



AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

Foreword

This Aeronautical Search and Rescue – Standard Operating Procedures (ASAR-SOP) is prepared in coordination with SAR stakeholders, published and promulgated by Kenya Civil Aviation Authority (KCAA), in conformity with the Kenya Civil Aviation (Aeronautical Search and Rescue) Regulations. It has been developed following the requirements for information to be included in the ASAR-SOP as contained in Part IV, Regulation 18 of the Kenya Civil Aviation (Aeronautical Search and Rescue) Regulations.

The purpose of this SOP is to provide guidance to Rescue Coordination Centre (RCC), and SAR service providers on procedures for SAR missions by providing a framework that shall direct and unify actions of all responding agencies to achieve effectiveness and efficiency in respect to saving lives and reducing damage to property and facilities.

The ASAR–SOP documents actions to be taken by SAR service providers in dealing with a SAR mission. It also details Communication procedures to be adopted for all ASAR missions.

The document is reviewed and updated once every two years or as the need arises. All stakeholders are invited to submit their views, comments and suggestions for future review on this document to: kenyasar@kcaa.or.ke or sar@kcaa.or.ke

Director General

Kenya Civil Aviation Authority
P.O. Box 30163-00100
NAIROBI

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

Record of Amendment

Amendment No.	Amendment Date	Date Entered	Entered By
1	18 th December 2023	18 th December 2023	KCAA
2	15 th May 2026	2 nd June 2026	KCAA

Approval

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

Compiled By (Designation)	Assistant Director Air Traffic Management (SAR)
Name	Alfred Wagura
Signature	
Date	10 June 2026.

Authorised By (Designation)	Director Air Navigation Services
Name	Anne Gitau
Signature	
Date	16 th June 2026

Approved By (Designation)	Director General
Name	Nicholas Bodo
Signature	 DANS for Ag. DG.
Date	19 th June 2026

Declaration

This Aeronautical Search and Rescue Standard Operating Procedures (ASAR-SOP) sets forth the procedures for coordinating and Conducting Aeronautical Search and Rescue Missions.

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

Abbreviations

AAID	-	Aircraft Accident Investigation Department
ADATM	-	Assistant Director Air Traffic Management
AFTN	-	Aeronautical Fixed Telecommunication Network
AIM	-	Aeronautical Information Management
ARCC	-	Aeronautical Rescue Coordination Centre
ASAR	-	Aeronautical Search and Rescue
A/SARMC	-	Assistant Search and Rescue Mission Coordinator
ATC	-	Air Traffic Control
ATM	-	Air Traffic Management
ATS	-	Air Traffic Services
AMREF	-	African Medical Research Foundation
BOF	-	Briefing Office
BMU	-	Beach Management Unit
CAK	-	Communications Authority of Kenya
DAC	-	Dangerous Air Cargo
DANS	-	Director Air Navigation Services
DDATM	-	Deputy Director Air Traffic Management
DG	-	Director General
DOD	-	Department of Defense
DRB	-	Disaster Response Battalion
IAMSAR	-	International Aeronautical and Marine search and rescue
ICAO	-	International Civil Aviation Organization
ICRC	-	International Committee of Red Cross
ITMCC	-	Italian Mission Coordination Centre
JKIA	-	Jomo Kenyatta International airport
JRCC	-	Joint Rescue Coordination Centre

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

KAF	-	Kenya Air Force
KACA	-	Kenya Army Corps of Aviation
KCAA	-	Kenya Civil Aviation Authority
KCGS	-	Kenya Coast Guard Service
KDF	-	Kenya Defence Forces
KEMRI	-	Kenya Medical Research Institute
KHZ	-	Kilo Hertz
KMA	-	Kenya Maritime Authority
KMD	-	Kenya Meteorological Department
KPS	-	Kenya Police Service
KPAW	-	Kenya Police Air Wing
KWS	-	Kenya Wildlife Service
LKP	-	Last Known Position
MCC	-	Mission Coordination Centre
MET	-	Meteorological
MI	-	Ministry of Interior
MORT	-	Ministry of Roads and Transport
MHZ	-	Mega Hertz
MOH	-	Ministry of Health
MRCC	-	Marine Rescue Coordination Centre
NAMSAR	-	National Search and Rescue
NDOC	-	National Disaster Operations Centre
NDMU	-	National Disaster Management Unit
NEMA	-	National Environment Management Authority
NOTAM	-	Notice to Airmen
OSC	-	On Scene Commander
RCC	-	Rescue Coordination Centre

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

RMRCC	-	Regional Maritime Rescue Coordination Centre
RSC	-	Rescue Sub-Centre
SAR	-	Search and Rescue
SAR-EB	-	Search and Rescue Emergency Broadcast
SARMC	-	Search and Rescue Mission Coordinator
SARSAT	-	Search and Rescue Satellite Aided Tracking
SC	-	Search Coordinator
SITREP	-	Situation Report
SMC	-	Search Mission Coordinator
SOP	-	Standard Operating Procedures
SRU	-	Search and Rescue Unit

Table of Contents

Foreword	i
Record of Amendment.....	ii
Approval.....	iii
Declaration	iv
Abbreviations	v
Chapter 1.....	1
1.0 Authority for SAR	1
1.1 Scope	1
1.2 Aeronautical Search and Rescue Missions	1
1.2.1 Provision of resources for SAR missions.....	1
1.2.2 ASAR areas of jurisdiction	1
1.2.3 Provision of SAR service	1
1.2.4 SAR Communications	1
1.2.4.1 SAR Emergency Notification	1
1.2.4.2 Radio Communication.....	2
1.2.4.3 Internal communication	2
1.2.4.4 Media and public briefings.....	2
1.2.5 Search Planning.....	2
1.2.6 Closure of Search Mission	3
1.2.7 Request for Assistance from other Jurisdictions	4
1.2.8 Coordination of SAR Missions in proximate areas	4
Chapter 2.....	5
2.0 Aeronautical Rescue coordination center (ARCC)	5
2.1 ARCC Team	5
2.1.1 Search Coordinator	6
2.1.2 Briefing Officer	6
2.1.3 Intelligence Officer.....	7
2.1.4 Communications Officer.....	7
2.1.5 Plotting Officer	8

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

2.1.6 Recording officer	8
2.1.7 Assisting SMCs	8
2.2 On-Scene-Commander	9
2.3 Rescue Sub-centres	9
2.4 Air Traffic Services Units	9
Chapter 3.....	11
3.1 Kenya Maritime Authority	11
3.2 National Disaster Operations Centre (NDOC)	11
3.3 Communications Authority of Kenya (CAK)	11
3.4 Ministry of Interior (MI).....	12
3.5 Aircraft Operators.....	12
Chapter 4.....	13
4.1 Kenya Defence Forces.....	13
4.1.1 Kenya Air Force	13
4.1.2 Kenya Army	14
4.2 National Police Services.....	15
4.2.1 National Police Service Operations (POLOPS)	15
4.2.2 National Police Air Wing.....	16
4.3 Kenya Wildlife Services (KWS)	17
4.3.1 Kenya Wildlife Services Airwing	17
4.3.2 Kenya Wildlife Services Mountain Unit	18
4.4 Kenya Coast Guard Service (KCGS).....	19
4.5 Kenya Forest Services	19
4.6 National Environment Management Authority (NEMA).....	20
4.7 Assistance from Air Operators	21
4.7.2 AERO Club of East Africa	21
4.8 Kenya Meteorological Authority	22
4.9 Kenya Airports Authority	22
4.10 Ministry of Health	22
4.11 International committee of the Red Cross (ICRC) – Kenya	23
4.13 Organized groups around large water bodies in Kenya	24

