



**WISCONSIN WING  
INCIDENT OPERATIONS GUIDE  
2001**

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## Summary of Changes

Initial publication .....	Oct 2001
Revised flight time & duty limitations .....	Dec 2001

# CHAPTER 1 - GENERAL INFORMATION

**Purpose** This document provides operational guidance for Wisconsin Wing and its subordinate units when conducting emergency services (ES) operations at any level. These guidelines should be used in conjunction with the applicable ES directives listed in *Appendix 1*.

## **Responsibilities**

### **ES Duty Officer**

The Wisconsin Wing Commander (WICC) has delegated the responsibility for the commitment, operation, and withdrawal of all WIWG ES forces to the ES Duty Officer. As principal agent of the WICC, the ES Duty officer accomplishes his/her duties with the authority of the WICC. All ES Duty Officers are appointed in writing and are supervised by WIES.

### **Incident Commanders**

Incident Commanders (ICs) are responsible for all operations conducted at an incident. When CAP acts as the lead agency, it will assign a CAP IC. ICs will maintain an IC kit as outlined in *Appendix 2*.

### **Agency Liaisons**

Agency Liaisons (ALs) act as the most senior CAP representative or point of contact at any incident where CAP is **not** the lead agency. **ALs will make the final decision on all matters pertaining to CAP participation and operations.** Agency Liaisons will maintain an IC kit as outlined in *Appendix 2*.

## **Incident Command System (ICS)**

National Headquarters has adopted the Incident Command System (ICS) used by many public safety agencies to manage ES incidents and training exercises. This system is very efficient and provides for easy expansion or contraction to fit the needs of the emergency or event. See Chapter 8 of CAPR 60-3 for more information. Functional checklists for the CAP ICS positions are contained in *Chapter 2*.

**Operational Incidents (REDCAPs)**

- Operational requests for WIWG ES resources are normally received by the ES Duty Officer.
- The ES Duty Officer will evaluate the request, accept or decline the mission, and appoints & supervises a WIWG Incident Commander (IC) or Agency Liaison (AL).
- No WIWG assets (personnel or property) may be committed to an ES mission without the approval of the WIWG Commander or his/her designee (ES Duty Officer).
- The IC or AL is responsible for accomplishing the mission and normally alerts any assets that are needed using the WIWG Resource List (*Appendix 3*).
- Normally, the closest, qualified and available resources should be used.
- The ES Duty Officer will notify key wing staff (and other agencies) of the WIWG response and incident outcome.
- The IC or AL will brief the ES Duty Officer daily (for extended incidents) and upon incident close.
- WIWG resources will not be withdrawn prior to mission suspension or closing without the approval of the WIWG Commander or his/her designee (ES Duty Officer).

**Training Exercises (SARCAPs)**

**Reimbursable Exercises**

- Air Force funded training missions will be planned and conducted in accordance with the WIWG ES Training Plan.
- WIES (or designee) will appoint and assist a Project Officer who is responsible for all premission planning and coordination.
- An Incident Commander will be appointed to conduct training operations and any post mission actions.
- Participating units are encouraged to preregister their personnel and equipment.

### **Non-Reimbursable Exercises**

- WIWG units may conduct their own training under a wing training (WT) number issued by WIES.
- Normal training expenses are not reimbursable under a WT number, however participation counts toward initial certification and currency.
- Sponsoring units are responsible for all exercise planning, implementation, and reporting. Normal rules apply.

### **SAR/DR Checklists**

WIWG has developed a set of checklists covering "standard" incident scenarios. These checklists are contained in *Chapter 3*.

### **Resource Management**

- WIWG unit capabilities & equipment are listed in **Appendix 3**. ES specialty information is contained in the WIWG database of the Web Mission Utilities system. *(This is the primary source of alert & contact information for WIWG.)*
- In order to participate on an ES activity, CAP personnel must have a current CAP ID AND CAPF 101 cards in their possession. All CAP personnel, aircraft, and vehicles must register daily in order to receive mission credit and reimbursement.
- Trainee personnel must be supervised by rated personnel at all times. There will be a minimum 1-to-3 ratio of supervisors to trainees. The IC or AL will ensure compliance with these requirements.
- Use of qualified CAP cadets is encouraged on appropriate missions. Additional guidance is contained in CAPR 60-3, paragraph 1-9f. *(Home units are responsible for providing senior members to meet CPPT requirements.)*
- Qualified non-CAP resources may be used when an MOU exists between the agency and CAP **OR** when authorized by the controlling agency.
- ICs and ALs should report problems concerning asset availability, currency, readiness or other problems to the ES Duty Officer or WIES.

**Operational Risk Management (ORM)**

- Safety is a paramount concern during ES operations.
- The mission should be accomplished with minimum jeopardy to CAP personnel and equipment.
- ES personnel or units should decline any assignment which exceeds their capabilities or violates CAP directives.
- Risk management procedures will be used. (*Appendix 4*)

**Operational Restrictions**

- WIWG personnel will not act in a manner contrary to CAP directives.
- Policy rulings on issues which are not covered or unclear should be submitted to the ES Duty Officer for resolution.
- All mission flight activity (including member furnished aircraft) will be conducted in accordance with CAPR 60-1.
- Use of untrained or non-rated personnel is not authorized.
- See Chapter 1 of CAPR 60-3 for other operational restrictions and concerns.

**Evaluations**

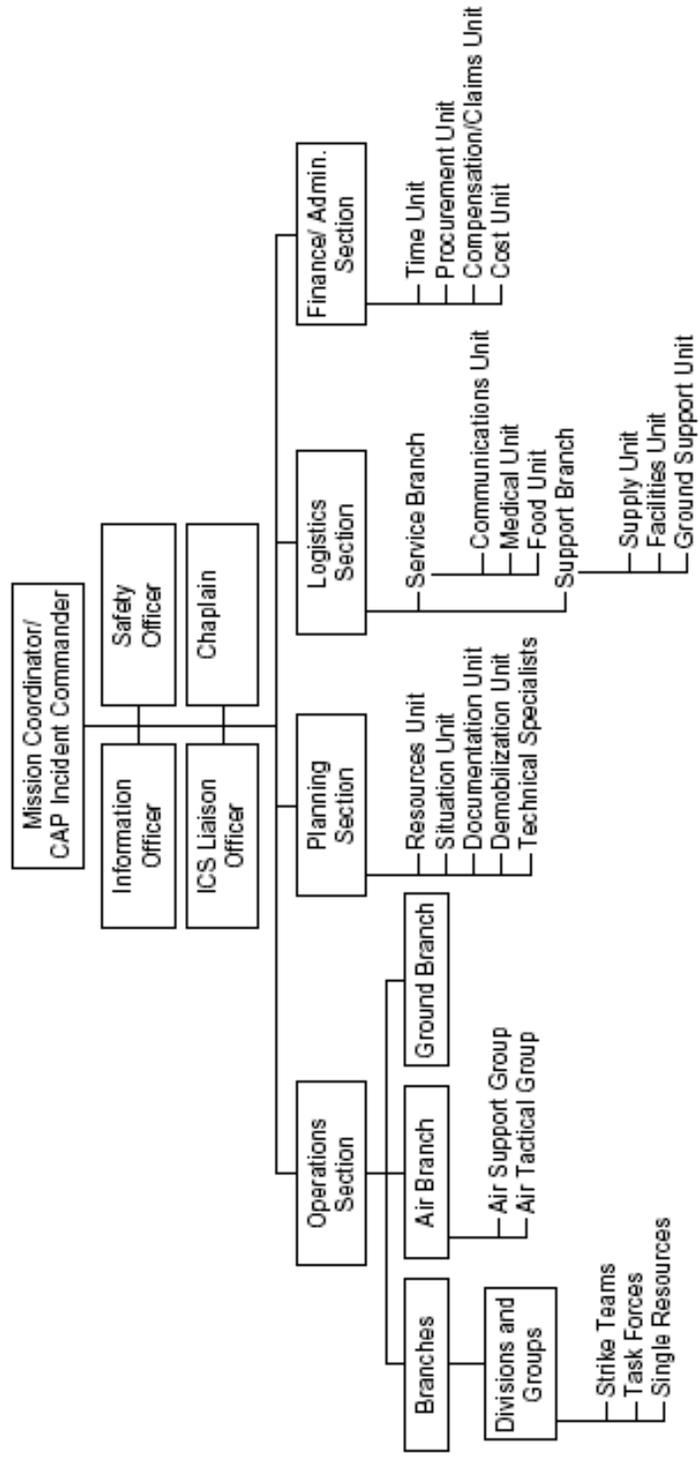
Operational and training missions should be evaluated whenever possible to measure performance and identify deficiencies. The CAP-USAF Pamphlet 12, *SAR & DR Evaluation Guide* is normally used in conjunction with this document.

**Memorandums of Understanding**

A memorandum of understanding (MOU) is a written agreement that establishes the basis for mutual cooperation and coordination between CAP and supported organizations and agencies. A MOU is appropriate when an organization or agency has a recurring need for CAP services and support. A list of current MOUs is contained in *Appendix 1*.

**ES & ICS Forms**

Current ES & ICS forms are contained in CAPR 60-4, Vol. 1 & 2. A master list of applicable national and wing specific forms is contained in *Appendix 5*.



# CHAPTER 2 - ES/ICS POSITION CHECKLISTS

## ES DUTY OFFICER

### Reference

CAPR 60-1  
CAPR 60-3  
All MOUs

- ❑ Receive the alert through authorized channels.
- ❑ If request has been made "out of channels," refer requestor as follows:
  - SAR/DR -- WEM Duty Officer  
(800) 943-0003
  - Counterdrug -- WIWG CD Officer
  - Training Exercises -- WIES
- ❑ If a mission request is denied or delayed, consider a 911T authorization.
  - Must meet "imminently serious" criteria of saving lives or great property damage
  - . Must be approved by WICC or designee AND WILO
  - Limited to \$500 or 48 hrs, whichever comes first.

- ❑ Accept or decline mission.
- ❑ Review mission request.
- ❑ Classify incident type and take appropriate actions
  - ❑ Assign telephone credit card.
  - ❑ Contact and assign IC or AL.
  - ❑ Brief IC or AL.
  - ❑ Document actions. (*WIWGF 12*)
  - ❑ **Notify key personnel of incident within 12 hrs via fax or email.**
- ❑ Receive daily status briefing from IC or AL on extended missions.
- ❑ Appoint a new IC or AL as needed.
- ❑ Receive closing briefing from IC or AL
- ❑ **Notify key personnel of incident closing within 12 hrs via fax or email.**

Type	Description	Action
<b>I</b>	Local incidents <ul style="list-style-type: none"> <li>• ELTs</li> <li>• Local disasters</li> <li>• Lost person search</li> </ul>	<b>Local alert.</b> IC or AL activate resources as needed.
<b>II</b>	Statewide incidents <ul style="list-style-type: none"> <li>• Overdue aircraft</li> <li>• State level disasters</li> <li>• EAA precautionary</li> </ul>	<b>Statewide alert.</b> IC or AL activate resources as needed. Expansion decision made during first operational period
<b>III</b>	Regional or national incidents <ul style="list-style-type: none"> <li>• National disasters</li> <li>• Regional mutual aid</li> </ul>	<b>Statewide alert.</b> IC or AL activate resources as needed.

