Operations Plan



FY 2026 Disaster Response Plan

Florida Wing

Civil Air Patrol

Col David A. Panzera
Commander
Florida Wing CAP

Robert Griffith
SER Liaison
CAP-USAF

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Section 1 – Overview

1. This operations plan is designed to provide Florida Wing, CAP, and its members with a guide, and to prescribe the minimum actions to be taken to safeguard life and property, and in preparation and execution of all disaster response missions anticipated within the State of Florida.

Section 2 – General Planning Assumptions

1. The principal assumptions underlying the concept of operations outlined in this disaster response plan are:

2. Disasters are an inherently common event within the State of Florida, and their intensity and complexity are varied, requiring different levels of response based on many factors.

3. The Florida Wing of Civil Air Patrol must take appropriate actions first to ensure the safety of its members, followed by the safeguarding of all CAP assets and property during any disaster that may affect in whole or in part, the State of Florida.

4. Any mission requested by the US Air Force, federal, state, or local agencies must be balanced with the capabilities of Florida Wing, the weather conditions, and the status, capabilities, and safety of our volunteer members.

5. As the Auxiliary of the Air Force, CAP priority for employing CAP resources is first, the Air Force, then other DoD departments and agencies, other federal departments and agencies, state civil agencies, and finally, local agencies. That does not prohibit CAP from supporting multiple agencies on the same incident, but CAP must be careful to ensure customers understand CAP's priorities when requesting support.

6. The determination to commit CAP resources during adverse conditions is a difficult decision. A calculated risk in the use of these forces may be justified during hazardous missions involving people in distress. The NHQ CAP/DOS website provides some information on risk analysis that can be used in making the decision to commit to a mission or not. CAP ICs should rely upon the judgment of the on-scene commander if unable to be there personally. Before an IC commits CAP resources, known capabilities of personnel and equipment and the urgency of the situation must be weighed carefully against the chance of mission success. Prior planning and knowledge of the limited capabilities of resources are essential.

7. Some tropical weather systems may necessitate state ordered evacuation and/or sheltering operations involving multiple counties that could adversely impact CAP emergency services operations due to displacement of personnel and resources.

8. The evacuation of aircraft from vulnerable areas will stress safety and the aircraft protection with the ability for assists to be available for emergency or disaster response tasking in accordance with applicable USAF, Federal, State, County, and local tasking as authorized and approved by CAP's National Operations Center (NOC).

9. The most likely large-scale events affecting the State of Florida are tropical storms and hurricanes, typically but not exclusive to the official hurricane season which runs between 1 June and 30 November of each year.

10. Other disasters, whether natural or man-made that may be applicable to this plan may include but are not limited to; Tornadoes or other severe storms, flooding / tsunami, wildfires, earthquakes, infections disease outbreaks, mass casualty events, nuclear or biological events and large-scale chemical spills.

11. Specific missions may be assigned to CAP by local, state or federal governments both prior to storm events and during the actual response and recovery after a storm's landfall. Allocation of resources will be prioritized by the situation and in accordance with all applicable CAP regulations and agreements by Area Command/Incident Commander (ACIC) with the aid of the IMT.

12. Florida Wing may implement certain aspects of the plan, such as opening operational bases in non-threatened areas, evacuating aircraft and vehicles, activating a hurricane net, opening CAP staging areas, and implementing continuity of operations plans may vary based upon the specific hazard, degree of vulnerability, and projected area of impact.

13. Activation of this plan in part or in total will occur for all potential disasters which may impact any portion of the State of Florida.

Section 3 – Implementation of Disaster Response Assets

1. Activation of the Florida Wing Disaster Operations Plan will be at the discretion of the Florida Wing Commander or their designee using the following guidelines:

2. A Hazard Planning Cell (HPC) will be activated with the primary goal of the HPC is to safeguard CAP personnel and assets prior to a disaster. The Wing Commander or qualified Incident Commander will lead the HPC. The HPC will be composed of the Wing command team, Group Commanders, and appropriately qualified staff for the type and intensity of disaster anticipated.

3. An Incident Management Team (IMT) will be identified and activated to perform mission tasking and response duties. The IMT, consisting of a rotating shift of qualified critical mission

personnel, will be the primary team responsible for all coordination and tasking of CAP assets in Florida Wing, and reports to the Wing Commander or Unified/Area Command.

4. IAW CAPR 60-3, personnel must be appointed to command and general staff positions as part of the IMT in accordance with their Emergency Services Qualifications and will not be signed in under a mission number unless authorized by the Incident Commander or their designee. No member may self-deploy or travel to any CAP facility unless properly authorized to participate in the mission.

5. Members in training status for an Operations Qualification may participate in pre-storm and post-storm missions/tasking under the direction of a qualified SET evaluator for the Ops Qual tasks being performed.

6. Use of CAP cadets for all aspects of incident response is encouraged IAW CAPR 60-3(i), para 1-10(e). Cadets should be trained in the various functions of mission operations and support as permitted. Cadets qualify no differently than adult members in emergency services qualifications and can be properly utilized in age-appropriate scenarios.

7. During any operation, adult members will act with due regard for the well-being of any cadet on their team and make all reasonable effort to ensure cadets are not exposed to any unmitigated dangers to health or life.

8. A list of appropriate locations to relocate critical CAP assets such as aircraft, radio equipment, mobile communications, and command trailers should be maintained. If relocation is necessary, the HPC or IMT shall direct the movement of CAP assets.