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

4.14 Hotels and Resorts.....	25
4.15 State Department of Immigration, Border Control and Registration of Persons....	25
4.16 Customs Services Department.....	25
4.17 Ministry of Foreign and Diaspora Affairs	26
4.18 Aircraft Accidents Investigations Department	26
Chapter 5.....	27
5.0 Emergency Exercises / Drills	27
5.1 Objectives of SAR Exercises / Drills.....	28
5.2 Full scale SAR exercise/Drill	28
5.3 Partial SAR Exercise	28
5.4 Table top exercises / Drill	29
5.5 SAR communication test.....	29
5.6 Completion of exercise	29
Appendix 1: Nairobi Search and Rescue Region	31
Appendix 2: ASAR NOTIFICATION	32
Appendix 3: ASAR RCC Transfer	33
Appendix 4: ASAR SITREP	35
Appendix 5 : SAR CLUSTERS	37
REFERENCES.....	39

Chapter 1

1.0 Authority for SAR

Search and Rescue (SAR) is a function of the State.

The State has delegated coordination of Aeronautical SAR to KCAA through Ministry of Roads and Transport, which has established Rescue Coordination Center (RCC) to perform those functions.

1.1 Scope

The procedures contained within this SOP cover Aeronautical Search and Rescue Missions within Nairobi Search and Rescue Region (SRR) and for such proximate areas of neighbouring states as guided in Search and Rescue agreements between states.

1.2 Aeronautical Search and Rescue Missions

1.2.1 Provision of resources for SAR missions

Agencies with responsibility in this SOP shall endeavor to provide the resources required in the fulfilment of their roles.

Furthermore, the National Disaster Operations Centre (NDOC) shall at the request of the Rescue Coordination Centre (RCC) coordinate provision of such additional resources as may be required.

1.2.2 ASAR areas of jurisdiction

The Search and Rescue (ASAR) units will provide assistance to aircraft in distress and to survivors of aircraft accidents within the Nairobi Search and Rescue Region (SRR) and within proximate areas in coordination with ASAR units of neighboring states.

Appendix 1: Map of Nairobi Search and Rescue Region (SRR)

1.2.3 Provision of SAR service

ASAR services will be provided to all aircraft operating within Nairobi SRR and for such other areas as may be contained in agreements entered by Kenya.

1.2.4 SAR Communications

1.2.4.1 SAR Emergency Notification

Search Mission Coordinator (SMC) in Nairobi RCC will be responsible for notifying SAR service providers of an active SAR mission. This will be a telephone call to the **SAR**

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

Point of Contact notified to RCC, notifying the agency and requesting specific action(s) and record of the same kept in RCC.

Ref Appendix 2

1.2.4.2 Radio Communication

SMC in RCC will provide coordination to the mission and service to distress aircraft and other aircraft from agencies involved in SAR using international SAR frequency 123.1MHz. RCC will monitor the emergency frequency 121.5MHZ or other notified frequencies.

1.2.4.3 Internal communication

The team of SMCs shall operate in close co-ordination ensuring an efficient flow of information during the search and rescue phases. The team of SAR MCs shall ensure that all SAR field agencies are kept updated with developments of the SAR Mission. The field agencies will keep the SMC team updated on all new developments through the On-Scene Commander. Communication for responding agencies at the incident scene will be through electronic communication, radios on agreed frequencies or any other mode as agreed with the on-scene Commander.

1.2.4.4 Media and public briefings

All communications regarding Search and Rescue Mission, to media, public and senior Government officials **shall** be handled by the **Director General, Kenya Civil Aviation Authority**. The SMC will prepare regular reports on the SAR mission for use in briefings by the Director General KCAA. All Persons involved in an Aeronautical Search and Rescue Mission **shall** refer all enquiries regarding **the Mission** to the Director General KCAA and exercise responsibility in handling information from the SAR operations.

1.2.5 Search Planning

Search Planning will follow the standard step based on source of distress information. Nothing in the SOP prevents the SMC from acting in a manner, other than that detailed for the purpose of expediting and safeguarding the search and rescue mission.

Distress COSPAS-SARSAT alerts:

- i. Acknowledge the receipt of the alert to the source MCC
- ii. Analyze the information and extract key details
- iii. Check if the beacon is registered and emergency contact details.

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

- iv. Contact the emergency contacts for status check
- v. If status is not resolved by emergency contact, locate the aircraft position using information provided and attempt to resolve status.
- vi. If status is resolved, act accordingly and respond to the source MCC

If satellite-tracking information is not available review available information and if necessary, develop a search plan using the five sequential steps: -

- i. Estimating the datum
Determining the position of emergency and determining the effect of wind and currents
- ii. Determining the size of the search area
Allowing for errors in position estimates, Navigation errors of the search units and the drift variables.
- iii. Selecting appropriate search patterns
Consider the size of area, type of terrain and capabilities of search units.
- iv. Determining the desired area of coverage
Consider factors affecting the probability of detection, track spacing and number of sweeps, and
- v. Developing an optimum and attainable search plan
Consider the number of search units available and other limiting factors and circumstances.

1.2.6 Closure of Search Mission

The SMC team will terminate the SAR mission upon being satisfied that all necessary actions have been taken. Notwithstanding the above statement, the closure of a SAR mission will only be after the scene has been handed over to Aircraft Accident Investigators or in the event of a prolonged non-yielding search, authority to terminate has been granted by Director General KCAA.

The SMC will:

- i. Recommend to the Search Coordinator the abandoning or suspending of the search;
- ii. Release SAR facilities when assistance is no longer required;
- iii. Notify of conclusion and/or termination of search;
- iv. Prepare a final report on the operation; and
- v. Submit final report to SAR Coordinator (SC) within seven (7) days of conclusion of the SAR mission.

1.2.7 Request for Assistance from other Jurisdictions

All requests for assistance in Aeronautical Search and Rescue from outside the SRR, will be addressed to Director General KCAA for consideration by the Kenya Government.

1.2.8 Coordination of SAR Missions in proximate areas

SAR missions in proximate areas of our SRR boundaries will be coordinated in accordance with SAR agreements entered between the states.

Chapter 2

2.0 Aeronautical Rescue coordination center (ARCC)

Nairobi Rescue Coordination Centre (RCC) is located in Air Navigation Services (ANS) Complex, off Mombasa Road. The purpose of ARCC is to provide coordination and general direction on response to and management of Aeronautical Search and Rescue Missions within Kenya (Nairobi Search and Rescue Region).

RCC is manned on a 24-hour basis. The RCC contacts are: -

Primary: 0795814103

Cell : 0795811009

Cell : 0795814200

Email: kenyasar@kcaa.or.ke

sar@kcaa.or.ke

2.1 ARCC Team

A team of SMCs will be constituted when a SAR mission dictates. In exceptional circumstances officers from Various agencies, with SAR (OJT) validation may be requested to join the SMCs at RCC. The team will assist with the roles indicated below:

- i. Search Co-ordinator
- ii. Communications Officer
- iii. Plotting Officer
- iv. Intelligence Officer
- v. Briefing Officer
- vi. Recording officer
- vii. Assisting SAR SMCs

2.1.1 Search Coordinator

The Search Coordinator(SC) will provide guidance for the SAR mission. The Search Coordinator will be the duty SMC at Nairobi RCC

The Search Coordinator will assess the circumstances of a particular case and take steps to promote the safety of life and prevent further loss of property.

