

**NZ LAND SAR (Inc)**  
**Standards**  
**COMMUNICATIONS UNIT LEADER**  
**Non-Operational Role**

**Introduction**

This document specifies the standards of performance required to fulfill the non-operational role of a Land SAR Communications Unit Leader.

The Land SAR Communications Unit Leader establishes and maintains a SAR ready communications system including equipment and personnel that is appropriate for the full range of incidents that have been identified by a needs analysis for the area(s) covered by the local SAR organization.

This role, for the purpose of the standards, has been divided into four parts:

- 1. Maintenance of organisation**
- 2. Liaison**
- 3. Promotion of SAR**
- 4. Policies and reporting**

Although many of these tasks can and should be delegated, the Communications Unit Leader remains responsible for ensuring standards are maintained.

**Part 1**

**Maintain a SAR ready local communications organisation.**

**Criteria**

- 1.1 Maintain a database of resources available to assist in SAR operations to enable contact and activation at the shortest possible notice.

Resources may include: volunteer personnel, equipment and transport.

- 1.2 Maintain a database of communications personnel available for SAR operations including details of their skill, experience, availability and SAR capability.

- 1.3 Follow procedures developed by/for the local SAR organisation and ensure that the personnel called up are self reliant and equipped for a period in the field appropriate for the operation.
- 1.4 Follow procedures developed by/for the local SAR organisation and ensure that all SAR and other equipment is ready to be used on SAR operations.
- 1.5 Ensure that training needs analysis conducted for SAR communications personnel identify areas of strength and weakness and specify required training.
- 1.6 Ensure that training and personnel records designed and provided for SAR communications personnel meet the identified training needs.
- 1.7 Ensure that procedures are implemented to enable the introduction of appropriate new communications techniques, training methods and technology.
- 1.8 Ensure that changes in equipment or procedures, arising from operational de-brief discussions, are carried out.
- 1.9 Ensure that new activities and/or other SAR areas requiring communications are identified and resources and strategies are developed that will assist SAR operations in those areas.
  - Their activities are monitored on a regular basis.
  - Personnel are identified and kept informed of any exercises.
  - Assistance given with training is appropriate.
- 1.10 Ensure that new members are introduced and encouraged so that the SAR communications organisation maintains membership and resources that are sufficient and relevant for future SAR operations.

## **Part 2**

### **Liaise with Land SAR, Police and other groups associated with SAR.**

#### **Criteria**

- 2.1 Ensure that the Police area SAR plan is updated as appropriate following revisions of the communications plan.

Information provided may include: Communications team call-out details, resource lists, frequency coordination, changes in operating procedure, improvements in technology, new equipment recommendations.

- 2.2 Liaison with other groups ensures that resource information is shared so that all groups operate in a coordinated manner during SAR operations.

Other groups may include Department of Conservation, the Armed Services, radio clubs, Marine SAR Committee, Coastguard, Local Cliff Rescue teams, Dog Teams, Ambulance Officers, Forestry, (Parks Boards), Helicopter Rescue, Surf Lifesavers, Cave Rescuers and other SAR communications teams.

- 2.3 Have peer performance reviews with other Communications Unit Leaders to maintain or improve the performance of the Communications Unit Leader.

## Part 3

### **Promote awareness of SAR and the communications unit.**

#### Criteria

- 3.1 Promulgate information and education programmes by NZ Land SAR to members (or potential members) of the Communications Unit.

Promulgate communications specific information and education programmes within the Communications Unit, these may include:

Newsletters, magazines, meetings, notices, reports, press releases, demonstrations of communication equipment and skills, and displays etc

- 3.2 Liaison with the media is referred always to a SAR Adviser or Police Officer except for matters relating solely to the organisation providing the SAR communications. No discussion on past operational matters is entered into with the media.

## Part 4

### **Reporting.**

#### Criteria

- 4.1 Reports will be provided as required.

Reports may be required by: SAR District Committee, National Communications supplier, Police, Coroner. ***Reports must be submitted through the Police SAR Coordinator.***

- 4.2 Reports to the SAR District Committee reflect the state and requirements of the local SAR communications organisation with regard to its ability to provide SAR communications.

Ability to provide SAR communications may include: equipment resources, personnel numbers and abilities, financial ability, present and future.