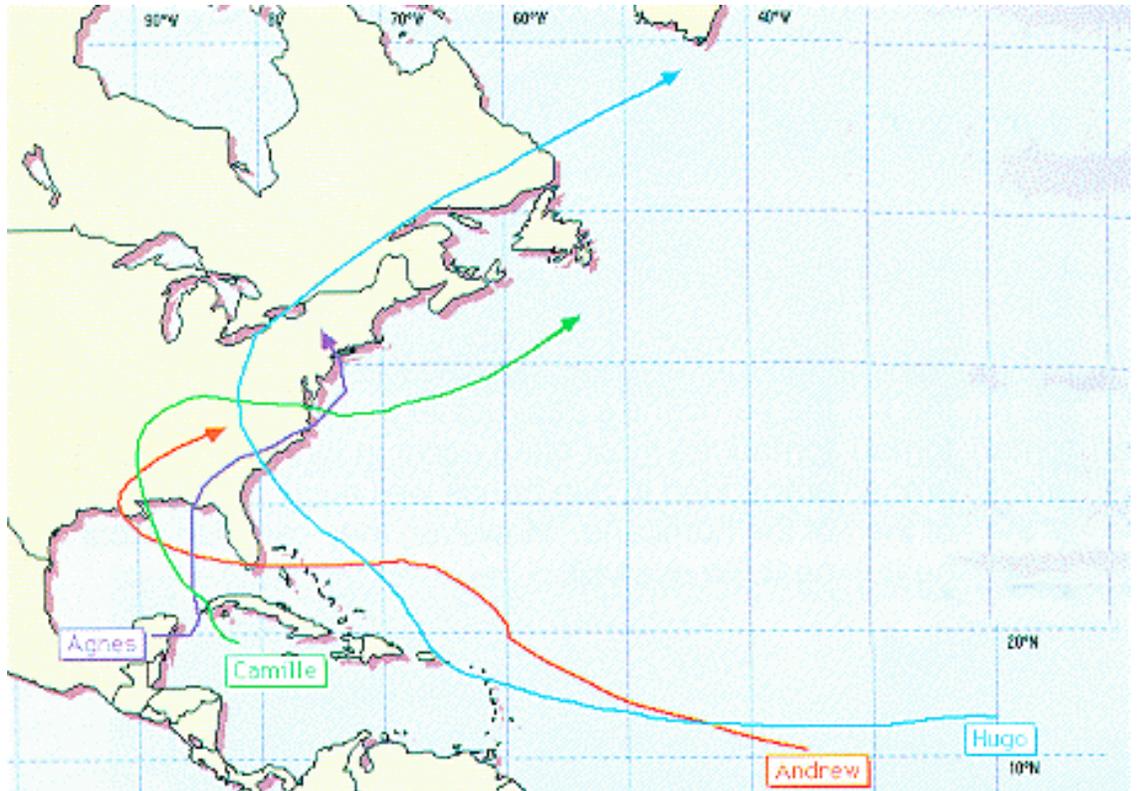




# Louisiana Wing, Civil Air Patrol United States Air Force Auxiliary

## Disaster Preparedness Hurricane Action Plan



*Professionalism, Dedication  
Always Vigilant*

**1 May 2003**

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# **Louisiana Wing, Civil Air Patrol**

## **Hurricane Action Plan**

### **Purpose**

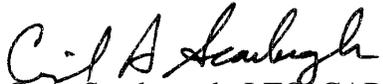
This plan is designed and implemented to first provide for the safety and security of all Civil Air Patrol resources, within the state of Louisiana, in the event that a hurricane hits Louisiana. A secondary purpose is to strategically place aircraft in places where the first missions may originate from after the danger passes. In order for the plan to work correctly, it is very important that it be followed as closely as possible. Local units must review their portion of the plan and be prepared to implement this plan on 1 June of each year (the beginning of the hurricane season). As with any plan, it is a starting point and provides direction at times of no additional information. This plan will be adapted real time as conditions dictate.

This plan is divided into four major areas. Primarily they are devoted to what should be done before, during and after a hurricane passes through Louisiana. The first step is the most important. Each unit must have a plan for their preparations prior to hurricane landfall. Knowing that aircraft must be moved will not be enough. Each unit, with an aircraft assigned, must know where the aircraft will be taken. Prior approval must be obtained so that when the time comes, the only concern is moving the aircraft. The pilot and transportation arrangements will have already been thought out. When the time comes to move, no planning should be necessary and the time involved should be minimal.

