

Southwest Region Emergency Services Exercise Region Wide Exercise SWR C4 Little Rock, AR 10-13 April, 2008 Operations and Training Plan

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1. General.

A. Type of Exercise:

This is a Civil Air Patrol Emergency Services Program Exercise. This will be a U.S. Air Force funded mission that will be a Southwest Region (SWR) Mission Staff, Ground Team, and Aircrew Training Exercise. This exercise will be two-fold. First, it will provide Little Rock CAP Crisis Coordination Center (C4) Staff Operational Training to include C4 set-up, sign-in and resource accounting, planning and mission execution. Second, it will provide all participating Wing Ground Team and Aircrew personnel with several different scenarios in which to train. Additionally, Aircrews will support ground operations and will be presented unique scenarios that will train many aspects of the SWR's Emergency Services Missions. Maximum participation by all units is encouraged. Limited classroom training may be conducted at this exercise. Properly supervised trainees will receive training on an individual basis.

NOTE: Individual Wings may elect to conduct a parallel training event with separate funding to maximize this training opportunity. Wings will be responsible for submitting all necessary requests to accomplish any additional training.

B. Exercise Location:

This exercise will be conducted at four venues throughout SWR. The SWR C4 at the Arkansas Wing HQ will provide over all command and control, resource allocation, and act as a staging area, as necessary. East Mission Base will be Texarkana Airport, where Arkansas, Louisiana, Oklahoma, and East Texas Units will participate. West Mission Base will be El Paso Airport, where New Mexico and West Texas Units will participate. Arizona Wing Units will establish a Mission Base at Deer Valley Airport, where they will participate. In addition, assets from adjoining SER or NCR Wings may be brought into the SWR as needed and as approved by the appropriate Region CC's.

C. Primary Dates and Times:

10 – 13 April, 2008, sign-ins will start at the various mission bases beginning not later than 1800 hrs on 11 April, 2008. **The first availability reports will be due at the C4 Not later than 2000 hrs on 11 April, 2008.**

D. Alternate Date:

Not Applicable.

E. USAF Funding:

Funding for this mission will be as outlined on the attached appendix D and as input into Web Mission Information and Reporting System (WMIRS) for USAF approval.

F. Mission Symbol:

This Mission Symbol for this exercise will be A-5, SAR/DR Training/Evaluation.

G. Air Force Mission Number:

As assigned by Southwest Liaison Region.

H. State Emergency Management Training Number:

Not Applicable.

I. Project Officers:

Col Joseph Jensen, SWR Commander,
Lt Col Paul Spencer, SWR Emergency Services Officer
Lt Col Doug Alexander, SWR Director of Operations.

J. Host Units:

Southwest Region and the six assigned wings.

K. Initial Reporting times and locations.

All mission staff and teams/crew as available will report Friday night (11 April) at 1800, 0800 Saturday and Sunday unless flying the night before, then night crew reporting times will be determined based on crew rest requirements.

2. Notification and Application.

A. Notification of Exercise:

This Operation and Training Plan and the SWR Region, Wing Calendars/web sites will be the primary notification for this exercise. Detailed tasking and informational messages will be passed to participating units prior to the commencement of flight or ground activities.

B. Qualification Requirements:

ALL participants must hold a current CAP Membership Card, CAP Form 101 card with a minimum of General Emergency Services authorized and a Specialty Qualification Training Record (SQTR) for those specialties in which they are training. **The SQTR MUST indicate that the individual meets the prerequisites and has received the Familiarization and Preparatory Training and been approved by the appropriate unit commander. This training is essential in order for the trainee to safely participate as a member of an Aircrew or Ground Team, as well as staff assignments.** These documents must be in their possession at sign-in.

C. Exercise Capacity:

Training events will be scenario driven and will require moderate participation by each Wing. Individual Wings will establish maximum capacities based on the facilities and additional funding.

D. Exercise Enrollment Procedures:

Participants must notify their Squadron Commander as soon as possible and prepare a Participation Letter desired so adequate facilities and support assets can be coordinated. These participation letters MUST be forwarded to the appointed Incident Commander at the venue where the Unit will be participating. Wing Emergency Services Officer will coordinate within their respective Wings to insure an Incident Commander is appointed for each venue and the all participation letters are forwarded to the appropriate IC.

