



Southwest Region - Texas Wing - Civil Air Patrol
LESA Operations Plan

General Operations Plan

Standard General Operating Procedures

for

Lone Star Emergency Services Academy

Version 1.0

23 June 2018 – 01 July 2018

UNCLASSIFIED

Texas Wing Headquarters, Nacogdoches, TX

School Director Contact information:

Priscella Boren, Maj, CAP

Cell (832) 596-4902

Email: pboren@txwgcap.org

Texas Wing Headquarters
Texas Wing Operations



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1. **General**

a. Type of Training

Training will be appropriate to the skills listed below. The curriculum from National Emergency Services Academy, NASAR, ARC, and advanced skill training will be used to supplement the CAP task guides. This training will be used to increase the number of qualified Mission Staff, Mission Support, Ground Team, Mission Aircrew, Communicators, First Aid practitioners and Pilots.

b. Location

Texas Wing Headquarters, Nacogdoches, TX
Contact information: (See para. 1. H. below)

Local number will be released on the first day of the activity.

c. Primary dates & times – 23 June 2018 (**STAFF DAY..STAFF ONLY REPORTING THIS DAY**); All others 24 June 2018 through 01 July 2018.

Additional aircraft relocation may be approved for 15 & 16 June 2018 or when the aircraft is available after 15 June 2018.

Staff sign in will be conducted beginning at noon on 23 June 2018. Normal sign in is 0800 – 1300 on 24 June 2018. Classroom activities will begin immediately, with flying to begin on Sunday morning. Sorties for the various schools will commence as training dictates. Inbound flight for aircraft relocation may begin as early as 2 July 2018.

d. Alternate dates - None

e. USAF funding

\$8,000 from Texas Wing funds to be split with air, ground, mission support and misc. mission expenses for all schools. Mission expenses shall be defined as any reasonable expenses (copier paper, ink, batteries, etc.) that are deemed necessary to perform the mission.

f. Air Force Mission Number – TBD

g. OES Training Number - Not applicable

h. LESA Director

Priscella Boren, Maj, CAP

Deputy LESA Director

James Holeman, 1st Lt, CAP

LESA Incident Commander

Forest Allen, Maj, CAP

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i. Initial Reporting Times

General Sign-in will be conducted from 0800-1100 on Sunday, 24 June 2018 . Others are specific to schools and will be communicated directly to students.

Inbound sorties for aircrew, mission support and ground teams must be coordinated in advance by the school commandants/ICs and will be recorded in WMIRS.

2. **Notification & Application**

a. Notification of exercise

This exercise is published on the Texas Wing Calendar, SWR Calendar and the NHQ calendar. This Operations Plan, SPIN, and the Policies and Procedures Handbook will be published in WMIRS. All unit commanders will be responsible for ensuring maximum dissemination of the activity information.

b. Qualification requirements

Attendees shall be active CAP members with a CAPF 101 or SQTR marked for SAR/DR or any advanced specialty qualifications. Members without General Emergency Services (GES) and appropriate ORM qualification will NOT be allowed to sign in and participate in the mission. Participants must have all prerequisites done in advance in order to facilitate efficient training at the exercise. All attendees must be "safety current", "Safety Incomplete" shown in eServices will disqualify a participant.

c. Exercise capacity:

Mission Aircrew School (MAS) is limited to 25 participants

Communication School will cap at 15 participants each,

MSS will cap at 20 participants,

NASAR SARTECH II will cap at 15

Flight line Management at 15 participants.

If more participants apply, these numbers will be revisited and additional staff will be secured.

d. Exercise enrollment procedures

Enrollment procedures from [http:// eventbrite/lesa1.com](http://eventbrite/lesa1.com) will be used. Non-Texas participants must have an application signed by their Wing Commander indicating that all local requirements for safety and training have been met.

If participants want to serve in any staff duty position, they must submit an email to the School Admin Officer no later than the published deadline.

3. **Exercise Description** - As described in the Policies and Procedures Handbook found in WMIRS.

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4. Training Objectives

This school exists for the sole purpose of training Emergency Services personnel. Details for all schools may be found in the Policies and Procedures Handbook and on the LESA webpage.

