



**SCAPA Disaster Airlift Response Team**

## Disaster Airlift Response Plan

*For South County Airport E-16*



## *Publishing Information*

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## *Introduction*

This SCAPA Disaster Airlift Response Plan describes how the Disaster Response Team (DART) will work together 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 would transport materiel and/or emergency personnel to affected regions in Santa Clara County (SCC) and adjacent areas for Good Samaritan humanitarian relief and reconnaissance sorties to and from numerous local General Aviation (GA) airports delivering donated food and emergency items in cooperation with relief agencies that require our time-sensitive assistance.

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 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.

## Section 1. Concept of Operations (CONOPS)

### *Operation and Support*

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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 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 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 pilots responsible for the various critical functions who will be trained on who, what, where, when and how to implement appropriate action. Alternate personnel shall also be prearranged in the event that the primary person is temporarily unavailable for any reason. Our flight operations will be limited to FAA Part 91 rules and regulations.

In cooperation with the 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*; the *SCAPA Disaster Airlift Response Team* will be mobilized as an integrated team to coordinate and expedite first-response emergency relief efforts as and where needed. This bilateral coordination marks a new era in disaster response - it changes everything! It is expected that in time of emergency, qualified airmen will volunteer their services and owners will volunteer their GA aircraft to fulfill essential missions. When our DART airlift capability is requested, we shall contact our staff leads, pilots and ground support members immediately by telephone. In the event that telephone service capacity is inundated, as has been the case in some previous disaster instances, our policy would be for key lead personnel to automatically report to our designated E16 Disaster Command Center (DCC) promptly after a disaster event for in-person briefing, coordination and activation of our mission plan. Our intent is that our resources will be mobilized to begin receiving and delivering cargo within two-hours of a request, well before most conventional airlift services could commence cargo loading and launch 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.

## Periodic Reviews

Annual Tabletop Reviews and Bi-annual Full-Scale Exercises will be conducted to vet our procedures, train our personnel and assure that the organization roster remains updated.

## Logistics and Procedures

A Contact List has been established and will be maintained to expedite receipt of appropriate emergency supplies and materiel to airlift to the GA airport closest to the disaster affected area(s). This will be processed through our *Public Relations and Emergency Supplies Resources Coordinator*. Other volunteer organizations and direct appeal to the public via radio and television, and local corporate and government employee donations will also be processed through our supplies collection staff.

## Interfaces and Communications

Various Interfaces and Communications binders will be established and maintained by the *External Agency Liaison Director* for efficient communications among our various internal organization staff members and pilots, and between DART and external entities. Hard and soft copies will be distributed to all internal and external parties, and several backup copies will be stored at our E16 HQ in the event that electrical power is interrupted, along with battery powered lamps and other operations equipment and materiel.

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 explore the feasibility of tapping into the CAL FIRE *Volunteers in Prevention (VIP) Red Flag Patrol Program*, a statewide network consisting of approximately 2,500 Amateur Radio volunteers, the local Command Center of which is located close to our South County Airport. Our SCAPA membership includes at least three FCC licensed HAM Radio operators to interface with this VIP non-commercial amateur and amateur-satellite service communications network.

## Memorandums of Understanding

Memorandums of Understanding (MOUs) will be sought and negotiated by our *External Agency Liaison Director* to formalize and define the mutual aid and cooperation processes, and outline the duties, requirements, procedures and an emergency communications protocol with the following:

- SCC Airports Division
- SCC Office of Emergency Services (SCC-OES)
- American Red Cross Santa Clara Valley Chapter
- CAL FIRE
- CALSTAR
- Civil Air Patrol (CAP) Squadron 80
- Livermore Airport Coalition
- Magnum Aviation
- Palo Alto Airport Association (PAAA) Santa Clara County Airmen's Association (SCCAA)

- Reid Hillview Airport Association (RHVAA)
- Salinas Owners and Pilots Association (SOPA)
- Watsonville Pilots Association (WPA)
- Wings of History members
- Others as appropriate



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## Section 2. Organization, Control, and Risk Mitigation

### Overview

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As listed in the [Memorandums of Understanding](#) on Page 2, SCAPA will establish mutual-aid assistance alliances with other GA airport organizations, so that we can provide assistance as well as receive assistance. Accordingly, we will be pre-organized to function in either Provider or Receiver Airlift modes as applicable.

