Illinois CAP Alert Plans
RedCap and Health and Wellness

10/22/2019

Purpose, and which system is used
ES RedCap or Health and Wellness

- Request resources to support emergency services mission (ES RedCap)

- Pass time sensitive information to ES Qualified members with confirmed receipt (ES RedCap)

- Confirm safety of all members and determine if they need any assistance (Health and Wellness check)

- Pass time sensitive information to all members with confirmed receipt (Health and Wellness)

- Pass routine messages that need to reach all members (Health and Wellness)

Purpose, and which system is used
ES RedCap or Health and Wellness

- Confirm safety of all members and determine if they need any assistance (Health and Wellness check)

- Request resources to support emergency services mission (ES RedCap)

- Pass time sensitive information to all members with confirmed receipt (only H&W, not ES info)

Responsibility for Health and Wellness Checks

- Initiated by Wing Command, or higher

- Commanders at all levels have the responsibility to communicate with their staff, members, and any subordinate units (may delegate to Alerting Officer or Deputy Commander)

- Members have to respond to their Unit Commanders and/or Alerting Officer.

- Unit Commanders and/or Alerting Officer thenreports results and status up the chain. Confirming positive contact for all members, listing who hasn't been contacted and reporting on the requested information.

When Alerts Are Used

Mission

– Missing Aircraft

– Missing Person

– Transport Critical Resource

– Communication Relay

– Disaster Assistance

Natural Disasters

– Tornado's

– Floods

– Earthquakes

– ICE /Winter Storms

– Fires

– Hurricanes

Incidents

- Facility Closure

- Activity Cancellation

- Power Outage

- Hazardous Materials

- Communication Outage

- Short Notice Information

- Change in meeting time

- Change Uniform of Day
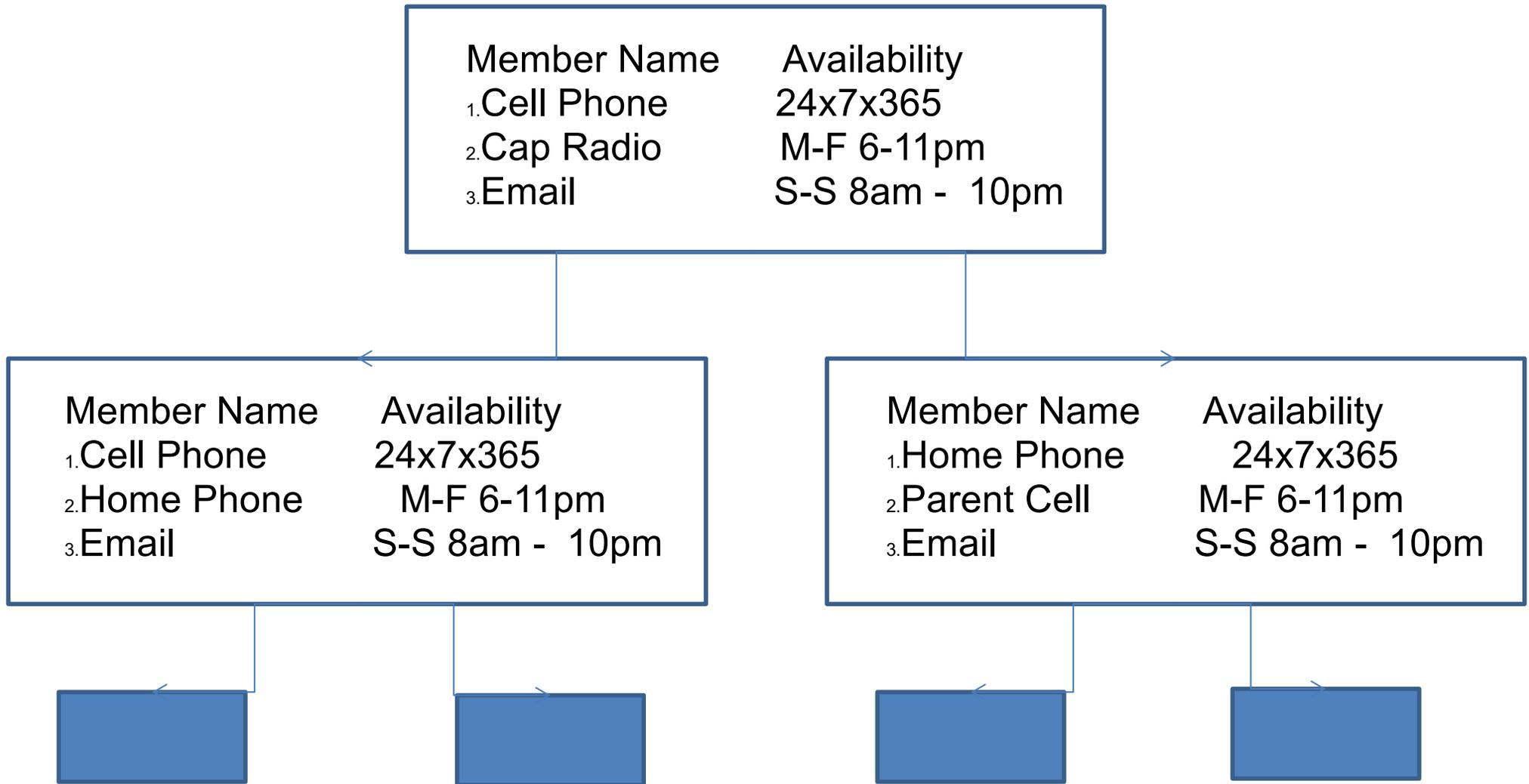
- Change in Meeting Agenda

