



HEADQUARTERS
CIVIL AIR PATROL, TEXAS WING
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 154997

General Operations Plan

Standard General Operating Procedures for Search & Rescue, Disaster Relief & Homeland Security

Distributed Search and Rescue Exercise

DSAREX

28-31 August 2009

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Texas Wing Headquarters
Texas Wing Operations Staff
Brooks Cima, LtCol, CAP
Director of Emergency Services



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1. **General**

a. Type of Exercise

This exercise simulates distributed search and rescue and disaster recovery operations. A single Incident Command Post (ICP) will control the exercise -- simulating distributed operation in a SAR or a wide-area disaster. SAMs are responsible for sortie planning, with oversight provided by ICP Planning Section. This exercise will test aircrew and ground team effectiveness and communication capabilities and increase qualified emergency services members' proficiency, while training students in emergency services procedures and activities.

b. Incident Command Post

Grand Prairie Municipal Airport (KGPM) – location on the airfield will be announced through a SPIN

Incident Commander

Maj Russell Miller

Cell: +1-469-446-2281

E-mail: RangerRJM@aol.com

c. Primary dates & times (ALL TIMES UTC)

Exercise conducted 28 - 31 August 2009

24 August 2009:

Staging Area Information Sheets due to the IC

26 August 2009:

Scenarios distributed to trainees for advance planning

28 August 2009:

Initial Sortie Tracking Sheets due to the IC
1700Z: Operations begin

29 August 2009:

1230 – 1245Z: ICP staff briefing
1245 – 1300Z: SAM briefing
1245 – 1315Z: Sign-in
1315 – 1330Z: Crew briefing
1330 – 2300Z: Operations

30 August 2009:

1230 – 1245Z: ICP staff briefing
1245 – 1300Z: SAM briefing
1245 – 1315Z: Sign-in
1315 – 1330Z: Crew briefing
1330 – 1900Z: Operations

31 August 2009:

2300Z: Operations conclude

Friday, Monday and night operations are permitted. However, SAMs must provide a qualified Incident Commander to support these operations.

d. Alternate dates

None

e. USAF funding

\$4,000

- f. Mission Symbol
A5
- g. Mission Number
Pending
- h. OES Training Number
Not applicable
- i. Project Officer
Capt David Medders
Cell: +1-214-641-6262
E-mail: david@dmedders.com
- j. Host units
ICP: Crusader Composite Squadron (SWR-TX-076)
Staging Areas: TBD
- k. Initial Reporting Information
Each Staging Area will have a Staging Area Manager (SAM) approved by the IC. Each SAM will submit a Staging Area Information Sheet (Attachment 1) to the IC no later than 24 August 2009. Initial Sortie Tracking Sheets are due to the IC 28 August 2009. Though additional sorties will be accepted throughout the exercise, SAMs are encouraged to plan in advance.

2. Notification & Application

- a. Notification of exercise
This exercise will be published on the Group III and Texas Wing Calendars. This Operations Plan will be posted on the Group III website and in WMIRS. Unit commanders are responsible for ensuring maximum dissemination of exercise information.
- b. Qualification requirements
Attendees must be active CAP members with a CAPF 101 marked for mission-appropriate qualification or trainee status. No members without General Emergency Service qualification will be allowed to sign in or participate in the mission. Participants should have all prerequisites completed in advance to facilitate efficient training at the exercise. Participants must be current in WMU and have the latest safety information. **Participants must address qualification issues with their unit ES officers PRIOR to the exercise.**
- c. Exercise capacity
All Group III aircraft, vehicles, and personnel are encouraged to participate.
- d. Exercise enrollment procedures
All prospective Staging Area participants must contact their appropriate Staging Area Manager.

To serve in an Incident Command Post duty position, contact the IC via e-mail no later than one (1) week prior to the published exercise date.

3. Exercise Description

The exercise will simulate actual emergency search and rescue and disaster relief missions to the greatest extent practical. Exercises will include distributed sortie planning, crew planning, use of gridded charts, communications, flight briefing, sortie execution, debriefing, and completion of CAP-required forms. Visual aerial searches will be conducted during daytime only. ELT practice searches will be conducted by air and on the ground both during the day and may be conducted at night.