We expect to staff operations almost entirely with members of SCAPA, pilots operating out of South County Airport, other local pilots, and other local volunteers. 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, as well as commercial and/or military experience. Some even have substantial experience in disaster airlift operations. The County requires all 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. We must remain professional and operate safely at all times. All of us should seek to maintain safe aircraft taxi and parking areas, and assist in precluding public access to the airport operations ramp at all times. Pilots should conduct their flight operations safely in accordance with applicable Federal Aviation Administration (FAA) regulations and their FAA license and ratings. We should help keep our personnel safe in a potentially dangerous activity on the busy and noisy ramp around moving vehicles and turning propellers.

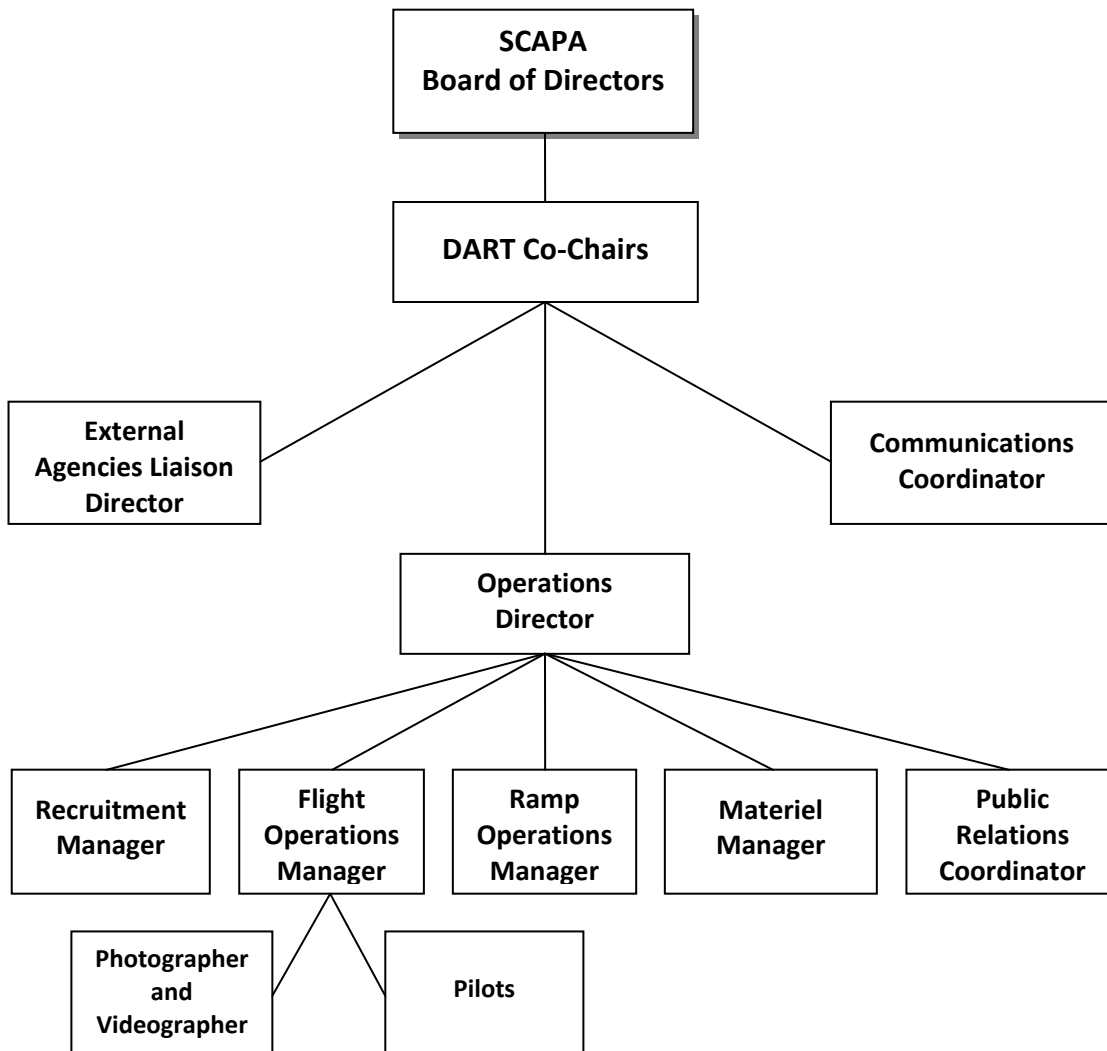
All volunteers should be intent upon evaluating risk so that hazards are mitigated as a team and as individuals. Each person should assume that every airplane and propeller could become in motion at any time, assure that all people around an airplane are clear and will remain clear before starting the engine, and be mindful of anyone or anything behind before increasing RPM above idle speed. When training volunteers to help in a task, we should 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.

