



TEXAS WING

01 AUG 2012

ADVANCED GROUND TEAM

## STANDARD OPERATING PROCEDURES

This Standard Operating Procedures (SOP) prescribes concepts, policies, and standards that govern all of Texas Wing's Advanced Ground Team (AGT) operations. Practices, procedures, and standards prescribed in this SOP are mandatory for all AGT personnel in Texas Wing and may not be supplemented or changed locally without the prior approval of TXWG/CC. Under no circumstance will this document supplement or supersede any other publication produced by Texas Wing or Civil Air Patrol National Headquarters. Additionally, this document is not all inclusive and members are strongly encouraged to read all Civil Air Patrol publications that influence operations and emergency services. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR).

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## 1. GENERAL INFORMATION

**1.1 Purpose.** The Texas Wing Advanced Ground Team will serve Texas Wing Emergency Services operations with specialized ground teams, capable of operating within a wide verity of different mission profiles that exceed the traditional scope of Civil Air Patrol Operations. The goal is that each AGT will be trained to meet the Federal Emergency Management Agency (FEMA) SAR Working Group under Wilderness Search and Rescue Technician, Job Title #35. Advanced Teams will train to that standard while serving in their capacity. We can expect new trainees to enter the program twice yearly when applications are published.

**1.2 Scope.** This OI provides direction for Texas Wing AGT operational missions, training, qualification and actual mission activities.

**1.3 Authorization.** The AGTs are assets of the Groups of Texas Wing but will be under the control of the DOS or his/her Deputy. Each Group will ensure that the training of their members is accomplished IAW Wing standards. All appointments to the TXWG AGT are subject to the approval of the TXWG AGT Coordinator.

**1.4 Activation.** In the event that an Incident Commander believes that a mission requires the specialized expertise of an AGT or if a mission is determined to be REDCAP, they must receive prior authorization from the AGTC or the TXWG DOS prior to their deployment.

- a. Automatic Activation. Prior authorization may be waived in traditional Search and Rescue Operations with a confirmed or imminent threat to life, limb, property or eyesight – i.e: a REDCAP.

### 1.5 Operational Structure.

- a. Advanced Ground Team Texas (AGTT). A coalition of all AGTs in Texas Wing.
- b. Advanced Ground Team (AGT). A specialized CAP ground team consisting of 6-10 persons trained and certified to meet the Federal Emergency Management Agency SAR Working Group under Wilderness Search and Rescue Technician, Job Title #35 and trainees seeking this credential and supervised by qualified members.

### 1.6 Operational Duty Assignments.

- a. Advanced Ground Team Coordinator (AGTC). Appointed by the Texas Wing Commander to command the AGTT and will report directly to the TXWG DOS. The AGTC will be responsible for managing all AGT operations and supervising the AGTMs and AGTLs in Texas Wing.
- b. Advanced Ground Team Curriculum Coordinator (AGTCC). Appointed by the AGTC and approved by the Texas Wing Commander shall be responsible for the development of the AGT curriculum and will be responsible for approving all perspective members training.
- c. Advanced Ground Team Manager (AGTM). Appointed by the Group Commander and approved by the AGTC, and will serve as their Group's point of contact for all AGTs within their Group. The AGTM will be responsible for coordinating AGT training and actual operations within their respective Group.
- d. Advanced Ground Team Leader (AGTL). Appointed by the Group Commander and approved by the AGTC, will serve as their respective team's point of contact. The AGTL will be responsible for their respective AGTs training and operational activities and resources

### 1.7 Administrative Requirements.

- a. Membership. Once a perspective member agrees to train to the minimum criteria listed in *Section 2 Minimum Requirements*, they must complete TXWGF 31-AGT APPLICATION and submit it to their respective AGTL. Upon recommendation from the respective Group Commander and AGTL the AGTC will review the application. Applications submitted directly to the AGTC without the endorsement of the respective Group Commander and AGTL will not be reviewed.
- b. Training Schedule. The AGTC is required to submit an Annual Training Plan (ATP) to the Director of Emergency Services at least two months prior to the start of the next fiscal year. The ATP must include the scheduled events, training objectives, expected training standards, safety, and contingency plan.
- c. Operation Plan. The AGTC is required to submit a General Operations Plan template to the TXWG DOS for all AGTC Training Missions for that Fiscal Year that will provide personnel with general procedures, operating instructions, and training objectives for each scheduled training mission. The AGTC must submit a completed Operations Plan no later than 45 days prior to each scheduled training mission.
  - i. Special Instructions. Additionally, the AGTC must submit Special Instructions (SPIN) to the TXWG DOS for each training mission no later than 15 days prior to each scheduled training mission.
- d. Operational Summary. At the conclusion of each fiscal year the AGTC must submit to the Texas Wing Commander a summary of AGT Operations for that fiscal year. The Operational Summary must include training and actual operations conducted and the effectiveness of the training objectives for the fiscal year.
- e. After Action Report. After each training and actual operation, AGTC and AGTL's must conduct an After Action Report that identifies, at a minimum, the missions effectiveness, lessons learned and operational successes.

