



HQ, Alabama Wing
Civil Air Patrol
USAF Auxiliary
105 Hansell St,
Building 714
Maxwell AFB,
Alabama 36112
2 June 2021
2021

Operation Plan - OPLAN SER-AL-02 (AIRCRAFT CRASH SITE SURVEILLANCE)

References:

A. CAPR 60-3, CAP Emergency Services Training and Operational Missions, dated 26 December 2012,

https://www.gocivilairpatrol.com/media/cms/R060_003_075A4369FBA8E.pdf

B. National Incident Management System, U.S. Department of Homeland Security, Federal Emergency Management Agency, <https://www.fema.gov/emergency-managers/nims>

C. Alabama – Atlas and Gazetteer, DeLorme, 2010.

D. Mission Management & Support Guidelines, Headquarters, Civil Air Patrol, <https://www.gocivilairpatrol.com/programs/emergency-services/operations-support/mission-management-and-support-guidelines>

Time Zone Used – Central Daylight Time (CDT) Local

Task Organization:

Phase I, IV – Habitual Command Relationship – Administrative Control (ADCON)

Phase II, III – Deployment and Employment – Operational Control (OPCON)

Alabama Wing Headquarters	Group I	Group II	Group III	Incident Commander
AL-001(-) ADCON	AL-100 (-) ADCON	AL-200 (-) ADCON	AL-300 (-) ADCON	Deployed Personnel and Equipment (OPCON)

I. SITUATION:

- A. Alabama Wing (ALWG) personnel and resources are trained and postured to conduct one of CAP’s principal missions, emergency services, in response to taskings from the Air Force Rescue Coordination Center (AFRCC), Headquarters, 1st Air Force, CAP’s National Operations Center (NOC), and approved requests from external civil authorities.

- B. Site surveillance is a critical CAP ground team emergency services mission. The intent is to ensure that the wreckage of an airplane is not disturbed by intruders until appropriate authorities, to include NTSB investigators, arrive, or until another agency takes control of the scene. Additionally, site surveillance assists in preventing further injury caused by people wandering into a potentially hazardous area, one containing jagged metal, highly flammable fuel or possibly contaminated blood.

- C. In the United States, the National Transportation Safety Board (NTSB) investigates and reports the results of such investigations related to fatal aircraft accidents or delegates that authority to a responsible party (commonly the FAA field office).

- D. Southeast Region (SER) – To be published in implementing operations order.

- E. Adjacent Wings:
 - 1. Georgia Wing (GAWG) – To be published in implementing operations order.
 - 2. Tennessee Wing (TNWG) – To be published in implementing operations order.

3. Mississippi Wing (MSWG) – To be published in implementing operations order.
4. Florida Wing (FLWG) – To be published in implementing operations order.

F. Weather. <https://www.aviationweather.gov>

G. Light Data. <https://www.usno.navy.mil/USNO/astronomical-applications/data-services/data-services>

H. Assumptions

1. Weather conditions will permit the deployment and bivouac of ground team personnel in a field environment.
2. Resource augmentation from adjoining wings may be requested from SER or the NOC.
3. For aircraft related incidents, lead agency responsibility will transfer from local law enforcement authorities to the NTSB. CAP, when providing site surveillance will be designated as a supporting agency. Under such circumstances, a designated ALWG Incident Commander (IC) assumes the role of Liaison Officer, unless otherwise directed by the ALWG CC.
4. The small-scale of site surveillance operations normally will not demand the employment of most positions within the IMT. Commonly, filling the IC, OSC/GBD, and CUL/MRO are sufficient to manage such operations.

II. MISSION. Under the authority of the ALWG Commander, a designated IC assumes operational control of select ALWG ground team personnel to provide site surveillance at the request of an external agency. The Incident Management Team (IMT) may occupy a physical Incident Command Post (ICP) or execute command and control by virtual means.

III. EXECUTION:

- A. Commander's Intent. An important element of a site surveillance mission is public relations. CAP personnel conducting site surveillance are in a "high visibility" position. Bystanders may be getting their first look at CAP. Reporters and photographers covering the crash may choose to cover the CAP ground team as well. Presenting CAP in a positive light by way of appearance, politeness and

professionalism are essential. As always, safety in all operations must remain paramount.

