

Jim Mullin

From: Doug.staats <doug.staats@gmail.com>
Sent: Sunday, July 26, 2015 1:47 PM
To: Jim Lt Col CAP AKWG/DOS Mullin
Cc: AKWG/CC Staats Doug Col CAP; Newville Caleb Capt CAP AKWG/IT; AKWG/CV Siebe Carl Capt CAP; Sheppard Wing Mel
Subject: Re: Current IC checklist

Checklist outlined below is approved for use.

Douglas Staats
Commander
Alaska Wing

Sent from my iPad

On Jul 25, 2015, at 3:40 PM, Jim Lt Col CAP AKWG/DOS Mullin <521623@akwg.cap.gov> wrote:

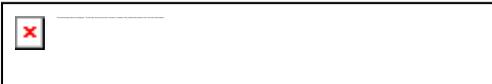
Hi Doug, Can you please send me a reply email approving the checklist below, which appears on our IC resources web site. It's the same one I sent out in the most recent IC group email. Thanks. -Jim

Incident Commander RCC Mission Acceptance Checklist

1. When the RCC requests mission resources from the Alaska Wing, the RCC will contact an AKWG Incident Commander from the Incident Commander Duty Roster.
2. Being on the IC duty roster serves as the Alaska Wing Commander's delegation of authority to the incident commander for support to RCC mission requests.
3. ICs will identify units and resources, select the best and broadest selection of resources available based on the mission requirements to have assets airborne or ground teams deployed ("on the road" or "airborne") within two hours of initial RCC notification.
4. ICs will initially notify selected units using the **ALASKA WING EMERGENCY SERVICES ALERT NOTIFICATION SYSTEM** or manually by voice using the unit-provided contact information on the **ALASKA WING ALERT ROSTER**. IC's may use both systems at their discretion to ensure positive notification and feedback. *ICs should alert all units capable of performing the mission to ensure the fastest Civil Air Patrol response.*
5. ICs will direct activated units to contact the RCC for sortie information and mission briefings/debriefings. The IC will emphasize safe mission execution in compliance with CAP regulations. The IC is not authorized to deviate from CAP standards. Authority for operational exceptions to CAP policies is retained by the Alaska Wing Commander.

6. ICs will **notify the IC email group, temp-group-ics-ic@akwg.cap.gov**, from their AKWG Google Mail account (ICs, AKWG/CC, AFLO) of an RCC mission tasking **within 30 minutes** of accepting the mission with the following information (**sample email**):
 1. **NOTE: THIS EMAIL TAKES THE PLACE OF THE ICS FORM 201 UNTIL THE FORM CAN BE COMPLETED.**
 2. **IC contact Information: (full name, mobile phone, email, ALMR channel)**
 3. **RCC Tasking Time: (When the IC received the initial call from RCC)**
 4. **RCC Mission Number: (if provided or loaded in WMIRS, otherwise indicate "TBD")**
 5. **Basic Mission Details: (ELT search, overdue aircraft, etc.)**
 6. **CAP Units Alerted: (what units have you alerted, are any on stand-by, have any been requested and not responded)**
 7. **CAP Units Tasked: (have you assigned the mission to one or more units or crews from various units)**
 8. **Additional ICS Staff members: (any OSC/LSC/AOBD/GBD you've added to help you, names, contact info)**
 9. **Significant Issues: (any specific direction, unique situations, potential for incident expansion, etc.)**
 10. **Additional amplifying information as necessary**
7. **The IC will prepare an [ICS Form 201](#), Incident Briefing, and upload this form in the [WIMRS](#) mission records. This is normally accomplished prior to sorties being launched, but the message above may serve as the initial 201 notification.**
8. **The IC will monitor the activities of all involved CAP assets and will get updates from the RCC on mission progress and ensure the safety of CAP personnel.**
9. **Operational Period Transition Recommendation: ICs and other mission base staff should limit themselves to a 14-hour Duty Day (aircrew crew rest requirements). After 8 hours, mission base staff should ensure they have identified replacements and be prepared to hand-off their duties as directed by the IC. After not more than 12 hours, a new operational period should be initiated and the incident handed off to another IC. If no IC is available to accept the hand-off, the IC may contact the AKWG/DOS, AKWG/DO, AKWG/CC (in order) to pass the mission. When handing off a mission to a new IC, a hand-off briefing must be completed between the ICs with a new incident email (see item 6 above) sent to the IC email group.**
10. **ICs will send follow up notices to the IC email group periodically during the operational period, when significant events occur, and when the incident is closed or mission completed by RCC. This keeps the AKWG commander, AFLO, and other ICs who may be needed to support extended operations aware of the ongoing situation to prepare to provide additional support and so everyone knows when the incident is complete.**

Available at: <https://sites.google.com/a/akwg.cap.gov/ak001-home/staff-offices/emergency-services/resources>



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Director of Emergency Services

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