Search Coordinator will use the best judgment in initiating and coordinating operations to ensure use of the most suitable method of planning with least possible delays.

On receipt of information regarding an aircraft in distress or on request from RSCs, MRCC or from any adjacent RCC or any other credible source, the mission coordinator will: -

- i. Appraise the situation.
- ii. Declare the appropriate emergency phase (if not already declared by ATC duty watch supervisor)
- iii. Notify Team members giving details as appropriate
- iv. Notify SAR responding Units to standby/dispatch for assistance
- v. Notify the - KCAA management (ADSAR, DDSAR, DDATM, DANS & DG and others as may be appropriate)
- vi. Determine if there is need for assistance by additional SAR Mission Coordinators, recall, constitute a team and assign duties and responsibilities team members.
- vii. Coordinate with the On scene Command
- viii. Manage and supervise all action plans, and ensure that all necessary actions are carried out by every team member
- ix. Notify the AAID of the accident/incident aircraft.
- x. Send periodic briefs to the DG KCAA on the progress of the mission
- xi. Ensure a proper handover of the accident scene to AAID team
- xii. Ensure a final report is prepared

Ref: Appendix 3 (Forms001/002/003)

2.1.2 Briefing Officer

- i. Prepares the briefs for the RCC team including the field team.
- ii. Prepares the draft media/public briefs after collating available information and updates.
- iii. Initiate NOTAM action if necessary
- iv. Continue to obtain more amplifying information and analyse, evaluate, review and update the SAR Mission plan as required.

2.1.3 Intelligence Officer

- i. Monitor, investigate, collect and disseminate information to the appropriate team members
- ii. Interrogate witnesses and obtain names, contact details, place/scene of accident, etc.
- iii. Obtain from the Meteorological office the weather and/or sea state information which may have influenced the intended voyage and for plotting of search areas.
- iv. Assess the search and rescue location and collect/review information from all practical sources.
- v. Obtain information on the crew and aircraft operating characteristics relating to the en-route weather and terrain
- vi. Assess the ability of the crew to survive and the type of assistance required
- vii. Evaluate and assess the situation, notify the SAR MC of any new information obtained
- viii. Continue to gather data and information pertinent to the situation and pass to; SAR MC, Plotter, Recording Officer and Briefing Officer

2.1.4 Communications Officer

- i. Request through ACC, other aircraft or agencies to attempt to establish the aircraft's position, informing them of all known frequencies.
- ii. Notify the Police to check along the route of flight for any reports regarding the flight.
- iii. Request the RMRCC to alert the vessels in the area if the flight is over or near water.
- iv. Review communication plan actions and ensure two way communications ready for transmission;
 - UHF243.0 MHz,
 - VHF 123.1/121.5 MHz,
 - HF 8954/5680/2182 KHz,
 - Mobile phone, Satellite phone or Land lines
- v. When required, request Radar assistance for search from Radar stations
- vi. If electronic search or intercept and escort is necessary, notify the SRU to dispatch aircraft capable of intercept and escort or electronic search.
- vii. Provide situation updates, if any, to search facilities en-route or on-scene.
- viii. Coordinate arrangements for deliveries of supplies to sustain the survivors.
- ix. Provide as much information as possible to the commander of the aircraft providing escort service.
- x. Relay messages as per the instruction of the team members to SRUs, participating agencies/authorities and/or personnel.
- xi. Periodically issue situational reports (SITREPs).

2.1.5 Plotting Officer

- i. In consultation with the RCC team members, begin to plot for the search area[s] or intercept point
- ii. Obtain/select the appropriate maps and charts and ensure all the necessary plotting equipment are available
- iii. Obtain all necessary data and information from SMC for use in identifying probable search area[s] and for intercept/escort requirements.
- iv. Ensure the use of correct scale for the maps and charts
- v. Continue to plot for search area[s] or intercept point when new information is made available by the ASAR MC.
- vi. Ensure details on maps and charts are to be clearly marked and named
- vii. Determine the DATUM or last known position [LKP]. If a datum point cannot be determined, it may be necessary to use a datum line, that is, an intended track, or even a datum area
- viii. Provide completed/printed plotting to ASAR MC

2.1.6 Recording officer

- i. Continuously maintain an up-to-date entries and records of all actions taken during the activation period in the SAR logbook, forms and other necessary records.
In so far as practicable, recording should be done in chronological order.
- ii. Assist SAR MC in preparing a final report on the result of the SAR operation.
Examples of items to be recorded/compiled;
 - o Actions taken by team members.
 - o Sighting and hearing reports
 - o Messages
 - o Telephone calls, etc.

2.1.7 Assisting SMCs

Will perform following duties;

- i. Assist in carrying out tasks assigned by the SAR MC
- ii. Assist all other officers in carrying out their duties as need may arise
- iii. Assist the SAR MC in compiling the report on SAR Mission.

2.2 On-Scene-Commander

The on-scene- commander will be: -

- i. The senior most officer at the scene from the National police service, or
- ii. 1ST officer at the scene from any SAR service agency.

In That order

The on-scene- commander will: -

- (a) On arrival at the accident scene, establish an Operations Base.
- (b) Immediately liaise with the SAR MC for briefs, debriefs, directions on logistical support for agencies at the accident scene.
- (c) Coordinate the rescue activities through issuance of directions and obtaining briefs/debriefs to/from designated agency co-ordinators or liaison officers.
- (d) Maintain effective communication with all designated agencies co-ordinators at the accident scene and RCC
- (e) Relay requests for additional resources to RCC, where designated Through the RCC on scene coordinator.
- (f) Maintain effective traffic and crowd control at the scene.
- (g) Advise the RCC, when responding agencies' activities at the accident scene are complete, to effect hand over and closure of Mission.
- (h) The On-Scene Commander shall gather all information available at the scene or on scene updates and channel to the RCC
- (i) The On-Scene Commander shall ensure access control to the scene of accident.

2.3 Rescue Sub-centres

Rescue sub-centres are established at all KCAA manned airfields as secondary units for Coordination of Search and Rescue Missions or to assist the ARCC. The decision to activate a rescue sub-centre will be made by the ARCC after consideration of all circumstances.

When activated the sub-centre will carry out the ARCC duties to the extent requested.

2.4 Air Traffic Services Units

Air Traffic Services unit will usually notify ARCC when an aircraft is actually or likely in a state of emergency. However, when the nature of the emergency is such that local rescue facilities can deal with it, such as when an incident occurs at or near an aerodrome, the RCC may not be informed. The notification from an ATS unit to ARCC will contain information, if available, in the order listed below.

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

- UNCERTAINTY, ALERT or DISTRESS as appropriate to the phase of emergency;
- Agency and person calling;
- Nature of the emergency;
- Significant information from the flight plan;
- Unit which made last contact, time, and frequency used;
- Last position report and how the position was determined;
- Colour and distinctive marks of the aircraft in difficulty;
- Any action taken by the reporting office;
- Number of persons on board (POB);
- Survival equipment carried; and
- Other information as may be available

NB: ATS and ARCC will coordinate in accordance with coordination procedures established between the two units.

Chapter 3

3.1 Kenya Maritime Authority

The Kenya Maritime Authority (KMA) Coordinates Maritime search and rescue through the Maritime Rescue Coordination Center (MRCC).

In the event of a missing aircraft or ditching incident within maritime areas, Search and Rescue mission will be undertaken by MRCC in collaboration with ARCC.