## Common Tasks

**This checklist is used by all incident personnel.**

### Reference

#### General ES Tasks

- ❑ Receive alert information.
  - ❑ Reporting location and time
  - ❑ Length of assignment
  - ❑ Duty assignment (if known)
  - ❑ Telephone/radio contacts
  - ❑ Special instructions
- ❑ Prepare for duty.
  - ❑ CAP uniform (*appropriate for weather*)
  - ❑ Required documents (*CAP ID card, CAPF 101, driver's license, etc.*)
  - ❑ Personal gear (*money, credit cards, overnight kit, etc.*)
  - ❑ Specialized supplies or equipment required for duty assignment
- ❑ Upon arrival, check in at one of the following locations. (*All personnel, aircraft, & vehicles must register daily*)
  - Incident command post (at the resources unit)
  - Staging areas
  - Base or camps
  - Helibases
  - Division or group supervisors (for direct assignments)
- ❑ Obtain duty assignment (if not already known).
- ❑ Receive briefing from your immediate supervisor. Be sure you understand your assignment.
- ❑ Acquire necessary work materials, locate, and setup your workstation.
- ❑ Organize and brief any subordinates assigned to you.
- ❑ Complete tasks according to your supervisor's direction. (*Keep your supervisor briefed on open issues or other problems.*)
- ❑ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.
- ❑ Use proper CAP & ICS radio procedures. *ICS call signs usually contain an ICS title, incident name & location, **OR** unit name & function. Examples -- OPS CHIEF, WAUSAU INCIDENT BASE, WI HIGHBIRD, MESS GROUND TEAM, etc)*
- ❑ At the end of the operational period:
  - ❑ Return any borrowed or assigned equipment.
  - ❑ Brief your relief (if possible) or your supervisor prior to leaving incident base
  - ❑ Complete required forms, logs, or reports. Give them to your supervisor or to the planning section (documentation unit) before you leave.
- ❑ Demobilize according to plan.
- ❑ Complete CAPF 108 and submit to wing headquarters per local procedure.

## INCIDENT COMMANDER (IC)

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### Reference

CAPR 60-1

CAPR 60-3

CAPR 60-4 Vol. 1 & 2

Inland SAR Course Notebook

All MOUs

- ❑ Receive briefing from Wing Duty Officer or previous Incident Commander.
  - ❑ Mission number
  - ❑ Controlling agency
  - ❑ Point of contact (POC) and phone number
  - ❑ Incident overview and objectives
  - ❑ Other wings and agencies involved
  - ❑ Telephone credit card number
- ❑ Initiate and maintain an incident log. (*ICS Form 214 or WIWGF 50*)
- ❑ Contact controlling agency.
  - ❑ Verify information already received
  - ❑ Obtain any new information
  - ❑ Give agency point of contact (POC) your name and phone numbers
- ❑ Analyze the incident.
  - ❑ Lay out the problem and plot it on a situation map.
  - ❑ Correlate additional reports or information that is available from other sources with that received from the controlling agency.
  - ❑ Review **SAR/DR** checklists.
  - ❑ Make preliminary estimate of requirements and determine resources needed.
    - ❑ Incident facilities
    - ❑ Aircraft
    - ❑ Ground teams
    - ❑ Communications
    - ❑ Other support
    - ❑ Special equipment
  - ❑ Determine the level of organization needed to manage resources.
  - ❑ Establish duration of the first operational period and follow-on periods as necessary.
  - ❑ Determine location of incident facilities.
- ❑ Select and contact incident staff.
- ❑ Alert assets as needed. (*A wing wide alert is recommended if incident is expected to last over 24 hours.*)
- ❑ Complete an ICS Form 201 to cover initial operations.
- ❑ Complete **Common Task** checklist.
- ❑ Activate incident command post and other facilities as needed.
- ❑ Brief incident staff and assign functions.
  - ❑ Review ICS Form 201 (or Incident Action Plan) information
  - ❑ Be sure they understand their assignments.
  - ❑ Emphasize risk management and highlight that **SAFE** mission accomplishment is top priority!
  - ❑ Provide special instructions not covered in standard operating procedures.
  - ❑ Emphasize "chain of command"
- ❑ Initiate development of the Incident Action Plan for next operational period and Demobilization Plan, if needed. (*IC and controlling agency must approve plans.*)

- ❑ Conduct a general briefing of all personnel at every operational period. (*Appendix 7*).
- ❑ **Get mission working! Monitor operations closely.**
- ❑ Coordinate with and alert other wings and agencies as needed. (*Liaison Officer Checklist*)
- ❑ Attend planning meetings. (*Appendix 8*)
- ❑ **Actively promote safe operations!**
  - ❑ Are risk management checklists being reviewed during each operational period?
  - ❑ Were safety surveys conducted at incident facilities?
  - ❑ Are personnel and equipment being safety checked during each operational period?
  - ❑ Are hazards or unsafe practices being reported to the safety officer for follow-up action and hazard abatement?
  - ❑ Are hazard control measures implemented and briefed to incident personnel?
  - ❑ Are temporary flight restrictions needed?
- ❑ Periodically evaluate progress, considering the following:
  - ❑ Have objectives established in the Incident Action Plan been met?
  - ❑ Is the current organizational structure effective?
  - ❑ Is the mission proceeding as an integrated effort by all activities and agencies?
- ❑ Are planning meetings held each operational period?
- ❑ Are adequate communications established?
- ❑ Are adequate resources available for planned operations?
- ❑ Should CAP continue operations?
- ❑ Has an informal verbal report of current activities and immediate plans been sent to the controlling agency? (**Update controlling agency approximately every four hours.**)
- ❑ Have contingency plans been established? (FIND, mishap, demobilization, etc)
- ❑ Continue to follow progress of incident. (*Analyze, reevaluate, take appropriate action*).
- ❑ Send a daily report to the controlling agency no later than 2000 hours local.
  - ❑ CAPF 122 (*SAR missions*)
  - ❑ TEMPEST RAPID 1 (*DR Missions*)
  - ❑ Brief Wing Duty Officer daily.
- ❑ Upon incident termination:
  - ❑ Send closing report within 48 hours after mission termination.
  - ❑ Send courtesy copies of the closing report to support agencies as necessary.
  - ❑ Notify all assisting agencies that incident is closed.
  - ❑ Brief Wing Duty Officer
  - ❑ Send supplemental report if closing report was not complete.
  - ❑ Have Information Officer prepare a final news release.
  - ❑ Review operations for “lessons learned”.
  - ❑ Ensure that incident paperwork is forwarded to Wing HQ within 7 days.

## AGENCY LIAISON (AL)

**When CAP is not the lead agency, an Agency Liaison will be assigned instead of a CAP IC. The CAP Agency Liaison will make the final decision on all matters pertaining to CAP participation in the incident**

### Reference

CAPR 60-1

CAPR 60-3

CAPR 60-4 Vol. 1 & 2

Inland SAR Course Notebook

All MOUs

- ❑ Receive briefing from Wing Duty Officer or previous Agency Liaison.
  - ❑ Mission number
  - ❑ Controlling agency
  - ❑ Incident commander and phone number
  - ❑ Incident overview and objectives
  - ❑ Other wings and agencies involved
  - ❑ Telephone credit card number
- ❑ Initiate and maintain an incident log. (*ICS Form 214 or WIWGF 50*)
- ❑ Contact Liaison Officer (or Incident Commander)
  - ❑ Verify information already received
  - ❑ Obtain any new information
  - ❑ Give them your name and phone numbers
  - ❑ Determine location of incident command post
  - ❑ Determine reporting time and location
  - ❑ Request fax copy of current Incident Action Plan.
- ❑ Analyze the incident.
  - ❑ Lay out the problem and plot it on a situation map.
- ❑ Correlate additional reports or information that is available from other sources with that received from the controlling agency.
- ❑ Review appropriate **SAR/DR** checklists.
- ❑ Make preliminary estimate of requirements and determine resources needed.
  - ❑ CAP staging area Staff personnel
  - ❑ Aircraft
  - ❑ Ground teams
  - ❑ Communications
  - ❑ Other support
  - ❑ Special equipment
- ❑ Select and contact required staff.
- ❑ Alert assets as needed. (*A wing wide alert is recommended if incident is expected to last over 24 hours.*)
- ❑ Complete **Common Tasks** checklist.
- ❑ Activate CAP staging area.
- ❑ Brief CAP incident staff and assign functions.
  - ❑ Review Incident Action Plan information
  - ❑ Be sure they understand their assignments. (*CAP is not in charge of incident.*)
  - ❑ Emphasize risk management and highlight that **SAFE** mission accomplishment is top priority!
  - ❑ Provide special instructions not covered in standard operating procedures.
  - ❑ Emphasize "chain of command" (*Agency Liaison speaks for CAP in policy matters.*)

- ❑ Brief incident liaison officer (or Incident Commander) on:
  - ❑ CAP capabilities and limitations
  - ❑ Current CAP resource status
  - ❑ Demobilization information and requirements
- ❑ **Monitor incident operations to identify current or potential problems.**  
*(Analyze, Advise Liaison Officer, Recommend appropriate action).*
- ❑ Participate in planning meetings.
- ❑ Coordinate with and alert other agencies and wings as needed. *(Liaison Officer Checklist)*
- ❑ **Actively promote safe operations!**
  - ❑ Are risk management checklists being reviewed during each operational period
  - ❑ Were safety surveys conducted at staging area?
  - ❑ Are personnel and equipment being safety checked during each operational period?
  - ❑ Are hazards or unsafe practices being reported to the safety officer for follow-up action and hazard abatement?
  - ❑ Are hazard control measures implemented and briefed to incident personnel?
  - ❑ Are temporary flight restrictions needed?
- ❑ Periodically evaluate incident progress, considering the following:
  - ❑ Have objectives established in the Incident Action Plan been met?
  - ❑ Is the mission proceeding as an integrated effort by all activities and agencies?
  - ❑ Are planning meetings held each operational period?
  - ❑ Are adequate communications established?
  - ❑ Are adequate resources available for planned operations?
  - ❑ Should CAP continue mission operations?
  - ❑ Has an informal verbal report of current activities and immediate plans been sent to the controlling agency? **(Update controlling agency approximately every four hours.)**
  - ❑ Have contingency plans been established? (FIND, mishap, demobilization, etc)
- ❑ Send a daily mission report to the controlling agency no later than 2000 hours local.
  - ❑ CAPF 122 *(SAR missions)*
  - ❑ TEMPEST RAPID 1 *(DR Missions)*
  - ❑ Brief Wing Duty Officer daily.
- ❑ Upon incident termination:
  - ❑ Send closing report within 48 hours after incident termination.
  - ❑ Request courtesy copies of the closing report from controlling agency.
  - ❑ Brief Wing Duty Officer
  - ❑ Send supplemental report if closing report was not complete.
  - ❑ Review for “lessons learned”.
  - ❑ Ensure that incident paperwork is forwarded to Wing HQ within 7 days.

# MISSION SAFETY OFFICER (MSO)

## Reference

CAPR 60-1

CAPR 60-3

CAPR 62-1

Mission Safety Officer Tasks

CAP Guide to Operational Risk Management

- Complete **Common Tasks** checklist.
- Initiate and maintain a safety log.  
(*ICS Form 214*)
- Conduct safety surveys of incident facilities. (*Appendix 5*).
- Implement operational risk management (ORM) procedures.
  - Review risk management checklist each operational period. (*CAPR 60-3*)
  - Obtain advice from CAP members familiar with operating area.
  - Identify and assess hazards/threats.
  - Implement and brief appropriate safety controls.
  - Evaluate effectiveness of control measures and adjust as needed.
  - Establish and brief hazard reporting procedure using CAPF 26.
- Prepare and conduct safety briefings.
  - Aircrew
  - Ground team
  - Non-CAP personnel (*Family, media, VIPs, etc*)
- Ensure the following emergency phone numbers are posted on the incident status board.
  - Fire & Police
  - Location and phone number of closest hospital.

- Prior to start of flight operations, ensure the Flight Line Supervisor:
  - Cleared ramp of foreign objects.
  - Established, briefed, and posted proper taxi routes on incident status board.
  - Reviewed and briefed proper refueling procedures.
    - Aircraft grounded,
    - Fire extinguishers available,
    - “No Smoking” posted & enforced.
  - “No hats on Flightline” policy established, briefed, and enforced.
  - Aircraft will be chocked and tied down.
  - Only authorized vehicles on the flightline.
- Ensure that participating aircraft and vehicles are safety checked prior to use. Monitor at time of inspection or spot check at random. (*Appendix 5*)
  - Aircraft
  - Ground teams
    - Vehicles for proper safety equipment
    - Members properly dressed for weather conditions
    - Individual and team equipment
- Attend planning meetings. (*Appendix 8*)
- Report and document any incident mishaps. (*CAPR 62-1*)
  - Ensure that appropriate personnel are notified of any mishaps within time constraints specified.
  - Complete CAPF 78 as directed.
- Monitor efforts to account for members throughout the mission.

- Monitor aircrew and ground team debriefings.
  - Review for additional safety threats/hazards.
  - Evaluate effectiveness of hazard control measures and adjust as needed.

