



HQ, Alabama Wing  
Civil Air Patrol  
USAF Auxiliary  
105 South Hansell St.  
Maxwell AFB,  
Alabama 36112  
15 May 2023

## **Operation Plan - OPLAN SER-AL-04 (NATURAAL DISASTER)**

### **References:**

- A. Civil Air Patrol Regulation (CAPR) 70-1, Civil Air Patrol Flight Management, 31 March 2020 (including change 20-08, 1 Oct 2020), [https://www.gocivilairpatrol.com/media/cms/R\\_70\\_with\\_ICL.2008\\_Incorporated\\_1AE7DBFB50E71.pdf](https://www.gocivilairpatrol.com/media/cms/R_70_with_ICL.2008_Incorporated_1AE7DBFB50E71.pdf)
- B. CAPR 60-3, CAP Emergency Services Training and Operational Missions, dated 26 December 2012, [https://www.gocivilairpatrol.com/media/cms/R060\\_003\\_075A4369FBA8E.pdf](https://www.gocivilairpatrol.com/media/cms/R060_003_075A4369FBA8E.pdf)
- C. National Incident Management System, U.S. Department of Homeland Security, Federal Emergency Management Agency, <https://www.fema.gov/emergency-managers/nims>
- D. Atlanta, Memphis, New Orleans, Jacksonville Sectional Aeronautical Charts, Department of Transportation, Federal Aviation Administration, National Aeronautical Charting Office, Scale 1:500,000, <http://www.naco.faa.gov>
- E. Alabama – Atlas and Gazetteer, DeLorme, 2010.
- F. CAP Gridding System, undated, <http://www.capgrids.com>
- G. 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
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AL-001(-) ADCON	AL-100 (-) ADCON	AL-200 (-) ADCON	AL-300 (-) ADCON	Deployed Personnel and Equipment (OPCON)
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**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, 1<sup>st</sup> Air Force, CAP’s National Operations Center (NOC), and approved requests from external civil authorities.
- B. Hurricanes. The most likely natural disaster events affecting ALWG are tropical cyclones, particularly during the warmer summer months.
  - 1. On average, 12 tropical storms, 6 of which become hurricanes form over the Atlantic Ocean, Caribbean Sea, or Gulf of Mexico during the hurricane season which runs from June 1 to November 30 each year. Over a typical 2-year period, the U.S. coastline is struck by an average of 3 hurricanes, 1 of which is classified as a major hurricane (winds of 111 mph or greater).
  - 2. While hurricanes pose the greatest threat to life and property, tropical storms and depression also can be devastating. The primary hazards from tropical cyclones (which include tropical depressions, tropical storms, and hurricanes) are storm surge flooding, inland flooding from heavy rains, destructive winds, tornadoes, and high surf and rip currents.
  - 3. Storm-related winds and storm surge may affect CAP assets, disrupt normal operations, and cause severe damage to our infrastructure and communities.

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The impact on the Southeast Region can be devastating and may require major disaster relief well beyond the abilities of any single wing.

- C. TORNADOS. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour.
  - 1. The most destructive and deadly tornadoes occur from supercells, which are rotating thunderstorms with a well-defined radar circulation. Supercells can also produce damaging hail, severe non-tornadic winds, unusually frequent lightning, and flash floods.
  - 2. Most of the damage from a tornado happens one of two direct ways: exposure to extreme wind or impact by flying debris. Sometimes a tornado will weaken a structure enough that parts or all of it collapses later due to structural weakness and imbalances. Damage paths can be in excess of one mile wide and 50 miles long. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others.
- 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.
- D. Alabama Emergency Management Agency (AEMA) – To be published in implementing operations order.
- E. Weather. <https://www.aviationweather.com>
- F. Light Data. <https://www.usno.navy.mil/USNO/astronomical-applications/data-services/data-services>
- G. Assumptions
  - 1. Weather conditions will permit employment of air and ground assets.

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2. Resource augmentation from adjoining wings may be requested from SER or the NOC.
3. For natural disasters it is unlikely that ALWG will be designated as the lead agency to manage the incident. ALWG will likely be mobilized as a supporting agency under an incident command structure established by FEMA or AEMA. Both the AEMA and local sheriff's departments have assumed on-scene jurisdiction in the past.

H. Potential disaster assessment and mitigation tasks include:

1. Ground and air search and rescue (SAR)
2. Ground and air disaster assessment and reconnaissance, with an emphasis on imagery capabilities
3. Air transport of:
  - a. Designated civilian and military personnel.
  - b. Critical medical supplies
4. Facilitation of inter-agency communications
  - a. High-bird" (airborne) radio relay
  - b. Ground radio relay
5. Shelter Operations
6. Point of Distribution (POD) Assistance

**II. MISSION.** On order (O/O) and under the authority of the ALWG CC, an ALWG-designated IC assumes OPCON of designated ALWG personnel and resources to conduct air and/or ground disaster assistance operations in response to tasking from the 1<sup>st</sup> Air Force or requests from external civil authorities as approved by the Air Force and NOC. Operations will be conducted from a single or multiple operational locations. 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. In providing emergency services in response to a natural disaster, we must remember that lives may well be at risk, victims of the disaster and emergency responders. We will strive to assemble and field a tailored

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emergency services element as rapidly and safely as possible. Initial call ups and deployments will be based upon the responsible IC's immediate mission analysis. The IC and his supporting IMT will constantly review whether available resources are adequate to meet the demands imposed by the specific and current circumstances of the mission. I expect unit commanders will bring non-deployed personnel and equipment to a heightened state of readiness to rapidly augment or maintain deployed capabilities over an extended period. As always, safety in all we do remains paramount.

- B. Concept of Operation. This operation will be conducted in four phases:
1. Phase I – Pre-deployment – On-call ALWG Wing Alert Officer (WAO) receives and accepts mission tasking, alerts group Unit Alert Officers (UAOs), mobilizes equipment and personnel resources required to execute immediate mission tasks.
  2. Phase II - Deployment – O/O of the IC, select personnel and equipment deploy to designated operational locations. Both ground and air assets will be prepared (B/P) to receive in route mission taskings.
  3. Phase III - Employment – O/O of the IC, deployed elements conduct ES operations
  4. Phase IV – Demobilization. O/O of the IC, personnel and equipment are directed to return to home stations and end of mission.

F. Orders to Subordinate Elements.

1. Phase I – Pre-Deployment.
  - a. ALWG ES Staff.
    - (1) For 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 an ES mission has been opened and that additional information will be provided in a subsequent email

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warning order to follow. Both notices will include a prohibition against self-deployment. Annex A (WARNING ORDER FORMAT).

b. IC.

- (1) Review applicable local mutual aid and support agreements. Ensure local EOC, airport management, and other agencies as needed have updated contact names, phone numbers, and email addresses for ALWG leadership.
- (2) The IC will identify initial operational location(s) appropriate to his mission analysis or direct the establishment and means for a virtual ICP.
- (3) The IC will identify and assemble required IMT staff personnel and direct movement to the ICP or establish a common virtual conference means.
- (4) 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.
- (5) The IC will inform Group UAO(s) of both the arrival time and destination for required mission resources.
- (6) 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.
- (4) 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.).
- (5) Direct the establishment and provide access to the common Sharepoint mission management tool; define initial mission objectives
- (6) Direct and provide access to the common CalTopo common map management tool

c. 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.
- (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:

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- (a) Prepare and inspect individual and team equipment to including charging required batteries.
- (b) Conduct safety inspections of aircraft (CAPF-71) and 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.
- (f) Identify pre-event actions required to ensure assigned CAP facilities are prepared to endure event impacts and create/update a plan to take all necessary actions
- (g) Ensure all vehicles are fueled and operational
- (h) Identify aircrew availability to reposition aircraft based on the timeline of events as determined by the IMT

2. 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 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) As required, the IC and designated staff deploy to, establish, and activate the physical 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 or high bird to assure command communications throughout the anticipated area of operations.

b. Groups. O/O of the IC or OSC identified by the IC, designated personnel and equipment deploy to the identified operational area

(1) Air Operations.

- (a) When designated by the IC, the OSC /Air Operations Branch Director (AOBD) assumes flight release authority for all mission related sorties; aircraft will not depart home stations without a

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CAPF 104 issued by the IC/OSC/AOBD and sortie ORM; dependent upon mission requirements, inbound sorties will likely receive in route mission taskings.

- (b) All aircraft flying to the mission base from a distance of 50nm or greater will file and open a FAA flight plan. This includes pre-positioning, employment, and repositioning of aircraft, and travel to/from the mission base. All aircrews during the conduct of approved A, B, and C missions will utilize ATC flight following, when available, to ensure greater situational awareness for both ATC, CAP, and local aviation traffic. CAP aircrews operating in the local airport traffic pattern are exempt from this requirement. Exceptions to this guidance are at the discretion of the mission AOBD or IC.
- (c) All aircraft are expected to have tie-down straps and chocks in the aircraft upon arrival. All aircraft are to be chocked when parked.

- (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; dependent upon mission requirements, inbound sorties will likely receive in-route mission taskings.

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

3. 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.

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- (4) With PSC and 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. PSC.

- (1) Will coordinate the preparation and distribution of the overall IAP as directed by the IC
- (2) Will maintain a situation chart/map indicating:
  - (a) Completed and ongoing mission operations
  - (b) Locations of available mission resources
  - (c) Location of ICP, staging areas, bases, & helibases using ICS symbols
- (3) Will maintain resource availability status
- (4) Through detailed planning section debriefings of aircrews and GTs develop and log intelligence information; integrate information into next operational period
- (5) Will monitor operational tempo and continued availability of resources via continuing coordination with OSC and other members of the IMT.
- (6) In coordination with the IC, establish a planning meeting schedule with participation of IMT staff.
- (7) Conduct Planning Meetings

d. OSC.

- (1) Establish Operations Section operational area
- (2) Coordinate mission communications plan with Communications Unit Leader (CUL)
- (3) Post initial mission information to status boards and situation map
- (4) Conduct initial coordination with PSC, determine mission constraints/impacts:
- (5) Obtain current status of airspace restricted areas, warning areas, low-level routes, MOAs, NOTAMs
- (6) Determine current and projected weather conditions (1 800-WXBRIEF)

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- (7) Determine initial ground/air support requirements and missions
  - Weather reconnaissance sortie
  - Aerial communications relay (Highbird)
  - Immediate mission priorities
  - Report identified operational hazards to Mission Safety Officer (MSO) – Recommend abatement measures
  - Supervise the SAM to assure that support needs are provided mission participants
    - Equipment
    - Meal service
    - Sanitation
    - Security
    - Areas posted for identification and traffic control
- (8) Implement the IAP for the Operations Section keeping the AOB and GBD fully informed of operational plans and status of the mission so individual aircrews and ground teams could make sound decisions
- (9) 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.
- (10) Debrief with IC and/or as directed at the end of each shift.

e, Ground Operations.

- (1) Team training and experience must be appropriate for the mission (proficiency in DF use, ground rescue knowledge, concentrated area search procedures, missing person search, etc.). Ground Team 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.
- (2) Ground teams will not be released without a qualified ground team leader and at least three qualified ground team members or supervised trainees.
- (3) Urban DF teams will not be released with less than two personnel.
- (4) Entry or Seizure of Private Property. CAP members are subject to well-known rules that prohibit trespass or seizure of private property. While entry upon private property may be justified if such an act is for

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the purpose of saving life, every effort should be made to obtain the controlling agency's approval and property owner's consent. Entry and activities on private property during training missions must always be arranged in advance with the owner. Under no circumstances may a CAP member seize property or engage in searches beyond that noted above. Reference CAPR 60-3, 1-24c.

4. Phase IV – Demobilization.

a. IC.

- (1) IMT staff will develop and execute a demobilization plan, including determining whether a time-phased release of resources is appropriate.
- (2) Upon mission close, the IC will inform the ALWG CC, VC, DO, DOS and group CCs of the mission's end and the outcome.
- (3) The IC, in conjunction with the ALWG staff, will schedule an after-action review, NLT 14 days after the close of the mission.

b. Deployed Elements/Groups.

- (1) Upon return to home station, all elements will submit closing reports as established by the IC.
- (2) All resources and equipment will be returned to an operationally "ready" status as soon as possible.
- (3) Group CCs will report recovery status to the ALWG DOS NLT seven days following the close of the mission.

**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. Under the direction of the Finance and Administration Section Chief (FASC), IMT staff will establish sign-in procedures to assure 100% accountability of participating personnel and mission resources; individuals reporting for duty will present a current CAP identification card, CAPF 101, Specialty Qualification Card, and CAPF 161, Emergency Information. The Plans

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Section Resource Unit Leader may assist in this effort while seeking to identify and organize aircrew, ground team and IMT resources.

3. IMT staff are responsible for ensuring availability of all necessary hardcopy CAP and ICS forms
4. 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
5. Mission Records.
  - a. 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.
  - b. 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.
  - c. 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 Mission Chaplain (MC) will coordinate with the IC to permit deployed members an opportunity to participate in religious services. The MC 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).

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- a. Corporate aircraft will obtain POL products through the Fixed Base Operator; payment will be made using the National Credit Card; use and reimbursement of expenses for use of privately-owned aircraft may only be authorized by the ALWG CC.
  - b. Ground teams will make payment for fuel purchases using the National Credit Card.
  - c. The ALWG Form 173-RA, Alabama Wing Fuel/Oil Receipt Checklist and Addendum, and associated receipts will be uploaded to the WMIRS sortie within 24 hours of purchase. The upload will be a one-page PDF document with the fuel form and receipts side by side.
2. Ground teams will deploy with all mandatory individual (appropriate to individual mission qualifications) and team equipment; food is an individual/team responsibility.
  3. In sourcing necessary facilities, supplies and services, the LSC will determine whether Volunteer Organizations Active in Disasters (VOAD) partner organization, including the Red Cross and Salvation Army, may be of assistance.
  4. Facilities and Personal Services.
    - a. The IC will designate a member to execute the duties of Staging Area Manager (SAM).
    - b. The squadron CC of the designated mission base or other member familiar with the immediate local area will assist the SAM and LSC to locate sources for the identified logistics and services requirements of the Staging Area.
    - c. ALWG Logistics Officer will coordinate during Phase I with the SAM to identify service (rental) requirements (port-a-johns, tentage, etc.) and assist in obtaining those requirements utilizing ALWG funding
    - d. The SAM will designate a Base/bivouac area for utilization by ground team personnel within the Staging Area or coordinate with the LSC to obtain access to a suitable location.
    - e. LSC will make accommodations for meal service at the staging area, or coordinate transportation to food service facilities for IMT staff and aircrews

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- C. Maintenance. The LSC will coordinate with the ALWG Maintenance Officer for unscheduled maintenance requirements
- D. Security. The IC will establish appropriate security measures to restrict access to Corporate aircraft to verified aircrew members and credentialed IC staff; entry into the ICP will be limited to credentialed personnel and others with immediate operational requirements with the approval of a member of the incident command and staff.
- E. Information Management.
  - 1. ALWG Public Information Officer (PIO) will provide the IC initial guidance for participating member interactions with the media and public
  - 2. Aircrews, ground teams and staff are encouraged to bring digital cameras to record mission activities. Imagery obtained during the mission will be reviewed during the mission debriefings. Some images may be appropriate for public release (PIO), or for release to customers (IC). No member owned pictures taken during the mission shall be made public without IC approval.

