



Special Instructions (Draft)

TEXAS WING GROUP VI SAREX REQ-16-1265 DENTON INCIDENT COMMAND POST (KDTO) 13-15 Nov 2015

SPECIAL INSTRUCTIONS (SPIN)

Version 1.0

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1. SITUATION – The Texas Wing Civil Air Patrol is tasked to provide National, Regional and State agencies support in Search and Rescue (SAR), Disaster Relief (DR) and Homeland Security (HLS) missions. This plan establishes standard operations and training procedures for conduct of these missions.

2. MISSION – In order to respond to tasking, Texas Wing Civil Air Patrol aircrew, ground team and mission base personnel must be properly trained and qualified. To that end, the Texas Wing Director of Emergency Services has scheduled a Search and Rescue Exercise (SAREX) and has tasked Group 6 to establish an Incident Command Post (ICP) to coordinate, practice and evaluate these specialty skills. The Mission Number is (REQ-16-1265) and the Mission Symbol is **A5**.

3. EXECUTION

3.1 Incident Command Post (ICP) – Operations and sortie release will be conducted through the Group 6 CAP Mission Operations Center. Classroom training will be conducted primarily at the Denton Enterprise Airport (KDTO) in the Woolfolk Hangar (4633 Spartan Drive, Denton, TX 76209). Practical exercises will be conducted in and around Denton Enterprise Airport and in the greater Denton area. Air sorties may also be conducted from other airfields with the approval of the Air Operations Branch.

3.1.1 Group 6 CAP Mission Operations Center (CMOC): Woolfolk Hangar, 4633 Spartan Drive, Denton Municipal Airport (KDTO), Texas 76209.

3.1.2 Contact Information

Incident Command Post
940-566-1752 (Hangar primary number)

Incident Commander
Capt Mark Hammack
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Deputy Incident Commander
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Access is limited to CAP members and authorized personnel only. Your ID will be verified at check-in and you will not be allowed access to the facility without your CAP ID on your person. Verification will be by CAP photo ID. If you do not have a CAP photo ID you will be asked for a driver's license or other government issued photo ID. Your ID must be displayed on your outermost garment at all times while inside the Command Post.

Participation Letters and Form 17A's are not required. Sign up is via the dentoncap.org website.

3.2 Safety – All CAP emergency services operations involve some degree of risk. SAFETY IS PARAMOUNT during all missions. The Mission Safety Officer will randomly inspect aircraft and vehicles for compliance with mechanical and administrative requirements. All staff members will be responsible for insuring that safety is a first consideration in their areas. All participating personnel are encouraged to look for and report any safety issues.

SEE APPENDIX A: THREATS AND HAZARDS

3.2.1 Aircraft and vehicles must meet FAA and CAP operational requirements and have required paperwork in order to participate in any actual or training mission. Members bringing aircraft to the training weekend may upload a CAPF-71 or Aircraft Compliance Worksheet to the Mission Files, Aircraft folder in WMIRS anytime before the start of the mission. Only qualified flight line personnel, aircrew and the Mission Safety Officer are permitted on the flight line during the mission.

3.2.2 Night operations are permitted.

3.2.3 Flight operations will be suspended if sustained crosswind component exceeds the demonstrated crosswind component as listed in the aircraft operating handbook and alternate runways or airports are not available.

Flight operations will be suspended if the sustained surface winds exceed 20 knots, have a crosswind component of more than 15 knots, or have gusts in excess of 15 knots.

3.2.4 During training operations, flight operations will be suspended if the ceilings are less than 2500 feet above ground level (AGL) or the visibility is less than 3 miles. Ground operations will be modified and safety surveillance increased if there is lightning in the area or temperatures are above 95°.

3.3 Mission Planning – The Planning Section will conduct the necessary mission planning and prepare an Incident Action Plan in order to accomplish the mission objectives specified by the IC. Sortie assignments will be provided to the Operations Section Chief who will make the tactical assignments to aircrew/ground teams.

3.3.1 Training Missions

3.3.1.1 Denton Base – The ICP will be located at the CMOC where Mission base training will be conducted.

3.3.1.1.1 Ray Roberts Base -- UDF/Ground team training and exercise will be held at the Lake Ray Roberts Incident Base which is located at the Isle Du Bois State Park.

3.3.1.1.2 Air Crew training will be held at the CMOC with practice at and around the Denton area. Air/Ground coordination practice will be conducted at the Ray Roberts Base.

SEE APPENDIX B: Group 6 SAREX Schedule

3.3.2 Sortie Briefing – The Planning Section will enter a detailed briefing into WMIRS for each sortie. A Briefing officer (Air/Ground Operations Branch Director (AOBD/GBD) or Operations Section Chief (OSC)) will brief each Aircrew/Ground team on their specific tasking.

3.3.2.1 Following the briefing, the Mission Pilot and aircrew or Ground Team Leader will plan the assigned sortie and prepare all appropriate documents for their sortie. Aircrews will complete the CAPF e104 in WMIRS including Operational Risk Management Matrix and aircraft weight and balance. Ground Teams will complete the CAPF 109 and the Ground Sortie Operational Risk Management Form.

3.3.2.2 The briefing officer will review the planning of the sortie and the paperwork with the aircrew/ground team and resolve any questions that may have developed regarding the sortie. The briefing officer will electronically sign the CAPFe104 or sign the CAPF 109 as appropriate to release the sortie. A copy of the CAPF 109 and Ground ORM matrix will be left with the briefing officer and the aircrew/ground team will retain the original.

3.3.2.3 Flight and Ground sorties must be released before departure. Make sure you hear the words "You are released" and note the briefing officer who released you.

3.3.2.4 Pre-flight inspections of the aircraft and vehicles will be performed before departing on the sortie.

3.3.2.5 Upon return to the mission base, the aircrew/ground team will complete the debriefing section of the sortie paperwork and report to the Debriefing Officer/Situation Unit Leader for a mission debrief. This debrief shall be completed in a timely fashion after arrival. All members of the aircrew/ground team must be present.

