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Services



**MALMSTROM AFB SEARCH AND RECOVERY
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is 341 SVS/SVMX. This instruction implements AFI 34-242, *Mortuary Affairs Program*, para 1.2.6.7 in which the Mortuary Officer is directed to develop an implementation and execution plan for Search and Recovery operations, including the identification and handling of remains in aircraft mishaps and disasters occurring on and off base. This publication will list support agencies including MAJCOM/SVX, HQ AFSVA/SVOM, base transportation, medical and disaster response teams. It will also include team reporting and departure locations and whom the team reports to. This publication will identify transportation requirements, clothing requirements, equipment requirements, safety and security procedures for personal property, facilities for holding, identifying, and examining remains, provisions for temporary refrigeration and details stating how other agencies fit into the disaster operation and coordination of the plan with appropriate agencies. This publication applies to all 341st Space Wing and subordinate units assigned, attached, or supported by the 341st Space Wing, Malmstrom Air Force Base.

Chapter 1

SEARCH AND RECOVERY OPERATIONS

1.1. Overview. This publication provides guidance and procedures for the effective management of Search and Recovery operations on and around Malmstrom AFB, MT.

1.1.1. Implementation. Search and Recovery operations will be implemented at the direction of the 341 SW/CC or 341 MSG/CC in the event of the following reasons:

- a. Major Accident Response Exercise (MARE)
- b. Aircraft Mishap
- c. Natural Disaster
- d. As deemed necessary by the 341 SW/CC or 341 MSG/CC

1.1.2. Operations. Upon implementation of the Search and Recovery team, the following procedures will be followed.

1.1.2.1. Notification. Upon implementation of the Search and Recovery team, the Services Unit Control Center (UCC), will activate and begin recall of the Search and Recovery team members. Duty sections should prepare to lose their people to the Search and Recovery team if any of the events listed in para **1.1.1.** occur. Team members should report as soon as possible to the conference room in Building 250 unless otherwise directed. Team members will be advised on what kind of personal cold weather gear to bring and other items that may be needed. Due to the unpredictability of the climate in Montana, cold-weather gear may be required in the summer. For example, the crash site may be located in the mountains where temperatures can reach freezing throughout the year. All actions relating to the Search and Recovery operation will be coordinated from the SVS UCC in conjunction with the Disaster Control Group (DCG).

1.1.2.2. Equipment. Search and Recovery members should bring unit issued cold weather gear with them if it is required. Services readiness will provide additional cold-weather gear if needed. Services readiness maintains a stock of extreme cold weather parkas, hats, mittens, facemasks, overalls, and boots. Additionally, team members should maintain a basic toiletries kit in case they are called overnight. Every effort should be made to inform members if they will be away overnight. 341 SVS/SVMX maintains extreme cold-weather gear to include snowsuits, parkas, bunny boots, facemasks, mittens, and lined hats. 341 SVS/SVMX also maintains all equipment necessary for the search and recovery operation.

1.1.2.3. Deployment. The installation mortuary officer or a designated representative will report to the DCG and proceed to the scene to make an initial assessment. Search and Recovery personnel will not be dispatched to the scene until the scene has been declared safe, the aircraft mishap investigation board clears them, and the On-Scene Commander gives permission.

1.1.2.4. On-Scene Operations. The On-Scene Mortuary Officer will assume control of the search and recovery team upon arrival, and will direct all actions relating to the search, recovery and movement of remains. At the discretion of the On-Scene Mortuary Officer or On-Scene Commander, search and recovery actions will be suspended at the onset of darkness or any time

weather conditions pose a threat to the safety of personnel. Personal property will be stored separately from human remains and secured by security forces. All other procedures will follow the directions outlined in AFI 34-242.

1.1.2.5. **Termination.** A halt to search and recovery operations will be called at the discretion of the On-Scene Commander. All documentation relating to the recovery shall be turned in to the 341 SVS/SVMX for consolidation, duplication, distribution, and filing. One copy shall be sent to both HQ AFSVA/SVOM and HQ AFSPC/SVMX.

1.1.2.6. **Storage and Identification.** HQ AFSVA/SVOM will be contacted to provide an ID team. 341 MDG will be coordinated with to provide additional support and inspection of temporary facilities. The Auto Skills shop will be closed and cleared for identification and examination. 341 SVS will provide a reefer truck for remains storage. If more storage is required, 341 CONS will be asked to contract a refrigerated trailer. Local funeral homes will be contacted and given notification to prepare for an influx of human remains.

Chapter 2

RESPONSIBILITIES OF SUPPORTING AGENCIES

2.1. Responsibilities. Below are the responsibilities and support requirements of each affected agency.

2.1.1. **341 SW/CC.** Responsible for the administration and operation of all activities related to the Mortuary Affairs program on the installation. The 341 SW/CC will:

2.1.1.1. Designate a Search and Recovery team of 30 members to function under the supervision of the installation Mortuary Officer as part of the base response force. Team members will be mentally and physically fit to perform search and recovery duties, be available for at least one year of search and recovery duty, and have no other obligations to other disaster response teams.

2.1.1.2. Make passenger manifest and other documentation available to the identification team in the event of an aircraft accident originating from the local airports when military personnel are involved, and aid the Mortuary Officer in obtaining such documentation for aircraft originating from another base.

2.1.1.3. Provide, through all agencies under their control, any other resources required to support search and recovery, identification of remains, mass burial, and graves registration activities.

2.1.2. **341 MSG/CC.** Responsible to authorize and oversee search and recovery action as the On-Scene Commander at an accident site.

