

HEADQUARTERS
GEORGIA WING, CIVIL AIR PATROL
Auxiliary of the United States Air Force
Building 931
1501 First Street
Dobbins ARB, Georgia 30069-4112

TRAINING PLAN
NUMBER 04-1

1 April 2004

I. **PURPOSE:** The purpose of this plan is to outline expectations for a **Two-Day** USAF “Guided” search & rescue exercise for all CAP Emergency Services personnel in Georgia.

II. **GENERAL:**

A. **COMMAND POST STAFF:** The exercise Command Post Staff will conduct all aspects of the incident including management, investigation, air and ground assignments, briefings & debriefings, radio communications; ensuring common safety procedures are followed, and conducting on-the-job training as much as practicable while managing the exercise. The scenario presumes that all necessary ICS staff positions will be filled by prior arrangement or by volunteers selected from on-scene participants. The IC and staff will be held responsible for all incident paperwork during their shift at their location.

B. After arrival and check-in, all personnel are requested to remain in the incident base or staging areas throughout the exercise, unless on assignment.

C. **Location:** This two-day USAF “Guided Exercise” will be conducted on Friday 16 April 2004 beginning at 1600 and continue until 2000 at which time operations will be suspended for the evening. The exercise will resume at 0700 on 17 April 2004 until completed on Saturday afternoon around 1600. There will be two incident bases. The overall incident base will be at the Rome Airport, Rome, GA (Lat/Long Coordinates: 34-21.03607N / 085-09.48083W – Datum: NAD83). This base will receive all assignments from the USAF, prioritize them, and assign them to each base to be worked. It will also be handling tasks in the north half of the state. The second incident base, which will be handling tasks in the southern half of the state, will be at the Albany Airport, Albany, GA (Lat/Long Coordinates: 31-32.13090N / 084-11.66840W– Datum: NAD83).

D. **Reporting Time:** The Command Post Staff at Rome will report for duty at 1600 on Friday 16 April 2004. The Command Post Staff at both bases will report for duty at 0630 Saturday 17 April 2004. All other personnel should report not later than 0730 Saturday morning (unless special arrangements are made). A General Briefing will begin at 0800.

E. The **CAP mission number** for this exercise is: **T04-SEGA-035**.

F. **Assignments** will be pre-arranged or will be made after check-in is completed using sign-up sheets that will be placed near the command post. Persons interested in working in specific tasks/jobs should contact a staff member prior to the exercise, or **sign up** for that position(s) on the list as soon as they complete the check-in process, but prior to the General Briefing. This includes base staff positions, aircrews, and ground teams. No more than two (2) trainees may be assigned to any staff position at a time.

G. ICS Positions that will be filled by attendees are:

- *Incident Commander*
- Safety Officer
- Information Officer
- *Operations Section Chief*
- Air Operations Branch Director
- Ground Operations Branch Director
- Staging Area Manager
- *Planning Section Chief*
- Resource Unit Leader
- Situation Unit Leader
- *Logistics Section Chief*
- Communications Unit Leader
- Radio Operator
- *Finance/Administration Section Chief*
- Chaplain
- Facilities Unit Leader
- Messenger

H. CAP personnel will be in appropriate uniforms with all required badges and devices in accordance with CAPM 39-1.

I. The CAP Incident Commander at each base will be responsible for submitting all completed documentation and forms for his base to Wing Headquarters within the time limits specified under current guidelines.

III. **SCENARIO:**

A. Air Force personnel will provide the general scenario and expand upon it throughout the exercise. The initial report will be taken at the Incident Command Post on Friday evening with initial assignments made as soon thereafter as possible. Operations will continue on Saturday until all tasks are completed. A short general de-briefing involving all interested participants will be conducted at the conclusion of the exercise to allow everyone to provide feedback.

IV.

RESOURCES:

A. All ES qualified CAP members and trainees are invited to participate. Everyone should arrive prepared to work and learn in a field environment. Each individual is required to supply his or her own transportation, lodging, and messing. Each individual should have the minimum equipment required for their job/position at the incident base for use during both day and night activities.

B. **All personnel shall check-in immediately upon arrival** having all necessary documentation in their possession, ready for review by the staff. Aircrews and Ground Team Leaders shall ensure all their members and vehicles (if applicable) are signed in.

EVERYONE is required to check-out at the command post or Resources Unit prior to leaving for ANY reason!!

C. All CAP participants must have a current CAP identification card, a CAPF 101 card, and a CAPF 101T in applicable E. S. training specialties (if needed). Senior members must have completed Level I and CPPT training. Pilots intending to fly must have all required documentation in their possession, including a current CAPF 5, CAPF 91 (if mission pilot qualified), log book, pilot's license and current medical certificate.

