



# Norfolk Lowland Search and Rescue



Chairperson: Stephen Postle, Secretary: Eleanor Russell  
Email: [NORLSARSECRETARY@hotmail.com](mailto:NORLSARSECRETARY@hotmail.com)  
Contact address Norfolk Lowland Search & Rescue  
P.O. Box 3138. Norwich NR7 0ZE

Dear

Thank you for your request for information about the search team and membership.

I have enclosed an information sheet that hopefully will answer some questions. I have also enclosed an application, medical form, and equipment list.

Please feel free to email me via [members@norlsar.org.uk](mailto:members@norlsar.org.uk) if you have any other questions, and your query will be forwarded to myself. Or you are welcome to turn up at any training session to meet the group. Training details can be found on our website [www.norlsar.org.uk](http://www.norlsar.org.uk). Dates and venues can be found under the section "Diary Dates".

It may be easiest if you phone Stephen Postle (Chairman) - 07704 883167 or Adam Jones (Vice Chair) – 07769 685939 for details of training first. They can then meet and welcome you on your first visit.

If you are interested in joining the team, please bring your application forms along on your first visit or send them back in the post at the PO BOX address.

Please contact me if you have any other questions.

I look forward to meeting you.

Yours sincerely

Em Butcher  
Membership Secretary



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Norfolk Lowland Search & Rescue Membership Secretary.

## NorLSAR - Information for new enquiries

The material below is to provide more information and detail as to our purpose, how we are deployed, our training requirements and how you can get involved and become a member.

Hopefully it will answer some of your questions, but the easiest and friendliest way to find out more is to come and meet the team at one of our training sessions or give us a ring.

We are volunteers and are trained to work to nationally agreed professional standards. We work on behalf of the police, in searching for missing persons. As people go missing at any time, we provide a service 365 days a year, day and night, for the whole of Norfolk. There are currently no funds to pay expenses for call outs and training, but training costs are kept to an absolute minimum.

Time commitment: we train 2 evenings a month, the 2nd Wednesday and last Friday at 7.30pm. We have a training programme spread throughout the year requiring you to complete all elements. The elements equate to approximately half of the sessions. There will also be the occasional weekend training. The sessions are located around the county however classroom based sessions are usually at the Broadland District Council Offices, in Norwich.

**Volunteers must be 18 years and over to join. Before you can become operational you must complete the following:**

- **Attend 5 initial training sessions so that you are sure you wish to go ahead and become a fully operational searcher/part of the team**
- **Completion of our application form and medical form is also a necessity and we require 2 references to be returned.**
- **Enhanced CRB check returned**
- **Attend and pass a search technician training course. (this can only be attended once the above bullet points have been completed)**

**The sooner this process is started, and if all of the above are completed satisfactorily, the quicker you can join the active callout list. This can take a minimum of 5 – 6 months.**

**We recommend you send your application form in as soon as possible so we can contact your referees, whilst you attend your 5 initial training sessions. Please return application and medical forms to the membership secretary.**

The call out commitment is as much as you can, within the confines of the rest of your commitments e.g. work/ family. We do understand people have other commitments away from search and rescue. The call out co-ordinators have a record of your normal availability e.g. shift patterns, school holidays, nights only etc. When we receive a shout you will be called if it falls within your availability. The call is by phone to a mobile or landline. As a volunteer you are expected to be contactable at all available times. We do understand that people go on holiday etc and availability has to be flexible.

We do expect our volunteers to assist with fundraising activities. Although we provide a volunteering service for the local police we do not receive any Government funding. We are a registered charity and are reliant on donations and our own fundraising in order to purchase equipment and pay for insurance for members and the dogs! Assistance could be at talks we give to local community groups such as Young Farmers, WI, Scout and Guiding groups, or helping at events such as the Norfolk Show where we have promotional stands for the day. You may even wish to organise fundraising activities for us, such as sponsored events. We have a member running the London Marathon this year, and NorLSAR is one of the charities that will benefit from the sponsorship raised.

Training is continuous. The search technician course involves search techniques, behaviour of missing persons, basic information on scenes of crimes, equipment requirements, map reading and practical sessions etc.

Physical requirements are being able to walk 5 miles in 2 hours. However when adding in search requirements this is actually much more strenuous than it sounds. Generally a reasonable level of fitness is all that is required.

Experience is not required as we provide all training, however any skills in map reading, first aid, radio communications, outdoor skills/interests, leadership etc. are all useful and will be taken into account. The majority of our volunteers are trained as searchers, some then become team leaders and search co-ordinators. Some volunteers are control members only, and help out and support the search managers in our control room/ section during callouts.

In addition to the search members we always welcome those who wish to become members in a support role e.g. administration and fundraising. If you are interested in becoming a volunteer in whatever capacity email with enquiries to [norlsarsecretary@hotmail.com](mailto:norlsarsecretary@hotmail.com).

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Em Butcher  
Norfolk Lowland Search & Rescue Membership Secretary.

