



Rescue 712

Operations Manual

Search & Rescue Team Management Platform

Version 1.0 · Single-User & Team editions

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Welcome to Rescue 712

Rescue 712 is an all-in-one desktop application for running a Search & Rescue team: your roster, K9 and equine units, gear, vehicles, radios, training, incidents, and reporting — all in one place, on one computer, with no internet required.

This manual walks through each part of the app. It is organized the same way the app is: a row of areas across the top (Overview, Organization, Preparedness, Operations, Administration, Learning, Instructor Tools), each opening a list of pages on the left. Every section below tells you what a page is for and the key steps to use it.

A note on your data. Everything you enter is stored in a single database file on this computer (see Backups). Medical records can be encrypted so only authorized people can read them. Nothing is sent to the cloud.

Getting Started

Installing & first run

What it's for. Getting Rescue 712 onto a Windows PC and creating your first account.

KEY STEPS

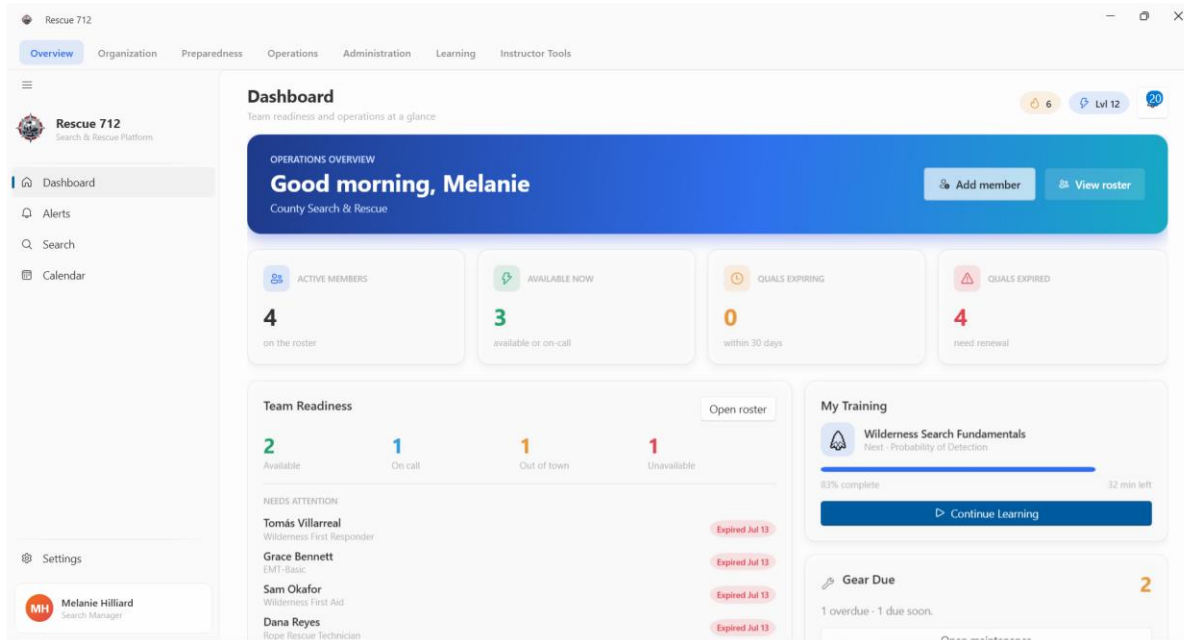
- Run the installer (Rescue712-Setup.exe). It installs for the current user with no admin prompt, and adds a Start-Menu (and optional desktop) shortcut.
- Launch Rescue 712. On the very first run it asks you to create the Administrator account — choose a username and a strong password. There is no default password.
- Sign in with that account. The Administrator can later add more members' logins (subject to your license's seat limit).

Finding your way around

What it's for. The navigation model you'll use everywhere.

KEY STEPS

- Pick an area from the tabs across the top (e.g. Organization, Operations).
- Choose a page from the list on the left (e.g. Members, Incidents / Runs).
- Your name and Settings sit at the bottom-left; alerts and your team's level sit at the top-right.



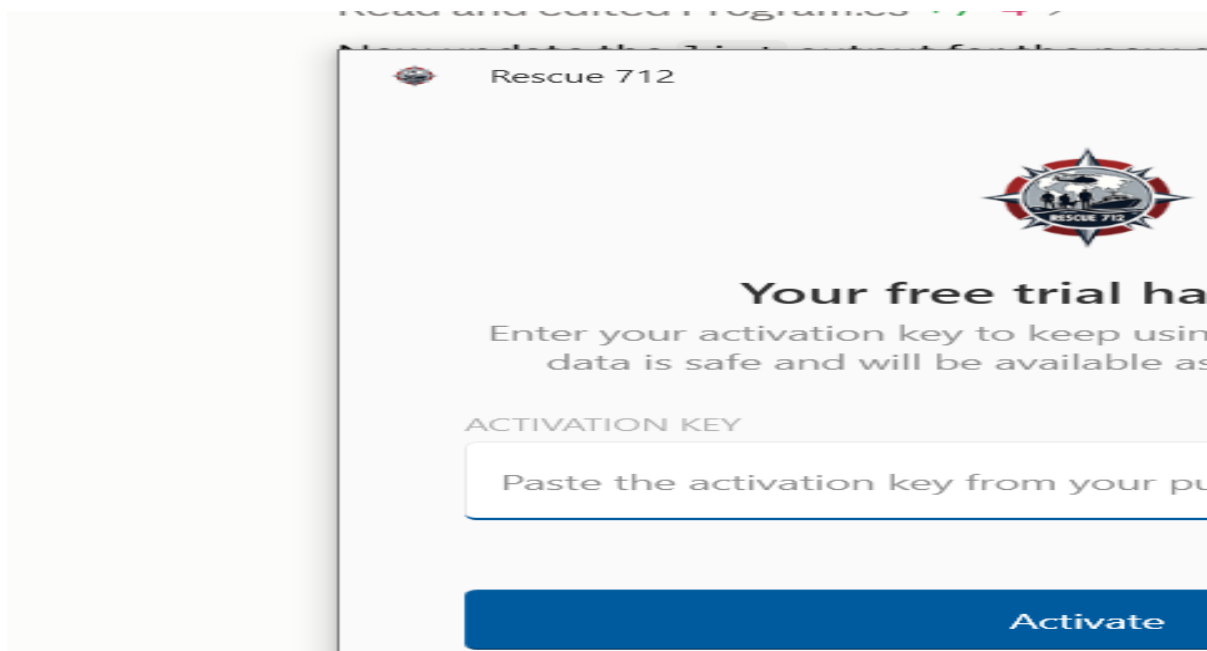
The main window: top area tabs, left-hand page list, and the Dashboard.

Free trial & activation

What it's for. A new install runs fully for a 7-day free trial. After that, Rescue 712 must be activated with a key to keep running.

KEY STEPS

- During the trial the app opens normally; the login screen shows how many days remain.
- When the trial ends you'll see the activation screen. Paste the activation key from your purchase email and click Activate — your data is safe and returns the moment you activate.
- Each key is tied to your email and unlocks your plan. Plans are sized by roster: Small Team (up to 25 members), Large Team (up to 100), and Agency (unlimited). The free trial is capped at 25 members. You can activate anytime from Settings.



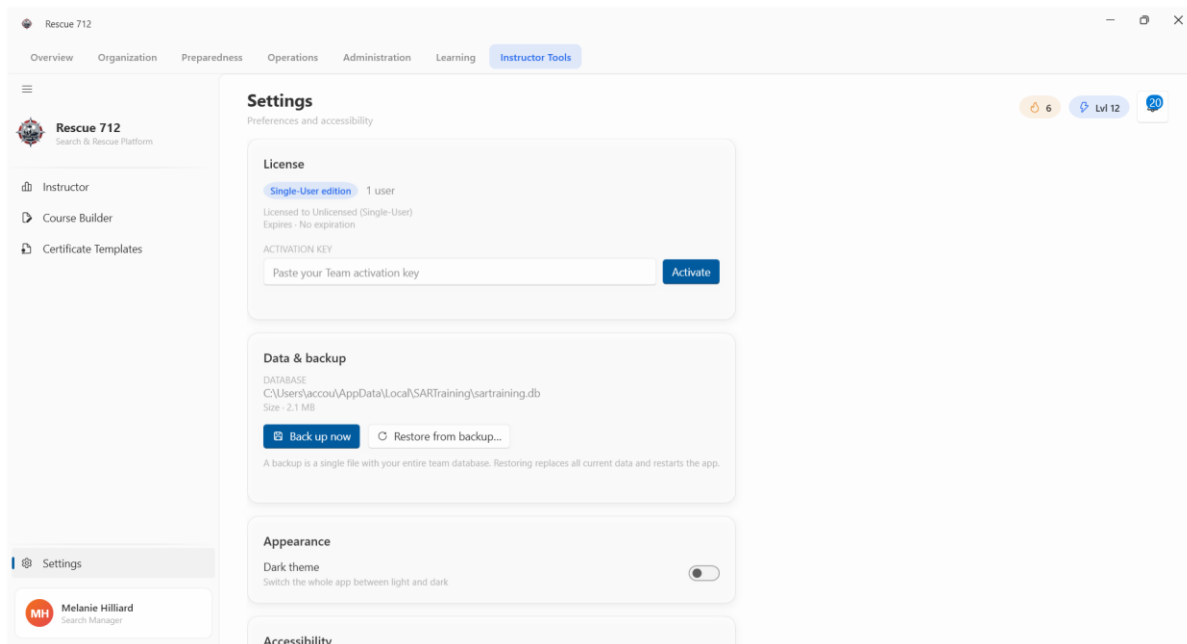
The activation screen shown when the free trial has ended.

License & backups (Settings)

What it's for. See your license and protect your data. Open Settings from the bottom-left.

KEY STEPS

- License: shows your edition, seats, the email the key is licensed to, and any expiry. Paste a key and click Activate to upgrade (e.g. Single-User → Team).
- Data & backup: click Back up now to save your entire database to a single file; Restore replaces the current data. Back up regularly and before big changes.
- Appearance & accessibility: switch between light and dark themes and adjust readability.



Settings — license details, one-click database backup/restore, and appearance.

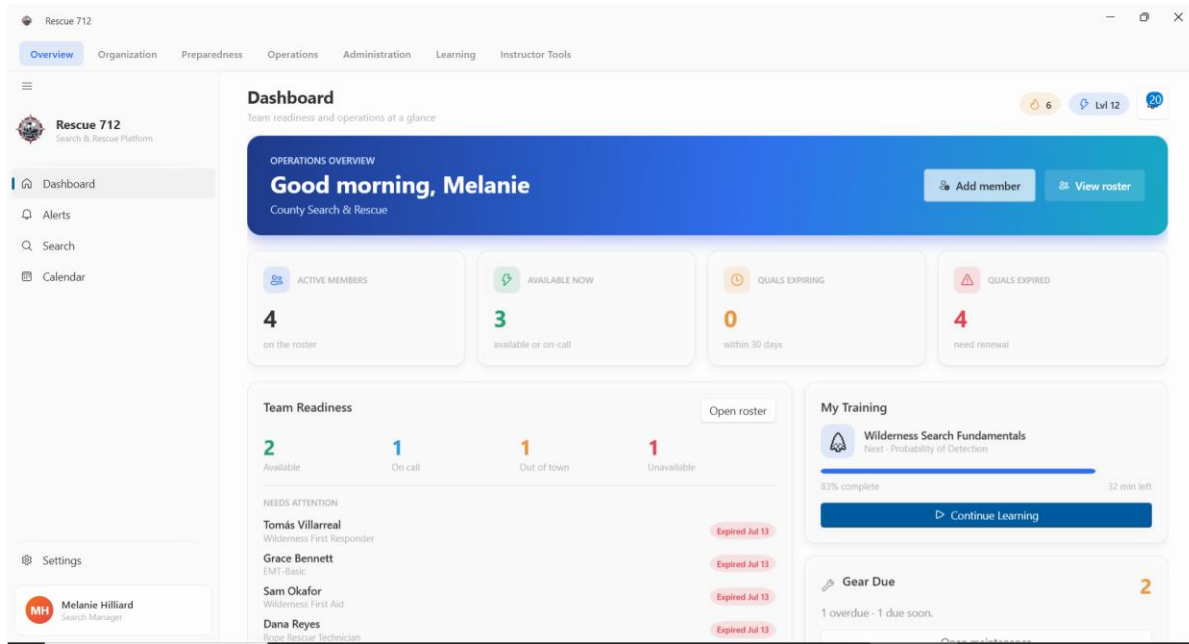
Overview

Dashboard

What it's for. Your team's readiness and current operations at a glance — active members, who's available, expiring qualifications, active incidents, gear due, and your training progress.

