



Civil Air Patrol
Louisiana Wing
SAREX OPS Plan



Louisiana Wing Civil Air Patrol

LA Wing Airborne Photography Training Mission Operations Plan

19 April 2016
V2

16-T-4957
23 April – 23 May 2016
PRIMARY EXERCISE DATE
23 April 2016

Safety 1st

1. GENERAL INFORMATION

A. Type of Exercise and Participants

The Incident Commander, along with his Incident Command Staff will lead a ***Safe and Effective*** Airborne Photographer training mission.

The focus of the training will be intense hands-on training in the proper and effective procedures for taking high quality digital photographs from aircraft of ground targets. The training will also include the use of appropriate digital photo processing software to optimize the product for delivery to the client. Additional attention will also be made to various methods of delivering photographs to the client.

Traditional still and the new Garmin VIRB photographic techniques will be covered.

B. Exercise Location

The Incident Command Post (ICP), also known as "***Mission Base***" will be located at the Capitol City Squadron building in Baton Rouge

C. Exercise Dates & Times

Inclusive Exercise Dates: 23 April – 23 May 2016

Primary Exercise Dates: 23 April 2016

Primary Rain Dates: 14 May 2016

D. Mission Symbol & Number

Air Force Assigned Mission Symbol: A5

Air Force Assigned Mission Number: TBA

E. Staff Requirements

	Name	Phone	Email
Incident Commander	Lt.Col. Michael Marchand	225-324-6795	mmarchand@eatel.net
Planning Section	Maj. Mark Warriner	504-388-7680	marktwarr@earthlink.net
Operations Section			
Safety Officer			
Host Squadron Commander	LtCol Mark S. Ducote	225.405.7438	mducote8@cox.net
Flight Release Officers	Maj. Mark Warriner Lt.Col Michael Marchand Lt.Col. Pat Kerr	504-388-7680 225-324-6795 225-978-5335	

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The limited IC staff will include all essential positions filled by qualified personnel.

F. Emphasis Areas

Included in this LAWG Sarex Ops Plan are **Standard Operating Procedures** and general guidelines applicable to LAWG CAP Missions and Training Exercises. They are intended to serve as a practical guide for LAWG Emergency Services participants and trainees. They are not intended to replace nor supplement information in CAP Regulations (i.e. CAPR 60-3, CAP Emergency Services and Operational Missions; and CAPR 60-1 CAP Flight Management), but only to provide clarity and procedural information for their compliance.

Unit commanders are expected to ensure general knowledge and awareness of these “standards” by their respective unit members. All LAWG emergency services participants are responsible for compliance with these “standards,” and unless specifically briefed otherwise by the Incident Commander, they will be considered as “standard procedures.”

2. NOTIFICATIONS AND APPLICATION

A. Exercise Enrollment Procedures

Unit commanders will appoint three members to become qualified Airborne Photographers. An important consideration of the appointment will be the members’ short notice mission availability. These three designated AP candidates along with a mission pilot will attend the special training class on 23 April in Baton Rouge.

Non-flying squadrons may also send photographer candidates because the same photographic policies and procedures apply to air and ground.

All flying squadrons and any attending squadrons without aircraft will submit Alert Rosters for those who will be attending and a list of the equipment they will bring to the class not later than Tuesday 19 April.

B. Uniforms and Identifications

It is **mandatory that all exercise participants be dressed in appropriate CAP uniform** and possess the appropriate identification items confirming membership, qualification in emergency services skills or completion of appropriate prerequisites to receive upgrade training.

USAF style uniforms are recommended for those who qualify to wear them. The following uniforms are encouraged:

All Personnel: Blue CAP polo shirts and gray slacks, blue service uniform, or CAP distinctive white aviator shirt and slacks/skirt combination.
Flight crews: Nomex flight suits or the blue shirt/gray slacks combination.

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Note: Inappropriate dress will not be tolerated and may result in dismissal from exercise participation.

3. EXERCISE DESCRIPTION AND SCHEDULE

The training session will consist of the following elements:

- Assessing each unit's photographic capability
- The airborne photographer checklist for traditional still photography
- Proper airborne photographic techniques for traditional still photography
- Processing traditional still photography using:
 - IrfanView
 - Color correction
 - Resizing photos
 - RoboGeo
 - Processing photos with a GPS tracklog
 - Adding coordinates using Google Earth
 - Manually entering coordinates
 - The complete RoboGeo process
 - The abbreviated RoboGeo process
 - Exif Editor
 - Burning files to disk or flash drive
 - Dropbox
 - FileZilla and Windows Explorer for ftp uploads
- The Garmin VIRB camera system
- VIRB mounting
- Samsung tablet connectivity to the VIRB
- Settings for VIRB missions
- Shooting the VIRB mission
- Delivering the VIRB product
 - Delivery via disk or flash drive
 - Delivery via the FEMA Upload site

During the Saturday training session, all participating members will be expected to:

- Download from their camera inbound photographs
- Process the photos using IrfanView and RoboGeo
- Upload photos to a variety of sites

At the completion of the class, members will take photos on their outbound sorties and process them for delivery upon their arrival at their home base. Since time is critical in a real mission, these outbound photos will need to be processed and uploaded before 7PM Saturday evening.

