



Disaster Airlift Response Plan

For South County Airport E-16



Publishing Information

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Table of Contents

Section	Title	Page
1	Concept of Operations (CONOPS).....	1
2	Mobilization, Organization, Control and Safety	3
3	Mobilization Messages	21
4	Documentation Forms	29
5	Managers' Binders	51
6	DART Ideal Equipment List.....	55
7	Communications Equipment Research and Recommendations	57
8	Bibliography, Glossary, Feedback	59

Table of Figures

Figure	Title	Page
1	Map to the DART Operations Area at E16	5
2	South County Airport DART Operational Area.....	6
3	Organization Chart	8
4	Pilot and Aircraft Information Form	30
5	Aircraft Load Sheet	31
6	Airlift Dispatch Log	32
7	Receiver Airport Information.....	33
8	Provider Airport Information.....	34
9	Pilot Certification and Waiver of Liability	35
10	Passenger Waiver of Liability Form	36
11	Volunteer Certification and Waiver of Liability Form	37
12	Pilots List	38
13	Ground Support Staff List.....	39
14	Materiel Identification Label and Passenger Badge	40
15	Shipped Materiel Log	41
16	Received Materiel Log.....	42
17	Ramp Operations Manager's Log	43
18	Personnel Duty Roster	45
19	Emergency Manager's Summary Sheet.....	46
20	Sample DART Management Assignment Roster.....	48
21	Pilot Readiness Checklist.....	49
22	Ground Crew - Mobilization Preparation Guidelines	50

Foreword

This SCAPA Disaster Airlift Response Plan describes how the Disaster Airlift Response Team (DART) will work to assist our communities during a time of natural disaster. We anticipate such a disaster would disrupt transportation systems and create the need for airlift support. We expect such natural disasters could include earthquakes, forest fires and floods. Typical missions are expected to include:

- Good Samaritan humanitarian flights to and from numerous local General Aviation (GA) airports in Santa Clara County (SCC) and adjacent areas transporting people, supplies and equipment, even food and water
- aerial reconnaissance sorties to assist local emergency managers to understand the extent of disruptions so that they can more efficiently respond to them,

We expect to conduct our operations in cooperation with relief agencies that require our time-sensitive assistance while regional surface transportation is disrupted.

As an example in October 1989, after the magnitude 7.2 Richter Scale Loma Prieta earthquake near Santa Cruz, CA over 300 Good Samaritan humanitarian relief flights utilizing over 100 small and medium size GA aircraft were made from Reid-Hillview Airport in San Jose, Palo Alto Airport and Buchanan Field in Concord to the Watsonville Airport to transport approximately 300,000 pounds of emergency cargo and emergency officials while roadway access was closed. South County Airport Pilots also flew in that effort. While many large commercial airports were closed for inspections and repairs, GA aircraft were able to fly from smaller airports with no significant damage. It should be mentioned that many GA aircraft could easily takeoff and land using only a small undamaged portion of a large international airport runway, if cleared.

Some pilot associations may debate how much structure and procedure to wrap around their Disaster Airlift Response Team. We have created a high level of detail with this plan. Although these details increase the amount of effort to implement the plan in the near term, from our Loma Prieta experience we believe that it will be quite worth it in the next emergency because we should be able to

- practice and prepare more effectively,
- mobilize more quickly in an actual disaster,
- scale up to large operational volume faster,
- make it clearer for people what they should do, and thus,
- operate with a higher level of safety during operations, and
- better track the people and materiel we transport.

Section 1. Concept of Operations (CONOPS)

1.01 Operation and Support

Our goal is to significantly enhance disaster response operations through prior planning and exercises designed to integrate aviation resources fully into the overall response. In seeking and accepting mission assignments, our local level organization will assign priorities, allocate participating pilots, aircraft, resources and in general direct our activities to provide the maximum effectiveness. We will provide our aviation resources during emergencies in support of

- Our local community emergency response managers with whom we have developed emergency response contingency plans,
- Regional emergency response managers and pilot DART organizations who have our contact information and who can request our assistance,
- the Emergency Operations Command (EOC) Director at the appropriate operational area(s).

To provide safe, rapid and efficient airlift support we shall pre-coordinate, pre-organize and pre-stage certain related support documentation, equipment and materiel at E16 airport such that in the event of an emergency requiring our support, we will be in a position to respond rapidly. Safety is everyone's responsibility, and we must promote situational awareness, be constantly cognizant of safety related issues, and take appropriate and prompt corrective action as needed. We will be capable of promptly alerting our mission pilots. We will maintain a group of ground volunteers and pilots who are responsible for the various DART functions and who will be trained on how to implement appropriate action. Alternate personnel shall also be assigned in the event that a primary person is unavailable for any reason at the onset of an emergency. Our flight operations will be limited to FAA Part 91 rules and regulations.

In support of the Morgan Hill CERT, Gilroy CERT, Santa Clara County Emergency Managers, regional emergency managers, Caltrans Division of Aeronautics, SCC Office of Emergency Services (OES), SCC Board of Supervisors, SCC Director of Airports, American Red Cross, and Civil Air Patrol; and other organizations and impacted citizens mitigating the effects of a local or regional disaster, the SCAPA Disaster Airlift Response Team will be mobilized to coordinate and expedite first-response emergency relief air transport efforts as and where needed. It is expected that in time of emergency, qualified pilots will volunteer their services in the aircraft they fly to fulfill essential disaster relief missions. When our DART airlift capability is requested, we shall contact our DART Managers, pilots and ground support volunteers immediately by telephone, email, text messaging, or whatever means is most expedient and effective. We expect that we will have the greatest participation of our volunteers in disasters that occur

closest to our home airport. In the event that telephone service is unavailable, our procedure is for key DART personnel to automatically report to our designated E16 DART Operations Area promptly after a disaster event for in-person briefing, coordination with partners and possible mobilization. Our intent is that our resources will begin receiving and airlifting cargo within two-hours of an accepted request, well before most conventional airlift services could commence cargo loading and flight operations. It is also our intent to establish Mutual Aid agreements with Pilot Associations at other Northern California regional GA Airports, so that we can offer either Provider and/or Receiver Air Lift capability as necessary. This synergy will multiply our value and effect.

Refer to the organization description herein for specific roles and responsibilities.

1.02 Periodic Exercises

Periodic exercises will be conducted to review our procedures, test our documentation, train our personnel, practice our operations and update our organization roster.

1.03 Interfaces and Communications

Various Interfaces and Communications binders will be established and maintained by and at the direction of the *External Agency Liaison Director* for efficient communications among our various internal organization staff members and pilots, and between DART and external entities. Soft copies of the DARP and related documentation will be distributed to DART members, and documentation binders will be stored at our E16 storage facility to be used by the responding DART members.

Previous earthquakes have disclosed the vulnerability of communication via telephone, especially the cell phone system which was disrupted with excess calls for several hours immediately following the Loma Prieta Earthquake. Accordingly, we will seek to develop alternative forms of emergency communications, including those in use by our external agency partners and general ham radio.

1.04 Memorandums of Understanding

We will seek to work with our partner agencies in whatever manner is convenient and appropriate for both parties. In all cases, we will seek to have initial and periodic discussions with them, share contact information, and have some common ideas about how we will mobilize and provide support. In some cases our *External Agency Liaison Director* may develop and execute Memorandums of Understanding (MOUs) or other agreements with our partner agencies to better define the mutual aid and cooperation processes, and outline the duties, requirements, procedures and emergency communications process.

Section 2. Mobilization, Organization, Control and Safety

2.01 DART Mobilization Overview - Ideal Staffing Case

1. Disaster Strikes.
2. Prearranged operations commence.
3. The External Agency Liaisons Director inquires with partner organizations as to whether they request disaster airlift relief services.
4. If partner organizations request service, the External Agency Liaisons Director requests the DART Operations Director to notify the DART of initiation of operations.
5. The Operations Director confirms operational assignments, mobilizes the existing DART volunteers, and so advises the External Agency Liaisons Director
6. The External Agency Liaisons Director sends messages to partner organizations including
 - a. A statement that DART is mobilized,
 - b. A solicitation of partner mission requests,
 - c. Directions to the DART operations area at the airport
 - d. Contact information of the on-duty DART Operations Director and Flight Operations Manager.
7. The Recruitment Manager assists in recruiting the necessary number of volunteers to provide the requested level of service, and forwards volunteer info to managers. The Recruitment Manager may also manage a sign-in desk at the DART Operations Area.
8. Volunteer pilots and ground staff show up, offer their services, sign appropriate forms and present any required credentials. If accepted, the volunteers report to the responsible manager and are signed in on the volunteer duty logs.
9. The Materiel Manager receives materiel, logs in passengers needing transport, directs weighing, logging, labeling and name tagging operations.
10. The Flight Operations Manager reviews the incoming materiel log, receives mission requests, and provides estimated delivery capability based on available pilots and airplanes.
11. The Flight Operations Manager schedules the transport of materiel and passengers using the Aircraft Load Sheet and the Airlift Dispatch Log.
12. The Ramp Operations Manager and his ramp crew assist pilots in loading their airplanes and escort passengers on the ramp according to the Aircraft Load Sheets and the Airlift Dispatch Log.
13. Pilots taxi to the ramp to sign up and take on materiel and passengers. The Ramp Operations Manager and/or his staff assist pilots loading aircraft per direction of the Pilots in Command, and as specified on their Load Sheets and Airlift Dispatch Log.
14. Materiel is kept secure.
15. Passengers and personnel are kept safe.

16. The transport mission is accomplished and the volunteer pilot returns the signed load sheet to the Flight Operations Manager.
17. All records are kept permanently for future reference and traceability.

We expect to staff SCAPA DART operations with members of SCAPA, pilots operating out of South County Airport, other local pilots, other local volunteers, and pilots and ground crew reporting for duty through mutual aid requests. While the majority of SCAPA pilots have a Private Pilot license, some have a Commercial Pilot license or an Airline Transport Pilot (ATP) license, and many have Instrument, multi-engine and seaplane ratings, helicopter ratings as well as commercial and/or military experience. Some even have substantial experience in disaster airlift operations. The County requires all county aircraft owner tenants based at South County Airport to be insured for a minimum of \$1,000,000 of public liability and property damage coverage.

Smoking and Open Flame Restrictions

The policy of DART is that there shall be **NO SMOKING OR OPEN FLAMES** within 50 feet of an airplane, or within 100 feet of an airplane being refueled.

Safety and Security

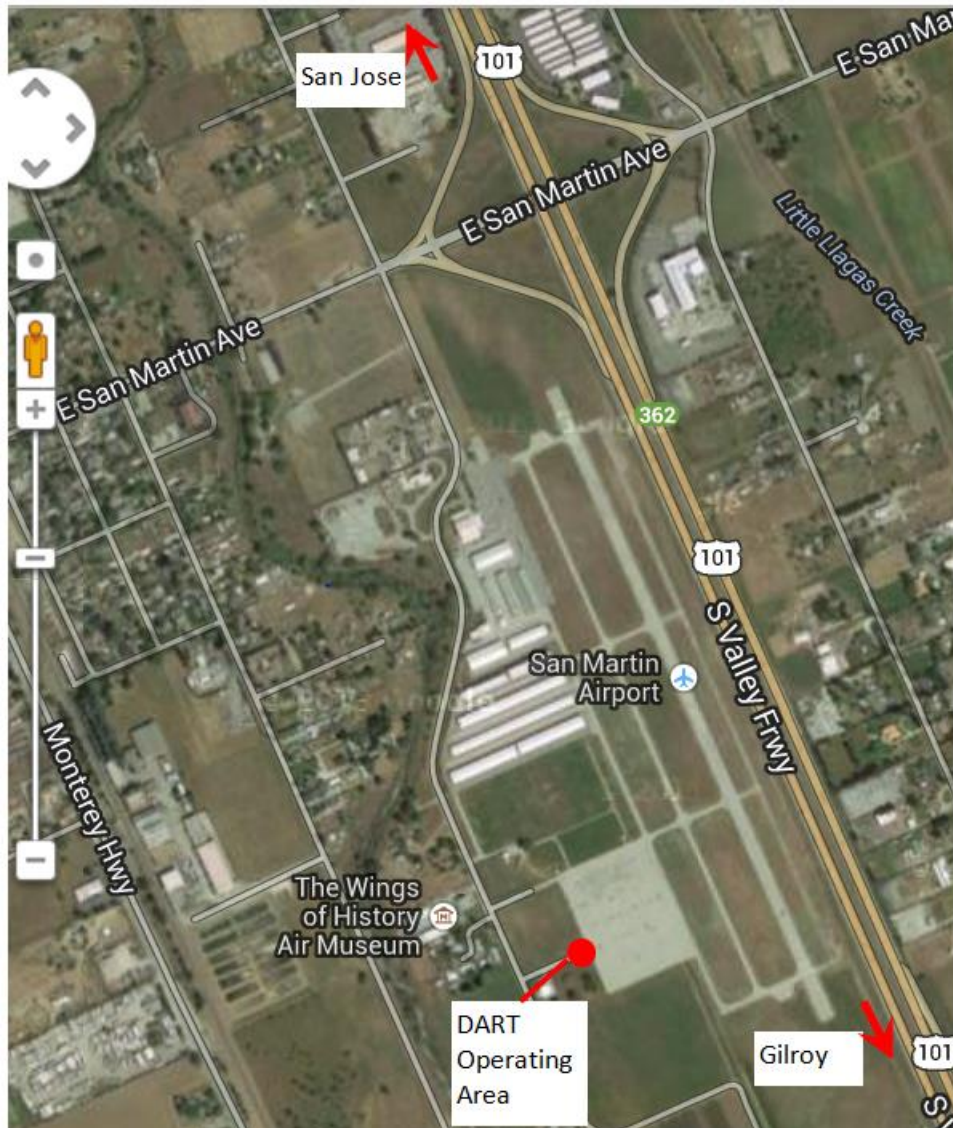
In a disaster, time is of the essence, but safety on the ground and in the air is paramount. All of us will seek to maintain safe aircraft taxi and parking areas, and assist in precluding public access to the airport operations ramp at all times. Pilots will only accept missions similar to what they fly in their every-day flying experience. Pilots will also conduct their flight operations safely in accordance with applicable Federal Aviation Administration (FAA) regulations, centered on Part 91, and their FAA license and ratings. We will help keep our personnel safe in a potentially dangerous activity on the busy and noisy ramp around moving vehicles and turning propellers. Any DART pilot starting up will verify the area is clear, take extra precautions to continue scanning the area after start up for people possibly not aware of your aircraft, and shut down the aircraft if there is ever any doubt at all about the likelihood of any person contacting the propeller. Likewise, when taxiing into a ramp with personnel walking around, pilots will shut down their engines without delay – it is much preferable to have to tow an airplane into parking because a pilot shut down his aircraft early than to risk a prop strike with a person on the ramp who might inadvertently walk into a propeller.