V. **FINANCE:**

A. CAP REIMBURSEMENT PROCEDURES: All CAP personnel desiring reimbursement for authorized expenses (*fuel, oil, & communications costs only*) must submit a properly completed CAP Form 108 (MAR 03) with original receipts to arrive at the address below by 30 April 2004.

CAP Exercise
P. O. Box 2224
Warner Robins, GA 31099-2224

VI.

GROUND OPERATIONS:

A. GROUND SEARCH: The primary goal will be to respond to the scenario and tasking provided by the Command Post Staff. Ground Teams will consist of a minimum of four people, and Urban DF Teams will consist of a minimum of two people. (CAPR 60-3, 1-14, b 3). Sign-up sheets will be placed near the command post to allow individuals to sign up. Ground Teams, and Urban DF Teams will be assembled and dispatched to accomplish assignments as they become available.

B. Each Ground Team Leader, Member, and trainee participating in this exercise as a team member going into the field is expected to have and wear a "24-hour pack" during the assignment. This pack shall contain equipment and supplies to keep the individual safe and effective in the field equivalent to the NASAR SAR TECH II "Minimum Personal Equipment List" or the equipment listed in CAP Task No. O-0001 in the "Ground and Urban Direction Finding Team Tasks" list. The intent of this paragraph is not to require each individual to have a specific equipment inventory, but to ensure everyone carries a personally useful set of equipment while in the field. The final decision regarding what is considered minimally adequate gear will be left to the discretion of the Team Leader and the Incident Safety Officer. Additional team equipment may be added at the discretion of the Team Leader.

C. Each Urban DF Team Member and trainee participating in this exercise as a UDF team member going into the field is expected to have the equipment listed in CAP Task No. O-0010 in the "Ground and Urban Direction Finding Team Tasks" list. The intent of this paragraph is to ensure everyone carries a personally useful set of equipment while in the field.

D. All Ground Team personnel will wear an **orange safety vest** at all times in forested/wilderness areas when outside of the command post, base camp, and vehicle parking areas to improve individual visibility and safety.

E. Each driver will be responsible for refueling the vehicle as necessary.

F. CAP Corporate vehicles will be used to the maximum extent possible during this exercise. Member owned vehicles may be used at the discretion of the Incident Commander, if adequate corporate vehicles are not available.

G. Drivers of CAP Corporate vehicles must have a CAPF 75, CAP Motor Vehicle Operator Identification Card and a valid driver's license in their possession.

H. This exercise will be conducted regardless of weather conditions. All personnel should be prepared for any weather conditions.

VII. CAP AIR OPERATIONS:

A. AIRCREW: The primary goal will be to respond to the scenario and tasking provided by the Command Post Staff. This may require at least one qualified aircrew to be dedicated to support airborne communications (airborne relay) as needed. Assignments for additional aircrew members MAY include flying grid searches; electronic search to locate the source of an ELT signal, airborne photography/video/relay and radio and no-radio air/ground lead-ins as required to meet scenario tasking. Sign-up sheets will be placed near the command post to allow individuals to sign up. Aircrews will be assembled and dispatched to accomplish assignments as they become available.

B. *All pilots should be prepared to pay for fuel and oil after each flight.*

C. Corporate aircraft will be used to the maximum extent possible during this exercise. Member owned aircraft may be used, at the discretion of the Incident Commander, if adequate Corporate aircraft are not available. Pilots bringing Corporate aircraft to the incident base shall assure that the following items are in the aircraft:

1. Airworthiness Certificate and evidence of the date of the last annual, 100 hour and 50 hour inspections and oil changes
2. Aircraft registration certificate
3. Current FCC, and if appropriate, CAP radio station licenses
4. Weight and balance data
5. Fire extinguisher
6. First aid kit
7. Survival kit
8. Wheel chocks and tie-down ropes
9. All appropriate and required placards
10. All appropriate and required checklists

D. Pilots should have in their possession, in addition to the documents specified above:

1. A current Atlanta and Jacksonville sectional chart
2. Flight navigation material and equipment; and if available
3. A Georgia Aeronautical chart or equivalent

E. Observers, Scanners, and Observer/Scanner Trainees, in addition to the applicable documents specified above, should have in their possession:

1. An Atlanta and Jacksonville sectional chart, which need not be current
2. Navigation equipment
3. Binoculars

F. Non-CAP members are NOT authorized to fly aboard CAP aircraft during this exercise.

G. Keys to all aircraft signed into the incident will be given to the Flight Line Supervisor upon exiting the aircraft, or the Air Operations Branch Director immediately upon check-in. The aircrew should remember to record the sortie flight times before departing the aircraft, as this information is needed for the debriefing.