B. Concept of Operation. This operation will be conducted in four phases:

1. 1. Phase I – Pre-deployment – On-call ALWG Wing Alert Officer (WAO) receives and accepts mission tasking, alerts group and/or squadron Unit Alert Officers (UAOs), mobilizes equipment and personnel resources required to execute immediate mission tasks.
2. Phase II - Deployment – On order (O/O) of the IC, select personnel and equipment deploy to designated operational locations
3. Phase III – Employment. Deployed elements execute site surveillance operations
4. Phase IV – Redeployment. O/O of the IC, deployed personnel are relieved of site surveillance responsibilities and return to home stations.

C. Orders to Subordinate Elements.

1. Phase I – Pre-Deployment

a. ALWG ES Staff.

- (1) For the purpose of receiving initial mission notification, ALWG will post to the Web Mission Information and Reporting System (WMIRS) Alert Roster a prioritized list of ICs serving as ALWG Alert Officers (WAOs). Those personnel listed on the roster are the only individuals authorized by the ALWG CC to commit assets to emergency service missions.
- (2) The WAO will immediately notify the ALWG command group and ALWG Director of Operations (DO) and provide an initial mission briefing.
- (3) ES staff will immediately release a text or email (TBD) message informing the wing membership that a mission has been opened and that additional information will be provided in a subsequent email warning order to follow. Both notices will include a prohibition against self-deployment.

b. IC.

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- (1) The IC will identify initial operational location(s) appropriate to his mission analysis or direct the establishment and means for a virtual ICP.
- (2) The IC will identify and assemble required IMT staff personnel and direct movement to the ICP.
- (3) In conjunction with the Planning Section (PSC) and Operations Section Chiefs (OSC), the IC will make an initial determination of required personnel and equipment resources to initiate operations.
- (4) The IC will inform Group UAO(s) of both the arrival time and destination for required mission resources.
- (5) The IC, with the assistance of the Mission Safety Officer (MSO) and other incident staff will conduct an initial Operational Risk Management (ORM) assessment of the anticipated operation and mission tasks.
- (5) If establishing a physical ICP, the IC or IMT staff will coordinate with the ALWG ES staff to obtain the ALWG mission kit (credentials, ID vest, signage, etc.).

2. Phase II – Deployment.

a. IC.

- (1) The IC assumes operational control (OPCON) of designated mission personnel and resources upon departure from home station
- (2) Authority for release of aircraft and ground teams from home station and for mission tasking resides with the IC. The IC may delegate this authority to a subordinate staff element as appropriate to specific incident circumstances.
- (3) Subject to the IC's operational analysis, the IC and designated incident staff deploy to, establish, and activate an Incident Command Post (ICP) and Staging Area
- (4) The IC will assure 100% accountability of personnel through the establishment of an appropriate sign-in procedure.

c. b. Groups.

- (1) Group CCs will establish, maintain, and provide to the ALWG DOS a prioritized duty roster of individuals serving as group UAOs. If not assigned, respective unit commanders assume UAO responsibilities.
- (2) Assigned UAOs will remain available for telephonic contact 24 hours/day during their assigned period of duty and knowledgeable of availability and capabilities of group ES personnel and equipment.

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- (3) Taking direction from the IC, group UAO(s) will alert and assemble requested personnel and equipment resources.
- (4) Subordinate leaders will begin pre-deployment tasks:
 - (a) Prepare and inspect individual and team equipment to including charging required batteries.
 - (b) Conduct safety inspections of vehicles (CAPF-73); verify operational readiness of other mission equipment.
 - (c) Verify personnel mission qualifications utilizing the operations qualification utility on eServices.
 - (d) Task organize available ground team (GT) qualified members into deployable teams
 - (e) Conduct unit-level briefings.

3. Phase II – Deployment.

a. IC.

- (1) The IC assumes OPCON of designated mission personnel and resources upon departure from home station.
- (2) Authority for release of ground teams from home station and for mission tasking resides with the IC. The IC may delegate this authority to a subordinate staff element as appropriate to specific incident circumstances.
- (3) The IC and designated staff deploy to, establish, and activate the ICP and Staging Area.
- (4) The IC will assure 100% accountability of personnel through appropriate sign-in procedures.
- (5) In coordination with the OSC and the Communications Unit Leader (CUL), the IC determines the need to deploy a tactical mission communications kit to assure command communications throughout the anticipated area of operations.

b. Groups.

