



MoHA/DLGDM/DPRD(SAR)/ 582

August 7, 2023

All Dzongdags,
Dzongkhag Administration,
Twenty Dzongkhag.

Subject: Standard Operating Procedure (SO) for use of SAR equipment

Dear Dashos,

This is to let you know that during the last fiscal year, the Department of Local Governance and Disaster Management (DLGDM), Ministry of Home Affairs (MoHA), conducted Search and Rescue (SAR) Inventory Management Training in three regions, covering all twenty Dzongkhags: Eastern-Trashigang, Central-Gelephu, and Western-Paro.

The purpose of the training was to train focal persons and upload the SAR equipment and SAR trained personnel in their respective Dzongkhag to ensure online information availability. With is training, the department has presented a draft SOP for use of SAR equipment by other relevant stakeholders which is being kept with the RBP offices of respective Dzongkhags as decided in the 25th Dzongdags' Conference conducted in Phuentsholing in February, 2023.

The SOP and the form were presented to the officials who attended the above-mentioned training and consultation workshops were done. The feedbacks of participants were incorporated and the department has endorsed the SOP.

Therefore, the department would like to request you all to kindly implement the attached SOP along with the attached form for easy use and access of SAR equipment by other relevant agencies.

Thank you for your continued support.

Yours sincerely,

(Kado Zangpo)
Director, DLGDM

Cc:

1. Chief of Police, RBP HQ, Thimphu, for kind information.
2. Superintendent of Police, 20 Dzongkhag Police Stations, for information.
3. De-suung Coordinators of 20 Dzongkhag, for information.
4. DDMOs of 20 Dzongkhag, to share the endorsed SOP & form to relevant agencies.
5. Office copy.



STANDARD OPERATING PROCEDURE

SEARCH AND RESCUE EQUIPMENT

To be reviewed by: *Department of Local Governance & Disaster Management (DLGDM), Ministry of Home Affairs (MoHA)*

Responsible Agencies: *DLGDM, RBP, RBA, Local Governments, Desuung, and other relevant agencies.*

Purpose of Standard Operating Procedure

The management of disaster is not only the responsibility of the government; every single citizen of a nation has an equal responsibility. The Search and Rescue (SAR) operation is one of the components of disaster management to provide search, rescue, first aid services to save lives, protect properties and public health, and ensure safety during disaster/emergency including recovery effort. For effective SAR operation, there are three components (*viz. trained rescuers, time, and tools/equipment*). Therefore, availability and easy accessibility of SAR tools/equipment contributes to a greater impact for effective SAR operations.

This Standard Operating Procedure (SOP) specifies the processes and roles and responsibilities for accessible and use of SAR equipment distributed to relevant agencies by the Department of Local Governance & Disaster Management, Ministry of Home Affairs and procured by concerned agencies themselves.

Categorization of SAR Equipment

a) Personal Protective Equipment

To ensure the greatest possible protection for employees in the workplace, the cooperative efforts of both employers and employees will help in establishing and maintaining a safe and healthful work environment (*Occupational Safety and Health Administration – OSHA, Department of Labor, U.S.*).

For instance, full body harness, hip harness, rescue helmet, firefighting helmet, figure of 8, plain/screw carabiner, rope & tape sling, rescue/safety glove, surgical glove, mouth/face mask, head lamp, knee/elbow pad, safety/firefighting boot, safety goggle, personal floating device, whistle, river shoe, wet/dry suit, firefighting suit, apron, face shield and hand sanitize falls under PPE.

b) Group Equipment

Group equipment is a collection of components that are related from a functional or work management perspective. You can categorize equipment groups by type, for example, functional, outage, and schedule. You can specify the applicability of an equipment group to specific plant modes.

