



## HEADQUARTERS OREGON WING CIVIL AIR PATROL

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Date: 12 March 2007  
Subject: Pre-Alert Guidance - REVISION  
To: Emergency Services Personnel  
From: Director of Emergency Services

### Introduction

From time to time, ORWG is advised of a possible incident where CAP may be requested to respond *later*. This situation is referred to as a *pre-alert*. Typically, pre-alerts are possible DF incidents due to ELTs being received by the SARSAT system or pilot reports. AFRCC and OEM are waiting to be sure that the signal is persisting. In these cases, there have been no correlated overdue aircraft reports. Missing persons and other civil support incidents are also potential pre-alerts as the agency IC may be considering using CAP or CAP has been suggested as an asset by OEM. It is also possible that a pre-alert is issued for an actual crash or missing aircraft due to responsibility assignments being sorted out by OEM and AFRCC.

Pre-alerts afford CAP an opportunity to prepare to respond, thus reducing response time should an actual request for assistance be made. Preparation to respond includes incident alert, staffing and planning. Any actual response to the incident scene by members is not authorized. CAP personnel can, at their own risk, reposition vehicles, prepare cache items or otherwise organize for a quick response in the event that a mission number is issued and CAP will then actually respond. Since no official incident has been authorized by AFRCC, CAP personnel are not covered by the typical insurance and protections afforded on actual authorized incidents.

### Procedure

#### Assumptions

**Page Alert** – This is the paging of ORWG ES personnel and will be performed using the WMU. All personnel are generally alerted and all pages will include the selection of the *Alert Mailgroup Mailbox* under the *Available Duties* selection box in order to send the same page message to CAPALERT.

#### Alerting Officer

##### A. Receive Notification

1. Notification by telephone or other means is received from OEM, NOC and/or AFRCC that an incident is anticipated or underway and that ORWG CAP *may* receive tasking to accept/participate in the incident.
2. Obtain all available information about the incident including: incident type, location, agencies involved, original time of incident opening, and any other details that may be available.
3. Establish a specific time for re-contact to ascertain the status of the incident. This should be no more than four (4) hours. This time can be extended if the four hour time places the recontact time between midnight and 0600 hrs local.

##### B. Alert ORWG

1. Page alert ORWG ES personnel. Message format should be  
“PREALERT – *mission type, location*”  
If an IC is needed (for example when there is no on-call IC assigned, then add  
“Need IC.”  
Example:  
“PREALERT – ELT in HIO area. Need IC”
2. Alert State Director and senior ORWG staff in accordance with established procedures.

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### C. Brief IC

1. Contact the duty IC (if one is assigned) or otherwise solicit an IC for the incident by telephone or when contacted by the accepting IC, provide a briefing to the IC on all information known to that point.
- 2.
3. Provide assistance to the IC as requested (for example, lining up staff, making other notifications, etc.)
4. Confirm notifying party re-contact time with the IC. As appropriate, establish a pre-alert expiration time.

### D. Re-contact Notifying Party

1. At the agreed upon time, re-contact the notifying party.
2. Ascertain the status of the incident
3. If canceled, perform cancellation notification (see Pre-Alert Cancellation section below)
4. If still a potential assignment for ORWG, agree upon another re-contact time
5. Update the IC

### E. Incident Assigned to ORWG

1. NOC or AFRCC calls and officially assigns the incident to ORWG
2. Notify the IC
3. Follow normal incident alerting procedures as directed by the IC

### F. Pre-Alert Cancellation

1. Notified by Notifying Party that ORWG will not be required and no incident assignment is pending or the pre-alert expiration time has been reached.
2. Update the IC by telephone and receive concurrence on cancellation
3. Page alert ORWG ES personnel. Message format should be "PREALERT – *mission type, location* – Cancelled"  
Example:  
"PREALERT – ELT in HIO area. Cancelled"

## Incident Commander (Duty or Accepting)

### A. Receive Notification

1. Obtain from the ORWG Alerting Officer, all available information about the incident including: incident type, location, agencies involved, original time of incident opening, and any other details that may be available.
2. Based on the information, the time of day, weather, etc. determine if incident staffing and planning activities are to be initiated. If so, proceed with Pre-Alert Incident Activities procedure.

### B. Pre-Alert Incident Activities

1. Begin planning the incident as appropriate.
2. Determine staffing needs and coordinate with the ORWG Alerting Officer or other assigned incident personnel to locate and assign personnel for the incident. Utilize the IMU Availability module to locate available personnel resources as appropriate. Page alert ORWG ES personnel as appropriate. NO MOVEMENT OF PERSONAL OR AIRCRAFT IS AUTHORIZED DURING PRE-ALERTS.
3. Determine if an incident base and/or ICP is required. If so, begin coordination arrangements.
4. Assign and brief personnel as assigned and appropriate. Prepare to dispatch resources as soon as possible after incident assignment to ORWG.

### C. Incident Assigned to ORWG

1. Receive officially assigned incident notification from the ORWG Alerting Officer
2. Notify ES personnel assigned to the incident
3. Release pre-planned resources
4. Follow normal incident management procedures to prosecute the incident

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### **D. Pre-Alert Cancellation**

1. Receive notification of the pre-alert cancellation from the ORWG Alerting Officer
2. Insure that the pre-alert cancellation pages are issued
3. Stand down from pre-alert condition

## **ORWG ES Personnel**

### **A. Receive Notification**

1. Receive page or telephonic notification of the pre-alert condition
2. Determine availability to respond and update individual availability using the WMU Availability Module.
3. Contact the IC, ORWG Alerting Officer or other assigned staff with availability if so requested by page or telephone call. Include your best estimate of response time upon notification that the incident has been activated.

### **B. Pre-Alert Incident Activities**

1. If assigned to the incident during pre-alert condition, perform assigned duties.  
NO MOVEMENT OF PERSONNEL, VEHICLES OR AIRCRAFT IS AUTHORIZED UNDER THE MISSION DURING PRE-ALERTS.  
Any such movements are at the risk of the individuals involved and must otherwise comply with CAP regulations.
2. If assigned to be a team member of a field resource (air crew, ground team, UDF team, radio relay team, flight line, etc.) prepare all appropriate personal and team equipment and material to be ready to respond if/when the incident is officially activated.
3. Obtain assignment briefings as appropriate.
4. Conduct pre-dispatch planning as appropriate.
5. If a team leader or PIC, brief team/crew as appropriate.

### **C. Incident Assigned to ORWG**

1. Receive officially assigned incident notification by pager or telephone call
2. If a team leader or PIC, notify team/crew of official incident activation
3. Perform assigned incident duties

### **D. Pre-Alert Cancellation**

1. Receive notification of the pre-alert cancellation by telephone or pager
2. If a team leader or PIC, notify team/crew of pre-alert cancellation and stand down.
3. Secure all personal and team equipment prepared for response\
4. Stand down from pre-alert condition

FOR THE COMMANDER

/s/ David Rudawitz

David Rudawitz, Major CAP  
Emergency Services Officer