

**Chapter 468-200 WAC**  
**CONDUCT AND MANAGEMENT OF EMERGENCY AIR OPERATIONS AIR SEARCH AND RES-  
CUE/DISASTER RELIEF**

Last Update: 1/13/97

**WAC**

468-200-020	Purpose and intent.
468-200-040	Scope.
468-200-060	Definitions.
468-200-080	Registration.
468-200-100	Classes of emergency workers.
468-200-110	Conduct of training.
468-200-120	Qualifications of search and rescue emergency workers.
468-200-160	Establishment of state standards.
468-200-180	Responsibilities of authorized officials using emergency workers.
468-200-200	Personal responsibilities of emergency workers.
468-200-220	Conduct of training.
468-200-230	Selection of resources—Mission.
468-200-240	Staffing and conduct of the mission.
468-200-250	Mission number requests.
468-200-260	Participation in training and operational missions.
468-200-280	Unauthorized conduct of search and rescue missions.
468-200-300	Records requirements.
468-200-320	Records repository and retention.
468-200-340	Memorandum of understanding agreements.
468-200-350	Appeal procedure.
468-200-360	Severability.

**WAC 468-200-020 Purpose and intent.** The purpose of this chapter is to adopt rules pertaining to the use, classes, scope, conditions of duty and training of emergency workers involved in air search and rescue or air disaster relief missions.

Any emergency situation most likely requires multiagency contact and coordination. To insure a timely and effective response nothing in this chapter is intended to preclude local law enforcement from taking immediate and constructive action. The aviation division will insure that each county sheriff's department is briefed on potential emergencies underway in their jurisdiction.

The intent of these rules is to clearly delineate the responsibilities of authorized officials and emergency workers before, during, and after emergencies, disasters, and other specific missions conducted under the authority of the Washington state department of transportation, aviation division.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-020, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-040 Scope.** This chapter is applicable for emergency activities as outlined in chapter 47.68 RCW, Washington state emergency management comprehensive plan, state and regional disaster airlift plan, or other official state of Washington or political subdivision emergency plans for:

(1) Multijurisdictional or major emergencies, disasters, and related incidents that are determined by appropriate state or local authorities to require the use of aircraft, airships, and crews at the disposal of and trained by the aviation division or its designees and the emergency workers required to crew and support such air operations. Nothing shall preclude local authorities from utilizing local resources to meet local emergencies. At the request of local authorities, even for localized emergencies, the aviation division will coordinate and acquire aviation resources as needed.

(2) Search and rescue missions for aircraft in distress, missing, or presumed down that are conducted under the authority of chapter 47.68 RCW. This does not include air operations conducted for search and rescue purposes under the authority of chapter 38.52 RCW.

(3) Training events authorized by the department of transportation, aviation division.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-040, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-060 Definitions.** (1) "Air search and rescue" means the conduct and management of all aerial search and rescue operations involving downed or missing aircraft. This includes aircraft and airships used in search and rescue operations requested through the aviation division. The aviation division is also responsible for search and rescue activities involving electronic signaling devices such as emergency locator transmitters (ELT's) and emergency position indicating radio beacons (EPIRB's). This does not include operations conducted for search and rescue purposes under the authority of chapter 38.52 RCW.

(2) "Disaster relief air operations" means the utilization of aircraft, airships, and crews in the assessment, search and rescue, or mitigation of a disaster.

(3) "Authorized official" means the director of aviation of the department of transportation or designee.

(4) "Authorized organization" means the department of transportation, aviation division, Washington state military department, emergency management division, local emergency management agencies, or law enforcement agencies of political subdivisions.

(5) "Aviation division" means the department of transportation, aviation division.

(6) "Incident" means an occurrence or event, either human caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

(7) "Mission" means a distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disasters or search and rescue operation that occurs under the direction and control of an authorized official.

(8) "Training event" means a planned, nonemergency activity for the development, maintenance, or upgrading of emergency worker skills.

(9) "Remote/isolated area" means an area lacking in amenities, paved roads, or public services, most often heavy vegetation and hilly terrain. Also defined as an area in which development is essentially nonexistent except for roads, railroads, power lines, and similar transportation facilities. Anyone leaving a recognized, road network will be considered to be in a remote/isolated area.

