

MEMORANDUM OF UNDERSTANDING
BETWEEN
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
AVIATION DIVISION
AND
WASHINGTON STATE MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
AND
COMMANDER
AIR FORCE RESCUE COORDINATION CENTER
TYNDALL AFB FLORIDA

1. PURPOSE: To further delineate the operational procedures pursuant to the Search and Rescue (SAR) Agreement dated 02 NOV 1977 between the State of Washington and the Inland SAR Mission Coordinator. The procedures outlined below are intended for use within the geographical boundaries of the State of Washington. On incidents or missions involving interstate flights or missions of national concern, e.g. National Special Security Events and Special Events Homeland Security, the general procedures outlined in the basic SAR agreement will apply.

2. DEFINITIONS: To ensure both parties understand a common terminology, the following definitions are provided:

- a. INCIDENT - Notification by any source of a possible distress situation.
- b. FEDERAL MISSION - Incidents that require the activation of federal air or ground assets and the expenditure of federal funds.
- c. MISSING AIRCRAFT MISSION - Searches for missing aircraft believed to be in distress.
- d. MISSING PERSONS MISSION - Searches for persons believed to be in a distress situation not involving an aircraft.
- e. RESCUE / MEDEVAC / MERCY MISSION – Recovering; medical evacuation; moving donor Organs, blood or SAR dogs to assist in the time-critical saving of life or limb.
- f. RESPONSIBLE AGENCY - The federal or state agency with overall responsibility to coordinate the search effort regardless of assets being used.
- g. COORDINATION - The mutual agreement between two or more agencies as to the actions taken.
- h. ADVISE / NOTIFY - Communication of actions which have been or will be taken regardless of concurrence.
- i. FEDERAL ASSETS - SAR capable resources belonging to the federal government.
- j. WASHINGTON STATE DEPARTMENT OF TRANSPORTATION, AVIATION DIVISION – The state agency, appointed by state law, to administer, manage and coordinate searches for missing aircraft, ELT's/EPIRB's/PLB's. WSDOT – Aviation is also the primary agency to provide coordination and management for Air Operations during disaster or security incidents.

- k. WASHINGTON STATE MILITARY DEPARTMENT, EMERGENCY MANAGEMENT DIVISION – The state agency, appointed by state law, to prepare for and carry out all emergency functions to mitigate, prepare for, respond to, and recover from emergencies and disasters and to provide coordination and support for land search and rescue operations.
- l. CIVIL AIR PATROL (CAP) is a federally chartered charitable non-profit corporation. [36 U.S.C. §§40301-40307]. Although CAP is not a government agency or military service, it acts as the volunteer civilian auxiliary of the United States Air Force (USAF) when the services of CAP are used by any department or agency in any branch of the Federal Government. When participation is authorized by the AFRCC, CAP in its role as an auxiliary of the Air Force becomes a federal asset. Notification to CAP must be made by the AFRCC.
- m. CAP MEMBERS. CAP members are volunteers in public service. Members pay an annual membership fee to join and participate in CAP. "Members," as volunteers, are not "employees." Although CAP may have employees in the state, their duties as employees are administrative in nature and do not include participating in CAP missions. All CAP members shall be deemed members of Washington Wing while performing missions under this MOU.
- n. CIVIL AIR PATROL AUTHORIZATION - When mission participation is authorized by the AFRCC, CAP becomes a federal resource. Initial Notification to CAP must be made by the AFRCC. Subsequent exchange of mission information will be directed to the Responsible Agency and not to CAP unless the Responsible Agency specifically requests that it be done on an incident by incident basis.
- o. WSDOT – Aviation / Washington Wing CAP Relationship. There is no statutory relationship between Washington State and the Washington Wing of the CAP. Because CAP members are defined as private citizens, they are required to meet the minimum state standards for emergency workers and procedures/policies as defined in the Washington Administrative Code Chapters 118-04 and 468-200 WAC regardless of AFAM or corporate mission status.
- p. DIRECTION AND CONTROL – The authority exercised by an executive, commander or leader over the individual resources and sub-units of a search and rescue or over multiple search and rescue units and/or other organizations which comprise the emergency response organization of a jurisdiction.
- q. OPERATIONAL CONTROL – The temporary mission tasking authority exercised by the SAR mission coordinator and/or Incident Commander/On Scene Commander over search and rescue units while those units are participating in a SAR operation.
- r. SEARCH AND RESCUE UNIT – A resource with the organization, training, and equipment to conduct search and rescue operations. A SRU may be a single resource such as an aircraft with a crew or it may be a grouping of personnel with specific search and rescue skills such as a ground search team or electronic tracking team. SRU's are normally from a single jurisdiction or responsible agency.
- s. NATIONAL INCIDENT MANAGEMENT SYSTEM - The NIMS is a comprehensive national approach to incident management, applicable at all jurisdictional levels and across functional disciplines. This system will provides a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
- t. INCIDENT COMMAND SYSTEM – The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade.

3. ALERTING, EXECUTION, REPORTING:

a. ALERTING

(1) Air Incidents.

- i. AFRCC and the Aviation Division receive FAA Flight Service Station/ Air Route Traffic Control Center Information Requests (INREQ) and Alert Notices (ALNOTS) on overdue aircraft.
- ii. AFRCC and the Aviation Division receive notices of ELT/EPIRB signal activation.
- iii. Alerting may be received from other air or ground sources, e.g., National Warning Center, Law Enforcement, local agencies, etc.
- iv. Upon receipt of an INREQ or like notice of a possible air incident, immediate coordination is not required unless either agency has reason to believe that INREQ or like notice contains implications that a distress situation is imminent.
- v. Upon receipt of an ALNOT or like notice, immediate coordination action will be taken. The Aviation Division and AFRCC will coordinate to determine who will "control" and "assist". If a mission is opened, the AFRCC will assign a mission number if federal, DOD or CAP resources will be involved.