KEY STEPS

- Use the hero buttons to jump straight to adding a member or viewing the roster.
- The 'Needs attention' list flags people whose qualifications have expired.



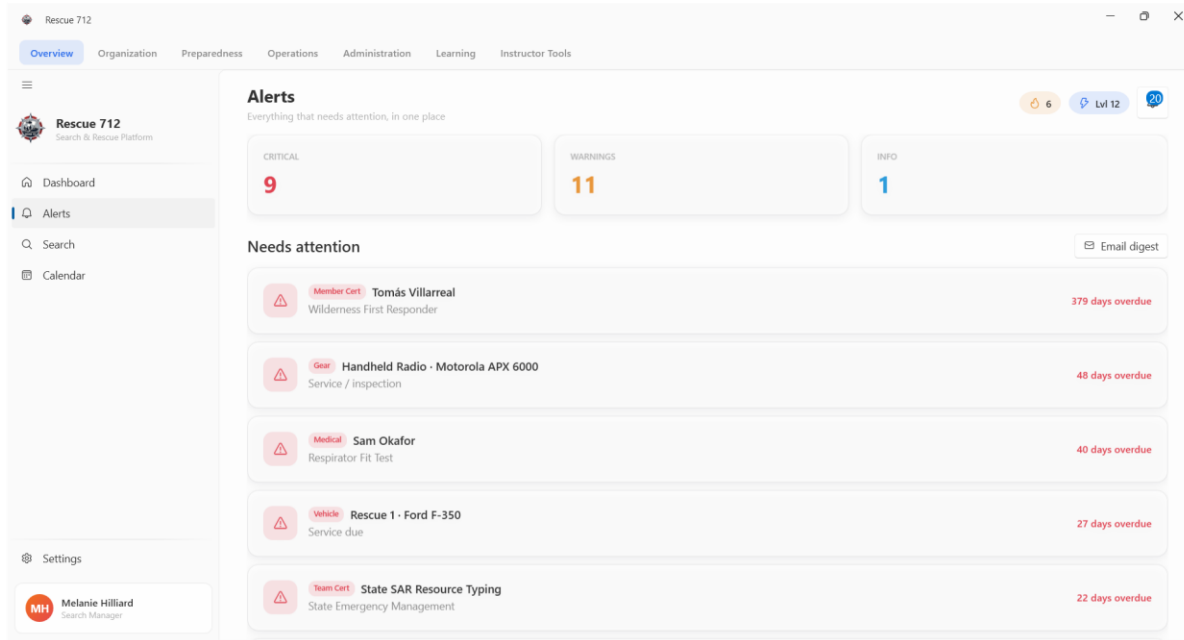
Dashboard — readiness tiles, team readiness, and personal training.

Alerts

What it's for. One consolidated list of everything that needs attention across the whole platform — expiring member quals, gear and vehicle maintenance, radio programming, credential expiry, and more.

KEY STEPS

- Review alerts by category and severity (warning vs critical).
- Click an alert to jump straight to the item it refers to.



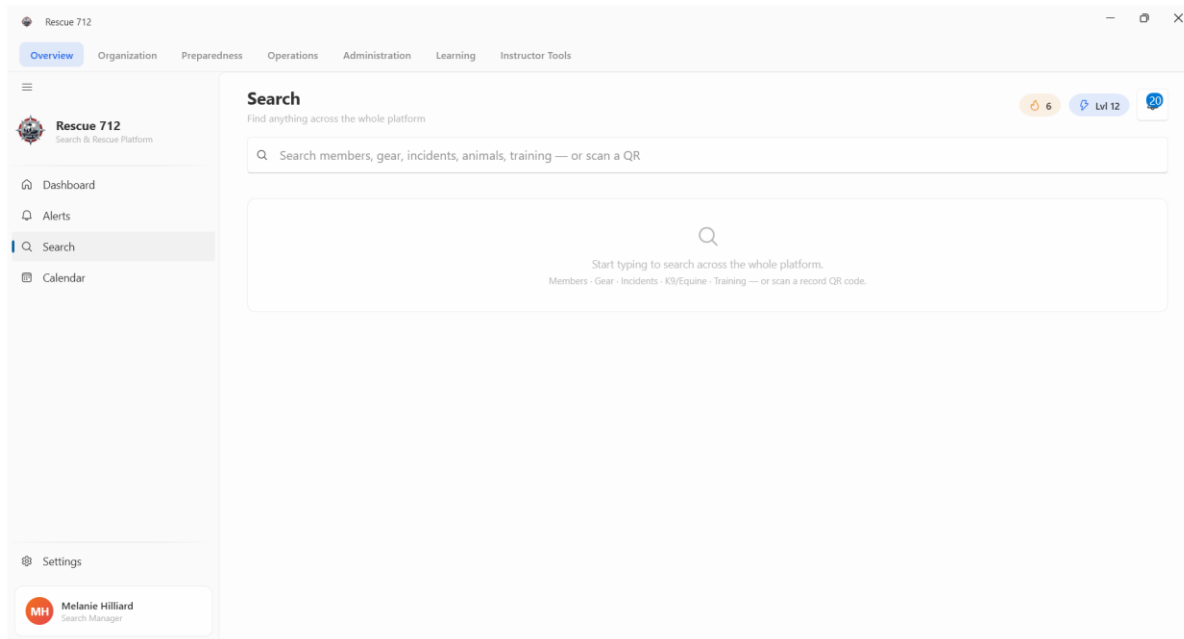
Alerts — a single place to see what's coming due or overdue.

Search

What it's for. Find any record fast — members, gear, vehicles, radios, animals, drones, incidents — from one search box.

KEY STEPS

- Type a name, tag, serial number, or call sign.
- Click a result to open that record directly.



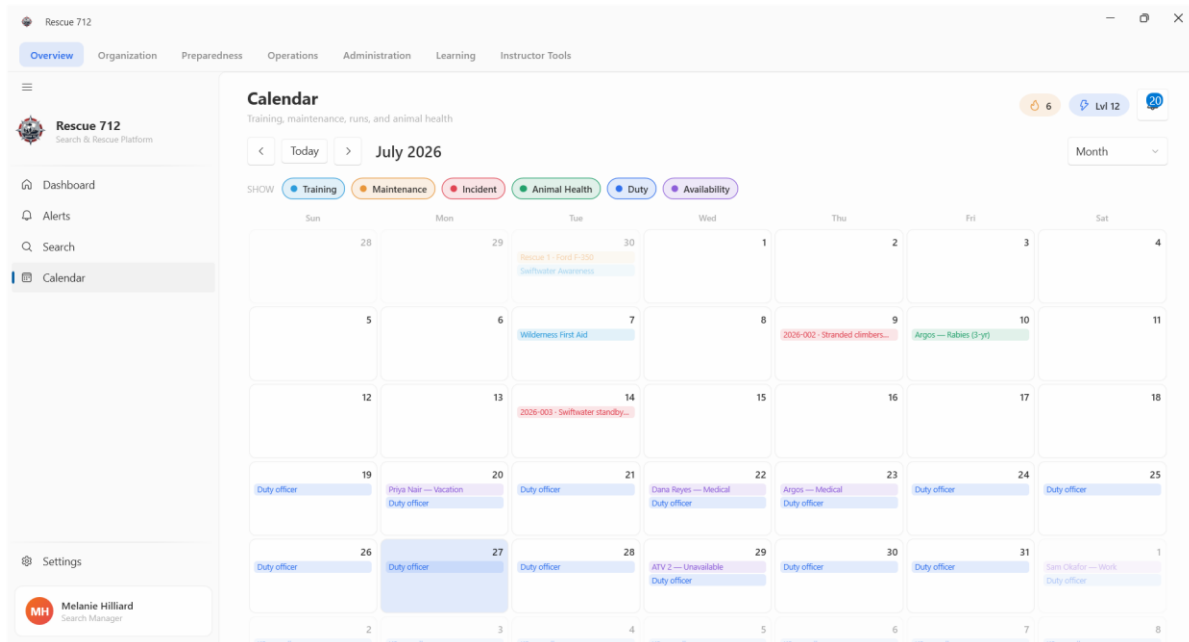
Global search across every module.

Calendar

What it's for. A unified calendar of training sessions, maintenance due dates, credential expirations, and more.

KEY STEPS

- Scan upcoming dates across all modules in one view.
- Click an entry to open the underlying record.



The unified team calendar.

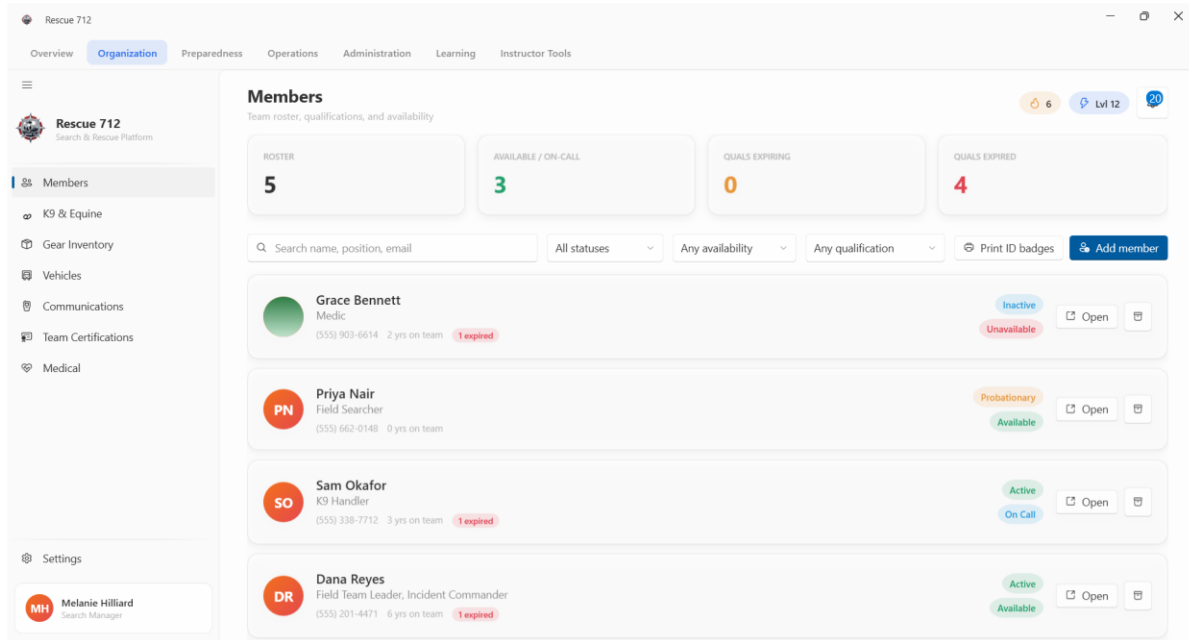
Organization

Members

What it's for. Your team roster — contact details, roles, qualifications, availability, documents, and a printable ID badge for each person.

KEY STEPS

- Filter by status, availability, or qualification, or search by name/position/email.
- Click Open on a member to edit their profile, photo, qualifications, and documents.
- Add member creates a new record; Print ID badges produces CR80 badge PDFs for the filtered roster.
- The header shows your roster usage (e.g. “5 of 25 members”). If you reach your plan's limit, archive an inactive member or upgrade to add more.