4. Training Objectives

SAR ground team, aircrew, Incident Command Post staff and communications training; grid familiarization, aerial photography and air-to-ground coordination will be executed. The exercise is intended to provide participants with a realistic simulation environment in which to develop their mission specialty skills and accomplish evaluation of skills for completion of Emergency Services qualifications. Mission staff will evaluate the use of a distributed Planning Section. The exercise will be conducted using tasks as required by the Emergency Services Training and Operational Missions regulation CAPR 60-3. It is the intent of this exercise to ensure that Texas Wing personnel become qualified and renew proficiency in accordance with CAPR 60-3. Only designated Texas Wing Evaluators may approve qualifications.

5. Flight Operations

a. Aviation resource requirements

Fuel and aircraft services are available from local Fixed Base Operators at each aircraft staging area.

b. Mission sorties

Air exercises will simulate a search and rescue or post-disaster urban environment to greatest extent possible. Air/Ground coordination exercises are highly encouraged. Aircrews should be prepared for re-tasking.

c. Flight briefing/debriefing

SAMs are responsible for sortie planning, including: WMIRS entry and close-out and sortie tracking sheet creation. The ICP will close-out WMIRS sorties for a Staging Area without Internet access. **Sortie tracking sheets must be submitted to the IC when sorties are created in WMIRS.** The ICP Planning Section may modify SAM-planned sorties.

d. Air sortie management procedures

All air sorties must be released only by the ICP AOB, Air Branch Staff or IC. Aircraft communications will include ops normal calls and event calls. Sortie departure and arrival time will be entered in WMIRS **within ten (10) minutes** of occurrence. **SAMs will relay sortie status reports to the ICP within five (5) minutes of receipt.** These reports may be accomplished via CAPSTAR. Sortie close-out data will be entered in WMIRS as soon after landing as practicable.

IMPROPERLY RELEASED SORTIES WILL NOT BE FUNDED BY THIS EXERCISE.

e. Mission intelligence

ICP staff will collect and disseminate scenario information and will process aircrew debriefing information and provide appropriate input to the simulated requesting agency.

f. Flight operations/safety considerations

Safety briefings will be provided to aircrews at the ICP and each Staging Area. Briefings are the responsibility of the IC and the SAM, respectively.

j. CAPF 5 performance in conjunction with the exercise

A CAPF 5 may be accomplished during the exercise as long as 50 percent of the sortie time is ES-task related. This is available for current Mission Pilots, Mission Pilot Trainees and Transport Mission Pilots.

6. Ground Operations

a. Ground operations/resource requirements

All CAP vehicles must be equipped with appropriate communication radios and DF receivers. The IC may allow use of properly equipped privately-owned vehicle if no CAP vehicles are available and a POV Letter of Authorization is on file.

- b. Description of ground activities
Ground exercises will simulate a search and rescue or post-disaster urban environment to greatest extent possible. Air/Ground coordination exercises are highly encouraged. Ground teams should be prepared for re-tasking. Ground and UDF teams must be briefed on private land access procedures, target placement, communications, and use of local law enforcement.
- c. Composition of ground and UDF teams
A UDF-qualified senior member will lead each UDF team. A qualified Ground Team Leader will lead each ground team. Each team will carry a cell phone, hand-held radios, L-Pers, first aid kits, and provisions as in an actual mission.
- d. Mission briefing/debriefing
SAMs are responsible for sortie planning, including: WMIRS entry and close-out and sortie tracking sheet creation. The ICP will close-out WMIRS sorties for a Staging Area without Internet access. **Sortie tracking sheets must be submitted to the IC when sorties are created in WMIRS.** The ICP Planning Section may modify SAM-planned sorties.
- e. Ground sortie management procedures
All ground sorties must be released only by the ICP GBD, Ground Branch Staff or IC. Ground team communications will include ops normal calls and event calls. Sortie departure and arrival time will be entered in WMIRS **within ten (10) minutes** of occurrence. **SAMs will relay sortie status reports to the ICP within five (5) minutes of receipt.** These reports may be accomplished via CAPSTAR. Sortie close-out data will be entered in WMIRS as soon after arrival as practicable.

IMPROPERLY RELEASED SORTIES WILL NOT BE FUNDED BY THIS EXERCISE.
- f. Mission intelligence
ICP staff will collect and disseminate scenario information and will process ground team debriefing information and provide appropriate input to the simulated requesting agency.
- g. Ground operations safely considerations
Safety briefings must be provided to ground team personnel at the ICP and each Staging Area. Briefings are the responsibility of the IC and the SAM.