## 2. REQUIREMENTS

**2.1 General Requirements.** Members of the Advanced Ground Team will not only be required to meet all of the requirements prescribed by the Civil Air Patrol, but the Federal Emergency Management Agency SAR Working Group under Wilderness Search and Rescue Technician, Job Title #35. Training to meet this standard will be evaluated yearly by the AGTL. If adequate progress is not made the individual may be removed from the AGT. Unless specified as a recommendation, the following are required for admittance in the Texas Wing Advanced Ground Team.

**2.2 Minimum Requirements.** Each AGT team member is required to meet the following Civil Air Patrol Emergency Services qualifications prior to being admitted into the Advanced Ground Team Training Pipeline:

- a. Minimum Age of 16
  - i. Parental Consent for perspective AGT Members under the age of 18
- b. Advanced Communication User Training/Introductory Communication User Training
- c. Ground Team Member Level 2
- d. Mission Radio Operator
- e. Urban Direction Finding

**2.3 Medical Specialist.** Each Advanced Ground Team shall have at least one Medical Specialist. The Medical Specialist is responsible for providing medical aid to members of the Advanced Ground Team and customers when local Emergency Medical Services is not readily available. The AGT Medical Specialist will be responsible to insure that all required medical items are present in the team medical bag, in date, and functional. The Advanced Ground Team Medical Specialist must meet the following additional criteria:

- a. Emergency Medical Technician - Basic
- b. Wilderness First Responder EMT

**2.4 Communications Specialist.** Each Advanced Ground Team is should endeavor to have at least one Communications Specialist. The Communication Specialist is responsible for ensuring effective communication between Civil Air Patrol assets and external agencies while deployed in the field or staged at a Field Operating Base. The Communications Specialist must meet the following additional criteria:

- a. Civil Air Patrol Communication Unit Leader

**2.5 Team Leader.** Each Advanced Ground Team is required to have at least one Team Leader, however two or more are strongly recommended. The Team Leader will be responsible for general leadership of the team, their safety and wellbeing. The Team Leader must meet the following additional criteria:

- a. Civil Air Patrol Ground Team Leader

**2.6 Branch Director.** Each Advanced Ground Team Task Force should endeavor to have at least one Ground Branch Director. The Ground Branch Director will be responsible for direct supervision of multiple Advanced Ground Team strike teams. The Branch Director must meet the following additional criteria:

- i. Civil Air Patrol Ground Branch Director
- ii. Operations Section Chief Strongly Recommended
- iii. Search Management Training - NASAR Managing the Lost Person Incident

### 3. ADVANCED GROUND TEAM STANDARDS

**3.1 Professionalism.** Members of the Advanced Ground Team will be expected to conduct themselves in a professional manner at all times. Each member should embrace and adhere to the Civil Air Patrol's core values of integrity, volunteer service, excellence and respect. All missions performed by the TXWG AGT will be conducted competently, expeditiously, and in a professional manner.

**3.2 Safety.** Each member should make safety their first priority and should refrain from becoming complacent. Safety for themselves, their team and customers should be paramount.

**3.3 AGT Creed.** All members of the TXWG AGT Task Force will adhere to a creed of excellence, professionalism and leadership.

**3.4 Ethics.** All members of the TXWG AGT are expected to comply with CAPR 35-10 *Ethics Policy*.

**3.5 Dismissal.** Under the discretion of the TXWG AGTC, DOS, Group CC and TXWG CC: Members of the TXWG AGT who flagrantly or knowingly violate the Civil Air Patrol's Core Values for the betterment of themselves or another individual, create an unsafe environment, disregard the Advanced Ground Team Creed or do not comply with the Civil Air patrol Ethics Policy are subject to removal from the TXWG AGT.