- **Monitor and enforce rest policy for air and ground crews. (*Appendix 9*)**
- **Actively monitor all operations for unsafe conditions or practices. Correct problems and notify the Incident Commander if unable to correct problem.**

## LIAISON OFFICER (LO)

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### Reference

CAPR 60-3

General ES Task Book

All MOUs

- ❑ Complete **Common Tasks** checklist.
  - ❑ Assist in setting up and coordinating interagency contacts.
  - ❑ Act as point of contact (POC) for agency representatives.
  - ❑ Initiate and maintain a log of agency contacts. (*ICS 214*)
  - ❑ Monitor incident operations to identify current or potential inter-organizational problems.
- ❑ Brief the following agencies on incident activities. (*May be delegated to other staff sections.*)
    - ❑ Flight Service Station (*Daily*)
    - ❑ County sheriff /Local law enforcement
    - ❑ State emergency management
    - ❑ Local emergency management
    - ❑ Bordering CAP wings
    - ❑ Other agencies as needed
  - ❑ Participate in planning meetings. (*Appendix 8*)
    - ❑ Review capabilities and limitations of agency resources
    - ❑ Provide current resource status
    - ❑ Provide agency-specific demobilization information and requirements

## MISSION CHAPLAIN (MC)

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### Reference

CAPR 60-3  
CAPP 221A  
General ES Task Book

- Complete **Common Tasks** checklist.
  - Assist the IC in conducting a general briefing of all personnel at every operational period. (*Appendix 7*).
  - Establish a private counseling area for family and mission personnel.
  - Act as point of contact (POC) for family and family clergy.
  - Assist Incident Commander with family and clergy briefings. (*Any release of information to family or family clergy must be approved by Mission Coordinator.*)
  - Keep family members away from flight line or other sensitive areas. Try to prevent interference with mission operations.
- Minister to both spiritual and physical needs of all personnel, family and CAP.
  - Coordinate with the IC to keep current on incident status.
  - Arrange for religious services on Sundays, Saturdays, and Holy Days.
  - Be available to accompany the Incident Commander or other appointed officer in the event of a casualty notification or serious injury notification.
  - Determine the availability of other CAP chaplains as assistants or replacements.
    - Place on telephone standby (if necessary).
    - Keep them briefed on incident status.
    - Coordinate actions with the Incident Commander
  - Prepare an after action report of all pastoral ministry provided during the incident.
    - Copy to Incident Commander
    - Copy to National Staff Chaplain

## INFORMATION OFFICER (IO)

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### Reference

CAPR 60-3

CAPR 190-1

General ES Tasks

- Complete **Common Tasks** checklist.
- Assist the IC in conducting a general briefing of all personnel at every operational period. (*Appendix 7*).
- Prepare news releases and disseminate information to news media.
  - News releases should be written.
  - Prepare initial release as soon as possible after incident activation.
  - Follow up releases giving credit where due to other agencies involved in the mission. **Include new information on the progress of the mission.**
  - Assure all information to be released has been cleared by the Incident Commander and the controlling agency.
  - Check all information to be released and ensure:
    - It is factual.
    - No derogatory statements made.
    - No personal opinions or theories are expressed
    - No excuses. If something is hampering the mission, stress that fact.
    - In the event of a mishap involving incident personnel, names are not released until the next of kin have been notified and such release has been authorized by the controlling agency.
    - No classified or sensitive information included.
- Include a request for information (if applicable) and include the incident command post telephone number.**
- News releases may be phoned or faxed to media.
  - Phoned releases should be read as written.
  - Follow up with a written story.
  - Retain copies of all news releases and photographs for possible use by controlling agency or National Headquarters/PA.
- Assure all photographs, TV pictures, etc. are in good taste. Stress the work of rescue teams, not the wreckage or severely injured or deceased persons.
- Maintain a log of all news media contacts.
  - Keep track of what release has been sent to whom to avoid duplication.
  - Do not withhold information from one news service and then release it to others.
  - If information is withheld, explain why it cannot be released.
- Monitor news broadcasts.
  - If erroneous information is being broadcast, correct it immediately.
  - If a radio/TV station calls you to tape your words for rebroadcast, try to pick a quiet spot to speak the words, speaking clearly and distinctly.

- If a CAP aircraft or vehicle is involved in an accident:
  - Do not release any information on the cause of the accident.
  - State “A board of qualified officers will investigate the accident.”
  - Release of the names of those involved will be in accordance with CAPR 190-1.
- Coordinate visits of news media to the mission base.
  - Accompany media visitors while on the base.
  - Handle news media in a friendly, cooperative manner, but ensure that

they do not impede or interfere with mission operations.

- Make arrangements with the Mission Coordinator for news media to accompany aircrews or ground teams if they so request. ***(This practice is not recommended at SAR incidents)***
  - News media flights require approval of National HQ. *(CAPR 60-1)*
  - Rides in CAP vehicles require of WIWG Commander. *(CAPR 77-1)*
- Prepare a news summary as soon after the mission closes as possible *(not later than 48 hours)*.

## OPERATIONS SECTION CHIEF (OSC)

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### **Reference**

CAPR 60-1

CAPR 60-3

Inland SAR Course Notebook

All MOUs

- ❑ Complete **Common Tasks** checklist.
- ❑ **Assume command of incident in absence of IC (unless briefed otherwise.)**
- ❑ Assist the IC in conducting a general briefing of all personnel at every operational period. (*Appendix 7*).
- ❑ Manage tactical operations and document actions.
  - ❑ Supervise the execution of the Incident Action Plan.
  - ❑ Approve expedient changes to the operations portion of the Incident Action Plan.
- ❑ Ensure interaction is taking place with other agencies.
- ❑ Approve the release of resources from active assignments (not release from the incident).
- ❑ Assist in the development of the "Operations" portion of the Incident Action Plan.
  - ❑ Attend planning meetings. (*Appendix 8*)
  - ❑ Request additional resources to support tactical operations as necessary.
- ❑ Ensure safe tactical operations.
  - ❑ Maintain close contact with subordinate positions (ground and air branch directors).
  - ❑ Review risk management checklists during each operational period. (*Appendix 4*)
- ❑ Maintain close communication with the incident commander.

## AIR OPERATIONS BRANCH DIRECTOR (AOBD)

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### Reference

CAPR 60-1

CAPR 60-3

Mission Safety Officer Tasks

- ❑ Complete **Common Tasks** checklist.
- ❑ Prepare for flight operations.
  - ❑ Determine resource needs (aircraft, personnel, and equipment) from all operating locations and advise the Operations Section Chief.
  - ❑ Obtain information on area hazards, communications procedures, airport operations, taxiing and parking procedures, etc.
  - ❑ Coordinate fueling requirements and procedures
  - ❑ Setup briefing/debriefing and flight planning areas.
    - ❑ Adequate tables, chairs, etc.
    - ❑ Forms (CAPFs 104, 107, 108) and administrative supplies
    - ❑ Coordinate copying /duplication requirements with Logistics Section Chief.
  - ❑ Prepare an ICS Form 220 covering preplanned operations.
  - ❑ Prepare aircrew briefing folders. Post on incident status board & copy OSC.
    - ❑ Incident aircrew checklists
    - ❑ Copy of current ICS Form 201 or Incident Action plan
    - ❑ CAPF 104, *Mission Flight Plan/Briefing Form*.
    - ❑ Gridded aeronautical sectional charts and state gazetteer \*
    - ❑ Any other appropriate material.

\* *Provided by aircrew*

- ❑ Assist the IC in conducting a general briefing of all personnel at every operational period. (*Appendix 7*).
- ❑ Monitor current and forecast weather throughout the operating area.
  - ❑ Post weather information on the incident status board
  - ❑ Advise the Operations Section Chief of adverse conditions.
- ❑ Supervise briefers and flight line supervisor.
- ❑ Clear aircrews for duty.
  - ❑ Inspect aircraft. (*Appendix 5*)
  - ❑ Verify all aircrews are properly equipped (uniform maps, paper, survival equipment, radio capability, outer clothing, etc.)
  - ❑ Verify aircrew credentials and qualifications. (Spot check documents.)
  - ❑ Minimum 2 man crew (*1 man crew authorized for transport flights*)
- ❑ Select appropriate aircraft and crews for each assigned task.
  - ❑ IFR rated aircraft and crew recommended for MVFR and night flights.
  - ❑ DR flights involving hazardous materials (HAZMAT) **are not** recommended w/o guidance from qualified HAZMAT technicians
- ❑ Verify accuracy and completeness of CAPF 104
  - ❑ Two copies for each sortie.
  - ❑ If non-CAP member passenger is aboard, complete CAPF 9 and obtain concurrence of Incident Commander prior to releasing the aircraft.
- ❑ Brief aircrews for assigned missions. (*Use CAPF 104 as a guide.*)

- Approve all flight plans, including their return to their home base.
- Initiate and maintain CAPF 107.
  - Post all flight plans, including flights to and from the mission base.
  - Enter actual departure and landing times when information is received from the Flight Line Supervisor or crew.
  - Enter total time flown on each flight.
- Establish and maintain a status board for air operations.
- Continually monitor status of all aircraft (*CAPF 107*) to assure no aircraft is overdue. **If any aircraft is found to be overdue for 10 or more minutes, immediately:**
  - **Check with Flight Line Supervisor to determine if aircraft is on ramp.**
  - **If aircraft is not on ramp, immediately advise the Operations Section Chief and Incident Commander.**
  - **Continue to update Operations Section Chief until aircraft is located.**

- Conduct debriefings of returning aircrews
  - Use reverse of CAPF 104 as a guide.
  - Verify accuracy and completeness of information.
  - Interview entire crew. Be as detailed as possible.
  - Determine area actually searched -- be realistic.
  - Record time enroute to and from incident base.
  - Record time actually in search area.
  - Determine availability of aircrew for additional sorties.
  - Update Operations Section Chief on status of search results.
  - Immediately advise Operations Section Chief and IC of possible sightings or finds.
- Monitor progress and keep the Operations Section Chief advised.
  - Update briefing info as needed.
  - Post mission progress on incident status board and situation map. Ensure data is current and correct.
  - Make recommendations to the Operations Section Chief regarding future efforts, utilization of resources, etc.
- **Monitor all air operations. Enforce aircrew rest policy! (*Appendix 9*)**

## FLIGHT LINE SUPERVISOR (FLS)

### Reference

CAPR 60-1

CAPR 60-3

CAWG Aircraft Marshallers Guide (*Note 1*)

- Complete **Common Tasks** checklist.
  - Survey airport for hazards, unique procedures, etc. and report them to Safety Officer and Air Branch Director to ensure information is briefed to crews.
  - Determine best parking areas and taxi routes.
    - Coordinate plan with FBO.
    - Prepare diagram of parking area and taxi routes. Post on incident status board.
    - Give copy to Air Branch Director for aircrew briefing folder.
  - Obtain flight line equipment.
    - Safety vests
    - Ear plugs
    - Fire extinguisher
    - Wheel chocks and aircraft tie downs
  - Prior to start of flight operations, clear the ramp of foreign objects. (FOD Walkdown)
  - Establish procedure for reporting departure and return times to the Air Branch.
  - Brief flight line personnel on duties and responsibilities. Ensure all personnel are familiar with safety considerations.
- Only aircrew, flight line, or personnel authorized by AOBD, OSC or IC are allowed on ramp.
    - “No Hats–No Salute” on the flight line. (*Note 2*)
    - No smoking on the ramp.
    - Marshalling signals
    - Engine start procedures
    - Wheel chock/tie down procedure
  - Direct aircraft as needed. Use “follow me” vehicle if necessary.
  - Monitor fueling procedures (conducted by airport FBO personnel)
    - Aircraft properly grounded
    - Fire extinguishers available
    - “No Smoking” posted and enforced.
    - Minimum CAP personnel involved. (*Aircraft PIC only.*)
  - Supervise flight line personnel. (*Use personnel trained for these duties!*)
  - Report takeoff and landing times to Air Branch Director (if requested.)
  - Ensure aircraft are properly secured between sorties.
  - Monitor flight line operations.
    - Use "buddy system"
    - No more than 3 trainees per trainer.
    - Trainees will not perform duties unsupervised!**
  - Return flight line equipment at end of shift.