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Safety

SAFETY IS PARAMOUNT

- a. All CAP emergency services operations involve some degree of risk. Participants must be alert and careful when operating aircraft or ground vehicles.
- b. Safety briefings will be incorporated during various phases of this school.
- c. ORM should be conducted during all phases of this exercise. Remember that ORM is a “living procedure” that must be constantly monitored and re-evaluated in order to have the greatest benefit. Specific forms for air and ground must be completed and submitted to the course commandant.
- d. An event Safety Officer will monitor the event.

5. Flight Operations

- a. Aviation resource requirements
Fuel services are available from the Fixed Base Operator (FBO) at ALERT ACADEMY or at Gilmer FBO. Emergency maintenance procedures will be coordinated with Wing Mx prior to the event.

- b. Mission sorties and training

Training Briefing – There will be formal morning briefings during breakfast each day and all ICs and school commanders will coordinate each days training activities. Flights may launch as early as 0800 local.

Crew composition – Each aircrew will have a mission pilot trainee paired with a scanner trainee and an instructor. Only qualified Wing Emergency Services Evaluators are allowed to sign-off any training completed at LESA.

Routes/grids/targets – Detailed information of required tasks will be determined by MAS Staff. A specific training area will be assigned to each training team (a training team consists of a MP instructor, and two MP/Observer pairs). This will serve to de-conflict the training areas.

Alternate airfields and mission recall procedures – Airports to be used in the event the primary airport becomes unusable due to adverse weather, runway closure, etc. will be identified on each E104. Methods of recalling or diverting airborne aircraft will be briefed to each aircrew.

Flight line operations and refueling – Flight line services at ALERT will be provided by CAP personnel.

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- c. Outbound/Inbound sorties
Limited inbound/outbound sorties are regulated and approved by the MAS staff and the IC/Deputy IC and must be entered into WMIRS. E104's, ORM's, W&B forms, Fuel tracking forms and Fuel receipts, will be executed in accordance with WMIRS and TXWG established procedures. All releases will be made electronically. Use of proper electronic paperwork will be taught in all LESA schools.
- d. Flight scheduling
LESA staff will identify and assign available crews, sorties, and departure times, void times, post flight assignments, and maintain the flight tracking and status boards. Safety briefings will be given each day and will be a regular part of the sortie planning/briefing process.
- e. Flight briefings - Each briefer/instructor will use the sortie E104 for briefing.
- f. Flight debriefings
Each debriefer will use standard checklists. The sorties E104 (Mission Flight Plan) will be used as the primary debriefing document.
- g. Flight management procedures
Flight tracking will include the posting and maintenance of the flight tracking board in a visible, central area for use by MAS personnel. Air-to-air and air-to-ground communications will be maintained and will include ops normal calls, and event calls. Simulators will be used for additional training and to raise performance standards.
- h. Mission intelligence
MAS staff will collect and disseminate scenario information and will process aircrew debriefing information.
- i. Flight operations/safety considerations
In addition to the overall Safety Briefing, an Air Operations safety briefing will be conducted daily and points will be reiterated as necessary in the debriefing.
- j. Form 5 performance in conjunction with the exercise
A Form 5 may be accomplished during the school as long as 50% of the sortie time is ES task related. This is only available for current Mission Pilots, Mission Pilot Trainees and Mission Transport Pilots.
- k. Air Assets and Staff
A total of 7 training teams maximum (7 instructors) may be participating. Eight C-172s are being requested with a plan to get similarly outfitted aircraft for continuity of training. Additional support is being provided by Ground Instructors, Administrative/WMIRS personnel, two Commandants and an IC. All evaluators will be on the TXWG Evaluator list or on their Wing's list.
- l. Paperwork requirements for fuel service
 - A spreadsheet that tracks fuel purchased in advance vs. fuel used (including sortie number, tail number, etc) that will be turned in to TXWG HQ
 - All required forms (E104, W&B, ORM) will be completed and entered and/or uploaded in to the appropriate sortie in WMIRS as is standard for TXWG.