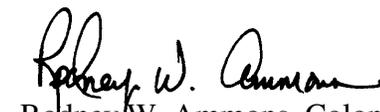
Special consideration will be given to the locations where aircraft will be moved. The aircraft should be located in a safe location at or as near as possible to the starting points of any missions. Prepositioning aircraft at or near Alexandria should be considered a high priority. In the event that the disaster goes to the federal level quickly, aircraft may be needed to transport the Defense Coordinating Officer (DCO) and staff to Baton Rouge to assist the LAOEP. Other aircraft may be needed at or near Baton Rouge to be ready to transport personnel to the disaster area or for aerial damage assessment.

Preplanning and repositioning is the basis of this plan. To accomplish these actions, constant upgrading is necessary. Working with the local, state, and federal governments, as well as other agencies, this plan will prove to be invaluable to the Civil Air Patrol as well as the State of Louisiana. Any recommendations for changes should be forwarded through channels to:

**Headquarters Louisiana Wing, Civil Air Patrol  
8550 Lloyd Stearman Drive, Suite 118  
New Orleans, Louisiana 70126-8034**

  
C. A. Scarbrough, LTC. CAP  
Louisiana Wing ES Officer

  
Paul T. Rappaport Capt CAP  
Louisiana Wing Director of Operations

  
Rodney W. Ammons, Colonel CAP  
Louisiana Wing Commander

# **Section 1**

## **Preplanning**

### **Wing Headquarters**

By 1 May of each year, Louisiana Wing Headquarters will review and issue changes to this plan as necessary. These changes will relate primarily to the movement of aircraft in preparation for any approaching storms. It may also contain pre-assigned sorties for these aircraft and new reporting procedures. In addition, ground personnel will be assigned primary areas of responsibility for disaster relief assistance to local agencies. Wing headquarters will also be responsible for any aircraft, vehicles, property, etc. assigned to itself, as with local units.

### **Local Units**

By 1 June of each year, local units in high-risk areas will have alert rosters of designated aircrews responsible to move aircraft. Units will also have plans to secure Civil Air Patrol property and pack necessary items for disaster service after the storm. Personnel involved with aircraft movement may be required to remain in the same area with the aircraft until after the storm to assure rapid response after the danger is past. Ground vehicles will be moved within flood protection areas or out of the primary danger area (south of Interstate 10 & Interstate 12). Personnel moving vehicles should move them to a safe location where they will be able to find shelter for themselves.

# **Section 2**

## **Before the Storm**

### **Radio Communications Nets**

The Civil Air Patrol operates one of the largest civilian communications networks in the world. Consisting of High Frequency (HF) and Very High Frequency (VHF) communications, this net will play an instrumental role in any disaster relief assistance given by the Louisiana Wing. HF radio stations will be located around the state in strategic areas to provide statewide coverage when combined with local repeaters. Relaying of messages for Civil Air Patrol and outside agencies is authorized and encouraged. Several Civil Air Patrol radio stations are members of the National Communications System (NCS) Shared Resources (SHARES) radio net. This system is designed to relay messages across the state or nation by use of not only Civil Air Patrol/USAF frequencies, but also a wide range of frequencies belonging to other federal agencies. This system has been instrumental in past disasters and has proven its ability to relay important sensitive messages in little time. With the combined abilities of Civil Air Patrol and the SHARES networks, radio communications will provide much needed service to not only Civil Air Patrol, but to all other agencies around the state.

In order to remain ready for any disaster tasking, Louisiana Wing, Civil Air Patrol radio stations will participate actively in any and all practice exercises with SHARES and weekly on the "Gulf Coast Hurricane Net." Radio stations will maintain emergency power (either battery or generator). In the event of commercial power failure, each radio station should be able to continue operations for at least 12 hours on emergency power. After 12 hours, additional generators or batteries will be brought into the stricken areas.

Logbooks (for base stations or net control operators) and copies of all message traffic will be maintained in the station files for at least one (1) year after the close of the disaster relief mission. Then, they may only be destroyed with the permission of the Louisiana Wing Legal Officer. Copies of logbooks and message traffic must also be sent to Louisiana Wing Headquarters to be placed in the mission files.

## **Equatorial or Caribbean Storm Formation**

Anytime a tropical weather system develops in the equatorial or Caribbean, the UESO must begin making preparations for the storm as if the storm is of high magnitude and will directly hit the Louisiana coast. While there is usually time before the storm will hit, plans should be checked. Aircrews should be called to confirm availability (some may be out of town or unable to assist). All unit personnel should be kept aware of the status of the unit and what assistance will be required. The Wing Director of Operations (DO) will e-mail or otherwise contact the Unit Commanders and Unit Emergency Services Officers (UESO) with storm updates and/or preliminary plans. It will not be necessary to take any immediate action unless instructed to do so by Louisiana Wing Headquarters. The following is a guideline for items and areas that should be handled in the preparation that the storm moves toward Louisiana.

