



**Civil Air Patrol
United States Air Force Auxiliary
(Squadron Name and Charter Number)**

OPERATIONS PLAN

**(Brief Name of the Operation so it can be quickly identified. Example: Squadron
XXX Map Training)**

Purpose

One or two sentences to describe the purpose. Example: Radio Training for new members.

Safety

How are you going to deal with safety? What are the threats and how do you plan to deal with them.

Date

Location

Give enough detail so a stranger can find you.

Participation

Describe by type or group of members that will be attending. Example: All Air Crew Members or All New Members. Give an estimate of the number of Cadets and the number of adult members that will attend.

Overview

A brief outline of the activities for the event. Include a basic schedule.

Incident Command Structure

All training events should have a command structure just like the real event. It should be appropriate for the event. If it is a small, simple event, a small ICS is all that is needed.

Communications

Telephone numbers, radio frequencies and call signs that will be used.

Objectives:

What do expect to accomplish. Example: Ten new MROs.

Equipment

What equipment will you use?

Medical

Describe your emergency medical plan. If you are going to be in a place where telephone or cell phone is not available, think about how you are going to get help in an emergency.

Point of Contact (POC)

Telephone and Email for one person and one backup who can answer questions about the event.