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- The Fuel Tracking Sheet will be fully filled out and signed by the pilot indicating gallons pumped from the ALERT tank and the cost per gallon paid in advance. This is to be scanned and uploaded to WMIRS.

6. Ground Operations

- Ground operations/resource requirements
All CAP vehicles must be equipped with appropriate communication and D/F receivers. No personal vehicles may be used for mission sorties.
- Description of ground team activities
Ground teams will be briefed on off-road operations, private land access procedures, target placement, aircraft signaling, ground-to-air communications, aircraft vectoring, air-to-ground coordination, NASAR skills and use of local law enforcement.
- Composition of ground teams
A qualified ground team leader, paired with cadet and senior ground team trainees, will lead each ground team. They will carry hand-held radios, L-pers, first aid kits, as in an actual mission. At least one senior member must accompany each UDF or Ground Team. All evaluators must be on the TXWG approved evaluator list or on their Wing's list.
- Ground Sortie Management
Ground sorties will be tasked, tracked and managed using CAPF 109. These sheets will be integral to the briefing, execution, and debriefing of all sorties. Ground sorties are released only at the direction of the IC or his/her designee at LESA.
- Ground team management procedures
The exercise will include posting and maintenance of the ground team tracking charts. Ground team communications will include ops normal calls and radio event calls.
- Ground operations safety considerations
Safety briefings will be provided to ground team personnel.
- Fuel Receipt Tracking
The IC or designee for the school will ensure that fuel receipts are captured for each sortie for inclusion in the final exercise package to be sent to TXWG HQ by the IC. Vehicles will be refueled following each sortie or reasons for not refueling will be noted on the CAPF 109.

7. Communications

- All aircraft will operate on channels as directed by the Comm School Commandant.
- Aircraft will perform standard reports, including:
 - o Radio check before taxi,
 - o time off ground, time in grid (if applicable)
 - o time out of grid (same)
 - o time on ground,
 - o plus ops normal if needed every 30 minutes.
- The Communications school will provide equipment for the all other schools, plus the communications school will provide operators to monitor communications during aircraft operations and pass on the standard reports to the aircrew school staff.

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8. **All Other Schools**

Students may participate in any schools where age, qualifications and CAP regulations permit. All school commandants will be monitored by the PO/IC to assure that all safety, curricular and paperwork standards are met.

9. **Staff Requirements**

a. School staff - Selections for staff will be made by the school commander.

b. Application procedure - As published at

10. **Uniform Requirements** - As detailed in the Policies and Procedures Handbook.

11. **Administration**

a. Sign-in and procedures - As detailed per school.

b. Credentials

Only members with an active CAP membership may participate. eServices/ OpsQuals will be the primary method for checking ES qualifications.

12. **Facilities** – Texas Wing Headquarters, Nacogdoches, TX

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13. Logistics

- a. Billeting – Texas Wing Headquarters and local hotels
- b. Messing – Texas Wing Headquarters and local restaurants/hotels as appropriate
- c. Medical
 - First Aid will be handled on site.
 - Emergency medical contact will be initiated through 911.

14. Military Support Requirements - None

15. Other Agency Involvement – Coordination is done with local FD/LE and EMS for the end of course exercise.

16. Public Affairs

- a. Internal
This exercise will be publicized using the Operations Plan on the Texas Wing website. The PAO will be assigned by the event commander.
- b. External
News releases to local newspapers, radio and TV media will be made by the Public Affairs Officer. The LESA Commander is the sole authority for release of information to public media during the exercise.

17. Contingencies

- a. Disaster or REDCAP
The exercise may be suspended or terminated and CAP resources reassigned, only at the direction of an active REDCAP Incident Commander, Texas Wing/CC; otherwise, exercises are expected to continue as planned.
- b. Adverse weather
Adverse weather will not normally cause termination of the exercise. Flying may be temporarily suspended due to weather.
- c. Mishap
In the event of a mishap, the Safety Officer will immediately notify the Incident Commander. The IC will ensure all reporting actions are taken, including briefing of the Texas Wing/DO, Texas Wing/CC, and Texas Wing/DOS or ADOS. The IC and TX WG HQ will determine the impact of the mishap on continued conduct of the exercise.