1. Louisiana Wing (DO) will brief the Louisiana Wing Commander on the current conditions and the plans to be implemented.
2. The Louisiana Wing Emergency Preparedness Officer will prompt and assist the Louisiana Office of Emergency Preparedness (OEP) in preparing a request for an AFNSEP mission number. If an AFNSEP mission number is not granted, the Louisiana Wing Commander will work with the wing maintenance officer to authorize a wing mission number for B8 flights.
3. The DO will brief all UESOs on the status of the wing and any necessary actions to be taken.
4. The UESO will brief the unit commander.
5. The DO will contact key unit personnel (involved in the movement of aircraft, vehicles, and securing of CAP property) for availability and brief them on the status of the unit.
6. Each UESO will check the status of assigned aircraft and vehicles. If currently down for maintenance, all efforts will be made to complete maintenance as soon as possible. If the aircraft is down for an inspection and time will not permit completion, a ferry permit will be obtained for any aircraft in a danger area to enable the aircraft to be moved to a safer location prior to inspection, and brief the DO on aircraft/vehicle status.
7. Each UESO will brief the DO on the status and readiness of the unit.
8. The DO will brief the Wing Commander on the status of the wing.

## **Entrance to the Gulf of Mexico or When a Hurricane Watch is Posted**

When a storm enters the Gulf of Mexico and hurricane watch is posted, all units will be evaluated for location and proximity forecast for landfall. Units within or close to best-projected tracks will be activated under this Hurricane Plan. No delay will be accepted, as time may not permit the movement of aircraft much longer. Immediate action is required for the safety and security of wing resources.

1. If not already accomplished, the Louisiana Wing Emergency Services Officer or Disaster Preparedness Officer will prompt or assist the LAOEP in requesting an AFNSEP mission number. He / she will maintain contact with the Louisiana Office of Emergency Preparedness (LOEP) and brief the DO and the Wing Disaster Preparedness Officer on current OEP status.
2. The Wing DO will brief the Wing Commander, and the Wing Commander will work with the wing aircraft maintenance officer to issue a mission number. This will be for reimbursement of costs associated with evacuation events using either an Air Force assigned mission number or a number using state funds. The Wing DO will contact each unit with an aircraft assigned to initiate the Hurricane Action Plan. The Wing will provide each unit with reimbursable Mission Number and phone numbers to contact the wing.
3. All Communications Net Control Stations will be contacted to activate the wing communications nets.
4. The Wing DO will brief the Wing Commander, the Emergency Services Officer and the Disaster Preparedness officer on the status the plan, and on the preliminary plans of action to continue activation and move assets. This information will also be transmitted to NHQ DO.
5. The Wing State Director/Deputy State Director will contact the necessary military reservations for PPR permits or other authority to conduct operations from those areas if necessary.
6. As a minimum, all aircraft south of Interstate 10 and Interstate 12 should plan be moved north of those Interstates to assigned locations as soon as conditions allow. Takeoff times, landing times, and name of personnel involved will be relayed to the Wing DO as soon as possible. If timing dictates, VFR pilots may be assigned by the squadron to be on call for aircraft movement. Anytime hurricane landfall is predicted within 72 hours, the unit must assign current IFR rated pilots to be on call for aircraft evacuation. If this requirement cannot be met, the aircraft must be moved prior to the 72-hour timeline.

7. The Wing Emergency Services Officer will maintain contact the State Office of Emergency Preparedness and brief the State Coordinating Officer on the status of the wing, and determine if and when the LOEP will be manned and on alert. The Wing ES Officer will also locate and schedule relief manning at the OEP assigned station for CAP. Minimum manning at LAOEP when CAP assets are being tasked is two. An LAOEP qualified IC and one qualified communicator.

8. Units without aircraft assigned will be contacted to activate their Hurricane Action Plan. They will be provided with the Non reimbursable Mission Number and emergency phone numbers to contact the wing.

9. The Wing Communications VAN will be moved to a location determined by the Wing ES officer and Disaster Preparedness Officer based on most likely location(s) of operation.

10. The Wing DO will assign aircraft/ground unit assets and locate personnel to man these units, to locations as needed by the Wing ES officer/Agency Liaison Officer based on the requirements of the LOEP.

