

Annex J. ASRC Alert Officer FunctionsDuties and Responsibilities and Protocols

J.1 The Alerting Function - ~~The~~ ASRC Alert Officer~~s~~ (AO~~s~~) ~~will shall fulfill the ASRC alerting function. The AO is intended to~~ act as the initial interface ~~(with decision-making capabilities)~~ between the ASRC and any ~~outside~~ agency requesting ASRC operational support. The AO has ~~the~~ authority to change the operational state of the ASRC ~~by activating and responding ASRC resources.~~

J.1.1 Initial Contact with a Responsible Authority - The~~y~~ AO is responsible ~~for to~~ responding to a ~~n initial~~ request for ASRC participation from a Responsible Agent (RA) or an authorized representative thereof. The AO ~~will shall~~ collect ~~appropriate-relevant~~ information as shown on the ASRC Incident Alert Form. ~~to start the alert process in a timely manner. In addition to~~After collecting ~~baseline the~~ information required to assess the urgency and appropriate response to an incident from the RA, the AO ~~must should~~ be prepared to provide initial suggestions to the RA. Initial contact with a requesting agency is expected with 10 minutes of an alert.

J.1.1.1 Initial Contact with the Responsible Agent - The AO ~~must shall~~ determine if the validity of any request for ASRC resources ~~is legitimate~~:

a) Is the request from a legally responsible agent or their duly authorized representative ~~RA~~ legitimate?

b) Is the request within ~~our~~ the ASRC area of operations ~~response region~~?

c) Is the request within our functional domain ~~capabilities to support~~?

———The AO should also gather:

~~da~~ Responsible Agent's name, title, and telephone number (and any other relevant contact data)

~~eb) road travel~~ directions to the incident ~~site~~ mission base

~~fc~~) Initial data: weather, subject description(s), subject activities, resources on-scene, resources responding, and other urgency criteria as shown on the ASRC Incident Alert Form.

~~gd~~) Virginia Department of Emergency Management Services (VA/DEMS) mission number or verbal approval that the mission has been approved ~~authorized~~.

h) If appropriate, suggest to the IC when air transportation is useful

i) ~~If appropriate, C~~contact VA/DEMS and inform ~~advise~~ them of the ASRC response to an incident.

J.1.1.2 Initial Interaction Between Alert Officer and Dispatch Supervisor (DS) -

Once the AO sends a "106" page (a request for a DS to call the AO), a Dispatch Supervisor should ~~call back~~ respond within 5 minutes. ~~Failing to get~~ a DS does not respond within 5 minutes, a second "106" page should ~~immediately~~ be issued. ~~If a DS Failing to get~~ does not respond within 8 minutes of the AO's first ~~page request~~, the AO ~~should~~ shall attempt to contact at least four Dispatch Supervisors ~~directly~~ by telephone. ~~In the event that there is still no response by~~ Failing to get a DS either by paging or by ~~direct telephone phone calls~~, the Alert Officer shall assume the ~~duties of the~~ DS's responsibilities. ~~However,~~ every effort should be made to get a DS to assume the ~~proper DS function~~ duties, and to hand-off dispatch to ~~the normal~~ an ASRC dispatch ~~ring protocol~~. The AO ~~will~~ may initiate conference dispatch by contacting a Dispatch Supervisor or by requesting a conference dispatcher directly using a 104 page. When the Alert Officer makes contact with the Dispatch Supervisor, the AO ~~will~~ shall advise the Dispatch Supervisor of the level of response, any collected information from the RA, and any contacts made to or contacts from an IC or ACA and other actions taken as recorded on the ASRC Incident Alert form.

J.1.2 Response Coordination - Response Coordination with Requesting Agencies

J.1.2.1 Coordination in Virginia - When the incident is in Virginia, ASRC responses will normally be coordinated through the Virginia Department of Emergency ~~Services-~~ Management (VA-DEMS).

J.1.2.2 Coordination when Services are Outside Virginia - When the incident is outside Virginia, the AO arranges deployment of ASRC resources with the Responsible Agent (RA) or the RA's authorized designee. VA-DEMS will then be notified by the AO and given details of the ASRC response. Any response involving Virginia resources must involve notification of VDEM in accordance with the MOU between VDEM AND ASRC. Details of a non-Virginia rResponse need not be coordinated through VA-DEMS.