Section 4 – Mission Readiness & Disaster Response Training

1. During normal operations throughout the year, Florida Wing and its subordinate Groups and Squadrons will conduct regular training and proficiency events to ensure that its members and equipment are prepared for disaster response.
2. Training operations will be conducted IAW all applicable CAP regulations, supplements, operating instructions, and training plans.

Section 5 – Hurricane Conditions (HURCON)

1. The HURCON levels are numerical values assigned to specific conditions that indicate the preparations and precautions that should be taken by wing, group, squadron, and individual members before the expected arrival of severe weather.

2. These conditions specify actions to be taken, preparations to be made, and reports to be sent. The intent is to reduce a unit's exposure to damage, thereby enabling it to return to full operation as soon as possible after the weather passes.

3. The chart in Section F will be used to determine the applicability of a given HURCON condition across the state or within the geographical boundaries of a Group at the discretion of the FLWG/CC or designee. Justification for moving to a HURCON condition is considered achieved if any event in conditions list is met or exceeded.

4. **To better align with US Air Force HURCON levels, HURCON 1C, HURCON 1E and HURCON 1R have been added.**

5. Squadron commanders are authorized to set ***higher*** unit HURCONs as warranted to complete necessary preparations/actions with immediate notification to their respective Group Commander, the Incident Commander, and Deputy Chief of Staff for Operations (FLWG/A3) or Director of Operations (FLWG/DO).

6. All squadrons are to complete any requested reports including the daily Situation Reports (SITREP) no later than 1700 HRS ET and provide any additional information requested by their chain of command, the HPC, or IMT by the date/time requested including requests for aircrew and ground team availability.

Section 6 – HURCON Status Reference Chart

STATUS	*CONDITIONS*
OPS NORMAL	➢ **All CAP activities are under normal operations.**
HURCON 5	➢ **An NHC watch condition is published in which sustained surface winds of 58 mph / 50 knots sustained and/or gusts of 69 mph / 60 kts or greater and/or flooding are expected within 96 hours.**
HURCON 4	➢ **An NHC watch condition is published in which sustained surface winds of 58 mph / 50 knots sustained and/or gusts of 69 mph / 60 kts or greater and/or flooding are expected within 72 hours.**
HURCON 3	➢ **An NHC watch condition is published in which sustained surface winds of 58 mph / 50 knots sustained and/or gusts of 69 mph / 60 kts or greater and/or flooding are expected within 48 hours.**
HURCON 2	➢ **An NHC watch condition is published in which sustained surface winds of 58 mph / 50 knots sustained and/or gusts of 69 mph / 60 kts or greater and/or flooding are expected within 24 hours.**
HURCON 1	➢ **The danger conditions in which sustained surface winds of 39 mph or greater and/or flooding associated with tropical storm activity are expected within 12 hours.**
HURCON 1C	➢ ***Caution: Winds of between 40-57 mph / 35-49 knots sustained and/or associated flooding occurring.***
HURCON 1E	➢ ***Emergency: Winds of 58 mph/50 knots sustained and/or gusts of 69 mph/60 kts or greater are occurring. All outside activity is strictly prohibited.***
HURCON 1R	➢ **The storm has passed or dissipated. Weather is suitable for ground and air operations for any assigned tasking or returned to home location. CAP facility and asset managers need to report on the post-storm condition of corporate assets.** ➢ **Non-essential personnel are asked to remain indoors.** ➢ **Unit meetings may resume with the concurrence of the Wing Commander if it does not adversely affect response and mission execution.**

Section 7 – HURCON Actions & Responsibilities

This section outlines the various duties and responsibilities of each echelon during each phase of the HURCON plan. Directions from specific sections or members at each echelon or high priority actions are highlighted in ***RED***.

OPS NORMAL

Normal operating conditions across Florida Wing. Below are the specific actions for each echelon for implementation of the FLWG disaster operations plan.

FLORIDA WING	GROUP COMMANDERS	SQUADRON COMMANDERS
☐ Conduct an annual review of Florida Wing Disaster Response Plan at start of each calendar year. ☐ Conduct an annual review of all Florida Wing Supplements, Operating Instructions, and Operations Plans. ☐ Make recommendations to the Florida Wing Commander for any necessary changes to supplements, OI's and O-Plans prior to 1 March. ☐ Conduct polling of aircraft status, hours available per airframe, and ensure accountability of all CAP assets. ☐ Review status of FLWG overwater equipment assigned to aircraft. ☐ The Wing A3 Operations team will conduct an Operational Readiness Review (ORR) prior to 1 June.	☐ The Group Commander and Operations Officer will review all applicable supplements, operating instructions, and operations plans and ensure squadrons have briefed their members annually prior to 25 May. ☐ Review of all aircraft, vehicles, and mission specific equipment / asset status to be included in group ORR. ☐ Report any damaged or non-functioning equipment to Wing Operations and Logistics as soon as practicable. ☐ Group Operations and Emergency Services Officers will conduct an Operational Readiness Review prior to 25 May and report on the status of aircraft, ground assets and personnel to the Wing A3 Operations team.	☐ The Squadron Commander and Operations Officer will review all applicable supplements, operating instructions, and operations plans and ensure squadrons have briefed their members annually prior to 20 May. ☐ Review of all aircraft, vehicles, and mission specific equipment / asset status to be included in squadron ORR. ☐ Report any damaged or non-functioning equipment to Group Operations and Logistics as soon as practicable. ☐ Group Operations and Emergency Services Officers will conduct an Operational Readiness Review prior to 20 May and report on the status of aircraft, ground assets and personnel to Group Operations Officer.