Additionally units will be required to fly monthly proficiency photo sorties, process photos, and upload them to designated locations for review.

The following is the ***Schedule of Events***:

Exercise message

Within 5 days of the event an email will be sent to Unit Commanders and Unit Operations Officers alerting them into action for the exercise

Sortie planning

Sortie inbound tasking will be distributed to units that submit Alert Rosters **prior** to the primary exercise dates. This will provide time for mission pilots to plan sorties and be ready to fly them after weather checks and crew briefing.

Go / No Go Decision

A, **GO/NO GO** decision (if deemed necessary due to weather or other unforeseen circumstances) will be disseminated via email/telephone to the Unit Commanders and Unit Operations Officers **NLT 1800L 22 April** . If the primary date is deemed unsuitable for the exercise, it will be rescheduled for the designated rain date.

The following schedule may be used for during the exercise period:

23 April General Briefing

0830 L, Staff sign-in at mission base

0900 L, General sign-in and safety inspections at mission base

0930 L, Training begins

4. SIGN-IN Requirements

- Current CAP ID card
- Current CAPF 101 card visibly displayed (clipped) on outside of uniform
- Current CAPF 161 filled out before arrival to include unit cc address
- Proper uniform and acceptable grooming standards
- Aircraft and/or vehicles “sign-in” daily (responsibility of PIC or GTL)

5. FLIGHT OPERATIONS

A. Aviation Resource Requirements

All LAWG aircraft assigned to the operations area are required to participate unless prior waiver is granted by the LAWG Wing CC, CV, or DO.

B. Inbound Sorties to Mission Base

It is the responsibility of the PIC to contact the IC (or designee) for a Flight Release prior to departure from home station.

For aircraft operations, the **PIC is to complete all WMIRS information including the CAPF 104 information, CAPF 71 Aircraft Inspection Checklist, inbound weight and balance, ORM Worksheet, and file an FAA flight plan.** Upon arrival at mission base the PIC will:

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- 1) Have the aircraft inspection form validated by the Safety Officer
- 2) Assure that the aircraft **and** aircrew members are “Signed in”
- 3) Turn in the aircraft keys to Operations
- 4) Submit the completed inbound CAPF104, fueling information, and aircraft safety inspection form to Air Operations and closeout the sortie in WMIRS.
- 5) Inbound tasking will include target photography. Processing of the photographs will be a key element in the training.

Note: Operational control of aircraft keys and aircraft safety inspection compliance is an essential element to a safe operation.

C. Flight Scheduling

The only flight activity anticipated for the exercise is inbound and outbound sorties. Target photography will be included in both inbound and outbound sorties.

The PIC is responsible for the security and care of the aircraft at all times, even on the ground! The PIC “signing in” the aircraft is responsible for the proper securing (tie-down or hangaring) of the aircraft at the end of the exercise day.

B. Inbound Travel to Mission Base

If members will be attending the training and traveling by CAP vans instead of aircraft, vehicle drivers will conduct a vehicle safety inspection of their vehicle prior to departure from their home station IAW CAPF 73, CAP Vehicle Inspection Guide. Upon arrival at mission base the vehicle driver will:

- 1) Have the vehicle inspection form validated by the Safety Officer
- 2) Assure that the vehicle **and** all passengers are “signed in”
- 3) Turn in the vehicle keys to Operations
- 4) Submit the completed inbound CAPF109 listing all available and qualified ground team members, any fueling receipts, and the vehicle safety inspection form to Ground Operations

Note: Operational control of vehicle keys and vehicle safety inspection compliance is an essential element to a safe operation. The use of all squadron and wing assigned vehicles will be at the discretion of the Incident Commander and not the unit member.

C. Ground Team Sortie Execution

After the formal classroom instruction, ground teams will depart from mission base to return to their home base. Ground team photographers will need to take appropriate photos of select targets as they return home, process and upload them before signing out of the mission Saturday.

The Ground Team Leader is responsible for safe vehicle operation and will ensure that all ground team personnel:

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- 1) Conduct themselves in a safe and prudent manner at all times
- 2) Wear safety vests during their sortie execution activities
- 3) Maintain their equipment in operational order
- 4) Complete a safe and effective sortie

Note: Vehicle safety spotters will be used during the backing of ground vehicles!

7. COMMUNICATIONS

A. Normal Procedures

Communications will be in accordance with the LAWG Communications Plan.