7. Communications

- a. Procedures
Communication between the ICP and Staging Areas will be via cell phone and HF or VHF radio, as appropriate. Communications between Staging Areas and aircraft or ground teams will be via cell phone and VHF radio or ISR, as appropriate. See the Communications Plan in Attachment 3 for details.
- b. Equipment requirements
 1. Incident Command Post: HF base station, VHF base station, Intra-squad radios, cell phone and Internet access
 2. Staging Area: HF base station, VHF base station, Intra-squad radios, and a cell phone
 3. Aircraft: Aviation band and CAP VHF-FM radios
 4. Ground team: VHF mobile or handheld transceiver, Intra-squad radios and a cell phone

8. Cadet Participation

Cadets may participate in any areas where age, qualifications and CAP regulations permit.

9. Safety

SAFETY IS PARAMOUNT

- a. All CAP emergency services operations involve some degree of risk. Participants must be alert and careful when operating aircraft or ground vehicles.

- b. Safety briefings must be incorporated during various phases of this exercise. Exercise safety briefings will be logged in WMU.
- c. ORM should be conducted during all phases of this exercise. ORM is a living procedure that must be constantly monitored and re-evaluated in order to have the greatest benefit. TXWGF 4 or 6 must be completed and attached to CAPF 109 or 104, respectively.
- d. Participation Letters certifying each participant has the latest safety information must be submitted to the SAM, with a copy to the IC, prior to the exercise.

10. Staff Requirements

a. ICP staff

The ICP will require the following staff:

- Incident Commander (IC)
- Operations Section Chief (OSC)
- Planning Section Chief (PSC)
- Air Operations Branch Director (AOBD)
- Ground Branch Director (GBD)
- Mission Safety Officer (MSO)
- Mission Information Officer (IO)
- Mission Staff Assistants (MSA)
- Communications Unit Leader (CUL)
- Mission Radio Operators (MRO)
- Urban Direction Finders (UDF)
- Evaluators for any planned trainees

a. Staging Area staff

Each Staging Area will require the following staff:

- Staging Area Manager (SAM)
- Mission Radio Operators (MRO)
- Evaluators for any planned trainees

11. Uniform Requirements

All attendees must be in an authorized CAP uniform.

12. Administration

a. Sign-in and procedures

Sign-in will be accomplished via IMU.

b. Credentials

Only members with an active CAP membership and valid ES qualifications may participate. Ops Quals will be the primary method for checking ES qualifications. SAMs will verify ES qualification in advance if possible. When advance verification is not possible, SAMs will request verification through the ICP. Participating members must have valid membership and CAPF 101 cards in their possession.

13. Facilities

Units hosting a Staging Area must provide sufficient chairs, tables, situation boards, forms, communications equipment, and other supplies necessary to effectively conduct the exercise.

14. Logistics

- a. Billeting
Participants must make their own reservations directly with local lodging facilities. Staging Area Managers will be able to assist with local information.
- b. Messing
The ICP hosting unit and each Staging Area hosting unit will make arrangements for onsite lunch at a reasonable cost to each member.
- c. Medical
Emergency medical contact will be initiated through 911.

15. Military Support Requirements

None

16. Other Agency Involvement

None

17. Public Affairs

- a. Internal
This exercise will be publicized using the Operations Plan on the Group III website. The ICP Information Officer (IO) for this exercise will be assigned by the IC. Staging Area IOs will be assigned at the SAM's option, with approval by the IC.
- b. External
News releases to local newspapers, radio and TV media will be made by the Information Officer. The Information Officers and the IC are the only authorities for release of information to public media during the exercise.

18. Contingencies

- a. Disaster or REDCAP
The exercise may be suspended or terminated and CAP resources reassigned, only at the direction of an active REDCAP Incident Commander, Texas Wing/CC, or Texas Wing/LO; otherwise, exercises are expected to continue as planned.
- b. Adverse weather
Adverse weather will not normally cause termination of the exercise. Those locations with appropriate weather will continue to operate.
- c. Mishap
In the event of a mishap, the Safety Officer will immediately notify the Incident Commander. The IC will ensure all reporting actions are taken, including briefing of the Texas Wing/LO, Texas Wing/DO, Texas Wing/CC, and Texas Wing/DOS or ADOS. The IC and TX WG HQ will determine the impact of the mishap on continued conduct of the exercise. All participants are expected to refer all media inquiries regarding any mishap to the mission Information Officer or IC. All media communication will be referred to the Mission IO or the IC.