All volunteers will evaluate risk and take appropriate action to mitigate hazards they see. Each person should assume that every airplane and propeller could become in motion at any time, assure that all people around an airplane are clear and will remain clear before starting the engine, and be mindful of anyone or anything behind before increasing RPM above idle speed. When training volunteers to help in a task, we will explain in specific and positive terms what should be done, as well as what not to do. If you don't know how to do something, ask someone who knows to show you the proper method.

2.02 Getting to South County Airport

We expect to conduct practice exercises and some operations at South County Airport. The airport is located beside Highway 101 in San Martin immediately south of the San Martin Ave exit. To get there, drive south from San Jose on highway 101, or drive north from Gilroy on highway 101. See Figure 1, Map to the DART Operations Area at E16, showing where to drive. Simply drive to the red dot.

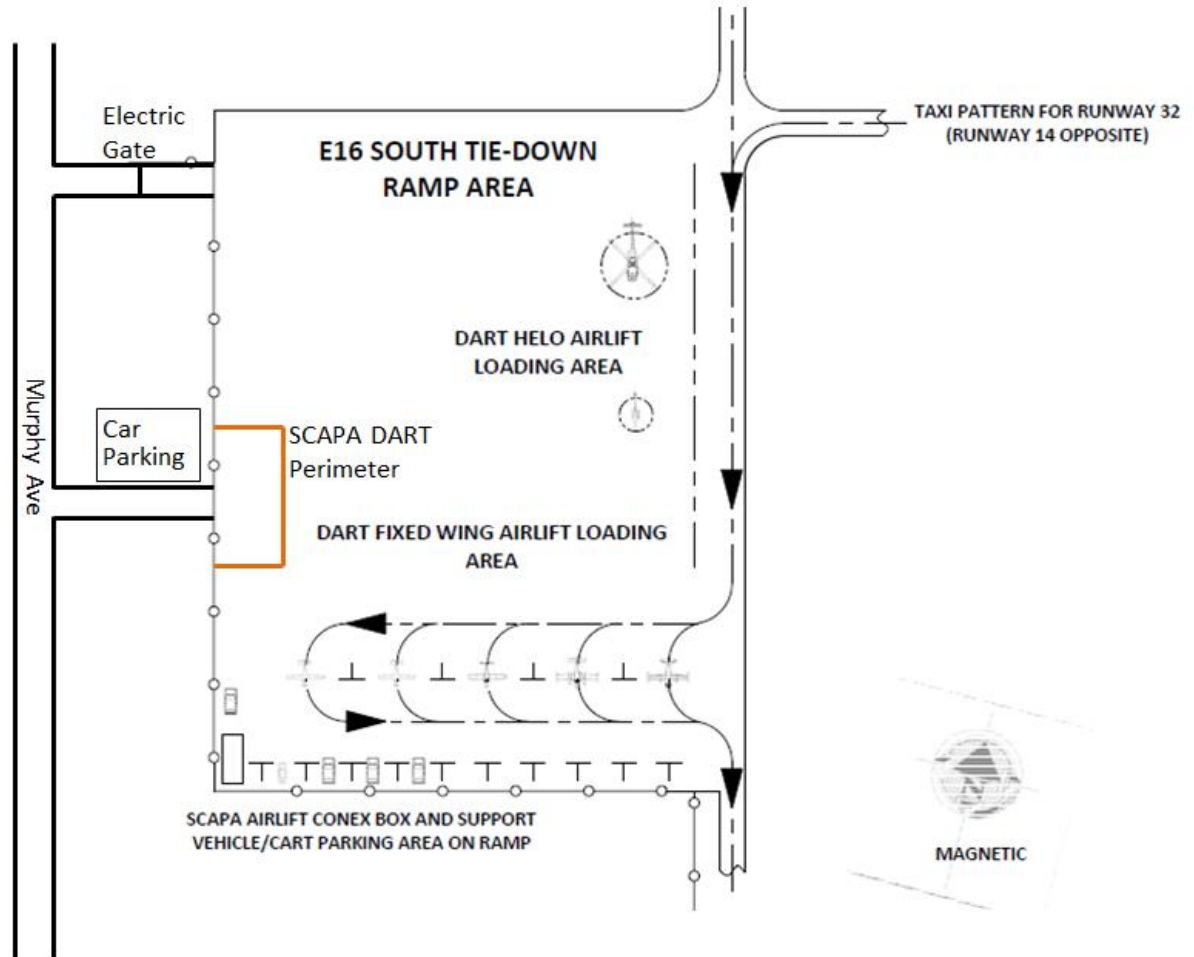
Figure 1, Map to the DART Operations Area at E16



2.03 South County Airport DART Operational Area

When DART operations are ongoing at South County Airport, we expect to utilize the south ramp approximately as shown below. Note that people should enter at the access road that goes directly to our operations area, and not at the road with the electric gate. Car parking may be available on the dirt outside the airport fence.

Figure 2, South County Airport DART Operational Area



2.04 Operations at Receiver and Provider Airports

Emergency airlift operations will generally operate out of at least two airports. The airport(s) that is located inside or near the disaster zone is referred to as the **Receiver Airport**, because it generally will receive supplies and equipment from the outside world. The airport(s) that is located away from the disaster zone is referred to as the **Provider Airport** because it provides equipment and supplies to the disaster area. DART pilots will fly loads between the Receiver and Provider Airports. When SCAPA DART operates at E16 in the **Provider Airport Mode**, flights originate at and return to South County Airport (E16). Cargo is flown from the South County Airport, which has access to convenient surface transportation facilities and supplies, to the Receiver airport which serves a community that may have been virtually cut-off from the outside world due to a disaster. When SCAPA DART operates at E16 in the **Receiver Airport Mode**, provider flights generally originate at other airports, are received at South County Airport (E16), and return to the provider airport. However, this could also include flights that originate at South County Airport, pick up cargo at the Provider Airport and return to South County

Airport. SCAPA DART may also operate at a Receiver airport and a Provider airport, neither of which is E16.

Operational administration at Receiver and Provider Airports includes:

- checking in ground volunteers for work and ensuring that their waivers are complete and that they are trained to safely and competently perform their duties,
- checking in pilots, verifying that they possess both a pilot license that applies to the aircraft they are flying and a current medical certificate, witnessing them sign the appropriate waiver and pilot certification, viewing their insurance policy summary including at least a \$1,000,000 limit and seeing that it is not expired
- checking in material and passengers, weighing them with their personal items, logging them, and assigning identification labels/tickets to them
- matching the materiel, supplies, and passengers that have been checked in with available aircraft that can fly them to their destination, within the load carrying limits of each aircraft
- accompanying passengers (most importantly children) to and from airplanes with safety personnel who ensure that they stay clear of the hazards of multiple aircraft moving on the ramp
- loading the aircraft for flight
- assisting arriving and departing aircraft in safe traffic pattern operations and safe ground taxi operations
- unloading arriving aircraft and securely handing over the materiel to the intended person or organization

As it is likely that operations will originate at both receiver and provider airports, it is desirable to have a fully functional administrative capability (a DART) staffed at each airport. However, as of the publication date of this DARP revision, there are very few operational DARTs at other airports, so it is likely that the remote airports will have little or no administrative support and SCAPA DART pilots will need to drop off and pick up passengers and materiel at remote airports as they would in normal Part 91 operations, and the SCAPA DART will administer the overall operation as well as it can from South County Airport.

2.05 Mutual Aid

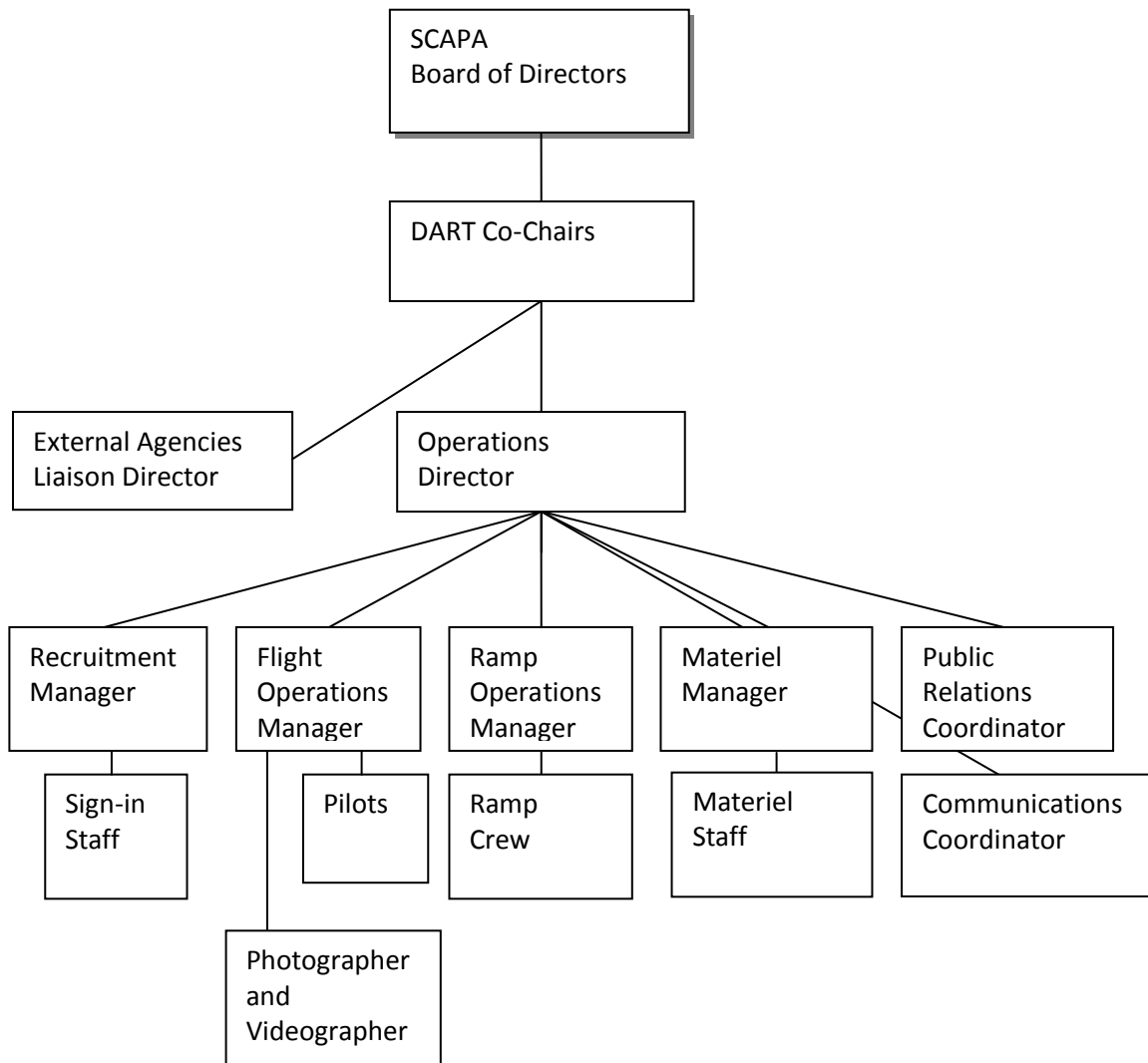
SCAPA will seek to establish mutual-aid alliances with other GA airport organizations, so that we can provide assistance to other pilot organizations during their local disaster as well as receive assistance from them during our local disaster. SCAPA DART will be prepared to receive the assistance from organizations providing mutual aid in the form of volunteer pilots and their aircraft by registering them for duty under the normal pilot check-in and registration procedures. When providing mutual aid assistance to other pilot organizations, our pilots will volunteer and sign in as individuals under the control and management of our mutual aid partner's DART during its operations. Other DARTs supplying mutual aid to SCAPA DART may also operate a full Provider Airport DART function from their home airport. If requested, it is

possible that SCAPA DART may be able to organize and/or staff a partial or full DART flight administration operation at a distant airport.

2.06 SCAPA DART Organization Chart and Duties

The following figure shows the SCAPA DART Organization Chart. Following the figure is a description of the primary job duties for each position.