ALL MEMBERS
☐ Follow all applicable CAP Regulations, Supplements, and Operating Instructions.
☐ Make regular review of all individual equipment, conduct refit / repair as needed.
☐ Annually, prepare or refit / repair your Basic Disaster Kit as described at www.ready.gov/kit.
☐ Maintain a consistent level of awareness and preparedness.
☐ Annually review all HURCON actions.

HURCON 5 Actions

When sustained surface winds of 58 mph / 50 knots sustained and/or gusts of 69 mph / 60 kts or greater and/or flooding are expected within 96 hours.

FLORIDA WING	GROUP COMMANDERS	SQUADRON COMMANDERS
☐ The Hazard Planning Cell (HPC) will be activated. **FLWG/A3:** ☐ Begin planning for aircraft relocation for all aircraft not in secure areas. ☐ Determine if any additional assets are needed from external CAP entities such as NHQ and/or SER (Waldo equipment, digital cameras, OWS equipment, etc.). Requests for external assets should be made expeditiously. ☐ Obtain a current aircraft status report from FLWG/AMO. ☐ Review aircraft locations with respect to hardened storage facilities. ☐ Determine availability of aircrew members through forecast landfall by coordinating with Group CCs/DOs. ☐ Determine availability of Incident Commanders and IMT personnel through forecast landfall. ☐ Coordinate with FLWG/LG on status and location of wheeled assets. ☐ Will alert and provide CAP Liaison Officer to the FL State EOC as requested. **FLWG/A4:** ☐ Provide the FLWG A3/DCS with a listing of the current location and status of all ground assets and any additional equipment as requested. **FLWG/A6:** ☐ Conduct a communications evaluation and report on the status of all communications capabilities in FLWG including, but not limited to, HF Radio, VHF Radio, Ready-Op, satellite phones, mobile internet technologies, and email. ☐ Ensure phone tree calling system is up to date and operational. ☐ Ensure FLWG website information is up to date. ☐ Announce any HURCON status change. **FLWG/HC:** ☐ Schedule a conference call with all FLWG Chaplains to determine pre-storm and post-storm availability. **FLWG/SE:** ☐ Will compile pertinent safety information for pre-storm and post-storm actions and make information available in Microsoft Teams.	☐ Group CCs/DOs will obtain information from aircraft custodial units and squadron commanders to populate the Aircrew Availability Spreadsheet in TEAMS. ☐ Contact all unit commanders within their command and update equipment status. ☐ Review Group Net control/alternate Net control station plans. ☐ Assure units under their command have completed HURCON 5 checklists and comply with SITREP reporting procedures as outlined in ATTACHMENT 2.	☐ Identify aircrew availability and report to Group CC or designee. ☐ Ensure all ground vehicles are fueled and mission ready. ☐ Report on the condition of all corporate assets to Group CC or Designee. ☐ Identify actions to secure CAP buildings and assets. ☐ Establish a phone tree or communication tool to maintain contact with members. ☐ Confirm members have updated, current contact information and health information in eServices. ☐ Complete HURCON 5 SITREP daily no later than 1700 HRS ET by using the FLWG online SITREP reporting tool as outlined in ATTACHMENT 2. **Unit AMO's:** ☐ Conduct a Foreign Object Debris (FOD) assessment will be made of the area adjacent to and near the aircraft. ☐ Ensure that neighboring aircraft are also secure. If there is any doubt about this, contact the airport or FBO with your concerns. ☐ If the aircraft is not being relocated, ensure its properly secured (double tie-downs, chocks, and control locks) in place.

ALL MEMBERS
☐ Prepare a Basic Disaster Kit as described at www.ready.gov/kit
☐ Report availability to your squadron commander, Ops, or ES Officer as applicable.
☐ Check individual equipment needed for tasking/response.
☐ Continually monitor the FLWG website, social media, and wing email for updated information and changes to HURCONs.
☐ ***Review all HURCON 4 Actions***

HURCON 4 Actions

When sustained surface winds of 58 mph / 50 knots sustained and/or gusts of 69 mph / 60 kts or greater and/or flooding are expected within 72 hours.

FLORIDA WING

Hazard Planning Cell:

- ☐ HPC continues nightly meetings to coordinate any actions required to secure assets and prepare for tropical storm impact. Breakout planning meetings may be scheduled as needed to complete these actions.

CAP FACILITY AND ASSET MANAGERS (including Group and/or Squadron Commanders):

- ☐ Initiate actions to secure CAP facilities and assets; plan to complete actions no later than 24 hours before predicted landfall.
- ☐ Move exterior portable equipment indoors, if possible. If not feasible, move to the leeward side of a building and secure.
- ☐ Check emergency kits, supplies, and equipment for response. Restock as needed.
- ☐ Report on any significant problems with building custodian and Group Commander.
- ☐ Assure generators and wheeled assets are fueled.