Attachment 1: Staging Area Information Sheet

Staging Area Information Sheet

Squadron: _____
Location (Include airport designator if appropriate): _____

Staging Area Manager Contact Information

Friday

Name: _____
Mobile: _____ Home: _____ Work: _____
E-mail: _____ Fax: _____

Saturday

Name: _____
Mobile: _____ Home: _____ Work: _____
E-mail: _____ Fax: _____

Sunday

Name: _____
Mobile: _____ Home: _____ Work: _____
E-mail: _____ Fax: _____

Monday

Name: _____
Mobile: _____ Home: _____ Work: _____
E-mail: _____ Fax: _____

Mission Resources

Aircraft (Tail number, CPF, Type and Location): _____

Aircrews: Total number of aircrew personal available _____
Qualified: MP _____ MS _____ MO _____
Trainee: MP _____ MS _____ MO _____

Ground Teams: Total number of ground team personnel available _____
Qualified: _____
Trainee: _____

Communications:
Qualified MRO: _____
Trainee MRO: _____
Qualified CUL: _____
Trainee CUL: _____
HF radios: _____
HF antennas: _____
VHF radios: _____
VHF antennas: _____

Attachment 2: Paperwork Requirements

The following items are required for the ICP and each Staging Area. They must be sent to the IC electronically or by express mail within 48 hours of the close of the mission:

- Personnel check-in:
 - IMU or TXWGF 103: Personnel sign-in form
 - Participation Letters -- cross check with IMU or TXWGF 103
- Aircraft and vehicles
 - ICS 218: Support vehicle inventory
 - CAPF 71: Aircraft inspection checklist
 - CAPF 73: Vehicle inspection
 - Collect and verify CAPF 71 for each aircraft or CAPF 73 for each vehicle daily
- Air sorties:
 - Air sortie tracking: <http://www.txwgcap.org/docs/AirSortieTrackingSheet2.8.xls>
 - CAPF 108: Reimbursement form
 - CAPF 104: Mission flight plan/briefing form
 - TXWGF 6: Aircrew ORM
 - Fuel Usage form and fuel receipt
- Ground sorties:
 - Ground sortie tracking: <http://www.txwgcap.org/docs/GTSortieTrackingSheet2.7.xls>
 - CAPF 108: Reimbursement form
 - CAPF 109: Ground team clearance form
 - TXWGF 4: Ground ORM
 - Fuel Usage form and fuel receipt
- Comm:
 - CAPF 105: Radio message form
 - CAPF 110: Point-to-point log
- Staging Areas without Internet access will request WMIRS sorties and provide WMIRS close-out data to the ICP -- via radio net when possible.
- When loading sorties into WMIRS, be sure to include the location of the Staging Area in the tracking number block, e.g., GPM 001.
- Following completion of the exercise, SAMs will submit appropriate paperwork to the IC. Each sortie package – as detailed above – must be in NUMERICAL ORDER according to the sortie number assigned in WMIRS.
- All paperwork, organized as described above, must be submitted to the IC within 48 hours of the end of the exercise. The IC will submit to Wing within 72 hours of the end of the exercise.
- SAMs are responsible to close-out all Staging Area sorties in WMIRS. SAMs should have ALL information from outbound sorties completed and recorded within 48 hours.
- ORM forms can be found at: <http://www.txwgcap.org/safety/safety.htm>
- Mission forms can be found at: <http://www.txwgcap.org/ops/ops.htm> or http://www.txwgcap.org/ops/es_mission.htm

Attachment 3: Communications Plan

1. The primary Net Control Station (NCS) will be at the Incident Command Post. The call sign will be ICP.
2. All staging areas will use a common geographical identifier and the phrase “Staging Area” for their call sign. Example: Austin Staging Area. Ground teams will use their sortie number. Aircraft will use their CAP Flight number.
3. All ICP and Staging Area communications must be logged on a CAPF 110.
4. All HF stations are requested to begin monitoring frequency WBS as early as possible, 1330Z at the latest. The exercise HF net will begin at 1330Z on Saturday and Sunday.
5. The ICP and Staging Areas must maintain contact with aircraft and ground teams that originate from their location, and with any other CAP assets that contact them for relays. Ops Normal calls must be made every 30 minutes. If an ops-normal call is more than ten minutes over due, the CUL will report this to the local Staging Area Operations and the Incident Commander. Efforts to contact the overdue unit should be initiated using all communications options available. CULs and MROs must be aggressive in maintaining contact and initiating ops-normal checks with their UDF teams in order to maintain the highest levels of safety accountability for our CAP personnel and assets. SitReps must be transmitted to the ICP on the hour.
6. A radio check must be conducted prior to an aircraft or ground team departing the staging area or ICP. The radio check does not need to be reported to ICP.
7. Staging Areas are to pass aircraft and ground team reports to the ICP **within five (5) minutes** of receipt. The following four (4) reports are required:
 - a. “Wheels Up”, or departure time
 - b. “In Grid”, or time arriving at assignment
 - c. “Out of Grid”, or time departing from assignment
 - d. “Wheels Down”, or return time. Do not use the term “down” by itself as this indicates a catastrophic event for an aircraft.Reports to ICP may be accomplished via CAPSTAR.
8. The ICP will dedicate a Mission Staff Assistant (MSA) to maintenance of WMIRS sortie data. This MSA is responsible to update sortie events in WMIRS **within ten (10) minutes** of receipt.
9. All stations should be watchful and listen for aircraft and ground teams attempting to report to their own staging areas or the ICP. If they cannot make contact with their home staging area or ICP, any station should be ready to relay their report.
10. The ICP and staging areas will operate on CC1, or on their local repeater. TAC1 may be used for incidental ground communications. Where possible, monitor GRD1. Pilots must monitor 123.1 MHz for de-confliction and as a backup to VHF-FM.
11. Staging areas may use their ISR radios as needed. These radios may not be operated while in the air.