NORFOLK LOWLAND SEARCH AND RESCUE  
**EQUIPMENT FOR SEARCH TEAM MEMBERS**

Below is the minimum equipment which search team members are expected to carry during operational periods. Failure to have the specified equipment could result in a request from a Team Leader or Search Manager/Co-ordinator to vacate the search area.

**CLOTHING AND FOOTWEAR**

STANDARD EQUIPMENT	SEASONAL EQUIPMENT	
	SUMMER	WINTER
Trousers ( <u>NO</u> jeans or DPM) Fleece top Waterproof jacket Waterproof trousers Boots Boot socks  Complete change of clothes (to be carried in your vehicle)	Hat (wide brimmed <u>NOT</u> baseball type) Long sleeved shirt Sunscreen	Thermal underwear (inc socks) Warm gloves Warm hat

**SAFETY EQUIPMENT**

Hi-Vis waistcoat\*  
 Helmet/hard hat  
 Work gloves  
 Safety glasses/goggles  
 Survival bag/space blanket  
 Personal first aid kit

**NAVIGATION AND NOTE-TAKING**

Compass  
 Notebook (waterproof type preferable)  
 Pencils/pens  
 Road atlas (local type)  
 Map case  
 Small torch (+ spare batteries and bulb)

\* of standard acceptable to NorLSaR (i.e. with correct insignia etc)

**SEARCH EQUIPMENT**

Heavy duty torch (+ spare batteries and bulb)  
 Treking pole/walking stick  
 Whistle

**MISCELLANEA**

Rucsac (30/40 litre capacity)  
 Water bottles/Drinks system (x 2)  
 Food and snacks (high calorie) for 24 hrs

**SUGGESTED OPTIONAL EXTRAS**

Knife/leatherman type tool  
 Spare laces/paracord  
 Money (for purchasing food, etc.)  
 Mug/plate/cutlery  
 Gaiters

Camera  
 Binoculars  
 Waterproof storage bags  
 Wellington boots  
 Marker light for night time

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Em Butcher  
Norfolk Lowland Search & Rescue Membership Secretary.



# APPLICATION FORM

Search Technician  Dogs Body  Support Member

### Personal Details:

Full Name ..... Address .....  
Known .....  
Date of Birth .....  
Home Tel. No. ....  
Work Tel. No. .... Post code .....  
Mobile No. .... Email .....

**Availability** Week Days  Week Day Nights  Weekend Days  Weekend Nights

### Training/ Skills/Experience (Please enclose copies of certificates with form)

First Aid ..... Level ..... Expiry Date .....  
Search experience .....  
Where Trained ..... Date Completed .....  
Previous/present membership of search team or similar and any position held (and contact details).....  
.....  
.....  
Other .....  
.....  
.....  
Please continue on separate sheet if required

### Character References (not family members or two from same address)

NB - References not required for volunteer dogs bodys

Name 1 ..... Name 2 .....  
Address ..... Address .....  
.....  
.....  
.....

### Declaration

Data protection: I understand that my details will be maintained by NorLSAR on computer for its administration use only and that my signature below confirms that this is entirely acceptable to me. I am also aware that I may rescind this authority at any time.  
Conduct: I agree to abide by NorLSAR's Constitution and ALSAR codes of conduct and understand that any misconduct deemed inappropriate will result in my membership being reviewed or rescinded.  
**CRB (Criminal Records Bureau) check:** I agree to a CRB check being undertaken by NorLSAR and I understand that I will be expected to read and sign a "volunteer agreement" upon receiving my NorLSAR membership.

Signed ..... Print ..... Date .....



NORFOLK LOWLAND SEARCH and RESCUE (a member of ALSAR)

# ANNUAL MEDICAL FORM

Form MF.1/04

Please complete all sections of this form. If any sections do not apply to you, please mark with N/A.

Any undisclosed medical condition or medication may invalidate your insurance cover, put yourself and team members at risk and impact upon the safe and efficient progress of the search and rescue operation.

### Personal Details:

Full Name ..... Address .....

Known as ..... .....

Date of Birth ..... .....

Home Tel. No. .... .....

Work Tel. No. .... Post code .....

Mobile No. .... .....

### Doctor's Name and Address

### Next of Kin Name and Address

Name .....	Name .....
Address .....	Address .....
.....	.....
.....	.....
.....	.....
Tel. No. ....	Tel. No. ....

Please list any medical conditions (including allergies) and regular medications including dosages/time intervals.

Team members requiring regular medication are responsible for ensuring they have sufficient supplies for a 24hour search. Members must also inform their Team Leader of their medical condition whilst on official NorLSAR business for their own safety and that of team members.

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### Declaration

I confirm that the above details are correct to the best of my knowledge and I agree to inform NorLSAR immediately if there are any changes in my medical details. I understand that medical advice may be sought to ascertain that I meet the fitness levels required to be an active member of NorLSAR. I also consent to the release of my medical records for this purpose.

Signed

Print

Date