The duty SMC at the Nairobi RCC will coordinate with the SMC Maritime Rescue Coordination Centre (MRCC), who will activate the internal alerting process as per the Kenya Maritime Authority procedures and as per agreement (MOU) between KCAA and KMA on Search and Rescue.

3.2 National Disaster Operations Centre (NDOC)

The National Disaster Operations Centre play the central role in mobilization and coordination of resources in response to disasters in Kenya.

NDOC shall assume responsibility on resource mobilization as per the request by Nairobi RCC

The RCC shall provide details on;

- Aircraft involved
- Probable location or area of search
- Number of persons on board
- Nature of the problem
- Type of resources/SAR assets required

NDOC will Coordinate the conveyance of specialists and equipment as the situation may require (Medical teams, Government /security officials, scene contamination assessment officials (bomb, chemical, radioactive) etc. firefighting personnel and ambulances.

Coordinate at national level with relevant government ministries and/or agencies and other organizations for resources.

In coordination with ARCC, review whether additional resources are required.

3.3 Communications Authority of Kenya (CAK)

The Communications Authority of Kenya (CAK) is the regulatory agency for the Information Communications and Technology (ICT) sector in Kenya. RCC will liaise with CAK for assistance during electronic search as necessary.

3.4 Ministry of Interior (MI)

The ministry is responsible for identifying, analyzing, and countering threats to national security. ARCC shall liaise with MI during SAR missions on information sharing.

3.5 Aircraft Operators

The aircraft operator holds material information regarding:

- i. The subject aircraft,
- ii. Crew and contacts (Mobile contact),
- iii. Passengers on board,
- iv. Cargo on board including specification of any dangerous goods,
- v. Tracking data,
- vi. Fuel endurance,
- vii. Last operational contact and Last Known Position (LKP),
- viii. Flight itinerary, and
- ix. Other aircraft of interest to the SAR mission.

The information is critical to search and rescue operations. The operator shall keep the ARCC fully informed about all material information regarding the flight in focus that would aid in expediting the SAR mission.

ARCC will keep the operator fully informed any distress ELT activations and of the progress in SAR operations.

The operator will avail assets that would aid in SAR mission to best extent possible.

The operator shall coordinate any release of information relating to the **SAR operations** with the KCAA management.

Chapter 4

4.1 Kenya Defence Forces

The Kenya Defence Forces (KDF) has an original mandate in responding to disasters in Kenya. The Rescue Coordination Center will contact the appropriate department based on the circumstances of each case. Where prominently involved, KDF will assume on scene command and control in the rescue operations.

4.1.1 Kenya Air Force

On receipt of an aircraft distress, disappearance or accident from ARCC, the duty officer operations or the KAF point of contact for SAR will activate the internal alerting process as per the force procedures.

ARCC will provide details on;

- Type of incident
- Probable location or area of search
- Number of persons on board
- Nature of the problem
- Type of assistance required

The information provided will serve as an initial notification to enable KAF to assess and mobilize available assets ready for tasking. KAF will promptly inform ARCC of available assets and their locations for planning and coordination.

In the event of Search

- Avail an appropriate asset to undertake the search operations
- If needed, provide airborne escort to aircraft in distress
- In consultation with ARCC undertake the agreed search process
- Communicate the search findings and Recommendations to ARCC

If the crash site is identified

- If first on scene, assume on-scene command until hand-over of the role as per established protocol.
- Assess and communicate the on scene condition and rescue requirements
- Secure the crash site
- Set up tents in consultation with Medical Team Coordinator for Triage.
- Assist in removing the injured to the triage and/or ambulances using stretchers or as may be appropriate and under guidance of Medical Team

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

- Assist in conveyance of specialists and equipment as the situation may require (Medical teams, Government /security officials, scene contamination assessment officials (bomb, chemical, radioactive) etc.
- Provide fire fighting vehicles and ambulances

At the request of ARCC, provide qualified SAR officer to assist in SAR Coordination.

4.1.2 Kenya Army

On receipt of an aircraft Distress, Disappearance or Accident from ARCC, the duty officer Operations or the Kenya Army point of contact for SAR will activate the internal alerting process as per the force procedures.

ARCC will provide details on;

- i. Type of incident
- ii. Probable location or area of search
- iii. Number of persons on board
- iv. Nature of the problem
- v. Type of assistance required

The information provided will serve as an initial notification to enable Kenya Army to assess and mobilize available assets ready for tasking. Kenya Army will promptly inform ARCC of available assets and their locations for planning and coordination. Further, Coordination may proceed with the respective units (Kenya Army Corps of Aviation (KACA), Kenya Defense Forces Disaster Response Battalion (DRB))

In the event of Search

- Avail an appropriate asset to undertake the search operations
- If needed, provide airborne escort to aircraft in distress
- In consultation with ARCC undertake the agreed search process
- Communicate the search findings and Recommendations to ARCC

If the crash site is identified

- If first on scene, assume on-scene command until hand-over of the role as per established protocol.
 - Assess and communicate the on-scene condition and rescue requirements
 - Secure the crash site
 - Set up tents in consultation with Medical Team Coordinator for Triage.
 - Assist in removing the injured to the triage and/or ambulances using stretchers or as may be appropriate and under guidance of Medical Team
 - Assist in conveyance of specialists and equipment as the situation may require (Medical teams, Government /security officials, scene contamination assessment officials (bomb, chemical, radioactive) etc.
 - Provide fire fighting vehicles and ambulances
- vi. At the request of ARCC, provide qualified SAR officer to assist in SAR Coordination.

4.2 National Police Services

The National Police Services (NPS) has the mandate to respond to all disasters/emergencies in Kenya. The National Police Service will provide on scene command for all Civil incidences as per the established protocol. The Rescue Coordination Center will contact the National Police Service whenever an incident occurs within Nairobi Search and Rescue Region and provide the following details:

- Type of incident
- Probable location or area of search
- Number of persons on board
- Nature of the problem
- Type of assistance required

Specific requests will be directed to the following departments within the National Police Service: -

4.2.1 National Police Service Operations (POLOPS)

On receipt of an aircraft Distress, Disappearance or Accident from ARCC or any other source, the duty officer Operations Centre will be contacted by the SMC with a request for assistance in notifying NPS officers in a specific area and subsequent coordination. On receipt of the request, NPS will activate the internal alerting processes as per the service procedures.

In the event of Search

- Avail an appropriate asset to undertake the search operations
- Coordinate the deployment of resources for search mission
- Coordinate the deployment of ground search parties
- Communicate the search findings and Recommendations to ARCC

If the crash site is identified

- Assume the on scene command and control
- Assess and communicate the on scene condition and rescue requirements
- Secure the crash site
- Assist in rescue and evacuation of casualties to the triage and/or ambulances using stretchers or as may be appropriate and under guidance of Medical Team
- Assist in conveyance of specialists and equipment as the situation may require (Medical teams, Government /security officials, scene contamination assessment officials (bomb, chemical, radioactive) etc.

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

- i. .
- ii. The National Police Service has a primary role of securing the accident scene during and after the SAR mission.

4.2.2 National Police Air Wing

On receipt of an aircraft Distress, Disappearance or Accident from ARCC, the duty officer Operations or the KPS Air wing point of contact for SAR will activate the internal alerting process as per the service procedures.

