5-06/050.50 - Responses to Civil Air Patrol Reports of Downed/Missing Aircraft And/Or Activations of Emergency Locator Transmitters

All reports of downed/missing aircraft, or reports of "Emergency Locator Transmitter" (ELT) activations made to this Department by the Civil Air Patrol (CAP), shall be made to the Special Enforcement Bureau (SEB) desk direct rescue notification line at (323) 264-7084. Any station, unit, or detail receiving notification by the CAP of a downed/missing aircraft or ELT activation shall refer the caller to the SEB desk where desk personnel shall obtain the following information:

- Name, rank, and call-back number;
- Type of notification (ELT, missing aircraft, etc.);
- Probable location of incident;
- Resources committed by the CAP, e.g., number of air and ground units, etc.;
- Time the incident was first reported to the CAP;
- Location of CAP base camp or command post;
- Name and phone number of CAP contact person for the responsible Sheriff's station/unit;
- Radio frequency used by CAP ground units; and
- Any additional pertinent information.

After SEB desk personnel have obtained the necessary information, they shall immediately notify the on-duty or standby Emergency Services Detail (ESD) sergeant or lieutenant and relay that information; SEB desk personnel shall then follow the directions of the ESD supervisor. SEB desk personnel shall also notify Aero Bureau and provide all available information.

It shall be the responsibility of the handling ESD supervisor to determine the station/unit area involved in the incident and to contact the concerned station's/unit's coordinator, or if after normal working hours, the station/unit watch commander and advise him of the circumstances of the CAP alert.

If the concerned station/unit elects to activate its Search and Rescue Team, the ESD supervisor shall request a Base Camp location and advise the CAP contact person of the base camp location. The ESD supervisor shall then dispatch an ESD unit to that location.

If the concerned station/unit does not activate its Search and Rescue Team, the CAP contact person will be so advised and requested to keep the SEB desk advised of any changes in the status of the incident.

The handling ESD supervisor shall maintain a log of each CAP notification and the activities of ESD relative to that notification.

In the event of an actual air crash, the reporting procedures outlined in the Case Assignment and Reporting Volume are to be followed.