VIII. LOGISTICS:

A. Each person is responsible for his/her own transportation to/from the Incident Base. Maximum use of CAP vehicles will be made to transport search crews/teams to & from their assignments when necessary. Depending on the number of participants and corporate vehicles available, non-corporate vehicles may be used to transport personnel during the exercise, at the Incident Commander's discretion.

B. Meals will be the responsibility of each individual. Food will be at each person's discretion and expense. Any other messing arrangements made will be announced at the general briefing.

C. Lodging/Shelter at the incident base, if anyone desires to remain overnight, will be the responsibility of each individual. Lodging/Shelter will be at each person's discretion and expense.

D. The host unit will appoint a Project Officer to coordinate all local matters required to make this exercise a success.

E. COMMUNICATIONS: The Incident Communications Center and the Message Center will be set up and run from or near the Command Post. Communications equipment should be set up and tested not later than 1600 Friday. The Communications Unit Leader will coordinate local tactical call-sign assignments as necessary. Radio Operator trainees are encouraged and welcome to participate. An airborne radio relay capability may be established if deemed necessary. See the Communications Plan for incident contact information.

IX.

SAFETY:

A. **SAFE INCIDENT ACCOMPLISHMENT IS OUR TOP PRIORITY!**

B. Safety is everyone's responsibility. All hazardous conditions should be brought to the Safety Officer's attention immediately.

C. Vehicle operators and each pilot-in-command shall assure that all occupants in the vehicle are using available safety belts, and shall assure that the vehicle is operated in a safe and lawful manner.

D. Ticks and other insects are active year-round. Everyone going into the field is encouraged to take appropriate precautions.

E. No open fires will be allowed except in pre-approved locations.

F. All ground team personnel and trainees will wear an **orange safety vest** at all times in forested/wilderness areas when outside of the command post, base camp, and vehicle parking areas to improve individual visibility and safety. All UDF team personnel and trainees will wear an **orange safety vest** when appropriate while performing duties to improve individual visibility and safety.

G. Only aircrew preparing to depart or having just arrived, and those personnel assigned to the flight line staff should be on the flight line. Incident base staff may be permitted on the flight line, as their duties require, at the discretion of the Flight Line Supervisor.

H. The aircraft commander shall assure that the aircraft is not started until released and approval is obtained from the Flight Line Supervisor or his designee.

I. Aircraft shall be tied down during periods of high or gusting winds or as directed by the Flight Line Supervisor to insure safe operations.

X. **CONTINGENCIES:**

A. This exercise will be conducted regardless of weather conditions.

B. In the event an actual incident occurs during the exercise, the exercise Incident Commander will be responsible for deciding how to best respond to the incident, assignment of staff, and how to allocate available resources.

RICHARD WILLIAMS, Lt. Col., CAP
Georgia Wing, Civil Air Patrol
Incident Commander

DISTRIBUTION:
1 – GAWG Headquarters
1 – GAWG/LO
1 – Ea. Group HQ

REFERENCES

CAP REFERENCES:

- A. CAPM 39-1, Uniform Manual
- B. CAPR 52-10, Cadet Protection Policy
- C. CAPM 50-15, Emergency Services
- D. CAPR 55-1, Emergency Services/Mission Procedures
- E. CAPM 60-1, CAP Flight Management
- F. CAPR 60-3, CAP Emergency Services Training and Operational Missions
- G. CAPR 60-4 Vol I Part I, CAP Emergency Services Mission Forms
- H. CAPR 60-4 Vol I Part II, CAP Emergency Services Mission Forms – ICS Forms
- I. CAPR 60-4 Vol II, CAP Emergency Services Training Forms (CAPF 101 T's)
- J. CAPR 60-5, Critical Incident Stress Management
- K. CAPR 62-1, CAP Safety Responsibilities and Procedures
- L. CAPR 62-2, Mishap Reporting and Investigation
- M. CAPR 77-1, CAP Vehicles
- N. CAPR 100-1, Vol. I, Communications
- O. CAPR 100-1, Vol. III, Radiotelephone Procedures
- P. CAPR 173-3, USAF Payments for CAP Support
- Q. CAP National - Ground Team Member and Leader Reference Text
- R. CAP National - Ground and Urban Direction Finding Tasks List

OTHER REFERENCES:

- A. ICS 420-1, Field Operations Guide
- B. ICS 230-2, ICS Forms Manual
- C. ICS 220, Incident Commander Position Manual
- D. ICS Position Checklists
- E. ICS Position Job Aids
- F. NASAR - "Incident Commander Handbook"
- G. NASAR - SAR TECH II "Minimum Personal Equipment List"