ALL PARTICIPATION LETTERS MUST BE RECEIVED BY 8 APRIL TO BE INCLUDED IN THE REGION EXERCISE.

NOTE: A copy of each wing's participation letters **MUST** be sent to the Region Emergency Services Officer at (es@swr.cap.gov) AND the Region Administration Officer at (admin@swr.cap.gov). Participants not on an appropriate participation letter received in according to the directions above will not be allowed to participate in ANY activities and will not be afforded the FTCA and FECA insurance coverage. Additionally, not reimbursements will be made without being on a participation letter.

E. Exercise Fees:

No Region administered fees are anticipated at this time for the Exercise; however Wings may establish fees as appropriate and money for lodging and meals may be needed.

3. Exercise Description.

This Exercise will be a C4 and Wing Mission Staff Training Exercise, as well as a training exercise for ground teams and aircrews. An overall Exercise Scenario will drive mission staff training and mission resources will be allocated to prosecute the scenario as it develops. Separate mini-scenarios may be used in addition for training of various specialties. Assets not being used in conjunction with Exercise assignments and mission staff training maybe used for training events under Wing administered training mission number and funding. Mission Staff Training is expected to be completed by Saturday Evening, and normal scheduled training events will be accomplished on Sunday

The Exercise will begin at approximately 1830 Friday Evening with Mission Staff assignments and briefing. Flight activities are not planned for Friday night at this time other than the arrival of aircraft from off station, but the situation may change as scenario inputs are received. Sign in for all personnel on Saturday morning will begin at 0700 hrs and general briefing to the venue ICs at 0800 hrs.

This Exercise will be conducted using the Incident Command System adopted by Civil Air Patrol. Please refer to CAPR 60-3, Chapter 8 for an introduction to the Incident Command System.

4. Training Objectives.

A. Primary Objectives:

Complete this Exercise safely with no injuries or incidents.

Practice the Command, Control, and Communications techniques necessary to properly conduct a Region Wide CAP Search and Rescue and Disaster Relief activities in accordance with applicable CAP Regulations. Emphasis will be placed on Resource reporting, Unit tasking, and Command and Control of CAP resources across the Region. Effective communications using ALL available communications resources will be exercised as well to include and active HF Net.

Practice the techniques necessary to properly conduct CAP Ground Search and Rescue and Disaster Relief Operations in accordance with applicable CAP Regulations.

Practice the techniques necessary to take still, video and slow scan pictures in accordance with the established procedures.

B. Additional Training Objectives:

Individualized training may be conducted on Sunday at the conclusion of the Mission Staff scenarios. Personnel requiring such training must notify their Squadron Commanders so the information may be added to the training requirements list.

Training in Communications and Radio Operation will be incidental to the conduct of this exercise.

Mission Pilot and Aircrew Proficiency, and Disaster Relief Operations Training will be incidental to the training.

Maximize available flight time to qualify scanner and observer class graduates.

5. Training Syllabus.

The National Emergency Services training syllabus will be used for those training objectives covered.

6. Flight Operations.

A. Aviation Resource Requirements:

All available CAP Corporate aircraft may be required. Private aircraft will not be utilized without specific approval by SWR/CC and SWLR/CC.

B. Inbound Sorties:

No inbound sorties are expected for the initial portion of the exercise. Aircraft may be repositioned consistent with the training objectives of the exercise.

C. Mission Sorties:

1. Purpose and Conduct of Mission Sorties:

The purpose of these training flights is to practice mission skills and develop crew proficiency in all CAP missions to include: Search patterns, damage assessment and taking still and video pictures using standardized procedures. All missions will be conducted under VFR conditions, with a minimum of 2500-ft. AGL ceilings. Normal search altitudes will be 1000-ft AGL.

2. Crew Composition:

A standard three-person crew is required unless waived to a two man crew by the Incident Commander or designee. Based on aircraft loading conditions there is a possibility a fourth trainee may be included on certain missions. Crewmembers are encouraged to bring their personal still and/or video cameras as required. Still cameras should be digital capable with zoom lens up to 100-200MM. Video cameras should be

capable of transferring to digital format. Film and tape will NOT be supplied for this exercise.

3. Routes/Grids to be utilized.

Targets will be assigned during mission tasking and flight briefing.