GROUP COMMANDERS

- ☐ Group CCs/DOs will obtain information from aircraft custodial units and squadron commanders to populate the Aircrew Availability Spreadsheet in TEAMS.
- ☐ Submit list of available ground team and mission base personnel to FLWG/A3.
- ☐ Review all pending local CAP events; cancel or reschedule as appropriate.
- ☐ Review applicable local mutual aid and support agreements, including those received from units under their command. Send information to FLWG/A3.
- ☐ Ensure local EOC, airport management, and other agencies (as needed) have current contact names, phone numbers and email addresses for local CAP leadership.
- ☐ Review procedures for local requests for CAP assistance.
- ☐ Assure that units under their command have completed HURCON 4 checklists and comply with SITREP reporting procedures as outlined in ATTACHMENT 2.

SQUADRON COMMANDERS

- ☐ Identify aircrew availability for pre-storm aircraft relocations; report to Group CC/DO ASAP.
- ☐ Establish the status, storm plans, and availability of personnel.
- ☐ Identify aircrew availability for pre-storm aircraft relocations; report to Group CC/DO as soon as possible, including updates or changes to information previously sent.
- ☐ Identify ground team and mission base personnel availability for pre- and post-storm tasking; report to Group CC/DO.

Review:

- ☐ Applicable local mutual aid and support agreements; report to Group CC/DO.
- ☐ Procedures for processing local requests for CAP assistance.
- ☐ All pending local squadron events; cancel or reschedule as appropriate.
- ☐ Ensure local EOC, airport management, and other agencies (as needed) have current contact names, phone numbers and email addresses for local CAP leadership.
- ☐ Complete HURCON 4 SITREP daily no later than 1700 HRS ET by using the FLWG online SITREP reporting tool as outlined in ATTACHMENT 2.

ALL MEMBERS

- ☐ Prepare a Basic Disaster Kit as described at www.ready.gov/kit
- ☐ Review flood maps, evacuation routes, and shelters pertaining to your home location.
- ☐ Report availability to your squadron commander, Ops, or ES Officer as applicable.
- ☐ Check individual equipment needed for tasking/response.
- ☐ Continually monitor the FLWG website, social media, and wing email for updated information and changes to HURCONs.
- ☐ Review all HURCON 3 Actions.

HURCON 3 Actions

When sustained surface winds of 58 mph / 50 knots sustained and/or gusts of 69 mph / 60 kts or greater and/or flooding are expected within 48 hours.

FLORIDA WING	GROUP COMMANDERS	SQUADRON COMMANDERS
Hazard Planning Cell: ☐ Continues nightly meetings to coordinate any actions required to secure assets and prepare for tropical storm impact. ☐ Necessary breakout planning meetings continue as needed. ☐ All in-person meetings and activities are cancelled until the Group or Wing returns to at least HURCON 4, or permission to conduct meetings under HURCON 1R is approved. ☐ Ensure aircraft and vehicle movement to Safe Haven locations are completed before wing/affected areas move to HURCON 2 status. **FLWG/A6:** ******ACTIVATE FLWG HURRICANE NET******	☐ Once instructed, relocate CAP aircraft as directed by FLWG/A3/FO or IC. ☐ Once instructed, relocate CAP vehicles as directed by FLWG/A4/LG or IC. ☐ Cancel all CAP in-person meetings and activities. ☐ Continue to update available personnel information and report to FLWG/A3/DO. ☐ Ensure all units in the projected path of the storm have completed HURCON 3 checklists and all units comply with SITREP reporting procedures as outlined in ATTACHMENT 2. ☐ Monitor all issued Watches and Warnings in their respective areas of responsibility and follow all instructions from local authorities concerning voluntary or mandatory evacuations.	☐ Assist/complete aircraft and vehicle relocations as directed. ☐ Cancel all in-person meetings and activities. May hold virtual meetings with notification to Group CC. ☐ Continue to update available personnel information and report to Group CC. ☐ Complete the HURCON 3 SITREP daily no later than 1700 HRS ET as outlined in ATTACHMENT 2. ☐ Monitor all issued Watches and Warnings in their local area and follow all instructions from local authorities concerning voluntary or mandatory evacuations.

CAP FACILITY AND ASSET MANAGERS (including Group and/or Squadron Commanders):

- ☐ Secure CAP facilities and assets; plan to complete actions no later than 24 hours before predicted landfall.
- ☐ Secure and/or remove CAP computers and associated data.
- ☐ Cover electrical equipment with plastic tarps and elevate above ground level if possible.
- ☐ Remove loose articles from desks, turn bookshelves against inside walls, move furniture away from window and doors. Seal window and door sills with tape. Lower and close blinds.
- ☐ Park CAP vehicles where and when directed. Ensure antenna/exterior equipment's clearance in any covered parking garage or area. Ensure vehicle parking locations, if not indoors, are clear of limbs or falling tree potential.

ALL MEMBERS

- ☐ Your safety is paramount. Follow all local instructions and evacuate if necessary.
- ☐ Ensure all CAP property in your possession is protected as well as possible.
- ☐ Ensure your contact information in eServices is up to date and notify your Commander or immediate supervisor if you are evacuating.
- ☐ Continue to monitor local news, FLWG website, social media, and Wing email for HURCON updates and changes.
- ☐ Do not self-deploy.
- ☐ Review all HURCON 2 Actions.

HURCON 2 Actions

When sustained surface winds of 58 mph / 50 knots sustained and/or gusts of 69 mph / 60 kts or greater and/or flooding are expected within 24 hours.

