



General Operations Plan

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

Group 5 Search and Rescue Exercise (SAREX)

13 – 15 August 2010

Group 5 Headquarters
Texas Wing
Lorrie Tetlow, Capt, CAP
Incident Commander



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1. General

a. Search and Rescue Exercise

This exercise will be used to train participants in the correct methods and procedures used for actual SAR and DR missions.

b. Exercise location

The Incident Command Post for this exercise will be at the Stinson CAP Building, 8500 Mission Road, San Antonio, Texas 78214.

c. Primary dates & times

The primary dates for this exercise will be 13 – 15 Aug 2010 with continuation training possible through 12 Sep 2010 (funding permitting).
Weather make up dates are the next weekend, 20 Aug 2010 – 12 Sep 2010.

Incident Command Post staff briefing will be conducted on Friday at 17:00.

General sign-in conducted 07:30 to 08:00 on Saturday and Sunday mornings. Daytime activities end at approximately 18:00L on Saturday and approximately 14:00L on Sunday.

d. Alternate dates

20 Aug 2010 – 12 Sep 2010.

e. USAF funding

TBD

f. Mission Symbol

A5

g. Air Force Mission Number

TBD

h. OES Training Number

Not applicable

i. Project Officer/Contact Person

Mission I.C. is Capt Lorrie Tetlow, 210-380-7366, lorrie@tetlow.net
Project Officer is Maj Charles Tetlow, 210-338-0410, chuck@tetlow.net
The ICP will be hosted by the Group V Headquarters. All units will participate from Stinson.

2. Notification & Application

a. Notification of exercise

This exercise will be published on the Texas Wing Calendar. This Operations Plan will be posted on the Ops Plan area in the WMIRS mission entry. All unit commanders will be responsible for ensuring maximum dissemination of the exercise information.

b. Qualification requirements

Attendees shall be active CAP members with a valid CAP ID card, with a correctly worn CAP uniform, and CAPF 101 or SQTR marked for SAR/DR for any advanced specialty qualifications. No members without General Emergency Services qualification will be allowed to sign in and participate in the mission.

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- c. Exercise capacity
All Group 5 aircraft are required to participate. Group 5 vehicles and personnel are encouraged to participate.
- d. Exercise enrollment procedures
Members who wish to participate on *mission staff* are requested to contact the IC or Project Officer in advance of the exercise. Every effort will be made to accommodate training needs for mission staff.

Group 5 members desiring to participate should advise their Unit Commanders. Group 5 Unit Commanders will submit attendance information, transportation details, proposed inbound sortie requests, and any specific training requests to the Exercise Incident Commander or Project Officer not later than five (5) days prior to the published exercise date. Air and Ground Sortie Tracking Sheets are the preferred method of requesting specific sorties.

All participating members must have a participation authorization letter from their unit commander as per TXWG Supp 62-1. **These are due to the IC or Project officer five (5) days before the exercise. Late submissions will NOT be accepted! Members without a Participation Letter will not be allowed to participate!!**

3. Exercise Description

The exercise will simulate actual emergency search and rescue, disaster relief, and homeland security missions to the greatest extent practical. Exercises will include crew planning, use of gridded charts, communications, flight briefing, sortie execution, debriefing, completing CAP required forms, and electronic submission of required information/forms.

Visual aerial searches will be conducted primarily during daytime. A night visual search may be planned if requested sufficiently early for planning purposes.

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

Primary training objectives

- a. SAR ground team and aircrew numbers will be increased by 2%.
- b. Incident Command Post staff will be trained for Group 5 staff members.
- c. Communications training will be accomplished.
- d. Aerial photography, image management, and transmission training will be done.
- e. Form 91 check rides may be accomplished with prior coordination and IC authorization.
- f. Form 5 check rides may be accomplished as a part of this ES exercise for CAP Instructors and Check Pilots, with prior IC coordination and authorization.

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. The exercise will be conducted using tasks as required by the Emergency Services Training and Operational Missions regulation CAPR 60-3.