Figure 3, Organization Chart



Disaster Airlift Response Team Organization

The following paragraphs describe the duties of persons operating within the plan. Depending upon the number of candidates available to support the airlift response, and any given task timing sequence involved, individual people may have one or several of the positions described herein. It should also be noted that although these assignments are made and accepted in advance, personnel availability and preparedness, or other unpredictable circumstances, may require changes during any specific disaster airlift situation. Accordingly, all volunteers are encouraged to prepare to perform multiple tasks in which they are interested and for which they believe they are qualified. Further, each of the jobs below applies to a job that is performed at a certain time. In this way, it may be that three people are assigned the Operations Director job, and that at any given time one of them is on duty at the airport acting in that capacity. Finally, all of these job descriptions and procedures may be altered by the authority of the Operations Director in charge at the airport for whatever reasons deemed appropriate.

2.07 SCAPA Board of Directors

The SCAPA Board of Directors shall select one or more DART Chairs to run the DART program on behalf of the association. Selection of management is critical, as the success or failure of the program will rest upon the enthusiasm, initiative, capability, and available time of its Chair(s).

2.08 DART Chair (Co-Chairs)

The *DART Chair or DART Co-chairs* is/are responsible for defining and organizing the DART program and ensuring that it operates successfully staffed by appropriate volunteers in a sensible structure which is in place and staffed to be operational during a time of need. The DART Chair selects the Operations Director and the External Agency Liaison Director and turns the program over to them for development. The DART Chair monitors the progress that the DART is making in establishing its procedures, performing readiness exercises, establishing relationships with external agencies, and in general maintaining a dynamic and effective volunteer organization. The Chair assists the Operations Director and the External Agency Liaison Director as needed, and considers naming new Directors if appropriate. At the onset of a disaster, the Chair ensures that a DART Operations Director is assigned and is active.

2.09 External Agency Liaison Director

Mobilization Checklist: What to Do when Disaster Strikes

1. Monitor the DART mobilization process and assist as needed.
2. Send communications to our external agency contacts advising them of the opportunity to request emergency air transport services. See DARP Section 3.
3. Make sure the DART Operations Director receives any requests for service from agency partners, and that the organization mobilizes in response to a valid service request.
4. When SCAPA DART is mobilized, notify our external agency contacts of the commencement of operations, the availability of emergency air transport service, directions to the airport

and contact information of the on-duty Operations Director and Flight Manager. See DARP Section 3.

5. Ensure that the DART management team has external agency contact information.

The *External Agency Liaison Director* shall author the Disaster Airlift Response Plan, and maintain updates as required to incorporate lessons learned and improvements over time. Inputs from DART members and the SCAPA Board of Directors and other sources shall be welcomed and incorporated as appropriate. He or she shall be responsible for developing and managing SCAPA DART relations with external agencies such as disaster relief management organizations and mutual aid pilot organizations. Such development and management shall be performed directly or through the authorized efforts of others. Non-mobilization responsibilities include:

- Coordinating with the Santa Clara County District 1 Supervisor (Political representative with responsibility for our airport) to integrate our resources with county plans and operations
- Planning with the Santa Clara County Airports Director and staff for coordinating our Disaster Airlift Response Team (DART) operations
- Planning with the Santa Clara County Office of Emergency Services to assure awareness of our capabilities and establish a protocol to expedite a request for, and coordinate with our DART operations
- Developing ties with Gilroy and Morgan Hill CERTs (Community Emergency Response Teams)
- Developing ties with the cities of Gilroy and Morgan Hill Office of Emergency Services
- Developing ties with citizens in the community of San Martin who are involved with disaster relief planning
- Helping select and train the DART management staff
- Establishing a dialog with the Association of Bay Area Governments (ABAG), and the California Department of Transportation Division of Aeronautics to establish and maintain mutual assistance opportunities
- Negotiating Memorandums of Understanding (MOUs) to mutually define in writing our relationships with cooperating entities
- Keeping a contact list of all our external agency contact persons and distribute it from time to time to SCAPA DART management personnel

2.09 Operations Director

Mobilization Checklist: What to Do when Disaster Strikes. Read this before beginning Ops.

1. Make sure you and your family are safe. When safety is assured, you may assist DART.
2. Verify that the External Liaisons Director is sending service queries to partners, and if not or uncertain, send service query text message and email to external agency contacts to ask if they need disaster airlift response service – See DARP Section 3.

3. Send message to DART volunteers saying that external agencies have been queried if they need service. Ask the volunteers to respond as to whether they are available for service, and if so, when they can report for duty at the airport, and to stand by for further requests.
4. If communications are not working, go to the airport and direct the DART Operation from there with the volunteers who show up and the external agency contacts and members of the community who arrive requesting service.
5. Assign the DART management positions and verify that the managers are willing and able to serve.
6. If service is requested, send DART mobilization messages to the DART volunteers and the external agencies to announce that DART is mobilizing and advising where service requests can be sent.
7. Prearranged services should already be operating. Verify that they are and arrange assistance if they are not.
8. Get the SCAPA DART ramp gate opened when it can be policed, and get the appropriate operational supplies from the storage facility.
9. Assign a crew to set up the DART Ramp Perimeter – have them bring in tables, chairs, shelter and other necessary and available supplies.
10. Verify that the Volunteer sign in, Materiel/Passenger Check-in, Flight Operations Management, and Ramp Management functions are all operational – they are staffed with people who understand the procedures and who can perform them competently. Be sure training is complete, procedures are sound, and operational safety is established before commencing operations.
11. Once operations commence, ensure that the various operation processes are performing properly and help them get problems worked out.
12. Only the Operations Director is authorized to modify, create, or delete any DARP procedure or detail during a mobilization.
13. Ensure that a long term duty roster and schedule is established so that the operation will be staffed over a multi-day period as required
14. Audit the records creation to make sure that all the required paperwork is being generated. Address problems, deficiencies, and deviations.
15. Audit the processes to make sure that the key procedures are being followed properly. Address problems, deficiencies, and deviations.
16. When the mobilization is over, perform the following actions:
17. Debrief the volunteers and solicit their opinions on what worked well and what needs to be improved.
18. Ensure that records for the operation are stored in a segregated file so that they are not compromised in the future.
19. Ensure that the DART records are updated as to contact information for volunteers, external agencies.

21. Update the DART Management Assignment Roster and circulate it to the DART Management Team so that they can mobilize faster with more precision at the next emergency, regardless of exactly who is available at that time. See Figure 20, Sample DART Management Assignment Roster on page 48.
22. Ensure that the DART paperwork is replenished and the forms and binders are ready to go for the next time they are needed.
23. Arrange for DART procedures to be updated based on operational feedback

The Operations Director organizes initial and recurrent training and practice exercises for the team, as well as DART operations during an actual emergency airlift. At the onset of a disaster, the Operations Director shall verify that the External Liaisons Director is sending a message to our external agency contacts advising them that DART is available for mobilization and asking them if they need emergency transportation service. If the Operations Director cannot verify that this notification is taking place, then the Director shall also notify our agency partners per DARP Section 3. When DART is mobilized for training or for a real emergency, the Operations Director shall verify that the External Liaisons Director has notified our external agency contacts of mobilization, announced that emergency airlift service is available, and advised them to send their disaster airlift requests to the flight operations manager, naming the person and providing the person's contact information. If the Operations Director cannot verify that the External Liaison Director has performed this action, then he shall perform this action per DARP Section 3. Further, at the onset of a disaster, the Operations Director verifies if prearranged services are in process and facilitates their operation if they are not.

Through the DART management team if there is one operating, the Operations Director assembles the volunteers and ensures that each has an assignment, and that all functional tasks of this plan are allocated to specific individuals. Where the plan does not provide sufficient guidance for a given situation, the Operations Director shall determine an appropriate resolution with the involved parties. Only the DART Operations Director is also authorized to have DART deviate from any detail or procedure from this plan. Only the DART Operations Director is authorized to create new details and/or procedures. At the conclusion of a mobilization training exercise or actual mobilization, the Operations Director ensures that all the records from the operation have been gathered and organized for safekeeping in the DART Storage Facility.

As this plan is likely to be used over a period of years or decades, as well as potentially 24-hours per day during an emergency, it is necessary that more than one person train to perform the various organizational tasks including the Operations Director. In the process of training and practicing disaster airlift operations, the Operations Director shall assign back-up Operations Directors and backup Managers so that the system has adequate redundancy to assure operational capability when some members of the DART management are unavailable. The Operations Director shall distribute to the DART team an updated Management Assignment Roster of who is authorized to perform the various DART management positions, and in what

order of preference. This list shall provide guidance to DART team members if they need to self-mobilize the team in the absence of the Operations Director.

SCC Airports Division Director and E16 Airport Staff

At the onset of a DART mobilization, or soon thereafter, the Operations Director shall coordinate DART operations with the appropriate Santa Clara County Operations Staff to minimize interference with existing normal airport operations, with the exception of increased ground and air traffic flow. The SCC Airports Division Director is responsible for all GA facilities, airport operations and county airport personnel. Accordingly, it is vital to coordinate all airlift activities through the SCC Airports Director and his delegated county employee staff. The staff can be very helpful to assure that we conduct disaster airlift operations in a safe manner in accordance with all airport regulations.

Operating FAA ATC Tower

In the case of an operating FAA tower, as soon as practical the Operations Director shall also advise the tower plus departure and approach FAA ATC that we are conducting Disaster Airlift Operations including the departure and destination airport names.

Gilroy and Morgan Hill CERT and OES, San Martin

During a mobilization, the Operations Director shall coordinate with our CERT, OES and other partners in Gilroy, Morgan Hill, and San Martin to help mitigate the effects of local disaster.

SCC Office of Emergency Services

During a mobilization, the Operations Director shall coordinate with all related disaster operations consistent with our MOU agreements, including the *SCC Office of Emergency Services Director*, who is aware of missions in which we may be able to assist stricken citizens.

SCC Sheriff's Department

The Operations Director shall coordinate with the Santa Clara County Sheriff's Department to request local traffic control when and if automobile traffic control is needed during DART activities. Deputies to be advised to allow only county airport employees, pilot tenants based at South County Airport, Martin Aviation employees, CalStar employees, other emergency personnel and all DART members to have vehicle or on-foot access to the airport gates and ramp.

Civil Air Patrol (CAP)

The Operations Director(s) shall coordinate as needed or if prearranged with the Civil Air Patrol San Jose Senior Squadron at Reid Hillview Airport.

American Red Cross (ARC)

The American Red Cross, Santa Clara Valley Chapter can request our disaster airlift transport services just like our other local agencies.

Mutual-aid GA Airport Organizations

After an Airlift Response has been activated by the External Agency Liaison Director, the Operations Director shall coordinate with the mutual-aid GA Airport Coordinators according to the volume of service that is requested by local agencies and as can be safely coordinated.

DART Storage at the Airport

The DART Operations Director shall determine what materiel is to be stored in this space, inform other DART staff what is stored there and provide redundant means of opening the space so that timely access is assured during a mobilization.

2.10 Flight Operations Manager

Mobilization Checklist – What to Do when Disaster Strikes – Read this before beginning Ops

1. Make sure you and your family are safe. When safety is assured, you may assist DART.
2. If you do not immediately receive a mobilization query from the Operations Director, then send a query of your own to the DART management team to see who is available for duty and which one is the highest ranking one that will assume the duties of Operations Director.
3. If communications are not working, report directly to the airport and attempt to continue operations from there.
4. Reread the mobilization checklist and the job duties of the Flight Operations Manager below before starting any flight operations. Ensure that you understand the duties, and can fill out the paperwork properly, and can operate safely before proceeding. Ask the Operations Director to help you resolve any items which do not seem clear or seem otherwise problematic.
5. Recruit pilots, use the Recruitment Manager and sign in desk if available, but if they are used, you are still responsible to ensure the following items have been verified:
6. Make sure that each pilot has presented valid insurance for at least \$1M, has presented a valid pilot license that applies to the aircraft to be flown, has presented a valid medical, has filled out the Pilot and Airplane Applicant Information form, and has signed the Pilot Certification and Waiver of Liability. Either you or a trained and credible person has initialed the appropriate places in the Pilot and Aircraft Applicant Information form to show that the required documentation has been presented and was found to be acceptable. In addition to the foregoing, be satisfied that the pilot will operate safely for DART and its partner agencies, or decline the pilot's services.
7. Put your initials next to each pilot's name in the DART Personnel Duty Roster located at the sign in desk for any pilot that passed the previous step.
8. Keep a log of requested flight operations that come in to you from external contacts.
9. Monitor the Materiel and Passenger Check-in logs for items that need to be assigned to flights.
10. Match up available pilots and aircraft to materiel and passengers, appropriately matching aircraft and payload characteristics, assigning the most important missions first

11. Fill out the Aircraft Load Sheet associated with a specific mission and arrange to have it transported to the Ramp Operations Manager for loading. You have blank load sheets in the Flight Operations Manager binder.
12. Maintain a log of every Airlift Flight using the form described in the Airlift Dispatch Log. You have an Airlift Dispatch Log in the Flight Operations Manager binder.
13. Have the Volunteer Pilots return the copies of the Aircraft Load Sheet with the signature of the person who received the load at the receiver airport. Retain all those signed copies in the Flight Operations Manager Binder.
14. Advise participating pilots about communications details, weather reports and NOTAMS
15. Coordinate with FAA ATC as required. Consult with the Operations Director about any arrangements he has already made or prefers to make on your behalf.

The *Flight Operations Manager* is responsible for training pilots for DART operations in accordance with this plan, gathering pilots at the onset of a disaster, matching them to requested flight services, keeping track of when pilots start and end their service periods, and keeping all associated records. This manager shall determine with the local and remote aircraft control towers whether unique phraseology will be used, and if so, brief pilots accordingly. For instance pilots may be briefed to use a call up phrase like the following: “Reid Hillview Ground, DART 8 at the terminal with information Yankee, ready to taxi, request downwind departure.”