## Organization Chart and Duties

### Organization Chart

See [Figure 1. Organizational Structure](#) for a depiction of the DART Organization Chart. Operating in the **Provider Airport Mode**, flights originate 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. Operating 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. Job functions may be different in each mode, but the same general organization chart applies to each mode.

*Figure 1. Organizational Structure*



## 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 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 may be altered by the authority of the Operations Director in charge at the airport for whatever reasons deemed appropriate including the size of the operation in progress at any given time under prevalent circumstances.

### DART Chair (Co-Chairs)

The acting *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. This person or persons is/are appointed by the SCAPA Board of Directors.

### External Agency Liaison Director

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 shall be welcomed and incorporated as appropriate. Other responsibilities include:

- Coordinating with the Santa Clara County District 1 Supervisor to integrate our resources with county plans and operations
- Planning with the Santa Clara County Airports Director and staff for coordinating our Disaster Response Airlift 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
- Help select and train the DART management staff
- Establish 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
- Negotiate Memorandums of Understanding (MOUs) to mutually define in writing our relationships with cooperating entities

- At the request of the DART Chair, the External Agency Liaison Director shall do all the initial interagency communication at the onset of a disaster to invoke all the memorandums of understanding and start the disaster cooperation process.

## Operations Director(s)

The acting *Operations Director* has the overall responsibility to guide the efforts of the Disaster Airlift Response Team (DART). He or she 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. The Director organizes initial and recurrent training and practice exercises for the team, as well as DART operations during an actual emergency airlift. 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. The Operations Director is appointed by the DART Chair. In the process of training and practicing disaster airlift operations, back-up directors will be assigned so that the system has adequate redundancy to assure operational capability when some members of the DART management are unavailable.

### SCC Airports Division Director

As soon as practical, the *Operations Director* shall advise the *SCC Airports Director* of the intent to conduct disaster airlift operations, and coordinate such operations 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.

### SCC Office of Emergency Services

After an Airlift Response has been activated by the External Agency Liaison Director, 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

After an Airlift Response has been activated by the External Agency Liaison Director, the Operations Director(s) shall coordinate with the Santa Clara County Sheriff's Department to request local traffic control when and if automobile traffic control is needed during peak disaster donations receipt 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 with DART credentials to have vehicle or on-foot access to the airport gates and ramp.

### Civil Air Patrol (CAP)

After an Airlift Response has been activated by the External Agency Liaison Director, the Operations Director(s) shall coordinate with the Civil Air Patrol San Jose Senior Squadron at Reid Hillview Airport.

### American Red Cross (ARC)

After an Airlift Response has been activated by the External Agency Liaison Director, the Materiel Manager shall coordinate with the American Red Cross, Santa Clara Valley Chapter.

### Mutual-aid GA Airport Organizations

After an Airlift Response has been activated by the External Agency Liaison Director, the *Operations Director(s)* shall coordinate with the mutual-aid GA Airport Coordinators.

### Temporary Storage in a Vacant Hangar

The SCC Airports Director has offered a gratis hangar for temporary materiel donations storage and support of our staff and crew during relief operations, subject to a having a vacant hangar. The DART Operations Director shall determine what materiel is to be stored in this hangar, inform other DART staff what is stored there and provide redundant means of opening the hangar so that timely access is assured.

## Flight Operations Manager

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 keep all associated records. This director shall determine with the local and remote 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, SCAPA 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.

The Flight Operations Manager or his delegate shall:

- Maintain a log of pilots showing when each pilot signed on and off for duty
- Match up available pilots to requested appropriate missions, appropriately matching aircraft and payload characteristics, assigning the most important missions first
- Fill out the aircraft load sheet associated with a specific mission and arrange to have it transported to the Ramp Operations Manager for loading.
- Maintain a log of every Airlift Flight using the form described in the Airlift Dispatch Log
- on Page 18.
- Assist in organizing DART pilot training & currency practice
- Organize aircraft documentation, inspection, and dispatch log staff
- Advise participating pilots about communications details, weather reports and NOTAMS
- Coordinate with FAA ATC as required

### Recruitment Manager

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.