**Note 1 - Not all procedures outlined in guide are used by Wisconsin Wing.**

**Note 2 - During cold weather, "No Hat" rule may be modified to allow for nylon watch caps or other head wear which will not come while performing flight line duties.**

## FLIGHT LINE MARSHALLER (FLM)

### Reference

General ES Tasks

CAWG Aircraft Marshallers Guide (*Note 1*)

- Complete **Common Tasks** checklist.
  - Obtain flight line equipment.
    - Safety vests
    - Ear plugs
    - Fire extinguisher
    - Wheel chocks and aircraft tie downs
  - Prior to start of flight operations, clear the ramp of foreign objects. (FOD Walkdown)
  - Review flight line duties and responsibilities with Flight Line Supervisor (FLS). Ensure you are familiar with safety considerations.
    - Only aircrew, flight line, or personnel authorized by AOBD, OSC, or IC are allowed on ramp.
    - "No Hats–No Salute" on the flight line. (*Note 2*)
    - No smoking on the ramp.
    - Engine start procedures
    - Wheel chock/tie down procedure
  - Direct CAP aircraft IAW published aircraft parking plan. Use "follow me" vehicle if necessary.
- Monitor fueling procedures (conducted by airport FBO personnel)
    - Aircraft properly grounded
    - Fire extinguishers available
    - "No Smoking" posted and enforced.
    - Minimum CAP personnel involved. (*Aircraft PIC only.*)
  - Supervise trainees as directed by FLS.
    - Use "buddy system"
    - No more than 3 trainees per trainer.
    - Trainees will not perform duties unsupervised!**
  - Post a "fire guard" during engine start up. **(If fire or smoke is detected, do not approach aircraft until engine stops!)**
  - Report takeoff and landing times to Air Branch Director, if requested.
  - Ensure aircraft are properly secured between sorties.
  - Report problems or concerns to Flight Line Supervisor.
  - Return flight line equipment at end of shift.

**Note 1 - Not all procedures outlined in guide are used by Wisconsin Wing.**

**Note 2 - During cold weather, "No Hat" rule may be modified to allow for nylon watch caps or other head wear which will not come while performing flight line duties.**

## SAR/DR PILOT (MP)

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### Reference

CAPR 60-1

CAPR 60-3

ECI 02130A CAP Scanner Course

- ❑ Complete **Common Tasks** checklist.
  - ❑ Prepare for flight operations..
    - ❑ Inspect crew (*Appropriate CAP uniform, documents & flight gear.*)
    - ❑ Aircraft operating handbook on board
    - ❑ Aircrew kit on board.
    - ❑ Complete planning with entire crew.
    - ❑ Brief observers/scanners on inbound sortie and aircraft
    - ❑ Conduct preflight prior to engine start. (*Use Pilot's Operating Handbook checklist.*)
    - ❑ File FAA flight plan as needed.
  - ❑ Upon arrival:
    - ❑ Conduct post flight inspection.
    - ❑ Chock and secure aircraft.
    - ❑ **Close FAA flight plan.**
    - ❑ Register aircraft and crew, then report to Air Branch for clearance.
      - ❑ **Be prepared to document currency.**
      - ❑ Complete CAPF 104 for inbound flight to mission base.
      - ❑ Assist Air Branch with aircraft & crew equipment inspection.
    - ❑ Determine observers/scanners that will be assigned to crew.
    - ❑ Obtain an aircrew briefing kit and receive sortie briefing from Air Branch.
  - ❑ Complete as many items as possible on CAPF 104 for initial assignment and report to Air Branch for briefing.
- ❑ Complete planning for mission with entire crew.
    - ❑ Review aircrew briefing folder.
    - ❑ Calculate weight and balance for sortie.
    - ❑ Calculate minimum airspeed (*1.3 X aircraft stall speed at 0 flaps & 30 degree bank*)
    - ❑ Calculate minimum altitude for assigned sortie
    - ❑ Brief observers/scanners on mission and aircraft.
      - ❑ Use of seat belts
      - ❑ Crew duties/responsibilities
      - ❑ Sortie objectives and procedures
      - ❑ Weather and terrain
      - ❑ Minimum airspeed and altitude
      - ❑ Hazards and control measures
      - ❑ Other pertinent information
  - ❑ Conduct preflight of aircraft. (*Use Pilot's Operating Handbook checklist.*)
    - ❑ Visual check of oil and fuel
    - ❑ Check stall warning horn
    - ❑ Check mission essential equipment (*CAP radios, DF unit, video imaging gear, etc.*)
  - ❑ Fly mission as briefed and planned.
    - ❑ **Practice crew resource management from engine start to engine stop.**
    - ❑ Observe minimum speed and altitude restriction.
    - ❑ Lean engine as appropriate.
    - ❑ Apply carburetor heat while in visible moisture or whenever manifold pressure/RPM was below the GREEN arc.
  - ❑ Advise mission base of any problems, delays, etc. as indicated in briefing.  
**Return to on time OR request extension on your ETA!**

- Report as a crew to Air Branch for debriefing immediately upon return to mission base.
  - Bring all sortie paperwork.
  - Complete applicable portions of CAPF 104 and attach observer log.
  - Report availability for additional assignments. **Do not exceed crew rest guidelines! (Appendix 9)**
- Complete refueling and prepare aircraft for next assignment.

- File FAA or CAP flight plan for return to home base upon completion of mission activities.
- Upon return to home base:
  - Conduct post flight inspection.
  - **Close flight plan.**
  - **Advise of home base arrival and flight time as briefed.**
  - Service aircraft immediately upon return to home base.

## MISSION OBSERVER/SCANNER (MO/MS)

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### Reference

CAPR 60-1

CAPR 60-3

ECI 02130A CAP Scanner Course

ECI 02130B CAP Observer Course

- Complete **Common Tasks** checklist.
- Report to Air Branch upon arrival and obtain crew assignment.
- Report with Mission Pilot for briefing.
- Assist SAR/DR Pilot with planning for the flight.
- Conduct the mission as briefed and planned. **Practice crew resource management from engine start to engine stop.**
- Advise mission base of any problems, delays, etc. as indicated in briefing. **Return to on time OR request extension on your ETA!**
- Maintain an accurate flight log of all observations on your sortie.
  - Time ELT signal heard and located.
  - Time and coordinates of possible sightings and finds.
  - Weather during flight
  - Hazards or problems encountered.
  - Areas not covered or tasks not completed.
  - Other unusual or pertinent information.
- Maintain radio contact with incident CP.
  - Check-in as briefed. (*Every half hour recommended.*)
  - Report critical information immediately.
- Report as a crew to Air Branch for debriefing immediately upon return to incident base or staging area.
  - Bring all sortie paperwork.
  - Complete applicable portions of CAPF 104.
  - Attach observer log.
  - Report availability for additional assignments. **Do not exceed crew rest guidelines! (*Appendix 9*)**
- Prepare for next assignment

## GROUND BRANCH DIRECTOR (GBD)

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### Reference

CAPR 60-3

Ground Team & Urban DF Team Tasks

- ❑ Complete **Common Tasks** checklist.
- ❑ Prepare for ground team operations.
  - ❑ Determine resource (vehicle, personnel, and equipment) needs from all operating locations and advise the Operations Section Chief.
  - ❑ Setup briefing/debriefing and team planning areas.
    - ❑ Adequate tables, chairs, etc.
    - ❑ Forms (CAPFs 106, 108, 109) and administrative supplies
    - ❑ Coordinate copying /duplication requirements with Logistics Section Chief.
  - ❑ Prepare a ground team briefing folder. Post on incident status board and copy the OSC.
    - ❑ Ground team checklists
    - ❑ Current ICS Form 201 or Incident Action Plan
    - ❑ Ground /Urban DF Team Task Book \*
    - ❑ CAPF 109, *Ground Team Clearance*.
    - ❑ CAPF 106, *Ground Interrogation Form*.
    - ❑ Gridded aeronautical sectional charts or state gazetteer \*
    - ❑ Any other appropriate material.
- \* *Provided by Team*
- ❑ Prepare an ICS Form 220 covering preplanned operations.
- ❑ Assist the IC in conducting a general briefing of all personnel at every operational period. (*Appendix 7*).
- ❑ Monitor current and forecasted weather throughout operating area. Advise Operations Section Chief of adverse conditions.
- ❑ Clear ground teams for duty.
  - ❑ Minimum 2 persons per Urban DF team and 4 persons per Ground Team.
  - ❑ Ensure all personnel are current and qualified. (Spot check documents.)
  - ❑ Inspect team vehicle. (*Appendix XX*)
  - ❑ Verify all teams are properly equipped
- ❑ Select appropriate team for each assigned task. (*DR assignments involving hazardous materials (HAZMAT) are not recommended w/o guidance from qualified HAZMAT technicians*)
- ❑ Verify accuracy and completeness of CAPF 109
  - ❑ 2 copies for each sortie
  - ❑ If non-CAP member passenger is aboard, obtain concurrence of Incident Commander and Wing Commander prior to releasing the team.
- ❑ Brief ground teams for assigned missions. (Use CAPF 109 as guide.)
- ❑ Establish and maintain a status board for ground operations
  - ❑ Post all sorties
  - ❑ Enter actual departure and arrival times when information is received from the team.

- ❑ Continually monitor status of all teams. **If any are found to be overdue for 1 hour and cannot be contacted by radio, immediately:**
  - ❑ **Check to determine if team is at the base.**
  - ❑ **If team is not at base, immediately advise the Operations Section Chief and Incident Commander.**
  - ❑ **Continue to update Operations Section Chief until the team is located.**
- ❑ Conduct debriefings of returning ground teams. Verify the accuracy and completeness of information.
  - ❑ Interview entire team, if possible.
  - ❑ Determine area actually searched -- Be realistic.
- ❑ Immediately notify the Operations Section Chief and Incident Coordinator of possible sightings or finds.
- ❑ Determine availability of ground team for additional assignments.
- ❑ Monitor progress and keep the Operations Section Chief advised.
  - ❑ Update briefing info as needed.
  - ❑ Post mission progress on incident status board and situation map. Ensure data is current and correct.
  - ❑ Make recommendations to the Operations Section Chief regarding future efforts, utilization of resources, etc.
- ❑ **Monitor all ground operations. Enforce team rest policy! (Appendix 9)**

## Ground Team Comparison Chart

TYPE	Urban DF Team	Ground Team
<b>SIZE</b>	2 or more persons	4 or more persons
<b>QUALIFICATION</b>	Leader & members -- UDFT rated Trainee participation authorized	Leader -- GTL rated Members -- GTM rated Trainee participation authorized
<b>CAPABILITY</b>	Electronic search Visual search (in vehicle) Witness interviewing Airport ramp checks Air/ground coordination Mobile radio relays	Electronic search Visual search (in vehicle & field) Witness interviewing Airport ramp checks Air/ground coordination Mobile radio relays
<b>LIMITATIONS</b>	Small team Less training Minimal equipment	Larger team Better trained More equipment

## GROUND TEAM/URBAN DF TEAM LEADER (GTL/UDFT)

### Reference

CAPR 60-3

Ground Team & Urban DF Team Tasks

- ❑ Complete **Common Tasks** checklist.
- ❑ Prepare for ground team operations.
  - ❑ Inspect team members.
  - ❑ Ground team equipment on board.
  - ❑ Prepare a CAPF 109 for inbound trip.
  - ❑ Brief team members on inbound trip and vehicle.
  - ❑ Conduct vehicle safety check prior to engine start.
- ❑ Upon incident arrival:
  - ❑ Secure vehicle and complete inbound CAPF 109.
  - ❑ Make sure all team personnel and vehicles are properly registered.
  - ❑ Report to Ground Branch with inbound CAPF 109 for clearance.
    - ❑ Team should wait in lounge area or in team vehicles.
    - ❑ Be prepared to document currency.
    - ❑ Assist Ground Branch with vehicle/team equipment inspection.
  - ❑ Determine if additional personnel will be assigned to the team.
  - ❑ Obtain a ground team briefing folder.
- ❑ Complete as many items as possible on CAPF 109 for initial assignment and report to Ground Branch for briefing.
- ❑ Complete assignment planning and brief team members.
  - ❑ Use of seat belts
  - ❑ Team duties/responsibilities
  - ❑ Assignment objectives and procedures
  - ❑ Weather and terrain
  - ❑ Hazards and control measures
  - ❑ Other pertinent information
- ❑ Complete assignment as planned and briefed.
  - ❑ See **GT/UDFT Task Book** for appropriate procedure.
  - ❑ Maintain a team log.
- ❑ Properly supervise and ensure safety of all team members.
  - ❑ Use "buddy system"
  - ❑ Wear seat belts when vehicle is in motion.
  - ❑ Observe traffic laws.
  - ❑ Obtain permission before entering private property.
  - ❑ Wear orange safety helmets or vests when operating in the field or other hazardous areas.
  - ❑ Wear individual field gear when operating away from vehicle in remote areas.
  - ❑ Observe blood borne precautions and other necessary safety measures at crash or accident scenes.
- ❑ Maintain radio contact with incident CP.
  - ❑ Check in as briefed. (*Every hour recommended*)
  - ❑ Report critical information immediately
  - ❑ If out of radio contact, use telephone.
  - ❑ Advise of any problems, delays, etc. as indicated in briefing.
  - ❑ **Return on time or request an extension on your ETA!**
- ❑ Report to Ground Branch for debriefing immediately upon return to mission base.
  - ❑ Bring all assignment paperwork.
  - ❑ Complete applicable portions of the CAPF 109.
  - ❑ Have entire team with you (if possible).
  - ❑ Report availability for additional assignments. **Do not exceed team rest guidelines! (Appendix 9)**

- ❑ Prepare vehicle and team for next assignment.
- ❑ Upon return to home base:
  - ❑ Complete CAPF 109 on outbound trip.