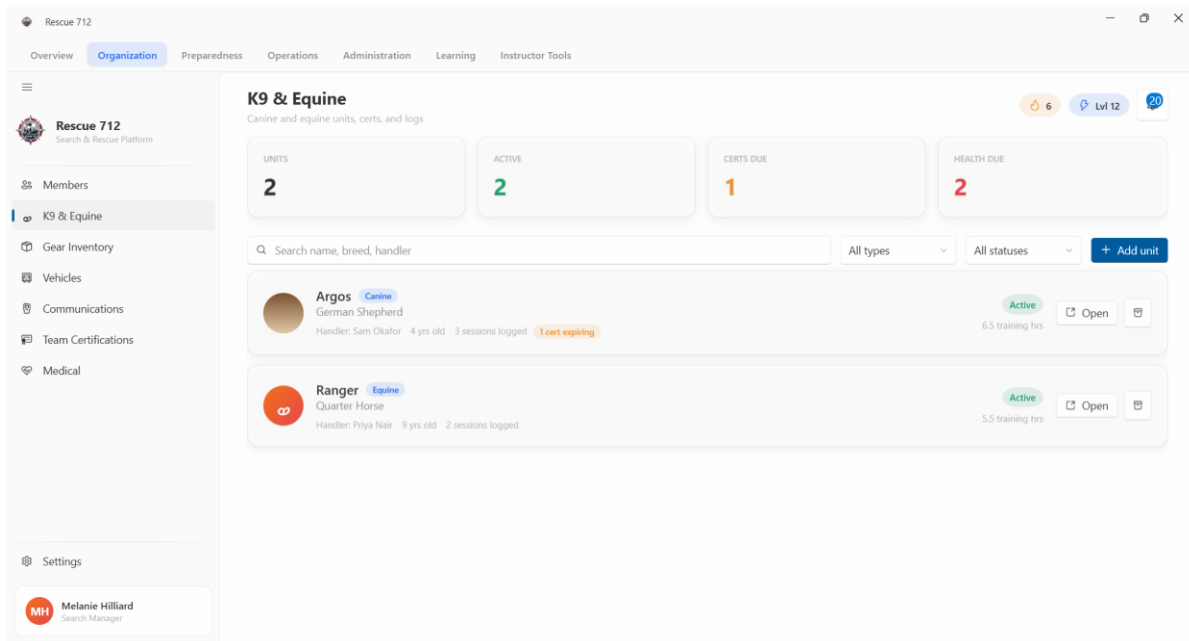
Members roster with readiness tiles and status badges.

K9 & Equine

What it's for. Manage working animals like team members — breed, handler, certifications, photo, QR ID badge, and their own training history.

KEY STEPS

- Add or open an animal to record its handler, discipline, and certifications.
- Animals can be logged as attending training sessions alongside human members.



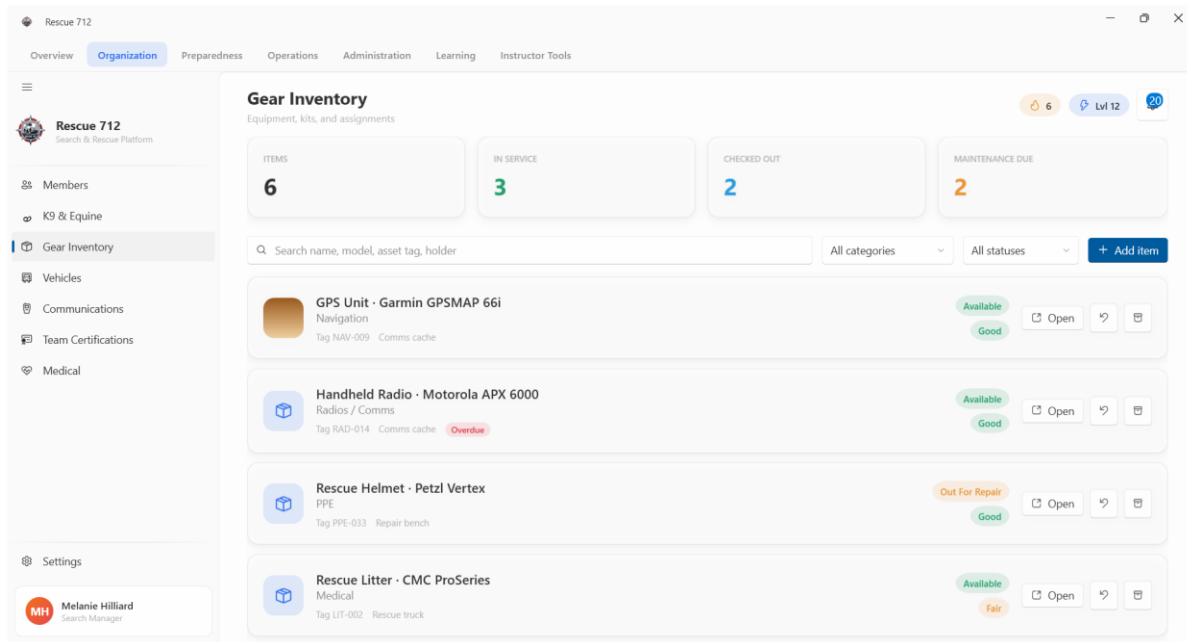
K9 & Equine units.

Gear Inventory

What it's for. Track team equipment — description, category, assignment, condition, and maintenance schedule, each with a scannable asset-tag QR code.

KEY STEPS

- Add or open an item to set its category, assigned member, and service interval.
- Items overdue for maintenance surface on the Dashboard and in Alerts.



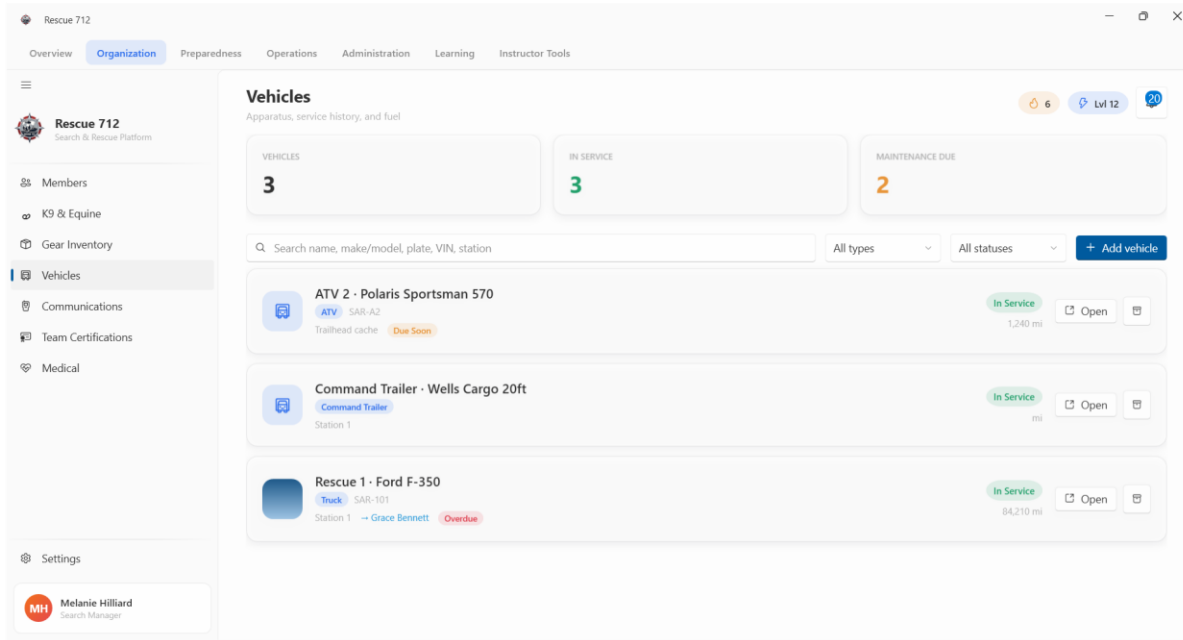
Gear inventory.

Vehicles

What it's for. Your apparatus and fleet — trucks, ATVs, boats, trailers, generators — with service history, fuel logs, registration, and maintenance reminders.

KEY STEPS

- Open a vehicle to record service records and fuel entries; the app computes average MPG and next-service-due.
- Attach registration and insurance as credentials so expirations raise alerts.



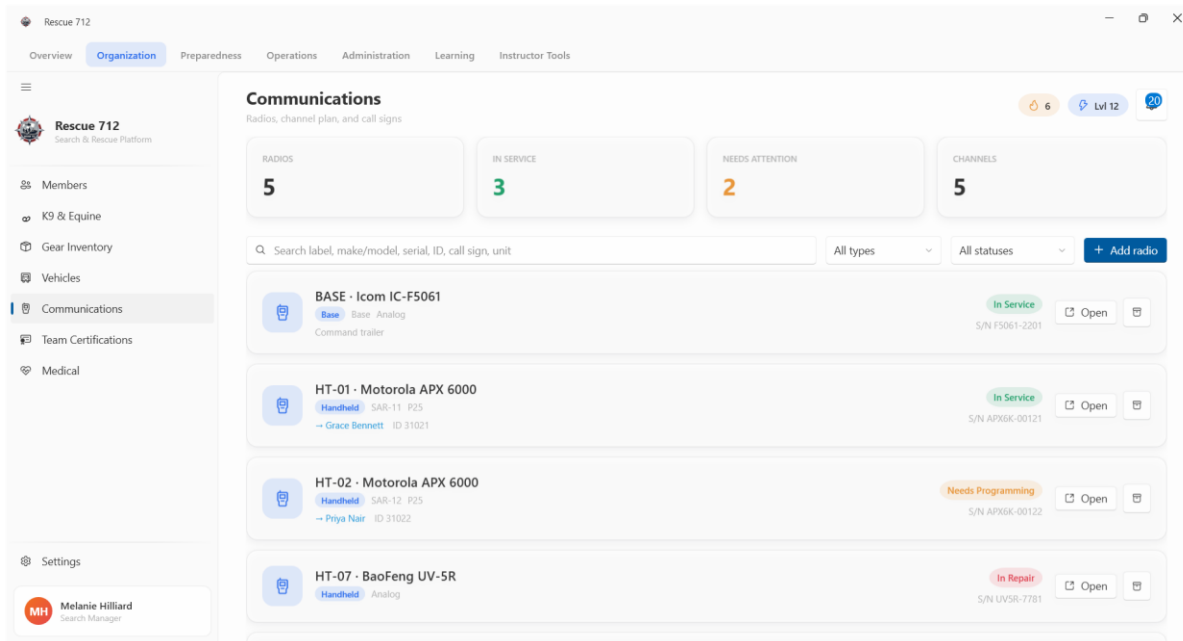
Fleet management with service and fuel history.

Communications

What it's for. Two things in one page: your radio/device inventory and the shared channel plan (frequencies, tones, zones).

KEY STEPS

- Manage radios like gear — assignment, status, programming date, call sign.
- Edit the channel plan inline; it feeds the ICS-205 Communications Plan on incidents.



Radios and the shared channel plan.

Team Certifications

What it's for. A team-wide view of certifications and credentials, so you can see coverage and what's expiring across the whole roster.

KEY STEPS

- Review who holds which certifications.
- Spot gaps and upcoming expirations at the team level.