4. Anticipated Average Sortie Length.

Approximately two hours.

5. Divert airfields and mission recall procedures.

As assigned in briefing.

6. Flight line Operations.

Designated flight line personnel will be used if available. Otherwise pilots will be responsible for parking, tying down, and fueling their own aircraft.

D. Outbound Sorties.

Outbound sorties will be dispatched with CAP Form 104s and the pilot in command will report to Wing Incident Commander upon return home with flight times. **Failure to call in times will result in the aircraft time and fuel being charged to the Pilot-in-Command.**

E. Flight Scheduling.

Scheduling and sortie assignment will be included in Appendix B and provided prior to or at check-in.

F. Flight Briefings.

All flight crews will be briefed prior to flight using appropriate checklists.

G. Flight Management Procedures.

All flights will be tracked using CAP Form 107. Mission boards will be used if available.

H. Flight Debriefings.

All flights will be debriefed and pictures critiqued following each sortie.

I. Mission Intelligence.

All Scenario inputs will be directed to the C4 Incident Commander and passed to the Planning Section Chiefs at each ICP for follow-up and investigation.

J. Flight Operations Safety considerations.

Hazards to flight are student training, military low-level route, and normal airport traffic. Stressing the need for heads-up flying during these missions will mitigate these hazards.

7. Ground Operations

A. Ground Operations Resource Requirements.

All Corporate vehicles WILL be present as directed by Wing ICs.

B. Description of Ground Team Activities.

Ground Team sorties will be conducted to evaluate and train team personnel in Search and Rescue and Disaster Relief missions.

C. Composition of Ground Teams.

As a minimum each team will consist of a qualified Ground Team Leader, a Senior Member driver if the Team Leader is not the driver, Assistant/Trainee (as available) and up to 8 other Ground Team Members or Trainee Ground Team Members (as appropriate to the mission.)

D. Mission briefing/debriefing.

All sorties will be briefed and debriefed by mission staff.

E. Ground Team Management procedures.

All ground sorties will be tracked using a CAP Form 107 specifically designated for ground operations.

F. Ground Operations Safety considerations.

Will be identified at sortie briefing.

8. Communications

A. Requirements.

A minimum of one mission base HF radio will be required. Additionally, necessary mission bases radios will be needed to maintain command and control over assigned mission base resources. Airborne repeater platforms may be required as directed by the mission tasking and should be readily available.

NOTE: A Region Wide HF Net will be established during this exercise. The widest possible participation is highly encouraged. The Region Director of Communication may publish more detailed procedures as necessary.

B. Procedures.

Aircrews will report takeoff, sighting of targets, landing to mission base and each half-hour interval at the top and bottom the hour. Ground crews will report leaving mission base and returning to base and each half-hour interval at a quarter to and quarter after the hour.

C. Equipment requirements.

As identified above.

D. Refer to Annex C for detailed Communications Plan.

9. Cadet Participation

A. Cadet Utilization.

Cadets will participate as ground team members, flightline personnel, communicators, and as Mission staff assistants. After hours cadet activities must be conducted under the supervision of designated Senior Members.

B. Cadet Supervision.

Each unit is responsible for supervising their own cadets. If a unit is not able to provide supervision, they must arrange for another unit to take charge of their cadets. A written agreement to be responsible for another unit's cadets must be coordinated in advance. Unsupervised cadets may be sent home and the Unit Commander will be notified.

C. Cadet Support.

As identified above.

10. Safety

In addition to the normal cautions associated with flight operations during a SAREX, all Aircrews will be briefed to remain vigilant during all low-level flight operations. A Safety Officer will be appointed in advance of the Exercise for each venue. Each Wing will notify the Region Safety Office at (safety@swr.cap.gov) of the appointed Safety Officer. The designated Safety Officer will obtain a briefing from Major Lyle, Region Safety Officer. Any venue not appointing a safety officer in advance and receiving a safety briefing will not be allowed to dispatch air or round sorties until accomplished. The appropriate Risk Management systems will be used. Duty day restrictions contained in CAPR 60-1 will be adhered to. Crew Duty day begins when the member reports for CAP duty OR when the member reports for work, which ever comes first. The duty day is limited to 14 hours and a crewmember may not be scheduled for more than 8 hours flight time during that time. Members will be afforded 10 hours crew rest between duty days.