- ❑ **Advise incident CP of home base arrival and CAF 109 information as briefed.**
- ❑ Service vehicle immediately upon return to home base.

**While no "Leader" rating exists for the Urban DF Teams, normally one team member is normally assigned this function and should use this checklist**

## GROUND TEAM/URBAN DF TEAM MEMBER (GTM/UDFT)

### Reference

CAPR 60-3

Ground Team & Urban DF Team Tasks

- ❑ Complete **Common Tasks** checklist.
- ❑ Report to Ground Branch and obtain team assignment.
- ❑ Team should wait in lounge area or in team vehicles.
- ❑ Receive sortie briefing from Ground Team Leader.
- ❑ Complete assignment planning and brief team members
  - ❑ Use of seat belts
  - ❑ Team duties/responsibilities
  - ❑ Assignment objectives and procedures
  - ❑ Weather and terrain
  - ❑ Hazards and control measures
  - ❑ Other pertinent information
- ❑ Complete assignment as planned and briefed.
  - ❑ See **GT/UDFT Task Book** for appropriate procedure.
  - ❑ Maintain a team log.
- ❑ Properly supervise trainees and ensure safety of all team members.
  - ❑ Use "buddy system"
  - ❑ Wear seat belts when vehicle is in motion.
  - ❑ Observe traffic laws.
- ❑ Obtain permission before entering private property.
- ❑ Wear orange safety helmets or vests when operating in the field or other hazardous areas.
- ❑ Wear individual field gear when operating away from vehicle in remote areas.
- ❑ Observe blood borne precautions and other necessary safety measures at crash or accident scenes.
- ❑ Maintain radio contact with incident CP.
  - ❑ Check in as briefed. (*Every hour recommended*)
  - ❑ Report critical information immediately
  - ❑ If out of radio contact, use telephone.
  - ❑ Advise of any problems, delays, etc. as indicated in briefing.
  - ❑ **Return on time or request an extension on your ETA!**
- ❑ Report as directed by the Ground Team Leader for debriefing immediately upon return.
  - ❑ Bring all assignment paperwork.
  - ❑ Complete applicable portions of the CAPF 109.
  - ❑ Have entire team with you (if possible).
  - ❑ Report availability for additional assignments. **Do not exceed team rest guidelines! (Appendix 9)**
- ❑ Prepare for next assignment.
- ❑ Conduct an individual refit upon return to home base.

**Both Ground Team and Urban DF Team members should use this checklist.**

## PLANNING SECTION CHIEF (PSC)

### Reference

CAPR 60-1

CAPR 60-3

CAPR 60-4 Vol. 1 & 2

Inland SAR Course Notebook

All MOUs

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete <b>Common Tasks</b> checklist.</li> <li><input type="checkbox"/> Setup work area.             <ul style="list-style-type: none"> <li><input type="checkbox"/> Separate, quiet location</li> <li><input type="checkbox"/> Adequate tables, chairs, etc.</li> <li><input type="checkbox"/> Forms and administrative supplies</li> <li><input type="checkbox"/> Coordinate copying /duplication requirements with Logistics Section Chief.</li> </ul> </li> <li><input type="checkbox"/> Ensure adequate trained staff is available to accomplish planning duties.</li> <li><input type="checkbox"/> Assist the IC in conducting a general briefing of all personnel at every operational period. (<i>Appendix 7</i>).</li> <li><input type="checkbox"/> Collect and manage all incident-relevant operational data.             <ul style="list-style-type: none"> <li><input type="checkbox"/> Review completed ICS Form 201 and current IAP.</li> <li><input type="checkbox"/> Review appropriate <b>SAR/DR</b> checklists.</li> <li><input type="checkbox"/> Assemble information on alternative strategies and contingency plans.</li> <li><input type="checkbox"/> Establish information requirements and reporting schedules for planning section units.</li> <li><input type="checkbox"/> Provide periodic predictions on incident potential.</li> <li><input type="checkbox"/> Report any significant changes in incident status</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct and facilitate planning meetings with the following personnel during each operational period. (<i>Appendix 8</i>)             <ul style="list-style-type: none"> <li><input type="checkbox"/> Incident Commander</li> <li><input type="checkbox"/> Safety Officer</li> <li><input type="checkbox"/> Liaison Officer</li> <li><input type="checkbox"/> Operations Section Chief</li> <li><input type="checkbox"/> Planning Section Chief</li> <li><input type="checkbox"/> Logistics Section Chief</li> <li><input type="checkbox"/> Finance/Administration Section Chief</li> <li><input type="checkbox"/> Other staff as needed</li> </ul> </li> <li><input type="checkbox"/> Prepare and publish incident action plan.             <ul style="list-style-type: none"> <li><input type="checkbox"/> Incident Objectives (<i>ICS Form 202</i>)</li> <li><input type="checkbox"/> Organizational chart (<i>ICS Form 203</i>)</li> <li><input type="checkbox"/> Incident map (<i>Copy or sketch</i>)</li> <li><input type="checkbox"/> Task assignments (<i>ICS Form 204</i>)</li> <li><input type="checkbox"/> Communications plan (<i>ICS Form 205</i>)</li> <li><input type="checkbox"/> Medical plan (<i>ICS Form 206</i>)</li> <li><input type="checkbox"/> Traffic plan (<i>Generic</i>)</li> <li><input type="checkbox"/> Other pertinent information</li> </ul> </li> <li><input type="checkbox"/> Manage incident resources. (<i>This function will be delegated to the <b>Resources Unit</b> if activated</i>)             <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish a check-in/registration desk.</li> <li><input type="checkbox"/> Post and maintain a current mission staff organizational chart on the incident status board.</li> <li><input type="checkbox"/> Post and maintain a list of current mission resources (<i>personnel, aircraft, vehicles, ground teams, etc.</i>) on incident status board. (<i>Update hourly</i>)</li> <li><input type="checkbox"/> Reassign personnel already on site to positions as needed and appropriate.</li> <li><input type="checkbox"/> Assemble and disassemble task forces and strike teams not assigned to operations.</li> <li><input type="checkbox"/> Determine resource requirements for next operational period.</li> <li><input type="checkbox"/> Alert replacement or additional personnel as needed.</li> </ul> </li> </ul> |
|---|---|

- ❑ Compile and display incident status information. *(This function will be delegated to the **Situation Unit** if activated)*
    - ❑ Collect essential incident information.
    - ❑ Post current information on incident status board and situation map. *(**Mission Staff Assistant** checklist.)*
    - ❑ Review situation map/status board regularly to ensure timely updates.
    - ❑ Initial source documents once information is posted.
    - ❑ Cover situation map/status board as needed to protect sensitive data.
  - ❑ Collect and manage mission documentation & records. *(This function will be delegated to the **Documentation Unit** if activated)*
- 
- ❑ Collect paperwork daily
    - ❑ Organize by section
    - ❑ File by day
    - ❑ Forward all files at mission 's end to Wing HQ or as directed by Incident Commander or Agency Liaison
  - ❑ Assist Incident Commander/Mission Coordinator with preparing necessary reports.
    - ❑ CAPF 122 *(SAR missions)*
    - ❑ TEMPEST RAPID I *(DR missions)*
  - ❑ Prepare and distribute a demobilization plan as needed. *(This function will be delegated to the **Demobilization Unit** if activate)*

## LOGISTICS SECTION CHIEF

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### Reference

CAPR 60-3

All MOUs

- ❑ Complete **Common Tasks** checklist.
- ❑ Assist the IC in conducting a general briefing of all personnel at every operational period. (*Appendix 7*)
- ❑ Determine logistical support requirements.
  - ❑ Facilities
    - ❑ Incident CP
    - ❑ Staging area(s)
    - ❑ Incident base
  - ❑ Communication
    - ❑ Telephone (Voice/Fax)
    - ❑ Radio
    - ❑ Internet
  - ❑ Copying/duplication
  - ❑ Food
  - ❑ Ground transportation
  - ❑ Special equipment
- ❑ Manage all incident logistics.
  - ❑ Assign branch directors to assist. (*Rarely needed at CAP incidents.*)
  - ❑ Activate service and support units.
  - ❑ Brief logistics branch directors, unit leaders and other assigned personnel as needed.
  - ❑ Request additional resources as needed. Ensure adequate staff is available to provide logistical services and support.
  - ❑ Oversee demobilization of the Logistics Section.
- ❑ Attend planning meetings. (*Appendix 8*)
- ❑ Assist in the development of the logistics portion of the Incident Action Plan.
  - ❑ Comm Plan (*Appendix 6*)
  - ❑ Medical Plan (*ICS Form 206*)
  - ❑ Traffic Plan (*Generic*)

## COMMUNICATIONS UNIT LEADER (CUL)

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### Reference

CAPR 100-1 Vol. 1 & 3

Mission Radio Operator Tasks

WIWG Communications Plan

- ❑ Complete **Common Tasks** checklist.
- ❑ Determine communications personnel, equipment, and administrative supplies needed.
- ❑ Activate Incident Communications Center.
  - ❑ Establish telephone communications. (3 lines)
  - ❑ Set up radio equipment
  - ❑ Ensure equipment is properly grounded.
  - ❑ Ensure adequate standby power is available for radios and mission base lighting (if possible).
  - ❑ Review operation of all radio and standby power equipment with all communications personnel prior to their use.
- ❑ Coordinate communications needs with the section chiefs and branch directors.
- ❑ Coordinate communications requirements and procedures among participating agencies.
- ❑ Publish frequencies, phone numbers, and modes of communication to be used.
  - ❑ Post on mission status board.
  - ❑ Copies to Air and Ground Branch Directors for briefing kits
- ❑ Assist the IC in conducting a general briefing of all personnel at every operational period. (*Appendix 6*)
- ❑ Prepare the communications portion of the incident action plan.
- ❑ Establish radio relay stations as required.
- ❑ Monitor communications center operations. Minimize traffic flow in communications center.
- ❑ Establish and maintain a comm status board to show operational condition of all frequencies and base communications capability
- ❑ Send and receive radio messages.
  - ❑ Use proper radiotelephone procedures.
  - ❑ Employ appropriate radio frequencies
  - ❑ Ensure messages are logged and delivered to the addressee immediately.
- ❑ Maintain contact with mission aircraft, ground teams, and communications units on a scheduled basis. **Advise Air or Ground Branch if contact is lost.**
- ❑ On conclusion of mission:
  - ❑ Secure mission radio station
  - ❑ Restore facility to normal operations.
  - ❑ Pack and return equipment and supplies (as needed)