The screenshot displays the 'Team Certifications' page in the Rescue 712 application. The sidebar on the left contains navigation links: Overview, Organization (selected), Preparedness, Operations, Administration, Learning, and Instructor Tools. Below these are links for Members, K9 & Equine, Gear Inventory, Vehicles, Communications, Team Certifications (selected), and Medical. The main content area is titled 'Team Certifications' and includes a subtitle 'Agency credentials, licenses, and documents'. It features three summary boxes: 'ACTIVE' with a count of 1, 'EXPIRING SOON' with a count of 1, and 'EXPIRED' with a count of 1. Below these is a section titled 'Agency & team certifications' with a subtitle 'NASAR, FEMA typing, MRA, state certs, EMS & FCC licenses — expiry feeds the Alerts center'. This section contains a table with columns: CERTIFICATION, ISSUING BODY, ISSUED, EXPIRES, and STATUS. The table lists three certifications: 'State SAR Resource Typing' (issued Saturday, July 20, 2024, expires Sunday, July 5, 2026, status Expired), 'NASAR Team Certification' (issued Saturday, September 2, expires Sunday, August 9, 2025, status Expiring Soon), and 'FCC Radio License (GMRS)' (issued Wednesday, July 20, 2024, expires Tuesday, July 20, 2032, status Active). There are '+ Add' and 'Save' buttons at the top right of the table. Below the table is a 'Documents' section with a subtitle 'No documents yet. Attach licenses, waivers, medical forms, photos, or any file — they're stored inside your team database and included in backups.' and an 'Add document' button. The bottom of the sidebar shows the user profile for Melanie Hilliard, Search Manager.

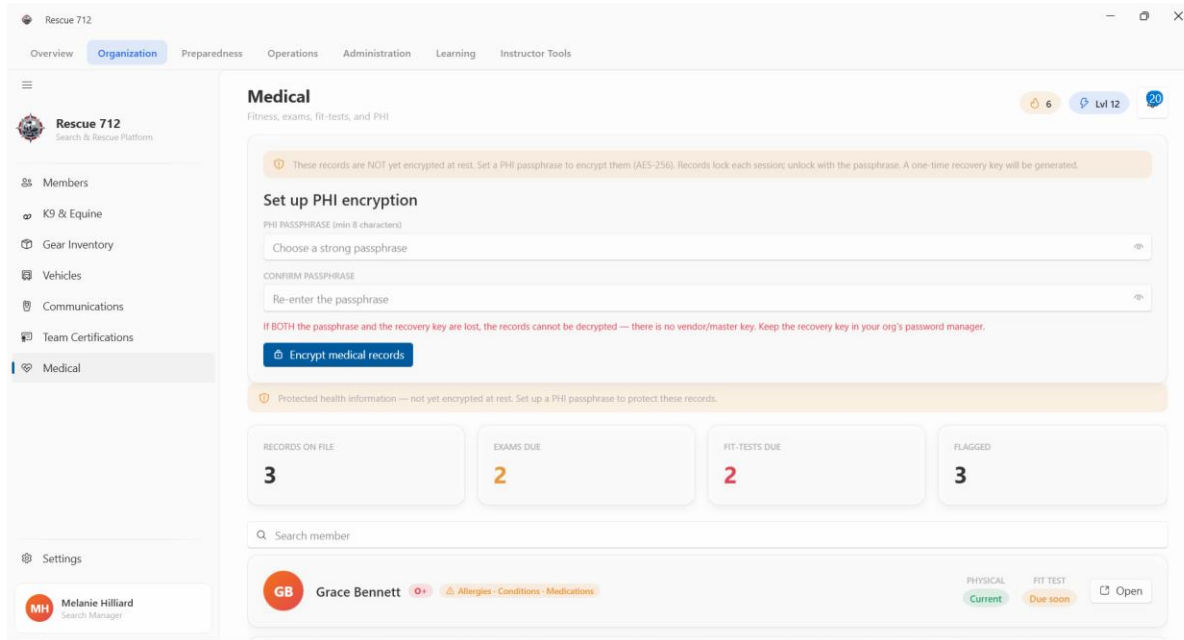
Team-wide certification coverage.

Medical

What it's for. Fitness, exams, fit-tests, and Protected Health Information (PHI). Records can be encrypted at rest so only authorized people can read them.

KEY STEPS

- Set up PHI encryption: choose a passphrase; the app generates a one-time recovery key — save it in your team's password manager.
- Once encrypted, records lock each session and are unlocked with the passphrase (or the recovery key).
- There is no vendor or master key: if BOTH the passphrase and recovery key are lost, the records cannot be recovered.



Medical — with optional AES-256 encryption for PHI.

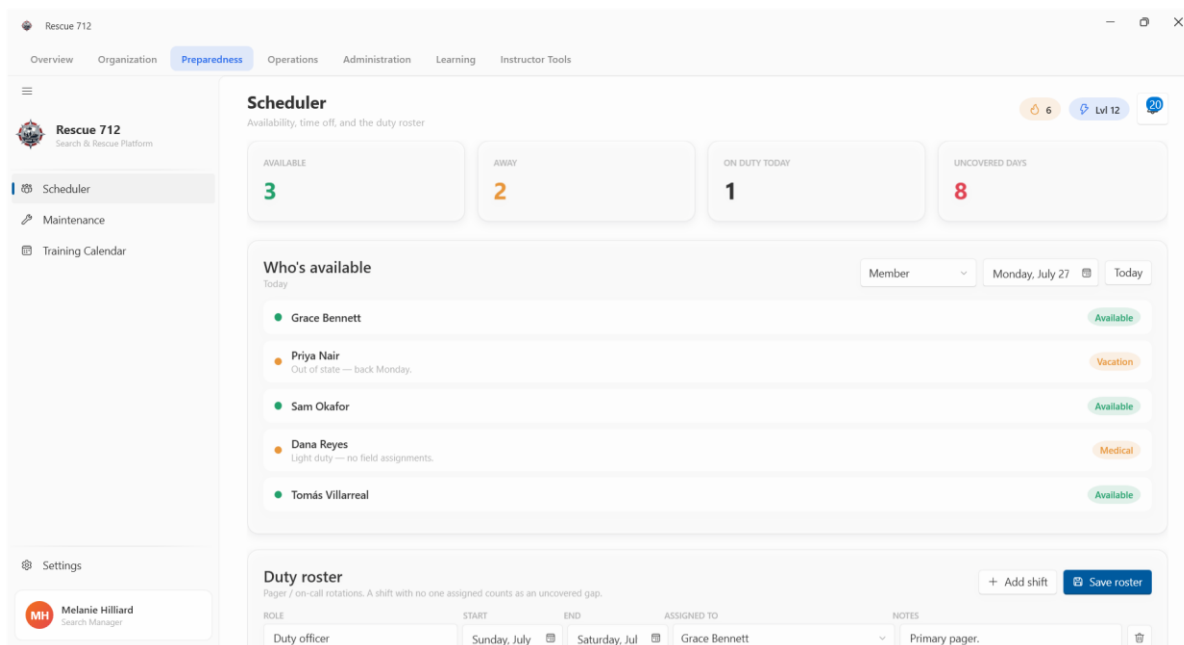
Preparedness

Scheduler

What it's for. Plan and see member availability and duty shifts so you know who can respond and when.

KEY STEPS

- Record availability windows and on-call shifts.
- Availability feeds the 'Available now' figures on the Dashboard and Members pages.



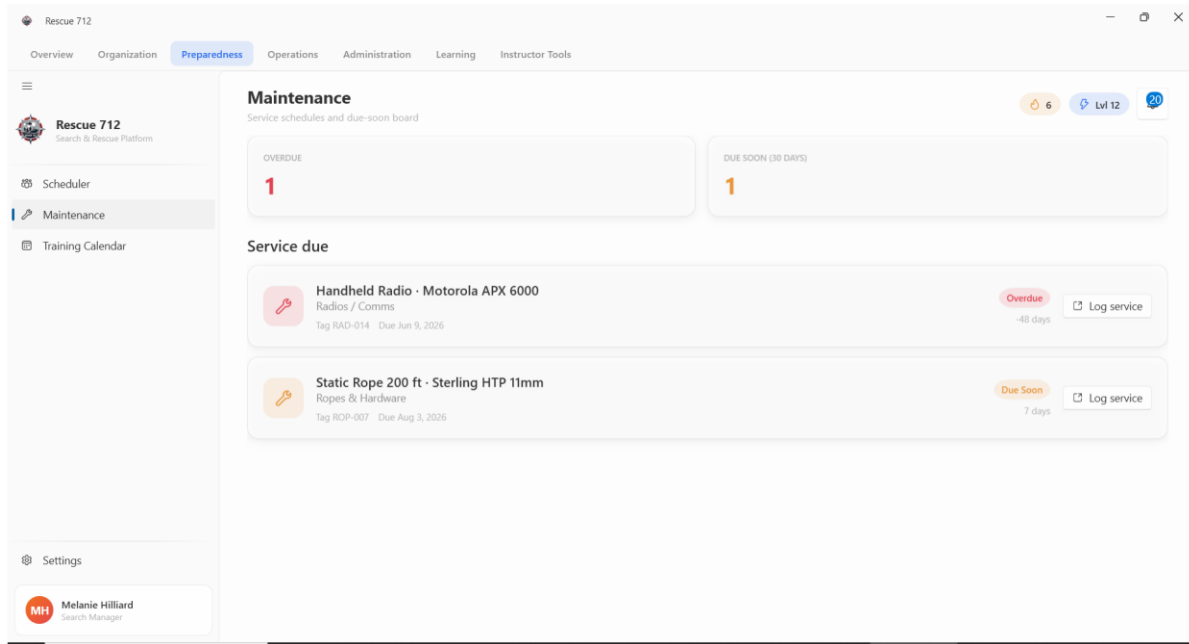
Availability scheduler and duty shifts.

Maintenance

What it's for. A focused worklist of gear and vehicles that are due or overdue for service.

KEY STEPS

- Work down the due/overdue list and record completed service.
- Completing service updates the item and clears its alert.



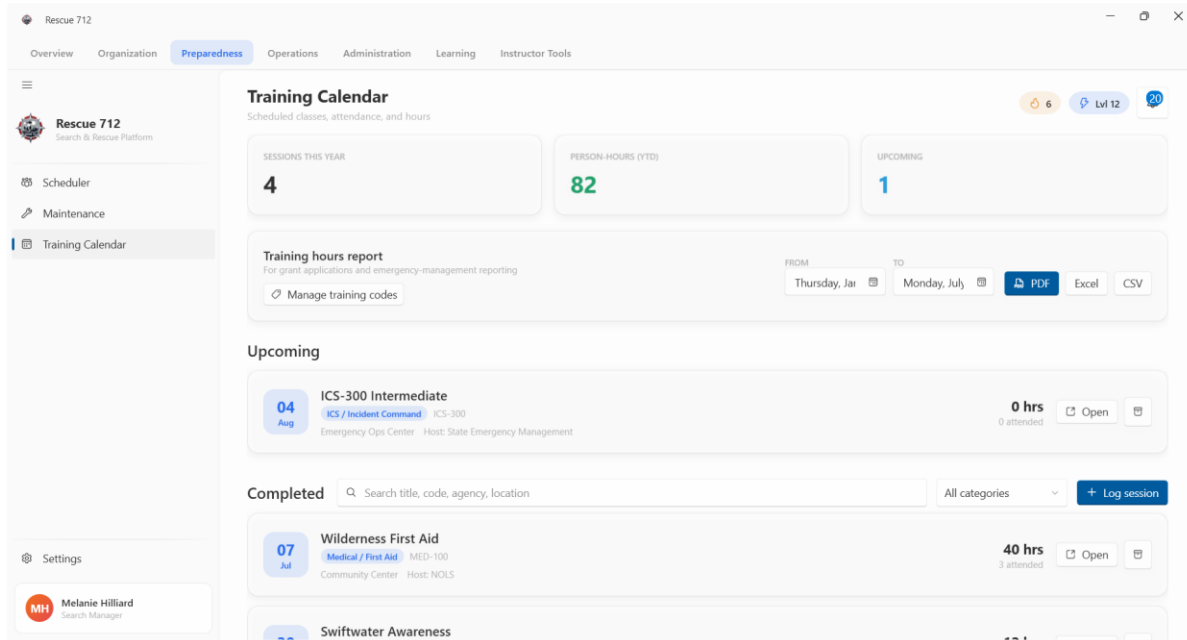
Maintenance worklist.

Training Calendar

What it's for. Schedule training sessions, record attendance (members and animals), and track hours toward certifications and grant reporting.

KEY STEPS

- Create a session with a date, topic, and instructor.
- Mark attendance; hours flow into Volunteer Hours and members' training records.



Training calendar and attendance.