3.4 Flight Operations

3.4.1 Inbound Sorties – All aircraft flying to the mission base must meet all requirements of CAPR 60-1 (e.g. filing a flight plan for distances greater than 50 NM). Flight releases in conjunction with the mission shall be obtained from the CMOC in Denton. This includes pre-positioning, employment, and re-positioning of aircraft and travel to/from the mission base. Each aircraft will complete a CAPF 71 Aircraft Inspection, CAPF e104, ORM Matrix and weight and balance prior to release. If the forms cannot be completed or uploaded to WMIRS, they must be emailed to the IC before departure.

3.4.2 Aircrew Requirements – A Mission Pilot (MP) is required to be on each aircrew. Aircrew trainees that have completed the appropriate SQTR objectives may be used. If the mission pilot is a trainee, a qualified mission pilot must fly as co-pilot/Mission Observer (MO). Aircrews should come prepared to fly in the D/FW geographic area and should familiarize themselves with the DFW Class B airspace, NOTAMS, TFR's, and local hazards. Bring a current Sectional Chart (either paper or electronic versions are acceptable).

3.4.3 Required Supplies and Equipment – All aircraft are expected to have tie-down straps and chocks. All aircraft shall be chocked when parked and tied down when unattended by the aircrew. In addition to the minimum equipment, documentation and inspection items in the Aircraft Information File, each aircraft will have the following items:

- Current aeronautical charts for the search area or EFB equivalent
- Current Airport Facility Directory or EFB equivalent

3.4.4 Conduct of the Sorties – The MP shall fly the sortie as briefed. If deviations are required for safety of flight or aircrew limitations, the mission base shall be informed as soon as practical. Deviations for reasons other than safety of flight are not authorized without approval from the IC, OSC or AOBD.

SEE APPENDIX C: AIR AND GROUND TASKING ORDERS

3.4.5 Aircraft Separation – In nearly all cases the IC, OSC or AOBD will ensure one-quarter grid separation between aircraft search areas and routes to and from the mission base. In limited circumstances dictated by mission requirements of the one-quarter-grid separation may be impractical. In these cases, as authorized by the IC, the aircrews will be required to maintain positive radio contact with one another and maintain at least 1,000 feet vertical separation when inside the same or adjacent quarter-grids. The procedures for entering, searching, and leaving the grids will be defined for both aircraft during the sortie briefing.

3.4.6 Sortie Duration – Each sortie should take no more than 1.5 hours from takeoff to landing.

3.4.7 Emergency Airfields – The MP will research and annotate emergency airfields on the CAPF e104 before departing mission base.

3.4.8 Mission Recall Procedures – Aircraft will be recalled (directed to return to base) in the clear without the use of pro-words (e.g. "CAP 4263 from Mission Base, you are directed to return to base").

3.4.9 Relocation to Home Base Sorties – If aircraft need to return to their home base at the conclusion of the day or the mission, the PIC is responsible for obtaining a flight release from the CMOC. The CAPF e104 will have "RETURN TO HOME BASE" in the mission objectives area. The CMOC, FRO, or IC will be informed upon arrival at home base.

3.4.10 Flight Briefings – Aircrews will obtain FAA weather and route briefings before departing for their sortie. Weather, temporary flight restrictions (TFR) and notices to airmen (NOTAM) affecting the planned route, area and airfields shall be annotated on the CAPF e104 and reported to the briefing officer before departing on the sortie. Note actual weather on the e104, do not just indicate VFR.

3.4.11 Flight Management Procedures – CAPSTAR or equivalent status board (manual or electronic) maintained by the Situation Unit will be displayed in a prominent area at Mission Base. All active air and ground sorties will be displayed until the sortie has been concluded.

3.4.12 Aircraft Overdue/Loss of Contact Procedures – The AOBD will monitor the ETA times for all sorties and will notify the OSC if the aircraft is overdue or has missed an ops normal report. AOBD will attempt to contact the aircraft by any means available. If the aircraft has not landed by the ETA time, the IC will be notified by the OSC. If any aircraft is 15 minutes past due or has missed three status checks, the mission will be suspended, assets will be diverted as directed by the IC and the Wing Commander, State Director, and Wing Safety Officer will be notified.

SEE APPENDIX D: MISSING OR OVERDUE AIRCRAFT PROCEDURES.

3.4.13 Communications – Air sorties should not be required to be flown outside the communications coverage with mission base but in the event, due to distance, terrain and/or altitude restrictions, the MP and mission base staff shall be aware of the potential communications limitations and specific communications procedures for the sortie will be developed, briefed and annotated on the CAPF e104.

SEE APPENDIX E: LOST COMMUNICATIONS PROCEDURES.

3.4.14 Flight Debriefings – The flight debriefing is one of the most important aspects on all missions since it provides an opportunity for the aircrew to explain what they saw on their sortie. When the crew returns to the mission base, the members will complete the CAPF e104 and Fuel Receipt paperwork in a timely manner. They will then report to the Planning Section, Situation Unit Leader to report the results/findings of the sortie. Once debriefing is complete, the debriefing officer will assemble the Fuel Receipt paperwork and send the paperwork to the Finance Section for processing.

3.4.15 Flight Line Operations – Aircraft will park on the US Aviation FBO apron. Fueling operations are available from the FBO and AVCard may be used at the fuel truck or the FBO desk.

3.5. Ground Operations (Ray Roberts Base)

3.5.1 Ground Operations Resource Requirements – Civil Air Patrol vehicles assigned to units are required to be available during the mission and will have qualified drivers assigned to each vehicle. Vehicles will be used to transport Mission Base Staff, Ground Teams, UDF Teams or to place targets during missions.

3.5.2 UDF Mission – UDF will be an integral part of the ES training weekend. They should be used to locate ELT targets that are believed to be on and off airport site.

3.5.2.1 UDF Composition - For training missions, a UDF team shall have a qualified Team Leader and have no less than 2 members. A current UDF SET is required on all training sorties or arrangements made with a current SET for sign off. All ground teams shall have CAP communications capability.

3.5.3 Ground Team Mission – Ground Team Member (GT3, GT2, GT1, GTL) training will be conducted as part of the ES training weekend. Ground Teams will be used for missing person searches, ELT searches, including downed aircraft, Air/Ground coordination, and other tasks as assigned by the IC or DS.