FLORIDA WING	GROUP COMMANDERS	SQUADRON COMMANDERS
Hazard Planning Cell: ☐ Continues nightly meetings to coordinate any actions required to secure assets and prepare for tropical storm impact. ☐ Breakout planning meetings continue as needed. ☐ The HPC transfers all operations to the Incident Management Team upon moving to HURCON 2 status. ☐ All in-person meetings and activities are cancelled until the Group or Wing returns to at least HURCON 4, or permission to conduct meetings under HURCON 1R is approved. ☐ Confirms all aircraft and vehicle movement to Safe Haven locations have been completed as required. ☐ Obtains SEOC status from assigned Liaison Officer. **INCIDENT MANAGEMENT TEAM:** ☐ Obtain handoff briefing from HPC on status of FLWG.	☐ Continue outstanding hurricane preparations until complete or otherwise directed. ☐ Continue to update available personnel information and report to FLWG/A3/DO. ☐ Ensure all units in the projected path of the storm have completed HURCON 2 checklists and all units comply with SITREP reporting procedures as outlined in ATTACHMENT 2. ☐ Monitor all issued Watches and Warnings in their respective areas of responsibility and follow all instructions from local authorities concerning voluntary or mandatory evacuations.	☐ Maintain accountability of personnel via regular phone tree checks, text messaging, etc. ☐ Continue outstanding hurricane preparations until complete or otherwise directed. ☐ Ensure CAP facilities are as stormproof as possible. ☐ Continue to update available personnel information and report to Group CC/DO. ☐ Complete the HURCON 2 SITREP daily no later than 1700 HRS ET as outlined in ATTACHMENT 2. ☐ Monitor all issued Watches and Warnings in their local area and follow all instructions from local authorities concerning voluntary or mandatory evacuations.

ALL MEMBERS
☐ Your safety is paramount. Follow all local instructions and evacuate if necessary.
☐ Inform your Squadron Commander or immediate supervisor of your intention to remain at home and sheltering in place or evacuate.
☐ Continue to monitor local news, FLWG website, social media, and Wing email for HURCON updates and changes.
☐ Review all HURCON 1 / 1C Actions.

HURCON 1 / 1C / 1E Actions

When sustained surface winds of 58 mph / 50 knots sustained and/or gusts of 69 mph / 60 kts or greater and/or flooding are expected within 12 hours or are *currently occurring*.

FLORIDA WING	GROUP COMMANDERS	SQUADRON COMMANDERS
INCIDENT MANAGEMENT TEAM: ☐ IMT Planning and Tactical meetings, and nightly IMT briefings begin. ☐ See ATTACHMENT 5 outlining the standard meeting agenda. ☐ All movements of personnel and assets should be concluded.	☐ Ensure all units in the projected path of the storm have completed HURCON 1 checklists and all units comply with SITREP reporting procedures as outlined in ATTACHMENT 2. ☐ Continue to update available mission personnel information and report to FLWG/A3/DO. ☐ Monitor all issued Watches and Warnings in their respective areas of responsibility and follow all instructions from local authorities concerning voluntary or mandatory evacuations. ☐ Notify FLWG/IMT of any changes to availability of mission-related equipment, damage to CAP property, injuries to CAP members (specify whether they were in mission status when injured) and/or CAP members who have been seriously affected by storm damage.	☐ Maintain accountability of personnel via regular phone tree checks, text messaging, etc. ☐ Notify Group CC/DO of any changes to availability of mission-related equipment, damage to CAP property, injuries to CAP members (specify whether they were in mission status when injured) and/or CAP members who have been seriously affected by storm damage. ☐ Continue to update available mission personnel information and report to Group CC/DO. ☐ Complete the HURCON 1 SITREP daily no later than 1700 HRS ET as outlined in ATTACHMENT 2. ☐ Monitor all issued Watches and Warnings in their local area and follow all instructions from local authorities concerning voluntary or mandatory evacuations.

ALL MEMBERS
☐ *If unable to evacuate prior to HURCON 1C or 1E conditions arriving, shelter in place in the safest location available. Do not attempt to leave your sheltered location.*
☐ Continue to monitor local news, FLWG website, social media, and Wing email for weather updates and HURCON status changes.
☐ If you have radio communications capability, report conditions and status via the FLWG Hurricane Net.
☐ Communicate with squadron leadership after the passing of the storm for well-being accountability check as soon as possible.
☐ Notify squadron leadership if available for post-storm tasking and/or disaster response.
☐ Review all HURCON 1R Actions.