Then,

- i. Promptly inform the ARCC of available assets capable of undertaking the Search or Escort

In the event of Search Tasking,

- Avail an appropriate asset to undertake the search operations
- If needed, provide airborne escort to aircraft in distress
- Coordinate the deployment of resources for search mission
- Communicate the search findings and Recommendations to ARCC

If the crash site is identified

- Assume the on scene command and control
 - Assess and communicate the on scene condition and rescue requirements
 - Secure the crash site
 - Assist in rescue and evacuation of casualties to the triage and/or ambulances using stretchers or as may be appropriate and under guidance of Medical Team
 - Assist in conveyance of specialists and equipment as the situation may require (Medical teams, Government /security officials, scene contamination assessment officials (bomb, chemical, radioactive) etc.
- ii. At the request of ARCC, provide qualified SAR officer to assist in SAR Coordination.

4.2.3 National Disaster Management Unit

On receipt of information regarding an aircraft accident from ARCC, the duty officer or the NDMU point of contact for SAR will activate the internal alerting process as per the Unit's procedures.

Then,

- Immediately Coordinate mobilization and deployment of personnel and assets available from the unit in consultation with ARCC.

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

- Assume the on-scene-command
- Coordinate the evacuation of the casualties to the triage and/or hospitals as may be appropriate, under guidance of Medical Team
- Coordinate the conveyance of specialists and equipment as the situation may require (Medical teams, Government /security officials, scene contamination assessment officials (bomb, chemical, radioactive) etc.
- Coordinate firefighting personnel and ambulances

4.3 Kenya Wildlife Services (KWS)

The Kenya Wildlife Services (KWS) plays an important role in Search and Rescue operations in Kenya especially in the National Game/Marine Parks and Reserves. The Rescue Coordination Center will contact the appropriate department based on the circumstances of each case. Within the National parks and reserves, KWS will assume on scene command and control in the rescue operations until an officer from the NPS arrives.

The Rescue Coordination Center will contact the Kenya Wildlife Service whenever an incident occurs and provide the following details:

- Type of incident
- Probable location or area of search
- Number of persons on board
- Nature of the problem
- Type of assistance required including the need for Coordination for deployment of Search and Rescue resources from other agencies within the National Parks and other wildlife sanctuaries under control of KWS.
-

Specific requests will be directed to the following departments within the Kenya Wildlife Service:-

4.3.1 Kenya Wildlife Services Airwing

Promptly inform the ARCC of available assets capable of undertaking the Search or Escort. **In the event of Search**

- Avail an appropriate airborne asset to undertake the search operations
- If needed, provide airborne escort to aircraft in distress
- In consultation with ARCC undertake the agreed search process
- Coordinate the Park penetration by search teams
- Communicate the search findings and Recommendations to ARCC

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

If the crash site is identified

- If first to arrive at the scene, or within the game parks and reserves, assume the on scene command and control.
- Assess and communicate the on scene condition and rescue requirements
- Secure the crash site
- Coordinate the Park access for rescue teams
- Assist in removing the injured to the triage and/or ambulances using stretchers or as may be appropriate and under guidance of Medical Team
- Assist in conveyance of specialists and equipment as the situation may require (Medical teams, Government /security officials, scene contamination assessment officials (bomb, chemical, radioactive) etc.
- Provide firefighting personnel and ambulances as appropriate.

4.3.2 Kenya Wildlife Services Mountain Unit

The Kenya Wildlife Service Mountain Unit is specialized in management of all emergency cases within the high altitude and mountainous areas. On receipt of an aircraft distress, disappearance, or accident from ARCC, the duty officer operations or the KWS mountain unit point of contact for SAR will activate the internal alerting process as per the service procedures.

- i. ARCC will provide details on;
 - Type of incident
 - Probable location or area of search
 - Number of persons on board
 - Nature of the problem
 - Type of assistance required

KWS will promptly inform ARCC of available personnel and assets

In the event of Search

- Avail an appropriate asset to undertake the search operations
- In consultation with ARCC undertake the agreed search process
- Coordinate park access by the search teams
- Communicate the search findings and Recommendations to ARCC

If the crash site is identified

- If first to arrive at the scene, or within the game parks and reserves, assume the on scene command and control
- Assess and communicate the on scene condition and rescue requirements
- Secure the crash site
- Assist in identifying appropriate landing sites for airborne rescue assets
- Coordinate the Park access by the rescue teams

4.4 Kenya Coast Guard Service (KCGS)

The Kenya Coast Guard Service (KCGS) has an original mandate in Search and Rescue.

In areas outside KMA jurisdiction and on receipt of an aircraft distress, disappearance, or accident from ARCC, the duty officer or KCGS point of contact for SAR will activate the internal alerting process as per the service procedures.

- ii. ARCC will provide details on;
 - Type of incident
 - Probable location or area of search
 - Number of persons on board
 - Nature of the problem
 - Type of assistance required
- iii. Promptly inform ARCC on available personnel and assets for Search and Rescue mission

In the event of Search

- Avail an appropriate asset to undertake the search operations
- In consultation with ARCC undertake the agreed search process
- Coordinate access by the search teams
- Communicate the search findings and Recommendations to ARCC

If the crash site is identified

- If first to arrive at the scene, assume the on-scene command and control
- Assess and communicate the on-scene condition and rescue requirements
- Secure the crash site
- Coordinate the access by the rescue teams
- Assist in removing/rescuing the victims to the triage and/or ambulances under guidance of Medical Team
- In absence of medics provide basic /survival first aid services to victims
- Conveyance of survival and rescue equipment
- Provide firefighting personnel

4.5 Kenya Forest Services

The Kenya Forest Services is responsible for Conservation, management and utilization of the country's forest resources. The Kenya forest services is therefore an important link in the Aeronautical Search and Rescue within the Gazetted forested areas.

On receipt of information of an aircraft distress, disappearance or accident the duty officer Operations or the Kenya Forest point of contact for SAR will promptly inform the ARCC of the resources available for SAR.

- ARCC will provide details on; Aircraft involved
- Probable location or area of search
- Number of persons on board
- Nature of the problem
- Type of assistance required

In the event of Search

- Avail an appropriate asset to undertake the search operations
- If able, provide airborne escort to aircraft in distress
- In consultation with ARCC undertake the agreed search process
- Coordinate the Forest access by search teams.
- Coordinate the deployment of resources for search mission.
- Coordinate and lead ground search parties
- Communicate the search findings and Recommendations to ARCC

If the crash site is identified

- If first to on site, Assume the on-scene command and control
- Assess and communicate the on-scene condition and rescue requirements.
- Secure the crash site.
- Coordinate the Forest entry for rescue teams.
- Assist in removing the injured to the triage and/or ambulances using stretchers or as may be appropriate and under guidance of Medical Team

Assist in conveyance of specialists and equipment as the situation may require (Medical teams, Government /security officials, scene contamination assessment officials (bomb, chemical, radioactive) etc. Provide firefighting personnel

4.6 National Environment Management Authority (NEMA)

The National Environment Management Authority of Kenya (NEMA) has the objectives of supervising and coordinating environmental activities within the country. NEMA plays an important role where it's confirmed that hazardous material or chemical, biological, radiological or nuclear material may be on board an aircraft subject to a SAR mission. NEMA will be appraised of this information and requested to guide the rescue operations for the safety of rescuers and crash victims.

4.7 Assistance from Air Operators

Air operators have unique capabilities and play important role in search and rescue operations. Whenever called upon by RCC, the operators will volunteer assets, information, personnel and their expertise to assist in distress situations.

A number of air operators have organized into clubs that provide continuous tracking of members' aircraft and maintain a good liaison with contacts on ground at airfields and airstrips. This information is critical during search for a lost aircraft.