3.5.3.1 Ground Team Composition – Ground Teams will be composed of one or more Ground Team Leaders (GTL) who may be trainee(s), and multiple Ground Team members (GT3, GT2, GT1) who may be trainees. Any Ground team that has trainees should have an appropriate SET assigned to the team or arrangements must be made for a SET to observe the team for sign off purposes.

3.5.4 Mission Briefing/Debriefing – The Briefing/Debriefing Officer will use available checklists. Upon return to the mission base, the ground team will pick up the sortie packet from the Ground Branch Director and complete the CAPF 109 and then proceed to the debriefing officer to report the results/findings of the sortie.

3.5.5 Ground Team Management Procedures – The Communications Unit will maintain CAPSTAR entries, which indicate the current status (updated each 30 minutes) of each ground team. Communications will contact each deployed UDF/Ground team for 30-minute ops normal checks. In addition, The Situation Unit will maintain a graphic type display that shows the physical location of the team with respect to Grids and major roads.

3.5.6 Ground Operations Safety Considerations – All vehicles shall have first aid kits and fire extinguishers on board. No vehicle shall be driven at a speed greater than 65 mph while on a sortie. All passengers and the driver shall wear seatbelts and shoulder harnesses at all times while the vehicle is in motion.

3.5.7 Equipage – Ground team members will carry the personal equipment listed in the Ground Team Reference Manual including ANSI compliant safety vests. Each Ground Team shall not depart without the equipment required for the task assigned to it.

3.6. Uniforms

All personnel must meet the uniform requirements in CAPR 35-1 in order to participate in mission activities.

4. LOGISTICS AND ADMINISTRATION

4.1 Logistics

4.1.1 Aircraft Support

Airport information: www.cityofdenton.com go to Departments and then Airport. Also FAA Digital AF/D http://aeronav.faa.gov/index.asp?xml=aeronav/applications/d_afd

CHECK NOTAMS FOR LATEST CHANGES

ATCT now open 0600 - 2200 CDT
Radar feed now available in ATCT

Hosting Units: TX-413 Nighthawk Composite Squadron

FUEL: US Aviation, (940) 383-4200, (866) 383-4200, Radio 130.575
Business Air (940) 898-1200, (940)-391-8338, Radio 131.22

4.1.2 Billeting – Overnight accommodation will not be available at the CMOC. Ray Roberts Base has camping facilities available.

Local Hotels:

Howard Johnson Express Inn Denton
3116 Bandera Street, Denton, TX
888 637 4861
2.4 miles from airport

Best Western Plus Denton Inn & Suites
2910 West University Drive, Denton, TX
940 591 7726
2.5 miles from airport

Fairfield Inn
2900 West University Drive, Denton, TX
940 384 1700
2.5 miles from airport

Comfort Inn
405 Mesa Drive, Denton, TX
940 320 4959
2.4 miles from airport

Holiday Inn Express & Suites
4485 Interstate 35, Denton, TX
877 863 4780
2.7 miles from airport

Value Place
4505 Interstate 35, Denton, TX
940 387 3400
2.3 miles from airport

Days Inn Denton
4211 Interstate 35, Denton, TX
940 383 1471
2.5 miles from airport

4.1.3 Messing – There are no arrangements for messing for this exercise. Meals are on your own.

4.1.4 Medical Emergencies and Other Threats

Denton Police, Fire and EMS: 911

Presbyterian Hospital (Denton Community Hospital):

207 N. Bonnie Brae Street, Denton, TX 940-898-7000

DIRECTIONS FROM THE WOOLFOLK HANGAR: Right on Airport Road to S. Bonnie Brae Street
3.1 SM from Woolfolk hangar

Denton Regional Medical Center

3535 S I35, Denton, TX 940 384 3535

DIRECTIONS FROM THE WOOLFOLK HANGAR: Right on Airport Road to south I-35E, I-35E south to Exit 462/Mayhill Road, left on Mayhill Road, immediate left on I-35E service road to hospital 7.7 SM from Woolfolk Hangar

When should you call 911 instead of driving to the hospital?

- a. Is the victim's condition life threatening?
- b. Could the victim's condition worsen and become life-threatening on the way to the hospital?
- c. Could moving the victim require the skills or equipment of paramedics or EMTs?
- d. Would traffic conditions cause a delay in getting the victim to the hospital?

SEE APPENDIX A: THREATS AND HAZARDS

4.1.5. Logistics Teams. Personnel used for placing targets or other training aids must possess a CAPF 101 card with General Emergency Services as a minimum qualification.

4.1.6. Facilities. The mission base will provide a work area for base operations. All areas will be suitably marked with signs.

4.1.7. Flight Planning. The mission base will provide an area for crews to plan sorties. Tables large enough for laying out a sectional and computers will be provided.

4.1.8. Aircraft Parking. Aircraft parking will be at the US Aviation FBO apron. The Woolfolk Hangar is located one block east of US Aviation on Spartan Drive or can be accessed via Taxiway J.

Participant parking at the CMOC is in the parking lot west of the Woolfolk Hangar. Parking on the pad attached to the north side of the Woolfolk Hanger is reserved for CAP vans.

SEE APPENDIX F: DENTON MUNICIPAL AIRPORT LAYOUT

4.1.9. Telephone Access.

940-566-1752 (Hangar primary number)

4.1.10. Transportation. One CAP van will be available on site.

4.2. **Administration.** All personnel will report to the Administrative area to sign-in. Aircrews and Base Staff will report to the CMOC. Ground Teams and Staff assigned will report to Ray Roberts Base. Participant's credentials will be validated using CAPSTAR, CAP eServices and/or printed reports. An individual will be required to provide proof of their qualification to participate when the Resources Unit cannot validate them with CAPSTAR or eServices.

4.2.1. Check-In Procedures. The Resources Unit Leader (RUL) will supervise the check-in process of personnel and vehicles in CAPSTAR. The RUL will ensure personnel checking in for the mission meet eligibility and uniform requirements. The RUL will visually verify each member's CAPID and CAPF101 for currency and qualifications and verify that CAPF160s and CAPF161s are available.

Qualification for Participation: Participants must hold current GES qualifications or trainee status as reflected in eServices. Participants must address qualification issues with their unit ES officers PRIOR to the mission. Participants will be checked to insure they have complied with Ground Handling Video, Equal Opportunity, ORM training, and Safety currency requirements. Cadets must have posted their Curry to participate.

