

EXERCISE PREPARATION CHECKLIST

NORTH DAKOTA WING, CIVIL AIR PATROL

This checklist is provided as a memory jogger for you to use when preparing to host a SAR/CD/DR exercise at your location. **IT IS NOT ALL INCLUSIVE** !! If you have any comments or additions to this list, please notify Wing Headquarters or the ND/LO.

FOURTY-FIVE DAYS PRIOR TO EXERCISE;

1. **HOUSING**; Obtain a block of rooms from a motel near the exercise location. CADET HOUSING; Check armory, schools, churches, hangers for least expensive housing. What do cadets need to bring?? Sleeping bags, pillows, towels, etc.
2. **MEALS**; Close to housing, if not is transportation available?
3. **TRANSPORTATION**; Available for those flying in?
4. **COMMUNICATIONS**; CAP VHF/FM capabilities and call sign; Who will operate it at mission at mission base? Will it be available for aircrews/Ground Teams upon arrival? Where will it be set up?
5. **REFUELING**; Is adequate refueling facilities available for vehicles and Aircraft?? Let FBO know about the activity.
6. **MISSION STAFF**; Host squadron is responsible for providing the Mission Staff, unless otherwise notified.
7. **OPERATIONS AREA**; Ensure operations, communications and sign in areas are available. Need keys? Tables? Chairs? Electrical Outlets, etc.
8. **PUBLICITY**; Notify the media of the upcoming activity. Remember, that media cannot fly in CAP aircraft unless they are members or have National Headquarters advance approval.
9. **RESTROOMS**; Both male and female, if possible.
10. **SOCIAL ACTIVITY**; If applicable, Where, When, Cost? Don't forget something for the cadets.
11. **NOTIFICATION**; Now let members know; date, time, place, housing availability, arrival call sign, etc. Draft your letter and call Wing Headquarters and it will be typed and distributed to Wing Staff And Squadrons.
12. **EQUIPMENT**; Ensure SAR dummy (Flight suit etc filled with material) is available for use, if required.

TWO WEEKS PRIOR TO EXERCISE;

1. **FOLLOW UP**; With your mission staff, model, FBO, cadet housing, and anyone else you may have contacted about the exercise.
2. **FSS/TOWER**; Provide them with information concerning the exercise. Tell them practice ELT's (121.775 Mhz) may be operated in the area, and the times/dates.

(OVER)

3. **COMMUNICATIONS**; Ensure everything will be in place and working.
4. **CONTACT LO OFFICE**; (701 258 0747) to verify exercise. If any special scenario requirements exist, be prepared to provide support.

ONE DAY PRIOR TO EXERCISE;

1. Review above checklist.
2. Provide CAPForm 108 to vehicle service station and FBO, explain procedures for completion (improperly completed CAPForm 108 will hold up the vendors reimbursement). Any questions on this can be directed to Wing Headquarters (701 328 9960).
3. Make sure Operations and Communications areas are available. Get keys if needed. Check areas for Sign in, Operations, Communications, etc.
4. Verify that the Mission Coordinator Kit and other required items are coming from Wing Headquarters. Especially the credit card to pay your fuel vendors.
5. Contact FSS/Tower again and remind them of the exercise.
6. **ANY IDEAS**; to add to this list. Let Wing Headquarters know.
7. **THANK EVERYONE**; for their help, include the fuel vendors and others you talked to previously.