The *Recruitment Manager* or his delegate shall:

- Provide a copy of the current Pilot Volunteer List to the Flight Operations Manager
- Schedule pilots for duty periods during DART operations
- Obtain volunteers to assist the Recruitment Manager
- Recruit volunteer staff to help with all other functions of the DART

### Ramp Operations Manager: Ground Operations & Cargo Coordination

The *Ramp Operations Manager* shall:

- Specify and acquire handling equipment to move cargo at the E16 Provider airport, and coordinate support at the Receiver airport(s)
- Acquire and direct ground crew as needed to operate the ramp staging area at E16 during Provider or Receiver Airport modes of operation

- Maintain a Duty Roster showing at what times the individual ground crew members signed on and off duty
- Maintain and distribute air and ground crew ID badges and vests
- Ensure that ramp volunteers wear safety glasses to preclude injury from blowing debris, and use hearing protection to protect ears from high noise sources
- Ensure that cargo handlers should wear protective gloves
- Provide safe and secure storage of materiel while on the loading ramp
- Ensure that the Flight Operations Manager has authorized a mission before releasing the cargo to the pilot for that mission
- Log in the Ramp Manager's Log all load sheets received from the Materiel Manager
- Record in the Ramp Operations Manager's Log any discrepancies between materiel actually loaded and the Aircraft Load Sheet, and have the Flight Operations Manager correct the Load Sheet record discrepancies accordingly
- Ensure that ramp operations do not degrade county procedures designed to maintain ramp safety
- Make sure that volunteers are briefed on conducting themselves safely, and are briefed to promote a safe operating environment around them.
- Arrange for ground crew and pilot refreshments, meals and rest facilities support at E16
- Ramp Cargo Handler Crew & Equipment
- CONEX storage facility and contents

### 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

### Materiel Manager

The *Materiel Manager* is responsible for overseeing the collection point for materiel for disaster relief. Job functions include:

- Log, weigh, label, and store all received materiel
- Provide safe and secure storage of materiel while awaiting transfer to the loading ramp
- Coordinate transfer of cargo from the receiver station to the aircraft loading ramp
- Log all materiel sent to the loading ramp
- Train volunteers to perform these job functions, ensure they perform properly
- Maintain a Duty Roster showing when each volunteer signed on and off duty
- Civil Air Patrol (CAP) coordination as required



- Red Cross coordination as required
- Safety and security coordination to assure no inadvertent public access to the E16 ramp during receipt of public donations for disaster relief

### **DART Mobilization Process Flow - Ideal Staffing Case**

1. Disaster Strikes
2. DART Chair(s), and Operations Director notify the DART of initiation of operations
3. External Agency Liaisons Director notifies partner organizations of DART operational status and solicits missions
4. Operations Director confirms operational assignments
5. Recruitment Manager determines availability of volunteers and forwards info to managers
6. Volunteer pilots and support crew show up, offer their services, are accepted by the responsible manager and are signed in on the volunteer duty logs
7. Flight Operations Manager receives mission requests and provides estimated delivery capability based on available pilots and airplanes
8. Materiel Manager receives materiel, logs in passengers needing transport, directs weighing, logging, labeling and name tagging operations
9. Flight Operations manager schedules the transport of materiel and passengers using the Aircraft Load Sheet
10. Material Manager forwards the load sheet, materiel, and passengers to the Ramp Operations Manager for loading
11. Pilots taxi to the ramp for materiel and passengers as specified on his load sheet, and the Ramp Operations Manager and/or his staff assist pilots loading aircraft per direction of PICs
12. Materiel is kept secure
13. Passengers and personnel are kept safe
14. Transport mission is accomplished and pilot returns the signed load sheet to the Ramp Operations Manager
15. All records are kept permanently for future reference and traceability

### **Pilots**

Pilots are the core providers of service for DART. They ensure that the materiel and passengers get to where they are needed. Duties include as follows:

- Provide documentation to show that you and your airplane are fit for operations: Pilot license, current medical, summary coverage page of current insurance policy, etc.
- Initial and sign the volunteer pilot waiver of liability form
- Operate safely according to your FAA airman ratings, certificates and privileges, and airplane weight, balance, range and equipment limitations
- Fly only flights authorized by the Flight Operations Manager
- Pick up your materiel from the Ramp Operations Manager
- Deliver your materiel/personnel to the best available receiver person
- Have receiver sign the Load Received By line on the load sheet