4.2.2. Mission Documentation.

- 1) Uploaded to WMIRS before the exercise start:
 - a. CAPF71 for each aircraft participating in the exercise
 - b. CAPF73 for each vehicle participating in the exercise
- 2) Due in WMIRS before ANY Air Sortie will be released:
 - a. PSC adds a sortie in WMIRS based on received Sortie Tracking Sheet with objectives and deliverables assigned
 - b. OSC/AOBD assigns crews
 - c. Crew completes e104 to the extent possible (ALL of briefing section!!)
 - d. ORM Matrix completed in e104
 - e. Weight & Balance uploaded into sortie files area
- 3) Due in WMIRS before any Ground Sortie is released:
 - a. PSC adds a sortie in WMIRS based on received Sortie Tracking Sheet with objectives and deliverables assigned
 - b. OSC/GBD assigns teams
 - c. Team Leader completes CAPF109, TxWgForm4 (Ground ORM)
- 4) On completion of Air Sortie:
 - a. Crew completes debriefing section of 104
 - b. Crew completes TxWgForm 60-1-0(F), attaches receipt, scans/uploads into WMIRS
- 5) On completion of Ground Sortie:
 - a. Team Leader completes TxWgForm 60-1-0(F), attaches receipts, scans it WITH the CAPF109 and TxWgForm4 – and uploads all three into WMIRS sortie Fuel Receipt tab.

5. COMMAND AND COMMUNICATIONS

5.1. **Command.** The assigned Group VI IC will retain overall command of CAP personnel during all missions.

5.2. **Communications.** Communications during all missions will be in compliance with CAPR 100-1 and current communications policy issued by NHQ and Texas Wing.

5.2.1. Channel Assignments:

5.2.1.1. CAP Channels: Primary – R68 (TDFM 007, EFJ 1-10), Air/Ground – AIR2 (TDFM 004, EFJ 1-4), Alternate – CC2 (TDFM 002, EFJ 1-2)

5.2.1.2. Air-Air VHF 122.9 or 123.1

Note: US Aviation Flight Academy uses the area east and northeast of Lake Ray Roberts as student training area and monitor 123.45.

5.2.2. Procedures. Aircrews and ground teams must ensure regular contact with Base. In addition to the mandatory reports listed below, all aircrew and ground teams must include position reports each time contact with mission base is made.

5.2.3. Mandatory Aircrew Radio Reports:

5.2.3.1. Before taxi

5.2.3.2. Take-off (departure)

5.2.3.3. Entering Search Area

5.2.3.4. Detection of electronic signal or visual sighting with lat/long

5.2.3.5. Exiting Search Area

5.2.3.6. Landing at (say name of landing airport) (arrival)

5.2.3.7. Unless otherwise briefed (see 3.4.13.), Denton Base will contact each sortie for 30 Minute Ops Normal with position report if no other communication with the ICP has been conducted in the past 29 minutes.

5.2.4. Mandatory Ground Team Radio Reports:

5.2.4.1. Departing Mission Base

5.2.4.2. Arriving Mission Base

5.2.4.3. Detected electronic signal or visual sighting

5.2.4.4. Coordinating with aircraft

5.2.4.5. Ray Roberts Base will contact each sortie for 30-minute Ops Normal if no other communication with the ICP has been conducted within the last 29 minutes.

5.2.4.6. Position reports are to be provided with each communication with Base. Vehicle location will be given by lat/long or road name and town; dismounted ground team location by GPS lat/long coordinates.

5.2.5. ELT bearings will be given in GPS lat/long coordinates with magnetic bearing to the ELT fix.

5.2.6. Ground teams are to use all possible means of maintaining contact with Base, including cell phones voice and text messaging, pay phones and airborne radio relays if primary radio contact on Simplex or repeaters is lost.

5.2.7. If contact cannot be reestablished by alternate means, ground teams will return to the location of last positive contact radio with Base.

Checklist

Participant:

- CAPF 101
- CAP membership card
- CAPF161 – Emergency Contact information
- CAP Driver's License – if applicable
- SQTRs – if training
- Pilot Certificate – if applicable
- Medical Certificate – if applicable
- Mission-appropriate gear
- Uniform
- Cash for food service

Aircraft:

- Inbound sortie – release required (ORM and W&B must be uploaded to the e104 before flight release)
- CAPF 71 uploaded to the e104
- Aircraft-specific weight and balance forms
- CAPF 108 only if the New Fuel Accountability Form is not used
- Fuel Tracking form - New one preferred

Vehicle:

- Inbound sortie – release required
- CAPF 73 prior to inbound sortie and daily
- CAPF 108 only if the New Fuel Accountability Form is not used
- CAPF 109 and ORM
- Fuel tracking form – New one preferred

APPENDIX A

Threats and Hazards

Severe Weather and Tornado

There is NO designated shelter site on the Denton Municipal Airport. In the event of severe weather or tornado

- Move to the strongest interior part of the facility away from windows and exterior doors.
- If you are outside take cover in a ditch or other recessed area but be aware that a drainage ditch may fill with water.

Fire

- If you discover a fire, CALL 911 and sound the alarm to others.
- Close doors as you leave to isolate the fire.
- Incident Commander/Division Supervisor will insure the evacuation of those needing assistance.
- Exit the building at the nearest exit away from the fire and go to a rally point.
- Know the location of the nearest fire extinguisher and how to operate it. Do not delay in attempting to extinguish an uncontrollable fire.
- Remain at your rally point until the Mission Safety Officer provides additional information.

Evacuation

For any reason it is necessary to evacuate the facility go to the designated rally points.

- Make sure you account for all members of your aircrew, ground team, or subordinate staff.
- The Mission Safety Officer will conduct a roll call at each rally point to ensure all personnel are accounted for.

Hazardous Materials & Spills

In the event of a major spill

- Stay upwind of the material if possible.
- If needed, seek medical attention as soon as possible.
- If the event is indoors get out of the building without passing through the contaminated area.
- If exposed, remove outer layers of clothing, separate yourself from them.
- In some circumstances it may be necessary to be decontaminated. Specially trained emergency personnel will perform decontamination procedures which may include the removal of personal items and cleansing of exposed areas of the body. They will provide you with medical attention if necessary.