11. Staff Requirements

A. Duties of Exercise Staff.

A full mission staff will be required for this mission. Incident Commander, Safety Officer, Finance/Administrative Section Chief, Operations Section Chief, Air Operations, Ground Operations, Logistics Section Chief, Communications Unit Director, and Planning Section Chief will be required as a minimum. Other positions may be filled as available. Air Operations and Ground Operations will serve as Briefing and Debriefing Officers in their respective areas unless additional personnel are assigned.

B. Annex F with a complete list of Staff assignments will be provided prior to or at check-in.

12. Uniform Requirements

Any authorized CAP flight uniform will be acceptable for aircrew member. Any member wearing an Air Force style uniform MUST adhere to ALL weight and grooming standards. Battle dress uniforms (BDU'S) will be the preferred uniform for ground teams.

13. Administration

A. Sign-in location and procedures.

Sign-in will be at the at the designated mission base locations. Standard sign-in procedures will be used with a one hundred percent ID check.

B. Credential verification procedures.

All personnel will have their membership, CAP Form 101 and CAP SQTR checked. Members performing duties which may require CAPF 75 or 76 or First Aid certification will have those documents checked also.

C. Resource listing.

Will be available after sign in.

D. Forms/documents.

No additional documents are required at this time.

E. Enrollment and other fees.

None anticipated.

14. Facilities

A. Classrooms.

Will be necessary to support contingency plans as identified in paragraph 19.

B. Operations Area.

As assigned.

C. Flight Planning, briefing/debriefing

As assigned.

D. Aircraft Parking.

As directed.

E. Telephone Access.

Will be identified in the mission briefing. **Mission Base Phone numbers will be provided to the C4 as soon as possible but NLT 1900, 11 April, 2008. The C4 will make distribution from there.**

15. Logistics

A. Vehicle support.

All Corporate vehicles WILL be present. All available aircraft, four larger vans and two mini vans will be used as a minimum

B. Exercise support.

None required.

C. Billeting.

All personnel will be responsible for securing their own lodging.

D. Messing.

All messing will be on your own..

E. Medical.

As published in each Incident Action Plan (IAP) by each mission base. Copies of the initial IAP will be sent to the C4 by 1900 hrs 11 April, 2008

F. Transportation.

1. Exercise transportation.

Will be provided for ground teams and aircrews, as required.

2. Local Area transportation.

Will be provided, as necessary for aircrews to get to and from lodging (Cinderella Motor Inn only).

16. Military Support Requirements

A minimum of one person from the liaison staff to oversee the exercise at each venue will be required..

17. Other Agency Involvement

Participation by local Law Enforcement, Fire/Rescue/EMS, and Emergency Management is anticipated.

18. Public Affairs

A. Internal

As directed by Incident Commander.

B. External

As provided by Wing PAO and Unit PAO

C. Approval for Non-CAP passengers on CAP aircraft

None are anticipated at this time. Will only fly on aircraft signed into the mission (Corporate or Private) if National Headquarters approves them seven days in advance.

19. Contingencies

A. Disaster or Actual Mission.

All forces, or a subset thereof, will be released to support the mission upon approval of Liaison staff.

B. Adverse Weather.

In the event of adverse weather, all aircraft and ground teams will be recalled to mission base as necessary. Depending on the severity of the inclement weather, activities will be modified to obtain the most training under the circumstances. The aircraft will be placed in hangars to the extent possible. If that is not possible they will be securely tied down outside AND chocked. If space is available, the vans may also be placed in a hangar. Alternate activities such as classroom instruction will be given in Ground Team academics, GPS, Radio Operator Authorization (ROA), and photographic equipment as necessary.

C. Mishaps.

Mishaps will be handled in accordance with CAPR 62-2. In the event that a mishap occurs, operations associated with, or similar to, the event will be suspended until the problem is corrected and/or verified to no longer constitute a significant hazard.

Annex A

Exercise Scenario

Details will be provided as a supplement by Region Staff. The general scenario will be DR operations in support of recovery from simulated simultaneous weapons accidents at the Red River Army Depot in northeast Texas and the White Sands Missile Range in southern New Mexico. Disaster survey, traffic flow assessment, search and rescue and small package transport missions are to be expected. C4 personnel may be tasked to coordinate movement of assets within the region or from outside the region.