(10) "SARDA" means state and regional disaster airlift, a plan that is adopted by the state of Washington, as an integral part of the Washington state comprehensive emergency management plan. SARDA establishes the procedures for the control, conduct, and utilization of aviation during times of major disaster.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-060, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-080 Registration.** Registration is a prerequisite for emergency workers involved in the conduct of air search and rescue/disaster relief missions conducted under the authority of this chapter or chapter 47.68 RCW.

(1) Aircraft pilots and observers shall register with the aviation division by completing and filing a form as designated by the aviation division.

(2) Main base support personnel, assigned and working at the aviation division designated incident command post must also be registered with the aviation division.

(3) Ground personnel engaging in search and rescue field activities in remote or isolated locations must be registered emergency workers having complied with the registration requirements of chapter 38.52 RCW and chapter 118-04 WAC.

(4) The information provided during registration may be used by authorized officials to conduct criminal history, flying record, driving record, and background checks.

(5) Failure to truthfully respond to statements set forth on the registration form may result in the denial of registration or revocation of registration.

(6) Registration required under chapter 47.68 RCW and this chapter shall be accomplished by the aviation division on a form supplied or approved by the aviation division. Registration shall be completed upon the successful completion of the required training program as approved by the aviation division.

(a) An employee of the state or of a political subdivision of the state who is required to perform emergency duties as a normal part of their job shall not be required to register.

(b) When such individuals are outside the jurisdiction of their employment during a disaster, emergency, mission or incident, except when acting under the provisions of a mutual aid agreement, they should report to the on-scene authorized official and announce their capabilities and willingness to serve as a volunteer during the emergency or disaster. The on-scene authorized official shall register the individual as a temporary worker.

(c) Employees of the National Park Service, U.S. Forest Service, Bureau of Land Management performing their normal assigned duties in jurisdictions under their control shall not be required to register.

(d) Members of active duty, reserve, or National Guard components of the Department of Defense performing duties while in a "paid duty" status shall not be required to register.

(e) Members of active duty or reserve components of the U.S. Coast Guard performing duties while in a "paid duty" status shall not be required to register.

(f) Temporary registration may be authorized in those emergency situations requiring immediate or on-scene recruiting of volunteers to assist in time-critical or life threatening situations.

[Statutory Authority: Chapter 47.68 RCW. WSR 97-03-064 (Order 167), § 468-200-080, filed 1/13/97, effective 2/13/97; WSR 96-02-067 (Order 160), § 468-200-080, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-100 Classes of emergency workers.** The following classes of emergency workers and the scope of duties of each class are hereby established.

(1) Administration personnel includes, but is not limited to, technical, administrative, and clerical services and may involve recruiting, coordinating, and directing any emergency support activities. Workers under this class will normally not perform their duty functions in isolated or remote locations. They are normally assigned to the incident command post, staging areas, or outlying airports.

(2) Pilots include duties performed by pilots licensed by the Federal Aviation Administration, operating Federal Aviation Administration approved aircraft, in support of emergency management activities. Pilots will be required to complete a mission training program conducted or approved by the aviation division.

(3) Observers include those individuals completing an approved training program to perform duties as an aerial observer on emergency missions.

(4) Communications shall include individuals who support airborne emergency response with air to air, air to ground, or ground to ground communications. Individuals in this class who are registered in accordance with chapter 38.52 RCW and chapter 118-04 WAC shall be deemed registered for the purposes of this chapter.

(5) General includes, but is not limited to, duties which can be performed by persons without permanent specific emergency assignment. These emergency workers may include personnel who do not have any specific training or qualifications, but whose participation is essential to a specific emergency operation.

(6) Transportation includes, but is not limited to, the planning, organizing, maintaining, operating, and coordination of available means of transportation for the movement of supplies, evacuees, personnel, and equipment.

(7) Radio beacon (emergency locator transmitter/emergency position indicating radio beacon) or other electronic transmitting device personnel shall include those personnel who respond by various ground and air modes of transportation to locate and silence electronic distress beacons. Personnel who will be working in isolated or remote areas must be registered and qualified in accordance with chapter 38.52 RCW and chapter 118-04 WAC.

