

# Rocky Mountain Region Incident Action Pre-Plan Guide V5.00

This guide is an outline to be used by all Wings in the Region for the submission of IAPP's for approval for funding. The verbiage used by the wings need not be exactly as presented in this guide, however, all REQUIRED [R] sections must be identifiable and addressed in the wing document.

Use of this guide for submission of IAPP's is required as of 1 January 2008. Submission of the mission request will be in WMIRS and upload the IAPP.

*The use of ICS forms and ICS mission concepts are approved and highly recommended for developing IAP and IAPP for all RMR/CAP training exercises and major CAP activities, such as Wing Encampments or Solo or Glider activities. All information required by this IAPP outline will be evaluated and incorporated into the IAPP/IAP by using the ICS appropriate forms or an attachment to the IAP. ICS forms 201-206, 211, 215, 215a, 221 or equivalents will be the minimum forms required along with CAP forms 104, 109, 107, 115, and 122 as appropriate for the activity.*

For more information, <http://www.fema.gov/emergency/nims/JobAids.shtml>

**After a training mission has been requested and approved any changes to the IAPP; requests for more funding or change in dates will be approved by the WING CC, the RMR CC and RMR LR.**

The additional sections of the IAPP should be completed prior to the exercise in order to give the general membership sufficient information to enable effective training. Training exercises NOT requiring use of USAF funding need NOT be submitted, but use of an IAPP should be considered for operational reasons.

Publication of this document will only be to authorized personnel for **OFFICIAL USE ONLY**. Any posting on the web must be in a password protected area. **The following statement will be on all IAPP's** and any other documentation concerning Operations or Operational readiness per OPSEC.

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# **INCIDENT ACTION PRE-PLAN OUTLINE**

## **1 GENERAL INFORMATION**

**1.1 Type of Exercise [R]** – This section describes the exercise in basic terms.

**1.2 Project Officer [R]** – Name and contact information. (phones, e-mail address, fax #)

**1.3 Host Unit** – Name of squadron, wing, etc that will be the host along with contact information. This is used for the contact point for local logistical and administrative arrangements.

**1.4 Specific Goals and Objectives for this training [R]** – no general statements - State detailed goals. The CI does not accept general statements. This section contains WHAT is going to be accomplished.

**1.5 Incident Base Location [R]** – Location from which the exercise will be managed. Exact physical location and methods to contact mission personnel at this base must be specified. Telephone numbers, fax numbers and e-mail address for base.

**1.6 Physical Location** – Might be nice for other people to have a taxi diagram included. Can get a taxi diagram from the following site:  
[http://naco.faa.gov/index.asp?xml=naco/online/d\\_tpp](http://naco.faa.gov/index.asp?xml=naco/online/d_tpp)

### **1.6.1 Contact Information [R]**

**1.7 Additional Locations** – Any other locations from which exercise activities will occur. Specify the person who will remain on duty at each location listed along with telephone, fax or e-mail contact information.

#### **1.7.1 Physical Location**

#### **1.7.2 On Duty Base Personnel**

#### **1.7.3 Contact Information**

**1.8 Primary Dates & Times [R]** – Specify exact dates and times of operation

**1.9 Alternatives Dates & Changes** – Specify alternate dates in the event of inclement weather or other circumstances.

**1.10 USAF Funding Requirement [R]** – Information from the Form 10 will be restated in this section including number of aircraft, estimated hours and dollars, vehicle gas & oil dollar amount, and communication expenses, etc.

## **2 MISSION INFORMATION**

### **2.1 Mission Symbols**

### **2.2 USAF Mission Number [*Supplied by National*]**

**2.3 Training and Mission Objectives [R]** – Set goals for the training and describe briefly HOW goals will be met. This section explains HOW the goals in section 1.4) will be accomplished.

**2.4 Mission Staff [R]** – Name of IC and staging area managers along with contact numbers

**2.5 Initial Reporting Times and Locations [R]** –. Specify the location and times to which resources should report.

**2.6 Operations – Specify the functions the Operations Section will be performing.**

- Specify how flights will be released and when. Specify how ground sorties will be released and when.
- Management of tactical operations (dispatch of aircrews and ground teams, re-direction of aircrews or ground teams, recall of aircrews or ground teams, answer questions from air crews or ground teams).
- Maintain cognizance of progress toward objectives
- Be responsive to changing requirements, conditions, and capabilities directing changes to tasking as necessary.
- Conduct the briefing of air crews or ground crews.
- All flights will be released by the ICP.
- All Ground sorties will be released by the ICP.

**AIRCREW SECTION:** Specify actions the aircrews will be responsible for:

- Check for active TFRs, prohibited areas, restricted areas, MOA, MTR & applicable NOTAMS to the flight.
- Check weather / density altitude prior to being released
- Aircrew will monitor the guard frequency as much as possible during flight
- National standardized aircraft check lists will be used per RMR CAPR 60-1 Supp.
- Operational check-in. When you want aircrews to check in – at least once every hour unless other arrangements are made and agreed on

**GROUND TEAM SECTION:** Specify actions the ground teams will be responsible for:

- Operational check-in. When you want ground teams to check in – at least once every hour unless other arrangements are made and agreed on.
- Drivers license in possession.
- Other requirements you want for a ground team.

**2.7 Communications** – Comply with the RMR Communications Plan and CAPR 100-3 by using the V1, etc words. Specify no code words will be used per CAPR 100-3/CAPR60-3.

**2.8 Billeting and Food Information** – Describe and/or provide (motel list & transportation options)

**2.9 Uniform Requirements** – Must say per CAPM 39-1

**2.10 Demobilization Plan [R]** – Describe what actions will be taken for returning aircrews or ground teams. What information will be given/called back to whom and/or mailed to whom.