The *Flight Operations Manager* shall also advise pilots if there is any restricted airspace en-route or over the destination airport, so that they can request permission to penetrate the restricted airspace. The expectation is that the flight will receive priority and clearance into the restricted airspace when safe and convenient. However, such priority will be a courtesy and cannot be demanded, unless formally coordinated through the controlling agency in advance. The SCC Director of Airports, the FAA and other agencies operating in the disaster relief may be able to assist in obtaining this clearance vital to carrying out the requested missions.

2.11 Recruitment Manager

Mobilization Checklist: What to Do when Disaster Strikes. Read this before beginning Ops.

1. Make sure you and your family are safe. When safety is assured, you may assist DART.
2. If you do not immediately receive a mobilization query from the Operations Director, then send a query of your own to the DART management team to see who is available for duty and which one is the highest ranking one that will assume the duties of Operations Director.
3. If communications are not working, report directly to the airport and attempt to continue operations from there.
4. Reread the mobilization checklist and the job duties of the Recruitment Manager below before starting any recruiting/sign-in operations. Ensure that you understand the duties, can fill out the paperwork properly, and can operate safely before proceeding. Ask the Operations Director to help you resolve any items which do not seem clear or seem otherwise problematic.

5. Recruit volunteer staff to help with all functions of the DART. Consult with the Operations Director to see if the existing set of DART volunteers will be adequate or if additional recruiting should be performed in conjunction with the operation.
6. Operate a sign-in desk where all volunteers are in-processed to the DART operation.
7. Assign volunteers to different DART managers (including yourself) according to their ability, DARTs needs, their preferences, and the manager's preferences. Introduce the volunteer to the manager with whom they will be working, tell the manager which forms you have on file for the volunteer and how they were processed, and make sure that the manager will give the volunteer the necessary training to do the job.
8. Ensure that each ground volunteer has signed a Waiver of Liability form.
9. Ensure that each pilot applicant has presented valid insurance for at least \$1M, has presented a valid pilot license that applies to the aircraft to be flown, has presented a valid medical, has filled out the Pilot and Airplane Applicant Information form, and has signed the Pilot Certification and Waiver of Liability. Initial the appropriate places in the form indicating that you have witnessed those documents and found them to be in proper order. In addition to the foregoing, be satisfied that the pilot will operate safely for DART and its partner agencies, or decline the pilot's services.
10. Schedule managers, pilots and ground volunteers for duty periods during DART operations.
11. Keep all filled in forms associated with the sign in process here in this binder. These forms include the Personnel Duty Roster, the Ground Support Staff List, the Pilots List, the Volunteer Certification and Waiver of Liability, the Pilot Certification and Waiver of Liability, the Pilot and Airplane Applicant Information form.

The *Recruitment Manager* is responsible for recruiting pilots with appropriate credentials and aircraft to carry out the airlift missions, and shall assure that an adequate supply of pilots and aircraft is maintained during the relief missions. The *Recruitment Manager* shall also ensure that the other volunteer positions of the DART are adequately staffed including ground crew, administrative staff and others as needed. If a volunteer sign-in desk is staffed during DART operations, the Recruitment Manager shall ensure that each Volunteer and Volunteer Pilot is properly processed for duty.

2.12 Ramp Operations Manager: Ground Operations & Cargo Coordination

Mobilization Checklist: What to Do when Disaster Strikes. Read this before beginning Ops.

1. Make sure you and your family are safe. When safety is assured, you may assist DART.
2. If you do not immediately receive a mobilization query from the Operations Director, then send a query of your own to the DART management team to see who is available for duty and which one is the highest ranking one that will assume the duties of Operations Director.
3. If communications are not working, report directly to the airport and attempt to continue operations from there.
4. Reread the mobilization checklist and the job duties of the Ramp Operations Manager below before starting any ramp operations. Ensure that you understand the duties, can fill out the

- paperwork properly, and can operate safely before proceeding. Ask the Operations Director to help you resolve any items which do not seem clear or seem otherwise problematic.
5. Acquire and direct ramp crew as needed to operate the ramp staging area at E16 during Provider or Receiver Airport modes of operation.
 6. Have an assistant maintain a Personnel Duty Roster on page 44 showing at what times the individual ground crew members signed on and off duty. Verify that they have signed their waiver and it is on file. Alternatively, verify that the roster and waivers are being managed properly at the volunteer sign in desk. All volunteers must be accepted for duty by you before they are allowed to work on the ramp. You are responsible for the safe operations of all volunteers signed out to you.
 7. Devise a plan for how you will use your volunteers to keep the ramp safe, move materials and passengers to and from airplanes, and maintain the secure storage of materials while they are waiting for departure in an airplane, or waiting for someone to pick them up and drive them away. Consider whether to use a separate frequency for ramp operations, and if so, post a sign at the entry and exit of the ramp to advise pilots to switch to the appropriate frequency.
 8. Brief each volunteer on how to maintain ramp safety – theirs and the public's. Include elements of being aware of moving propellers behind them, to not walk backward, how to do the engine start procedure with a pilot, how to help a pilot manually tow his airplane into or out of parking, how to graciously ensure that the general public is not allowed on the ramp without an escort by a pilot or a ramp crew.
 9. Instruct the pilots and ramp crew to work together for safer starts – the pilot indicates his desire to start by saying "Clear the Prop" and the Ramp Crew scans the area verifies that no one is present who could become a safety hazard, and then replies "Prop is clear" and gives a thumbs up. Ramp Crew maintains a safe environment devoid of people around the pilot's airplane after start until the pilot taxis away from the ramp.
 10. Keep your eyes out on the ramp for safety hazards and jump in to assist your volunteers in eliminating hazards.
 11. Assign a pilot volunteer to watch airplanes in the pattern and assist them on the radio if the volunteer sees any traffic hazards developing.
 12. Assign a pilot volunteer to watch airplanes taxiing into the ramp and advise them on the radio of any requested safety or operational procedures.
 13. Brief each volunteer on how to do their job to ensure that the Ramp Operations are handled efficiently and safely.
 14. Distribute safety vests to ramp crew.
 15. Encourage ramp volunteers to wear safety glasses to preclude injury from blowing debris, and use hearing protection to protect ears from high noise sources.
 16. Encourage cargo handlers to wear protective gloves.
 17. Be sure that all materiel and passengers that are offloaded from landing aircraft and that are loaded into departing aircraft have been fully logged in by the Materiel Manager on the Materiel Manager's Log.

18. Ensure that the Flight Operations Manager has authorized a mission via an Aircraft Load Sheet before releasing the cargo and passengers to the pilot for that mission.
19. Have an assistant keep a copy all load sheets received from the Materiel Manager and the time that the flight departed or arrived. Store your copy of the load sheet in the same binder for further reference as to what was in the load.
20. Deliver all received material from incoming flights directly to the Material Manager for processing.
21. Have an assistant record in the Aircraft Load Sheet Copy any discrepancies between materiel actually loaded and the Aircraft Load Sheet, and have the Flight Operations Manager correct the master Load Sheet accordingly.
22. Ensure that ramp crew obeys county operating procedures.
23. Arrange for ground crew and pilot refreshments, meals and rest facilities support at E16.

The Ramp Operations Manager shall also specify and acquire handling equipment to move cargo at the E16 Provider airport, and coordinate support at the Receiver airport(s).

2.13 Materiel Manager

Mobilization Checklist: What to Do when Disaster Strikes. Read this before beginning Ops.

1. Make sure you and your family are safe. When safety is assured, you may assist DART.
2. If you do not immediately receive a mobilization query from the Operations Director, then send a query of your own to the DART management team to see who is available for duty and which one is the highest ranking one that will assume the duties of Operations Director.
3. If communications are not working, report directly to the airport and attempt to continue operations from there.
4. Reread the mobilization checklist and the job duties of the Materiel Manager below before starting any materiel and passenger sign-in/sign-out operations. Ensure that you understand the duties, can fill out the paperwork properly, and can operate safely before proceeding. Ask the Operations Director to help you resolve any items which do not seem clear or seem otherwise problematic.
5. Oversee the collection point for materiel for disaster relief.
6. Log, weigh, label, and store all received materiel using forms in binder.
7. Keep in mind that you will need to keep a separate log for materiel/passengers that are received to be flown on an airplane, and materiel/passengers that have been offloaded by an airplane.
8. After the materiel has been signed in, arrange for its transportation to either the Ramp Manager for loading, or to the appropriate person coming to the airport to receive the materiel.
9. Sign in Passengers and ensure they sign the Passenger Waiver of Liability form. After the Passenger has been signed in, give them a passenger label which entitles them to their trip in the airplane, or advise the landing passenger of how they can get to where they need to

- in the community. If an arriving passenger is a minor, make sure you provide a safe environment for them until an appropriate adult comes to pick them up.
10. Provide safe and secure storage of materiel while awaiting transfer to the loading ramp.
 11. Coordinate transfer of cargo from the receiver station to the aircraft loading ramp.
 12. Train volunteers to perform these job functions, ensure they perform properly and safely.
 13. Maintain a Personnel Duty Roster on page 44 showing when each volunteer signed on and off duty. Make sure that each volunteer has signed their waiver, and that it is stored in the Volunteer Recruiting Manager's log. Alternatively, verify that this roster is being managed properly at the volunteer sign-in desk.
 14. If needed, coordinate with organizations dropping off or receiving materiel.

2.14 Volunteer Pilots

Mobilization Checklist: What to Do when Disaster Strikes. Read this before beginning Ops.

1. Keep your pilot license and medical certificate on your person and keep a copy of your aircraft insurance in the aircraft so that you will be ready to report for duty at any time.
2. Make sure you and your family are safe. When safety is assured, you may assist DART.
3. Expect to receive a mobilization message advising when SCAPA DART has been requested to provide disaster airlift relief operations. Or, if communications are out, report to the E16 South Ramp.
4. Fill out and sign the Pilot and Airplane Applicant Information Form available at the sign in desk.
5. Sign and initial the Pilot Certification and Waiver of Liability form available at the sign-in desk.
6. Present documentation to show that you and your airplane are fit for operations: Pilot license, current medical, summary coverage page of current insurance policy.
7. Operate safely according to your FAA airman ratings, certificates and privileges, and airplane weight, balance, range and equipment limitations.
8. Accept only operations that are similar to the ones you normally perform and with which you are comfortable.
9. Fly only flights authorized by the Flight Operations Manager.
10. Pick up your materiel from the Ramp Operations Manager.
11. Deliver your materiel/personnel to the best available receiver person.
12. Have the receiving person sign the "Load Received By" line on the Aircraft Load Sheet.
13. Return the signed paperwork to the Flight Operations Manager for retention.
14. Before starting up, verify the area is clear, and coordinate a safe start with a ramp crew member if one is available.
15. Take extra precautions to continue scanning the area after start up for people possibly not aware of your aircraft.
16. Shut down the aircraft if there is ever any doubt at all about the likelihood of any person contacting your propeller.

17. Likewise, when taxiing into a ramp with personnel walking around, shut down your engines without delay.

2.15 Photographer and Videographer

One or more volunteers may be designated to act as the aerial and/or ground digital Photographer and Videographer. This designation will be made in response to a request for such service from one or more agencies involved. Disaster managers need appropriate photography and video images to effectively plan their mitigation efforts, and plan ongoing efforts. These volunteers will provide flights, Photography and Videography services as requested including:

- Damage Assessment
- Aerial and Ground Digital Photography
- Video Support
- PR Digital Photo & Archival Support

2.16 Public Relations Coordinator

- If the DART management team believes sufficient relief capacity is available, the Public Relations Coordinator (PRC) shall make announcements on public radio and/or newspaper(s) of the availability of SCAPA DART emergency services and how they are to be requested or provided
- The PRC is the only DART person authorized to respond to requests for public information, and all DART personnel shall refer all such requests for information to the PRC
- After the close of DART operations, submit articles to the newspaper(s) for publication

2.17 Communications Coordinator

The Operations Director may assign a Communications Coordinator to facilitate emergency communications with partner agencies and the outside world. The Communications Coordinator will use specialized communications facilities such as ham radio and local repeater stations, and shall be linked in with procedures and frequencies and techniques used by partner agencies to facilitate communications with them. Additionally, the Communications coordinator may assist the Flight Operations Manager and Operations Director and External Liaison Director with maintaining operational communications with outside agencies using all means available.

Section 3. Mobilization Messages

These messages are prepared ahead of time to aid in the speedy dissemination of optimal communications during training exercises or a real emergency.