J.1.3 Required Alert Officer Decisions

J.1.3.1 It will be determined by the AO, after talking to the RA, VA-DEMS (when the search is in Virginia), and others as appropriate, what level of response the incident requires. Levels of ASRC response include:

Notification - The ASRC is on notice that a search or incident is occurring ~~someplace~~ in the ~~normal~~ ASRC ~~response~~ area of operations. Resources have not been requested and a Callout does not seem imminent. ~~If a notification is not upgraded within twelve (12) hours, it is~~ Notifications are automatically canceled after 12 hours if the notification is not upgraded. Dispatch operations are not normally required for a notification, however groups should be preparing for an increase in the alert status of the ASRC. This is the ASRC 111 page r code is used to bring the ASRC to a notification status.

Alert - The ASRC has a high probability of responding to a search or incident within the next twenty-four hours. Conference and group dispatch should commence operations. GroupsMembers should ~~be contacted~~ determine,

~~availability of responders and report to ASRC dispatch, within 4 hours should be determined and a response team organized. This is the ASRC 222 pager code is used to bring the ASRC to an Alert status.~~

Overhead Team (OHT) ~~-- An incident commander and a team of incident staff are requested to respond. Conference and group dispatch should commence operations. Groups should determine availability of responders and report to ASRC dispatch within 2 hours. Only a limited number of ASRC Incident Staff and an Incident Commander are being asked to respond at this time. This is the ASRC 331 pager code is used to request an OHT.~~

Quick Response Team - ~~An ASRC OHT has been requested, and a limited-specific number of FTL members as well are requested to respond. Conference and group dispatch should commence operations. Groups should determine availability of requested responders and report to ASRC dispatch within 30 minutes. No FTM or COQ members are being asked to respond, however groups should determine availability of additional resources and report to ASRC dispatch within 2 hours. This is the ASRC 332 pager code is used to request a quick response team.~~

Limited Callout - ~~A limited or tailored-specific resource response has been requested, or has been suggested as appropriate by the AO. This A limited callout also includes specially trained and/or certified personnel from one or more teams. Groups should determine availability of requested responders and report to ASRC dispatch within 30 minutes. Groups should begin to determine availability of additional resources and report to ASRC dispatch within 2 hours. This is the ASRC 332 pager code is used to request a limited response. Limited responses may be used to restrict the age of searchers that may respond. A limited callout may also be used to direct a response from a specific team or teams.~~

Full Callout - ~~All available ASRC resources are asked-requested to respond to the search. If a full Callout is resources are requested for a later-specific time (i.e., eg. we are asked to respond at 0600_Hrshours), the level of Callout is a Full Callout is still issued with a response time specified, not Alert. Full Callout is also used for specific numbers of Groups should determine availability of responders and report to ASRC dispatch within 30 minutes.~~

~~resources or Groups if FTM and COQ are being requested.~~

J.1.4 History of Searches - Alert Officers shall have a list of jurisdictions, maintained by the ASRC Dispatch Coordinator, where the ASRC has never responded, ~~and or~~ where previous responses have ~~requested-resulted~~ in misunderstandings or management difficulties ~~in that jurisdiction~~. This data ~~must shall~~ be ~~easily~~ accessible to Dispatch Supervisors. ~~EPaper and~~ electronic copies ~~of such jurisdictions and a summary of problems previously encountered will shall~~ be provided to Alert Officers and Incident Commanders ~~for their reference and use. no less than once each year.~~

J.1.4.1 Other ASRC contacts with Responsible Agents - In the event that a SAR incident is in progress in the ~~response-ASRC~~ area ~~of operations of the ASRC~~ and the ASRC has not been requested to participate in the response effort, **all** calls by ASRC members to local, county or state emergency service operations or law enforcement agencies concerning the search ~~will-shall~~ be routed through ~~either a single~~ IC or ACA. The ~~ACA/IC~~ ~~will-shall~~ ensure that ~~multiple, needless calls to contact with the~~ responsible agents ~~are not made~~ is minimized, but sufficient to ensure that the RA is aware of ASRC resources available and how to engage those resources should it be deemed necessary.