## MISSION RADIO OPERATOR (MRO)

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### **Reference**

CAPR 100-1 Vol. 1 & 3  
Mission Radio Operator Tasks  
WIWG Communications Plan

- ❑ Complete **Common Tasks** checklist.
  - ❑ Assist in determining communications requirements.
  - ❑ Ensure adequate administrative supplies are available.
  - ❑ Assist the communications unit leader in setting-up communications equipment and establishing communications at mission base.
  - ❑ Review operation of all radio and standby power equipment with the Communications Unit Leader prior to use.
  - ❑ Update the communications status board to show the operational condition of all frequencies and base communications capability.
- ❑ Send and receive radio messages.
    - ❑ Use proper radiotelephone procedures.
    - ❑ Employ appropriate radio frequencies
    - ❑ Ensure messages are logged and delivered to the addressee immediately.
  - ❑ Maintain contact with mission aircraft, ground teams, and communications units on a scheduled basis. **Advise CUL and Air or Ground Branch if contact is lost.**
  - ❑ Keep unauthorized personnel out of communications center.
  - ❑ On conclusion of mission, assist the communications unit leader to:
    - ❑ Secure mission radio station
    - ❑ Restore facility to normal operations.
    - ❑ Pack and return equipment and supplies (as needed)

## FINANCE/ADMINISTRATION SECTION CHIEF (FASC)

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### **Reference**

CAPR 60-3

CAPR 173-3

All MOUs

- ❑ Complete **Common Tasks** checklist.
  - ❑ Initiate and maintain a department log. (*ICS Form 214*)
  - ❑ Manage all financial aspects of an incident.
  - ❑ Provide financial and cost analysis information as requested.
    - ❑ Estimated aircraft operating expenses
    - ❑ Estimated vehicle operating expenses
  - ❑ Ensure compensation and claims functions are being addressed relative to the incident.
  - ❑ Gather pertinent information from briefing with responsible agencies.
  - ❑ Develop an operating plan for the Finance/Administration Section (if needed). Include service and support needs.
- ❑ Determine the need for an incident commissary.
  - ❑ Meet with assisting and cooperating agency representatives as needed.
  - ❑ Maintain daily contact with agency(s) administrative headquarters on finance matters.
  - ❑ Ensure that all personnel and equipment time records are accurately completed and transmitted to home agencies according to policy.
  - ❑ Provide financial input for demobilization planning.
  - ❑ Ensure that all obligation documents initiated at the incident are properly prepared, completed, and provided to the mission coordinator/incident commander. **(Note: Any contract or obligation document requires the coordination and approval of the Wing Commander and Legal Officer.)**
  - ❑ Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.

## MISSION STAFF ASSISTANT (MSA)

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### Reference

General ES Tasks

Mission Safety Officer Tasks

- ❑ Complete **Common Tasks** checklist.
- ❑ Initiate and maintain incident or staff logs.
- ❑ Escort non-CAP personnel at incident CP or other facilities.
- ❑ Process incoming resources.
  - ❑ Verify qualifications/credentials prior to sign-in.
    - ❑ Current membership card and CAPF 101 (*All personnel*)
    - ❑ CAPF 101T (*Trainees*)
    - ❑ State driver's license (*All vehicle operators*)
    - ❑ CAPF 75 (*CAP vehicle operators*)
    - ❑ Current pilot license and medical certificate (*PICs*)
  - ❑ Register all personnel (*MMU, CAPF 103, or ICS Form 211*)
  - ❑ Register all aircraft & vehicles (*MMU, CAPF 121, or ICS Form 218*)
  - ❑ Maintain separate sheets for military or other agencies.
  - ❑ **Report discrepancies or problems to supervisor.**
  - ❑ If food service is being provided, keep track of meals needed and report number to Food Unit or Logistics Section Chief.
- ❑ Maintain incident status board.
  - ❑ Review status board regularly to ensure timely updates.
  - ❑ Initial source documents once information is posted.
  - ❑ Cover status board when needed to protect sensitive data.
  - ❑ Key information
    - ❑ Incident action plan (*ICS Form 201 OR ICS Forms 202-206*)
    - ❑ Incident organizational chart
    - ❑ Hazards in operating area
    - ❑ Weather in operating area (*current and forecast*)
    - ❑ Incident facility information
    - ❑ Airfields in operating area
    - ❑ Aircraft parking and taxi plan
    - ❑ Flight line procedures
    - ❑ Communications plan (*Call signs, frequencies, special procedures, etc.*)
    - ❑ Key telephone numbers (*Emergency, facilities, etc*)
    - ❑ Mission progress and status
    - ❑ Restricted areas
    - ❑ Other pertinent information
- ❑ Maintain incident situation map..
  - ❑ Review situation map regularly to ensure timely updates.
  - ❑ Initial source documents once information is posted.
  - ❑ Cover situation map when needed to protect sensitive data.
  - ❑ Key information
    - ❑ Subject's route (*Departure, LKP, destination & stops*)
    - ❑ Search/disaster areas and coverage
    - ❑ Key leads (*Verified - Red, Unverified - Blue*)
    - ❑ Weather at time of trip (*departure, enroute, destination & stops*)
    - ❑ NTAP data
    - ❑ Temporary Flight Restrictions
    - ❑ Other pertinent information
- ❑ Maintain aircraft and ground team status boards as directed.
- ❑ Perform other duties as directed by supervisor.

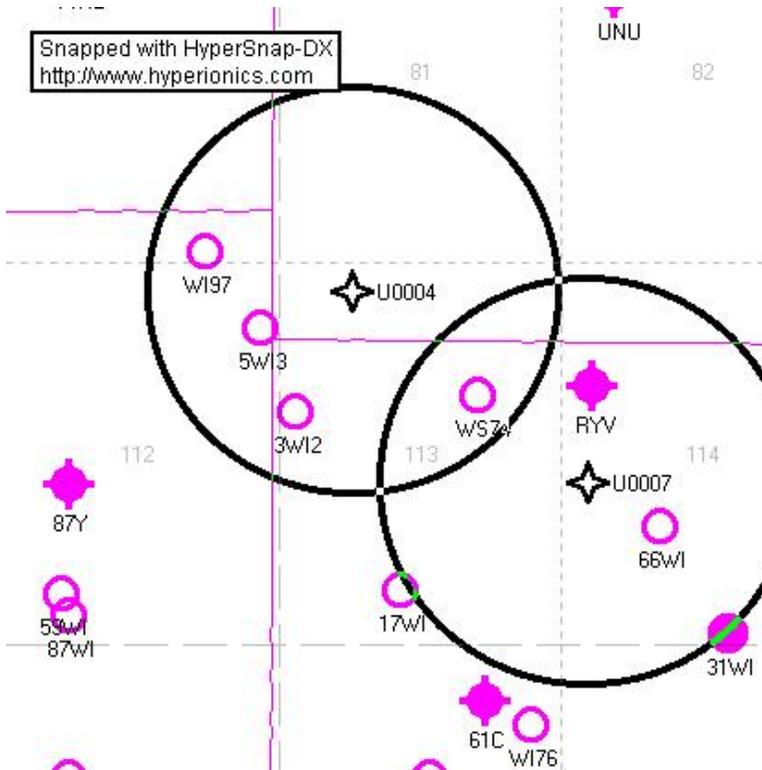
## CHAPTER 3 - SAR/DR CHECKLISTS

### ELT Incident

Step	Action	Responsibility
1	<p><b>Establish/assume command.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advise controlling agency of contact</li> <li><input type="checkbox"/> telephone numbers.</li> <li><input type="checkbox"/> Confirm alert information.</li> <li><input type="checkbox"/> Start/continue incident log.</li> </ul>	Incident Commander
2	<p><b>Evaluate situation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review existing information</li> <li><input type="checkbox"/> Plot problem. <i>(Page 43)</i></li> <li><input type="checkbox"/> Assess hazards and control risks.</li> </ul>	Incident Commander
3	<p><b>Define objectives.</b></p> <ul style="list-style-type: none"> <li>• Verify signal is still activate</li> <li>• Localize signal and track to source</li> <li>• Silence signal and collect required information</li> <li>• Take other actions as appropriate</li> </ul>	Incident Commander
4	<p><b>Identify tasks and establish priorities</b></p> <p><u><b>Aircrew</b></u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify signal is still active</li> <li><input type="checkbox"/> Track to source</li> <li><input type="checkbox"/> Direct teams as able.</li> <li><input type="checkbox"/> Provide airborne relay for ground teams</li> </ul> <p><u><b>Ground Teams</b></u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with aircraft &amp; other teams.</li> <li><input type="checkbox"/> Track signal to source.</li> <li><input type="checkbox"/> Render aid (if needed).</li> <li><input type="checkbox"/> Silence signal and collect required data.</li> </ul>	Incident Commander

5	<p><b>Prepare an incident action plan (ICS Form 201)</b></p>	Incident Commander
6	<p><b>Determine level of organization needed.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Incident Commander</li> <li><input type="checkbox"/> Mission Support Assistant</li> <li><input type="checkbox"/> Mission Radio Operator</li> </ul>	Incident Commander
7	<p><b>Identify and activate incident facilities.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Incident CP w/CAP radio station</li> </ul>	Incident Commander
8	<p><b>Alert resources</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Aircraft w/crew &amp; DF</li> <li><input type="checkbox"/> 2 Urban DF or Ground teams</li> </ul>	Incident Commander
9	<p><b>Coordinate efforts</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Law enforcement</li> <li><input type="checkbox"/> Air traffic control</li> <li><input type="checkbox"/> FBOs</li> </ul>	Incident Commander
10	<p><b>Evaluate results and adjust plan</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expand/contract search area</li> <li><input type="checkbox"/> Add resources</li> </ul>	Incident Commander
11	<p><b>Prepare for contingencies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Search expansion</li> <li><input type="checkbox"/> Distress FIND</li> <li><input type="checkbox"/> Demobilization</li> </ul>	Incident Commander
12	<p><b>Demobilize and close incident.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all resources have returned home.</li> </ul>	Incident Commander

# PLOTTING ELT REPORTS



1. Locate the coordinates of fix on map.
2. Draw a circle of position around fix.
  - SARSAT**
  - 121.5/243 - 14 NM radius
  - 406 - 2 NM radius
  - Airborne** - See chart below
3. Repeat for each fix, including negative airborne reports.
4. Cross hatch all negative reports to eliminate search areas.
5. **Overlap areas should be searched first!**

## ELT RECEPTION DISTANCE

ALTITUDE	NM
1500	16
2000	18
3000	26
4000	30
5000	32
6000	34
7000	44
8000	56
9000	63
10000	69

ALTITUDE	NM
12000	82
14000	95
16000	108
18000	121
20000	133
22000	147
26000	174
30000	200
35000	232
40000	265

## Overdue Aircraft Incident (Phase 1)

Step	Action	Responsibility
1	<p><b>Establish/assume command.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advise controlling agency of contact telephone numbers.</li> <li><input type="checkbox"/> Confirm alert information.</li> <li><input type="checkbox"/> Start/continue incident log.</li> </ul>	Incident Commander
2	<p><b>Evaluate situation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review existing information</li> <li><input type="checkbox"/> Plot problem. <i>(Page 46)</i></li> <li><input type="checkbox"/> Assess hazards and control risks.</li> </ul>	Incident Commander
3	<p><b>Define objectives.</b></p> <ul style="list-style-type: none"> <li>• Start investigation <i>(See page 52)</i></li> <li>• Conduct initial air and ground search.</li> <li>• "Get the word out!"</li> <li>• Prepare for expanded operations.</li> </ul>	Incident Commander
4	<p><b>Identify tasks and establish priorities.</b> <i>(See page 47)</i></p>	Incident Commander
5	<p><b>Prepare an incident action plan <i>(ICS Form 201)</i></b></p>	Incident Commander
6	<p><b>Determine level of organization needed.</b></p> <p><b><u>Start-up</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Incident Commander</li> <li><input type="checkbox"/> Operations Chief</li> <li><input type="checkbox"/> Mission Support Assistant</li> <li><input type="checkbox"/> Mission Radio Operator</li> </ul> <p><b>Command &amp; General staff call-up ASAP!</b></p>	Incident Commander