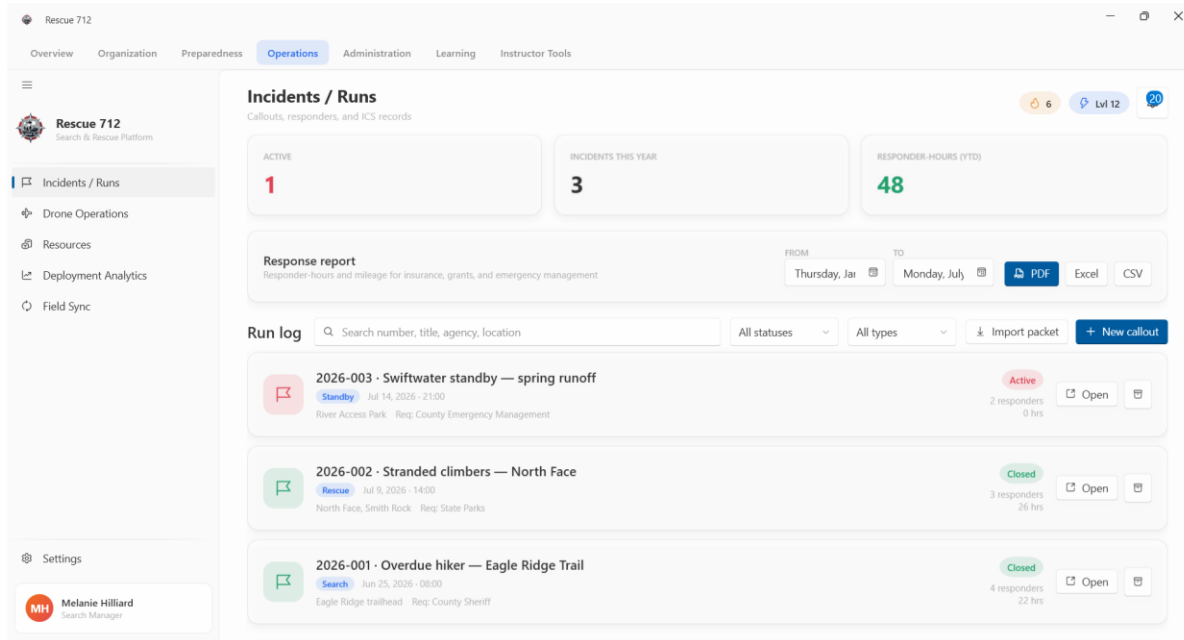
Operations

Incidents / Runs

What it's for. Your callout log — every response with its responders, hours, narrative, scene photos, and ICS records. The heart of operational record-keeping.

KEY STEPS

- New callout starts a record; add responders and check-in/out times to compute responder-hours.
- Response report exports responder-hours and mileage (PDF/Excel/CSV) for insurance, grants, and emergency management.
- From an incident you can auto-fill and export eight ICS forms (201/202/203/204/205/211/214/220) as branded PDFs, and open Mission Planning for operational periods, objectives, and assignments.
- Import packet brings in an incident captured in the field (see Field Sync).



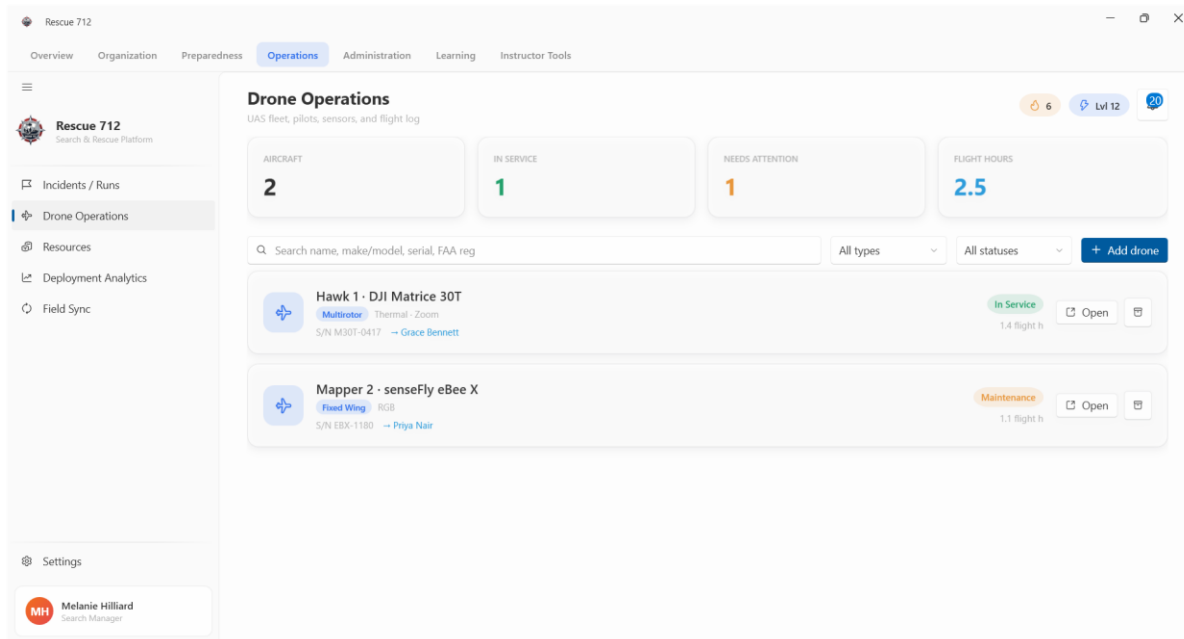
Incidents / Runs — the callout log with report export.

Drone Operations

What it's for. Manage your UAS fleet like vehicles — airframe, sensors, FAA registration, pilot, status — plus a flight log for each aircraft.

KEY STEPS

- Add or open a drone to record its sensors (thermal/zoom/spotlight/speaker), FAA reg, and assigned pilot.
- Log flights with purpose and duration; drones feed alerts and search like other assets.



Drone / UAS operations.

Resources

What it's for. A NIMS-typed capability inventory plus a resource-ordering board (ICS-213RR), with a built-in NIMS SAR typing reference.

KEY STEPS

- Catalog your typed resources by NIMS category and type.
- Raise and track resource requests; export a branded ICS-213RR PDF.

The screenshot shows the 'Resources' page in the Rescue 712 application. The page has a sidebar on the left with navigation links: Overview, Organization, Preparedness, Operations (selected), Administration, Learning, and Instructor Tools. Below these are links for Incidents / Runs, Drone Operations, Resources (selected), Deployment Analytics, and Field Sync. At the bottom of the sidebar is a user profile for Melanie Hilliard, Search Manager. The main content area is titled 'Resources' and includes a subtitle 'NIMS resource typing and ICS-213RR ordering'. It features four summary cards: TYPED RESOURCES (3), AVAILABLE (3), OPEN REQUESTS (2), and FILLED (0). Below these are tabs for 'Typed inventory', 'Resource requests', and 'NIMS reference'. The 'Typed inventory' tab is active, showing a table of resources. The table has columns for NAME, CATEGORY, KIND, NIMS TYPE, QTY, and READINESS. Two resources are listed: 'K9 — Air Scent (Ranger)' and 'Swiftwater Rescue Team'. Each resource has a 'COMPOSITION' field and a 'CAPABILITY SUMMARY' field. The 'K9' resource has a composition of '1 certified handler + 1 air-scent dog.' and a summary of 'Area air scent search in wilderness/rural terrain, day operations.' The 'Swiftwater Rescue Team' resource has a composition of '4 swiftwater techs + boat; throw bags, shore-based rope, PFDs.' and a summary of 'Boat-based and in-water rescue, shore-based rope systems, night operations.'

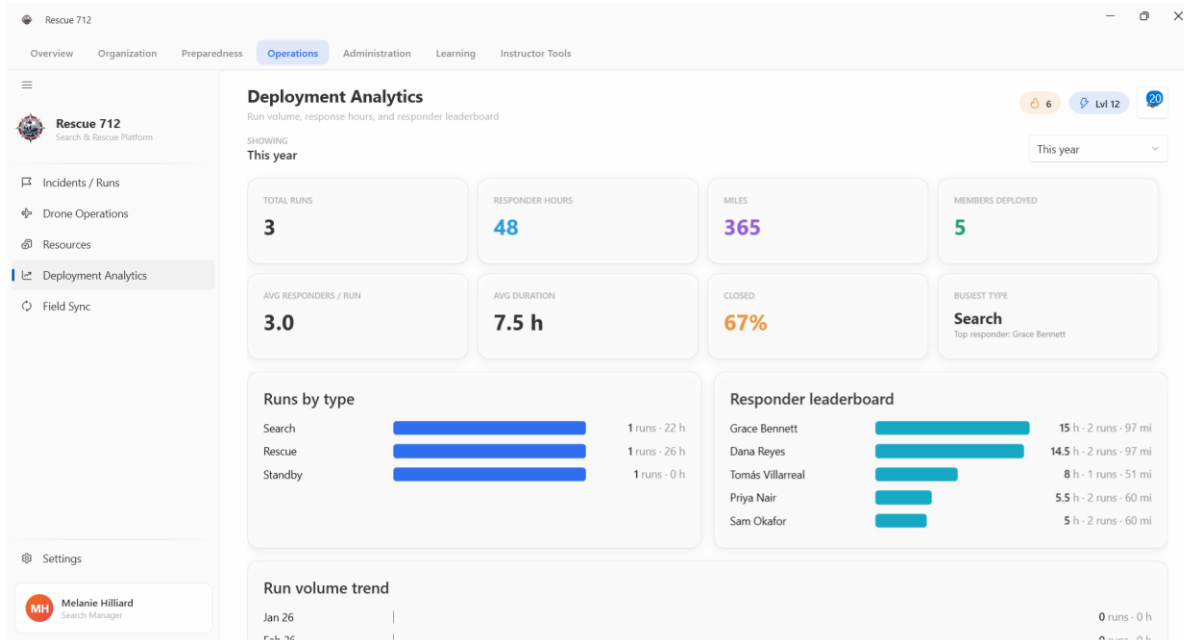
Resources — NIMS typing and resource ordering.

Deployment Analytics

What it's for. Turn your incident history into insight — run volume, responder hours, mileage, busiest run types, and a responder leaderboard, over a period you choose.

KEY STEPS

- Pick a period (e.g. This year) to recompute the KPIs and charts.
- Use it for board reports and grant applications — it composes from existing incident data.



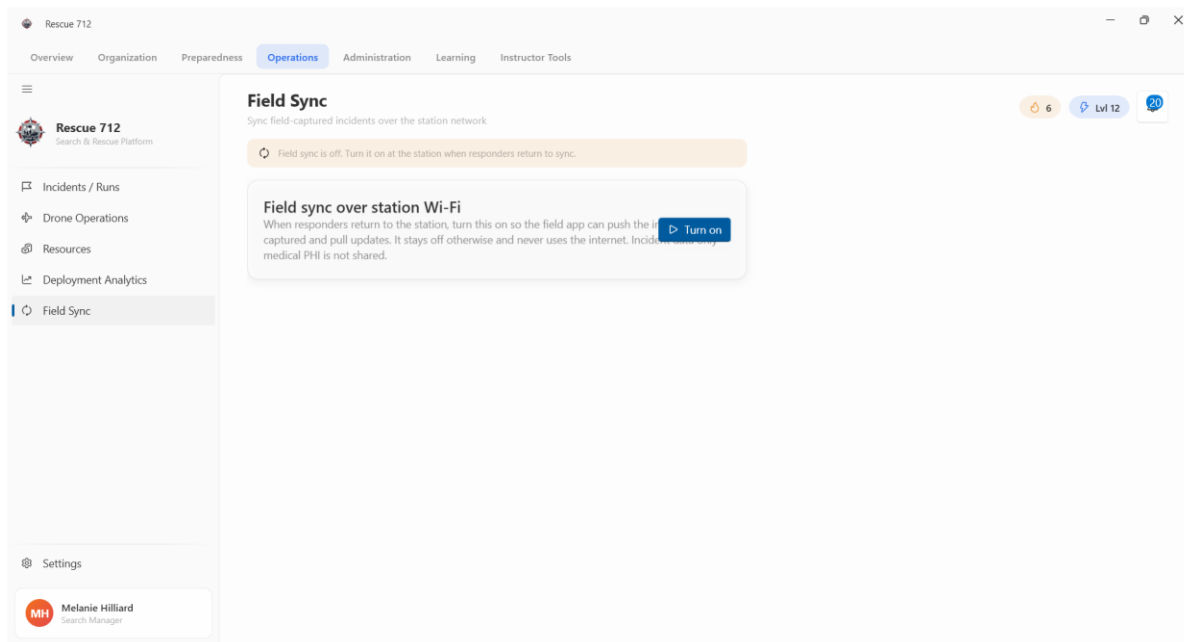
Deployment analytics dashboard.

