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18 March, 2007

MEMORANDUM FOR All Operations Staff of PA WG an Subordinate Units

FROM: HQ PA WG / DO

SUBJECT: Joint Notification Initiative Policy

Purpose:

The Joint Notification Initiative was developed to promote better information sharing between the Pennsylvania Search and Rescue Council, the Pennsylvania Wing Civil Air Patrol and other SAR organizations in PA. This should help promote a better working relationship between the two organizations and others. It will also provide for a more efficient deployment of resources once alerted by the proper entities. In the end, it should create a more efficient and effective search and rescue team for the citizens of Pennsylvania.

Background:

In the past, our two organizations have worked independently (although PAWG has been apart of PSARC) until forced to work together because of resource needs. It seems that one organization would be alerted, prosecute the mission until more resources were needed, and then alert the other organization. This leaves the other organization with a rapid mobilization, which can be difficult and inefficient. This Joint Notification Initiative should allow for planning time before the actual alert is made, allowing for a more effective and efficient mobilization process.

Definitions:

1. PSARC – Pennsylvania Search and Rescue Council
2. PAWG – Pennsylvania Wing Civil Air Patrol
3. Alert – The process of activating an organization utilizing official procedures and channels.
4. Notification – The process of sharing the information that one agency is being alerted and may or may not need the assistance of the other agency. If the assistance of the other agency is needed, then they will be alerted using the official procedures and channels.

Procedure:

1. A listserver has been set-up to allow users to add an email address (or the email address of a short-message device, such as an alpha-numeric pager or cell phone) to the list. The list will be comprised of key alerting people from both organizations. In CAP, these people will include the PAWG Alerting Officers, the PAWG Director of Operations, the Group Alerting Officers at the Group Commanders' discretion, certain communications staff at the direction of the Director of Communications, and the Incident Commanders of PAWG. In PSARC, they will include the Council Dispatch Officers, CDOs, and others authorized by the President of the Council. The listserver will have a domain name of pa-sar-notify.com.
2. When PAWG is alerted and an Incident Commander is appointed, he or she will get their initial briefing and perform a scene size-up. Then he or she or his/her designee will send a message over the listserver informing the members about the incident. This will be done by sending an email message following the most appropriate of the three message formats described below. The email will be sent to message@pa-sar-notify.com. The message must be kept brief and short to ensure that it is not truncated when delivered to a short-message device. Most of these devices will only support a maximum of 120 characters. All messages sent to this listserver will be considered Unclassified // For Official Use Only.
 - a) Low Probability – Simple search, only one organization needed; escalation is not expected. The message will contain:
 - i. Incident identifier – Mission number
 - ii. Type of incident – Emergency Location Transmitter activation (ELT), Missing Person (MP), Disaster Relief (DR), Site Security (SS)), Missing Aircraft (MA)
 - iii. Location – be brief (coordinates, grid location, Airport Identifier)
 - iv. Brief information –Including team(s) responding
 - v. Contact Person and Contact Information
 - b) Medium Probability – Search is being managed by one organization; escalation may or may not occur. The message will contain:
 - i. Incident identifier – Mission number
 - ii. Type of incident – Emergency Location Transmitter activation (ELT), Missing Person (MP), Disaster Relief (DR), Site Security (SS), Missing Aircraft (MA)
 - iii. Location – be brief (coordinates, grid location, Airport Identifier)
 - iv. Brief information –Including team(s) responding
 - v. Possible resource needs
 - vi. Contact Person and Contact Information
 - c) High Probability – Escalation is needed; Alerting process initiated. The message will contain:
 - i. Incident identifier – Mission number

- ii. Type of incident – Emergency Location Transmitter activation (ELT), Missing Person (MP), Disaster Relief (DR), Site Security (SS)), Missing Aircraft (MA)
 - iii. Location – be brief (coordinates, grid location, Airport Identifier)
 - iv. Brief information –Including team(s) responding
 - v. Resource needs
 - vi. Contact Person and Contact Information
3. The goal is to provide concise and necessary information, but keeping it brief enough to be sent to a short message device. See the examples in Attachment 1.



