction whose property was searched during this incident. If Wilderness was searched, indicate the jurisdiction of the wilderness. Multiple entries from the key are permitted.

18. Subject Code: Enter the status of each subject found from the key

19. Aircraft Used: Enter the code for aircraft used.

20. Suspense Code Enter the status of the incident at the time report was submitted Select suspense code from key

21. Where Subject was Found: Enter the common name of the area where the subject was located and/or the UTM coordinates.

22. Incident Summary. Give a brief description of the result of the SAR effort and rescue, i.e., "The subject was airlifted to **UNMH** by Lifeguard".

23. Total Personnel. Enter the total number of volunteers (not paid personnel) and non-volunteers (paid) assisting on this incident (totals from ICS Form 211).

24. Total Volunteer Man-hours" Enter the total number of volunteer (not paid personnel) man-hours expended on this incident (totals from ICS Form 211).

25. Total Non-Volunteer Man-hours" Enter the total number of non-volunteer (paid personnel) man-hours expended on this incident (totals from ICS Form 211) .

26. IPP Location. Enter the UTM coordinates with datum of the Initial Planning Point.

27. IB Location. Enter the UTM coordinates with datum of the location of the Incident Base.

28. Find Location. Enter the UTM coordinates with datum of location where the subject was located. Use Additional Comments for multiple subjects' locations.

29. Additional Comments. Enter any additional information that you feel is important. Use this space for additional names, etc as mentioned above.

29 Required Attachment Checklist: Be sure to attach the required forms for the type of incident.

30. Report Prepared By: Enter the name of the person preparing this report. This information is needed in case a question arises at a later time.

31. Date Prepared: Enter the date that this report was submitted.