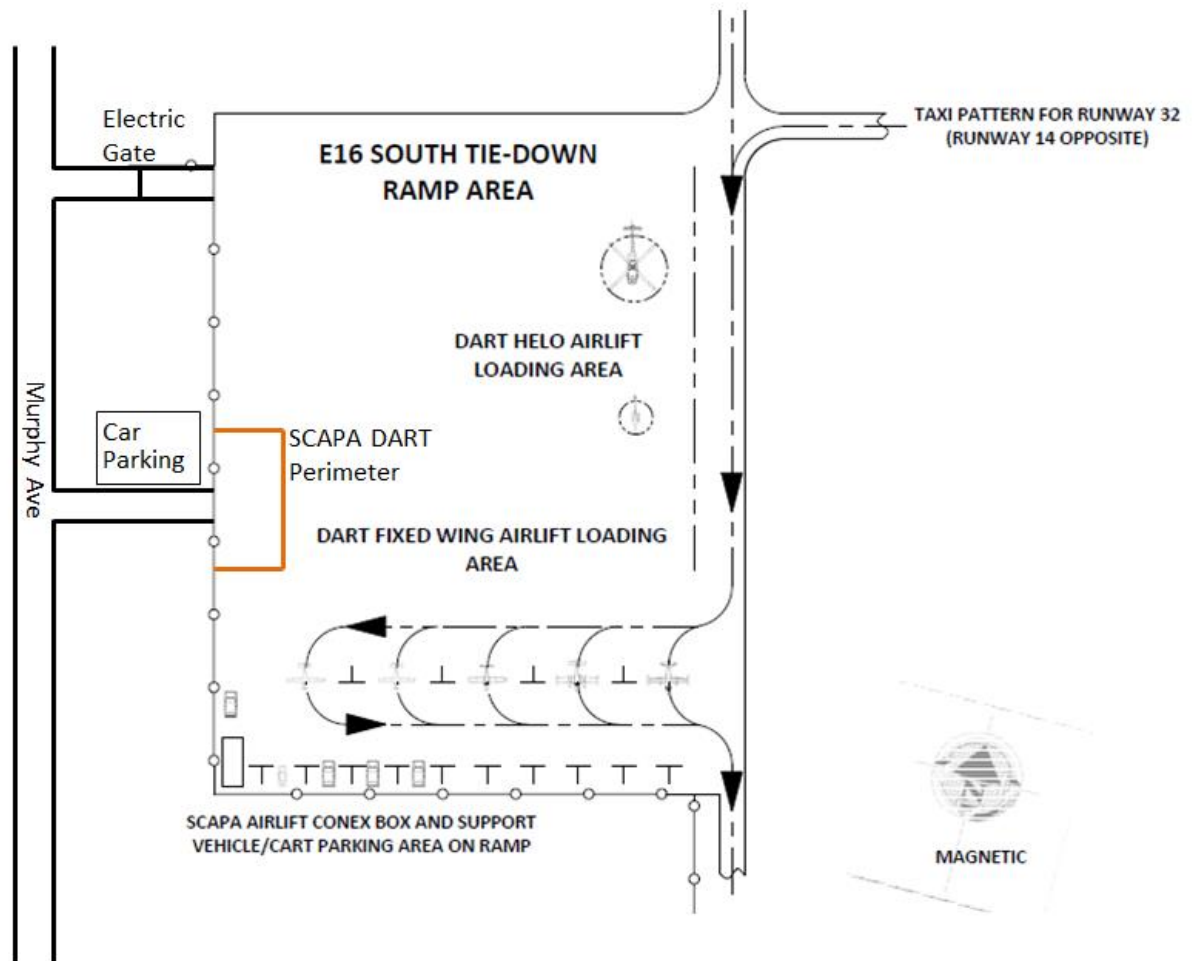
3.01 Training Exercise Mobilization Messages

Participating Volunteers: email message (bcc volunteers, cc DART managers]

Subject: DART Training Exercises

Fellow volunteers:

DART is holding training exercises today with nominal start time 9:00 AM. Please report to South County airport South ramp for duty at the 50' gate. Ground crew will drive into and park at the road 50 yards past the main road with the electric gate. The 50' gate will be opened and you can park on the dirt if the ground is dry or across the street in the Wings of History parking lot. Pilots please taxi out your airplane and park in an available parking space at the southeast end of the ramp per the diagram below, or to a different spot per taxi instructions you receive – also, be sure to bring your pilot license, medical certificate, and summary pages of effective insurance policy. From [Person's Name], [Organization's Name]



Participating Volunteers, text message: [group text for 30 or less people]

DART is mobilizing. Please report to south county airport south ramp for volunteer ground crew or pilot work. Pilots bring pilot license, medical, insurance. From [Who Person], [Which Organization]

Partners email message: [bcc partners, cc DART personnel involved]

Subject: South County Airport Disaster Training Exercises Today

The South County Airport Pilots Association (SCAPA) is holding training exercises today for its Disaster Airlift Response Team (DART) at the south ramp. If this were a real disaster, you would be sent an email and text message (if we have your cell phone number) asking if you need any volunteer emergency airlift services in support of your disaster relief efforts. In a real disaster please reach out to us. If communications are down, you or your representative are encouraged

to go directly to the airport and communicate your needs face to face. Today DART will be holding its training exercises at the location below:



From [Person's Name], [Organization's name][contact info]

Partners Text message: [send a single text at a time for privacy of cell phone numbers]

Disaster Airlift Response Team training exercises are occurring today at the South County Airport south ramp. In a real emergency you would be able to reply by text message, email, and or phone with your volunteer emergency airlift service requests. From [Person's Name], [Organization's Name]

3.02 Sample Real Disaster Mobilization Messages

When disaster strikes, DART can send messages such as the following to solicit service requests from partners, to advise DART members to standby for a possible mobilization announcement,

to announce mobilization to DART members, and to announce mobilization to DART partners. Mobilization messages can be made via text message, email, and/or by whatever other means works.

Partner Service Inquiry Message

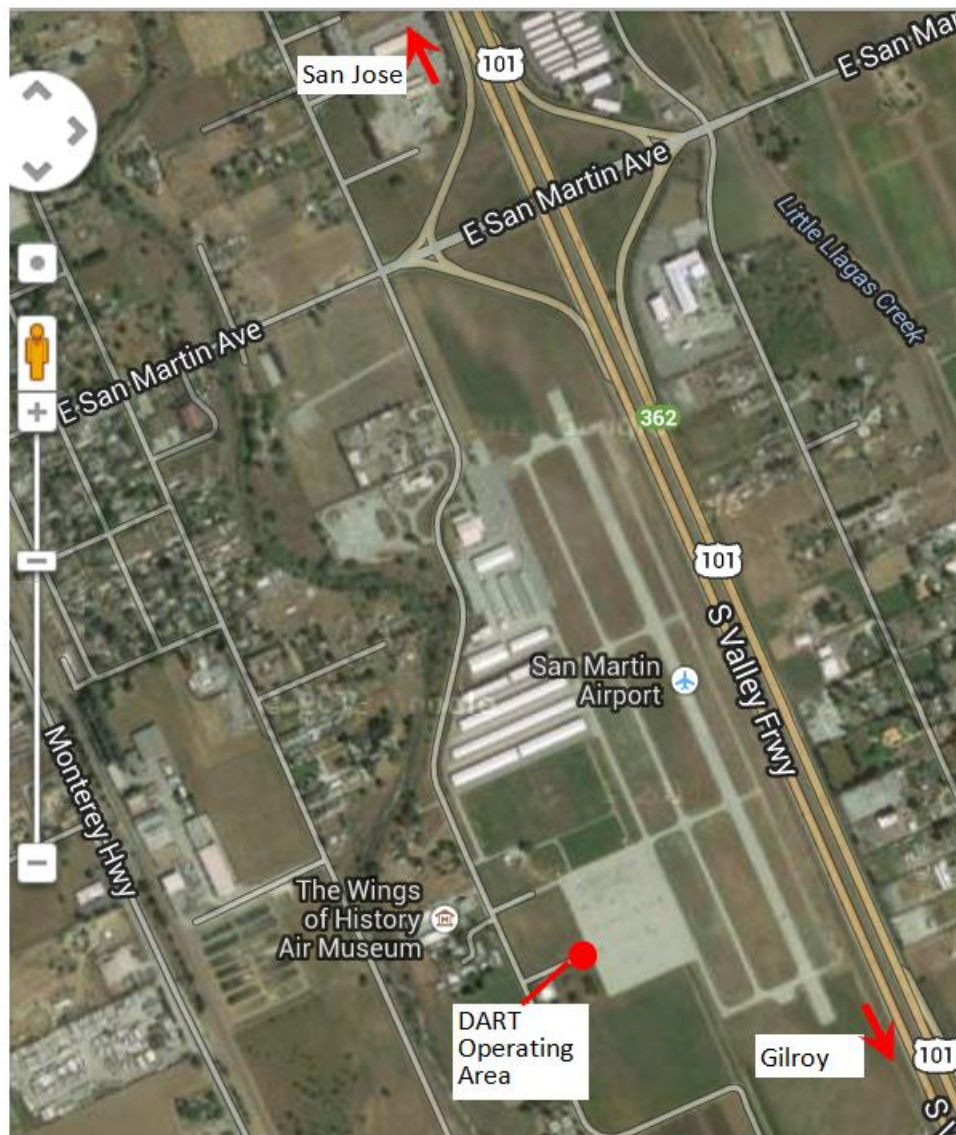
Partners: text message

The South County Airport Pilots Association Disaster Airlift Response Team can mobilize for duty. Please respond to this text message with your volunteer emergency airlift service requests. Light fixed wing aircraft and some helicopter transport service can be made available for light cargo and passengers. If service is requested, we will mobilize at the south ramp.

Partners: email message [bcc partners, cc DART personnel involved]

Subject: Disaster Airlift Service Inquiry

The South County Airport Pilots Association Disaster Airlift Response Team can mobilize for duty. Please respond to all on this message with your volunteer emergency airlift service requests. If we receive service requests, we expect to have helicopter and small airplane volunteer emergency airlift service available for light cargo and passengers operating from the south ramp as shown in the picture below.



Partner DART Mobilization Announcement

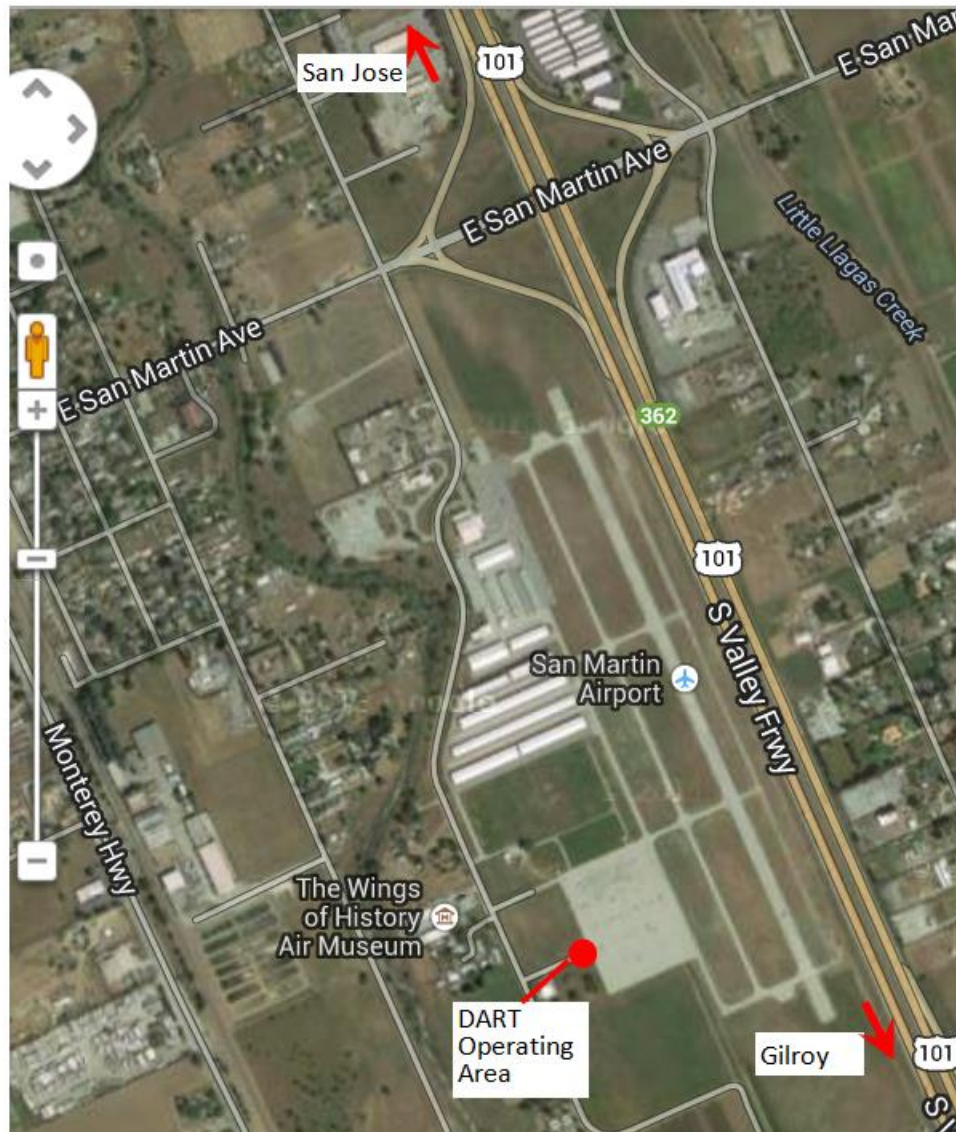
Partners: text message

The South County Airport Pilots Association Disaster Airlift Response Team is mobilizing for duty. Light fixed wing aircraft and some helicopter transport service is available for light cargo and passengers. Send service requests to [name, contact info], or request service in-person at the South County Airport south ramp.

Partners: email message [bcc partners, cc DART personnel involved]

Subject: Disaster Airlift Service Inquiry

The South County Airport Pilots Association Disaster Airlift Response Team is mobilizing for duty. Please respond to all on this message with your volunteer emergency airlift service requests. We will have helicopter and small plane volunteer emergency airlift service available for light cargo and passengers operating at the south ramp location shown below. Follow the surface streets off the freeway at the San Martin Ave exit to the red dot shown in the picture below.