2.1.3. **341 SVS/CC.** Act on behalf of the Installation Commander and the Mission Support Group Commander for the direction and administration of the Mortuary Affairs Program. This includes, but is not limited to, the search, recovery, identification, and disposition of remains. The 341 SVS/CC will:

2.1.3.1. Ensure supplies and equipment are available for the initial support of mass casualty search and recovery operations.

2.1.3.2. Ensure Search and Recovery team members are properly trained, equipped, and knowledgeable in their duties.

2.1.3.3. Ensure all necessary food services and lodging support to response forces are available when required.

2.1.3.4. Serve as the focal point for search and recovery operations.

2.1.4. **341 MDG/CC.** Provide medical support in the following areas:

2.1.4.1. Provide immunizations and vaccines for Search and Recovery team as required.

2.1.4.2. Provide training in human anatomy, blood borne pathogens, and Critical Incident Stress Management (CISM) for team members.

2.1.4.3. Provide death certificates that are necessary to complete mortuary case files.

2.1.4.4. Provide medical assistance on-scene to any personnel for physical or emotional trauma.

2.1.4.5. Provide Critical Incident Stress Management (CISM) support to team members throughout operations and afterwards.

2.1.5. **341 CS/CC.** Provide support in the following areas:

- 2.1.5.1. Provide photographer and/or videographer and necessary equipment to record the search and recovery effort. In the event of search and recovery implementation, these personnel will respond with required equipment to the conference room in Building 250.
- 2.1.5.2. Provide additional communications support in the form of hand-held radios as required.
- 2.1.6. **341 CES/CC.** Provide support in the following areas:
 - 2.1.6.1. Provide General Purpose Medium or TEMPER tents to be used for Command and Control centers, storage, on-scene lodging, or other purposes.
 - 2.1.6.2. Provide lighting and electrical power to the site, as necessary, to provide for proper security of the scene during hours of darkness.
 - 2.1.6.3. Provide heavy equipment for removal of large pieces of debris or for clearing areas.
 - 2.1.6.4. Provide potable water for use on-scene during operations.
 - 2.1.6.5. Provide portable chemical toilets and necessary services for removal of waste products on an as needed basis.
 - 2.1.6.6. If necessary, assist in mass burials by providing required equipment, materials, and manpower to dig and mark graves.
- 2.1.7. **341 LRS/CC.** Provide all necessary vehicles and drivers required for transport of Search and Recovery team. As a minimum, requirements will consist of, but are not limited to, the following:
 - 2.1.7.1. Upon notification, provide forty-five passenger bus with driver to transport Search and Recovery team, equipment, or other agencies to and from the accident site.
 - 2.1.7.2. Provide a non-refrigerated, 32 foot van trailer with drivers to store and transport an undetermined amount of human remains in the event that refrigerated storage is unavailable.
 - 2.1.7.3. Provide maps of the best route to the disaster site.
- 2.1.8. **341 CONS/CC.** Provide all contracting support with local businesses, as necessary to acquire the following:
 - 2.1.8.1. Refrigerated trucks/vans (exact numbers will be determined by the size of the disaster). These may be required for an undetermined amount of time.
 - 2.1.8.2. Vehicles must have the capacity to be locked and maintain an internal temperature of 40 degrees Fahrenheit for an undetermined period of time.
 - 2.1.8.3. Establish a secondary contract/BPA with vendor to provide continuous maintenance requirements on refrigerated vehicles for an undetermined period of time.
 - 2.1.8.4. Identify and secure a source for dry ice in the event refrigerated vehicles are unavailable. Dry ice will be used for storage and shipping of human remains in non-refrigerated vehicles. A storage container for the dry ice should also be provided and the dry ice should be delivered wherever it is needed.
 - 2.1.8.5. Identify and secure a source for additional medical supplies required for search and recovery or processing operations if initial stocks are depleted.
 - 2.1.8.6. Provide contracting support for any unforeseen requirements.

2.1.9. **341 SFS/CC.** Provide support for the following:

2.1.9.1. Security for human remains, personal property, remains processing facilities, storage facilities, and 24-hour coverage of disaster scene.

2.1.9.2. Shall establish a cordon around the scene, all adjacent roadways or areas with an Entry Control Point and enforce entry procedures. No type of traffic should be permitted except as required by mission needs.

2.1.9.3. No photography of any type shall be permitted, with the exception of Search and Recovery personnel or other approved agencies. Approval must be coordinated with the On-Scene Commander and On-Scene Mortuary Officer.

2.1.10. **341 SW/HC.** Provide support in the following areas:

2.1.10.1. Provide emotional support and guidance for military personnel affected by the search, recovery, and mortuary processing operations while on-scene or following completion of operations.

2.1.10.2. Provide emotional support and guidance for families or other persons affected by the accident.

2.1.10.3. Coordinate a memorial service for the emotional well-being of all persons affected by the disaster.

2.1.11. **341 SW/PA.** Provide support in the following areas:

2.1.11.1. Provide a Public Affairs representative to ensure the release of information concerning the incident, the recovery, and the processing of remains is released to those with an absolute "need-to-know" basis. Information should be considered FOR OFFICIAL USE ONLY and the privacy of survivors given the utmost respect.

2.1.11.2. Requests for information from any person/group will be coordinated through the proper channels prior to release. Coordination shall be with the On-Scene Commander, On-Scene Mortuary Officer, and Legal Officer. Release of information for off-base incidents will occur after approval by the On-Scene Commander.

2.1.12. **341 SW/SE.** Safety will be responsible for ensuring the safety of the disaster site and the Search and Recovery team members before and during the search.

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