HURCON 1R Actions

Response & Mission Execution

FLORIDA WING
INCIDENT MANAGEMENT TEAM: ☐ The Incident Commander / Area IC will determine the expected operational tempo for the first 72 hours. ☐ Will provide Wing Commander a regular status update on ☐ Whenever possible, aircraft and ground assets that have been evacuated will be returned to a mission base or to their home location to await mission tasking. ☐ Continue to assess mission needs and obligations and demobilize personnel as practical. ☐ Continue reports as required by CAP/NOC, 1AF and SER until directed to stand down. ☐ Ensure all documentation is properly stored in the applicable electronic folder. ☐ As units return to home base, all property, assets, and equipment shall be placed back in a ready state status to be ready to respond to other incidents. ☐ FLWG/IMT will make recommendations to FLWG/CC regarding units returning to OPS NORMAL. Air Operations: ☐ Once the weather is suitable for flight operations, air crews should be prepared to respond to any mission tasking assigned. ☐ Aircrew personnel must report availability through the proper channels as soon as possible for planning purposes. Ground Operations: ☐ Once an impacted area is deemed safe, ground operations (including sUAS, ground Waldo, high water mark, and ELT) may be activated and deployed for assigned tasks. ☐ Ground team members must report on availability through the proper channels as soon as possible for planning purposes. ☐ Local Requests for Assistance/Self-Deployment: Members are not to self-deploy. ☐ Requests for local assistance MUST go through the IMT for approval BEFORE committing Civil Air Patrol to tasking of any kind. This includes debris clean-up, manning Points of Distribution (PODS), or any other storm related tasks. **Recovery & Demobilization:** ☐ Demobilization procedures will vary depending on factors such as pending missions, personnel fatigue, and resource availability.
GROUP AND SQUADRON COMMANDERS:
☐ Report on a list of available personnel for tasking to the IMT Resource Unit Leaders. ☐ Confirm all mission base, aircrew, and ground teams' availability and confirm their ES qualifications before forwarding list through chain of command to IMT. ☐ With concurrence from the Wing Commander, weekly scheduled meetings may resume provided they do not adversely affect mission response. ☐ Make recommendations to return to HURCON 5 to FLWG/IMT as applicable. ☐ Ensure personnel are aware of demobilization orders as applicable. ☐ All assets and equipment shall be returned to a ready state as soon as possible. ☐ Report any discrepancies and damage/unaccounted for property to FLWG/IMT.
CAP FACILITY AND ASSET MANAGERS
☐ Begin accounting for your personnel and corporate assets. ☐ When able, check on and report the condition and status of corporate assets via SITREP. ☐ Check for any damage to facilities and secure utilities if required and report via SITREP.

Section 8 – Alert Conditions (ALERTCON)

1. The alert condition is a numerical value assigned to specific conditions that indicate the preparations and precautions that should be taken by wing, group, squadron, and individual members if a major non-hurricane disaster occurs or is expected.

2. This status differs from HURCON in that response to any disaster can be taken at any ALERTCON level. Examples of events that may increase an ALERTCON level include but are not limited to tsunami, earthquake, wildfire, asteroid impact, biological or nuclear event, or mass civil unrest.

Section 9 – ALERTCON Chart

Status	Conditions	Actions to be Taken
OPS NORMAL	No disaster or potential disaster event. This is the steady state for all normal operations within the State of Florida.	▪ Maintain Awareness ▪ Maintain CAP assets in a usable and ready condition. ▪ Maintain individual gear and equipment in a usable and ready condition.
ALERTCON ALPHA	A disaster or potential disaster event in which a local area, city, or county is affected. Major training events qualify.	▪ Squadron and Group Commanders should Alert FLWG A3 Team about the situation. ▪ FLWG A3 team will determine the next appropriate steps for response. ▪ Local units will poll members and prepare equipment for use.
ALERTCON BRAVO	A disaster or potential disaster event in which multiple counties or a FLWG Group are affected.	▪ FLWG will stand up a critical incident response group (CIRG) to manage the incident. ▪ Possible evacuation of CAP assets from affected areas. ▪ Unit meetings may be suspended or cancelled.
ALERTCON CHARLIE	A disaster or potential disaster event in which the State of Florida, or multiple FLWG Groups are affected.	• FLWG will stand up HPC or IMT to manage the incident. • Possible evacuation of CAP assets from affected areas. • Unit meetings may be suspended or cancelled.
ALERTCON DELTA	A disaster or potential disaster event in which the State of Florida and other states, or Southeast Region is Affected.	• FLWG will stand up HPC or IMT to manage the incident and coordinate with unified/area command at SER. • Possible evacuation of CAP assets from affected areas. • Unit meetings will be cancelled until after the disaster event has passed.

Section 10 – Post Disaster Actions

Upon completion of a disaster response and mission tasking events and following demobilization of assets, the following post-disaster action items will be conducted:

Florida Wing:

- ☐ Move Florida Wing to an Ops Normal status, send out appropriate notifications of status change to groups and squadrons.
- ☐ Verify all CAP assets are in working condition, and any expendable items have been reset/refurbished.
- ☐ Conduct a review of all pre-disaster preparation actions (if applicable).
- ☐ Collect all information regarding post-disaster response and mission tasking.
- ☐ Create an appropriate Mission Participation list of members.
- ☐ Create a formal After-Action Review (AAR) of all response and mission tasks.
- ☐ Submission of AAR to Wing Commander for review.
- ☐ Create a recommendation list for any applicable participation, decoration, or awards and submit it to FLWG staff for review.

Group Commanders:

- ☐ Ensure all squadrons within their area of responsibility have completed post-disaster actions.
- ☐ Report on completion of post-disaster actions status to FLWG IMT.

Squadron Commanders:

- ☐ Conduct all appropriate post-disaster inspections of CAP assets and property.
- ☐ Report any damage or issues.
- ☐ Conduct replenishing, repair, or repack of any needed items.
- ☐ Report on completion of post-disaster actions status to Group Commanders.