7	<p><b>Identify and activate incident facilities.</b></p> <ul style="list-style-type: none"> <li>❑ Incident CP w/CAP radio station at start-up.</li> <li>❑ Incident base as soon as possible</li> </ul>	<p>IC at start-up.</p> <p>Logistics Chief when able.</p>
8	<p><b>Alert resources</b></p> <ul style="list-style-type: none"> <li>❑ 1 -3 Aircraft w/crews</li> <li>❑ 2 -4 Urban DF or Ground teams</li> </ul> <p><i>Statewide alert is recommended!</i></p>	<p>Incident Commander</p>
9	<p><b>Coordinate efforts</b></p> <ul style="list-style-type: none"> <li>❑ Flight Service Station</li> <li>❑ County sheriff /Local law enforcement</li> <li>❑ Local emergency management</li> <li>❑ Other agencies as needed</li> </ul>	<p>Incident Commander</p>
10	<p><b>Evaluate results and adjust plan</b></p> <ul style="list-style-type: none"> <li>❑ Add/defer tasks</li> <li>❑ Expand/contract search area</li> <li>❑ Add resources</li> </ul>	<p>Incident Commander OR Operations Chief</p>
11	<p><b>Prepare for contingencies</b></p> <ul style="list-style-type: none"> <li>❑ Distress FIND</li> <li>❑ Insufficient resources</li> <li>❑ Demobilization</li> </ul>	<p>Incident Commander OR Planning Chief</p>
12	<p><b>Prepare for additional operations.</b></p> <ul style="list-style-type: none"> <li>❑ Review actions taken</li> <li>❑ Publish new Incident Action Plan.</li> <li>❑ Update general alert.</li> </ul>	<p>Incident Commander OR Planning Chief</p>

**CANADIAN SEARCH AREA DEFINITION (CSAD) METHOD**

**INTRODUCTION** The following shows how to compute the two probability areas for the intended track.

**PROBABILITY AREAS**

AREA	DESCRIPTION
1	A rectangle 10 NM each side of track, beginning 10 NM before LKP and extending 10 NM beyond destination.
2	A rectangle 15 NM each side of track, beginning at the LKP and extending 15 NM beyond destination. Area 2 includes that portion of Area 1 where overlapping occurs.

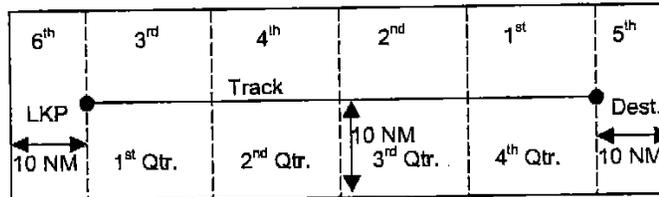
**TURNING POINT**

Where an enroute turning point includes a track direction change of greater than 20 degrees, the outside boundary of each area shall be an arc, using the turning point as center, and a radius of 10 NM for Area 1, and 15 NM for Area 2.

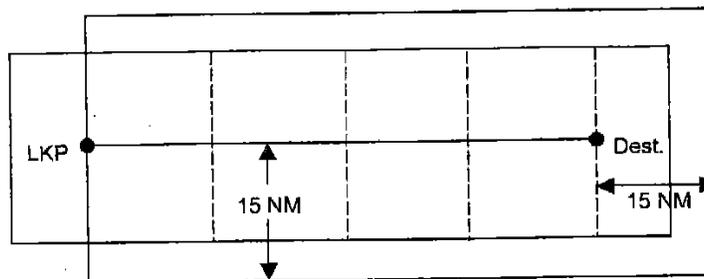
**COMMENT**

Inland search areas may be adjusted when there is a change in any of the three basic search information criteria.

**SEARCH SEQUENCE AREA 1 & 2**



Area 1



Area 2

## SEARCH SEQUENCE

PHASE	DESCRIPTION
1	Track crawl ELT search Cooperative Target/Survivor Search
2	4 <sup>th</sup> quarter from track outwards 3 <sup>rd</sup> quarter from track outwards 1 <sup>st</sup> quarter from track outwards 2 <sup>nd</sup> quarter from track outwards Overfly and underfly areas commencing at the destination and LKP respectively
3	Expand search to Area 2 Use same sequence as in Phase 2

## GROUND TEAM PRIORITIES

PRIORITY	OVERDUE AIRCRAFT	LOST PERSON
1	Air sighting identification ELT tracking	Confinement Perimeter search & interviewing
2	Coordinated interviewing <i>(Rule of Halves)</i>	Hasty search <i>(Clue aware)</i>
3	General interviewing & ground search	Concentrated visual search <i>(Line search)</i>

## Overdue Aircraft Incident (Phase 2/3)

Step	Action	Responsibility
1	<b>Continue/transfer command.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hold shift briefings.</li> <li><input type="checkbox"/> Continue incident log.</li> </ul>	Incident Commander
2	<b>Evaluate situation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review existing information</li> <li><input type="checkbox"/> Update information regularly.</li> <li><input type="checkbox"/> Reassess hazards and control risks.</li> </ul>	Incident Staff
3	<b>Define objectives.</b> <ul style="list-style-type: none"> <li>• Continue investigation <i>(See Page 52)</i></li> <li>• Finish any Phase I tasks not completed</li> <li>• Start/continue concentrated air &amp; ground search.</li> </ul>	Incident Commander
4	<b>Identify tasks and establish priorities.</b> <i>(See page 47)</i>	Incident Commander AND Operations Chief
5	<b>Prepare an incident action plan</b> <i>(ICS Form 202 - 206)</i>	Planning Chief
6	<b>Review level of organization needed.</b>	Incident Commander
7	<b>Operate incident facilities.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Incident base</li> <li><input type="checkbox"/> Staging areas</li> </ul>	Logistics Chief
8	<b>Rotate resources to maintain efficient operations.</b>	Planning Chief

<p><b>9</b></p>	<p><b>Coordinate efforts</b></p> <ul style="list-style-type: none"> <li>❑ Flight Service Station</li> <li>❑ County sheriff /Local law enforcement</li> <li>❑ Local emergency management</li> <li>❑ Other agencies as needed</li> </ul>	<p>Liaison Officer</p>
<p><b>10</b></p>	<p><b>Evaluate results and adjust plan</b></p> <ul style="list-style-type: none"> <li>❑ Add/defer tasks</li> <li>❑ Expand/contract search area</li> <li>❑ Add resources</li> </ul>	<p>Operations Chief</p>
<p><b>11</b></p>	<p><b>Prepare for contingencies</b></p> <ul style="list-style-type: none"> <li>❑ Distress FIND</li> <li>❑ Insufficient resources</li> <li>❑ Family/Media</li> <li>❑ Demobilization</li> </ul>	<p>Planning Chief AND Command Staff</p>
<p><b>12</b></p>	<p><b>Prepare for additional operations.</b></p> <ul style="list-style-type: none"> <li>❑ Review actions taken</li> <li>❑ Publish new Incident Action Plan.</li> <li>❑ Update general alert.</li> </ul>	<p>Planning Chief</p>

## Lost Person Incident

Step	Action	Responsibility
1	<b>Coordinate with command.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advise Incident Commander of contact telephone numbers.</li> <li><input type="checkbox"/> Confirm alert information.</li> <li><input type="checkbox"/> Start/continue incident log.</li> </ul>	Agency Liaison
2	<b>Evaluate situation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review Incident Action Plan</li> <li><input type="checkbox"/> Plot problem. <i>(Page 51)</i></li> <li><input type="checkbox"/> Assess hazards and control risks.</li> </ul>	Agency Liaison
3	<b>Coordinate with incident staff.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify tasks</li> <li><input type="checkbox"/> Establish priorities</li> </ul>	Agency Liaison
4	<b>Determine level of organization needed.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agency Liaison</li> <li><input type="checkbox"/> Mission Staff Assistant</li> <li><input type="checkbox"/> Comm Unit</li> </ul>	Agency Liaison
5	<b>Identify and activate CAP incident facilities.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mobile command post</li> <li><input type="checkbox"/> Staging Area</li> </ul>	Agency Liaison
6	<b>Alert CAP resources. <i>(Varies with incident)</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aircraft</li> <li><input type="checkbox"/> Ground teams</li> <li><input type="checkbox"/> Staff</li> </ul>	Agency Liaison
7	<b>Evaluate results and recommend changes</b>	Agency Liaison
8	<b>Prepare for contingencies</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Search expansion</li> <li><input type="checkbox"/> Distress FIND</li> <li><input type="checkbox"/> Extended operations</li> <li><input type="checkbox"/> Demobilization</li> </ul>	Agency Liaison
9	<b>Demobilize when no longer needed.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all resources have returned home.</li> </ul>	Agency Liaison

PROBABILITY ZONES (miles from last known position)												
Sardis - Syrotuck 1977												
	Hilly or Mountainous Terrain						Flat Terrain					
	Median	25%	50%	75%	Max. Zone	92%	Median	25%	50%	75%	Max. Zone	92%
Children 1-6 years	0.3 DN	0.1 UP 0.4 DN	0.5 UP 0.5 DN	1.5 UP 1.4 DN	1.6 UP 2.6 DN	89%	1.2	1.0 - 1.6	0.6 - 1.7	0.5 - 2.1	0.0 - 2.2	92%
Children	1.6 DN	1.0 DN 2.0 DN	0.5 UP 2.1 DN	2.0 UP 4.0 DN	2.6 UP 4.1 DN	92%	1.2	0.8 - 1.2	0.7 - 2.0	0.2 - 2.2	0.0 - 3.0	92%
Elderly	1.2 DN	0.5 DN 1.8 DN	0 2.4 DN	0.4 UP 2.6 DN	1.0 UP 3.0 DN	90%	1.0	0.8 - 1.0	0.7 - 1.2	0.1 - 1.3	0.0 - 3.0	93%
Hikers	2.5 DN	2.0 DN 3.0 DN	0.6 DN 3.6 DN	0.4 UP 6.1 DN	4.0 UP 6.0 DN	83%	2.0	1.4 - 2.4	1.0 - 3.2	0.2 - 3.3	0.0 - 4.0	94%
Hunters	2.0 DN	1.8 DN 2.8 DN	0.7 DN 3.1 DN	0.8 UP 4.0 DN	3.0 UP 6.0 DN	93%	1.6	1.0 - 1.6	0.9 - 2.2	0.1 - 2.3	0.0 - 3.0	89%
Miscellaneous	1.6 DN	0.6 DN 1.6 DN	0 3.0 DN	1.4 UP 3.1 DN	2.5 UP 3.2 DN	84%	1.6	1.1 - 1.6	0.5 - 1.8	0.1 - 2.8	0.0 - 4.0	89%

Missing Person Search Probability Zones

# INVESTIGATION

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## Aircraft Profile (Missing A/C Search)

- Physical description
- Instrumentation
- Fuel on board
- Performance characteristics
- Maintenance history
- Survival equipment on board
- Present airworthiness
- Photograph

## Source

- AFRCC
- FAA (flight plan)
- Owner/part owner
- Previous owner
- FBO
- Friends
- Family,
- Manufacturer
- Mechanic
- FBO (fuel logs)
- FAA (published specs)
- AOPA
- Witnesses to take off

## Subject Profile

- Physical description & clothing
- Physical condition
- Mental condition
- Habits, dependencies, medications
- Relationship w/spouse, family, friends, etc.
- Recent changes in behavior
- Financial situation (Credit card info)
- Criminal history
- Photographs
- Mental attitude (especially in a crisis)
- Knowledge of area where lost
- Subject type (hunter, hiker, fisherman, etc)

## Source

- Family
- Friends
- Witnesses to departure
- DMV
- FAA medical examiner,
- Personal physician,
- Psychologist/psychiatrist
- Co-workers
- Clergy
- Lawyer
- Creditors/accountant
- Law enforcement
- School
- Employer
- Fellow outdoors club members
- Flight instructor
- Other pilots
- FBO
- FAA examiner
- Students (if CFI)
- AFRCC (Credit card activity)
- FAA

## Flying Background

- Flying habits
- Knowledge & experience with aircraft
- Knowledge & experience flying over route
- Total flying hours & ratings
- Date of last check ride
- Date of last flight
- FAA violations or other problems

Note: Obtain subject information on all missing subjects (pilot & passengers).  
Obtain flying background on PIC and other pilots on board missing aircraft.