Suspicious Powder in a Package or Envelope

If you observe a suspicious powder in a package or envelope:

- PUT IT DOWN on a stable surface if you picked it up.
- Cover it with a trash can or plastic bag. Alert others to the presence of the package and evacuate the area.
- Wash your hands and face with soap and water.
- Call 911 and notify responders if you think you have been exposed.

Bomb Threat or Suspected Device

Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. The caller wants to create an atmosphere of anxiety and panic which will, in turn, result in a disruption of the normal activities at the facility where the device is purportedly placed. Follow the **Telephone Threat Checklist** below to obtain as much information as possible. Essentially, there are three alternatives when faced with a bomb threat:

1. Ignore the threat.
2. Evacuate immediately.
3. Search and evacuate if warranted.

Initiating a search after a threat is received and evacuating a building after a suspicious package or device is found is the most desired approach. It is certainly not as disruptive as an immediate evacuation and will satisfy the requirement to do something when a threat is received. If a device is found, the evacuation can be accomplished expeditiously while at the same time avoiding the potential danger areas of the bomb. If you find a suspicious item do not touch it! Leave the area and notify the Command Staff.









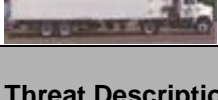






If a suspected device is found do not touch it, leave it in place and evacuate the facility. Go to a designated rally point. The Mission Safety Officer may move the rally points based on the type of device. Refer to the **IED Safe Standoff Distance Chart** below.

TELEPHONE THREAT CHECKLIST

Your Name:	Date and Time of Call :		
Telephone Number Call Received At:	Caller ID of the Incoming Call:		
Questions To Ask The Caller			
When will the event occur?	Where will the event occur?		
What will happen?	Who are you?		
Why are you doing this?	What is your address?		
If a Bomb Threat, Ask:			
Where is it?			
When will it go off?			
What kind of bomb is it?			
What does it look like?			
Questions to Ask Yourself After the Call			
The Caller			
<input type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Adult Age	<input type="radio"/> Juvenile Age
Ethnic Background			
<input type="radio"/> White	<input type="radio"/> Latino	<input type="radio"/> African American	<input type="radio"/> Asian
<input type="radio"/> Native American	<input type="radio"/> Other	<input type="radio"/>	<input type="radio"/>
Caller's Voice			
<input type="radio"/> Calm	<input type="radio"/> Angry	<input type="radio"/> Excited	<input type="radio"/> Slow
<input type="radio"/> Nasal	<input type="radio"/> Rapid	<input type="radio"/> Raspy	<input type="radio"/> Soft
<input type="radio"/> Accent	<input type="radio"/> Distinct	<input type="radio"/> Loud	<input type="radio"/> Stutter
<input type="radio"/> Slurred	<input type="radio"/> Deep	<input type="radio"/> Lisp	<input type="radio"/> Crying
<input type="radio"/> Ragged	<input type="radio"/> Laughing	<input type="radio"/> Whispering	<input type="radio"/> Normal
<input type="radio"/> Foreign	<input type="radio"/> Clearing throat	<input type="radio"/> Cracking voice	<input type="radio"/> Heavy breathing
Threat Language			
<input type="radio"/> Well spoken	<input type="radio"/> Foul	<input type="radio"/> Irrational	<input type="radio"/> Incoherent

<input type="radio"/> Taped	<input type="radio"/> Message read by caller		
Background Noises You Heard			
<input type="radio"/> Street noise	<input type="radio"/> Factory	<input type="radio"/> Animals	<input type="radio"/> Voices
<input type="radio"/> Restaurant	<input type="radio"/> Motors	<input type="radio"/> House noises	<input type="radio"/> Static
<input type="radio"/> Office noises	<input type="radio"/> PA systems	<input type="radio"/> Airport/Aircraft	<input type="radio"/> Train
<input type="radio"/> Music	<input type="radio"/> Other		
If the voice was familiar, who did it sound like?			
What was the exact wording of the threat?			

Improvised Explosive Device (IED) Safe Standoff Distance

		Threat Description	Explosives Mass ¹ (TNT equivalent)	Building Evacuation Distance ²	Outdoor Evacuation Distance ³
High Explosives (TNT Equivalent)		Pipe Bomb	5 lbs 2.3 kg	70 ft 21 m	850 ft 259 m
		Suicide Belt	10 lbs 4.5 kg	90 ft 27 m	1,080 ft 330 m
		Suicide Vest	20 lbs 9 kg	110 ft 34 m	1,360 ft 415 m
		Briefcase/Suitcase Bomb	50 lbs 23 kg	150 ft 46 m	1,850 ft 564 m
		Compact Sedan	500 lbs 227 kg	320 ft 98 m	1,500 ft 457 m
		Sedan	1,000 lbs 454 kg	400 ft 122 m	1,750 ft 534 m
		Passenger/Cargo Van	4,000 lbs 1,814 kg	640 ft 195 m	2,750 ft 838 m
		Small Moving Van/ Delivery Truck	10,000 lbs 4,536 kg	860 ft 263 m	3,750 ft 1,143 m
		Moving Van/Water Truck	30,000 lbs 13,608 kg	1,240 ft 375 m	6,500 ft 1,982 m
		Semitrailer	60,000 lbs 27,216 kg	1,570 ft 475 m	7,000 ft 2,134 m
		Threat Description	LPG Mass/Volume ¹	Fireball Diameter ⁴	Safe Distance ⁵
Liquefied Petroleum Gas (LPG - Butane or Propane)		Small LPG Tank	20 lbs/5 gal 9 kg/19 l	40 ft 12 m	160 ft 48 m
		Large LPG Tank	100 lbs/25 gal 45 kg/95 l	69 ft 21 m	276 ft 84 m
		Commercial/Residential LPG Tank	2,000 lbs/500 gal 907 kg/1,893 l	184 ft 56 m	736 ft 224 m
		Small LPG Truck	8,000 lbs/2,000 gal 3,630 kg/7,570 l	292 ft 89 m	1,168 ft 356 m
		Semitanker LPG	40,000 lbs/10,000 gal 18,144 kg/37,850 l	499 ft 152 m	1,996 ft 608 m

¹ Based on the maximum amount of material that could reasonably fit into a container or vehicle. Variations possible.