- (1) O/O of the IC or Operations Section Chief (OSC) identified by the IC, designated personnel and equipment deploy to the identified operational area
- (2) Ground Operations. When designated by the IC, the OSC/Ground Branch Director (GBD) assumes release authority for all mission related sorties. GTs will not depart home stations without a CAPF 109 issued by the IC/OSC/GBD and sortie ORM.

c. Deploying Elements. Deploying elements report to and accept OPCON direction from the IC upon departure from home station and for in route taskings

2. Phase III – Employment

a. General. The initial operational period will be 24 hours.

b. IC.

- (1) IC will determine whether a written Incident Action Plan (IAP) will be prepared for each operational period; if prepared, an information copy will be provided to the ALWG CC. As a minimum ICS 201 (Incident Briefing) will be completed and uploaded to WMIRS
- (2) IC and select IMT staff will present an initial mission briefing to assembled mission personnel prior to significant mission taskings deploying away from the staging area/ICP.
- (3) IC will continue to evaluate mission requirements, task organize available resources, and assign mission tasks.
- (4) With OSC input, the IC will determine the adequacy of mission resources and as required, coordinate with the Group UAOs for the provision of additional assets.
- (5) IC will ensure that rotations between IC staffs, or individual staff elements, will be accomplished through formal transition briefings.
- (6) Every effort will be made to schedule IC command and staff transitions outside of periods of maximum operational tempo,
- (7) IC will establish a schedule for periodic briefings to mission personnel.

c. OSC/GBD

- (1) Coordinates mission communications plan with Communications Unit Leader (CUL)
- (2) Post initial mission information to status boards and situation map
- (3) Obtain current status of prohibited areas to be monitored from appropriate civil and law enforcement authorities.
- (4) Determine current and projected weather conditions and potential impacts. (1 800-WXBRIEF)
- (5) Determine initial ground support requirements

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- (a) Meals
 - (b) Sanitation
 - (c) Equipment
 - (d) Posting area of identification and traffic control
- (6) Report identified operational hazards to Mission IC/Safety Officer (MSO) – Recommend abatement measures
- (7) Maintain direct control of mission resources; evaluate on-scene operations and make adjustments to organization, strategies, tactics, and resources (e.g., additional manpower, equipment, etc.) as necessary
- (8) Debrief with IC and/or as directed at the end of each shift.

D. Deployed Ground Team Leader.

- (1) Upon arrival at the crash site and in coordination with the OSC/GBD:
- (a) Determines if there is any other agency already on site. If so, obtains a full briefing.
 - (b) Conducts a site reconnaissance
 - (i) Determines all safety hazards, including jagged metal, fuel or blood
 - (ii) Determines the most likely avenues of approach that bystanders/intruders would use
 - (iii) Determines the outline of the crash site formed by the pieces of wreckage furthest from the primary impact
 - (iv) Defines terrain with good visibility of the site and the avenues of approach
 - (c) Establishes a hasty sentry perimeter safe from all hazards and outside the crash site outline
 - (d) Directs the marking of the perimeter with engineer or surveyor's tape as close to waist level as possible
 - (e) Determines stationary and roving sentry positions
 - (f) Determines the location of the site command post, bivouac area, and parking area (if needed)
 - (g) Divides available personnel into at least 2 shifts (day) or 3 shifts (night)
 - (h) Pulls first relief personnel off the perimeter, briefs them and posts them to the permanent sentry posts
 - (i) Conducts periodic inspections of posts

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- (j) Posts shift reliefs per the established schedule
- (k) Maintains communications with the mission coordinator, either by radio or periodic phone checks.

(2) Upon arrival of a relieving ground team:

- (a) Obtains the IC's permission to conduct a relief in place
- (b) Briefs the incoming team leader (and his team, if desired) on:
 - (i) The site
 - (ii) Known safety hazards in the area
 - (iii) The current surveillance plan, including communications, sentry locations, bivouac area, parking area, and site command post
 - (iv) Significant events (from the mission log)
 - (v) Anything expected to happen in the future
- (c) Assists the new team leader in posting his first relief, individual sentries brief their replacements
- (d) Initiates a formal sign over with each team leader signing the other team's mission log, stating that a briefing has been accomplished and that the relieving team leader assumes control of the crash site
- (e) The relieving team leader notifies the IC that he has assumed control of the crash site

4. Phase IV – Redeployment

a. IC.