(8) Aircrew (other) consist of crew members conducting airborne communications, aircraft crew chiefs, and airborne controllers.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-100, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-110 Conduct of training.** Organizations wishing to conduct training to meet the requirements of this chapter will submit the following information for consideration and approval prior to conducting training:

(1) A letter requesting to conduct approved training outlining the subject matter for which authorization is sought.

(2) A course outline listing the subject matter to be taught, class objectives, equipment, and audio visual material to be used.

(3) Copies of all hand out material, student work books, and other items that will be distributed.

(4) Written notice of date, location or locations where course is to be taught.

(5) A resume of the instructors background and qualifications.

(6) Such other material as may be instrumental in the aviation division reviewing the proposed training opportunities to insure consistency with the state program.

Applications for instructor/course authorization must be received at least thirty days prior to the course offering. The aviation division will have final approval authority over course content and instructor utilization. The aviation division will prepare, and supply on request, information and guidelines for the selection of instructors, preparation of courses and conduct of training.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-110, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-120 Qualifications of search and rescue emergency workers.** Personnel will complete training administered or approved by the aviation division prior to engagement in any search and rescue activities conducted in accordance with chapter 47.68 RCW, this chapter, the state comprehensive emergency management plan (regarding air operations) or the state and regional disaster airlift plan (SARDA).

(1) The following are the basic qualifications for administrative support search and rescue emergency workers:

(a) Be physically and mentally fit for the position assigned.

(b) Possess knowledge and the skills required of air search and rescue support workers.

(c) Possess knowledge of the incident command system and how the system works.

(d) Possess knowledge of the records and forms necessary to administer a major air search operation, including all forms used to identify the mission, track personnel, equipment, and assignments.

(e) Possess knowledge of the various state laws, plans, and procedures used in the conduct of emergency air operations.

(f) Possess knowledge of the requirements utilized in briefing search participants.

(g) Possess knowledge of the requirements and procedures utilized to select and dispatch emergency workers.

(h) Possess knowledge of dealing with the media, news releases, and information flow.

(i) Possess basic knowledge of the various types of maps used in air search and airborne disaster relief.

(j) Possess knowledge and training in dealing with family members of individuals in distressed situations.

(k) Possess knowledge in specific incident command system job descriptions that the individual is assigned to perform.

(2) The following are the basic qualifications for communications personnel:

(a) Be physically and mentally fit for the position assigned.

(b) Possess the knowledge and skills required of air search and rescue support workers.

(c) Possess knowledge of the incident command system and how the system works.

(d) Possess knowledge of the various forms used in the incident command system with particular skills in those forms having to deal with communications.

(e) Possess knowledge of the various state laws, plans, and procedures used in the conduct of emergency air operations.

(f) Possess a Federal Communications Commission radio license for the class and type of equipment operated when the operation of a radio requires an operator license.

(g) For remote or isolated assignments be registered and qualified as an emergency worker in accordance with chapter 118-04 WAC or chapter 38.52 RCW.

(h) Possess knowledge in specific incident command system job descriptions that the individual is assigned to perform.

(3) The following are the basic qualifications for pilots and observers.

(a) Be physically and mentally fit for the position assigned.

(b) Possess the knowledge and skills required of air search and rescue support workers.

(c) Possess knowledge of the incident command system and how the system works.

(d) Possess knowledge of the various forms used in the incident command system with particular skills in those forms having to deal with air operations.

(e) Possess knowledge of the various state laws, plans, and procedures used in the conduct of emergency air operations.

(f) Possess knowledge in specific incident command system job descriptions that the individual is assigned to perform.

(g) Possess knowledge and have training in the following aircrew specific items:

1. Search patterns and electronic search

2. Universal map system (UMS)

3. Navigation and position determination

4. Aircrew coordination

5. Communications procedures

6. Coordination with ground teams

7. Flight line operations

8. Weather

9. High altitude and terrain considerations

10. Mountain flying

11. Scanning techniques

12. Sighting characteristics

13. In-flight emergencies

14. Off-field landings

15. Survival, first aid, and safety

16. Flight plans

17. Incident Forms

18. State and regional disaster airlift (SARDA) and disaster relief plans

19. Reimbursement procedures

20. Dealing with the family and the press.

(4) In addition to the knowledge and skill requirements of 3 above, pilots must meet the following qualifications and skill levels.