**3.6 Recruitment.** Because of the extensive training requirements, admittance onto the Advanced Ground Team will occur bi-annually. Applications will be accepted from 01 – 31 AUG and 01-03 JAN each year. However, should an individual meet all of the requirements prescribed by FEMA SAR Working Group under Wilderness Search and Rescue Technician, Job Title #35 and Section 2.2 of this document, their application will be considered on a case by case basis.

**3.7 Medical Evaluation.** A Medical Evaluation is not required by the Federal Emergency Management Agency; however FEMA does strongly suggest that all perspective and current Wilderness Search and Rescue Technicians, Managers, and Unit Leaders meet the minimum standards for firefighters listed in the National Fire Protection Association (NFPA) 1582.

**3.8 Fitness Standards.** The Civil Air Patrol does not maintain a physical fitness standard for Senior Members, however FEMA requires that the authority having jurisdiction have a physical fitness program in place. Members of the Advanced Ground Team will be required to meet the rigors of wilderness search and rescue. Members will be expected to perform the land navigation course, meeting the minimum requirements for NASAR SAR-Tech 2, in day and night conditions, with their extended duration packs.

- a. If a member is incapable of completing the land navigation course for either technical or physical means, the member will be placed on restricted duty and assigned a support role until the member or perspective member can complete the course. Once the individual can complete the land navigation course, they will be removed from restricted duty.

#### 4. MISSION PROFILES

**4.1 General Information.** Members of the Texas Wing Advanced Ground Team will be expected to operate in a wide variety of different mission profiles. Priority will be given to Search and Rescue and Disaster Relief Operations.

**4.2 Search and Rescue.** Search and Rescue will be the focal point of the Advanced Ground Teams. Advanced Ground Team Members should expect to conduct, but are not limited to, the following types of Search and Rescue missions:

- a. **Missing Person.** All AGTs will specialize in missing person searches: including but not limited to missing children, Alzheimer or Dementia patients, lost persons, and individuals with cognitive and dependency disabilities.
- b. **Civil Air Patrol Search and Rescue.** Advanced Ground Team's will frequently be tasked on traditional Civil Air Patrol Search and Rescue missions, i.e. missing/overdue aircraft searches.

**4.3 Disaster Relief.** In addition to employing Wilderness Search and Rescue and traditional Civil Air Patrol Search and Rescue missions, the Advanced Ground Teams will become an integral component of Disaster Relief missions. Often AGTs will be tasked for Wilderness Search and Rescue and/or traditional Civil Air Patrol Search and Rescue missions. However, they will not be restricted to those mission profiles, their tasking will be dictated by mission needs and the scope of training for the AGTs.

- a. **Community Emergency Response.** The AGTs will play an integral role in Disaster Relief efforts, when fire and medical services will not be able to meet their demand. Every member of the AGT will be required to be qualified in CERT, to assist in their local community until emergency response is available.
- b. **Impact Assessment.** AGTs may be deployed into a disaster area to conduct assessment missions to identify what areas need additional resources. Every member of the AGT will be required to complete the Red Cross Damage Assessment course.

**4.4 Support Services.** Once the Advanced Ground Team is established, team members can expect to work with external agencies on a regular basis. This cooperative effort can be demonstrated in several different forms, but not limited to the following:

- a. **Direct Support.** External agencies may request the Advanced Ground Teams to directly support their ongoing or pending search and rescue mission. However, these missions must be authorized by the National Operations Center (NOC) or the Wing Commander for 911 missions.

b. Consulting. External agencies may seek members from the Advanced Ground Team to provide consulting for their agencies/organizations search and rescue teams. Advanced Ground Team members are required to have the prior consent of the Advanced Ground Team Coordinator and Wing Commander to consult external agencies/organizations.

c. Examination. If a member of the Advanced Ground Team possesses or obtains certification in a qualification as an evaluator (HazMat Awareness, SAR TECH, CERT etc...) they are encouraged to volunteer their services to external agencies and provide examinations for those certifications.

**4.5 Reimbursement.** Under no circumstances will members of the Advanced Ground Team receive a profit for support service missions to external agencies. The only financial reimbursement that can be made MUST be coordinated through the NOC and the Texas Wing Financial Administrator.

**4.6 Training.** Members of the Advanced Ground Team are strongly encouraged to advance their personal qualifications in both the Civil Air Patrol's Emergency Services program and through external agencies that would benefit the Advanced Ground Team.