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The exercise is intended to ensure that Group 5 personnel become qualified and renew proficiency in accordance with CAPR 60-3 and TXWG Supp 60-3. Only Texas Wing Evaluators who are designated by the Wing Commander may sign off on qualifications.

5. Flight Operations

a. Aviation resource requirements

Fuel and aircraft services are available from local Fixed Base Operator, (FBO) at Stinson. Unit Commanders will reserve each aircraft in CAPERS for this exercise.

b. Mission sorties

1. Search and Rescue Exercise Briefing – All attendees on Friday should receive a briefing from the IC. Flights may start as early as 17:00 on Friday evening. Crews should be prepared to accept and plan a Saturday sortie on Friday evening. A formal briefing will be provided Saturday and Sunday mornings. Follow up individual briefings are required for members arriving later.
2. Crew composition – Each aircrew will have a qualified Mission Pilot paired with scanners, observers and trainees, as available. Each Ground Team will have a qualified Ground Team Leader and Ground Team Members or trainees. Each Ground Team must have at least one Senior Member assigned. Each UDF Team will have at least one qualified UDF Team Member and at least one Senior Member on the team. All evaluators must be on the TXWG approved evaluator list dated 1 July 2010.
3. Routes/grids/targets – Detailed information for required tasks will be determined by the IPC Planning Staff based on submissions from Unit Commanders (if provided).
4. Divert airfields and mission recall procedures – Airports to be used in the event the primary airport becomes unusable due to adverse weather, runway closure, etc. will be identified on each CAPF 104. Methods of recalling or diverting airborne aircraft will be briefed to each aircrew.
5. Flight line operations – Flight line services at Stinson will be provided by the local FBO, by qualified CAP members, or trainees supervised by a qualified CAP member.

c. Outbound/Inbound sorties

Inbound/outbound sorties are approved by the Incident Commander or (ICP) Operations Staff. Transport crews for each aircraft must be coordinated with the IC not later than three days prior to the exercise – NLT 10 Aug 2010 (17 Aug for backup dates). **Crews not coordinated with the time frame will not be allowed to participate – NO EXCEPTIONS!** Every effort should be made to provide a training sortie ready crew for the inbound sorties – in which case a training sortie will be provided in lieu of a mere transport sortie.

d. Flight scheduling

ICP staff will assign sorties provided by the units. Members will be signed in to the mission via IMU at Mission Base. Crews will plan their sorties, and contact Air Operations for release when a schedule is determined. Air Ops will track departure times, void times, post flight assignments, maintain the flight tracking and status boards (if used), and CAPSTAR.

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- e. Air Sortie Management
Air sorties are released only at the direction of the IC or his/her designee at the ICP. The IC or his/her designee will use WMIRS eFlight Release to release all flights. The CAPF99 method of release will only be used if all WMIRS access fails. If the IC delegates authority to another individual to do the signed releases, this should be done in writing and included in the mission paperwork uploaded into WMIRS.
- f. Flight management procedures
Flight tracking will include the posting and maintenance of the flight tracking board or CAPSTAR projection in a visible, central area for use by ICP personnel. Air-to-air and air-to-ground communications will be maintained and will include ops normal calls, and code word event calls. Communications made and received will be posted or updated in CAPSTAR and/or on the ICP situation board.
- g. Mission intelligence
ICP staff will collect and disseminate scenario information and will process aircrew debriefing information and provide appropriate input to the requesting agency.
- h. Flight operations/safety considerations
Mission Base Safety Officer will cover all safety points included on the Safety Briefing Sheet during their briefing, including the safe operations by aircrew personnel in the performance of their flying duties and line personnel in the vicinity of aircraft that are taxiing or parked with their engine running.
- i. Fuel Receipt Tracking
Mission Base personnel will collect all sortie forms and receipts. Outbound sortie paperwork will be sent to the IC or scanned/uploaded into WMIRS within 48 hours. The Operations Section Chief for the exercise will ensure that fuel receipts are captured for each sortie for upload into WMIRS. Pilots must refuel after each sortie – or reasons for not refueling must be noted on the CAPF104 and provided during the sortie debrief.