- Return the signed paperwork to the Ramp Operations Manager for retention

### 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

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## Section 3. Operations Documentation

### ***DART Operations Documents***

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The documentation described in this section describes the forms and procedures required to efficiently and responsibly operate the SCAPA Disaster Airlift Response Plan (DARP). The forms are provided in a series of manuals, each adapted expressly for the External Agencies Liaison Director, Operations Director, Recruitment Manager, Flight Operations Manager, Ramp Operations Manager and the Materiel Manager. Each manual also includes a copy of the current Disaster Airlift Response Plan for convenient reference.

- [\*Figure 2, Pilot and Airplane Applicant Information Form\*](#) on Page [16](#)
- [\*Figure 3, Aircraft Load Sheet\*](#) on Page [17](#)
- [\*Figure 4, Airlift Dispatch Log\*](#) on Page [18](#)
- [\*Figure 5, Airlift Receiver Destination Airport Information\*](#) on Page [19](#)
- [\*Figure 6, E16 Provider Airport Information Sheet\*](#) on Page [20](#)
- [\*Figure 7, Airlift Volunteer Pilot Waiver of Liability Form\*](#) on Page [21](#)
- [\*Figure 8, Airlift Volunteer Passenger Waiver of Liability Form\*](#) on Page [22](#)
- [\*Figure 9, Airlift Volunteer Pilot List\*](#) on Page [23](#)
- [\*Figure 10, Airlift Volunteer Ground Support Staff List\*](#) on Page [24](#)
- [\*Figure 11, Materiel Identification Label and the Passenger Identification Badge\*](#) on Page [25](#)
- [\*Figure 12, Materiel Manager's Log\*](#) on Page [26](#)
- [\*Figure 13, Ramp Operations Manager's Log\*](#) on Page [27](#)
- [\*Figure 14, DART Personnel Duty Roster\*](#) on Page [28](#)

The Pilot and Aircraft 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 submit copies of documents that verify the items colored green.

DART PILOT AND AIRPLANE APPLICANT INFORMATION			
<b>Last Name</b>		<b>Emergency Contact</b> Name _____ Telephone _____ Relationship _____	
<b>First Name</b>			
<b>Street Address (1)</b>			
<b>Street Address (2)</b>		<b>Aircraft Type Designation</b>	
<b>City, State</b>		<b>N-Number</b>	
<b>Zip Code</b>		<b>Load Limit</b> (≤ total useful load, less fuel, crew and any passengers)	
<b>Telephone</b> Home _____ Work _____ Cell _____ Facsimile _____		<b>Maximum Assignable Number of Passengers</b>	
		<b>FBO Rental (Y/N)</b>	
		<b>FBO Telephone</b>	
<b>E-Mail Address</b> (1) _____ (2) _____ (3) _____		<b>Aircraft Insurance</b> Expiration Date _____ Carrier _____ PL&PD Limit _____ Each Passenger Limit _____	
<b>Date of Birth</b>		<b>Availability (Check):</b>  Weekdays ____ Weeknights ____ Weekends ____ 24/7/365 ____ As Copilot Only ____	
<b>Languages</b> (1) _____ (2) _____ (3) _____			
<b>Pilot License Number</b>		<b>Remarks:</b> _____ _____ _____ _____ _____ _____ _____	
<b>Type</b> (Private Commercial, ATP)			
<b>Ratings</b> (ASEL, AMEL, Inst, etc.)			
<b>Medical</b> Date _____ Class (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )			
<b>Copies of current documents provided</b>	<b>Attached or Sent (Check):</b> <b>Pilot license</b> ____ <b>Medical certificate</b> ____ <b>Aircraft airworthiness cert</b> ____ <b>Aircraft insurance face sheet</b> ____ <i>(If missing or out of date, we will need to see current documents when you report for duty. Without current documents for flight, you may help as ground crew.)</i>		
Reviewed and approved by DART Management signer below.			
Printed Name: _____		Signature _____	
Date: _____			

## Aircraft Load Sheet

The Ramp Operations Manager assures that the Aircraft Load Sheet is filled out and saved for each flight and is used to record what cargo is transported, where it was delivered, and the total weight. Duplicate copies of the load sheet are made, the original is stored in the Aircraft Load Sheet file, and the copy is given to the pilot. The information on this form will allow the pilot to calculate the weight and balance.