***NOTE: Personnel from units outside of the affected areas will be expected to support operations, without the assistance of unit taking a direct hit from a storm.***

11 All CAP buildings, offices, hangars, etc. will be secured. If outside local flood protection or in flood prone areas, equipment should be removed and stored in safer areas.

12. Portable and mobile communications equipment will be packed with antennas and power supplies and made ready to be moved into any disaster area.

13. All generators will be fueled and run briefly to assure they are ready for operation. Portable generators will be secured with communications equipment and should be ready for use during the storm.

14. All backup batteries will be placed on charge.

15. All personnel will contact the UESO for any necessary assistance in preparing for the storm.

16. The UESO will make sure that all personnel in the danger area are making personal preparations for the storm. If their plans are to evacuate, the emergency services officer should keep a list of locations and phone numbers to reach unit personnel if necessary.

## **When a Hurricane Warning is Posted**

When a hurricane warning is posted, all preparations (CAP and personal) should be completed. If not, they must be completed immediately while conditions permit. If personnel are out of town, other unit personnel should make whatever preparations can be made for that individual's property and family.

1. The Wing Emergency Services Officer will act as the Agency Liaison to the State Office of Emergency Preparedness.
2. The Wing DO will assure that all aircraft have safely arrived at their assigned locations. Any aircraft that have not yet arrived should be enroute. If not, arrangements must be made to secure the aircraft where they are (preferably in hangars).
3. The Wing DO will assure that all vehicles are in safe areas and CAP property is secured.
4. The Wing DO will insure that All final preparations will be made and finished as soon as possible and Brief the Wing Commander and ES Officer of the status and actual location of all assets and availability of personnel after storm passage.
5. The Wing Emergency Services Officer will brief the State Office of Emergency Preparedness on the status of the wing and receive any initial request for missions that will be needed after the danger passes.
6. The UESOs will contact the local Emergency Preparedness Offices, Red Cross, and Salvation Army to advise them to channel their immediate and expected after the storm needs through their own chain of command to their representatives on the LAOEP.
7. If not done so already, the wing headquarters and operations center will be secured and personnel will return home or to safe locations. The Wing Emergency Services Officer, with the approval of the Wing Commander, will appoint an Incident Commander. The DO and the ES Officer will brief the Incident Commander on the location and status of assets and personnel.
8. A final wing-preplanning meeting will be held at a safe location to make any necessary changes or additions to the initial response. The projected path will be checked against flooding predictions to determine the best placement of resources after the storm. A final status report of all wing resources and personnel will be made.
9. The Wing ES Officer will act as the "AGENCY LIAISON OFFICER" at LAOEP. He will determine, based on need and location, the assignment of an Incident Commander to manage CAP assets for utilization after storm passage and the size of the IC staff initially needed.

10. The Wing Commander will be briefed on the status of the wing.

11. All personnel will take every precaution for the safety of themselves and their families before and during the storm. Any personnel needing assistance should contact their emergency services officer as soon as possible.

## **Section 3**

### **During the Storm**

During the storm, safety is the highest priority. Personnel should remain indoors and avoid travel unless safety requires it. Radio communications will be the only activity. The "West Gulf Coast Hurricane Net" operates on 4627 KHz and 4630 KHz. The "East Gulf Coast Hurricane Net" operates on 4469 KHz. The "National Coordination Net" operates on 4582 KHz.

Participants on this net exchange current weather conditions, local message traffic, and other information which will be useful in planning any additional responses necessary after the danger passes. In many cases, a station near the hardest hit areas will relay damage reports and requests for assistance from the local government when no other means may exist. Also, SHARES messages may be forwarded through the Civil Air Patrol to other federal offices.

All requests for Civil Air Patrol assistance will be sent to the designated coordinating radio station, which will forward them to the State Office of Emergency Preparedness. Any SHARES messages will be forwarded to the addressee, or relayed to a closer station with the capability of contacting the addressee, as soon as possible. After handling a SHARES message or other message traffic, the handling station should notify the designated coordinating radio station of the traffic. This information will be used for mission reports.

Information being handled on Civil Air Patrol frequencies may be sensitive and not for public release. No radio station will provide any information to the press or general public unless specifically addressed to that person or office. All requests will be forwarded to the designated coordinating radio station to be forwarded to the Incident Commander.

