

MISSING AIRCRAFT PROCEDURES

INITIAL ACTIONS:

The first person (typically the FRO) having concerns that a CAP member or flight/ground crew is overdue or missing conducts the following:

_____ Attempt to contact the missing or overdue member(s) using the pre-established modes of contact (e.g. cell phone or radio)

_____ Attempt contact with the receiving party to see if the member(s) arrived

_____ Attempt to contact someone at the point of origin to find out when the member(s) departed

_____ Inform unit leadership that a member or crew is believed to be missing or overdue

_____ If the above are not successful in locating the missing or overdue member(s), notify the National Operations Center (toll free 1-888-211-1812, option 1) and provide the following:

_____ Name of member(s) presumed missing or overdue: _____

_____ Name of non-CAP person(s) in aircraft/vehicle: _____

_____ If overdue aircraft, tail number: _____ and call sign: _____

_____ Affected wing/unit: _____

_____ Estimated time of departure from last known point: _____

_____ Estimated time of arrival at planned destination: _____

_____ Expected route of travel/flight: _____

_____ Mode of travel (e.g. ground or air): _____

_____ Pre-coordinated contact information (e.g. cell phone number): _____

_____ Nature of mission or activity: _____

_____ Any other pertinent information: _____

CAP NATIONAL HEADQUARTERS:

National Operations Center

_____ Time and date of notification: _____

_____ Name of person making notification: _____

_____ If missing or overdue aircraft, contact Flight Service Station (1-800-992-7433 or 1-800-WXBRIEF) for assistance or information regarding the flight

_____ Contact AFRCC to see if they have received any reports

_____ If AFRCC has no reports on a missing or overdue aircraft, ask if they can coordinate with the FAA representative to see if air traffic control is in contact with the aircraft

_____ If above contacts are unsuccessful, notify the affected wing and advise to prepare for a possible search and rescue mission

_____ If no closure has occurred within 2 hours of estimated landing/check-in time, coordinate with CAP/DO to determine appropriate method and initiate search and rescue operations

_____ Cell phone forensics

_____ Radar forensics

_____ Ground search mission

_____ Airborne search mission

_____ Coordinate with AFRCC and assign search and rescue mission in WMIRS

AFFECTED WING:

Commander (or designated representative)

_____ As appropriate, consider notifying the agency responsible for search and rescue within the state

_____ When advised by the National Operations Center, begin preparations for potential assignment of a search and rescue mission

AFFECTED UNIT:

Commander

_____ When appropriate to do so and cautiously so as to not overly alarm others, make contact with the member(s)' family



NOTE: one of the initial actions is to contact someone at the point of origin to ascertain time of departure. It is likely the individual contacted is a family member. If this occurred, the commander is encouraged to not delay contact.

_____ Establish a plan to periodically update the family (e.g. every couple of hours on the hour, whenever new information is available, etc.)