6. Ground Operations

- a. Ground operations/resource requirements
All CAP vehicles must be equipped with appropriate communication. The IC may allow use of properly equipped privately-owned vehicles if no CAP vehicles are available and a Temporary Use Vehicle Authorization Letter is on file. See attachment 2.
- b. Description of ground team activities
Ground teams will be briefed on off-road operations, private land access procedures, target placement, aircraft signaling, ground-to-air communications, aircraft vectoring, air-to-ground coordination and use of local law enforcement.
- c. Composition of ground teams
A qualified ground team leader, paired with cadet and senior ground team trainees, will lead each ground team. They will carry hand-held radios, L-pers, first aid kits, as in an actual mission. At least one senior member must accompany each UDF or Ground Team. All evaluators must be on the TXWG approve evaluator list.

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- d. Ground Sortie Management
Ground sorties will be tasked, tracked and managed using the CAPF 109. These sheets will be integral to the briefing, execution, and debriefing of all sorties. Ground sorties are released only at the direction of the IC or his/her designee at the ICP.
- e. Ground team management procedures
The exercise will include posting and maintenance of the ground team tracking board and situation map in a visible, central area. Ground team communications will include ops normal calls and radio code word event calls.
- f. Ground operations safety considerations
Safety briefings will be provided to ground team personnel at Mission Base.
- g. Fuel Receipt Tracking
The Operations Section Chief for the exercise will ensure that fuel receipts are captured for each sortie for upload into WMIRS. Vehicles will be refueled after each sortie – or the reason for not refueling must be noted on the CAPF109 and provided during the sortie debrief.

7. Communications

- a. Requirements
Communication between operational sorties and Mission Base will make use of telephone or radio. **See attached Communications Plan for additional details.**
- b. Procedures
Mission Base will have and maintain communications equipment for use during the entire exercise. All sorties will keep in contact with Mission Base.
- c. Required Equipment
 1. All aircraft must have operational aircraft radios. A VHF FM radio is mandatory.
 2. Ground teams should have VHF communication capability.
 3. All operational sorties, both air and ground, should have at least one cell phone.

8. Cadet Participation

Cadets may participate in any training permitted by regulation. Cadets must be properly supervised as required by regulation.

9. Safety

- a. Texas Wing ORM forms will be used at all levels of the exercise:
 1. ICP – TxWgForm 8 ORM will be completed each day for the ICP.
 2. Operational Air Sorties – TxWgForm 6 must be done for every air sortie.
 3. Operational Ground Sorties – TxWgForm 4 must be done for every ground sortie.
- b. All CAP emergency services operations involve some degree of risk. Participants must be alert and careful when operating aircraft or ground vehicles.
- c. Safety briefings will be incorporated during various phases of this exercise. Exercise safety briefings will be logged via local forms.

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- d. Participation letters, certifying a member's safety compliance, are due to the IC or Project Officer five (5) days before the exercise. See attachment 3 for an example Participation Letter.

10. Staff Requirements - Exercise staff

ICP Staff members will be fully qualified or will be supervised by qualified members.

11. Uniform Requirements

All attendees must be in an authorized CAP uniform. Each member's role should dictate the appropriate uniform. Mission Staff may be in a service or utility uniform depending on the level of contact expected with external participants or media.

12. Administration

- a. Sign-in and procedures:

Exercise sign-in will begin at 17:00 on Friday for ICP Staff and any crews participating Friday evening. Sign-in begins at 07:00 on Saturday and Sunday for all participants.

Personnel sign-in will use IMU. Mission Base will have one or two personnel assigned to enter that information into IMU. Until personnel are in IMU, they **will not** be assigned to a sortie. Until aircraft/vehicles are signed in to the exercise in IMU – no sortie can be released in that aircraft or vehicle.

A CAPF71 must be completed for each aircraft participating in the exercise. The inspection form can be completed and transmitted to the I.C. as much as five days before exercise start. If the person completing the inspection form is different than the pilot checking the aircraft into the mission – please list the check-in pilot on the bottom of the form.