Individuals:

- ☐ Perform individual refitting, repair, or replenish tasks for personally owned equipment/gear.
- ☐ Report any damage of assigned CAP property to your Squadron Commander

Section 12 – Attachments, Supplemental Information, & Resources

Provided Attachments:

- Attachment 1: Changes to Operations Plan since last revision
- Attachment 2: SITREP Reporting Guide
- Attachment 3: Mission Base Capabilities by FEMA Resource Type
- Attachment 4: Hurricane Net
- Attachment 5: IMT Briefing Topics
- Attachment 6: Disaster Response Teams (HPC and IMT)

Supplemental Information & Resources:

- CAPR 60-3(i): CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS
- Florida Wing Supplement 60-3 Supplement 1
- Florida Wing SITREP Submission
- Civil Air Patrol Geospatial Hub (GIS Hub)
- FEMA Resource Typing Tool

Attachment 1: Revision History

VER	DATE	REVISED BY	SUMMARY OF CHANGES
1.0	1 JUN 2025	FLWG/DO	Initial Version, modified from prior FLWGP/FLWG Supplement to USAF O-Plan format.
1.0	4 MAR 2026	FLWG/DO	No Changes

Attachment 2: SITREP Reporting Guide

To make the submission as easy as possible, an online process has been established to submit SITREP reports via Microsoft Forms. If unable to access the system, especially if transmission via texting is required, use line numbers vice copying the entire report format.

Each next higher unit echelon will compile their list into a single format from the below format and forward as requested, or 1200Z/2100Z daily. An example would be Group 1 collects all their subordinate units and submit to the wing one report for the entire group.

UNIT SITREPS

will include:

1. Unit Name, Charter Number, Date, and Time of SITREP.
2. Current unit HURCON checklist status (HURCON 4 preparations in progress, HURCON 2 checklist
3. complete, etc.)
4. Resources available to conduct missions during the next operational period only using the Mission Base, Air OPS and Ground Team MAG resource typing system. (See Attachment two for typing)
5. Identify any corporate equipment that is out-of-service, out-of-location or otherwise unavailable for
6. mission tasking.
7. Identify any member-owned CAP-capable radios, aircraft. Briefly describe item(s) and CAPID of
8. the owner.
9. Any anticipated problems requiring Group or Wing assistance to resolve.
10. Additional comments

UNIT SITREP SUBMISSION LINK

WING SITREPS

will include:

1. All applicable Mission Number(s)
2. Mission Funding Source
3. Mission Summaries
4. Incident Commander / IMT POC contact.
5. Activities within the last 24 hours
6. Current mission tasking
7. Activities planned in the next 48 hours.
8. Any issues or unmet needs

**Example of Wing SITREP Report is available on the next page for reference.*

WING SITREP EXAMPLE

SUMMARY: **Corporate Mission #16-1-9999**

Civil Air Patrol, FL Wing, is providing support to FL State Emergency Management providing aerial damage assessment imagery of West Coast of FL from Dog Key to Cedar Key on the West Coast, then from Dog Island to NW Tip of ST Joseph's Peninsula . Tasking is provided thru FL DEM "constellation" number 351.

IC Name and Phone Number:
Lt Col Joe Blow
999-888-7777

Funding Source is FL DEM

ACTIVITIES WITHIN THE LAST 24 HOURS: (Repositioning sortie flown on 08 Jul and Imagery sorties flown on 08 Jul 12 covering from Dog Key south of Marco Island to Cedar Key on the West Coast. One sortie was flown on 09 Jul12 that included Dog Island to the NW tip of St Joseph's Peninsula on the Gulf Coast)

Today's Standing by for Further Tasking's.

- ✓ 2 RELO sortie
- ✓ 5 Mission Sorties flown today, 08 Jul 12
- ✓ 0 Mission Hours flown on 08 March.
- ✓ 8 Total mission sorties (i.e. throughout the whole mission)
- ✓ 15.7 Total mission hours

Our customers FLDEM received the images on a Portable Hard Drive they provided for mission

ACTIVITIES WITHIN THE NEXT 48 HOURS:

Standing by for further instructions

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ISSUES:

None

Attachment 3: Mission Base Capabilities by FEMA Resource Type

The following chart describes the type of mission base facility based on capabilities according to FEMA guidelines. The chart does not specifically include aircraft fuel as consideration in the type for CAP purposes, but this should be considered when determining an appropriate location for mission tasking. Florida Wing will operate primarily out of Type 1 or Type 2 locations, and if needed with mobile resources as Type 4.

Mission Base Type	Capabilities	Example
Type 1	Facilities, Communications, Utilities, Internet, Emergency Power Generator	Airports with internet, working fuel farms and current power or on emergency generator.
Type 2	Facilities, Communications, Utilities, Internet, Emergency Power Hook-Up	Airports with internet capabilities, fuel farms, and the ability to accept a generator to power needed utilities and equipment.
Type 3	Facilities, Communications, Utilities, Internet, No Back-Up Power Source	Airports in useable condition with no fuel, internet, or power.
Type 4	Mobile Resource, or no Internet Access (e.g. MAC)	Command or Communications trailer in field conditions.

Attachment 4: Hurricane Net

One of the most valuable tools in the event of an emergency is the HF-directed Hurricane Net. This link between all CAP HF stations is vital to the mission capability of FLWG in a major tropical weather incident. The IMT, through the A6/Director of Communications, will activate the hurricane net when a HURCON 3 is issued for ANY area of Florida. The purpose of the Hurricane Net will be to facilitate communication between FLWG personnel during times of tropical weather disturbance including, but not limited to:

- Information on current Alert and HURCON status
- Locations of key facilities such as mission bases, staging areas, and CAP receiving centers
- Status of the storm, to include location, category, direction, and forecasted track.
- Deployments of CAP resources to include RECON elements.
- Information on aircraft and other evacuations
- Other messages as required.