For example, power chain saw, drilling machine, search light, basket stretcher, static rope, dynamic rope, single/double pulley, tandem double pulley, swivel pulley, tandem prusik cord, oval screw carabiner, d-shaped screw carabiner, ascender (jumar), descender (industrial descender (ID)/grigri), fall arrester, multi-anchor plate, ready-made anchor cable, ready-made anchor web, white tape, edge protector, triangular harness, easy evacuation stretcher, stretcher bridle, communication equipment, rescue rack, spinal board, rescue tripod, sked stretcher, raft set, kayak, throw bag, z-drag, floating rope, web line, dry bag, life buoy, line throwing gun set, compressed air cylinder, stand-up paddle boat, inflatable kayak, basket litter stretcher, motor boat, first aid kit, drone, underwater search camera, megaphone, hydraulic cutter, spreader, v-ram, concrete cutter, portable jack hammer, NT lifting bag, crib block, search camera, wireless life detector, emergency lighting tower, gas cutting set, gas detector, extension ladder, glass breaker, seatbelt cutter, fire tender, hose, ladder, self-contained breathing apparatus (SCBA), fire extinguisher, firefighting pump, basket strainer, metal strainer, branch pipe, short branch nozzle, hand control nozzle, revolving nozzle, thermal imaging camera, white tape, firefighting torch, projectile, auto-inflating sling capsule, grappling hook, distress signal unit, positive pressure ventilator (PPV), aqueous film forming foam (AFFF) and fire ball.

I. Initial Establishment

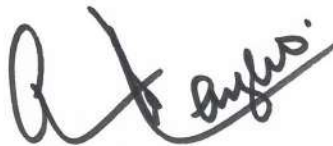
In accordance with the mandates of Disaster Management Act of Bhutan 2013, clause 114, the Department shall ensure that the SAR team is well equipped and trained. The Disaster Management Rules and Regulation 2014, clause 124 mandates that the Department shall purchase equipment for the initial establishment of SAR teams. The clause 125 of rules and regulation mandates that the concerned Dzongkhag Disaster Management Committee (DDMC) shall be responsible for maintenance and replenishment of fire, search and rescue equipment.

II. Maintenance and Replenishment

1. The DLGDM shall ensure proper hand-taking and stock transfer of SAR equipment to the receiving agency;
2. The receiving agency upon receipt of SAR equipment shall maintain proper stock entry and store in a safe place for quick use and audit purpose;
3. The receiving agency shall appoint a Store In-charge to look after the received SAR equipment;
4. The concerned Store In-charge should investigate and cross check the SAR equipment weekly for effective use/delivery to the borrowers.
5. The concerned Store In-charge should display SAR equipment in a proper manner readily-available and easily accessible to be deployed during disaster or emergency situations;



6. In case of the usage of readily-available and accessible SAR equipment for SAR operation/training purpose, the borrower shall submit a duly filled requisition form (*Annexure*) to the Store In-charge of that particular area and he/she shall submit it to the Chairperson of DDMC/TDMC for approval and issue it accordingly;
7. The borrower shall properly maintain and care the equipment since SAR equipment are lifesaving and expensive.
8. Upon the completion of SAR operation/training, the borrower shall hand-over SAR equipment back to the concerned borrowing agency along with the above-mentioned duly signed requisition form;
9. In case of misplaced of SAR equipment, the borrower shall replace them with the same specification and carrying capacity of the equipment;
10. The Store In-charge of the receiving agency shall cross-check, verify, receive and display SAR equipment in the store like before for the next deployment or emergency use.
11. An agency shall be responsible for maintenance and replenishment of SAR equipment once it is issued by DLGDM or procured by the concerned agency;
12. An agency procuring SAR equipment shall abide by the standards specified by the DLGDM in consultation with relevant agencies such as Bhutan Standard Bureau (BSB);
13. The Store In-charge of receiving agency shall keep proper documentations of SAR equipment borrowed by various agencies for record and future reference.
14. There should have a proper handing-taking of equipment when the Store In-charge is permanently transferred or goes on leave.



(Director)
DLGDM, MoHA

SAR EQUIPMENT REQUISITION FORM

Date:.....

Purpose of request:.....

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Slno.	Name of Equipment	Quantity	Equipment Condition	Remarks
1				
2				
3				
4				
5				
6				
7				

Handed over by:

Taken over by:

Name:
Designation:
Agency:
Date:
Cont. No.:

Name:
Designation:
Agency:
Date:
Cont. No.:

(SP/OC)
RBP

Return of Equipment

Handed over by:

Received by:

Name:
Date:
Cont. No:

Name:
Date:
Cont. No: