



DELAWARE WING CIVIL AIR PATROL EMERGENCY SERVICES CHECKLISTS



The checklists in this document have been developed from a variety of sources (including NIMS-ICS, CAP regulations, and CAP pamphlets), and represent requirements and best-practices for each position in the CAP ICP. This document, as a whole, is an enhancement of the checklist document first put together by Col. Joe Abegg, CAP. It has been reformatted and the content modified for use in DEWg.

These checklists are not meant to be all inclusive, nor can they cover every situation in every emergency. Rather, they are meant to be a guideline to ensure that the officer holding a specific position in the ICP covers what is commonly required of that position and nothing is missed.

These checklists are not presented in any particular order. They are also presented in a bulleted format as a “memory jog” document as opposed to a formal checklist with boxes to be checked off.

This is a living document, and it may be amended at any time by the Wing Emergency Services Staff. Ownership of this document is the Delaware Wing Director of Emergency Services.

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INCIDENT COMMANDER (IC)

- Obtain as much information on incident as possible.
- Designate the location of the ICP, and the number and type of aircraft, vehicles, personnel, ground equipment, communications, bases, and staging areas needed.
- Perform executive liaison to request resources, personnel and facilities (consider requesting directly from other wings and regions as required).
- Make staff assignments based on scope of incident.
- Perform strategic leadership, do not micromanage tactical operations.
- Manage the command and general staff; ensure they complete tasks.
- Maintain complete Mission Kit (CAPRs, maps, forms, checklists, MOUs, etc).
- General Briefing:
 - Overview of Mission Objectives.
 - Brief the plan on how to achieve the mission.
 - Updates in mission developments.
 - Ground and Flight Safety briefing.
 - Communications frequencies, channels, call signs and code words.
 - State “This Is an Exercise” during all messages (if it is an exercise).
 - Brief NOTAM’s, notes on Bases, Staging Areas, operating areas.
 - Direct aircrews to follow marshalling procedures (if FLM available).
 - IC’s safety brief (stress Operational Risk Management).
 - Time hack (use local time unless otherwise directed).
 - Brief security concerns and procedures.
 - Instructions for dealing with media/family members.
 - Introduce key staff.
 - Brief mission number(s).
 - Brief information on facilities.
 - Brief current and forecast weather.
- Communicate with NOC for mission approval and reporting requirements.
NOC: 1-888-211-1812 / 1-334-953-7299
opscenter@capnhq.gov / (F) 1-334-953-4242
- Establish and utilize a mission folder on WMIRS.
- Establish a CAPF 115 Emergency Services Mission Folder (if available).
- Continuously evaluate the progress of the mission.

- Consider having periodic planning meetings with command and general staff.
- Maximize economy of operations with PSC and OSC.
- Ensure GTs and Aircraft dispatched as soon as possible by GBD and AOBD for preliminary searches/AP sorties.
- Complete a Risk Management Assessment in writing (update as required).
- Make maximum use of facilities (with assistance of LSC).
- Control flow of traffic to maximize efficiency of operations.
- Maintain a very detailed mission log (recommend using an MSA).
- Document all activity on Unit Log (ICS Form 214 or WMIRS).
- Create Situation Reports (SITREPs) approximately every 4 hours, and make available to controlling and/or support agencies.
- Send out or communicate SITREPs to staging areas and bases.
- Review press releases provided by PIO.
- Maintain a current hard copy of the wing alert roster.
- Know your authority to assume mission request from government agencies.
 - The NOC is the clearing house for all non-SAR mission requests.
- Know procedures for requesting additional resources/personnel.
- Utilize resources/personnel assets from other wings/regions if required.
- Insure all personnel are rested and enforce crew duty time limits.
- Ensure command and control of the Staging Areas/Bases:
 - OSC ensures all personnel are properly briefed, updated and debriefed.
 - PSC ensures proper sign-ins, qualifications, and plans utilization.
 - FASC oversees finance/administration procedures and tracking.
- Maintain a sense of urgency, tapered with risk management, so that others may live.

- Produce a summary of each day's activities (consider a CAPF 122) for inclusion in the file package and for dissemination as required.
- Complete a CAPF 122 at end of the mission.
- Ensure all assisting agencies are notified of the end of the mission.
- Draft "lessons learned" document.
- Using information provided by FASC, and in conjunction with the Wing ES Officer / Director of Emergency Services, ensure that all e108 submissions are completed in a timely manner at the conclusion of the event.

OPERATIONS SECTION CHIEF (OSC)

- Maintain direct command and control of all mission personnel and resources including those at staging areas, bases, camps, etc.
- Request additional personnel, resources, facilities and bases if needed.
- Establish and demobilize staging areas.
- Consider pre-positioning aircrews and GTs to staging areas that are closer to the incident area.
- Release personnel and resources from active assignment if not needed.
- Develop and manage tactical operations to meet incident objectives.
- Keep AOBD and GBD fully informed of operational plans and mission status.
- Ensure the AOBD & GBD are providing detailed briefings to aircrews & GTs.
- Delegate and coordinate short notice taskings with the AOBD and GBD.
- Do not micromanage the duties of the AOBD and the GBD, they should complete the CAPF 104s and CAPF 109s respectively, during current operations.
- Determine the length of each operational period (consider 12 or 24 hours).
- Assist the PSC with the development of; modifications to; and the execution of the operations portion of the Incident Action Plan (IAP) for each operational period.
- Recommend asking the PSC to provide draft CAPF 104s and 109s in IAPs that are for the next duty period
- Above all, maintain situational awareness of all past, current and future operations
- Periodically evaluate mission progress considering taskings, search area coverage, PODs, leads and risk management
- Ensure interaction is taking place with other agencies.
- Implement and enforce appropriate safety precautions.
- Document all actions on Unit Log (ICS Form 214) or in WMIRS.

PLANNING SECTION CHIEF (PSC)

- Prepare an initial/overall Incident Action Plan (ICP 201) in writing to include:
 - Mission number(s)
 - Controlling agency name
 - Narrative description of the incident
 - Include a map of incident area
 - Statement of objectives
 - Progress of the mission to date and future assignments
 - Describe what parts of the ICS structure will be used (use chart)
 - Names and locations of ICP, staging areas, bases, helibases
 - Include traffic and medical plan (for medical plan use ICS Form 206)
 - Communication plan: frequencies, code words, call signs, channels, high bird(s), radio check-ins, usable repeaters, etc
 - Telephone numbers for ICP, AOBD, FBO, FSS, ATC, etc
 - Demobilization procedures (consider: equipment turn-in procedures, sign-out procedures, SQTR certifications, consider personnel calling when home, aircrews file flight plans to home station, complete CAPF 108s, etc)
- Ensure frequent update briefings are given orally/in writing to all personnel.
- Be immediately available to IC for mission changes.
- Assist the OSC on planning for short notice taskings.
- Maintain status boards for aircraft, GTs and their sorties (use an MSA if possible).
- Maintain situation maps (use an MSA if possible) that show the following:
 - All previous and current mission operations
 - Locations of all mission aircraft and GTs
 - Location of ICP, staging areas, bases, etc. using ICS symbols
 - LKP, SARSAT hits, NTAPs, aircraft route of flight
- Ask the OSC for the length of time for each future operational period.
- Recommend planning meetings with command and general staff.
- Query OSC to determine priorities for next operational period.
- Present the OSC a new IAP before each new operational period.
- Plan preliminary search(s) on likely route of flight with emphasis on SARSAT hits, NTAPs, high mountain peaks, frozen lakes and areas of severe WX at time of incident.

- Next plan concentrated searches of most probable areas considering pilots flight plan, WX, terrain, pilot habits, fuel endurance, diversion airports, PODs, etc.
- Plan damage assessment, transport sorties, and reconnaissance sorties.
- Enter sorties into WMIRS as they are planned.
- Recommend including draft CAPF 104s and CAPF 109s in the IAPs.
- Ensure that all personnel sign-in and sign-out at all locations on ICS Form 211.
- Ensure that all personnel's credentials are checked at all locations.
- Ensure that all aircraft and vehicles are signed in at all locations on ICS Form 218.
- Maintain all incident documentation; pass to Documentation Unit if established.
- Report any hazards or unsafe practices to the MSO.
- PSC to maintain continuously updated situation map(s).
- PSC to maintain a continuously updated Incident Status Board with:
 - Critical briefing items (include in Incident Action Plan)
 - Hazards in operating areas (terrain, towers, NOTAMs, etc)
 - Weather (current and forecast updated hourly)
 - Base facilities, hazards, local procedures
 - Airfields in the search/disaster areas (add NOTAMs)
 - Base parking, taxi plan, and refueling procedures
 - Communications procedures (freqs, channels, call signs, code words, etc)
 - Mission progress and status
 - Status of restricted areas, warning areas, Low-Level routes and MOAs
 - Status of SDIS pictures sent to the NOC (if applicable)
- Document all actions on Unit Log (ICS Form 214) or in WMIRS.

LOGISTICS SECTION CHIEF (LSC)

- Identify all personnel, services, equipment and facilities needed for IAP / ICS 201.
- Participate in preparation of the IAP / ICS 201.
- Coordinate /request back-up electricity sources, computers, telephones, radios, fax machines, vehicles, aircraft, base security, fuel, food, water, coffee, lavatories, medical supplies, and rest areas as required.
- Plan and coordinate requirements for the next operational period (brief PSC).
- Develop communications, medical, and traffic plans for the IAP / ICS 201.
- Inspect each aircraft to ensure it meets or exceeds requirements.
- Inspect each vehicle to ensure it meets or exceeds requirements.
- Provide the PSC with current list(s) of all wing assets, their status and location.
- Report any hazards or unsafe practices to the MSO.
- Ensure all equipment is turned in when not needed and during demobilization.
- Provide the Finance/Admin Section Chief with copies of reimbursable expenses.
- Document all actions on Unit Log (ICS Form 214) or in WMIRS.

FINANCE/ADMINISTRATION SECTION CHIEF (FASC)

- Confirm that the PSC ensures that all aircraft and vehicles are signed in.
- Confirm that the PSC ensures that all personnel sign-in and sign-out.
- Confirm that the PSC ensures that all personnel's credentials are checked.
- Obtain updated and current sign-in rosters from the PSC.
- Continuously monitor all costs related to incident with a running total and advise the IC when the operational expenses approach the mission-spending limits.
- Provide cost estimates for future operations based on the IAP(s).
- Coordinate cost estimates/analysis with other agencies as applicable.
- Provide regular admin/finance updates to the IC and staff members as needed.
- Ensure CAP personnel know the current CAPF 108 procedures.
- Consider preparing partially completed CAPF 108s for each person eligible for reimbursement.
- Documenting all actions on Unit Log (ICS Form 214) or in WMIRS.
- Provide a final itemized listing of all expenses for the event to the IC at the conclusion of the event.

LIAISON OFFICER (LO)

- Participate in planning meetings; provide current resource status; and brief limitations and capabilities of CAP forces to outside agencies.
- Maintain a comprehensive list of assisting and cooperating agencies, and agency representatives with telephone numbers and e-mail addresses.
- Monitor operations to identify inter-organizational problems. Keep Incident Command staff apprised of such issues.
- Provide SITREPs to assisting agencies as required.
- Coordinate all press releases with controlling agency
- Produce a summary of each day's activities (consider using a CAPF 122) to controlling and/or support agencies

MISSION SAFETY OFFICER (MSO)

- Implement a risk management mechanism, considering:
 - Mission staff experience
 - Communications systems adequately meeting needs
 - Overall condition of personnel and resources
 - Weather conditions
 - Working environment
- Brief above items at General Briefing(s).
- Conduct random inspections of aircraft and vehicles before mission execution.
- Obtain “safety critical” information at aircrew and GT debriefs.
- Understand mishap reporting and investigative procedures.
- Have copies of CAP Mishap Report Form and CAP Mishap Investigation Form available (consider putting copies on the Incident Status Board).
- Report mishaps as soon as possible as per CAP procedures.
- Monitor safety conditions continually for all personnel, to consider:
 - Aircrew fatigue and duty limits
 - Aircraft maintenance status
 - Flight line dangers
 - Security
 - GT vehicles
 - Road conditions
 - GT activities
 - Effects of weather on participants
 - Safety of food, water, and sanitation
- Mark, restrict, or remove all hazardous conditions/areas.
- Know and post the location of and contact information for the nearest medical facility and emergency services.
- Coordinate Critical Incident Stress Management as necessary.

PUBLIC INFORMATION OFFICER (PIO)

- Check in at the incident command post wearing an appropriate uniform and presenting current documentation of your mission qualifications (101 Card clipped to uniform), and other documentation, as required.
- Report to the incident commander for a briefing on the current status of the mission and information that may be released to the public.
- Advise the IC on all matters relating to release of information to accomplish the goals of the mission, and to promote recruiting and retention.
- Set up a desk and organize your IO resources, including computer, telephone, press kits, media contact information, and other contents of your mission kit.
- Prepare an initial news release containing appropriate public information, written in journalistic style and approved by the IC before distribution.
- Prepare timely additional releases and updates any time conditions change. Obtain IC approval for each.
- Avoid opinions or speculation in all news releases.
- Prepare a short PIO briefing for mission participants instructing them to refer all media questions to the PIO and directing them to NOT speculate to media about the details of the mission. Be clear that participants do not make derogatory statements about the personnel, the ability of the personnel, the equipment, the search objective or other agencies, and do not release names of personnel aboard (in the case of a crash or other accident) until the next of kin has been notified and such release has been authorized by the controlling agency and the IC.
- Post copies of every release at the incident command post, on your wing website, and copy each release to your wing and region PIOs concurrently with your distribution to the media. If requested, also copy NHQ.
- Request additional PIO support, as needed, such as additional PIO-trained personnel from your wing or other wings, or tasking the wing webmaster to post mission information promptly for the public and news media.
- Wrap up the day's activities with statistics, details, interviews, media contact lists, activity log including details of media releases (probably on ICS Form 214), notes or search leads, as appropriate, for the IC and to brief other IO staff who may serve on the mission. Send copies to your wing and region PIOs and to NHQ.

- Complete all required forms and paperwork prior to leaving the incident command post for the day.
- Answer media questions as fully and accurately as operational security rules allow. Do not speculate. If you don't know the answer, promise to check rather than guess.
- Verify credentials and complete CAPF 9 releases for media representatives requesting to accompany flight crews or ground teams on sorties. They must be approved by the IC.
- Cooperate with media personnel but ensure they do not impede or interfere with the conduct of the mission. If needed, designate areas for media and ensure they have escorts when outside these areas. Media should not be allowed in the incident command staff area without permission of the incident commander.
- Monitor news coverage of the mission, including newscasts, newspapers and news websites. Contact media to correct any reporting errors.
- Direct and monitor the timely release of information and photographs to newspapers, wire services, radio, television, or Internet media representatives, as well as to internal CAP newsletters and communication channels.
- Assist the CISM team or Chaplain in dealing with family members of those who are affected by the mission.
- Coordinate releases with other participating agencies and ensure that appropriate credit is given to all agencies.

COMMUNICATIONS UNIT LEADER (CUL)

- Determine all communication needs at all locations.
- Ensure communications plan is posted on Incident Status Board to include: telephone numbers, fax numbers, e-mail addresses, frequencies, call signs, code words, regular radio check-in procedure, channels, usable repeaters, high bird(s), communications discipline, etc.
- Complete ICS Form 205 (Incident Radio Communications Plan) and provide to PSC for inclusion in the IAP.
- Develop code words for: Find, Recall, and Emergency.
- Consider not publicizing outgoing telephone lines.
- Monitor regular aircrew/GT radio check-ins (alert AOBD or GBD if late).
- Develop communications back-up plans to communicate with aircrews/GTs.
- Develop an emergency communications plan.
- Consider the use of a High Bird aircraft to relay radio messages.
- Establish a reliable communications link with higher headquarters and coordinating/requesting agencies.
- Maintain a detailed and legible communications log / utilize WMIRS.
- Coordinate with other affiliated agencies to share frequencies.
- Forward/transmit radio messages as expeditiously as possible.
- Ensure messages received are accurate, legible and delivered to the addressee immediately.
- Ensure back-up power sources for communications are available at key locations.
- Ensure accountability of equipment issued out.
- Ensure the MROs maintain an accurate list of air and ground sortie numbers, along with the aircraft and/or ground teams/vehicle numbers assigned to the sorties.

- If using WMIRS to log entries, ensure the MROs properly assign updates to the correct sortie number, using the proper “status type” drop downs. (This is very important to keeping the WMIRS “Status Board” updated correctly.)
- Document all activity on Unit Log (ICS Form 214) or in WMIRS.

MISSION CHAPLAIN (MC)

- Get mission brief from IC.
- Maintain contact with IC to get mission status updates.
- Identify a location that can be used for private counseling.
- Identify a vehicle that can be used visit family members.
- Identify other MCs that can assist you.
- Minister to spiritual and emotional need of staff and families.
- Schedule religious services as appropriate.
- Keep family members away from mission base flight line.
- Prevent family members from interfering with search activities.
- Encourage family members to stay away from mission base (one responsible person may be OK).
- If not trained in Critical Incident Stress Management, coordinate request for someone that is qualified.
- Be prepared to accompany the IC to visit the family in the event of a casualty notification.
- Send an after-action report to IC and National Staff Chaplain (see CAPP 221-A for example)

AIR OPERATIONS BRANCH DIRECTOR (AOBD)

- Obtain briefing from Operations Section Chief or Incident Commander.
- Brief subordinate staff:
 - Incident and work objectives, schedules, mission requirements, priorities, time schedules, and process for briefings and debriefings.
 - Work-site locations, status of aircraft, and crews and equipment assigned or ordered.
- Advise OSC and PSC if more or fewer resources and personnel are needed.
- Determine need for subordinate staff and flight crews and order through the Operations Section Chief.
- Obtain adequate staff to conduct aircrew briefing/debriefing and flight line operations.
- Release all flights with a CAPF 104.
- Review all CAPF 104s before and after each sortie.
- Thoroughly brief all aircrews prior to launch:
 - Ensure ORM form completed for each sortie.
 - Ensure Weight & Balance form completed for each sortie.
- Consider preparing an aircrew briefing handout including search area hazards, terrain, weather, information on other airfields in assigned area (fuel, communications, etc), other aircraft operations, high radiation areas (when applicable), etc. Provide copy to OSC and PSC and post on Incident Status Board.
- Establish a designated aircrew briefing/debriefing area with situation maps.
- Allow aircrews ample time to do pre-departure activities:
 - Aircrews should have pre-flight completed and all forms filled out as much as possible prior to briefing.
 - Allowing for refueling & maintenance aircraft should spend as little time on the ground as possible between flights. No more than 30 minutes.
- Directly manage off station aircrews and/or remote launch aircrews.
- Confirm status of all pilot currency, documentation, and qualifications to fly the mission.

- Ensure all aircrews are equipped for mission: survival gear, maps, etc.
- Direct outbound aircrews to complete back of CAPF 104 before landing.
- Debrief returning aircrews (as a crew) ASAP and provide OSC with results:
 - Ensure ending Tach time is on reverse side of 104 along with beginning and ending Hobbs times.
 - Ensure copy of fuel receipt with cost inserted accompanies CAPF 104.
 - Completed CAPF 104's for each sortie along with all associated forms and the fuel receipt should be forwarded to the FASC as soon as possible.
- Determine availability of aircrew and aircraft after debrief; provide info to PSC
- Monitor crew duty day and flight time limits:
 - Pilots should not be scheduled for more than 8 flying hours and will not, under any circumstances, exceed 10 flying hours during a 14 hour crew duty day. Ten hours of crew rest should be provided between duty days.
- Provide PSC with all sortie results, PODs, leads and finds for situation map.
- Assist the PSC in plotting the mission on the situation map(s) if required.
- Coordinate with the OSC to determine search areas and priorities.
- Launch preliminary search(s) on likely route of flight with emphasis on SARSAT hits, NTAPs, leads, high mountain peaks, frozen lakes and areas of severe weather at time of incident.
- Launch concentrated searches of most probable areas considering pilots flight plan, WX, terrain, pilot habits, fuel endurance, diversion airports, PODs, etc.
- Accomplish damage assessment, transport missions, and reconnaissance missions; and monitor overall operations in accordance with requests of the customer.
- Ensure customer requirements are met.
- Initiate and maintain CAPF 107, Flight Operations Log.
- Complete ICS Form 220 (Air Operations Summary).
- If possible, consider maintaining a log using the ICS Form 214 (Unit Log).
- Coordinate a CAPF 9 (if required) for non-CAP members flying on aircraft.
- Ensure safe air operations and employ risk management procedures.

- Ensure aircraft equipment is appropriate for mission (DF, night or IFR equipped, VHF FM Communication, etc).
- Coordinate with GBD for air support.
- Ensure aircraft remain over target area(s) until no longer needed by GTs.
- Ensure you have access to all of PSC's list of aircraft and aircrews.
- Provide the PSC with all sortie information to include: ETD, ATD, ETE, ETA, fuel endurance, mission tasking, assignment area, check-ins, etc.
- Ensure that the PSC keeps the status boards & situation maps constantly current.
- Perform strict flight following: monitor ETAs, fuel endurance, check-ins.
- Monitor for adverse or changing weather.
- Consider launching a weather ship to determine actual weather conditions.
- Consider keeping all ATC facilities in operational area informed of operations.
- Resolve airspace conflicts between incident and non-incident aircraft.
- Coordinate use of Temporary Flight Restriction (TFR) areas with ATC.
- Consider requesting a TFR with CAP as the controlling agency.

AIRCREWS (MP, MO, MS)

- Ensure all crewmembers are qualified for mission (check 101 cards).
- Preflight inspection of specialized equipment.
- Use checklists including passenger and mission briefing checklists; and preflight checklists.
- Perform a complete preflight for each sortie.
- Use wheel chocks and tie downs as required.
- Ensure each aircraft has a copy of the POH/AFM onboard.
- Aircrew mission kit: CAPF 104, specialized checklist(s), gridded sectionals, current sectional.
- Additional equipment (as req'd): plotter, flashlights, topographical charts, local road maps, binoculars, clipboard, sunglasses, survival equipment/food/water, overnight kit, coats, gloves, UHF radio, portable DF, etc.
- If IFR publications used, ensure currency.
- Do weight and balance in writing.
- Use seat belts and shoulder harnesses as required.
- Monitor crew duty day and flight time limits as required:
 - Pilots should not be scheduled for more than 8 flying hours and will not, under any circumstances, exceed 10 flying hours during a 14-hour crew duty day. Ten hours of crew rest should be provided between duty days.
- Obtain briefing using a CAPF 104 with all crewmembers present if possible.
- Complete the front side of the CAPF 104 before takeoff.
- Complete the reverse side of the CAPF 104 before landing.
- Maintain an accurate flight log of all observations on your sortie.
- Perform “Ops Normal” calls or check-ins as directed/per procedures.
- Report all find(s), operational issues, and deviations from flight plan ASAP.

- Stay on station with Ground Teams that are at a find until no longer needed.
- Always land with at least one hour of usable fuel as required.
- Maintain sense of urgency, tapered with risk management, so that others may live.
- After returning to base immediately debrief; service aircraft and equipment for next assignment; and report availability for next assignment.
- Provide the Finance/Admin Section Chief with copies of reimbursable expenses.

AIRBORNE PHOTOGRAPHERS (AP)

BEFORE FLIGHT

- Obtain the Target Tasking ID (NAI number) if applicable.
- Obtain the target description.
- Understand customer request:
 - Damaged areas only?
 - Damaged and undamaged areas?
 - Survey / status pictures only?
- Determine where pictures will be sent upon completion of sortie.
- Determine if there are any other requests by customer, OSC, or IC.
- Inspect camera and ensure full functionality.
- If possible, create “GPS Breadcrumbs” for the sortie (Foreflight, FltPlanGo, etc.).

DURING FLIGHT

- If available, turn on GPS Breadcrumbs tracking.
- Verify camera settings.
- Ensure GPS is on.
- Ensure flash is off.
- Ensure auto focus is on.
- DO NOT exceed 35-50mm focal length for any photos.
- Ensure proper framing and composition (horizontal and fill the frame).
- Avoid getting any aircraft parts in the frame

AFTER FLIGHT

- Assist MP with completion of CAPF 104 information, including:
 - Total number of pictures taken

- Target ID(s)
 - Target description(s)
 - Photo upload location
- Discard any photo not able to be used due to improper focus, improper framing, aircraft parts visible, etc.
- Upload photos to customer requested location.

GROUND BRANCH DIRECTOR (GBD)

- Advise OSC and PSC if more or fewer resources are needed.
- Ensure the safety of all personnel.
- Ensure GT vehicles are equipped for their assignment, including as required:
 - Radios
 - First aid/Rescue equipment
 - Survival equipment
 - Food/water
 - Uniform
 - Foul weather gear
 - Fuel
 - DF equipment
 - Maps/GPS
 - 24/72 hour gear
- Ensure GTs are qualified for their assignment(s).
- Coordinate for and ensure communication check-ins from the GT(s).
- Request AOB launch a high bird aircraft to relay communication if required.
- Ensure vehicle drivers have a current CAP drivers license.
- Ensure cadet GT members are qualified and monitored by a senior member.
- Ensure GTs know radio frequencies, channels and code words.
- Ensure CAPF 109s are accurate and complete, where applicable.
- Ensure GTs complete these forms before returning to base.
- Thoroughly brief and debrief GTs; consider providing briefing packages.
 - Brief and Debrief the GTs as a team if possible
- After GT debriefings determine the availability of GT for additional sorties.
- Promptly forward all leads, times, results, PODs to the PSC and OSC.
- Ensure PSC posts GT sortie information on situation map and incident status boards. Unassigned GTs and GTs at staging areas should also be depicted

- Consider maintaining your own current incident status boards and situation maps if you are geographically separated from the Planning Section.
- Monitor progress, status and location of GTs.
- Strongly consider pre-positioning GTs to the search area/disaster area to prevent time delays if an aircraft needs a GT to check out a possible find.
- Between the alert phase and the assignment phase direct the GT teams to do equipment checks, gather resources, plan travel routes and/or do training.
- Document all actions on Unit Log (ICS Form 214) or WMIRS.

GROUND TEAMS (GTL, GTM, UDF)

- While waiting for assignment conduct equipment checks, gather supplies, plan travel routes and/or conduct training.
- Required Ground Team and individual equipment for assignment/conditions.
- Cadets less than 18 years of age must be continuously supervised by a senior member.
- Ensure a minimum of 2 ground team members in a UDF Team.
- Ensure a minimum of 4 ground team members in a full Ground Team.
- Obtain permission to enter private property during exercises.
- Upon locating a search objective:
 - Verify identity of the aircraft, person, etc.
 - Do not disturb anything at the site except as necessary to render aid to survivors.
 - Prepare survivors for evacuation.
 - Retain an aircraft in the area until certain it is no longer needed.
- Obtain written approval prior to utilizing approved technical or specialized operations to include:
 - High angle or mountain rescue
 - Urban, canine or mounted search and rescue
 - Radiological monitoring
- Obtain a detailed briefing before each sortie to include:
 - Type of mission
 - Search patterns
 - Current mission status
 - Communications plan (frequencies, channels to be used, code words, call signs, radio check-ins, etc)
 - Hazards
 - Weather
 - Other pertinent information
- Complete front of CAPF 109 before departure.
- Complete back of CAPF 109 before returning with at least:
 - Search area weather
 - Terrain
 - Shadows

- Ground coverage
- Visibility
- Primary search pattern
- Other pertinent information

- GTL should have a GT briefing kit to include:
 - Appropriate maps and charts
 - Gridded aeronautical sectional charts for the area
 - Specialized briefing checklists (as applicable)
 - Any other material to successfully accomplish the mission

- Accomplish regular communications check-ins.

- Immediately report any operational issues, deviations from the CAPF 109, mission hazards, and finds to the ICP.

- Safety: van headlights always on, always use a spotter when backing vans, always wear safety vests even for UDF missions, etc.

- After returning to base immediately debrief; prepare vehicles and equipment for next assignment; and report availability for next assignment.

- Provide the Finance/Admin Section Chief with copies of reimbursable expenses.

FLIGHT LINE SUPERVISOR (FLS)

- Obtain briefing from LSC.
- Survey airport for hazards, unique procedures, and refueling procedures.
- Ensure the Incident Status Board, the AOBD & aircrews have this info.
- Develop a taxi/parking plan, post it on the Incident Status Board, and give it to the AOBD to brief aircrews.
- Coordinate operations with FBO and/or LSC:
 - Aircraft parking
 - Fire guard duties
 - Flight line security
 - Refueling procedures
 - Maintenance
 - Security
 - Hazards
 - Taxi procedures
 - Emergency telephone numbers (medical, fire, police)
- Conduct ramp/FOD check.
- Monitor non-CAP aircraft and vehicle movements on ramp.
- Maintain liaison with FBO and ATC Ground Control if applicable.
- Coordinate taxi plan and marshalling with same if applicable.
- Ensure aircraft have wheel chocks, tie downs, & pre-heaters if required.
- Brief flightline personnel on duties, safety, and responsibilities.
- Ensure the flightline is monitored/supervised by a senior.
- Ensure flightline personnel wear safety vests.
- Ensure flightline personnel have appropriate personnel equipment/clothing:
 - Ear protection
 - Sunscreen (if req'd)
 - Bug repellent (if req'd)
 - Warm clothing (if req'd)
 - Rain gear (if req'd)

- Ensure flightline personnel know and use marshalling signals.
- Ensure flightline personnel have regular breaks and available water.
- Ensure usable fire extinguisher(s) are immediately available.
- Ensure flightline personnel know what a pilot will do if there is an engine fire.
- Ensure flightline personnel know how to use fire extinguishers.
- Consider doing training during down times.
- Continuously focus on safety and hazard abatement.