

Check List - AIR BRANCH DIRECTOR

- 1. Obtain briefing from Operations Section Chief.
- 2. Assist in plotting the mission on the situation map.
- 3. Ensure adequate trained staff are available to conduct aircrew briefing and debriefing, flight line operations, etc.
- 4. Coordinate with Ground Branch Director for required air support.
- 5. Determine resource (aircraft, personnel, and equipment) needs and advise the Operations Section Chief
- 6. Prepare an aircrew briefing package including search area hazards, terrain, weather, information on other airfields in the search area (fuel, communications, etc.), other aircraft operations, high radiation areas (when applicable), etc. Post on the mission status board and provide a copy to the Operations Section Chief.
- 7. Monitor current and forecast weather throughout the search area. Consider a weather reconnaissance flight or use of trained ground observers if necessary. Post weather information on the mission status board and advise the Incident Commander of any adverse conditions
- 8. Coordinate the assignment of appropriate aircraft and aircrews to search areas.
- 9. Monitor all air operations.
- 10. Monitor air search progress and keep the operations section chief advised. Make recommendations to the Operations Section Chief regarding prosecution of resources, etc.
- 11. Post mission progress on mission status board. Ensure data is current and correct.
- 12. Assist the Planning Section Chief in planning for future efforts, as necessary.
- 13. Setup briefing/debriefing and night planning areas (adequate tables, chairs, etc.) in a quiet location.
- 14. Verify all aircrews are properly equipped (uniform, maps, paper, survival equipment, radio capability, outer clothing, etc.)
- 15. Verify accuracy and completeness of CAPF 104, *Mission Flight Plan/Briefing Form* (one form for each sortie). If non-CAP member passenger is aboard, complete CAPF 9, *Release (For Non CAP Members)*, and obtain concurrence of Incident Commander prior to releasing the aircraft.
- 16. Obtain information on search area hazards, communications procedures, airport operations, taxiing and parking procedures, etc.

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- 17. Coordinate with Operations Section Chief to determine search areas and priorities.
- 18. Brief aircrews for assigned missions (use CAPF 104 as a guide).
- 19. Approve flight plans
- 20. Advise Operations Section Chief of status.
- 21. Initiate and maintain CAPF 107, *Flight Operations Log*.
- 22. Post all flight plans, including flights to and from the mission base.
- 23. Enter total time flown on each flight.
- 24. Update briefing information as needed.
- 25. Continually monitor status of all aircraft (use CAPF 107) to assure no aircraft is overdue. If any aircraft is found to be overdue for 10 or more minutes, immediately:
 - A. Check with Flight Line Officer to determine if the aircraft is on the ramp.
 - B. If aircraft is not on the ramp, immediately advise the Operations Section Chief and Incident Commander.
 - C. Continue to update Operations Section Chief until the aircraft is located.
- 26. Conduct debriefings of returning aircrews (use reverse of CAPF 104 as a guide). Verify accuracy and completeness of information.
- 27. Interview entire team. Be as detailed as possible.
- 28. Immediately advise Operations Section Chief and Incident Commander of possible sightings or finds not already reported en route.
- 29. Determine area actually searched--be realistic.
- 30. Record time en route to and from search base.
- 31. Record time actually in search area.
- 32. Determine availability of aircrew for additional sorties.
- 33. Update Operations Section Chief on status of search results.
- 34. Report any hazards or unsafe practices to the Safety Officer for follow-up action and hazard abatement.
- 35. Verify pilots file flight plans for return to their home base