- (1) Confirms release from surveillance responsibilities by the lead agency
- (2) Develops and executes a redeployment plan, including determining whether a time-phased redeployment of resources is appropriate
- (3) Notifies by electronic mail, the Wing CC, VC, CS, DO, and DOS of the mission's outcome
- (4) In conjunction with the ALWG staff, schedules an after- action review, no later than 14 days after the close of the mission

b. Deployed Ground Team Leader. Upon notification that additional surveillance is no longer required:

- (1) Obtains permission to redeploy from the IC
- (2) Provides a final briefing to the relieving agency representative

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(3) Requests the relieving agency representative sign and date a mission log entry as follows:

I ____ (representative's name)_____, representing _____(his organization)_____, hereby accept responsibility for the scene involving (victims' name, aircraft number, make, model, fuselage and trim color, if known). I am releasing Civil Air Patrol from any further requirement to secure the site. I have been briefed by - ____ (name)_____. I acknowledge that the scene appears to be in good order, and any movement of wreckage, fatalities and/or parts thereof have been described to me.

(4) Reports the team's departure from the crash site to the IC

(5) Upon return to home station, submits closing reports as established by the IC

(6) Returns all resources and equipment to an operationally "ready" status as soon as possible

E. Coordinating Instruction - Ground Operations.

1. Ground Operations. When designated by the IC, the OSC/Ground Branch Director (GBD) assumes release authority for all mission related sorties; GTs will not depart home stations without a CAPF 109 issued by the IC/OSC/GBD and sortie ORM; dependent upon mission requirements, inbound sorties will likely receive in-route mission taskings.
2. Team training and experience must be appropriate Team for the mission (proficiency in DF use, ground rescue knowledge, concentrated area search procedures, missing person search, etc.). Ground Members – Level 1 should be prepared to conduct ground team operations within their limits of training up to 72 hours. Ground Team Members – Level 2 should be prepared to conduct ground team operations within their limits of training for up to 48 hours. Ground Team Members – Level 3 should be prepared to conduct ground team operations within their limits of training for up to 24 hours.
3. Ground teams will not be released without a qualified ground team leader and at least three qualified ground team members or supervised trainees.
4. Urban Direction Finding Teams (UDF) will not be released with less than two members with one individual identified as in charge.

IV. SERVICE SUPPORT:

A. Administration and Personnel:

1. Wear of duty appropriate uniforms IAW CAPR 39-1 is required of all mission participants. CAP identification card and CAPF 101, CAP Specialty Qualification Card, will be carried on person. CAPFs 161, Emergency Information, will be collected from each individual as part of the mission sign-in procedure. In the case of a virtual ICP, home units will maintain file copies of the CAPF 161.
2. For AFRCC activated missions, the AFRCC will open the mission in WMIRS. Use of WMIRS for mission record keeping is mandatory. Under circumstances where internet service is unavailable and mission record keeping is accomplished on paper, the IC must enter all mission data into WMIRS NLT 72 hours of mission close
3. Within 15 days, the IC will ensure that all records pertaining to an authorized mission are filed in the WMIRS mission file. No files are maintained outside of WMIRS.
 - a. The uploaded documents will include at least the ICS 201 or full Incident Action Plan; IC's log; mission flight plans; personnel, vehicle, and aircraft registers; all CAP and wing forms used; sortie logs; interview/interrogations forms; message log; copies of news releases; reports to the controlling agency (CAPF 122, SITREPs, etc.); and any related information that may be needed in answering future inquiries relating to the mission. Reference CAPR 60-3, 1-21.
 - b. No mission records will be released outside CAP without prior written approval of NHQ CAP/GC and HQ CAP-USAF/JA.
6. Religious Services. The IC will coordinate with the Wing Chaplain to permit deployed members an opportunity to participate in religious services. The chaplain will be available to provide counseling services to mission members or family members as requested.
7. Critical Incident Stress Management (CISM) and Resiliency Program. The CISM program provides CAP members in crisis, a mechanism for crisis interventions from a team of current and competent CISM and Resiliency Team peer supporters. If the IC becomes aware of a potentially traumatic event, the IC should notify the wing CIS and the ALWG CC as appropriate as

soon as possible. The CC is responsible for ensuring an effective notification and activation process.

