

STAGING AREA PRE-RELEASE CHECK LIST

Mission Number _____

Incident Command Post Primary Phone _____

Incident Command Post Fax _____

Staging Area _____

Staging Area PHONE _____

Staging Area FAX _____

Staging Area POC _____

Prior to release, the following MUST be sent to Incident Command Post:

1. Complete CREW roster with ALL names, Phone Numbers, Emergency Contact Information and CAPID. ICS (211) or CAP (CAPF 103) sign in sheet OK as long as the above information is included.
2. Vehicle (CAPF 73) or Aircraft (CAPF 71) inspection sheet complete, correct, and current.
3. Complete CAPF 104 Flight Crews. Please ensure the following:
 - a. Include COMPLETE name and CAPID under the crew qualification area for ALL crew members as it appears on members CAP ID
 - b. Mission objectives clearly identified
 - c. Actions to be taken and code words are identified
 - d. ETD's / and ETA's are accurate and complete
4. Complete CAPF 109 Ground Teams.
 - a. All fields must be complete
 - b. All methods of communication must be identified. (All Cell Phone numbers in team must be included)
 - c. Code words must be identified

Flow process for release:

1. Fax sign in sheet, inspection sheet, and complete CAPF 104 or 109 to Incident Command Post.
2. Once fax is complete, Incident Command Post will contact Staging Area for brief and release.
3. Complete mission
4. Upon completion of mission, debrief as a crew, COMPLETE 104 or 109, total all costs, THEN fax completed 104 (air) or 109 (ground) to Incident Command Post.
5. Incident Command Post will call Staging Area for debrief and release.

Incident Commander _____

Briefing Officer _____

Debriefing Officer _____