(2) Land Incidents.

- i. AFRCC normally receives alert information from the WA Emergency Management Division or appropriate federal agency in areas of exclusive jurisdiction.
- ii. WA Emergency Management Division will notify and coordinate for federal agencies in exclusive jurisdictions when requested to do so.

b. EXECUTION

(1) During the conduct of a SAR mission, it is essential that there is a clear interchange of mission information and requirements between agencies and the AFRCC, regardless of who has mission control responsibilities. Such information and requirements should include but not limited to mission numbering and mission logs.

(2) Mission Coordination / Control

- i. Each SAR mission must have a SAR Mission Coordinator (SMC); either a designated official of the AFRCC, Aviation Division, or WA Emergency Management.
- ii. The Incident Commander (IC)/On Scene Commander (OSC) is subordinate to and is designated by the SMC or is the chief law enforcement officer or designee of the county or city in which the incident is occurring or is designated by AFRCC when AFRCC has operational control over the mission.
- iii. When resources are provided to assist in a SAR mission, the unit commander will retain direction and control of his/her forces. However, consistent with its capability, the force will be employed in search areas as designated by and under the operational control of the SMC and or IC/OSC.

c. REPORTING

(1) By directive, the AFRCC is required to submit opening, progress, and closing/ suspending reports to higher headquarters on all federal agencies participating in SAR missions.

(2) When the state provides resources to assist during missions controlled by the AFRCC, it is essential that the following information be reported to AFRCC at the end of each mission day:

- i. Number of Aircraft Used
- ii. Total sorties and Flying hours
- iii. Areas searched by grids/square miles
- iv. Estimated effectiveness
- v. Estimated number of aircraft or resources available the next day

(3) The AFRCC will provide the state controlling agency like information when the AFRCC is providing resources.

4. PUBLIC INFORMATION / NOTIFICATIONS:

- a. Public Information. The controlling agency will be primarily responsible for public information coordination and releases. Regardless of who the controlling agency is, all press information will be coordinated between responding agencies/organizations. The AFRCC will not directly release information to the press.
- b. Notification of Family Members. The controlling agency will be primarily responsible for making appropriate notifications to family members or next of kin regarding victims. The AFRCC will not directly make injury and/or death notifications to family members or Next of Kin regarding victims.

5. PROCEDURES:

TYPE MISSION INCIDENT	RESPONSIBLE AGENCY	PROCEDURES
Emergency Locator Transmitter (ELT) Emergency Position Indicating Radio Beacon (EPIRB)	WSDOT - Aviation	The AFRCC will call WA EMD Alert and Warning Center. The AFRCC will coordinate all federal assets requests through WSDOT – Aviation.
Personal Locator Beacon (PLB) Associated with Aviation Use	WSDOT - Aviation	The AFRCC will call WA EMD Alert and Warning Center. The AFRCC will coordinate all federal assets requests through WSDOT – Aviation.
Personal Locator Beacon (PLB)	County Sheriff Department	The AFRCC will call WA EMD Alert and Warning Center. The AFRCC will coordinate all Federal asset requests through WA EMD as the state agency acting for the County Sheriff.
Alert Notices (ALNOTS)	WSDOT - Aviation	The AFRCC will inform WA EMD of all ALNOTS. AFRCC will accomplish the required extensive communications check and will coordinate the use of federal assets with WSDOT - Aviation.
Missing Aircraft Mission	WSDOT - Aviation	The AFRCC will coordinate all federal assets requests through WSDOT – Aviation.
Missing Civil Air Patrol Aircraft	WSDOT - Aviation	The AFRCC will coordinate all federal assets requests through WSDOT – Aviation. CAP aircraft are considered civilian GA aircraft even if on AFAM missions.
Missing Person Mission	County Sheriff Department	The AFRCC will coordinate all federal asset requests through WA EMD as the state agency acting for the County Sheriff.
Rescue/ MEDEVAC/ Mercy	AFRCC	The AFRCC will receive requests, then locate and request the appropriate resource to accomplish the mission. NOTE: A mission will be opened only if state or civilian resources are not available. Financial constraint is not an acceptable reason to request Federal civilian resources.
National Alert Warning System (NAWAS)		No coordination is required within the State of Washington

6. POINTS OF CONTACT:

STATE / FEDERAL AGENCY	DSN	COMMERCIAL
Air Force Rescue Coordination Center	523-5955/ 5437	800-851-3051
AFRCC Administration <u>AFRCC.Console@tyndall.af.mil</u>	523-5683/5129	850-283-5683/5129
Washington Emergency Management Division Alert and Warning Center 24/7/365		888-849-2727
WSDOT – Aviation Administration		360-651-6300
WSDOT – Aviation Missions Alerts through EMD		888-849-2727

7. **IMPLEMENTATION:** This MOU is implemented as of the date of the last signature and remains valid only by mutual agreement of all parties. Changes may be made by telephone, but must be followed up immediately by written correspondence.

8. SIGNATURES:

Charles A. Tomko
CHARLES A. TOMKO, Lt Col, USAF Commander, AFRCC

Date: 02 DEC 09
John Sibold
JOHN SIBOLD, Director, WSDOT - Aviation

Date: 11/20/09
James M. Mullen
JAMES M. MULLEN, Director
 WMD Emergency Management Division

Date: 11-13-09

APPROVED AS TO FORM:

Brian Buchholz 11/12/09
BRIAN BUCHHOLZ Date
 Assistant Attorney General