(a) Hold a private pilots license or above issued by Federal Aviation Administration.

(b) Hold a current and valid medical certificate issued by a Federal Aviation Administration authorized Airman Medical Examiner (AME).

(c) Meet all recurrency/currency of flight and other restrictions imposed by the Federal Aviation Administration.

(d) Have logged at least two hundred hours of total flight time for flat land (altitudes below five thousand feet) search pilot operations. Have logged at least five hundred hours of total flight time for all other search and rescue assignments.

(e) Have completed flight training with a search pilot instructor appointed or approved by the aviation division.

(5) Ground electronic beacon (emergency locator transmitters and emergency position indicating radio beacon) direction finding personnel will receive training and demonstrate proficiency in the principles of emergency beacon transmitters, proper procedures for direction finding (DF) and legal responsibilities. The training shall consist of at least the following:

(a) Principles of transmission, causes of distortion, interference, and blockage of signals.

(b) DF principles involving hand-held direction finders as well as working with only radio receivers.

(c) Interferometer method of DF.

(d) Map reading and interpretation.

(e) Legal responsibilities and restrictions upon finding a transmitter.

(f) When required be qualified and registered in accordance with chapter 118-04 WAC.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-120, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-160 Establishment of state standards.** Additional state standards may be established for classes of individual emergency workers involved in air search and rescue and air responses to disaster situations. Upon establishment of any such state standards, training programs within the state shall, at a minimum, comply with these standards.

[Statutory Authority: Chapter 47.68 RCW. WSR 97-03-064 (Order 167), § 468-200-160, filed 1/13/97, effective 2/13/97; WSR 96-02-067 (Order 160), § 468-200-160, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-180 Responsibilities of authorized officials using emergency workers.**

(1) Authorized officials using emergency workers have the responsibility to ensure those emergency workers meet basic qualifications as stated in these rules. Authorized officials organizing and using emergency workers are responsible for assembling the proper combination of emergency workers with the skills and abilities to accomplish the mission being undertaken. It is acknowledged that authorized officials must use judgment and experience in assessing the scene and the requirements for the missions.

(2) Authorized officials may also require emergency workers to demonstrate proficiency in the skills required to carry out their assignments.

(3) Authorized officials shall ensure that all emergency workers are aware of their duty to comply with the personal responsibilities contained in WAC 468-200-200. This shall be accomplished at the time of registration with the aviation division and should be reemphasized to the worker at periodic intervals.

(4) The state recognizes that many situations to which emergency workers are asked to respond are inherently hazardous. It is incumbent upon authorized officials utilizing emergency workers to ensure that workers are not needlessly endangered in mission activities or training events. The emergency worker must also recognize potentially haz-

ardous operations and not accept the assignment unless the worker is confident that their training and skill level will allow the task to be accomplished safely.

(5) All prudent and reasonable safety procedures, techniques, equipment, and expertise shall be used to ensure the safety of emergency workers at all times while going to, preparing for, performing, recovering from, and returning from, missions or training events.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-180, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-200 Personal responsibilities of emergency workers.**

(1) Emergency workers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.

(a) Emergency workers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment.

(b) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of or while using narcotics or any illegal controlled substance is prohibited.

(c) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of alcohol is prohibited.

(d) Emergency workers participating in any mission, training event, or other authorized activity shall possess a valid operator's license if they are assigned to operate vehicles, vessels, or aircraft during the mission unless specifically directed otherwise by an authorized official in accordance with RCW 38.52.180. All emergency workers driving vehicles to or from a mission must possess a valid driver's license and required insurance.

(e) Use of private vehicles by emergency workers in any mission, training event, or other authorized activity without liability insurance required by chapter 46.29 RCW is prohibited unless specifically directed otherwise by an authorized official in accordance with RCW 38.52.180.