Field Sync

What it's for. Let a phone or another station sync incident data to this computer over the local Wi-Fi/LAN — no cloud. Off by default; a coordinator turns it on at the station.

KEY STEPS

- Turn Field Sync on; the page shows the station's LAN address and a pairing code.
- A paired field device pulls and pushes incident field packets; medical PHI is never shared over the network.
- As a fallback, incidents can be exported/imported as files (Import packet on the Incidents page).



Field Sync — station-side LAN endpoint for field devices.

Administration

Organization Profile

What it's for. Your team's identity — name, legal name, authority having jurisdiction, logo, and contact details — used across reports, badges, and ICS forms.

KEY STEPS

- Fill in your organization's details once; they brand every export.
- Record the recovery/keys contact so it's clear who holds custody.

The screenshot shows the 'Rescue 712' web application interface. The top navigation bar includes 'Overview', 'Organization', 'Preparedness', 'Operations', 'Administration' (highlighted), 'Learning', and 'Instructor Tools'. A left sidebar contains a menu with 'Organization Profile' (selected), 'Volunteer Hours', 'Awards', 'Meetings', 'Finance', 'Reports', and 'Settings'. The main content area is titled 'Organization Profile' with the subtitle 'Legal identity for grants, letters, and reports'. Below this is a description: 'Your team's legal identity — used on report letterheads, grant cover pages, and donation letters.' and a 'Save profile' button. The form is divided into three main sections: 'Legal identity', 'Contact & officers', and 'Mission statement'. The 'Legal identity' section includes fields for 'LEGAL NAME' (County Search & Rescue, Inc.), 'ALSO KNOWN AS (DBA)' (Rescue 712), 'EIN (TAX ID)' (84-1234567), 'TAX-EXEMPT STATUS' (501(c)(3)), 'IRS DETERMINATION DATE' (Wednesday, April 15, 2009), 'UEI (SAM.GOV)' (AB12CDE34FG5), 'STATE OF INCORPORATION' (Colorado), 'INCORPORATED' (Saturday, November 1, 2008), and 'AUTHORITY HAVING JURISDICTION' (Pine County Sheriff's Office / Office of Emergency Management). The 'Contact & officers' section includes 'MAILING ADDRESS' (PO Box 712, Pine County, CO 80470), 'PHYSICAL / STATION ADDRESS' (144 Ridgeline Rd, Station 1, Pine County, CO 80470), 'PHONE' ((555) 712-7000), 'WEBSITE' (rescue712.example.org), 'EMAIL' (admin@rescue712.example.org), 'PRESIDENT' (Dana Reyes), and 'TREASURER' (Grace Bennett). The 'Mission statement' section has a subtitle 'Appears on the cover of grant and impact reports.' and a text area containing 'An all-volunteer search & rescue team providing wilderness search, technical rescue, and public safety support at no cost to those in need.'

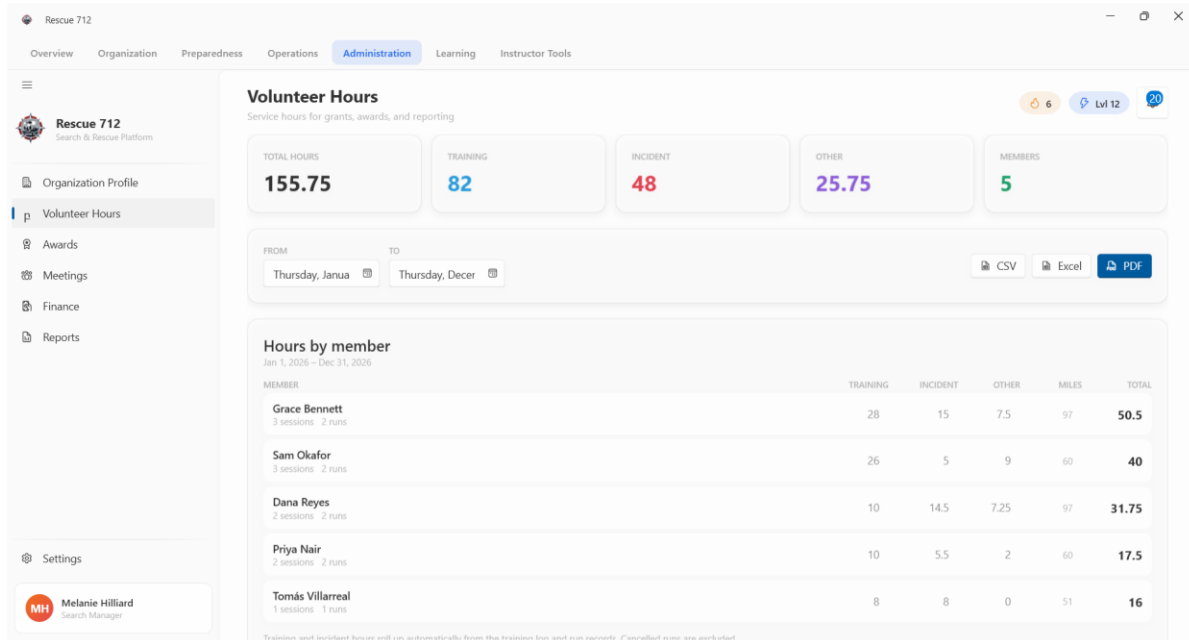
Organization profile.

Volunteer Hours

What it's for. A service-hour ledger for grants, awards, and reporting — automatically aggregating training and incident hours, plus any manually logged time.

KEY STEPS

- The period defaults to the current calendar year (what grant reporting wants).
- Add manual entries for meetings, admin, fundraising, travel, etc.; export to CSV/Excel/PDF.



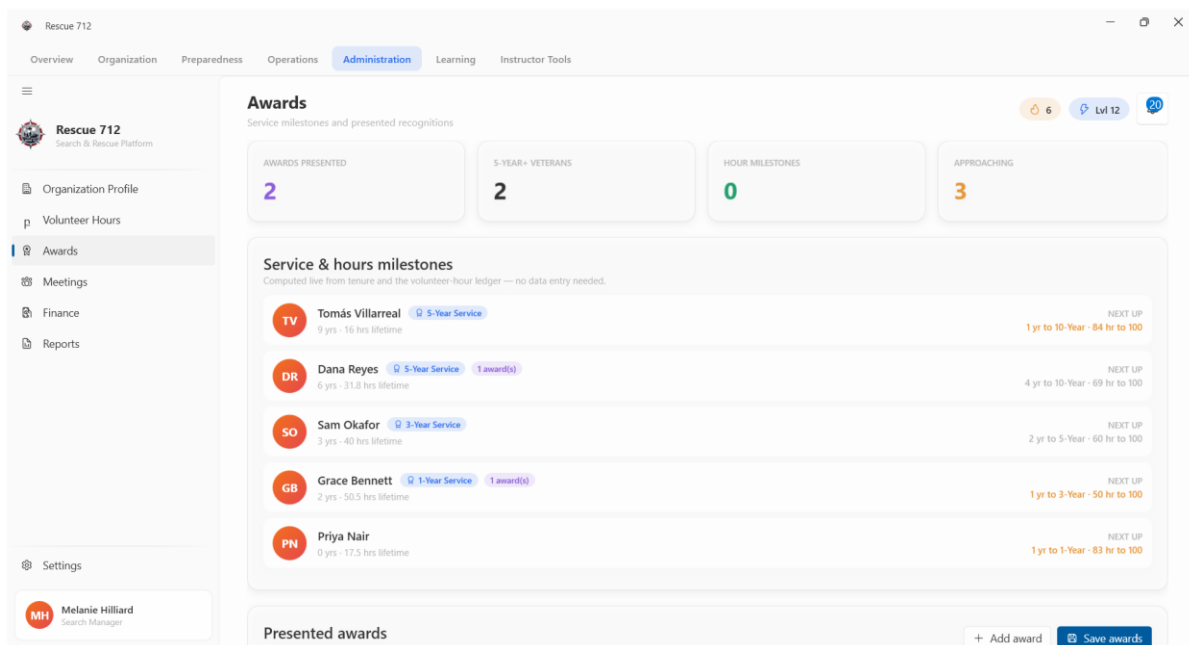
Volunteer-hour ledger.

Awards

What it's for. Recognize members with awards and track who has received what.

KEY STEPS

- Record awards and recipients.
- Use it to plan recognition and keep an honors history.



Awards & recognition.

Meetings

What it's for. Log team meetings, attendance, and minutes.

KEY STEPS

- Create a meeting with date and attendees.
- Attendance can count toward volunteer hours.

Rescue 712 Meetings

Attendance and minutes

MEETINGS: 2

THIS YEAR: 2

WITH MINUTES: 2

Search title, location, agenda, minutes

All types + New meeting

Officers' Planning
Officer Jul 18, 2026 Video call 2 present
Minutes on file Open

Monthly Business Meeting
Business Jul 4, 2026 Station 1 training room 4 present
Minutes on file Open

Melanie Hilliard Search Manager

Meetings and minutes.

Finance

What it's for. Track dues and donations for basic team finances.

KEY STEPS

- Record member dues and incoming donations.
- Keep a simple ledger for treasurer reporting.

Rescue 712 Finance

Membership dues and donations

Membership dues
Track who has paid their annual dues. YEAR: 2026

COLLECTED: \$150

OUTSTANDING: \$100

PAID: 3

UNPAID: 2

MEMBER	AMOUNT	STATUS	METHOD
Dana Reyes	50.0	Unpaid	Check / Online / Cash
Grace Bennett	50.0	Unpaid	Check / Online / Cash
Priya Nair	50.0	Paid	Online
Sam Okafor	50.0	Paid	Check
Tomás Villarreal	50.0	Paid	Check

Changes save automatically. Marking a member Paid stamps today's date.

Donations & contributions
Cash, checks, in-kind gifts, and grants — track acknowledgments for tax receipts. Thursday, Jan. to Thursday, Dec.

RECEIVED: \$7,550

GIFTS: 4

NEEDS THANK-YOU: 2

+ Add donation Save donations

Melanie Hilliard Search Manager

Dues & donations.

Reports

What it's for. Build and export the reports your team needs from the data you've already entered.

KEY STEPS

- Choose a report and period, then export.
- Reports are branded with your organization profile.

The screenshot displays the 'Reports' section of the Rescue 712 Search & Rescue Platform. The interface is divided into a sidebar and a main content area. The sidebar on the left contains navigation links: Overview, Organization, Preparedness, Operations, Administration (highlighted), Learning, and Instructor Tools. Below these is a menu with icons for Organization Profile, Volunteer Hours, Awards, Meetings, Finance, and Reports (selected). At the bottom of the sidebar is a user profile for Melanie Hilliard, Search Manager. The main content area is titled 'Reports' and includes a subtitle 'Custom reports for grants, donors, and your board'. It features a 'Build a report' section with a 'PERIOD' selector (Thursdays, Janua to Thursday, Decer) and a 'TREND GROUPING' dropdown (Month). Below this is a list of 'SECTIONS' with checkboxes: Membership, Volunteer hours, Training, Missions / Runs, Inventory / Assets, K9 / Equine, Meetings, and Finances. At the bottom of this section are buttons for 'Preview', 'Export Excel', and 'Export PDF'. To the right is a 'Preview' section showing data for the selected sections. The 'Membership' section shows 3 Active members, 5 Total roster, 3 Available / on-call, and 0 New this period. The 'Volunteer hours' section shows 155.75 Total hours, 82 Training, 48 Incident, 25.75 Other, and 5 Members credited. The 'Training' section shows 5 Sessions, 82 Person-hours, 0 Animal-hours, and 5 Members trained. The 'Missions / Runs' section shows 3 Runs, 48 Responder-hours, 365 Total miles, and 3 Agencies assisted. Each section includes a note about the number of tables included in the trend chart.