### **Weather Profile**

- Wx at time and place of departure \*
- Wx along route at time of departure \*
- Weather along route during flight/ travel \*
- Wx at destination at time of departure
- Wx at destination at intended arrival time \*
- Wx along route since acft/subject was lost

### **Source**

- National Weather Service
- AFRCC,
- FAA FSS
- FBO
- Witnesses to departure
- Local radio/television station
- Local residents

NOTE: Plot \* items on planning map.

### **Flight/Travel Profile**

- Point of departure
- Intended route of flight/travel
- Point of next intended landing/destination
- Actual route of flight/travel

### **Source**

- FAA (flight plan)
- AFRCC (NTAP data)
- FBO
- Witnesses to departure
- Family/ friends
- Person who reported A/C missing
- Others who flew route with subject
- Verified leads from field

NOTE: Plot Flight/Travel profile on situation map.

For missing person search, plot departure, route, and destination

## **DISASTER RELIEF CHECKLIST**

To be published at a later date.

## APPENDIX 1 - ES PUBLICATIONS

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### **Regulations**

- CAPR 60-1 *Flight Management*  
CAPR 60-3 *CAP ES Training & Operational Missions*  
CAPR 60-4 *CAP ES Mission Forms & ICS Forms (Vol. 1, Pt 1)*  
*CAP ES Mission Forms & ICS Forms (Vol. 1, Pt 2)*  
*CAP ES Training Forms (Vol. 2)*  
CAPR 60-5 *Critical Incident Stress Management*  
CAPR 62-1 *Mishap Reporting & Investigation*  
CAPR 100-1 *Communications (Vol. 1)*  
*Radiotelephone Procedures (Vol. 3)*  
CAPR 190-1 *Guide to CAP Public Affairs*

### **Pamphlets**

- General ES Tasks  
Ground Team & Urban DF Team Tasks  
Mission Radio Operator Tasks  
Mission Safety Officer Tasks  
Inland SAR Course Notebook  
CAWG Aircraft Marshalls Guide  
CAP-USAF Pamphlet 12, *SAR & DR Evaluation Guide*  
CAP Guide to Operational Risk Management

### **Operating Plans**

- WIWG Communications Plan  
GLR OPLAN 32-1  
US National SAR Supplement

### **Memorandums of Understanding**

- United States Coast Guard Auxiliary and Civil Air Patrol  
Federal Emergency Management Agency and Civil Air Patrol  
American Red Cross and Civil Air Patrol  
The National Weather Service and Civil Air Patrol  
The Salvation Army - Participation in Disaster Assistance and Civil Air Patrol  
The Manager, National Communications System and Civil Air Patrol  
National Transportation Safety Board and Civil Air Patrol/US Air Force  
The Federal Highway System and Civil Air Patrol  
Letter of Agreement - AFRCC and HQ CAP-USAF  
Wisconsin Department of Military Affairs and WIWG Civil Air Patrol

## **APPENDIX 2 - INCIDENT COMMANDER'S KIT**

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TO BE PUBLISHED AT A LATER DATE.

## **APPENDIX 3 - WIWG RESOURCE LIST**

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See WIWG RESOURCE DIRECTORY.

## APPENDIX 4 - RISK MANAGEMENT

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**1. How effective is the mission staff?**

Sat	Unsat

- How many missions have the mission base staff run?
- Of those missions, is this mission of a common type, or is the staff unfamiliar with the current operation?
- When was the last time the mission staff ran this type of mission?
- Is this mission more complex than your normal operations?
- What is your current operations tempo?
- Are you coordinating a small mission with only a few field crews or are you operating a major mission with many ground and air crews?
- Has your staff had adequate rest?
- Is your staff showing signs of fatigue or sickness?
- Have you established a firm operational period for your staff?
- When was the last time your staff was relieved?
- Have you planned for possible replacements to be brought in for the next operational period?
- If you are running an extended mission, have adequate meals and other adequate creature comforts been arranged for your personnel?
- Have church services been coordinated with the chaplain?
- If the personnel have been exposed to dangerous working conditions, victims, or other trauma, have they been offered counseling or critical incident stress management?

**2. What kind of weather are we operating in?**

Sat	Unsat

- Are crews working in extreme cold or heat, or is the temperature comfortable for work?
- What kind of visibility do aircrews have?
- What kind of visibility do ground teams have?
- Is there any precipitation where crews are operating, and if so, is it light or heavy?

**3. Have all personnel been adequately briefed so that they can effectively and safely complete their assigned tasks?**

Sat	Unsat

- Are briefers adequately trained to do so?
- Do briefers have all the necessary information available to brief?
- Are aircrews completing all appropriate sections of CAPFs 104/84 before flight?
- Are ground teams completing all appropriate sections of the CAPF 109 before departure?
- Are aircrews and ground teams being adequately debriefed to avoid similar problems in the future?

**4. How effective are our air operations?**

Sat	Unsat

- How experienced are our aircrews?
- When was the last time aircrews worked this type of mission?
- What kind of terrain are crews operating in?
- What is your current operations tempo?
- Are many aircraft operating at the same time?
- Are aircrews showing signs of fatigue or sickness?
- How many sorties are aircrews flying on average?
- Have replacement aircrews been requested for the next operational period?

**5. How effective are our ground operations?**

Sat	Unsat

- How experienced are our ground teams?
- When was the last time ground teams worked this type of mission?
- What kind of terrain are teams operating in?
- What is our current operations tempo?
- Are many ground teams operating at the same time?
- Are aircrews showing signs of fatigue or sickness?
- How many assignments are ground teams handling on average?
- Have replacement ground teams been requested for the next operational period?

**6. What is the overall condition of the equipment (aircraft, vehicles, radios, etc.) being used on the mission?**

Sat	Unsat

- Is all equipment fully functional?
- Is a mechanism in place to report and correct discrepancies?
- What condition is equipment being operated?
- Is equipment being operated in ideal conditions or in a poor environment?

**7. Does the current communications system in place adequately meet your needs?**

Sat	Unsat

- Are regular check-ins planned/accomplished from both aircrews and ground teams?
- What is the plan should an aircrew or ground team not check-in?
- Have you been able to adequately communicate with higher headquarters or other agencies?
- Are backup plans in place to communicate with your staff should problems develop? (pagers, packet radio, cellular phones, etc.)?
- Are messages being received and passed on in a reasonable amount of time?
- Are the messages received accurate?

## **APPENDIX 5 - ES/ICS FORMS**

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### **CAP Forms**

*(Additional National forms are contained in CAPF 60-4 Vol 1 & 2)*

CAPF 9 Release (For Non CAP Members)  
CAPF 71 CAP Aircraft Inspection Checklist  
CAPF 78 Mishap Report Form  
CAPF 103 Mission Personnel Register  
CAPF 110 Air/Ground or Point to Point Log  
CAPF 121 Aircraft/Vehicle Register

### **WIWG Forms**

WIWGF 12, Alert Order  
WIWGF 50, Mission Log  
WIWGF 59, Request for Training Number

### **Special Forms**

Lost Person Questionnaire

## APPENDIX 6 - CAP INCIDENT COMMUNICATIONS PLANS

	Plan A	Plan B
<b>Command</b>	Simplex - Channel 1 (148.15 MHZ) Repeater- Primary (143.9/148.15 MHZ) HF - GLR Primary (4604 KHZ)	Simplex - Channel 2 (148.125 MHZ) Repeater- Primary (143.75/148.125 MHZ) HF - GLR Primary (4604 KHZ)
<b>Tactical</b>	Channel 2 (148.125 MHZ)	Channel 1 (148.15 MHZ)
<b>Support</b>	Channel 2 (148.125 MHZ)	Channel 1 (148.15 MHZ)
<b>Air/Ground</b>	Voice - Channel 4 (149.5375 MHZ) 123.1 MHZ (Actual) 122.9 MHZ (Tng) 122.10 Video - Channel 3 (148.1375 MHZ)	Voice - Channel 4 (149.5375 MHZ) 123.1 MHZ (Actual) 122.9 MHZ (Tng) Video - Channel 3 (148.1375 MHZ)
<b>Interagency</b>	WIWG CAP is authorized to operate on USCG, WEM, MARC and other frequencies. Use requires coordination with WIWG Communications Director.	

## APPENDIX 7 - GENERAL BRIEFING

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### **Command**

- ❑ Mission number
- ❑ *Situation and objectives*
- ❑ *Safety*
- ❑ *Time hack*
- ❑ Staff introductions
- ❑ Sensitive or restricted information
- ❑ Safety briefing (*air & ground*)
- ❑ Team/crew rest policy
- ❑ Mishap reporting (*CAPF 78*)
- ❑ Release of information policy
- ❑ Non-CAP personnel expected (*Agency reps, VIPs, media, family, etc*)
- ❑ Chaplain's comments

### **Operations Section**

- ❑ Staff introductions
- ❑ OSC's Comments
- ❑ Aircraft inspections
- ❑ Clearance/briefing process
- ❑ Weather (current and forecast)
- ❑ Local procedures/concerns
- ❑ Briefing folders
- ❑ *Aircraft/taxi plan*
- ❑ Flight line procedures

- ❑ *Aircrews will follow the marshaller's signals*
- ❑ Vehicle inspections required
- ❑ Clearance/briefing process
- ❑ Briefing folders

### **Planning Section**

- ❑ Status board location
- ❑ Mission Registration Desk
- ❑ Time of planning meeting

### **Logistics Section**

- ❑ Facility plan (*Include Restricted areas*)
- ❑ Copying/duplication services
- ❑ Food service available
- ❑ First aid personnel & equipment available at mission base
- ❑ Ground transportation available
- ❑ Comm center location and rules
- ❑ *Callsigns and frequencies*
- ❑ Relay stations
- ❑ Check-in schedule and procedure
- ❑ *Preface radio traffic w/ "THIS IS AN EXERCISE MESSAGE"*
- ❑ Mission base phone numbers

## APPENDIX 8 - PLANNING MEETING

ACTIVITY	PRIMARY RESPONSIBILITY
<input type="checkbox"/> Review incident objectives/policy issues	Incident Commander
<input type="checkbox"/> Review current situation & resources.	Planning Section Chief
<input type="checkbox"/> Determine primary & alternate strategies to meet objectives.	Operations, Planning, & Logistics Section Chiefs contribute
<input type="checkbox"/> Review organizational boundaries and functions.	Operations Section Chief
<input type="checkbox"/> Describe tactical operations and tactics.	Operations Section Chief
<input type="checkbox"/> Assign tactical resources.	Operations, Planning, & Logistics Section Chiefs contribute
<input type="checkbox"/> Specify additional facilities needed.	Operations Section Chief Logistics Section Chief assists
<input type="checkbox"/> Develop draft incident action plan.	Planning and Logistics Section Chiefs
<input type="checkbox"/> Consider additional resource and support requirements.	Logistics Section Chief Planning Section Chief will contribute
<input type="checkbox"/> Finalize, approve and implement plan.	Planning Section Chief finalizes Incident Commander approves General Staff implements

## APPENDIX 9 - FLIGHT TIME & DUTY LIMITATIONS

	<b>Aircrew</b>	<b>Ground Team</b>	<b>Other Personnel</b>
<b>Duty Day</b>	14 hrs (Maximum)  Starts upon reporting for work <b><u>OR</u></b> CAP duty  Ends upon engine shutdown of last flight	14 hrs (Recommended)  Starts upon reporting for work <b><u>OR</u></b> CAP duty  Ends upon conclusion of last sortie	14 hrs (Recommended)  Starts upon reporting for work <b><u>OR</u></b> CAP duty  Ends upon conclusion of last sortie
<b>Flight Time</b>	8 hrs (Scheduled) 10 hrs (Maximum)		
<b>Crew Rest</b>	10 hrs (Minimum)	10 hrs (Recommended)	10 hrs (Recommended)

**The guidelines listed above meet the flight time and duty limitations of CAPR 60-1, dated 4 November 2001.**