² Governed by the ability of an unreinforced building to withstand severe damage or collapse.

³ Governed by the greater of fragment throw distance or glass breakage/falling glass hazard distance. These distances can be reduced for personnel wearing ballistic protection. Note that the pipe bomb, suicide belt/vest, and briefcase/suitcase bomb are assumed to have a fragmentation characteristic that requires greater standoff distances than an equal amount of explosives in a vehicle.

⁴ Assuming efficient mixing of the flammable gas with ambient air.

⁵ Determined by U.S. firefighting practices wherein safe distances are approximately 4 times the flame height. Note that an LPG tank filled with high explosives would require a significantly greater standoff distance than if it were filled with LPG.

**APPENDIX B
Group VI ICP Training Schedule**

FRIDAY 13 NOV 2015	
1800-2200	CHECK IN/SET UP
SATURDAY 14 NOV 2015	
0700-0800	CHECK IN
0800-0815	BRIEFING
0800-1700	EXERCISE/Air Sorties
1200-1300	LUNCH
SUNDAY 15 NOV 2015	
0700-0800	CHECK IN
0800-0815	BRIEFING
0800-1700	EXERCISE/Air Sorties
1200-1300	LUNCH

Group VI Ray Roberts Base Training Schedule

FRIDAY 13 NOV 2015	
1800-2000	CHECK IN/SET UP
SATURDAY 14 NOV 2015	
0700-0800	CHECK IN
0800-0815	BRIEFING
0830-1200	Ground Team/UDF training
1200-1300	LUNCH
1300-1900	Ground Team/UDF training
1900-2200	Site surveillance/Special Activity
SUNDAY 15 NOV 2015	
0700-0800	CHECK IN
0800-0815	BRIEFING
0830-1200	Ground Team/UDF training
1200-1300	LUNCH
1300-1900	Ground Team/UDF training

**APPENDIX C
GROUP VI ES TRAINING WEEKEND 13-15 Nov 2015
AIR AND GROUND TASKING ORDERS**



AIR TASKING ORDER



MISSION NUMBER

MISSION BASE

Denton

DATE

**SATURDAY
14Nov2015**

Sortie Number	Aircraft Type and Number	Crewmembers	Home Base	Assigned Area	Assigned Mission	Range in Hours	ETD/ATD	ETA/ATA	Time Flown (Hobbs)	Remarks
	99938	MP MO MS	CWC	DTO	Grid Search		0700	0800		
	99938	MP MO MS	DTO	CWC	Route Search		1700	1800		
	224JA	MP MO MS	GDJ	DTO	ELT Search		0700	0800		
	224JA	MP MO MS	DTO	CWC	Route Search		1700	1800		
	4736N	MP MO MS	FTW	DTO	Route Search		0700	0800		
	4736N	MP MO MS	DTO	FTW	Route Search		1700	1800		



AIR TASKING ORDER



MISSION NUMBER

MISSION BASE

Denton

DATE

**SATURDAY
14Nov2015**

Sortie Number	Aircraft Type and Number	Crewmembers	Home Base	Assigned Area	Assigned Mission	Range in Hours	ETD/ATD	ETA/ATA	Time Flown (Hobbs)	Remarks
	N4736N	MP MO AP					0900	1030		
	N4736N	MP MO AP					1100	1230		
	N4736N	MP MO AP					1300	1430		
	N4736N	MP MO AP					1500	1630		
	N637CP	MP MO MS					0900	1030		
	N637CP	MP MO MS					1100	1230		
	N637CP	MP MO MS					1300	1430		
	N637CP	MP MO MS					1500	1630		



AIR TASKING ORDER



MISSION NUMBER

MISSION BASE

Denton

DATE

**SATURDAY
14Nov2015**

Sortie Number	Aircraft Type and Number	Crewmembers	Home Base	Assigned Area	Assigned Mission	Range in Hours	ETD/ATD	ETA/ATA	Time Flown (Hobbs)	Remarks
	224JA	MP MO MS					0900	1030		
	224JA	MP MO MS					1100	1230		
	224JA	MP MO MS					1300	1430		
	224JA	MP MO MS					1500	1630		
	99938	MP MO MS					0900	1030		
	99938	MP MO MS					1100	1230		
	99938	MP MO MS					1300	1430		
	99938	MP MO MS					1500	1630		



AIR TASKING ORDER



MISSION NUMBER

MISSION BASE

Denton

DATE

**SUNDAY
15Nov2015**

Sortie Number	Aircraft Type and Number	Crewmembers	Home Base	Assigned Area	Assigned Mission	Range in Hours	ETD/ATD	ETA/ATA	Time Flown (Hobbs)	Remarks
	N4736N	MP MO MS					0900	1030		
	N4736N	MP MO MS					1100	1230		
	N4736N	MP MO MS					1300	1430		
	N637CP	MP MO MS					0900	1030		
	N637CP	MP MO MS					1100	1230		
	N637CP	MP MO MS					1300	1430		
	N637CP	MP MO MS					1500	1630		



AIR TASKING ORDER



MISSION NUMBER

MISSION BASE

Denton

DATE

**SUNDAY
15Nov2015**

Sortie Number	Aircraft Type and Number	Crewmembers	Home Base	Assigned Area	Assigned Mission	Range in Hours	ETD/ ATD	ETA/ ATA	Time Flown (Hobbs)	Remarks
	224JA	MP MO MS					0900	1030		
	224JA	MP MO MS					1100	1230		
	224JA	MP MO MS					1300	1430		
	224JA	MP MO MS					1500	1630		
	99938	MP MO MS					0900	1030		
	99938	MP MO MS					1100	1230		
	99938	MP MO MS					1300	1430		
	99938	MP MO MS					1500	1630		



GROUND TASKING ORDER



MISSION NUMBER

MISSION BASE

Ray Roberts

DATE

**SATURDAY
14Nov2015**

Sortie Number	Ground Team	Team Members	Base	Assigned Area	Assigned Mission		ETD/ATD	ETA/ATA		Remarks
	UDF1	UDF TL UDF UDF SET	Ray Roberts		Locate and silence an ELT		1300	1400		
	UDF 2	UDF TL UDF UDF SET	Ray Roberts		Locate and silence an ELT		1430	1530		
	UDF3	UDF TL UDF UDF SET	Ray Roberts		Locate and silence an ELT		1600	1700		