The following schedule, unless modified by the IMT, will be used for the Hurricane Net during HURCON 3:

- Every hour on the hour (ex: 1300, 1400, 1500, etc.) controlled NET beginning at the first hour after notification.
- The following schedule, unless modified by the IMT, will be used beginning with the first notification that ANY portion of the wing is under HURCON 2 and 1:
- Every hour and half hour (ex: 1300, 1330, 1400, 1430, etc.) controlled NET beginning at the first appropriate time hack.

Hurricane NET Opening Script, Pre-impact:

> *"This is FC XX opening the FLWG Hurricane Net in response to (Insert name of storm) the Wing is currently at alert level X and the following HURCON are in effect, HURCON IV for (name groups effected), HURCON III for (name groups effected), HURCON II for (name groups effected), and HURCON I for (name groups effected), we will now begin check- in from all stations..."*

Check-in will proceed starting with Wing Staff, then Groups by numerical order starting with Group 1. Stations with priority traffic should identify as such during the roll call. After roll call the net control will first pass all priority traffic before beginning to address station traffic.

Hurricane NET Opening Script, Post Impact:

> *"This is FC XX opening the FLWG Hurricane Net in response to (Insert name of storm) the Wing is currently at alert level X and the following HURCON are in effect, HURCON IV for (name groups effected), HURCON III for (name groups effected), HURCON II for (name groups effected), and HURCON I for (name counties or groups effected), we will now begin check-in from all stations starting with station in Group (insert)..."*

Check-in will proceed starting with the Group most impacted, then Wing Staff, and then other Groups. Stations with priority traffic should identify as such during the roll call. After roll call the

net control will first pass all priority traffic before beginning to address station traffic.

Stations within the impact areas will be given priority for the passing of traffic and should concentrate on the following:

- Condition of local area and local CAP facilities
- Continuity of Operations information
- Locally defined rally points

Attachment 5: IMT Briefing Topics

Applicable IMT Briefing Topics should be formatted consistently to allow for efficient exchange and dissemination of information from the IMT to all parties. Briefing slides will organized in a standardized format. The IMT Briefing should be kept as short as practicable. The following topics should be included in each IMT briefing if applicable:

1) IMT Briefing Title
2) IMT Brief Date
3) Applicable Mission Numbers
4) Roll Call of IMT Staff
5) Situation Brief
6) Incident Commander Priorities
7) Weather Brief
8) Operations Section
    a. Previous 24 Hours Summary
    b. Current Operations
    c. Future 48 Hours Summary
    d. Aircraft Status Snapshot
    e. Ground Vehicle Status Snapshot
    f. Misc Equipment Status Snapshot
9) Finance & Admin Section
    a. Mission Budgets & Expenditures
    b. Personnel Tracking
    c. Additional Notes/Comments
10) Planning Section
    a. Future 48 Hours Activities
    b. Future 48 Hours IMT Chart & Staffing Considerations/Concerns
11) Logistics Section
12) Safety Officer
13) Public Information Officer
14) Commander / Visitor Closing Remarks
15) Next Operational Period Summary
    a. HURCON/Alert Level Anticipated
    b. Next IMT Brief Date/Time
16) Questions / Closing

Attachment 6: Disaster Response Teams (HPC and IMT)

Incident Management Teams (IMTs) are defined in the National Incident Management System (NIMS) as rostered groups of ICS-qualified personnel, consisting of an Incident Commander, other incident leadership, and personnel qualified for other key ICS positions. IMTs exist at local, regional, state, tribal, and national levels and have formal notification, deployment, and operational procedures in place. These teams are typed based on team members' qualifications and may be assigned to manage incidents or to accomplish supporting incident-related tasks or functions. When assigned to manage an incident or to support an incident-related task or function, IMTs are typically delegated the authority to act on behalf of the affected jurisdiction or organization.

At a minimum, the Florida Wing Incident Management Team (FLWG/IMT) will be comprised of the following personnel:

Position	Abbreviation
Incident Commander	**IC**
Public Information Officer	**PIO**
Safety Officer	**SO**
State EOC Liaison (SEOC)	**LO**
Operations Section Chief	**OSC**
Planning Section Chief	**PSC**
Logistics Section Chief	**LSC**
Finance / Administration Chief	**FASC**

With input and strategic direction from:

Position	Abbreviation
FLWG Commander	**FLWG/CC**
FLWG Deputy Commander	**FLWG/CD**
FLWG Chief of Staff	**FLWG/CS**
FLWG DCS/Operations	**FLWG/A3**
FLWG DCS/Logistics	**FLWG/A4**
FLWG DCS/Information	**FLWG/A6**
FLWG Director of Operations	**FLWG/DO**
FLWG Aviation Maintenance Officer	**FLWG/DOMA**
FLWG Director of Emergency Services	**FLWG/DOS**

Incident Management Teams (IMTs) are defined in the National Incident Management System (NIMS) as rostered groups of ICS-qualified personnel, consisting of an Incident Commander, other incident leadership, and personnel qualified for other key ICS positions. IMTs exist at local, regional, state, tribal, and national levels and have formal notification, deployment, and operational procedures in place. These teams are typed based on team members' qualifications and may be assigned to manage incidents or to accomplish supporting incident-related tasks or functions. Additional consideration may be given to external guests such as adjoining Wings, Southeast Region Commander or delegated personnel, CAP-USAF/SELR personnel, and Headquarters staff CAP/NOC.