DART Mobilization - Volunteers Stand by Message

Registered Volunteers and all SCAPA members: text message [group text for 30 or less people]

Disaster Airlift Response Team members. Disaster has struck. We are checking with our partner organizations to see if they request airlift service. If they request service, we will send you a mobilization message. Please be ready. Pilots will need pilot license, medical certificate, insurance summary or policy. From [Person's Name], [Organization's Name]

Registered Volunteers and all SCAPA members: email (bcc volunteers, cc staff to whom volunteers need to respond]

Hi. A natural disaster has just struck. We are checking with our partner agencies to see what kind of airlift support they need. If they request service, we will send you a mobilization message. Please be ready. Pilots will need to present pilot's license, valid medical, summary copy of insurance. From [Person's Name], [Organization's Name] [contact info]

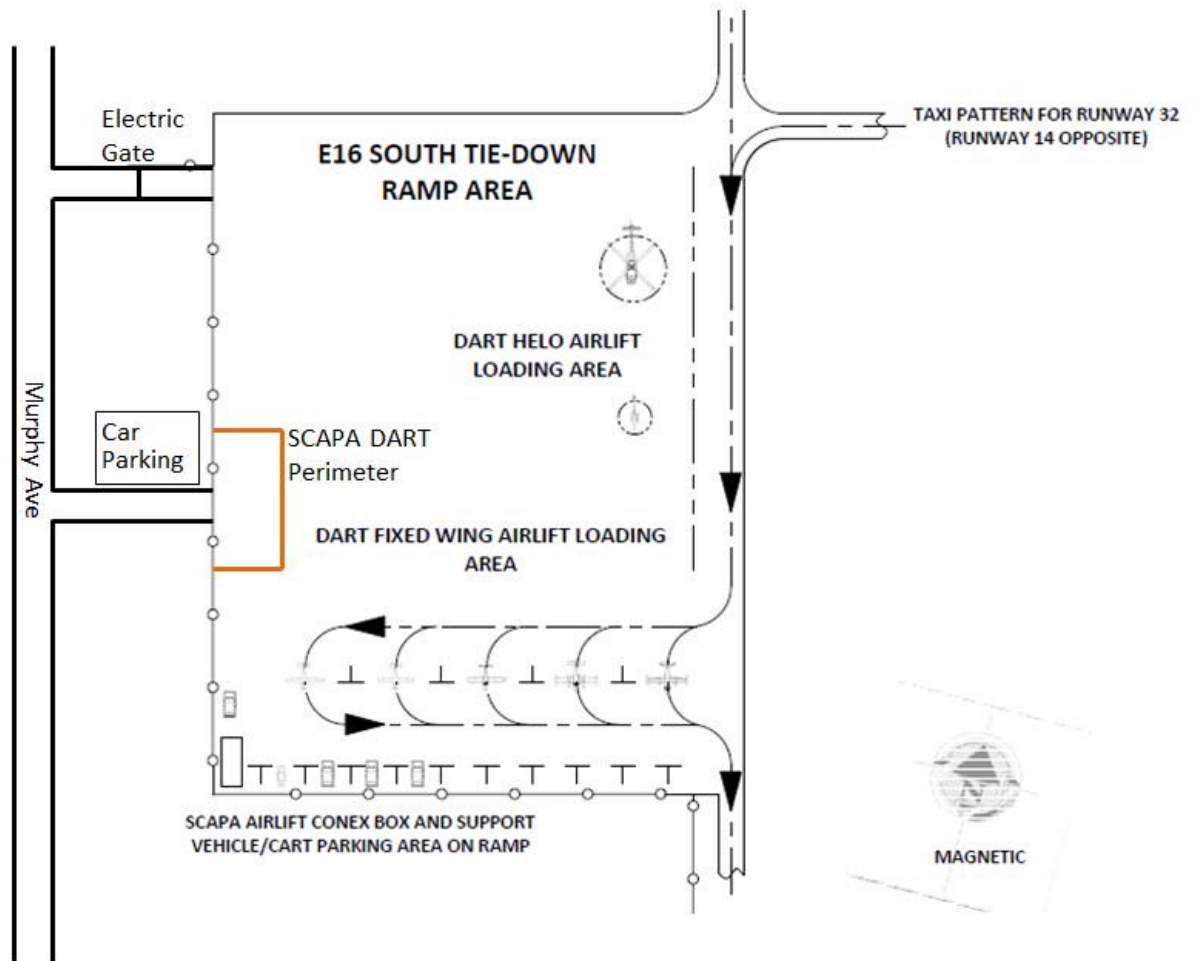
DART Mobilization – Volunteers Mobilize Now Message

Registered Volunteers and all SCAPA members: text message [group text for 30 or less people]

Disaster Airlift Response Team members. Disaster has struck. Please respond [to cell phone number and/or email] for your mobilization assignment duty hours or show up at the airport south ramp now for duty. Pilots bring valid pilot license, medical, summary of insurance. From [Person's Name], [Organization's Name]

Registered Volunteers and all SCAPA members: email message (bcc volunteers, cc staff to whom volunteers need to respond to]

Hi. A natural disaster has just struck. We are checking with our partner agencies to see what kind of airlift support they need. Please report to South County airport South ramp for duty at the 50' gate. If you can communicate with us, please contact [who, email address, landline telephone number, cell phone number] to sign up for your duty hours to support the disaster airlift response efforts. If you can't reach us and are available, please go directly to the airport. Ground crew drive into and park at the road 50 yards past the main road with the electric gate. The gate will be opened and you can park on the dirt if the ground is dry and possibly at the Wings of History parking lot. Pilots please taxi out your airplane and park in an available parking space at the southeast end of the ramp. As shown below, or as instructed by ramp crew taxi instructions. From [Person's Name], [Organization's Name] [contact info]



Section 4. Documentation Forms

The documentation described in this section describes the forms and associated procedures required to operate according to the SCAPA Disaster Airlift Response Plan (DARP). Although current samples of the forms are shown on the following pages, full size versions of the forms are edited and stored outside the DARP. See Section 5, Managers' Binders, for further instructions on how to assemble these forms into binders that can be used by the designated people during a mobilization.

Pilot and Aircraft Information form

The Pilot and Airplane Applicant Information form shall be filled out by the pilot to identify the pilot, aircraft, insurance company, and to facilitate verification of the pilot and aircraft ability to safely and legally conduct the mission, and to facilitate communication. The pilot shall present originals or copies of documents that verify the items colored **green**. The DART Manager or properly trained sign in desk person shall initial the spaces to the right of “Current Documents Presented” to show that they inspected each document and found them current and meeting DART requirements.

Figure 4, Pilot and Aircraft Information Form

PILOT AND AIRCRAFT INFORMATION			
Last Name		Emergency Contact	
First Name		Name	
Street Address (1)		Telephone	
		Relationship	
Street Address (2)		Mfr. Model Code (BE-36)	
City, State		Aircraft N-Number	
Zip Code		Assignable Cargo and/or Passenger Weight (≤ total useful load less fuel, crew, other items on board)	
Telephone		Maximum Assignable Number of Passengers	
Home			
Work		FBO Rental (Y/N)	
Cell		FBO Telephone	
E-Mail Addresses		Aircraft Insurance	
(1)		Expiration Date	
(2)		Carrier	
(3)		Hull Limit	
(4)		Prsnl bity/Prnty Dmg Lmts	
		Each Passenger Limit	
Languages		Availability (Check):	
(1)			Weekdays ____ Weeknights ____
(2)			Weekends ____ 24/7/365 ____
(3)			As Copilot Only ____
Pilot License Number		Remarks:	
Type (Private Commercial, ATP)			
Ratings (ASEL, AMEL, Inst, etc.)			
Medical Examination Date			
Class (1 st , 2 nd , 3 rd)			
Current Documents Presented:	Inspected OK as shown by DART Manager Initials below:		
	Pilot license _____		
	Medical certificate _____		
	Aircraft insurance _____		
	<small>Without current documents for flight, pilots may help as ground crew.</small>		
Reviewed and approved by DART Management signer below.			
Printed Name: _____		Signature _____	
Date: _____			

04614

Aircraft Load Sheet

The Flight Operations Manager ensures that the DART Aircraft Load Sheet is filled out and saved for each flight. The information on this form allows the pilot to calculate the weight and balance of the aircraft for this flight. The Flight Operations Manager keeps the original copy, the Ramp Operations Manager keeps a copy, the person signing for the load at the receiver airport keeps a copy, and the pilots bring back a signed copy to the Flight Operations manager to be kept in the Flight Operations Manager binder. An example of the form is shown below:

Figure 5, Aircraft Load Sheet

AIRCRAFT LOAD SHEET					
Load Number				Date	
Departing Airport Name (ID)				Requested Departure Time	
Destination Airport Name (ID)				Pilot's Name	
Prepared by				Telephone	
Passenger Name(s)				Aircraft Make / Model	
				N-Number	
				Load Weight Limit (Less Crew and Fuel)	
Remarks					
Load Description	Receipt #	Weight	Load Description (Continued)	Receipt #	Weight
Baby Diapers & Supplies			Generator(s)		
Blankets			Gloves		
Building Materials			Germicides / Cleaning Supplies		
Canned Food			Hand Tools		
Canned Soda			Medical Equipment		
Clothing			Plastic Bags		
Cooking Utensils			Portable Radio(s)		
Disposable Dishes and Utensils			Pump(s)		
Disposable Plates & Cups			Rope & Cable		
Drinking Water			Sanitary Supplies		
First Aid Kit(s) / Medicine(s)			Sleeping Bag(s)		
Flash Light(s) / Batteries			Tent(s)		
Floodlights			Passenger 1		
Fresh Food			Passenger 2		
Other			Passenger 3		
Other			Passenger 4		
Other			Other		
Other			Other		
Other			Other		
Other			Other		
Other			Other		
Sub-Total Weights A			Sub-Total Weights B		
LOAD RECEIVED BY:			TOTAL LOAD WEIGHT (A+ B)		

■ White Copy - Retained by the Flight Operations Manager
 ■ Yellow Copy - Retained by the Ramp Operations Manager
 ■ Green Copy - Retained by person signing for load at the receiver airport
 ■ Pink Copy - Pilot Returns this signed copy to the Flight Operations Manager

QUADRUPLICATE COPIES – PRINT AND PRESS HARD WITH BALLPOINT PEN

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Airlift Dispatch Log

The Flight Operations Manager ensures that the Airlift Dispatch Log is used to record each flight of a disaster response mission.

Figure 6, Airlift Dispatch Log

[illegible]

Receiver Airport Information

The Receiver Airport Information sheet will be issued by the Flight Operations Manager to the pilots to provide relevant receiver airport information to the pilot in one convenient location to facilitate prompt alternate communications in case of an unexpected problem in flight.

Figure 7, Receiver Airport Information

RECEIVER AIRPORT INFORMATION	
Important Information	Contact
Receiver Airport Name	
Airport Manager	Telephone:
Airport Coordinators:	
1. _____	Telephone: _____
2. _____	Telephone: _____
3. _____	Telephone: _____
4. _____	Telephone: _____
FAA Control Tower	Frequency:
Fixed Base Operator	Frequency:
Ground Control	Frequency:
AFSS	Frequency: Telephone:
Ramp Operations Manager	Frequency: Telephone:
Emergency Relief Supplies Coordinator	Telephone:
Other:	

04614

Provider Airport Information

The Provider Airport Information sheet will be used to provide all relevant information to the pilot in one convenient location, serve as mission assignment sheet, and facilitate prompt alternate communications in case of a problem in flight. The form is prefilled in with E16 information, and can be edited to change to whatever airport is the provider airport.

Figure 8, Provider Airport Information

PROVIDER AIRPORT INFORMATION	
Important Information	Contact
Provider Airlift Airport Name	E16 South County Airport
Airport Director	Telephone: 408-929-1600
Airport Coordinator Names / Title:	
1. _____	Telephone: _____
2. _____	Telephone: _____
3. _____	Telephone: _____
CTAF	Frequency: 122.7
Fixed Base Operator - Magnum Aviation	Frequency: 122.7 Telephone: 408-683-4102
Ground Control	Frequency: N/A
Ramp Operations Manager	Frequency: 122.9
Emergency Relief Supplies Coordinator	Telephone:
AFSS	Telephone: 800-992-7433
Airport Office:	None
AWOS	Frequency: 118.35 MHz Telephone: 408-918-7724
Other	

15314

Pilot Certification and Waiver of Liability Form

The Volunteer Pilot Certification and Waiver of Liability Form is signed by each pilot prior to duty. See an example of the form below.