Report builder.

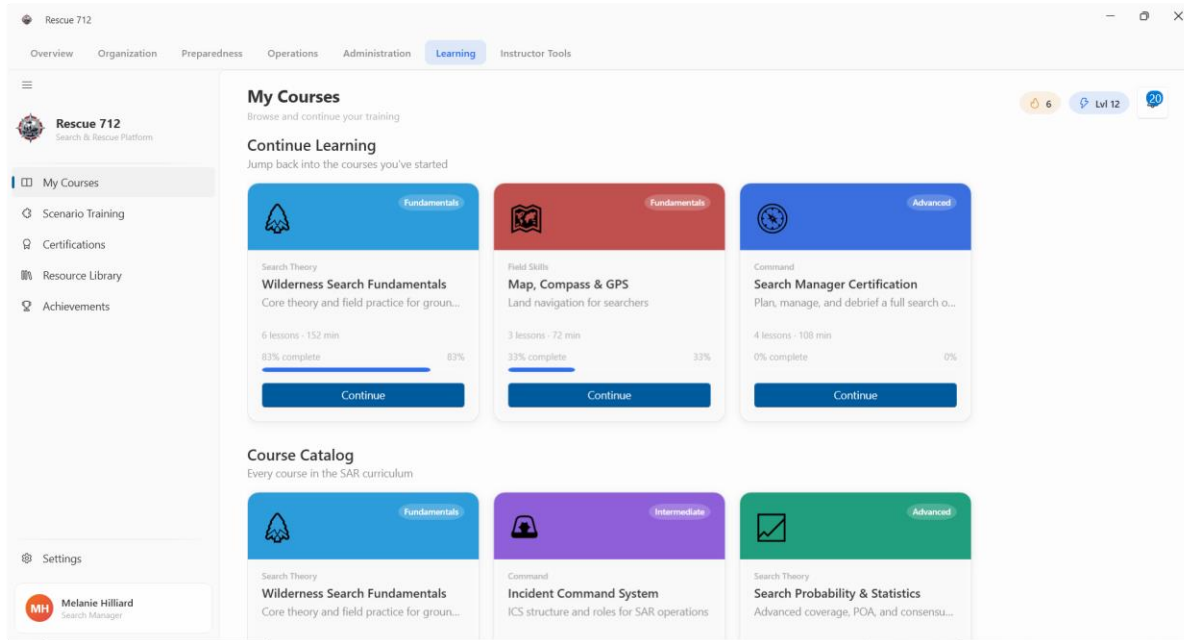
Learning & Instructor Tools

My Courses

What it's for. The built-in learning platform — assigned and in-progress courses with progress tracking.

KEY STEPS

- Continue an in-progress course or start a new one.
- Completing a course can issue a certification.



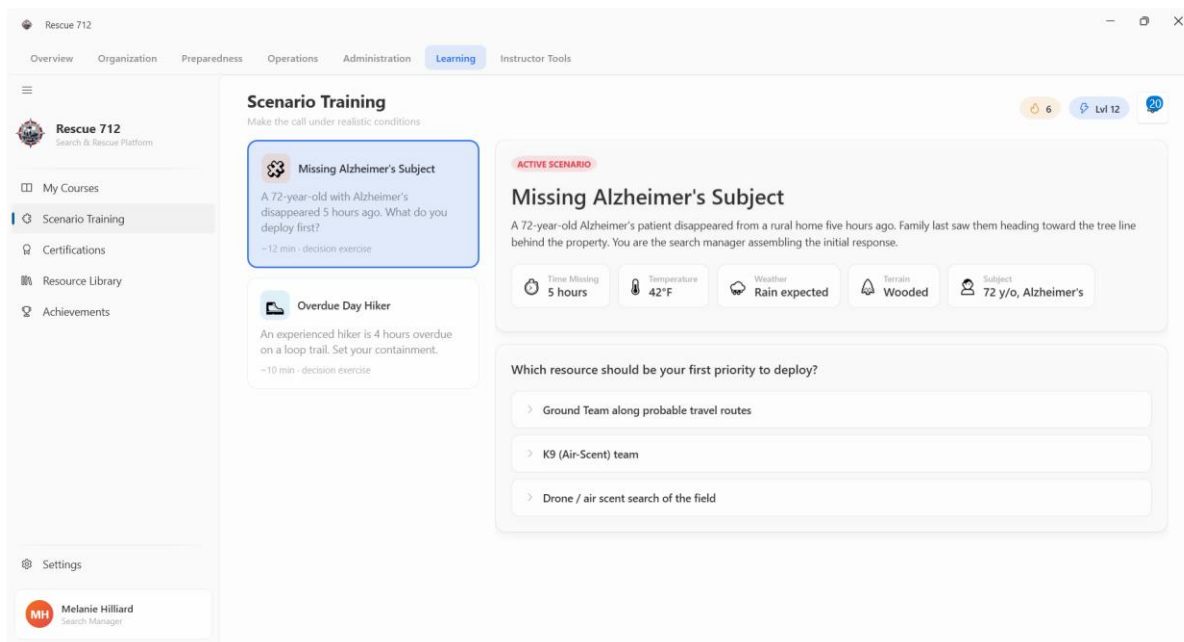
My Courses.

Scenario Training

What it's for. Decision-based exercises with an environmental briefing and teaching feedback — practice judgment, not just facts.

KEY STEPS

- Read the briefing and work through the decision points.
- Review the feedback to learn from each choice.



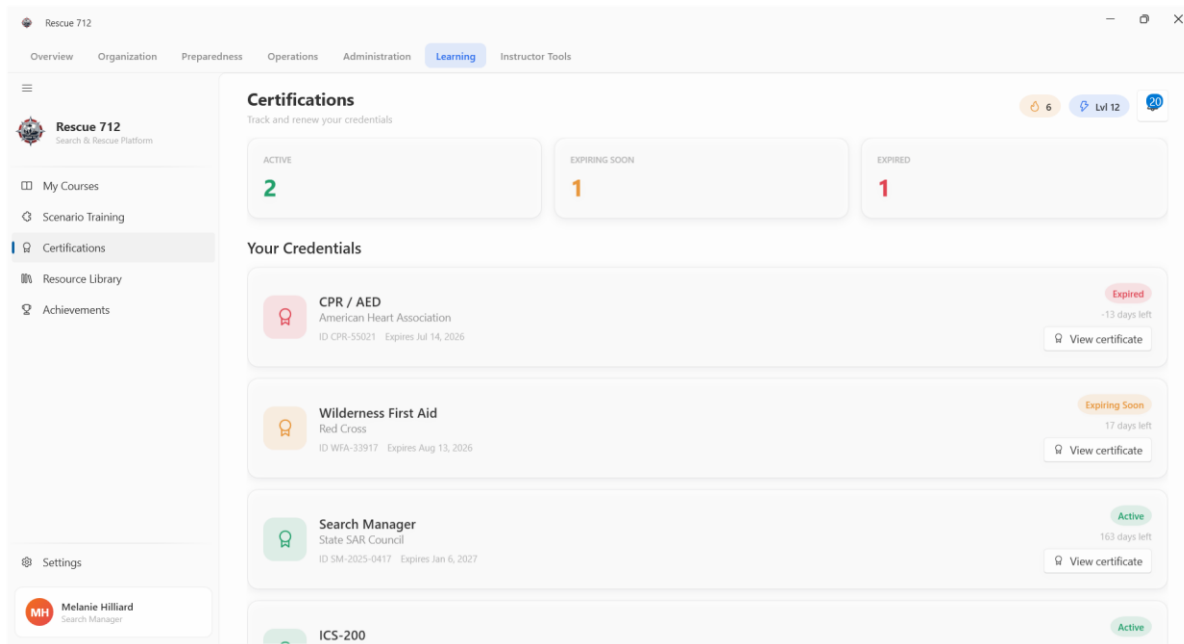
Scenario training.

Certifications

What it's for. Your personal certifications earned in the app, with frameable certificate viewing and PDF export.

KEY STEPS

- Open a certification to view or export its certificate (with a verification QR code).



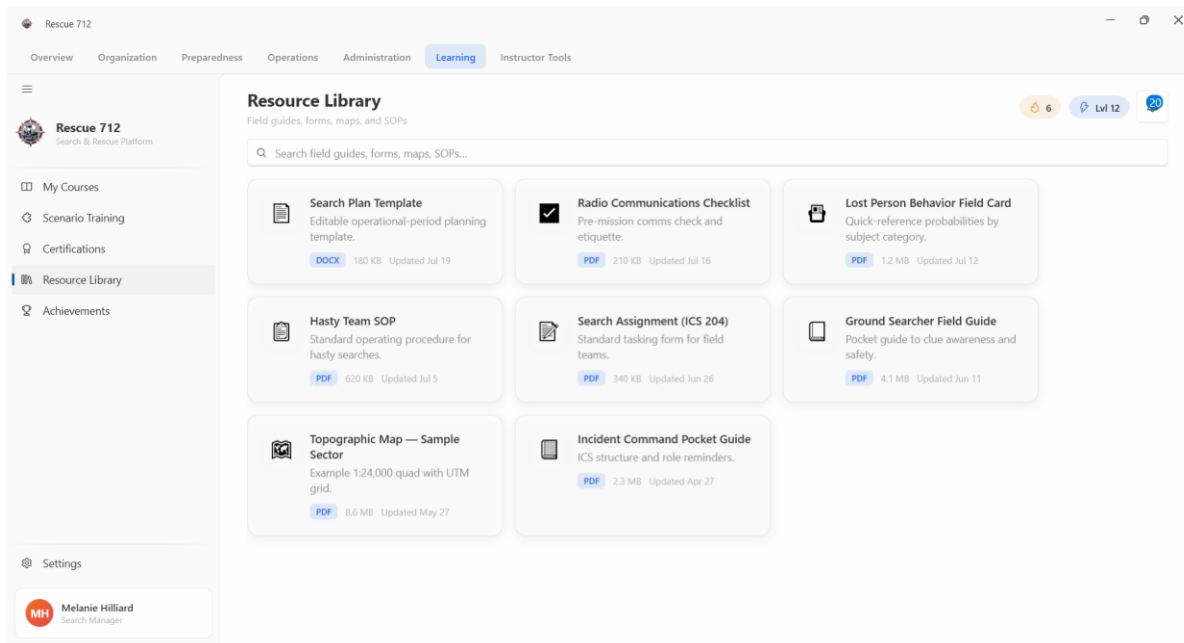
Certifications.

Resource Library

What it's for. Reference material and learning resources for the team.

KEY STEPS

- Browse and open library resources.