The following are **mandatory reports**:

- 1) Takeoff **“Wheels Up”**
- 2) **“On Target”**
- 3) **“Off Target”**
- 4) Return to Base (**“RTB”**)
- 5) Landing **“Wheels Down”**
- 6) Status/Position Reports **“Ops Normal”** on the hour and on the ½ hour

All coordinates will be reported in **latitude / longitude**. Care should be taken to ensure coordinates are in degrees/seconds/minutes or in degrees/decimal minutes. Any exercise reports over the radio should be prefaced with the words **“Exercise Only”** in the transmission.

B. Call Signs

The following Call signs will be used for this exercise:

Incident Command Post:	“Louisiana Mission Base”
Aircraft:	“CAP 16XX”
Ground Team:	“Ground Team X” (X = alpha order starting with a)
Vehicle:	“Louisiana 10XX”
Safety:	“Safety X” (X = numerical order starting with 1)

C. Frequencies

The following radio frequencies will be used for this exercise:

Primary Mission
CAP FM Radios Baton Rouge Repeater
IC: (mobile cell phone) 504-388-7680

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8. SAFETY

Mission operations will be accomplished IAW CAPR 60-1, CAPR 62-1, and mission checklists. The ICS staff will maintain and brief current status of the Safety Risk Analysis Matrix to ensure that both aircrews and ground team members are provided timely mission safety information.

9. Lunch Saturday

Members may bring their own sack lunch or contribute to pizza to be delivered to mission base Saturday. Depending on the progress of the training, expect a “working lunch.”

10. Safety Briefing

All exercise participants must have fulfilled their monthly safety briefing requirement. The Safety Officer will assure that all participants have obtained their monthly safety briefing prior to any exercise participation.

11. Personal Safety

Each exercise participant is responsible for his/her personal safety, and is reminded to keep **Safety First** in all exercise activity. IAW Attach 8 of CAPR 60-1 the **“I’m SAFE”** memory aid will help assure all aircrew members (and others) are physically and mentally safe to fly, not being impaired by:

- Illness
- Medication
- Stress
- Alcohol
- Fatigue
- Emotions

12. Flight Time and Duty Limitations

Air crew duty day restrictions as specified in CAPR 60-1 will be adhered to as follows: **“Pilots will not be scheduled for more than 8 hours and will not, under any circumstances, exceed 10 hours flight time during a 14-hour crew duty day.** The crew duty day begins when reporting for work or CAP duty (whichever occurs first) and ends upon engine shutdown at the completion of the flight activity. **At least a 10-hour crew rest period should be provided between duty days”.**

For those positions without defined duty day limitations, it is incumbent upon all supervisors, at all levels, to ensure that assigned duties **do not exceed prudent personal safe limitations of time and/or work conditions.** This is particularly essential for high stress positions of flight line, mission staff, and ground team members. **When in doubt, use the “I’M SAFE” checklist!**

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13. DEBRIEFING / DEMOBILIZATION AND RETURN TO HOME STATION

A. Debriefing / Demobilization

Unless specifically excused by the IC, all exercise participants must attend the General Debriefing following the close of exercise activities each day.

Before departing mission base, all participants will assist the IC staff in demobilization efforts to recover all LAWG assets. Due diligence must be observed to ensure unit assigned equipment used in the exercise is returned to the respective unit. In addition, all participants are to ensure ***work areas are left “cleaner than found” upon departure.***

B. Outbounds

Appropriate planning (e.g. weather check, flight planning, weight and balance check, and filing of a flight plan) and ***Flight Release*** for outbound sorties is required. ***The use of checklists and the avoidance of “get-home-itis” are essential to a safe return.***

Upon safe return to home station the aircraft PIC will contact the IC (or designee) with outbound flight information to include the Hobbs flight time and fuel costs. Vehicle operators will also notify the IC of their safe return and fuel costs.

Outbound photographs will be “processed” and “delivered” via the designated method in a timely manner simulating a real-world time-critical mission.

Reimbursements

For any reimbursable expenses (both member and LAWG fuel / maintenance reimbursements), members flying aircraft or driving vehicles must submit hard copy ***CAPF 108's w/ original receipts NLT*** two days after closing the sortie by mail to:

**LAWG Headquarters
P.O. Box 74670
Baton Rouge, LA 70874**

C. Post Exercise Reports

Section Chiefs and LAWG senior staff members should provide their ***written feedback*** to the Incident Commander ***NLT*** four days after completion of the mission.

The Incident Commander (with staff assistance) will provide an ***After Action Report*** to the LAWG CC/CV/CS/DO and Chief of Staff ***NLT*** seven days after completion of the mission.

10. LOGISTICS

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A. Aircraft / Vehicle Support

FBO – Executive Aviation – Baton Rouge

B. Medical Plan (TBD)

C. Evacuation Plan (TBD)

D. Airport Information Layout

E. Aircraft Parking Plan

A limited number of aircraft may park on the CAP ramp. Overflow aircraft should park at Executive Aviation and walk to mission base.