Figure 9, Pilot Certification and Waiver of Liability

PILOT CERTIFICATION AND WAIVER OF LIABILITY	
Certification and Waiver Liability Articles	Pilot's Initials
1. The Airlift Volunteer Pilot (herein called Pilot) hereby agrees and attests that he or she will provide the requested disaster relief airlift flights as a humanitarian service with no expectation of reimbursement of any kind including money, free or discounted fuel, or anything of value in exchange except for courtesy refreshments and snacks before, during and after such volunteer flights, plus the gratitude of the communities served by such Good Samaritan humanitarian relief, and the sincere appreciation of the South County Airport Pilots Association (SCAPA).	_____
2. Pilot agrees to safely operate his or her aircraft in accordance with all applicable rules specified in U.S. Federal Aviation Regulations Part 91. If safe operation of the flight appears to be in question, pilot agrees to abort the operation.	_____
3. Pilot agrees to accept all <u>responsibility</u> to supervise proper loading and securing of all cargo and passengers transported in his or her aircraft used, and accepts any assistance requested of the Ramp Crew on a hold harmless basis. Pilot agrees that he or she is fully responsible for achieving proper weight and balance limitations in accordance with the manufacturer's Pilot Operating Handbook.	_____
4. Pilot agrees to provide a copy of a valid insurance policy verifying coverage for a minimum of \$1,000,000 of personal liability and property damage, plus normal hull, pilot & passenger bodily injury or death for the aircraft used during the disaster airlift operations.	_____
5. Pilot agrees to be rated, proficient and current for the type, make and model of aircraft flown including for instrument flight if flying IMC.	_____
6. If any changes occur regarding the aircraft or me, Pilot agrees to inform the Flight Operations Manager prior to additional flights.	_____
7. Pilot agrees to hold harmless the South County Airport Pilots Association (SCAPA), the DART volunteers, and the DART volunteer pilots from any and all liability, including but not limited to liability for negligence for any personal injury, death or property damage Pilot may suffer and for any wrongful death action which Pilot's estate might otherwise bring arising out of such injury, arising while Pilot is engaged in a SCAPA DART operation.	_____
8. Pilot agrees that in the event any portion of this contract is held to be invalid, the remaining portions shall remain in full force and effect.	_____
I accept the above articles and shall comply fully.	
Printed _____ Signed _____	
Date _____ Witnessed _____	

15314

Passenger Waiver of Liability Form

The Passenger Waiver of Liability form will be used to mitigate SCAPA legal liability, hold our staff harmless, and make clear the passenger's responsibilities. This form is shown below:

Figure 10, Passenger Waiver of Liability Form

PASSENGER WAIVER OF LIABILITY	
Waiver of Liability Articles	Passenger's Initials
1. The Airlift Passenger (herein called Passenger) hereby agrees and attests that he or she requested disaster relief airlift air transportation, free of charge of any kind for the convenience of the passenger to participate in Good Samaritan humanitarian relief or simply as an observer.	_____
2. In consideration for receiving this air transportation free of charge, Passenger agrees to hold harmless the South County Airport Pilots Association (SCAPA) and the SCAPA DART volunteers and volunteer pilot(s) from any and all liability, including but not limited to liability for negligence for any personal injury or property damage passenger may suffer and for any wrongful death action which Passenger's estate might otherwise bring arising out of such injury, while Passenger is participating in DART Operations.	_____
3. Passenger understands that it is passenger's sole and exclusive <u>responsibility</u> to purchase any flight or accident insurance should passenger desire to be insured on this flight.	_____
4. Passenger agrees that in the event any portion of this contract is held to be invalid, the remaining portions shall remain in full force and effect.	_____
I accept the above articles and agree to the conditions.	
Printed _____ Signed _____	
Date _____ Witnessed _____	

15314

Volunteer Certification and Waiver of Liability Form

The Volunteer Certification and Waiver of Liability Form is signed by each DART volunteer not working as a pilot. An example of the form is shown in

Figure 11, Volunteer Certification and Waiver of Liability Form

VOLUNTEER CERTIFICATION AND WAIVER OF LIABILITY	
Certification and Waiver of Liability Articles	Volunteer's Initials
1. The DART Airlift Volunteer (herein called Volunteer) hereby agrees and attests that he or she will learn the duties of the work to be performed, perform the work properly, in full regard for safety of all volunteers and public and with the approval of DART management.	_____
2. The Volunteer agrees to hold harmless the South County Airport Pilots Association (SCAPA), the DART volunteers, and the DART volunteer pilots from any and all liability, including but not limited to liability for negligence for any personal injury, death or property damage Volunteer may suffer and for any wrongful death action which Volunteer's estate might otherwise bring arising out of such injury, arising while Volunteer is engaged in a SCAPA DART operation.	_____
3. Volunteer understands that it is Volunteer's sole and exclusive <u>responsibility</u> to purchase any flight or accident insurance should Volunteer desire to be insured in this operation.	_____
4. Volunteer agrees that in the event any portion of this contract is held to be invalid, the remaining portions shall remain in full force and effect.	_____
I accept the above articles and agree to the conditions.	
Printed _____ Signed _____	
Date _____ Witnessed _____	

15314

Pilots List

The Pilots List will be used to record and quickly identify and contact volunteer pilots and determine the aircraft type and capability.

Figure 12, Pilots List

PILOTS LIST							
Pilot				Airplane Used			
Name	Certificate Type	Rating(s)	Telephone Number(s) Email Address	N-Number	Mfr	Model	Assignable Weight (Passengers and Cargo)
Rod Pharis	COML	ASEL, AMEL, INST	408-206-1455 (C) 408-735-2736 (W) rpharis@verizon.net	N96RT	Self	Legacy	400

04614

Ground Support Staff List

The Ground Staff List will be used by the Recruitment Manager to record, quickly identify and contact volunteer ground support staff.

Figure 13, Ground Support Staff List

GROUND SUPPORT STAFF LIST				
Name	Home Address	Email Address	Telephone Number(s)	Pilot Ratings

15314

Materiel Identification Label and Passenger Badge

The Materiel Identification Label is used to mark each piece of received goods for handling and tracking materiel (traceable back to the receiving process), and is marked with who the item was received from and to whom it is to be delivered. It includes a brief description of the contents and the weight of the item. It also includes a multiple-piece numbering code so that a multiple piece item can be tracked (for instance; 1 of 1, 1 of 2, 2 of 3, 3 of 3; etc.). The self-adhesive Passenger Identification Badge is used to ID an authorized DART passenger so that they can be tracked in the Aircraft Load Sheet and identified on the Ramp.

Figure 14, Materiel Identification Label and Passenger Badge

MATERIEL IDENTIFICATION LABEL	
Receipt Number:	
Contents Description:	
From: (name, organization, address, telephone number)	
TO: (Airport, name, organization, address, telephone number)	
Number of Pieces / Load # :	Box _____ of _____ / Load _____
Weight: (lb)	

04214

PASSENGER IDENTIFICATION BADGE	
Name:	
Organization:	
Passenger Number:	
Load Number:	
TO: (Airport)	

04214

Shipped Materiel Log

The Shipped Materiel Log is used to record the receipt of all goods that are to be shipped in a DART load as well as the name(s) of all passenger(s) who are to be transported by DART. For each received item or person, a log entry is created which includes the Receipt/Passenger Number, the FROM information (name, organization, telephone number, address), the TO information (name, organization, telephone number, address), the Description of the Materiel or Name of the Person, the number of pieces in the shipment, the weight and description of each piece (should be recorded on multiple successive lines of the log if there is more than one piece in a given shipment, all under a single Materiel Receipt Number).

Figure 15, Shipped Materiel Log

SHIPPED MATERIEL LOG						
Date Received (yyyy-mm-dd)	Receipt Number	From (name, organization, address, telephone number)	To (name, organization, address, telephone number)	Number of Pieces	Weight (lb)	Dispatch Date

04214

Received Materiel Log

The Received Materiel Log is used to record the receipt of all goods and passengers that are airlifted to the ramp for local pickup. For each received item or person, a log entry is created which includes the Receipt/Passenger Number, the FROM information (name, organization, telephone number, address), the TO information (name, organization, telephone number, address), the Description of the Materiel or Name of the Person, the number of pieces in the shipment, the weight and description of each piece (should be recorded on multiple successive lines of the log if there is more than one piece in a given shipment, all under a single Materiel Receipt Number), the date the materiel was picked up (not filled in for passengers), and the printed name and signature of the person who took possession of the materiel from DART.

Figure 16, Received Materiel Log

RECEIVED MATERIEL LOG							
Date Shipment Received (yyyy-mm-dd)	Receipt Number	From (name, organization, address, telephone number)	To (name, organization, address, telephone number)	Number of Pieces	Weight (lb)	Picked Up Date	Signed out by: Printed Name and Signature

04214

Ramp Operations Manager's Log

The Ramp Operations Manager's Log is used in the event that the materiel is checked in at a different location than the ramp. In this case, there will be two inventory locations (at the ramp and at the materiel manager) and two logs will be kept to record the disbursement of all goods that are airlifted by DART or received by air shipment by DART. For each airlift mission, a log entry is created which includes the load number, the airplane N-number, the pilot's name, any desired comments and local time of departure/arrival.

Figure 17, Ramp Operations Manager's Log

RAMP OPERATIONS MANAGER'S LOG				
Date (yyyy-mm-dd)	Receipt Number	TO (name, organization, address, telephone number)	Number of Pieces	Weight (lb)

04614

Personnel Duty Roster

The DART Personnel Duty Roster is a general log used to record the times that various DART members were on duty. The team member is to sign in on the appropriate log when they show up for duty and the director of that function accepts their services. They shall sign-out on the log when they finish their duty period, and the applicable Director shall initial the sign-out so the Director is personally aware so that there is no confusing an off-duty staff member as missing-in-action. The Operations Director should ensure that someone has responsibility for this log.

[illegible]

SCAPA | Disaster Airlift Response Plan

Emergency Managers' Summary Sheet

The Emergency Managers' Summary Sheet is used to give to DART partners to place in their emergency operations binders, as a quick reminder of what DART does and how to contact DART during an emergency to obtain service.

Figure 19, Emergency Manager's Summary Sheet



Emergency Managers' Summary Sheet

Mission Statement:

During or following earthquake, flood, forest fire, tornado, terrorism, or other catastrophic events, DART pilots and their aircraft will provide volunteer emergency airlift services to aid local communities' disaster response.

Concept of Operations:

Build a connection between DART and local Emergency Managers so that DART services can be quickly deployed in the event of a disaster. DART will communicate the availability of its services, and DART partners will communicate their specific needs for service. Upon mobilization, DART will deploy its resources to the maximum possible benefit, managing the logistics to provide a record of operations, materiel, passengers, and aircraft loads. Should service needs outstrip the capacity available with local pilots, SCAPA DART will seek to call in mutual aid resources from regional DART organizations and other regional volunteer pilots in general. In order to improve the likelihood of immediate availability, a large degree of redundancy is built into the DART management structure – Partners should reach out to multiple DART contacts if they are initiating communications in an emergency. When DART is mobilized, DART will communicate to its partners who is managing operations and who can be contacted for service requests.

Mobilization:

Upon the occurrence of a disaster, any prearranged operations will commence. Further, DART will query its partners to see if they have service requests, and upon receipt of service requests, DART will mobilize its resources to provide service. DART partners may communicate their service requests to DART at any time regardless of whether they receive a service query.

DART Contact Information:

- **Primary**
 - Rod Pharis, rpharis@verizon.net, cell 408 206 1455, home 408 848 2844
 - Paul Marshall, pgmarsh@garlic.com, cell 408 838 3307, home 408 776 6560
- **Back-up**
 - Bette Gardner, bette@blearning.com, cell 408 390 3581
 - Mark van Wyk, markvanwyk@charter.net, cell 408 430 6177, home 408 847 3784
 - Mike Brogley, mikebrogley@gmail.com, cell 408 674 1631, google voice 408 598 2764, home 408 269 8038

How to Get There

We expect to conduct practice exercises and some operations at South County Airport. The airport is located beside Highway 101 in San Martin immediately south of the San Martin Ave exit. To get there, drive south from San Jose on 101, or north from Gilroy on 101. See the picture below showing where to drive. Simply drive to the red dot.



DART Management Assignment Roster

The DART Management Assignment Roster tells the DART who is assigned to what positions in the DART at the next mobilization, and who the backup people are in order of preference. In this way, the DART can self-mobilize at the onset of a disaster even if the Co-Chairs and Operations Director are not immediately available. In developing this roster, the Operations Director should use his best judgment as to the relative strengths and abilities of the DART members. Additionally, the Operations Director should consult with the DART members and the Co-Chairs to see what duties they are willing to perform and who they think would be capable leaders of DART. A key item is to name as many people as are capable and trained as backup Operations Directors so that the DART can mobilize even if the Operations Director and one or more back up Operations Directors is unavailable at the onset of a disaster. After the roster is set, the Operations Director distributes it to the DART and tells them to keep it with them.

Figure 20, Sample DART Management Assignment Roster

DART Assignments and Who's In Charge at Initial DART Mobilization					
Issue date: 2012 Mar 18					
These are the primary and backup DART assignments as of the issue date. These assignments may change from time to time depending on the SCAPA Board, DART management, and volunteers. For a description of duties, see the DART Plan. At initial mobilization, not all people will be available, so the person in charge is the person highest on the list below that is in touch with DART volunteers at E16.					
The airlift is operational with one pilot on this list volunteering for duty. Additional volunteers added as available.					
Job	Primaries		Backups		
CoChairs	Paul Marshall	Rod Pharis	Bette Gardner	Pat Belanger	
External Agency Liaison Director	Rod Pharis		Paul Marshall	Pat Belanger	
Operations Director	Paul Marshall		Rod Pharis	Bette Gardner	Mark van Wyk
Flight Operations Manager	David Dindak		Pat Belanger	Terry Cummings	Jim MacKnight
Ramp Operations Manager	Terry Cummings		Andy Lutz	Larry Lehman	
Recruitment Manager	Bette Gardner		Mark van Wyk	Terry Cummings	
Emergency Communications	Bob Brentnall		Terry Cummings		
Materiel Manager	Mark van Wyk		George Moreno		
Public Relations Coordinator	David Dindak		Terry Cummings		
Photographer, Videographer	Pat Belanger				
Pilots	Peter Sharrock	Jeff Moffat	Terry Cummings		
	Paul Marshall	Jim MacKnight	Pat Belanger		
	Gene Kindred	Jim Petersen	Mark van Wyk		
	Bette Gardner	Larry Lehman	Ray Reck		
	Larry Fernandes	Bob Brentnall	Andy Lutz		
	Gary Robinson	Gabrielle Adelman	Rod Pharis		
Ground Crew	James Bryan	Mike Berlinski			
Other Volunteers	Larry Lehman				

Pilot Readiness Checklist

This form can be distributed to pilots to take home with them and keep a copy at their plane so they'll know what to do when disaster strikes. It is copied from the Volunteer Pilots job duty description in section 2.