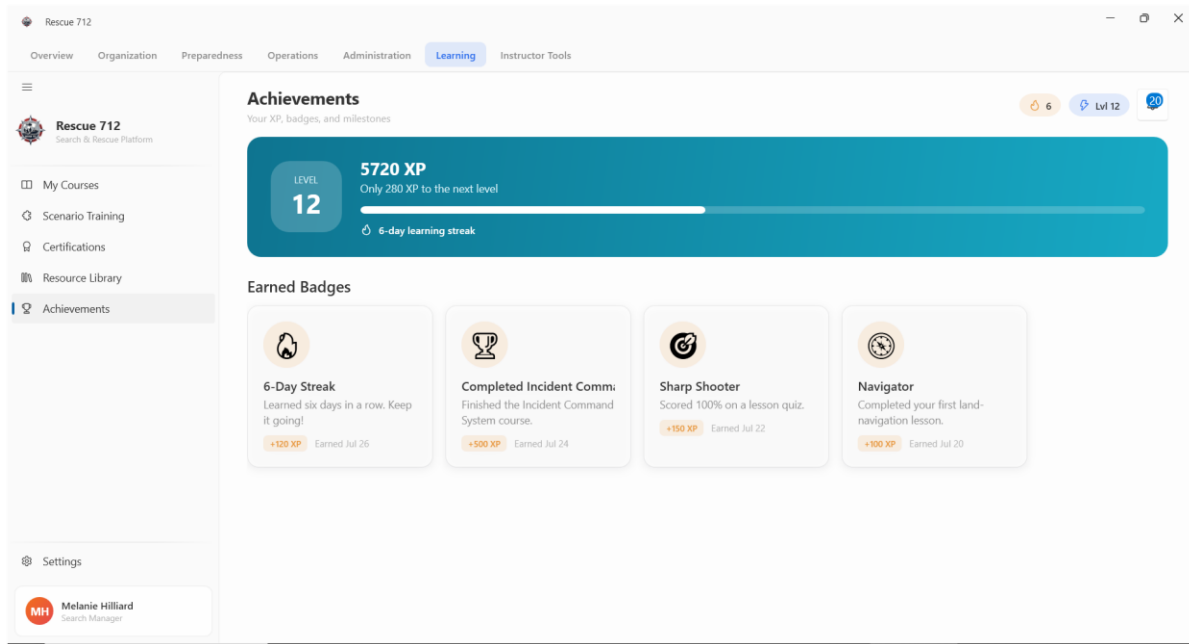
Resource library.

Achievements

What it's for. Gamified achievements that recognize learning and participation milestones.

KEY STEPS

- Track earned achievements and progress toward the next.



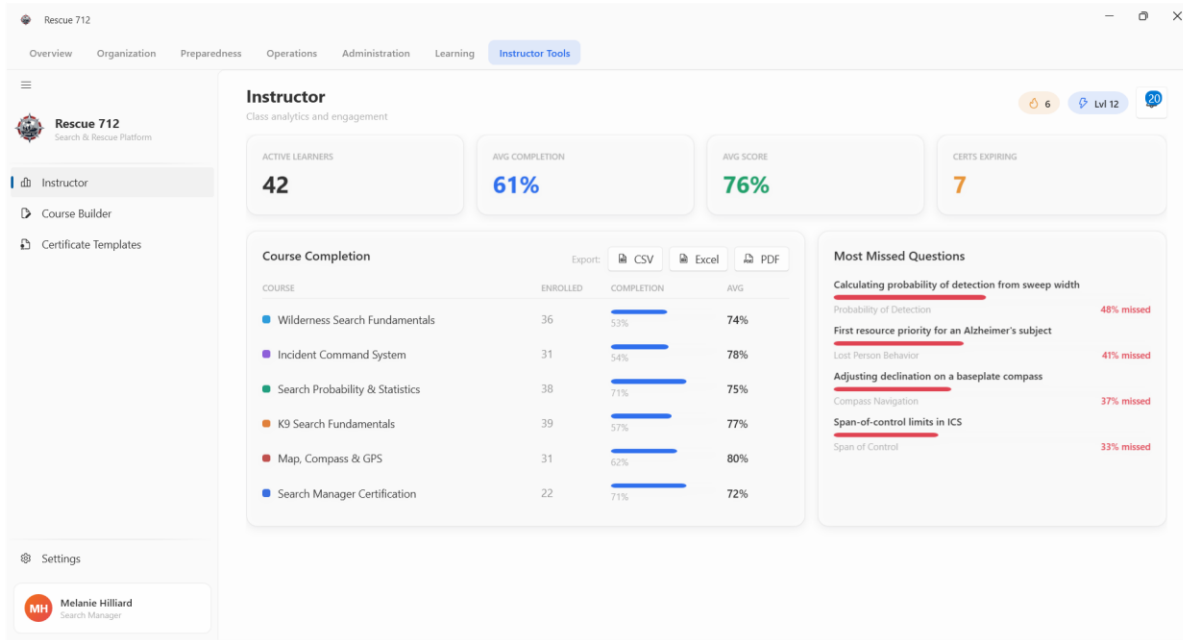
Achievements.

Instructor

What it's for. Instructor analytics — see how the team is progressing through training.

KEY STEPS

- Review completion and performance across members.



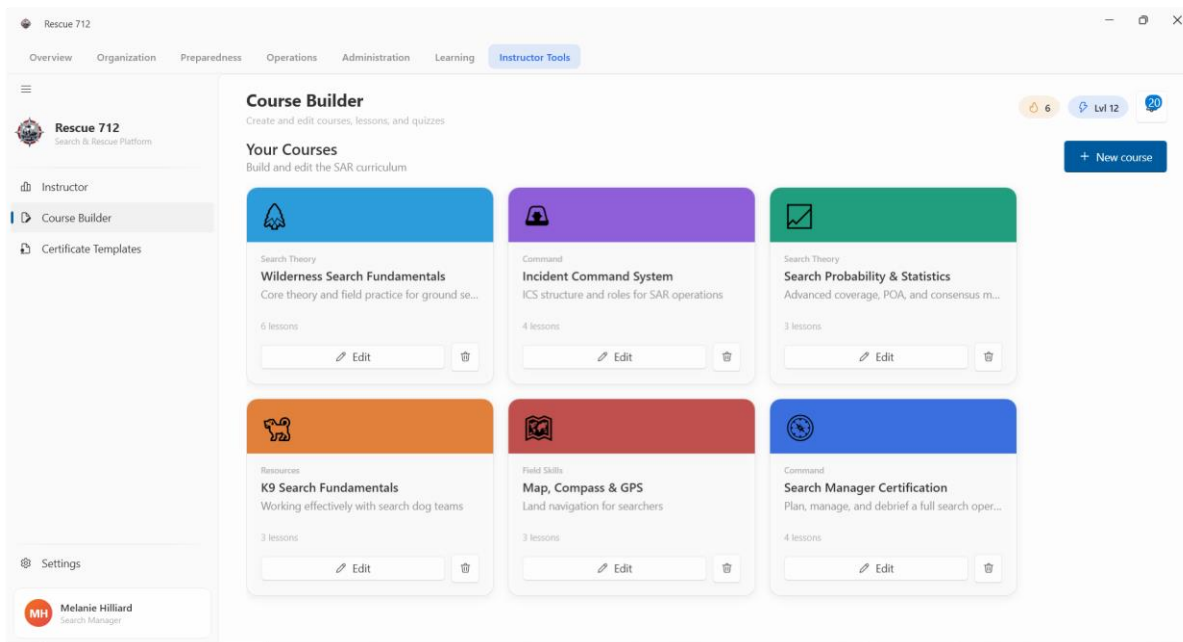
Instructor analytics.

Course Builder

What it's for. Author your own courses and lessons for the team.

KEY STEPS

- Create a course, add lessons, and publish it to the roster.



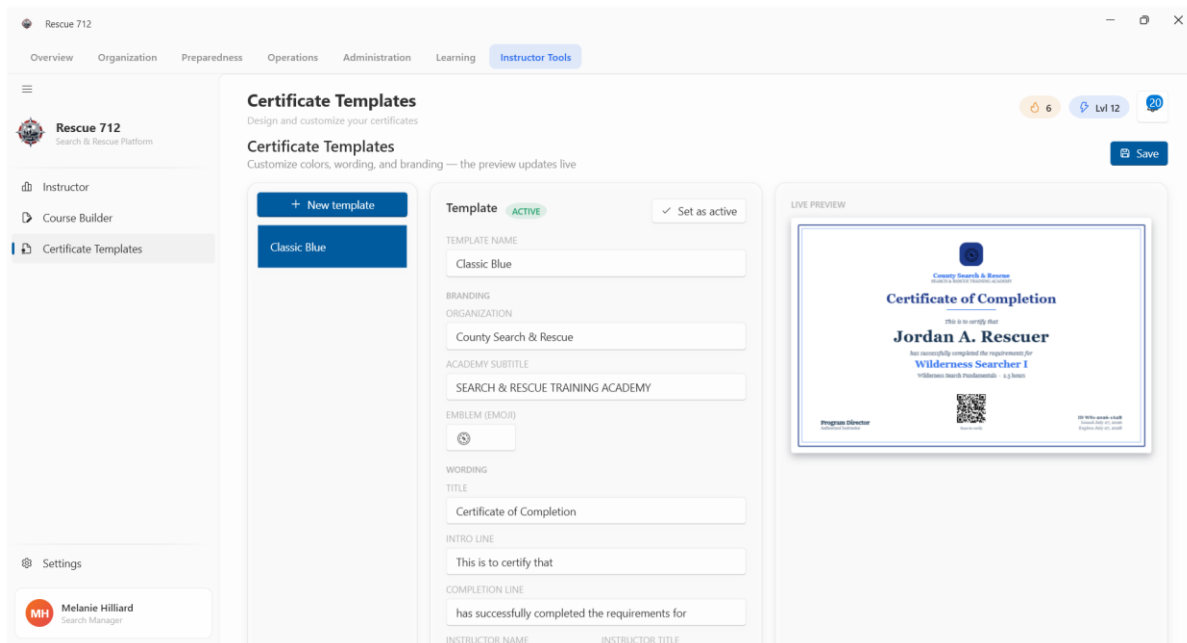
Course builder.

Certificate Templates

What it's for. Design the certificates issued when members complete courses.

KEY STEPS

- Edit the template's look and the qualification it grants.



Certificate templates.

Features You'll See Everywhere

QR asset tags. Members, gear, vehicles, radios, animals, and drones each get a QR code you can print and scan to jump straight to that record.

Credentials & expiry reminders. Certifications, registrations, and licenses attached to any record raise Dashboard and Alerts reminders before they expire.

Document attachments. Most records let you attach files (waivers, registrations, programming files) and tag them by category.

Exports. Rosters, reports, ICS forms, badges, and certificates export to PDF or Excel, branded with your organization profile.

About the Creator

Rescue 712 wasn't built in a boardroom. It was built by someone who has spent more than thirty years on the ground in Kentucky's fire, EMS, and search-and-rescue community.

I'm Melanie Hilliard. I've served as a certified Kentucky Firefighter (I & II, 400-hour) and EMT since the mid-1990s, with technical-rescue training across vehicle extrication, rope, trench, and swift-water rescue, plus hazardous-materials response, and I'm trained through the National Incident Management System and Incident Command System (ICS 100–800).

From 2007 to 2009 I served as the Search and Rescue Program Coordinator for the Kentucky Department of Military Affairs, Division of Emergency Management, where I coordinated statewide search operations for missing persons across terrain ranging from wilderness to disaster zones — building response protocols, managing the recruitment, training, and readiness of SAR personnel, and running the logistics of getting the right people and resources to the right place under pressure. I've also served in Kentucky SAR leadership — state association, county coordination, and K9 search — and as a volunteer firefighter/EMT with departments including Harrods Creek, Kirksville, and Campbellsburg.

Alongside the field work, I've spent my career in technology. I hold an A.A.S. in Computer Science Programming along with Microsoft Certified Professional and Microsoft Certified Solutions Developer credentials, and I've worked for years as a software and web developer. That combination — a first responder who also writes software — is exactly why Rescue 712 exists. I know what a readiness board should tell you at 2 a.m., what an ICS form has to capture, and why your software can't quit the moment the internet does.

I also hold a Master of Arts in Human Services Counseling: Crisis Response & Trauma from Liberty University and a Bachelor's in Psychology from Waldorf University — a background that shapes how Rescue 712 treats the people behind every record. This is the tool I wish I'd had when I was coordinating teams: everything a search-and-rescue organization needs to manage its members, gear, training, and missions in one place, on your own machine, ready whether or not you have a signal.

— **Melanie Hilliard, Founder, Rescue 712**

Support & Contact

Email. sales@rescue712.com — for licensing, activation, and product support.

Web. rescue712.com

When you contact support, include the email address on your license or order and a short description of what you're seeing (a screenshot helps). I'll get back to you as quickly as I can.