Air operators also hold unique capabilities and have specialized assets. Operators will therefore have important roles in search and rescue, and will be called upon by the RCC as circumstances dictate. The operator who has specialized capability should also inform the ARCC of the same and the terms of availing such asset to enable ARCC process the acquisition through the relevant Government agencies.

4.7.2 AERO Club of East Africa

The Aero Club (EA) retains contacts and monitors the flight operations of all its members. This is a critical link for general aviation aircraft especially in the remote parts of East Africa. The Rescue Coordination Center will contact the Aviation Centre [Wilson Airport] based on the circumstances of each case.

On receipt of an aircraft distress, disappearance or accident, the duty operations officer or the point of contact for SAR will activate the internal alerting process as per the club's procedures and immediately alert ARCC if the information did not originate from there.

Then, ARCC will request as much information as may be available at the club's aviation centre. The information will include the following: -

- Full aircraft details
- Full itinerary of the flight
- Last point of contact with aviation centre or last point observed on flight tracking
- Name (s) of crew and contacts
- Number of persons on board
- Nature of the problem if reported to the aviation centre
- Type of assistance required, if known.

In the event of Search

- Alert ARCC of any of their flight that may undertake the search operations along track and/or route.
- If able, provide airborne escort to aircraft in distress

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

- Communicate the search findings and Recommendations to ARCC

If the crash site is identified

- Provide rescue aircraft, if able
- Provide to ARCC updated information on nearby airstrip conditions and weather if available

NB: In all cases, the operator concerned should inform ARCC of any terms and conditions and conditions for use of their assets for appropriate coordination through the relevant Government agencies.

4.8 Kenya Meteorological Authority

Part of the key functions of the Kenya Meteorological Authority is national authority responsible for providing accurate and timely weather and climate services. Meteorological information is critical for planning and executing a search and rescue mission. Past weather in a certain location may inform the trajectory of Search while current and forecast information is critical for the safety of search parties and determination of survival probabilities.

On receipt of information of an aircraft distress, disappearance or accident the duty officer or KMD point of contact for SAR will activate the internal alerting process as per the organization's procedures.

Then,

Immediately mobilize Meteorological personnel to provide and keep updated RCC with weather reports and forecast appropriate to the Search and Rescue Mission or as per specific request from RCC.

4.9 Kenya Airports Authority

The Kenya Airports Authority is responsible for developing, managing, and operating a network of civilian airports and airstrips across Kenya. Among the main functions are:

- Administer, control and manage aerodromes,
- Provide and maintain facilities necessary for efficient operations of aircrafts,
- Provide rescue and firefighting equipment.

While the mandate of KAA regarding rescue covers aerodromes and their vicinity, the authority may extend assistance of specialized firefighting equipment at the request of ARCC.

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

At the request of ARCC, the Authority will also facilitate aircraft, Ambulances, personnel etc. directly involved with Search and Rescue missions.

4.10 Ministry of Health

The MOH play a primary role in provision of health services. During an Aeronautical disaster MOH play multiple roles in rescue, specialized assessment of the scene, evacuation and treatment of victims

On receipt of information of an aircraft Distress or Accident from ARCC, the duty officer Operations or the MOH point of contact for SAR will activate the internal alerting process as per the Ministry's procedures.

Then,

- i. ARCC will provide details on;
 - type of emergency in so far as it's known,
 - location
 - Number of persons on board
 - Nature of the problem
 - Type of assistance required

The Ministry will provide ARCC with details of health facilities and their capacities and capabilities (Bed and clinical expertise, services and available technology) to aid in rescue and conveyance to hospital planning.

- ii. Immediately mobilize and deploy personnel and assets available from the unit in consultation with ARCC.
 - Coordinate the evacuation of the casualties to the triage and/or hospitals as may be appropriate, under guidance of Medical Team
 - Coordinate the conveyance of specialists and equipment as the situation may require (Medical teams, scene contamination assessment officials (chemical, radioactive) etc.
 - Coordinate the deployment of ambulances
 - Coordinate the deployment of First Aiders to the scene of disaster
 - Coordinate Psychosocial support services for victims, rescuers and family, in so far as practicable.
 - Coordination of Medical services from government departments; KEMRI, Port Health, Government Chemist, Radiation Board and Disease surveillance
 - Mobilize resources relevant to the emergency relief required.
 - Coordinate the Deployment of MOH Rapid response teams if required.
 - Coordinate the distribution of accident victims to various hospitals.
 - Sensitize and inform the public on emergency situation, if necessary.

4.11 International committee of the Red Cross (ICRC) – Kenya

The ICRC play a critical role in Rescue operations in Kenya since they have a widespread presence in various parts of the country including remote areas. They have specialized personnel and equipment to stabilize accident victims and convey them to health facilities for comprehensive care.

On receipt of an aircraft distress or accident information from RCC, the duty officer operations or the ICRC point of contact for SAR will activate the internal alerting process as per the Unit's procedures.

- i. ARCC will provide details on;
 - Nature of the problem in so far as its known
 - Probable location
 - Number of persons involved
 - Nature of the problem
 - Type of assistance required
- ii. Mobilize and deploy personnel and assets available from the unit in consultation with RCC.
 - Coordinate the evacuation of the casualties to the triage and/or hospitals as may be appropriate, under guidance of Medical Team
 - Coordinate the deployment of firefighting personnel and ambulances
 - Coordinate Aqua Rescue [Divers] for emergencies in water bodies
 - Coordinate the deployment of First Aiders to the scene of disaster
 - Coordinate Psychosocial support services to the victims and their kin
 - Coordinate tracing of missing persons

4.13 Organized groups around large water bodies in Kenya

Organized groups around water bodies are among the most important first responders in rescue operations.

The groups include private boat owners' and divers clubs, beach management units (BMUs), fishing groups, water sports and leisure clubs etc. Due to their expertise in diving and knowledge of the particular water body, the organized groups are very helpful as first responders.

On receipt of information or observation of an aircraft accident the groups or individuals will endeavor to offer maximum assistance to the victims.

Individuals who notice an incident or accident should notify the RCC or any government agency directly or through their management.

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

Then,

- Mobilize personnel and assets available to respond to the incident
- Provide guidance to other experts due to mastery in local terrain
- Communicate the search findings and Recommendations to RCC
- Evacuate the casualties, provide basic first aid and convey them hospitals as may be appropriate.
- Assist in the conveyance of specialists and equipment as the situation may require.
- Appoint one official to coordinate the exercise and with Rescue coordination centre.
- Coordinate the deployment of First Aiders to the scene of disaster

4.14 Hotels and Resorts

Hotels and Resorts, especially those located in remote areas, can play an important role as first responders in rescue operations. They can volunteer information, personnel and vehicles that can assist in SAR mission.

On receipt of information or observation of an aircraft accident, they will endeavor to offer maximum assistance to the victims.

Individuals who notice an incident or accident should notify the RCC or any government agency directly or through their management.

4.15 State Department of Immigration, Border Control and Registration of Persons

The department is in charge of cross border movement and play an important role in Aeronautical Search and Rescue operations in Kenya whenever air disaster occurs involving international flights or in the event of cross border SAR operations.

On receipt of facilitation request from RCC, the duty officer operations or the Immigration department point of contact for SAR will attend to the requests as per the department's procedures and MOU entered between the Government of the Republic of Kenya and the Involved State on Search and Rescue.