NOTE: NO AIRCRAFT WILL BE RELEASED ON A SORTIE UNTIL THE INSPECTION IS COMPLETE AND RECEIVED BY MISSION BASE – INCLUDING INBOUNDS.

- b. Credentials

Only members with an active CAP membership may participate. A current CAP ID Card is required for proof of membership.

- c. IMU/Ops Quals will be as the primary method for checking ES qualifications. If both Ops Quals and IMU are not available, then the members current 101 card will be governing. If data is not in Ops Quals or IMU, Unit Commanders will hand carry certificate copies or e-mail documentation to the ICP proving qualifications before a member will be allowed to participate in the mission. Participation letters are required.

13. Facilities

Group 5 will provide sufficient chairs, tables, situation boards, forms, communications equipment, broadband high-speed multiple use Internet capability, and other supplies necessary to effectively conduct the exercise.

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14. Logistics

- a. Billeting
Participants must make their own reservations directly with local lodging facilities. The Project Officer will be able to assist with local information upon request. Group 5 may be able to provide over-night stay ability in the Group5 Stinson building and/or FEMA trailer for a limited number of participants. But this isn't the Hilton – sleeping bags, air mattresses, and support equipment will be required. And minimal facilities are available.
- b. Messing
Sufficient commercial establishments are on and near enough to Stinson Field that messing arrangements can be handled by members and/or crews themselves.
- c. Medical
Emergency number is 911

15. Military Support Requirements

None.

16. Other Agency Involvement

Local officials, including local law enforcement agencies, may be invited to the exercise.

17. Public Affairs

- a. Internal
This exercise will be publicized using the Operations Plan on the Texas Wing website and by news release to Wings Over Texas and to CAP News. The IO for this mission will be selected based on qualifications and training requirements.
- b. External
News releases to local newspapers, radio and TV media will be made by the Information Officer, or I.C. NO ONE ELSE is authorized to release information to the media.

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 typically cause termination of the exercise. But if on the 13th, the Mission Staff decide that weather predictions for the weekend would make it unsafe for flight operations, the exercise may be postponed to the following weekend – 20-22 August.

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- 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/CC, Texas Wing/DO, Texas Wing/LO, 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.

- d. Media Contact:
All participants are expected to refer all media inquiries regarding any mishap to the Mission Information officer. All media communication will be referred to the Mission IO or the IC.



COMMUNICATIONS PLAN

1. The primary Net Control Station (NCS) will be at the Incident Command Post. The call sign will be **“STINSON MISSION BASE”**.
2. Aircraft will use their assigned CAP flight number (i.e. CAP4216) when communicating with Mission Base. Ground teams will also use their exercise assigned ground team number.
3. Mission Base will maintain contact with aircraft and ground teams . “Ops Normal” calls will be made every 30 minutes. If an aircraft or ground team is more than 15 minutes over due, the MRO will report this to the ICP Operations Section Chief or Incident Commander. Efforts to contact the overdue unit should be initiated using all communications options available.
4. A radio check must be conducted prior to the aircraft or ground team departing the staging area or mission base. The radio check does not need to be reported to the ICP, but should be noted in CAPSTAR.
5. Aircraft and ground team contacts will be reported to the ICP Operations Staff. The following four (4) pieces of information are required:
 - a. Radio check before taxi (departure in vehicle)
 - b. “Wheels Up”, or departure time
 - c. “In Grid”, or time arriving at assignment
 - d. “Out of Grid”, or time departing from assignment
 - e. “Wheels Down”, or return time. Do not use the term “down” by itself as this could be interpreted as a catastrophic event for an aircraft.
 - f. Operations Normal (every 30 minutes unless previously approved by OSC and/or IC).
6. All stations should be watchful and listen for aircraft and ground teams attempting to report to the ICP. If they cannot make contact with the ICP, any station should be ready to relay their report to the local Mission Base.
7. Frequencies:
ICP to Aircraft – AIR1
ICP to Ground Teams – CC1
Aircraft to coordinate with ground teams – CC1
8. The use of member owned cell phones will be at the member’s discretion and will be covered in individual briefings.
10. Additional contact numbers:
 - a. Incident Commander 210-380-7366
 - b. Admin/Finance ?
 - c. Air Operations 210-253-0122
 - d. Ground Operations ?