Attachment 4: Sample Participation Letter

SAMPLE SAMPLE SAMPLE

HEADQUARTERS GROUP III
CIVIL AIR PATROL, TEXAS WING
UNITED STATES AIR FORCE AUXILIARY
8611 LEMMON AVENUE
DALLAS, TEXAS 75209

PERSONNEL AUTHORIZATION

1 February 2009

NO: SWR TX 030 _____

POV LETTER OF AUTHORIZATION

The Commander, TX-SWR Group III, hereby authorizes Senior Member _____ CAP ID# _____, to utilize his/her privately owned vehicle (POV) for Civil Air Patrol activities IAW CAPR 77-1 and 173-3. Authorization provides the use of his/her vehicle to transport cadet and senior members for cadet activities, senior training and mission response when corporate owned vehicles are either not readily available, cannot handle the volume of participating members or their retrieval would cause a delay in mission response and completion.

This authorization is contingent upon completion of a CAPF 73 inspection prior to use, verification of a Texas Driver's license and appropriate liability insurance as required by the state of Texas. These records must be placed, maintained and updated by the member in the member's personnel file.

Owen Younger, LtCol, CAP
Commander Group III

DISTRIBUTION:
1 – each individual
1- Group Admin
1- Squadron Admin
1 – Wing Admin

Attachment 5: Sample POV Authorization Letter

SAMPLE SAMPLE SAMPLE

27 November 2007

MEMORANDUM FOR Lt Col Brooks Cima, Activity Director, Amarillo SAREX

FROM: SWR-TX-123/CC
 123 Liberty Lane
 Tumbleweed, TX 76123

SUBJECT: SWR-TX-123 Participation Letter, Amarillo SAREX, 5-7 Dec 2007

1. The following individuals from the Tumbleweed Composite Squadron are authorized to participate in the Amarillo SAREX, 5-7 December 2007:

<u>Name</u> <u>Qualifications (-E indicates Evaluator)</u>	<u>Rank</u>	<u>CAPID</u>	<u>Training Request</u> <u>(-R is requesting Requal evaluation)</u>
Thomas, Louis C.	Lt Col	116872	IC2,MSO,UDF
IC3-E,MP-E			
Crandall, Sean	Major	333026	GTM1,CUL
GTL-E,GTM2-E,MRO-E			
White, Stephen L.	1Lt	282212	MSA,GTL,GTM2-R
GTM2/3-E,UDF-E			
Wreyford, Joshua J.	Cadet	395282	GTM1,GTL
GTM2,GTM3,UDF			
Florez, Juan C.	Cadet	421706	GTM3,FLM
GES (will fix VOID card on 3 Dec)			Note: Need ht,wt,eye & hair color in e-services
Koller, Trevor J.	Cadet	391080	GTM3
GES			
Continued on page 2			

2. Transportation to or from such activity is not the responsibility of CAP and is provided "as available." Privately owned vehicle (POV) travel to or from such activity is performed strictly at the member's own risk (reference CAPR 77-1, Para 6.c) and is not under CAP direction and control. Parents of cadets will be advised. A letter authorizing use of POV transport must be on file in the unit.

3. I certify the above individuals are qualified to attend this event and are current on safety information IAW CAPR 62-1 and the TXWG Supplement to CAPR 62-1.

John C. Doe
 John C. Doe, Lt Col, CAP
 Commander