The facilitation request may include but not limited to: -

- i. Processing of foreign victims
- ii. Facilitation of foreign specialists
- iii. Facilitation of local SAR experts in cross border missions

4.16 Customs Services Department

The department oversees enforcement of laws relating to entry and exit of goods and play an important Role in Aeronautical Search and Rescue operations in Kenya whenever air disaster occurs involving international flights or in the event of cross border SAR operations.

On receipt of facilitation request from RCC, the duty officer operations or the Customs services department point of contact for SAR will attend to the requests as per the department's procedures and MOU entered between the Government of the Republic of Kenya and the Involved State on Search and Rescue.

The facilitation request may include but not limited to: -

- i. Processing of goods recovered at crash site
- ii. Processing of foreign assets intended for assistance in an ongoing Search and Rescue mission
- iii. Processing of assets intended for assistance to an ongoing search and rescue mission outside Kenya.

4.17 Ministry of Foreign and Diaspora Affairs

The ministry oversees foreign coordination, negotiation and liaison with foreign governments. Where circumstances require, the Ministry will play a key role in the search and rescue operations.

The roles may include but not limited to: -

- i. Coordination with foreign governments to facilitate entry into their territory for cross border search and rescue
- ii. Coordination with foreign governments in regard to request for assistance in search and rescue
- iii. Coordination on any search and rescue issue that touches on other government(s).

4.18 Aircraft Accidents Investigations Department

The Air Accident Investigation Department (AAID) is responsible for the investigation of air accidents and serious incidents in Kenya involving both local and foreign aircraft. The division will be notified at the onset of an Aeronautical SAR Mission. After locating

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

the wreckage, the AAID will be informed of the same and should endeavor to report to the scene at earliest.

The RCC provides the AAID with all material facts as may be requested and available.

Chapter 5

5.0 Emergency Exercises / Drills

5.1 Objectives of SAR Exercises / Drills

SAR Drills and exercises are used to rehearse anticipated emergency scenarios. They are designed to enhance training, reduce confusion, and verify the adequacy of emergency response activities and equipment.

Such exercises are categorized by the following types:

- (a) Full scale SAR exercise/Drill
- (b) Partial SAR Exercise
- (c) Tabletop exercises
- (d) SAR communication test

All exercises outlined above shall have pre-determined objectives, against which the performance of the participants will be clearly measured.

The RCC shall conduct SAR Exercises/Drills in a manner described below for the purposes of testing/evaluating:

- a) Response, communication, co-ordination, and control of all responding agencies in the event of a SAR Mission.
- b) Effectiveness of the SAR Plan and SAR-SOPs
- c) Adequacy of available SAR assets in responding to a SAR Mission.

5.2 Full scale SAR exercise/Drill

A test of all personnel, facilities and procedures associated with the SAR-SOP, and which shall be conducted at least once every three (3) years.

- i. All major agencies expected to respond to an actual SAR Mission shall participate in Full-scale exercises.
- ii. A post-mortem evaluation, involving a full debriefing, analysis and critique of the response shall be conducted within seven (7) days from the date of the exercise.
- iii. Representatives of all responding agencies will meet and evaluate/critique the performance of each responding agency based on the written submissions/observations by observers
- iv. Lessons learnt from the exercise shall be compiled and documented to enable revisions/updating of procedures to correct mistakes and shortcomings identified during the exercise or post-mortem meeting.

5.3 Partial SAR Exercise

- i. Partial SAR exercises shall involve an actual response. The exercises may be required to test or evaluate new systems, train personnel on techniques or procedures or at the request of a responding agency. They are economical because of their limited scope and are effective and efficient due to the ability to repeat the exercises on a fairly frequent basis.
- ii. Partial exercises shall be conducted at least once each year that a full scale is not held.
- iii. Partial exercises shall involve only one or two responding agencies. However, they may be scaled up to additionally involve co-ordination procedures between several different units, if required.

5.4 Table top exercises / Drill

- i. This exercise involves a review of each agency's role on a round table meeting.
- ii. Table Top exercise shall be conducted at least once each six (6) months, except during six-month period when a full scale exercise is held
- iii. Table Top Exercise shall be designed to test the integration and capability of emergency response resources, without the expense and disruption to services associated with the full-scale exercise.
- iv. Such exercises shall be run frequently in order to reconfirm procedures, policy, emergency contact information, radio frequencies, changes in key personnel etc.
- v. Typically, an accident scenario plus an accident location shall be selected and each agency representatives asked to describes what actions their agency will implement in if the scenario was real.
- vi. Therefore, the exercise shall be inter-active/intellectual discussions between all participants, and shall test understanding (intellectual perception) not just the specific agency procedures, but also all aspects associated with inter-agency response, communication, co-ordination and control processes in an emergency situation.
- vii. Lessons learnt shall be documented and distributed to all agencies associated with the response for further training of their staff.
- viii. Where the feedback or discussions reveal inherent loopholes in the agency's emergency procedures, a report shall be generated to fast track update or revision or amendment of such sections of the SAR-SOP.

5.5 SAR communication test

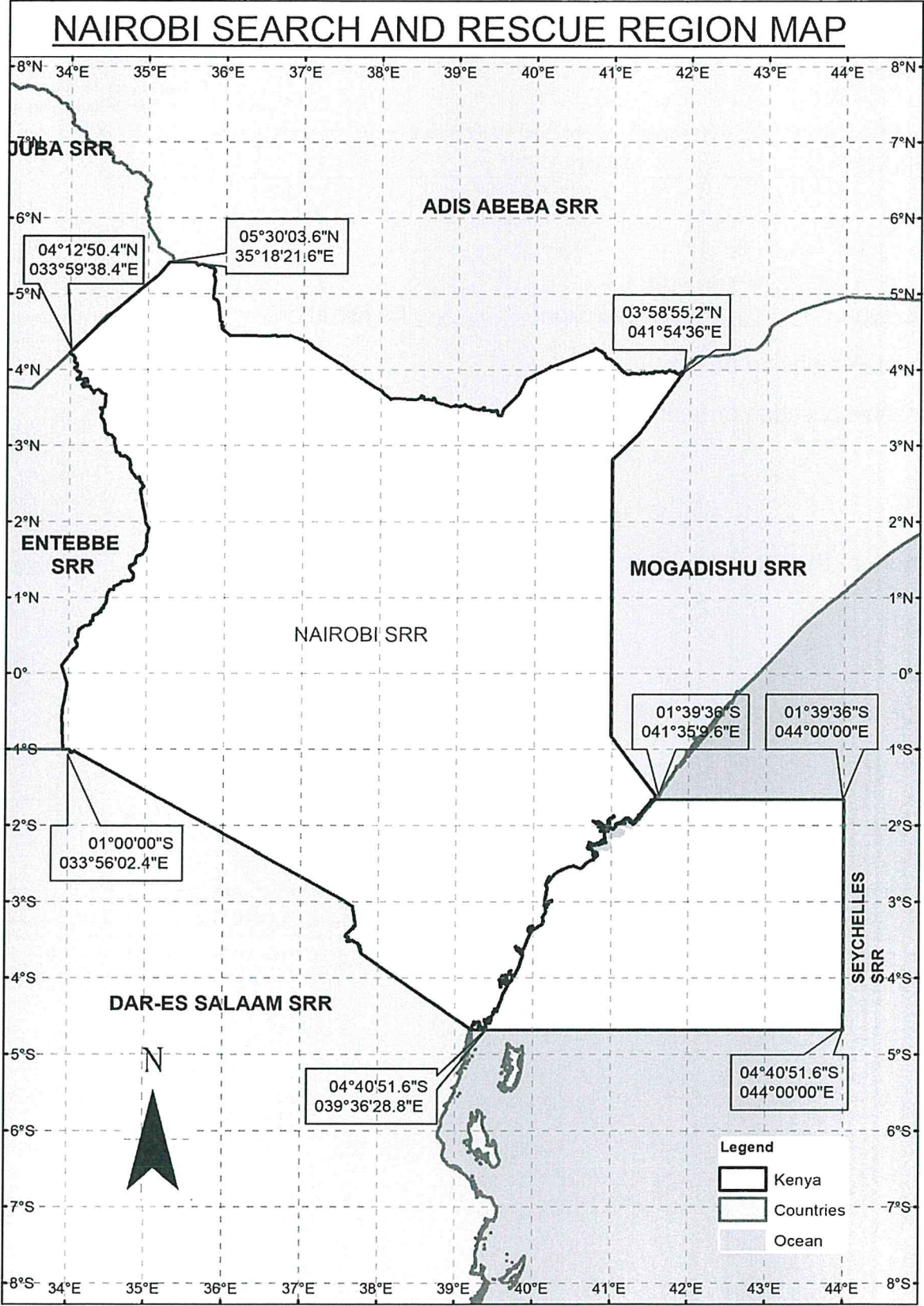
- i. This exercise involves a review of the communication system
- ii. It shall be conducted on a daily basis for cluster one