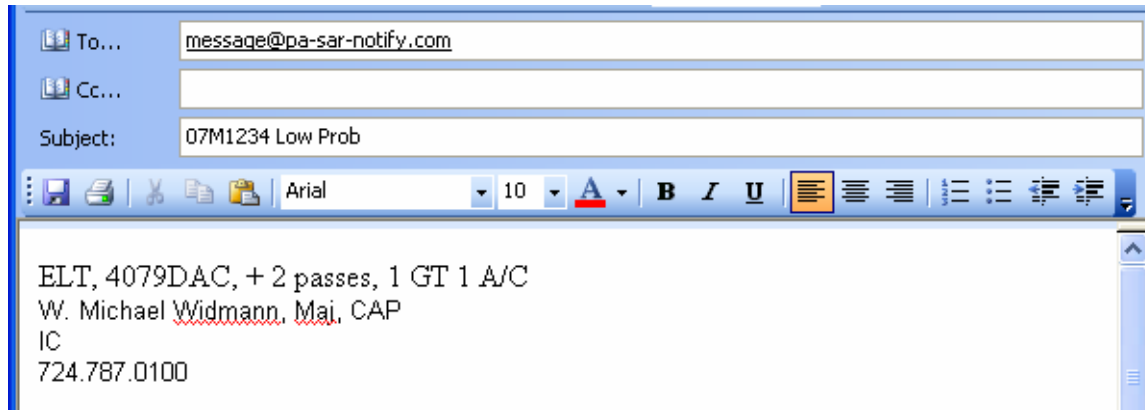
W. MICHAEL WIDMANN, Maj, CAP
Project Manager

ARNOLD ANDRESEN, Capt, CAP
Director of Operations, Acting

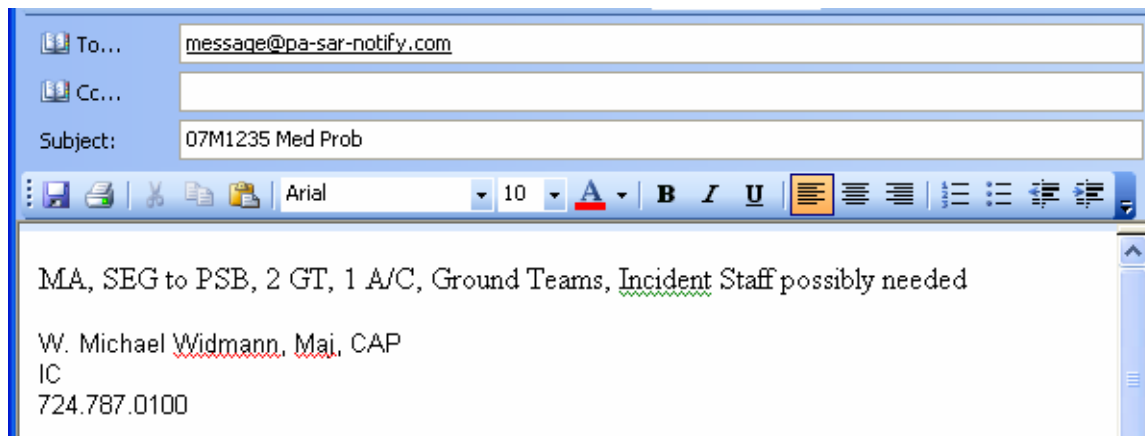
Attachment:
Examples

Examples

1. AFRCC reports ELT activation at 40 15 35 N 79 25 25 W. The outgoing email message would look like this:



2. AFRCC reports overdue aircraft. Left from Penn Valley Airport to Midstate Airport.



3. Missing elderly female from nursing home in Somerset.