(f) Emergency workers shall adhere to all applicable traffic regulations during any mission, training event, or other authorized activity. This provision does not apply to individuals who have completed the emergency vehicles operator course or the emergency vehicle accident prevention course and are duly authorized under state law to use special driving skills and equipment and who do so at the direction of an authorized official.

(2) Emergency workers have the responsibility to comply with all other requirements as determined by the authorized official using their services.

(3) When reporting to the scene, emergency workers have the responsibility to inform the on-scene authorized official whether they are mentally and physically fit for their assigned duties. Emergency workers reporting as not fit for currently assigned duties may request a less demanding assignment that is appropriate to their current capabilities.



(4) Emergency workers have the responsibility to check in with the appropriate on-scene official and to complete all required record-keeping and reporting.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-200, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-220 Conduct of training.** All training will be conducted by the aviation division utilizing employees of the aviation division or volunteer instructors approved by the aviation division. Courses taught for qualification under this chapter will be those courses prepared or approved by the aviation division. Personnel seeking qualification under chapter 118-04 WAC will comply with the requirements established by chapter 118-04 WAC and imposed by the county of registration if registered in accordance with chapter 38.52 RCW. Organizations which desire to establish separate training programs for training that exceeds the requirements of this regulation are free to do so. Only the training required by this regulation shall be under the control of the aviation division. Course material, curriculum, and instructors will be those approved by the aviation division. The aviation division will prepare, and supply on request, information and guidelines for the selection of instructors, preparation of courses and conduct of training.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-220, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-230 Selection of resources—Mission.** The selection of resources for a mission shall reside solely with the appointed incident commander. The aviation division receives information about a potential mission or airborne disaster relief response from a variety of sources. The incident commander will review the known information and assess the type of response which is appropriate for the mission. The incident commander will, after reviewing the information at hand decide whether the mission calls for a limited or full response. Limited response type missions include, but are not limited to:

- (1) Electronic beacons (EPIRBS, ELTS, etc.).
- (2) Reported sightings of a possible downed aircraft or aircraft in distress.
- (3) Searches where evidence indicates the missing aircraft is confined to a limited search area.
- (4) A multistate search where the search area under the responsibility of the state of Washington is a limited geographical area.
- (5) The mission is one of transporting limited personnel or supplies.
- (6) The flight is a damage assessment flight of a limited area. This does not preclude the local authorities from using local resources to conduct damage assessment.
- (7) Weather or flight conditions make it unsafe or unwise to place more than a limited number of aircraft in the search area.
- (8) Any condition where in the opinion of the incident commander it would be unwise to commit additional aircraft.

In the case of limited response missions the incident commander shall select those individuals or organizations needed to support the

mission. With the large number of qualified search and rescue volunteers and organizations in the state, not everyone will get called to support a limited specific mission.

After review of the information or at anytime during the execution of a mission, the incident commander may deem it necessary to go beyond a limited mission and in fact make it a major mission. At that time the incident commander, utilizing the call out and alert system established by the aviation division, will request the support and participation of additional registered volunteers and organizations.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-230, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-240 Staffing and conduct of the mission.** The state of Washington, and the department of transportation have adopted the incident command system (ICS) of emergency response missions. All training and actual missions operated under the authority of chapter 47.68 RCW and this chapter shall be conducted using the incident command system (ICS) of mission management. The incident commander for any mission will be appointed by the director of the aviation division or his/her designee. The incident commander will appoint mission staff from the ranks of individuals who are qualified to staff those positions. The assignment of incident command system positions will be done without regard to membership in any organization.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-240, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-250 Mission number requests.** The incident commander, after making a decision on what resources are required, will seek an appropriate mission number assignment required by the responding organization. For the support of those emergency workers covered under chapter 38.52 RCW or chapter 118-04 WAC the incident commander will contact the Washington state military department, emergency management division, to obtain a state of Washington mission number. For missions where a Federal Mission Number is required, DOD (active duty, reserve, and Guard components) Federal non-DOD (FCC, Customs, etc.) and Civil Air Patrol, the incident commander will contact the United States Air Force Rescue Coordination Center for issuance of a mission number.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-250, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-260 Participation in training and operational missions.** The conduct of aerial search and rescue and airborne disaster relief operations is a difficult and demanding task. In order to facilitate effective and efficient operations it is necessary that the incident commander has the full support and cooperation of all individuals participating. To that end the incident commander shall have the sole authority to determine whether or not an individual may participate in a mission. The incident commander may remove an individual or otherwise exclude an individual for any of the following reasons:

(1) Individual does not meet the established criteria, training, or knowledge requirements of this regulation.