5.6 Completion of exercise

The RCC will:

- i. assess the exercise outcomes against established objectives;
- ii. identify any improvements required to the documented procedures;
- iii. summarize the critiques of agency performance; and
- iv. prepare a summary report for presentation to the stakeholders

Appendix 1: Nairobi Search and Rescue Region



Appendix 2: ASAR NOTIFICATION



Form 001

SAR No: _____ Date: _____

A/C Type: _____ Call Sign: _____ Registration: _____

No. of Persons on Board: _____

Probable Location or Search Area:

Nature of the Problem:

Type of Assistance Required:

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

Appendix 3: ASAR RCC Transfer

Form 002

DATE AND TIME: _____



FROM: (Originating RCC): _____ TO: (Receiving RCC): _____

A. IDENTITY OF CASUALTY (Name/call sign, flag, State): _____

B. POSITION (Latitude/longitude): _____

C. NUMBER OF PERSONS IN DISTRESS: _____

D. ASSISTANCE REQUIRED: _____

E. CO-ORDINATING RCC: _____

F. DESCRIPTION OF CASUALTY

(Physical description, owner/charterer, cargo carried, passage from/to, life-saving equipment carried):

G. WEATHER ON SCENE (Wind, sea/swell state, air/sea temperature, visibility, cloud cover/ceiling, barometric pressure):

H. INITIAL ACTIONS TAKEN (By casualty and RCC):

I. AREAS ALREADY SEARCHED:

J. CURRENT/PRESENT SEARCH SUB-AREAS:

K. ALERTED UNITS:

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

L. ENDURANCE OF EXISTING SAR UNITS ON SCENE:

M. AVAILABILITY OF SAR UNITS ON SCENE (Hours/Days):

N. COMMUNICATION PLAN:

O. CONFIRMATION (All participating SAR Units have been advised of the transfer of responsibility):

RCC SUPERVISOR

NAME: _____ SIGN: _____

**Appendix 4: ASAR SITREP
FORM 003**

TRANSMISSION (Distress/urgency)

DATE AND TIME _____

SAR SITREP No. _____

FROM: (Originating RCC): _____ TO:

A. IDENTITY OF CASUALTY (Name/call sign, flag State):

B. POSITION (Latitude/longitude):

C. SITUATION (Type of message, e.g., distress/urgency; date/time; nature of distress/urgency, e.g., fire, collision, medico):

D. NUMBER OF PERSONS:

E. ASSISTANCE REQUIRED:

F. CO-ORDINATING RCC:

G. DESCRIPTION OF CASUALTY

(Physical description, owner/charterer, cargo carried, passage from/to, life-saving equipment carried):

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

H. WEATHER ON SCENE (Wind, sea/swell state, air/sea temperature, visibility, cloud cover/ceiling, barometric pressure):

J. INITIAL ACTIONS TAKEN (By casualty and RCC):

K. SEARCH AREA (As planned by RCC):

L. CO-ORDINATING INSTRUCTIONS (OSC designated, units participating, Communications):

M. FUTURE PLANS:

N. ADDITIONAL INFORMATION (Include time SAR operation terminated):

Notes:

1. Each SITREP concerning the same casualty should be numbered sequentially.
2. If help is required from the addressee, the first SITREP should be issued in short form if remaining information is not readily available
3. When time permits, the full form may be used for the first SITREP, or to amplify it.
4. Further SITREPs should be issued as soon as other relevant information has been obtained. Information already passed should not be repeated.
5. During prolonged operations, "no change" SITREPs, when appropriate, should be issued at intervals of about 3 hours to reassure recipients that nothing has been missed.
6. When the incident is concluded, a final SITREP is being issued as confirmation.

Appendix 5 : SAR CLUSTERS

For the purposes of distribution of Search and Rescue Alerts, the responders are grouped into various clusters:

CLUSTER 1- Notified for Incidents with a high probability of developing into distress;

- i) National Police Service,
- ii) Kenya Defense Forces
- iii) Kenya Maritime Authority (KMA),
- iv) Kenya Civil Aviation Authority (KCAA) Management,
- v) Kenya Wildlife Service (KWS)- in the National Parks/Reserves and Conservancies,
- vi) Air Operators (Affected Air Operator),
- vii) Aircraft Accident Investigations Department (AAID),
- viii) Kenya Meteorological Department (KMD).
- ix) National Intelligence Service (NIS)

CLUSTER 2 – Incidents that are confirmed as distress;

- i) Kenya Wildlife Service (KWS),
- ii) Kenya Meteorological Department (KMD),
- iii) Ministry of Health (Responding Units),
- iv) National Disaster Operations Centre (NDOC),
- v) National Disaster Management Unit (NDMU),
- vi) Kenya Red Cross,
- vii) KMA/Kenya Coast Guards Service (KCGS),
- viii) Tropic Air- Incidents in Mt. Kenya and surrounding areas,
- ix) Kenya Defense Forces- Disaster Response Battalion (DRB),
- x) National Youth Service –Incidents requiring ground searches,
- xi) Kenya Forest Service- Incidents in the national forest areas,
- xii) Kenya Ports Authority- (Ferry Department),

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

- xiii) Kenya Airports Authority (KAA),
- xiv) Other Air Operators/Agencies situated in strategic locations,
- xv) County Government Administrations.

CLUSTER 3 – When significant details are available and contacted on need basis;

- i) State Department of Immigrations and Registration of Persons,
- ii) Customs Services Department,
- iii) Ministry of Foreign Affairs (MFA),
- iv) AMREF,
- v) Beach management Units (BMU),
- vi) Hotels and Resorts (Around Parks and Beaches).

AERONAUTICAL SEARCH AND RESCUE STANDARD OPERATING PROCEDURES

REFERENCES

- i. Kenya Civil Aviation (Aeronautical Search and Rescue) regulations
- ii. National Search and Rescue (NAMSAR) Plan
- iii. International Aeronautical and Marine Search and Rescue (IAMSAR) Manual (Doc 9731)
- iv. International Civil Aviation Organization (ICAO) Search and Rescue, Annex 12.