**4.7 Responsibility.** It is the responsibility of perspective and current AGT members to attend scheduled AGT training events, in the event a current AGT member is unable to attend a scheduled AGT training event it is their responsibility to notify their respective AGTL in advance. Should a perspective AGT member miss a scheduled training event they alone will assume the responsibility to make up the missed training on their own time or wait until the training is offered again. Additionally, if they choose to complete the training outside of the scheduled training event they must be able to provide documentation of completed training to the AGTC.

**4.8 Provide Traditional CAP Training.** AGT members are strongly encouraged to frequently attend traditional Civil Air Patrol Emergency Services training exercises not specifically designed for the AGTs, with the intention of training other ground team members and encourage future participation in the AGT program. At all times members of the Advanced Ground Team should assume a positive influence over traditional Civil Air Patrol ground teams, and under no circumstances will an elitist attitude be tolerated. The AGTC reserves the right to dismiss any member of the AGT from the program should they be implicated in a situation which they discriminate against another person based upon membership in the AGT program.

## 5. REQUIRED EQUIPMENT

**5.1 General Information.** To be eligible for deployments, Advanced Ground Team members are required to possess the minimum equipment list prescribed by the Civil Air Patrol *Ground Team Member Task Guide* and the National Association of Search and Rescue Search and Rescue Technician II.

**5.2 Additional Team Member Equipment.** The following additional items are required for, and exceed the SAR Tech II packing list. The perspective or current member should reference the following this packing list while completing their pack. Additionally, the minimum pack size is 1800 Cubic Inches.

### **Personal First Aid and Survival Kit**

- 1 - Plastic bag, zip lock, qt. size, for kit
- 10 - Acetaminophen or aspirin tablets
- 10 - Antacid tablets
- 10 - Ibuprofen tablets
- 6 - Antiseptic cleansing pads
- 1 - Antiseptic ointment
- 6 - Band aids, various sizes
- 1 - Candle, long burning
- 2 - Cotton swabs, non sterile
- 1 - Duct tape, 5-10 ft.
- 1 - Leaf bag, large
- 8 - Matches in a waterproof container
- 1 - Moleskin
- 2 - Quarters for phone call
- 1 - Razor blade, single edge safety type
- 1 - Roller gauze bandage 3"
- 2 - Safety pins, large
- 1 - Splinter forceps, tweezers
- 1 - Space type blanket or space type sleeping bag
- 1 - Towelette, clean
- 1 - Whistle
- 2 - Pair PPE Non-Latex Gloves

### **(Non-urban) Personal SAR Equipment**

- 1 - Pack, 1800 cubic inch (minimum)
- 4 - Bags, various sizes, zip locked
- 1 - Bandanna, handkerchief
- 1 - Cap or other headgear
- 2 - Carabiners, locking gate
- 1 - Clothes bag, waterproof
- 1 - Clothing, adequate for climate
- 1 - Clothing, extra set, suitable for climate
- 1 - Compass, orienteering (Silva Ranger or Equivalent)
- 1 - Flagging tape, roll
- 1 - Flashlight or lantern
- 1 - Flashlight extra, extra batteries and bulb
- 1 - Footwear, sturdy, adequate for climate
- 1 - Gloves, durable, even in summer
- 1 - Goggles, or eye protection, clear
- 1 - Insect repellent
- 1 - Knife, multi-purpose
- 1 - Lip balm, with sunscreen
- 1 - Measuring device, 18 in. minimum

- 1 - Metal cup or pot
- 1 - Mirror, small
- 1 - Nylon twine or small rope, 50 feet
- 1 - Pad and pencil
- 2 - Prusik cords (6mm – 8mm; 6 ft. length)
- 1 - Rainwear, durable
- 1 - SAR personal identification
- 1 - Shelter Material, 8x10 plastic or coated nylon
- 1 - Scissors, multi-purpose
- 1 - Socks, extra pair
- 1 - Sunscreen lotion
- 1 - Tissue paper or baby wipes (recommended)
- 1 - Tracking stick, 42" long
- 1 - Watch
- 2 - Water containers, at least liter size
- 1 - Webbing, 1" tubular - length suitable for harness
- 1 - Wire, 5-10 ft., woven steel
- 8 - Wire ties, plastic, self locking

