

# AURORA COMPOSITE SQUADRON OPERATING INSTRUCTION 16-01

11 October 2016

Operations

## SQUADRON ALERTING PROCEDURES

Aurora Composite Squadron (PCR-OR-065) will implement an alerting system that allows the squadron to respond immediately with a qualified aircrew, ground team, and mission base staff to Oregon Wing alerts.

### 1. References.

- a. Civil Air Patrol Regulation 60-1, *CAP Flight Management*, 3 May 2014
- b. Civil Air Patrol Regulation 60-3, *CAP Emergency Services Training and Operational Missions*, 26 December 2012
- c. Civil Air Patrol Regulation 20-1, *Organization of Civil Air Patrol*, 2 January 2013
- d. Oregon Wing Operating Instruction 12-1, *Oregon Wing Mission Alerting Instructions*, 1 Aug 2015

**2. Objectives:** Ensure appropriate flight crew, ground team, and mission base staff resources are scheduled as quickly as possible for all types of CAP missions. The procedures will vary somewhat depending on the type, location, and the urgency of the missions. The following requirements must be met for every CAP activity that is coordinated through the Aurora Composite Squadron alerting process:

- a) All members must meet the requirements/qualifications of the positions that they are filling (trainees may fill a position in most, but not all, cases);
- b) The sum total of the aircrew or ground team skills meets the requirements of the mission/sortie;
- c) The aircrew or ground team must be able to accomplish their mission safely; and
- d) The process must be as simple as possible without sacrificing effectiveness.

**Note:** There are myriad circumstances that could affect the individuals selected for an aircrew or ground team. This operating instruction (OI) will not differentiate between all possible types of missions; rather, understand that we will make every effort to utilize trainees whenever possible as long as the objectives of the mission are not placed in jeopardy by doing so. The purpose of this OI is to define the general strategy for selecting aircrews and/or ground teams for a mission so members can respond correctly and have an understanding of the process. The Aurora Composite Squadron operations officer will review the alerting process periodically and will update this document as required.

**3. Alert Notification.** When Aurora Composite Squadron is notified of a need, a text and/or email message will be sent via the squadron paging system (RainedOut.com) to all members who have provided their text message or email address information. Those who are able to support the mission should respond as instructed in the message. The squadron's alert duty officer will collect all of the available resources and make assignments as necessary.

#### **4. Member expectations:**

- a) Ensure messaging contact information has been provided to the squadron's RainedOut.com account (see Operations Officer for information on how to enroll).
- b) **ONLY** volunteer if you are qualified, emergency services and safety current, or in training to fill the position(s) requested. Be prepared to complete the requirements of the mission. Only respond to the message if you are able to arrive at mission base (or other designated reporting point) within the stated time frame for the mission.
- c) Do **NOT** respond to a request for assistance unless you can provide assistance. The alert duty officer does not have the capacity or the responsibility of keeping multiple members updated on the status of a mission. The alert duty officer has a very focused responsibility - that is to identify volunteers as quickly and effectively as possible.

**4. Extended Missions.** When notified of a mission that will potentially extend for several days, the alert duty officer will build the required number of standby crews, UDF teams, ground teams and/or mission base staff to support the mission. The alert duty officer will notify the crews, teams, and staff when they are needed.

#### **5. Squadron alert duty officer responsibilities:**

- a) Alert duty officers will work on a monthly rotating basis (changeover occurs on the first Sunday of the month at 1200L).
- b) Alert duty officers may fill an aircrew position, UDF team position, ground team position, or mission base position only if:
  - (1) There is no other qualified squadron member available to fill the position; and
  - (2) A backup alert duty officer can assume the role of primary alert duty officer while the primary duty officer is unavailable.

#### **6. Squadron Alert Officer**

- a) The squadron alert officer will maintain an alert duty officer roster and distribute the roster to alert duty officers, the operations officer, the deputy commanders for seniors and cadets, the squadron commander, and the wing alert officer;
- b) The squadron alert officer may supplement the Aurora Composite Squadron alert list with information about other qualified aircrew members from local (Portland metropolitan area) squadrons or, at the request of the Wing Operations officer, any wing staff member.

Marco A Minato, Capt., CAP  
Commander