Figure 21, Pilot Readiness Checklist



Pilot Readiness Checklist

1. Keep your pilot license and medical certificate on your person and keep a copy of your aircraft insurance in the aircraft so that you will be ready to report for duty at any time.
2. Make sure you and your family are safe. When safety is assured, you may assist DART.
3. Expect to receive a mobilization message advising when SCAPA DART has been requested to provide disaster airlift relief operations. Or, if communications are out, report to the E16 South Ramp.
4. Fill out and sign the Pilot and Airplane Applicant Information Form available at the sign in desk.
5. Sign and initial the Pilot Certification and Waiver of Liability form available at the sign-in desk.
6. Present documentation to show that you and your airplane are fit for operations: Pilot license, current medical, summary coverage page of current insurance policy.
7. Operate safely according to your FAA airman ratings, certificates and privileges, and airplane weight, balance, range and equipment limitations.
8. Accept only operations that are similar to the ones you normally perform and with which you are comfortable.
9. Fly only flights authorized by the Flight Operations Manager.
10. Pick up your materiel from the Ramp Operations Manager.
11. Deliver your materiel/personnel to the best available receiver person.
12. Have the receiving person sign the "Load Received By" line on the Aircraft Load Sheet.
13. Return the signed paperwork to the Flight Operations Manager for retention.
14. Before starting up, verify the area is clear, and coordinate a safe start with a ramp crew member if one is available.
15. Take extra precautions to continue scanning the area after start up for people possibly not aware of your aircraft.
16. Shut down the aircraft if there is ever any doubt at all about the likelihood of any person contacting your propeller.
17. Likewise, when taxiing into a ramp with personnel walking around, shut down your engines without delay.

Thank you! Questions? Contact:

Paul Marshall, 408 776 6560 home, 408 838 3307 cell, pgmarsh@garlic.com

Rod Pharis, 1 408 206 1455 cell, 408 848 2844 home, rpharis@verizon.net

15314

Ground Crew – Mobilization Preparation Guidelines

Here is a form that can be passed out to Ground Crew volunteers to give them something to guide them when disaster strikes.

Figure 22, Ground Crew - Mobilization Preparation Guidelines



Ground Crew – Mobilization Preparation Guidelines

When a disaster strikes within 100 miles of South County:

1. Expect a phone call, text message or email to notify you to report to somewhere on South County Airport. If you, your family and property are safe and secure, then we would appreciate your assistance, otherwise, please take care of your personal issues first. If you can participate, the airport is on the southern corner of the intersection of Highway 101 and San Martin Ave.
 - a. If phones and e-mail are inoperative, assume we are operating and assemble at the Magnum Aviation office or south ramp within two-hours.
 - b. Park in the parking lot or nearby. Do not walk or drive onto the airport operations areas without authorization, unless you have a hangar or tie-down leased at E16, in which case you should park in your own space to conserve parking at Magnum which will need extra spaces in an emergency.
2. At the airport, you will check in with our volunteer in charge and given instructions.

Thank you for volunteering to be part of DART!

Questions? Contact:

Paul Marshall, 408 776 6560 home, 408 838 3307 cell, pgmarsh@garlic.com

Rod Pharis, 1 408 206 1455 cell, 408 848 2844 home, rpharis@verizon.net

15314

Section 5. Managers' Binders

The DART will keep a set of binders located in storage at the airport, one for each management position in the DART. The binders will facilitate the rapid mobilization of DART activities, regardless of which set of people is operating in each of the management positions. Each of the manager's manuals shall have the appropriate manager's mobilization checklist and duties description copied from this document and pasted on the front page of the binder as it is opened. In all cases, that first page shall lead off with the title of the person (Operations Director, Recruitment Manager, Materiel Manager, Ramp Operations Manager, or Flight Operations Manager) and the Mobilization instructions and job description that are written in this document for that person. Note that because the first page leads off with the instructions, there is no separate tab that says instructions. All managers receive contact information in their binder. That contact information consists of external agency contacts, volunteer contacts, pilot and aircraft information, and volunteer information. There shall be a tab for each log and each form that a person must manage. The first page for that tab shall be the instructions for that form from this manual, followed by blank forms to be filled out. As the binders are used, blank forms shall be kept behind filled-in forms so that only one tab is needed per form/log type.

5.01 DART Operations Director's Manual

This document consists of the following sections:

1. Instructions
2. Contacts
3. MOUs
4. Disaster Airlift Response Plan
5. Other Information

5.02 DART Recruitment Manager's Manual

This document consists of the following sections:

1. Instructions
2. Contacts
3. Pilot & Airplane Information Forms
4. Pilot Certification & Waiver of Liability Forms
5. Volunteer Certification and Waiver of Liability Forms
6. Personnel Duty Roster
7. Disaster Airlift Response Plan
8. Other Information

5.03 DART Flight Operations Manager's Manual

This document consists of the following sections:

1. Instructions
2. Contacts
3. Airlift Dispatch Log
4. Load Forms
5. Provider Airport Information
6. Receiver Airport Information
7. Disaster Airlift Response Plan
8. Other Information

5.04 DART Ramp Operations Manager's Manual

This document consists of the following sections:

1. Instructions
2. Contacts
3. Load Sheets
4. Ramp Operations Manager's Log
5. Disaster Airlift Response Plan
6. Other Information

5.05 DART Materiel Manager's Manual

This document consists of the following sections:

1. Instructions
2. Contacts
3. Shipped Materiel Log
4. Received Materiel Log
5. Materiel Labels
6. Passenger Waiver of Liability Forms
7. Passenger Badges
8. Disaster Airlift Response Plan
9. Other Information

5.06 DART External Agencies Liaison Director's Manual

This document consists of the following sections:

1. Instructions
2. Contacts
3. MOUs
4. Disaster Airlift Response Plan
5. Other Information

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Section 6. DART Ideal Equipment List

The DART Ideal Equipment List provides a preliminary list of items targeted for acquisition for use by the SCAPA Disaster Airlift Response Team.

DART IDEAL EQUIPMENT LIST				
Item	Qty	Weight (Packing)	Storage Location	Notes
SCAPA Conex Container	1 ea	TBD	E16 South Ramp	Moveable container for long term storage of critical items. Can be shipped anywhere if necessary by rail, ship, or aircraft
Awning, Crank-Out on CONEX Container	1 ea	TBD	SCAPA CONEX Container, E16 South Ramp	Provide cover for airlift Ramp Operations staff, crew, and pilots
Generator, 5 kw minimum	1 ea	TBD	SCAPA CONEX Container, E16 South Ramp	115 Vac power for Airlift Operations staff lamps, radios, chargers, PC's, heaters, fans, etc.
Scale, Cargo, Electronic, 500 lb capacity	5 ea	TBD	SCAPA CONEX Container, E16 South Ramp	Provide pilots, crew and staff the accurate weight of airlifted large materiel items
Scale, Cargo, Electronic, 100 lb capacity	1 ea	TBD	SCAPA CONEX Container, E16 South Ramp	Provide pilots, crew and staff the exact weight of airlifted small materiel items
Vests, Hi-Visibility	TBD	TBD	SCAPA CONEX Container, E16 South Ramp	High visibility to identify and protect airlift officials and crew
Flashlights with aircraft director illuminated wands	TBD	TBD	SCAPA CONEX Container, E16 South Ramp	For moving aircraft safely in all conditions
Tables, Folding, 6'	5 ea	TBD	SCAPA CONEX Container, E16 South Ramp	Staging areas for Airlift Staff
Chairs, Folding	1 doz	TBD	SCAPA CONEX Container, E16 South Ramp	Staging area for Airlift Staff
Clip Boards, aluminum	1 doz	TBD	SCAPA CONEX Container, E16 South Ramp	Airlift office supplies - Recommend covered style for inclement weather operations
Cones, Traffic, weighted	1 doz	TBD	SCAPA CONEX Container, E16 South Ramp	Markers for safely moving personnel and aircraft on the ramp and staging areas

Rope (barricade)	500 ‘	TBD	SCAPA CONEX Container, E16 South Ramp	Portable barricades when used in conjunction with stanchions
Barricade Stanchions with rope eyes	20 ea	TBD	SCAPA CONEX Container, E16 South Ramp	Portable barricades when used in conjunction with rope
Transceiver, Base, 2 m/540 cm	1 ea	TBD	SCAPA CONEX Container, E16 South Ramp	Base station radio to be used at staging site by airlift staff for operations coordination
Transceivers, Portable 5 watts FM on 50/144/430 MHz plus 1.5 watts on 222 MHz	6 ea	TBD	SCAPA CONEX Container, E16 South Ramp	Portable communications radios to be used by staff for operations coordination
Transceivers, Transportable, 2m/540cm Band	TBD	TBD	SCAPA CONEX Container, E16 South Ramp	Can be mounted in a vehicle for communication with operations staff
First-aid kits	4 ea	TBD	SCAPA CONEX Container, E16 South Ramp	(Several TBA Re: requirements)
Carts, manual, foldable	3 ea	TBD	SCAPA CONEX Container, E16 South Ramp	Push-type carts for cargo movement
Carts, Vehicle-towed	3 ea	TBD	SCAPA CONEX Container, E16 South Ramp	Carts with a pintle-hook connector for heavy loads
Cooler, Insulated	4 ea	TDB	SCAPA CONEX Container, E16 South Ramp	Refreshments for Staff and Crew
Jug, Water	TBD	TBD	SCAPA CONEX Container, E16 South Ramp	Refreshments for Staff and Crew
Paper Towel Dispensers and Towels	TBD	TBD	SCAPA CONEX Container, E16 South Ramp	Promote cleanliness and good health
Sanitary Wipes	TBD	TBD	SCAPA CONEX Container, E16 South Ramp	Promote good health
Signage	TBD	TBD	SCAPA CONEX Container, E16 South Ramp	Donations, Directions (Aircraft, Vehicles, Pedestrians, etc.)

Section 7. Communications Equipment Research and Recommendations

7.01 Communications Radios

The use of communications (Comm) radios crosses a broad spectrum of needs. Some of those include the following:

- Comm between Staff on/off the airport during emergency operations.
- Comm between Operations Staff and airport workers; e.g., cargo loaders, aircraft directors, donations receiving staff, etc.
- Comm with E-16 airborne and ramp traffic.
- TBD

7.02 Comm Equipment Types

A combination of three types of radios is recommended:

- Aviation Transceivers
- Portable HAM Transceivers
- Transportable HAM Base Station Transceiver

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Section 8. Bibliography, Glossary, Feedback

Bibliography

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Don't Wing It, Dec 2000
Airports and Bay Area Earthquakes
Association of Bay Area Governments

Earthquake Airlift! How to do it
A Special Project of the California Pilots Association (Cal Pilots)

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RHV-EAV

The Status of General Aviation Airports in Disaster Response Planning, 2011

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Funded by the American Public University System

List of Acronyms, Terms and Abbreviations

ABAG Association of Bay Area Governments

AFSS Automated Flight Service Station

AC Aircraft

ATC Air Traffic Control

AWOS Automated Weather Observation System

CAL FIRE Statewide Emergency Response operating under the California Division of Forestry

CalPilots California Pilots Association

CALSTAR California Shock Trauma Air Rescue (a Non-Profit Corporation)

CAP Civil Air Patrol

DARP Disaster Airlift Response Plan

DART Disaster Airlift Response Team

Disaster – A natural or man-made hazard that has come to fruition resulting in an event of substantial extent causing significant physical damage or destruction, loss of life, or drastic change to the environment. A disaster can be defined as any tragic event with great loss stemming from events such as earthquakes, floods, catastrophic accidents, fires, or explosions.

E16 FAA Code for South County Airport in San Martin, CA.

FAA Federal Aviation Administration

FAR Federal Aviation Regulations

GA General Aviation

HQ Headquarters

ID Identification

IFR Instrument Flying Rules

Lb Pound

MOU Memorandum of Understanding

“N” Number – International code prefix for aircraft registration number indicating U.S.A. registry

NOTAM Notice to Airmen

OES Office of Emergency Services

PAAA Palo Alto Airport Association

PICS Pilots in Command

PR Public Relations

RHVAA Reid Hillview Airport Association

SCCAA Santa Clara County Airmen’s Association

SARDA State and Regional Disaster Airlift

SCAPA South County Airport Pilots Association

SCC Santa Clara County

SCC-OES SCC Office of Emergency Services

State of Emergency – A Governmental declaration that may suspend some normal functions of the executive, legislative and judicial powers, alert citizens to change their normal behaviors, or order government agencies to implement emergency preparedness plans

WPA Watsonville Pilots Association

Feedback

No plan should be considered perfect or blind to improvement. However well intended, experience and lessons learned from usage in a variety of scenarios will expose the need for improvements, small and large. Soon after mission completion, all personnel involved should be debriefed and brainstorm what went well, what did not and how it could have been done better. Be it safety, efficiency, effectiveness, communication, training, public relations ... whatever. The objective is to improve. To that end this form can be used to submit constructive criticism, anonymously or not, it makes no difference. We want and need to hear back, learn and take iterative positive action. Accordingly, we plan revisions as needed. Please email your suggestions to a co-chair of DART.

[illegible]



Disaster Airlift Response Plan

For South County Airport E-16