**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:

<b>Incident Command Team</b>	<b>Name</b>	<b>Number/E-Mail</b>
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Incident Commander	TBD	TBD
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Mission Safety Officer	TBD	TBD
Public Information Officer	TBD	TBD
Mission Chaplain	TBD	TBD
Liaison Officer	TBD	TBD
Plans Section Chief	TBD	TBD
Resource Unit Leader	TBD	TBD
Operations Section Chief	TBD	TBD
Air Operations Branch Director	TBD	TBD
Ground Branch Director	TBD	TBD
Flight Line Supervisor	TBD	TBD
Staging Area Manager	TBD	TBD
Logistics Section Chief	TBD	TBD
Communications Unit Leader	TBD	TBD
Finance & Admin Section Chief	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
  5. All members will remain cognizant that CAP frequency plans are FOUO information
  6. Situation Reports (SITREPs) will be submitted as required by the controlling agency and the NOC.
- D. Safety

1. The IMT Mission Safety Officer (MSO) will update the ORM as appropriate and conduct an onsite safety assessment of the ICP, other operational locations, and randomly of deployed aircraft and ground vehicles. The MSO will create and maintain the appropriate ICS forms for submission to the IAP (i.e. 206, 208 and 215A).
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.
3. IAW CAPR -70-1, Civil Air Patrol Flight Management, 31 March 2020, air crew flight time and duty limitations will be strictly observed:
  - (a) Aircrew duty period starts when an aircrew member reports for any CAP related duty. It ends with the final sortie to be flown during the aircrew duty period when engines are shut down and/or the aircraft is sufficiently secured. Fourteen hours is the maximum for official CAP aircrew member duty.
  - (b) Aircrew members shall not be scheduled for more than 9 hours of flight time between periods of crew rest.
  - (c) Aircrew members must have ten hours of crew rest between the last official CAP duty and the first official CAP duty in the next duty period. This period accommodates the opportunity for 8 hours of uninterrupted crew rest/sleep and 2 hours of personal preparation/travel time.
  - (d) Crew rest periods cannot begin until after the completion of official duties. Refueling, hangering the aircraft, de-briefing, uploading imagery, or other official business that requires active participation of an aircrew member interrupts or delays that aircrew member's crew rest period

Signed

ALTIERI



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Col, Director for Operations  
FOR THE COMMANDER

OFFICIAL:

BABBITT  
Deputy Director for Emergency Services (Plans)

ANNEXES:

Annex A (WARNING ORDER FORMAT)  
Annex B (MISSION BRIEFING FORMAT)  
Annex C (COMMUNICATIONS PLAN) - TBP

DISTRIBUTION:

ALWG Electronic Distribution List

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**Annex A (WARNING ORDER FORMAT) to OPLAN SER-AL-04 (NATURAL DISASTER)**



HQ, Alabama Wing  
Civil Air Patrol  
USAF Auxiliary  
111 South Kuter  
Street  
Building 711  
Maxwell AFB,  
Alabama 36112  
----- Date -----

**WARNING ORDER**

**I. SITUATION.** ALWG anticipates it will receive mission taskings from the Headquarters, 1<sup>st</sup> Air Force, CAP's National Operations Center (NOC), or approved requests from external civil authorities following -----

**II. MISSION:** Subordinate units of ALWG will take immediate measures to determine availability of mission qualified personnel and equipment readiness to contribute to the mission objective and report results as directed.

**III. EXECUTION:**

A. Commander's Intent. In providing emergency services in response to a natural disaster, we must remember that lives may well be at risk, victims of the disaster and emergency responders. We will strive to assemble and field a tailored emergency services element as rapidly and safely as possible. Initial call ups and deployments will be based upon the responsible IC's immediate mission analysis. The IC and his supporting IMT will constantly review whether available resources are adequate to meet the demands imposed by the specific and current circumstances of the mission. I expect unit commanders will bring non-deployed personnel and equipment to a heightened state of readiness to rapidly augment or maintain deployed capabilities over an extended period. As always, safety in all we do remains paramount.