(2) Individual is not mentally or physically fit to perform assigned duties.

(3) Individual refuses to comply with instructions from appointed ICS authorities.

(4) Individual is disruptive to the order of the mission.

(5) Individual is not checked in on the mission and is a nonparticipant.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-260, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-280 Unauthorized conduct of search and rescue missions.** Any individual or organization that falls under the authority of chapter 47.68 RCW or this chapter that conducts search and rescue operations without the authority or direction of the incident commander shall have their registration rescinded and shall be prohibited from future participation in search and rescue and airborne disaster relief operations for a period not to exceed one year. The time shall be determined by the director of aviation.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-280, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-300 Records requirements.** Air search and rescue operations conducted under the authority of chapter 47.68 RCW and this chapter are the sole responsibility of the aviation division. All administrative recordkeeping, dispatch records, assignment sheets, action plans, and all other documents generated in the search, training event, or airborne response to a disaster will meet the following requirements:

(1) All forms used shall be forms provided by and authorized by the aviation division. These forms will comply with the tenets of the incident command system with modifications as authorized by the aviation division;

(2) All personnel, regardless of agency or organization shall check in and be placed on rosters provided and controlled by the aviation division;

(3) All assignments, plans, information, logs, etc., shall be on the forms as supplied by the aviation division;

(4) Organizations or personnel wishing to use their own forms for organization recordkeeping may. However the official forms of the mission are those which are supplied by the aviation division and those forms will be used by all who participate;

(5) Personnel responding to support a local jurisdiction mission (conducted in accordance with chapter 38.52 RCW and chapter 118-04 WAC) shall also check in on forms being maintained by the local authority.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-300, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-320 Records repository and retention.** Air search and rescue conducted under chapter 47.68 RCW and airborne disaster relief efforts conducted under the state comprehensive emergency manage-

ment plan, the department of transportation emergency response plan, or the state and regional disaster airlift plan are the statutory responsibility of the aviation division. All records, reports, rosters, dispatch records, notes, logs, lead sheets, or any other written documents of the air search or airborne disaster relief are the property of the state of Washington. All said records will be submitted to the aviation division prior to or at the close of the mission. The aviation division shall maintain said records at the principle offices of the aviation division.

The aviation division will make copies of any and all records needed by any participating organization. Records will be reproduced within five working days of the close of a mission and mailed to any participating organization requesting same.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-320, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-340 Memorandum of understanding agreements.** The director of aviation may enter into memorandum of understanding (MOU) agreements or other written documents amplifying or clarifying responsibilities and procedures. These written agreements may be entered into with agencies of the federal government, other state agencies, agencies of political subdivisions of the state of Washington or with support or volunteer organizations. Nothing in those agreements shall change the rules adopted by this chapter.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-340, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-350 Appeal procedure.** Any individual who or organization which feels that the provisions of this chapter have not been fairly or equitably administered may appeal, in writing, to the director of aviation. The director will review the complaint and respond within thirty days. Appeals generally will be limited to training, certification, and registration matters. Due to the nature of emergency response the decision of the appointed incident commander on any emergency response mission shall be final. Organizations and individuals may seek a meeting with the director of aviation after the incident for future review and clarification.

[Statutory Authority: Chapter 47.68 RCW. WSR 97-03-064 (Order 167), § 468-200-350, filed 1/13/97, effective 2/13/97; WSR 96-02-067 (Order 160), § 468-200-350, filed 1/3/96, effective 2/3/96.]

**WAC 468-200-360 Severability.** If any provisions of this chapter is held invalid, the remainder of the rule is not affected.

[Statutory Authority: Chapter 47.68 RCW. WSR 96-02-067 (Order 160), § 468-200-360, filed 1/3/96, effective 2/3/96.]