



Headquarters
Pennsylvania Wing Civil Air Patrol
United States Air Force Auxiliary
Building 3-108
Fort Indiantown Gap
Annville, PA 17003
(717) 861-2335 FAX: (717) 861-2164
E MAIL: pawghqcap@aol.com



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MEMORANDUM FOR All Operations Staff of PA WG and Subordinate Units

FROM: HQ PA WG / DOS

SUBJECT: Joint Notification Initiative Policy Updated

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 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. Please make sure you send the message in a text only method because the html messages will add text characters that are extraneous to the message. 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 (i.e. PEMA number, AFRCC number, or PSARC number)
 - ii. Type of incident – Emergency Location Transmitter activation (ELT), Missing Person (MP), Disaster Relief (DR), Site Security (SS) , Missing Aircraft (MA)
 - iii. Contact Person and Contact Information
 - iv. Location – be brief (coordinates, grid location, Airport Identifier)
 - v. Brief information –Including team(s) responding
 - 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 (i.e. PEMA number, AFRCC number, or PSARC number)
 - ii. Type of incident – Emergency Location Transmitter activation (ELT), Missing Person (MP), Disaster Relief (DR), Site Security (SS), Missing Aircraft (MA)
 - iii. Contact Person and Contact Information
 - iv. Location – be brief (coordinates, grid location, Airport Identifier)
 - v. Brief information –Including team(s) responding
 - vi. Possible resource needs
 - c) High Probability – Escalation is needed; Alerting process initiated. The message will contain:
 - i. Incident identifier – Mission number (i.e. PEMA number, AFRCC number, or PSARC number)

- ii. Type of incident – Emergency Location Transmitter activation (ELT), Missing Person (MP), Disaster Relief (DR), Site Security (SS)), Missing Aircraft (MA)
 - iii. Contact Person and Contact Information
 - iv. Location – be brief (coordinates, grid location, Airport Identifier)
 - v. Brief information –Including team(s) responding
 - vi. Resource needs
3. When PSARC or one of the other agencies utilizing this list has an incident, they too will broadcast a message over the listserver named above. When received by the CAP individuals subscribed to the list, they are to take **NO** action unless directed by the Wing Commander, the Wing Director of Operations, the Wing Emergency Services Officer, or one of the Wing Alerting Officers. It must be emphasized this is a situational awareness tool, not an alerting system.
 4. The other agencies must alert the Pennsylvania Wing Civil Air Patrol through the Emergency Manager (or their designee) of the locality in which the search is taking place. That Emergency Manager will make the official request through the Pennsylvania Emergency Management Agency.
 5. The goal is to provide concise and necessary information for situational awareness purposes, but keeping the information brief enough to be sent to a short message device. See the examples in Attachment 1 and the accepted abbreviations in Attachment 2.
 6. There has been another listserver setup to distribute information to the recipients of the Joint Notification Listserver without activating the short message devices. The email address for this listserver is info@pa-sar-notify.com. Messages sent out over this listserver will be used for Unclassified // For Official Use Only. This will be used to send out informational messages concerning the use and administration of the Joint Notification Initiative.

//SIGNED//
W. MICHAEL WIDMANN, Maj, CAP
Emergency Services Officer

//SIGNED//
ARNOLD ANDRESEN, Capt, CAP
Director of Operations, Acting

Attachment:

1. Examples
2. Accepted Abbreviations

Attachment 1

Examples

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

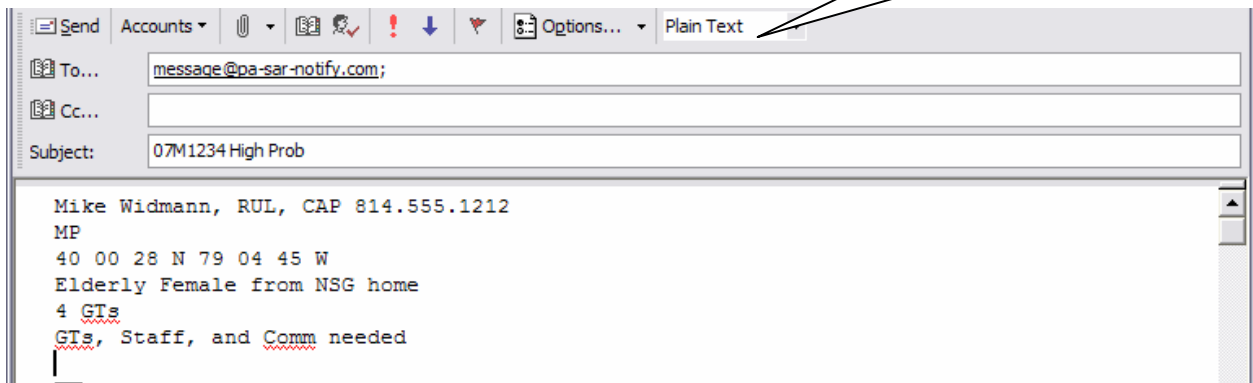


2. AFRCC reports overdue aircraft. Left from Penn Valley Airport to Midstate Airport.



3. Missing elderly female from nursing home in Somerset.

Note Plain Text not HTML is selected



Attachment 2

Accepted Abbreviations

Abbreviation	Meaning
A/C	Aircrew / Aircraft
AFRCC	Air Force Rescue Coordination Center
CAP	Civil Air Patrol
CDO	Pennsylvania Search and Rescue Council Dispatch Officer
DR	Disaster Relief
ELT	Emergency Location Transmitter
EOC	Emergency Operations Center
FTL	Field Team Leader
FTM	Field Team Member
GIS	Geographical Information System
GT	Ground Team / Grid Team
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IS	Incident Staff
K-9	Canine Search and Rescue Resource
MA	Missing Aircraft
MP	Missing Person
PAWG	Pennsylvania Wing, Civil Air Patrol
PEMA	Pennsylvania Emergency Management Agency
PIO	Public Information Officer
PSARC	Pennsylvania Search and Rescue Council
RA	Requesting Agency
SAR	Search and Rescue
SS	Site Security
TDO	Team Dispatch Officer
TDS	Team Dispatch System