GROUND TASKING ORDER



MISSION NUMBER

MISSION BASE

Ray Roberts

DATE

SATURDAY

14Nov2015

Sortie Number	Ground Team	Team Members	Base	Assigned Area	Assigned Mission		ETD/ATD	ETA/ATA		Remarks
	GT1	GTL SET	Ray Roberts		Hasty Search		0900	1000		
	GT2	GTL SET	Ray Roberts		Locate and silence an ELT		1100	1300		
	GT3	GTL SET	Ray Roberts		Locate missing A/C		1400	1730		Green/White C177 N34293
	GT4	GTL SET	Ray Roberts		Locate missing A/C		1730	1900		Green/White Sea Hawker N230AC
	GT5	GTL SET	Ray Roberts		Site Surveillance		1900	2100		



GROUND TASKING ORDER



MISSION NUMBER

MISSION BASE

Ray Roberts

DATE

**SUNDAY
15Nov2015**

Sortie Number	Ground Team	Team Members	Base	Assigned Area	Assigned Mission		ETD/ATD	ETA/ATA		Remarks
	UDF4	UDF TL UDF UDF SET	Ray Roberts		Locate and silence an ELT		1300	1400		
	UDF 5	UDF TL UDF UDF UDF SET	Ray Roberts		Locate and silence an ELT		1430	1530		
	UDF6	UDF TL UDF UDF UDF SET	Ray Roberts		Locate and silence an ELT		1600	1700		



GROUND TASKING ORDER



MISSION NUMBER

MISSION BASE

Ray Roberts

DATE

**SUNDAY
15Nov2015**

Sortie Number	Ground Team	Team Members	Base	Assigned Area	Assigned Mission		ETD/ATD	ETA/ATA		Remarks
	GT6	GTL SET	Ray Roberts		Air/Ground coordination		0900	1000		
	GT7	GTL SET	Ray Roberts		Air/Ground coordination		1100	1300		
	GT8	GTL SET	Ray Roberts		Locate missing A/C		1400	1730		
	GT9	GTL SET	Ray Roberts		Locate missing A/C		1730	1900		

APPENDIX D

OVERDUE AIRCRAFT

An aircraft is considered "overdue" when it fails to arrive within 30 minutes past the estimated time of arrival and cannot be contacted or located.

TIME	ACTION	CONTACT & PHONE	TIME LOG
Immediately at time aircraft is due	Attempt to contact aircraft by radio or text message using primary channel, alternate channel, aircraft of ground team relay, or ATC. Contact destination airport or air traffic control tower.		
15 minutes past due	Notify Incident Commander, Operations Section Chief, and AOBD. Confirm fuel on board. Contact alternate airports, conduct ramp check of US Aviation. Begin checking with local law enforcement.		
30 minutes past due	Notify Wing Commander, contact Lockheed Martin Flight Service and request an Alert Notice (ALNOT). Develop SAR plan.	FSS 800 992 7433 - Select 1 to speak to a briefer. Give the briefer the info and your contact info. The briefer will notify the FSS supervisor who will notify the FAA. Expect a return call for more info.	

MISSING AIRCRAFT

An aircraft is considered missing when it has been reported to the FAA as being overdue and the FAA has completed an administrative search for the aircraft without success. The aircraft is officially missing with the fuel duration, as reported on the e104, has been exceeded and the aircraft location is unknown.

TIME	ACTION	CONTACT & PHONE	TIME LOG
Anytime the fuel duration is exceeded or if an aircraft is missing and an accident is suspected	Execute the SAR plan. Notify Wing chain-of-command. Maintain contact with Flight Services, FAA Regional Operations Center, AFRCC. Keep incident staff informed, assign and prep a PIO.	FSS 800 992 7433 AFRCC 850-283-5955 (SAR Controllers) 800-851-3051 (Official Use Only) FAA Southwest Region 817 222 5006	

OVERDUE GROUND TEAM

A Ground Team is considered "overdue" when it fails to arrive within 30 minutes past the estimated time of arrival and cannot be contacted or located.

TIME	ACTION	CONTACT & PHONE	TIME LOG
Immediately at time Ground Team is due	Attempt to contact Ground Team by radio, cell phone, or text message using primary channel, alternate channel, aircraft of ground team relay. Verify ETA is correct. Verify last communications with Ground Team		
15 minutes past due	Notify Incident Commander, Operations Section Chief, and GBD. Conduct a check of Mission Base area.		
30 minutes past due	Notify Wing Commander. Develop SAR plan, divert aircraft to search, contact local law enforcement in the last known position.		