Figure 3, *Aircraft Load Sheet* illustrates an example of the load sheet.

DART 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 Type Designation _____			
_____		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			Passenger 5		
Other			Other		
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) _____		

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

Figure 4, *Airlift Dispatch Log* illustrates an example of the log.

[illegible]

The Airlift Receiver Destination Airport Information sheet will be issued by the Flight Operations Manager 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.

[illegible]



## E16 Provider Airport Information Sheet

The E16 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.

*Figure 6, E16 Provider Airport Information Sheet, illustrates an example of the sheet.*

E16 AIRLIFT 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: _____
Unicom	Frequency: 122.7
Fixed Base Operator - Magnum Aviation	Frequency: 122.7
Ground Control	Frequency: N/A
Ramp Operations Manager	Frequency: 122.9
Emergency Relief Supplies Coordinator	Telephone:
AFSS	Telephone: 800/992-7433
Airport Office:	Telephone: 805/933-1155
Other	

## Volunteer Pilot Waiver of Liability Form

The Airlift Volunteer Pilot Waiver of Liability Form will be used to mitigate SCAPA legal liability, hold our staff harmless, and make clear the pilot's responsibilities.

Figure 7, *Airlift Volunteer Pilot Waiver of Liability Form* illustrates an example of the form.

AIRLIFT VOLUNTEER PILOT WAIVER OF LIABILITY	
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 operate his or her aircraft in accordance with all applicable rules specified in U.S. Federal Aviation Regulations Part 91.	_____
3. Pilot agrees to accept all <u>responsibility</u> to supervise proper loading and securing of all cargo transported in his or her aircraft used, and accepts any assistance requested of the SCAPA Loadmaster and his or her assistants 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, and any damage, injury or death resulting from any reason including properly securing cargo.	_____
4. Pilot agrees to provide a copy of a valid insurance policy verifying coverage for a minimum of \$1,000,000 of public 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 proficient and current for the type, make and model of aircraft flown including for IFR flight if required.	_____
6. If any changes occur regarding the aircraft or me, I shall inform the SCAPA Volunteer Pilots and Aircraft Coordinator prior to additional flights.	_____
I accept the above articles and shall comply fully.	
Printed _____ Signed _____	
Date _____ Witnessed _____	

## Volunteer Passenger Waiver of Liability Form

The Volunteer Passenger Waiver of Liability Form will be used to mitigate SCAPA legal liability, hold our staff harmless, and make clear the pilot's responsibilities.

**Error! Reference source not found.** illustrates an example of the form.

AIRLIFT VOLUNTEER PASSENGER WAIVER OF LIABILITY	
Waiver Liability Articles	Passenger's Initials
1. The Airlift Volunteer 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 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 my estate might otherwise bring arising out of such injury, while passenger is in the aircraft provided by SCAPA or its' volunteers and operated by affiliated pilot(s).	_____
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 _____

## Volunteer Pilot List

The Volunteer SCAPA Ramp Operations Manager Pilot List will be used to record and quickly identify and contact volunteer pilots and determine the aircraft type and capability.

Figure 9, *Airlift Volunteer Pilot List* illustrates an example of the list.

AIRLIFT VOLUNTEER PILOTS LIST							
Pilot				Airplane Used			
Name	Certificate Type	Rating(s)	Telephone Number(s)	N-Number	Mfg	Model	Usable Payload (lb) w/ Full Fuel
Rod Pharis	COML	ASEL, AMEL, INST	408-206-1455 (C) 408-735-2736 (W)	N96RT	Self	Legacy	400

## Volunteer Ground Support Staff List

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

*Figure 10, Airlift Volunteer Ground Support Staff List* illustrates an example of the list.

AIRLIFT VOLUNTEER GROUND SUPPORT STAFF LIST			
Name	Certificate Type	Ratings	Telephone Number(s)
Rod Pharis	COML	ASEL, AMEL, INST	408-206-1455 (C) 408-735-2736 (O) 408-848-2844 (H)

## Materiel Identification Label/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 on the Ramp.

*Figure 11, Materiel Identification Label and the DART Passenger Identification Badge* illustrates examples of the materiel ID label and the passenger ID badge.