B. Logistics.

1. Petroleum, Oil, and Lubricants (POL).

- a. Ground teams will make payment for fuel purchases using the National Credit Card.
- b. The ALWG Form 173-RA, Alabama Wing Fuel/Oil Receipt Checklist and Addendum, and associated receipts will be uploaded to the WMIRS within 24 hours of purchase. The upload will be a one-page PDF document with the fuel form and receipts side by side.

2. Equipment. Ground teams will deploy with all mandatory individual (appropriate to individual mission qualifications) and team equipment; food is initially an individual/team responsibility

C. Maintenance. The IC will coordinate with the ALWG Maintenance Officer for unscheduled maintenance requirements

D. Facilities and Personal Services. ALWG Logistics Officer will coordinate during Phase I with the IC to identify service (rental) requirements (port-a-johns, tentage, etc.) and assist in obtaining those requirements utilizing ALWG funding

E. Information Management. The ALWG PIO will provide the IC initial guidance for participating member interactions with the media and public. No statements of assumption about the accident will be made by any CAP member and no member owned pictures taken during the mission shall be made public without IC or ALWG IO approval.

E. Legal Considerations.

1. Performance of this mission is made difficult by the restriction that CAP may not use any force or a display of possible force in the execution of its duties. As a result, no knives will be visible on a sentry's gear or his person. This could constitute a show of force. CAP members are unable to prevent someone from entering the site if they want to. An individual can be informed of the risks, both legal and safety related, of intruding. The recourse for team members is to notify law enforcement officials.

2. If a sentry has a potential intruder, appropriate action is:
 - a. Identify oneself as a member of Civil Air Patrol
 - b. Politely inform the intruder that to enter the perimeter could be construed as trespassing and pose a risk to personal safety and toward preserving evidence
 - c. If the intruder persists, let them know you are summoning local law enforcement. Let them pass - do not hinder them in any way.
3. CAP has no authority to limit media access to a crash site. Under authority of local law enforcement, accredited news media may be permitted to enter and photograph the wreckage area as long as the wreckage and scene is not disturbed, and extrication is not interfered with. If law enforcement personnel are not immediately available, remind the media of federal statutes outlining fines and terms of imprisonment for interference with accident or crime scenes and actions being taken to save lives.

V. COMMAND & SIGNAL:

- A. This order effective for planning upon receipt, execution O/O ALWG CC
- B. Command.
 1. Phase I Pre-deployment – ALWG CC, VC, COS- ADCON
 2. Phase II-III Deployment/Employment – Deploying personnel and resources OPCON to the IC
 3. Phase IV Demobilization.– Upon return to home station and rendering of final reports to the ICS staff, previously deployed elements are returned to parent command control - ADCON
 4. IMT:

Incident Command Team	Name	Number/E-Mail
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Incident Commander	TBD	TBD
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Mission Safety Officer	TBD	TBD
Public Information Officer	TBD	TBD
Mission Safety Officer	TBD	TBD
Operations Section Chief	TBD	TBD
Ground Branch Director	TBD	TBD

C. Signal. Annex C (COMMUNICATIONS PLAN) - TBP

1. ALWG command net will be opened NLT - TBP
2. ICP command net will be opened NLT - TBP
3. Channel allocation:
 - a. ICP-Air, Air-Air – TBP
 - b. ICP-Ground – TBP
 - c. Air-Ground Coordination - TBP

Site	Location	Telephone/Email
Incident Command Post	TBD	TBD
Staging Area	TBD	TBD

4. Telephone Numbers - TBP
5. Codewords – None
6. All members will remain cognizant that CAP frequency plans are FOUO information

D. Safety

1. The IC will update the ORM as appropriate and conduct an onsite safety assessment of operational locations,

2. Only members of CAP may operate CAP vehicles. All personnel operating vehicles will have a valid CAP and state driver's license and will operate all vehicles in accordance with applicable state and local laws.

Signed

HARRIS
Col

OFFICIAL:

BABBITT
Assistant Director of Emergency Services (Plans)

DISTRIBUTION:

ALWG Electronic Distribution List