- B. Orders to Subordinate Units. NLT ----- groups will report to the PSC anticipated availability of personnel, aircraft, and ground transport. Reports will be made telephonically.
- C. ALWG will issue additional mission guidance that will direct alerting, briefing, preparing, inspecting, and deploying select ALWG personnel and emergency services assets.
- D. On order (O/O) and only as directed, units will relocate personnel and equipment resources to designated operational locations. Individual self-deployment is prohibited.

**IV. SERVICE SUPPORT:**

**V. COMMAND & SIGNAL:**

- A. Incident Management Team:

Incident Command Team	Name	Number/E-Mail
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Incident Commander	TBD	TBD
Mission Safety Officer	TBD	TBD
Public Information Officer	TBD	TBD
Mission Chaplain	TBD	TBD
Liaison Officer	TBD	TBD
Plans Section Chief	TBD	TBD
Resource Unit Leader	TBD	TBD
Operations Section Chief	TBD	TBD
Air Operations Branch Director	TBD	TBD
Ground Branch Director	TBD	TBD
Flight Line Supervisor	TBD	TBD
Staging Area Manager	TBD	TBD
Logistics Section Chief	TBD	TBD

Communications Unit Leader	TBD	TBD
Finance & Admin Section Chief	TBD	TBD

B. Operational Locations:

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

C. Deploying elements come under operational control (OPCON) of the IC upon departure from home station.

Signed

ALTIERI  
Col, Director of Operations  
FOR THE COMMANDER

OFFICIAL:

BABBITT  
Deputy Director of Emergency Services (Plans)

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**Annex B (MISSION BRIEFING FORMAT) to OPLAN SER-AL-4 (NATURAL DISASTER)**



**MISSION BRIEFING FORMAT**

**STAFF/EVALUATOR/VIP INTRODUCTIONS (Presented by IC)**

**I. SITUATION. (Presented by IC or PSC):**

- A. Mission number
- B. Mission objective – Who we are working for - Brief description of current situation
- C. Participation of other wings or external agencies

**II. MISSION. (Presented by IC) – Who, what, when, where**

**III. EXECUTION.**

**A. Commander's Intent. (Presented by CC or IC)**

- 1. General. Why
- 2. Primary Training Objectives
- 3. Safety – Summary of ORM evaluation

**B. Concept of Operations (Presented by OSC) - Description of current operational period ongoing and planned activities**

**a. Air (Presented by AOBD, may be presented as a separate aircrew only briefing)**

- (1) Procedures for forming aircrews, briefing, and dispatching sorties
- (2) Procedures upon sortie return including debriefings
- (3) Mandatory reports – Review status report roll call procedure
- (4) Known hazards

**b. Ground (Presented by GBD, may be presented as a separate ground team only briefing)**

- (1) Procedures for tasking, briefing, and dispatching teams
- (2) Procedures upon sortie return including debriefings
- (3) Mandatory reports

#### IV. SERVICE SUPPORT:

##### A. Administration and Personnel (**Presented by FASC**)

1. Sign-in/out procedure
2. Reimbursable expenses and method of seeking reimbursement
3. Chaplain's remarks (If appropriate)

##### B. Logistics (**Presented by LSC**)

1. Refueling procedures
2. Maintenance requests

##### C. Facilities and Personal Services (**Presented by SAM**)

1. Staging area layout, including bivouac area
2. Security and limited access procedures
3. Fight line access
4. ICP access
5. Food service

D. Information Management. (**Presented by PAO**) - Press and visitor procedures

#### V. COMMAND & SIGNAL:

##### A. Command.

##### B. Signal (**Presented by CUL**)

1. Frequency and channel allocation – Reminder that this is FOUO information
2. Code words
3. ICP phone numbers
4. Availability of highbird

##### C. Safety (**Presented by MSO**)

1. Recommendations to mitigate risks

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2. Air crew flight time and duty limitations - No more than 8 hours and will not exceed 10 hours flight time during a 14-hour crew duty day.

**IC CLOSING REMARKS**

**TIME HACK**

**QUESTIONS**

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**Annex C (COMMUNICATIONS PLAN) to OPLAN SER-AL-04 (NATURAL DISASTER) – To be Published**

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