**2.11 Finance and Administration [R]** – Describe procedures to be used.

- Specify check-in procedures – make sure it says daily check ins of personnel and equipment
- Specify all participants must be current and qualified in OPS Quals (WMIRS) or in training. CAP members in training will have completed all initial and advanced training and be signed off on their SQTR prior to participation in a SAREX.
- Describe the WMIRS procedures addressing who will enter, close out the daily sorties and who will close out the mission.

### **3 SAFETY**

- A general safety briefing should be attached here. Every crew/team will have a detained ORM-safety briefing for their assignment.
- The Safety Briefing should include travel to/from the mission as well as during the mission.
- Describe how ORM will be implemented. Must be implemented for every phase of the operation, ground, air, mission base.
- Emergency/Medical plan – describe what to do in case an emergency or an accident occurs.
- End to End Personnel tracking – describe how you will track all personnel travelling to the sarex locations from their departure from home until arrival. It is not acceptable to have the first “knowledge” of them being sign in. Similar arrangements need to be made for travelling home.
- Pre-Activity Risk management briefing: The PIC of a sortie, the GTL of a ground sortie, the team leader (senior or cadet) of a ground activity [i.e. marshalling aircraft, moving tables, moving supplies or equipment] should lead a brief discussion about the activity, any risks associated (there are never NO RISKS) and how to reduce (mitigate) those risks prior to commencing the activity.

# **SAFETY BRIEFING GUIDE**

- All Aircrews will use operational risk management before, during flight, and during post flight.
- All Ground teams will use operational risk management before departure and during the drive as well as ground operations.
- No hats on the flight line
- FOD Walk – Ramp Clear
- Hangar door fully open during aircraft movement.
- Proper taxi route marked and briefed
- Local Area hazards – Airfield Driving
- Follow ramp marshaller's hand signals, not the person.
- Refueling Operation
  - If possible use a ladder or a suitable substitute to check fuel and fuel caps.
  - Aircraft Grounded
  - Extinguisher Available
  - No smoking on the Flight Line
  - Use checklist for preflight and all other phases of flight
  - If possible use a ladder or a suitable substitute to check fuel and fuel caps.
  - Visually check the fuel and oil
  - Aurally check the stall warning (visual also on some aircraft)
- Use checklist to shut down and secure the airplane
  - Make sure the aircraft is chocked
  - All aircraft must be tied down overnight and during high wind conditions
  - Install the gust lock
  - Install the avionics lock after the last flight of the day
- Make sure all snow, Ice and frost is removed from the aircraft
- Compute weight and balance for Max take off and Min landing weights
- Do Not drive vehicles on the flight line
- Make sure you brief your crew thoroughly on
  - Entry/exit door operations
  - Emergency exit/egress procedures
  - Use of passenger restraint systems
  - Location and use of on-board emergency equipment
  - No smoking policy
  - Crew duties
  - Crew coordination
  - Mission Objectives
  - Other briefing items determined by the pilot
- Report time off, in grid, out of grid, and on ground to Mission Base. There will be roll calls initiated by Mission Base as specified for status reports.
- Watch out for geese, ducks, hawks, hot air balloons, and other aircraft, including NORDDO (no-radio) aircraft and ultralights
- Low Level training route activity (check with FSS)
- Hazard/Risk reporting – report immediately to IC staff
- Fatigue
  - Crew duty day is 14 hours no more than 8 hours flying
  - Periodic separation from flight duty station
  - Periodic light refreshment of moderate amounts of hot food
  - Avoid excessive smoking
  - Get a good night sleep

- Emergency/Medical Plan information
  - EMS activation is other than 911
  - Information to give if cellphone is used for a 911 call
  - First Aid kit locations
  - EMS trained CAP personnel and their location
- Pre-activity Risk Management Briefing
  - Weather – Any conditions that require further consideration (rain, fog, snow, wind, etc.) If so will increased risk be mitigated, aircraft/car appropriately equipped?, pilot qualified, proficient, and current? Driver experienced.
  - Route – Air: terrain, traffic, oxygen requirement? Ground: DOT check for closures, roadwork delays, etc.
  - Is timing okay? “Must” arrival times or non-critical?
  - Personal equipment checked?

## **TRANSPORTATION RISK MANAGEMENT GUIDE**

### **STOP**

Once the transportation phase (driving or flying) is completed and the vehicle/aircraft is safely parked ... Gather together, look around, and discuss possible risk areas. TAKE YOUR TIME! While stopped the tendency is to worry about “losing time.” The time you take for safety will be much less than that to address the consequences of a mishap. (NOT meaning paperwork)

### **LOOK**

#### **1. Environment**

- a. Possible hazards, weather – precipitation, wind, surface conditions
- b. Possible hazards, road or ramp conditions – pavement condition, obstacles, adequate lighting

#### **2. Equipment**

- a. Aircraft tied down or chocked adequately
- b. Vehicle parked in safe locale
- c. Traffic: taxiing aircraft, vehicles entering/leaving
- d. Fueling equipment: ladders for high wing aircraft, long enough fuel hose for vehicles
- e. Facilities: adequate for needs, fuel type, restrooms, method to use appropriate credit card

#### **3. Personnel**

- a. Cadet Protection requirements
- b. Facility personnel present – fuelers or attendants
- c. Try to have “No Lone Zone”, if there is no one with you who is going to “watch your back?”
- d. Cell phone distribution – try to have a cell phone/communication with each group (see c: above) that is disbursed

# LISTEN

Ensure everyone has a voice – safety is a team sport. If you are travelling by yourself – listen to that “inner voice.”

Is everyone comfortable with the plan/situation? If not, move on and stop somewhere else – no harm no foul.