Annex B

Schedule of Activities:

Thursday, 10 April 2008

As directed by scenario inputs and SPINS.

Friday, 11 April 2008

1800 Hrs	Sign in begins.
1830 Hrs	Mission Staff Assignments and Staff briefing.
1930 Hrs	Assignment of Air and Ground sorties as necessary.
2130 Hrs	All Mission activity concludes for the day.
2300 Hrs	Lights out for all members

Saturday, 12 April 2008

0630 Hrs	Breakfast
0700 Hrs	Clean up sleeping areas, stow gear
0730 Hrs	Sign in begins for all personnel.
0815 Hrs	Mission Staff Briefing.
0830 Hrs	General Briefing.
1300 Hrs	Mission Staff Briefing.
1330 Hrs	General Briefing.
1800 Hrs	Mission Staff Briefing.
1815 Hrs	General Briefing.
1830 Hrs	Most SAREX activities conclude for the day, depending on scenario inputs from Wing Staff. Night currency flight planning and briefings will commence.
1900 Hrs	Dinner
2200 Hrs	All flying activities are concluded.
2330 Hrs	Lights out for all members.

Sunday, 13 April 2008

0700 Hrs	Breakfast
0730 Hrs	Clean up sleeping areas, pack gear
0800 Hrs	Sign in begins.
0830 Hrs	Mission Staff Briefing.
0900 Hrs	General Briefing
0930 Hrs	Ground and Air Sorties begin as assigned.
0930 Hrs	Chaplain's Call
1300 Hrs	General Debriefing.
1430 Hrs	All activities conclude.

Annex C

Communications

Channel Assignments:

Frequency Designator	EF Johnson Zone & Channel	LOCAL Ch #	Assignment
CMD 1	Zone 1, Ch 1		Check-in / Gnd
CMD 2	Zone 1, Ch 2		Air
TAC 1	Zone 1, Ch 3		As directed.
AIR 1	Zone 1, Ch 4		Air to Gnd
ABN Repeat Pri	Zone 1, Ch		ABN Repeater
ABN Repeat Sec	Zone 1, Ch		ABN Repeater

20 Minutes prior to initial arrival, all air and ground vehicles will report in to Mission Base on CMD 1.

During missions, Aircraft will use CMD 2 for communications with Mission Base. If unable to contact Mission Base direct, relay through High Bird on CMD 2.

During missions, Ground units will use CMD 1 for communications with Mission Base, unless the use of an Airborne Repeater is briefed and then they will use the designated Airborne Repeater channel. If direct communications are not possible as listed above, ground unit may use CMD 2 for aircraft relay.

Annex D

Budgetary Requirements:

(Aircraft budgeting is based on “fuel-only” system. Wings who are not on consolidated maintenance program will also receive maintenance reimbursement at the CAPR 173-3 approved rate)

Aircraft:

Cessna 172	45 hours at 9 gph at \$5.50/gal	\$2228.00
Cessna 182	65 hours at 12 gph at \$5.50/gal	\$4290.00

Aircraft from outside SWR Region

Cessna 182	5 hours at 12 gph at \$5.50/gal	\$ 330.00
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Vehicles

Vehicle Fuel and Oil		\$ 702.00
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Communications

Long Distance and Cell Charges		\$ 100.00
Miscellaneous Communications Charges		\$ 100.00

Total \$ 7750.00

Annex E
Training Syllabus

Refer to National Training Syllabus

Annex F

Staff Assignments

Important Note: These are the minimum Mission staff position that must be assigned during the Mission Staff training portion of the SAREX. If sufficient personnel do not sign up using the procedures outlined in paragraph 2 above, Wing Staff will assign duties to qualified and/or trainee personnel. If you are assigned a position, you will be expected to participate or provide a valid reason for not attending.

NOTE: Names and phones numbers for the following position must be provided to the C4 NLT 1900 hrs on 11 April 2008.

Staff Position	Primary	Assistant/Backup
Incident Commander		
Safety Officer		
ICS Liaison Officer		
Public Information Officer		
Chaplain		
Planning Section Chief		
Operations Section Chief		
Air Ops Branch Director		
Gnd Ops Branch Director		
Finance/Admin Section Chief		
Logistics Section Chief		
Communications Unit Leader		