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

DART PASSENGER IDENTIFICATION BADGE	
<b>Name:</b>	
<b>Organization:</b>	
<b>Passenger Number:</b>	
<b>Load Number:</b>	
<b>TO:</b> (Airport)	

## Materiel Manager's Log

The Materiel Manager's Log is used to record the receipt of all goods that are to be delivered by DART 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 12, *Materiel Manager's Log* illustrates an example of the log.

MATERIEL MANAGER'S LOG							
Date Received (yyyy-mm-dd)	Receipt/ Passenger Number	Description of Materiel or Name of Passenger	From (name, organization, address, telephone number)	To (name, organization, address, telephone number)	Number of Pieces	Weight (lb)	Date Dispatched (yyyy-mm-dd)

## Ramp Operations Manager's Log

The Ramp Operations Manager's Log is used to record the disbursement of all goods that are airlifted by the DART Team. 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.

Figure 13, *Ramp Operations Manager's Log* illustrates an example of the log.

RAMP OPERATIONS MANAGER'S LOG					
Date (yyyy-mm-dd)	Load Number	Airplane (N-Number)	Pilot's Name	Comments	Depart Time (L)



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.

[illegible]

## *Section 4. South County Airport (E-16)*

### *DART Operations Areas*

The documentation described in this appendix shows an aerial depiction of the South County Airport E-16 layout and identifies the primary areas of SCAPA's Disaster Airlift Response Team Operations and other important airport landmarks.

- *Figure 15, South County Airport (E16) North End* on Page 30
- *Figure 16, South County Airport (E-16) South End* on Page 31
- *Figure 17, South County Airport (E16) DART Loading Areas Plan* on Page 32

## South County Airport (E-16) North End

*Figure 15, South County Airport (E-16) North End* (Runway 14) shows the north end of South County Airport including:

- Runway 14
- Magnum Aviation (Disaster Response Donations Drop-off Site)
- Private and County-owned Hangers
- Highway US 101

*Note: The Magnum Aviation lobby is the Disaster Response donation drop-off site for the SCAPA Disaster Airlift Relief operations.*

*Figure 15, South County Airport (E-16) North End (Runway 14)*



## South County Airport (E-16) South End

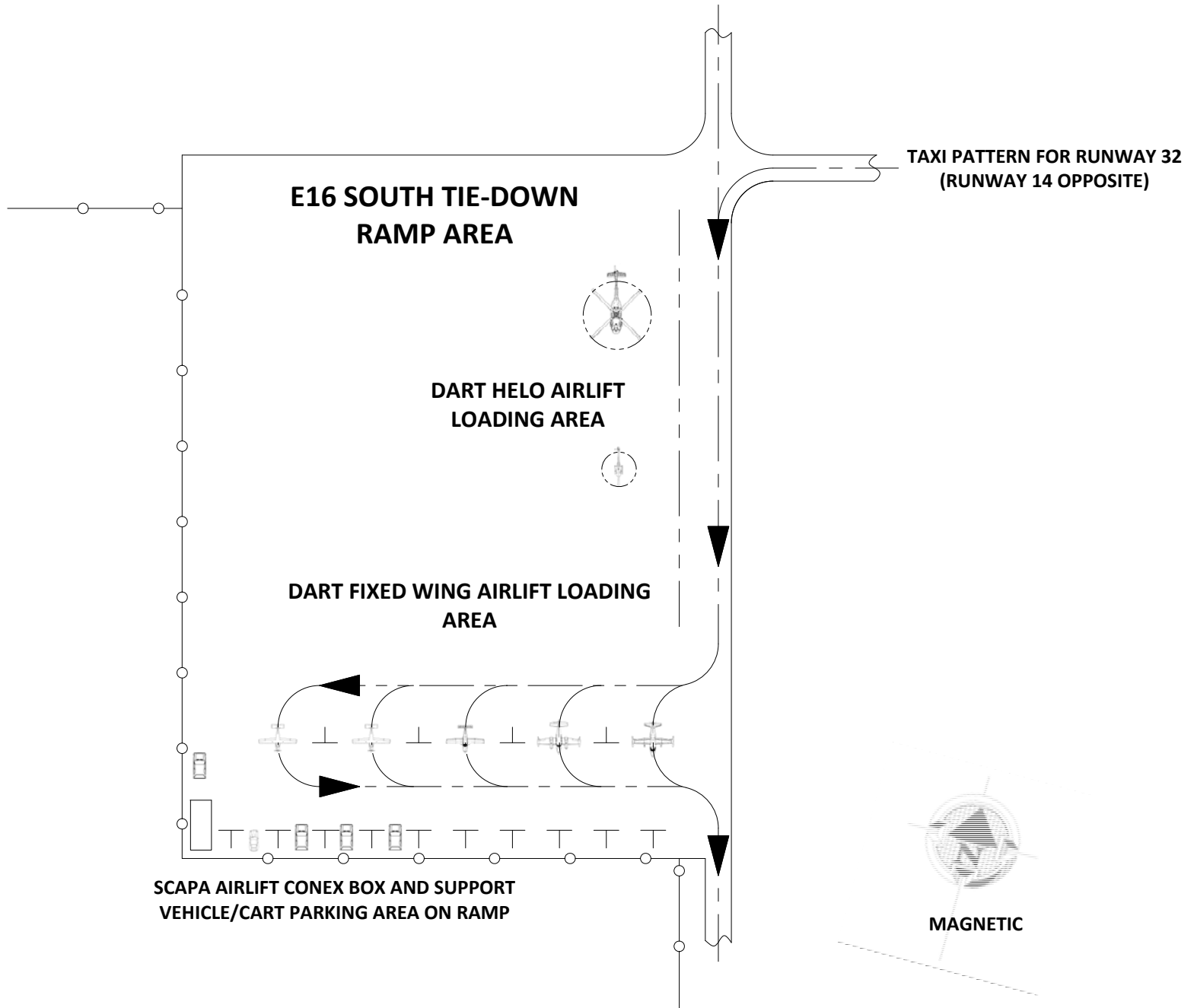
*Figure 16, South County Airport (E-16) South End (Rwy. 32)* shows the south end of South County Airport (E-16) including:

- Runway 32
- County Tie-down Ramp
- Airport Water Tower
- DART Disaster Airlift Loading Areas

*Figure 16, South County Airport (E-16) South End (Rwy. 32)*

## South County Airport (E-16) DART Loading Areas Plan

Figure 17, *South County Airport (E16) DART Loading Areas Plan* shows the taxi traffic routing that ALL pilots shall conform to during emergency response operations.



## Section 5. *DART Ideal Equipment List*

Figure 18, *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 Box	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 box	1 ea	TBD	SCAPA CONEX Box, E16 South Ramp	Provide cover for airlift Ramp Operations staff, crew, and pilots
Generator, 5 kw minimum	1 ea	TBD	SCAPA CONEX Box, 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 Box, 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 Box, E16 South Ramp	Provide pilots, crew and staff the exact weight of airlifted small materiel items
Vests, Hi-Visibility	TBD	TBD	SCAPA CONEX Box, E16 South Ramp	High visibility to identify and protect airlift officials and crew
Flashlights with aircraft director illuminated wands	TBD	TBD	SCAPA CONEX Box, E16 South Ramp	For moving aircraft safely in all conditions
Tables, Folding, 6'	5 ea	TBD	SCAPA CONEX Box, E16 South Ramp	Staging areas for Airlift Staff
Chairs, Folding	1 doz	TBD	SCAPA CONEX Box, E16 South Ramp	Staging area for Airlift Staff
Clip Boards, aluminum	1 doz	TBD	SCAPA CONEX Box, E16 South Ramp	Airlift office supplies - Recommend covered style for inclement weather operations
Cones, Traffic, weighted	1 doz	TBD	SCAPA CONEX Box, E16 South Ramp	Markers for safely moving personnel and aircraft on the ramp and staging areas

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

## *Section 6. Comm Equipment Research & Recommendations*

### **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

### **Comm Equipment Types**

A combination of three types of radios is recommended:

1. Aviation Transceivers
2. Portable HAM Transceivers
3. Transportable HAM Base Station Transceiver



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## *Section 8. List of Acronyms, Terms and Abbreviations*

Association of Bay Area Governments	ABAG
Automated Flight Service Station	AFSS
Aircraft	AC
Air Traffic Control	ATC
Automated Weather Observation Service	AWOS
CAL FIRE	Statewide Emergency Response operating under the California Division of Forestry
California Pilots Association	CalPilots
CALSTAR	California Shock Trauma Air Rescue (a Non-Profit Corporation)
Civil Air Patrol	CAP
Disaster Airlift Response Plan	DARP
Disaster Airlift Response Team	DART
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
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

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]





**SCAPA Disaster Airlift Response Team**

## **Disaster Airlift Response Plan**

*For South County Airport E-16*