New Zealand Search and Rescue
SAREX Guidelines

Analyse SAREX Need

completed ✓

1   Establish SAREX Planning Team. (See Appendix A on page 6 for instructions and Appendix C and D on pages 8-13 for examples)   ◯

2   Identify trends and predictions, response needs and asset assessment. (See Appendix B on pages 5-6)   ◯

3   Summarise need.   ◯

4   Specify the purpose of this SAREX.   ◯

5 Determine specific SAREX objectives: (Refer to nzsar.govt.nz/training-resources/collective-training/sarex-guidelines/) ◯

    i.

    ii.

    iii.

    iv.

    v.

    vi.

6 Select exercise name: ◯

7 Establish a budget: ◯

8 Obtain lead/joint agency authority: ◯

9 Seek multi agency participation: ◯

Design SAREX

10 Set key Performance indicators (KPI's):

    i.

    ii.

    iii.

    iv.

    v.

    vi.

11 Develop exercise scenario:

12 Evaluate plan against training need:

13 Determine exercise controllers, participants and resources required:

10 Set key Performance indicators (KPI's):

14 Confirm and announce exercise date/time location: ◯

15 Develop detailed events: ◯

16 Develop exercise safety plan: ◯

17 Develop exercise 'control rules': ◯

18 Appoint exercise evaluator (local and external) and define their role: ◯

19 Confirm multi agency participation: ◯

20 Set up SAREX ◯

Conduct

completed ✓

21 SAREX's are run under CIMS, IAMSAR, or other recognised structure. ◯

22 Evaluation systems/real time feedback processes are in place. ◯

23 Start the exercise. ◯

24 Sustain and control exercise activity. ◯

25 Intervention (if required) to keep on track. ◯

Debrief

26 Hot debrief immediately after SAREX includes:

    All personnel/agencies, written or verbal. ◯

    Preliminary feedback from evaluator. ◯

    Provide appropriate exercise closure. ◯

27 Cold debrief within appropriate time frame:

    Key performance indicators are evaluated. ◯

    Internal review and analysis of SAREX systems, performance and processes. ◯

28 Evaluation report analysis and findings completed. ◯

29 SAREX report completed. ◯

30 Report circulated to participants and agencies. ◯

Implement learning

31 Implement report findings into Readiness-plans, SOP's and training and development. ◯

32 Ongoing evaluation. ◯

33 Develop 'lessons learned' and distribute as appropriate. ◯

Appendix A

1. Instructions

- The guidelines are designed to provide a generic framework for running SAREX's.

- The extent to which they are used and completed depends on the size and complexity of the SAREX. This may vary from a local three hour exercise to a national two day multi agency SAREX.

- Support to complete the guidelines can be sought from experienced personnel in the key SAR agencies.

2. References

- The Ministry of Civil Defence publication "CDEM Exercises – Directors Guidelines for Civil Defence Emergency Management Groups (DGL 010/09) provides in depth detail of how to run exercises: www.civildefence.govt.nz.

- The Annex provides the following useful checklists:

    - **Annex A:** Exercise development checklist

    - **Annex B:** Exercise Coordinating Instruction

    - **Annex C:** Communications and media management plan

    - **Annex D:** Exercise General Instruction

    - **Annex E:** Standard message/inject template

    - **Annex F:** Exercise control and evaluator rules of play

    - **Annex G:** Sample master schedule of events

    - **Annex I:** End of exercise report

- The NZ Police system is utilised to apply for RNZAF support.

- Resources and guidelines for using the Coordinated Incident Management System are available at: www.civildefence.govt.nz.

Appendix B

1. Identifying trends, predictions, response needs and asset assessment using SAR Vulnerability Assessment (SVA)

SVA means establishing the operational trends:

- what has happened historically in an area or district

- what is happening

- predicting what is going to happen

The purpose of the SAREX can then be customised to meet the predictions. The depth and degree this process is followed will vary depending on the intended SAREX size and complexity.

2.1 Identify Operational Trends

Identify operations that have happened locally and in adjacent areas/region over last five years with an emphasis on the last year:

- Type

- Number

- Debrief information/notes

- Issues in the readiness plan/standard operating procedure/systems/processes and equipment for IMT's and in the field

Identify predicted trends locally and in adjacent areas/regions over the next five years. Consider:

- Demographics

- Activities

- Terrain/ease of access

- Existing assets

- Facility changes

- Type of operations

- Research and development

- Anticipated issues in the readiness plans, standard operating procedures, systems, processes and equipment for IMT's and in the field

2.2 Informal trends and incidents

Survey key local or regional SAR or related persons and organizations for near misses, unreported incidents and in house incidents to develop an overall picture.

2.3 Organisations/groups/individuals to consider consulting

- Government and local body
- SAR Council and SAR Secretariat
- Rescue Coordination Centre NZ (RCCNZ)
- Police
- LandSAR
- Department of Conservation (DOC)
- Coastguard
- Surf
- Defence
- NZ Water Safety Council
- NZ Mountain Safety Council
- Outdoors New Zealand (ONZ)
- Coroners
- Advisers
- Local SAR Committee
- Related recreational and commercial groups
- Medical services
- Fire
- Helicopter operators
- Media
- Industry newsletters
- Cultural groups
- Educational and representative organizational bodies
- Other

2.4 Research, Developments and Training

Survey key individuals and partner organizations and industries globally for:

- New research and developments
- New equipment
- Technology
- Internet/literature search
- Related industries
- Research reports

Review:

- Local/regional and national goals and training plans
- Past SAREX training and exercise recommendations