How to - Similar to phone tree's

- Establish at Least three methods to reach every member that does not rely on the same technology.

- Cell Phone, such as voice call, or text message

- Land Line

- Internet, such as Facebook messenger, email, Web meeting, etc.

- CAP Radio or even non-CAP Radio

- In Person

- Notes on doors, and posting's at unit meeting place, prearranged meeting place and time

How

- Prioritize the Methods for Each individual

  - Cell phone may be primary for a senior member but maybe not all cadets.

- Identify Availability & Response Time Constraints – examples

  - Cadet the primary communication maybe a land line, can not be reached during school hours or when not at home.

  - Senior who is an Air Traffic Controller can only accept calls outside of work shift or on breaks.

Create Communication(Phone) Tree

Member Name   Availability
1.Cell Phone   24x7x365
2.Cap Radio   M-F 6-11pm
3.Email   S-S 8am - 10pm

Member Name   Availability
1.Cell Phone   24x7x365
2.Home Phone   M-F 6-11pm
3.Email   S-S 8am - 10pm

Member Name   Availability
1.Home Phone   24x7x365
2.Parent Cell   M-F 6-11pm
3.Email   S-S 8am - 10pm

How it works

- Top person on the tree contacts those directly below

- If they are unable to get positive contact, call next person down the list.

- That person calls the next until completed

- Keep track of who was contacted.

- Last person in each branch, then reports who has and hasn't been reached by calling the person who initiated your Tree.

Tools

- eSERVICES stores contact information for all members. When new members join verify that they completed their contacts information in eSERVICES.

- Twice per year have members verify that the information in eSERVICES is current.

- Maintain a local master communication tree. All members should have copy of their communication branch of the tree.

Considerations

- Most people build tree by chain of command

- Pro is that those individual know who in their group has been contact. Ex. Personnel Officer can state all people have been contacted

- Con   is that this might not be the most efficient way to get message through. Ex. Cadet Commander has no cell phone so cannot be reached unless he is at home.

- Building tree by availability and access to most tools for communication maybe better

Unit Alert Officer

- You may assign a Unit Alert Officer and Alternate.   The Unit commander passes the information to the Alert Officer who monitors the progress and reports back to the unit commander.

- Relieves the Unit commander of managing the tree so he/she can focus on addressing the incident that triggered the alert.

Alert Message

- Each Alert Message begins with the Type

  – Exercise

  – Real World

- Second is the Priority

  – Immediate

  – Routine

- This provides guidance on how quickly the message needs to be delivered

Alert Message

- Keep the message as short as possible. Especially if this is done in conversation as the longer the message the more likely the entire message will not get to the end of the tree intact.

- Message contains

  – Reason for the alert

  – Action the member needs to take

  – Where to get detailed information, if available

Sample Messages

- Real World – Immediate squadron meeting is cancelled, no power.

- Exercise Routine Contact Maj Jones at 779-273-3451 to attend first aid class on Nov 18.

- Exercise Immediate – Tornado contact all personnel and confirm safe. Report names of no contacts and count of confirms to Capt Jones 232-992-3919.