APPENDIX E
LOST COMMUNICATION PROCEDURE CHECKLIST

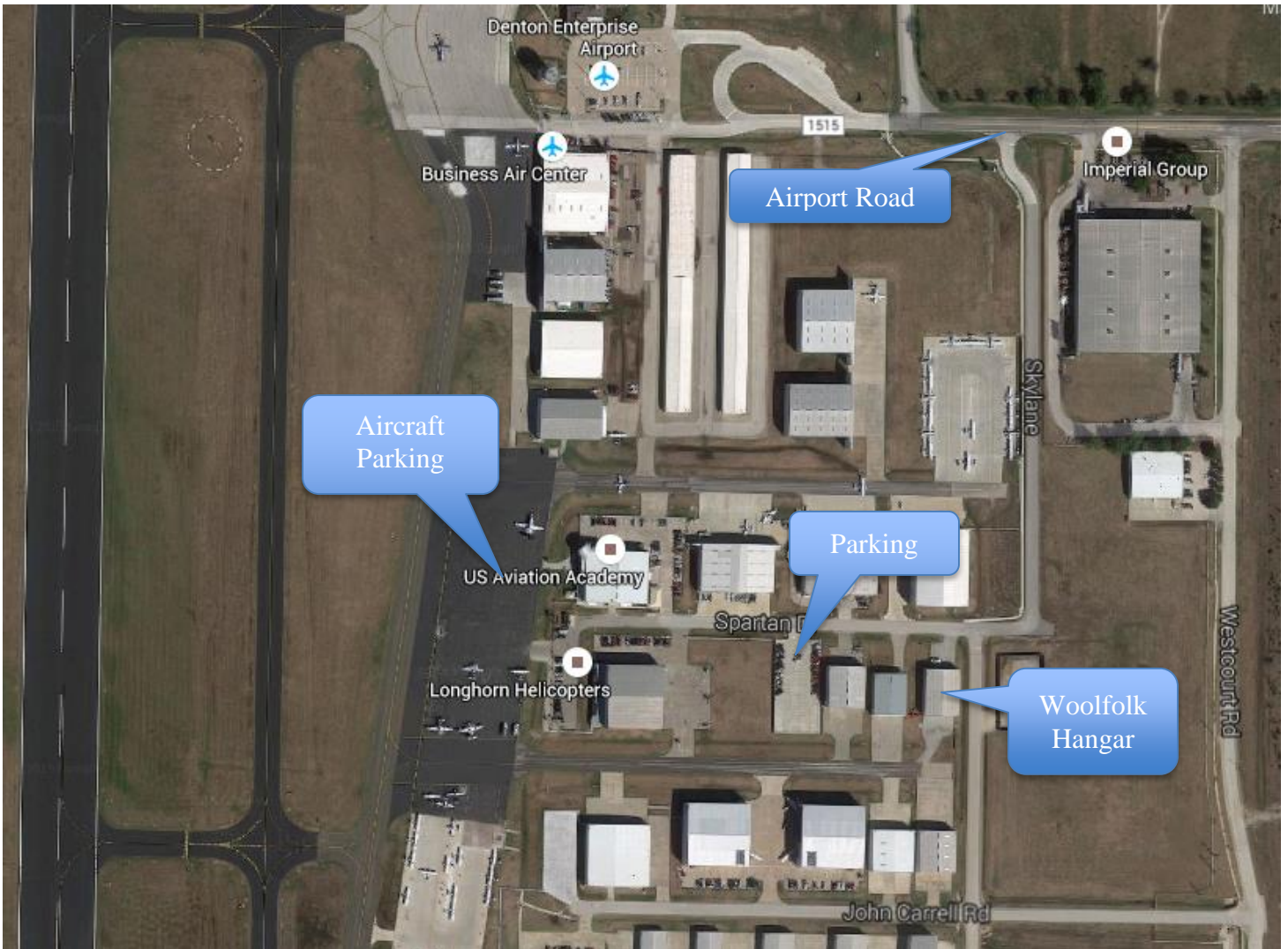
COMMUNICATIONS UNIT

TIME	ACTION	CONTACT & PHONE	TIME LOG
Initiate upon lost contact with CAP mission base or missing a mandatory check-in	Attempt to contact aircraft or Ground Team by radio or text message using primary channel, alternate channel, aircraft of ground team relay.	Primary channel, primary repeater channel, Guard channel, 123.10 for aircraft 121.50 for aircraft	
15 minutes past due	Notify Incident Commander, Operations Section Chief, and AOBD. Confirm fuel on board. Follow overdue aircraft or Ground Team procedures.		

AIRCRAFT OR GROUND TEAM

TIME	ACTION	CONTACT & PHONE	TIME LOG
Initiate upon lost contact with CAP mission base or missing a mandatory check-in	Attempt to contact Mission Base by radio or text message using primary channel, alternate channel, aircraft of ground team relay. Climb to highest practical altitude and attempt contact again. Contact FSS and request a relay to Mission Base via telephone. Contact ATC and request a relay to Mission Base via telephone.	Primary channel, primary repeater channel, Guard channel, 123.10 for aircraft 121.50 for aircraft	
15 minutes past due	Land at the nearest airport and call the Mission Base by telephone.		

APPENDIX F Denton Municipal Airport Layout



From I-35 take the Bonnie Brae/Airport Road exit and follow the signs toward the airport. Turn left onto Skylane. The Woolfolk Hangar is at the corner of Skylane and Spartan Dr. There is limited parking at the Woolfolk Hangar and the preferred parking area is three lots to the west (see diagram above).

DO NOT PARK AT THE BLUE HANGAR NEXT TO THE WOOLFOLK HANGAR!

APPENDIX F Ray Roberts Base Layout



From Denton, take I-35 North to Sanger, TX, Exit 478. At the stop light, turn right onto FM455E/Chapman Rd. Stay on FM455/Chapman Rd until after crossing the dam. Ray Roberts/Isle Du Bois State Park will be the second left, about 1 mile past the dam.

Once inside the park, remain on the main road until coming to the Deer Ridge Camping Area which will be the second left after the camper dump site. Signs will be posted for guidance.

APPENDIX G COMMUNICATIONS PLAN

1. The primary Net Control Station (NCS) will be at the Incident Command Post. Call sign will be "DENTON COMMAND".
2. Ground teams may use their sortie number as a call sign. Aircraft will use their assigned "CAP" call sign. ICS style functional designators may be used IAW CAPR100-3.
3. **CAPSTAR will be used to enter all traffic, with an emphasis on radio checks. Radio checks are as follows:**
 - A. **Radio check before taxi (or departure in vehicle)**
 - B. **"Take Off Time" or vehicle "Departure time".**
 - C. **"In Grid" or time arriving at assignment.**
 - D. **"Out of Grid" or time departing assignment**
 - E. **"Landed Time" or vehicle "Arrival time". (Do not use the term "down" in relation to aircraft traffic.)**

When aircraft give their landing time, they will also give landing location:

Example: "This is CAP 4230, Landed 1100 Zulu, Denton, over."
 - F. **OPS NORMAL, will be initiated by Communications section every 30 minutes after any other contact, unless specifically approved by OSC or IC.**
4. The Communications Unit will maintain contact with aircraft and ground teams that originate from their Area, and with any other CAP assets that contact them for relay. "OPS NORMAL" calls will be made by Communications Unit 30 minutes after the latest contact. The Communications Unit shall make these calls to the aircraft or vans, unless directed otherwise by the IC or Planning Section Chief. If an aircraft is more than 10 minutes overdue on an OPS NORMAL, the CUL will report this to the Operations Section Chief or Incident Commander. Efforts to contact the overdue aircraft should be initiated using all communications options available.