# Section 4

## After the Storm

### Status of Resources

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*Lessons Learned: Do not expect the units in the stricken area to be ready to assist. They will be trying to pick up the pieces of their own lives. In fact, they should be contacted and any possible assistance should be provided. Groceries, batteries, fuel, etc. may be in short supply and they may be in need of many of these items. These may be brought in with Civil Air Patrol equipment being sent in for disaster relief*

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After the danger passes, all units must assess any damage and report their status to the wing headquarters as soon as possible. Preplanned missions will be confirmed and flown as soon as possible. Units with ground personnel should contact the local governments, local Red Cross, and local Salvation Army to determine their needs. All requests should be forwarded to their representatives on the LAOEP for processing.

1. The Incident Commander will decide on the location of the mission base. The primary location will be the Capitol City Composite Squadron Building at the Baton Rouge Airport. Alternate facilities will be the FBO building at Alexandria airport or the facilities at Lake Charles Regional airport. The exact location will be determined when storm impact is assessed. The Director of Operations will allocate resources to initially provide the Incident Commander with a full Incident Command staff. This resource allocation can be tailored as needed by the taskings given to the Incident Commander.
2. The Incident Commander will contact the CAP Agency Liaison Officer at the State Office of Emergency Preparedness and obtain any request for assistance. If no federal emergency has been declared, the mission will be funded through state funds and insurance will be provided by either a Non reimbursable mission authorization from the USAF or the state as set in the state revised statutes.
3. The Incident Commander will contact all units with aircraft necessary for assistance and brief them on the initial missions. Aircrews will also be briefed to monitor 121.5 MHz for emergency beacons, relaying the location of any beacon found to the mission base.
4. The Incident Commander will make contact with the DO and determine the status/location of the prepositioned Civil Air Patrol resources in the state, including personnel.
5. The Incident Commander will brief the Wing Commander on the status of the wing.
6. All units will attempt to contact all unit personnel and make assistance available if needed.

7. All units will receive any sorties or assignments from the Incident Commander, however, the DO will monitor asset status and request additional assets based on the projected needs of the Incident Commander.

8. All units near the stricken area will remind the local Red Cross and Salvation Army commands to determine any needs or requirements and contact their LAOEP representatives for assistance.

9. Requests for assistance should be forwarded through the local ES/EP offices if possible. If this avenue is not available, requests for assistance should be forwarded to the Agency Liaison Officer at LAOEP via the Wing Commander, or DO. For direct USAF support, inquiries should be routed through the USAFEPLD assigned to LAOEP or through the LA Wing State Director.

Have the following information available:

A. Name of the organization requesting assistance.

B. Name of person making the request.

C. Position of the person requesting the assistance (must be authorized to commit funding).

D. Phone number or other means of contacting that individual.

E. The request in detail. If flying is necessary, it must be accompanied by an approximate flight time. If it is ground related, the number of personnel and duration of the need should accompany the request.

10. The Incident Commander will direct all requests for assistance to the appropriate state or federal agencies for processing.

11. The outgoing Incident Commander will appoint new Incident Commanders. No Incident Commander should be on duty for more than 12 hours continuously.

12. Staff personnel should be relieved from mission duty for periodic rest and also receive at least six (6) hours of continuous rest within each 24-hour period. Flight crew duty days will be as specified in CAPR 60-1.

# Aircraft Prepositioning

<b>Squadron Is Responsible For Movement</b>	<b>Aircraft Type</b>	<b>Tail Number</b>	<b>Home Station</b>
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## **Move To:**

### **Shreveport (DTN):**

Capital City Squadron	C-172P	N64464	BTR
Wing Headquarters Sq	U-206-G	N5367X	NEW
Acadia/Jeff Davis	C-172P	N9747L	3R7

### **Alexandria Airport (AEX):**

Billy Mitchell Senior Sq.	C-172P	N62363	NEW
Alvin Callender Senior Sq.	C-172P	N224JA	NBG
Lake Charles Composite Sq.	C-182R	N331SP	LCH
Lafayette Senior Sq.	C-172P	N9677A	LFT
St Mary's Parish Composite Sq.	C-172P	N9864L	PTN

### **Hangered At Home Station:**

Monroe Senior Sq.	C-182R	N9474E	MLU
Capitol City Composite Sq.	C-182Q	N96725	BTR
Ascension Composite Sq.	C-172R	N986CP	L38
Shreveport Senior Sq.	C-172P	N99842	DTN
Shreveport Senior Sq.	C-182Q	N96761	DTN

# **Aircraft Preplanned Sorties**

Transport the Defense Coordinating Officer and staff to their field office in Baton Rouge.

Aerial damage assessment for the state from Baton Rouge.