ATTACHMENT 1

PAPERWORK REQUIREMENTS FOR THE GROUP 5 SAREX

The following forms are **required** for participation in the Group5 SAREX:

- 1) Participation Letters should be cross-checked with the sign in sheet. Members should turn in their Participation Letter if different from the one submitted to the I.C. 5 days in advance.
- 2) CAPF71s and CAPF73s for participating aircraft/vehicles must be submitted not more than 5 days before the exercise or at ICP sign-in.
- 3) Reimbursement for oil/fuel of a personal vehicle must be requested on a CAPF 108 within 48 hours of the close of the mission (include the receipt). Please remember that any POV that is used for a mission must:
 - a) Be **prior** approved by the IC (so a sortie can be generated and loaded into WMIRS).
 - b) Be limited to circumstances where adequate CAP vehicles are not available.
 - c) The vehicle will have a safety check using CAPF 73.
 - d) Proof of adequate insurance and a state driver's license must be in the vehicle.
 - e) Individuals must complete the "POV Letter of Authorization" depicted in attachment 2. The authorization should be maintained by the individual's home squadron.
 - f) POV sorties will require the same paperwork as a CAP vehicle sortie.

NOTE - Vehicles not signed into the mission will not be approved for fuel/oil reimbursement. See the Commander's Letter to the Wing dated 12 September 2007 for additional information.

- 4) Every sortie will submit the following paperwork:

Crews should bring sufficient blank forms to complete for their sorties!

Each Ground Sortie requires:

- a. CAPF109 – Ground Team Clearance
- b. TXWGF 04 – Operational Risk Management - Ground Sortie
- c. CAPF73 – Vehicle Inspection (just first sortie in each vehicle each day)
- d. CAPF 108 – Request for Reimbursement
- e. TXWG Fuel Usage Form (26Oct08) with receipt attached

Each Air Sortie requires:

- a. CAPF 104 TxVersion – Mission Flight Plan/Briefing Form
- b. TXWGF 06 – Operational Risk Management – Aircrew
- c. Weight & Balance for aircraft/crew (must provide print if done electronically)
- d. CAPF 108 – Request for Reimbursement
- e. TXWG Fuel Usage Form (26Oct08) with receipt attached

NOTE: Pilots must complete the Aircraft Fuel Usage form (credit card verification) IAW the directions on the form. If you do not attach the fuel receipt to the form we will assume that the pilot is going to pay for the fuel and will forward the bill to him/her.

All outbound sortie paperwork (as described above) MUST be sent to the IC or uploaded into WMIRS within 48 hours of the end of the exercise.

ATTACHMENT 2

HEADQUARTERS (*Squadron Name*)
CIVIL AIR PATROL, TEXAS WING
UNITED STATES AIR FORCE AUXILIARY
123 Liberty Lane
Tumbleweed, TX 76123

PERSONNEL AUTHORIZATION

1 August 2009

NO: SWR-TX-###

POV LETTER OF AUTHORIZATION

The Commander, SWR-TX-###, 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.

JOHN C. DOE, Lt Col, CAP
Commander TX-###

DISTRIBUTION:

- 1 – Each individual
- 1 – Squadron Admin
- 1 – Group Admin
- 1 – Wing Admin

ATTACHMENT 3
(SAMPLE)

13 Aug 2010

MEMORANDUM FOR: Capt Lorrie Tetlow, I.C., San Antonio Group 5 SAREX

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

SUBJECT: SWR-TX-123 Participation Letter, Group 5 SAREX, 13-15 Aug 2010

1. The following individuals from the Tumbleweed Composite Squadron are authorized to participate in the San Antonio Group 5 SAREX, 28-30 August 2009:

<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