#### **Optional Personal Support Equipment Recommended by Not Required**

- 2 - Extra leaf bags
- 1 - Extra water container
- 1 - Foam pad
- 2 - Food, nonperishable
- 1 - Gaiters
- 1 - Rain cover, pack
- 1 - Sterno or stove
- 1 - Sun glasses, 97% UV protection
- 1 - Trail snacks
- 1 - Water purification tabs
- 1 - Altimeter
- 1 - Binoculars
- 1 - Protractor
- 1 - Handheld GPS (SAR Appropriate) with 2 Sets of Extra Batteries
- 1 - Grid Reader (UTM)
- 1 - Pace Counter
- 2 - Prusik Cord (6mm-8mm 6 ft Length)
- 1 - Safety Rope 75ft

**5.5 Team Equipment.** In addition to the required equipment prescribed by the Civil Air Patrol, the following are required and considered essential to the Advanced Ground Team Mission:

| QTY | ITEM                         | QTY | ITEM                                   |
|-----|------------------------------|-----|----------------------------------------|
| 1   | EMT Medical Kit              | 1   | Stokes Basket                          |
| 1   | Vehicle Mounted HF-ALE Radio | 1   | Electronic DF                          |
| 1   | Mobile VHF Radio             | 1   | Portable VHF Radio                     |
| 1   | Handheld GPS                 | 1   | AED (Automatic External Defibrillator) |



**5.7 Uniform Requirements.** The official uniform of the TXWG AGT will consist of the blue Battle Dress Uniform (BDU); woodland camouflage BDUs will not be permitted. All members of the AGT are required to wear their uniform IAW CAPM 39-1 *CAP Uniform Regulation*.

A. Squadron Patch. Members of the TXWG AGT will wear the TXWG Headquarters patch in place of their Squadron Patch until a specific TXWG AGT patch has been approved.

B. Undershirt. Members of the TXWG AGT will wear a high visibility orange (ANSI 107 Class 3 compliant) shirt underneath their uniform.

C. Battle Dress Uniforms. Due to the rigors of wilderness search and rescue members of the TXWG AGT are strongly encouraged to purchase one of the following uniform options:

a. Vendor: 5.11 (Color Dark Navy)

TacLite Pro Pants - Men's Product Number: 74273

Female Product Number: 64360

TDU Shirt – Men's Product Number: 72054

Female Product Number: 72054

b. Vendor: Proper (60/35 Poly/Cotton Dark Navy)

Proper BDU Coat – Style Number F5454

Proper BDU Trouser – Style Number F5201

## 6. REQUIRED TRAINING

**6.1 Training Pipeline.** Prior to being accepted into the Advanced Ground Team, the perspective member must complete all of the following courses prescribed by the FEMA SAR Working Group under Wilderness Search and Rescue Technician, Job Title #35. These courses may be completed on the perspective members own time, however it is strongly recommended that they contribute to the training environment and attend the course with the other perspective Ground Team Members.

- A. Hazard Mitigation
- B. Personal Protective Equipment for 4 Seasons
- C. Medical Aid/Including Customer Evacuations
- D. NASAR SAR Tech II Certification
- E. NFPA 472 HazMat Awareness and/or OSHA 1910.120(Q)(6)(i), HazMat Awareness Training or equivalent basic instruction on responding to and operating in a CBRNE incident, including drug labs.
- F. Bloodborne/Airborne Pathogens per OSHA.
- G. DOI AM B-3 or equivalent. Aircraft Safety and Helicopter operations.
- H. OSHA 1910.120 and/or 1910.134(f) Respiratory Protection.
- I. Wilderness weather / SKYWARN.
- J. Medical aid of self, team members, and customers. American Heart Association Healthcare Provider BLS and First Aid
- K. Helicopter operations in SAR for all seasons in all anticipated areas of operations.
- L. ICS-100: Introduction to ICS.
- M. ICS-200: Basic ICS.
- N. FEMA IS-700: NIMS, An Introduction.
- O. CERT (G-371) or equivalent for disaster related responses.
- P. Personal Protective Equipment for 4 Seasons

**6.2 Documentation of Training.** Once the perspective member has completed all of the requisite training they will scan all applicable certificates of training and submit them to their AGTL. The AGTL is responsible for reviewing all certificates of training to ensure completion before submitting the training packet to the ACTCC who will review the packet to ensure compliance. After the packet has been approved by the AGTCC the perspective member will become an official member of the AGTT.

a. Once the perspective member has been approved by the AGTCC and becomes an official member of the AGTT, a Texas Wing Form 101 indicating their qualifications and duty assignment will be sent to the member. The TXWGF 101 must be kept on the members person at all times when participating in AGT missions.