



Clallam County



DART

Disaster Airlift Response Team

For Clallam County, Washington

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Foreword

The Clallam County Disaster Airlift Response Plan (CC DARP) describes how the Clallam County Disaster Airlift Response Team (CC DART) will assist our communities during a time of natural disaster. It is anticipated that a significant natural disaster would disrupt transportation systems to, and within, Clallam County. Examples include earthquakes and forest fires. Anticipated assistance includes:

- Flights to and from general aviation airports transporting people, supplies and equipment.
- Aerial reconnaissance to assist Clallam County emergency managers understand the extent of disruptions and respond appropriately.

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

We have created a high level of detail with this plan that allows us 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 material we transport.

Section 1. Concept of Operations (CONOPS)

1.01 Operation and Support

Our goal is to organize response operations with prior planning and practical exercises designed to integrate aviation resources fully into the overall emergency response. In seeking and accepting mission assignments, our county organization will assign priorities, allocate participating pilots, aircraft, and ground resources to provide maximum benefit. We will provide our aviation resources during emergencies in support of:

- Our county emergency response managers with whom we have developed emergency response contingency plans,
- Regional emergency response managers and other DART organizations who have our contact information and can request our assistance,

To provide safe, rapid and efficient airlift support we shall pre-coordinate, pre-organize and pre-stage certain related support documentation, equipment and material at several airports so in the event of an emergency we will be in a position to respond rapidly. Safety must everyone's responsibility so we must promote situational awareness, be constantly cognizant of safety related issues, and take appropriate and prompt corrective action as needed. We will maintain a list of ground volunteers and pilots who are responsible for the various DART functions and who are being trained to take appropriate action. Alternate personnel shall be identified in the event that a primary person is unavailable for any reason during an emergency. Our flight operations will be limited to FAA Part 91 rules and regulations.

Volunteers Must Be Registered

All ground volunteers and pilots are required to be registered with Clallam County as Washington State Emergency Workers and will receive a badge issued by the county. This badge shall be worn during all activations. Additionally, each pilot shall sign a "pilot certification and waiver of liability" and each volunteer shall sign a "volunteer certification and waiver of liability." These forms shall be kept on file at the county Emergency Management Office.

In support of the Clallam County Emergency Management office the CC DART will be mobilized to coordinate and expedite first-response emergency relief air transport efforts as and where needed. 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. In the event that communications are disrupted, our procedure is for key DART personnel to automatically report to their designated

DART Operations Area promptly for in-person briefing, coordination with partners and possible mobilization. Our intent is that CC DART will begin receiving and airlifting cargo, and providing surveillance, within two-hours of a request services could commence cargo loading. It is also our intent to establish Mutual Aid agreements with other DART groups outside Clallam County so that we can offer mutual support.

1.02 Periodic Exercises

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

1.03 Interfaces and Communications

Various Interfaces and Communication instructions will be established and maintained by the Clallam County Emergency Management Office for efficient communications among our various internal organization staff members, 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 selected facilities to be used by the responding DART members.

Previous earthquakes have disclosed the vulnerability of communication via telephone, especially the cell phone system. Accordingly, we will seek to develop alternative forms of emergency communications, including those in use by other agencies and general ham radio.

1.04 Memorandums of Understanding

We will seek to work with our other agencies in whatever manner is convenient and appropriate. 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. The Emergency Management Director (EM) 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. A *mission number* is requested from WA State Department of Emergency.
4. The Director of Emergency Management inquires with partner organizations as to whether they request disaster airlift relief services.
5. If partner organizations request service, the Director of Emergency Management requests the CCDART Chairman to notify the DART of initiation of operations and provides the *mission number* for this event.
6. The CCDART Chairman confirms operational assignments, mobilizes the existing DART volunteers, and so advises the Director of Emergency Management.
7. The Director of Emergency Management (or designee) 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 Aviation Coordinator or designee.
8. The CCDART Chairman 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.
9. 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.
10. The Material Manager receives material, logs in passengers needing transport, directs weighing, logging, labeling and name tagging operations.
11. The Flight Operations Manager reviews the incoming material log, receives mission requests, and provides estimated delivery capability based on available pilots and airplanes.
12. The Flight Operations Manager schedules the transport of material and passengers using the Aircraft Load Sheet and the Airlift Dispatch Log.
13. 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.
14. Pilots taxi to the ramp to sign up to take on material 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.

15. Material is kept secure.
16. Passengers and personnel are kept safe.
17. The transport mission is accomplished and the volunteer pilot returns the signed load sheet to the Flight Operations Manager.
18. All records are retained for future reference and traceability. **Mission # should appear on all paperwork to insure proper reimbursement, if available.**

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 controlling public access to the operations area at all times. Pilots will only accept missions consistent with their flying experience. Pilots must 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 must attempt 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 RPM is increased 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 Wm. F. Fairchild International Airport, Port Angeles, WA

We expect our base of operations to be at Fairchild International Airport and to conduct practice exercises and some operations there. See [Figure 1, Map to the DART Operations Area](#)

2.03 Getting to Additional County Airports

See [Figure 2, Maps of Diamond Point, Forks, Sekiu, Sequim Valley airports](#)

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. In the event of a major earthquake it is probable that all airports in Clallam County will be receiver airports. However, because the county seat is in Port Angeles the primary focus of aviation activity relief efforts will be Port Angeles, both KCLM and the harbor.

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, a medical that meets current FAA requirements, 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 (ANY INSURANCE REQUIREMENT NEEDS TO BE BETTER DEFINED, i.e., WHAT COVERAGE DOES THE LIMIT APPLY TO?)
- Checking in material and passengers, weighing them with their personal items, logging them, and assigning identification labels/tickets to them
- Matching the material, 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 material to the intended person or organization

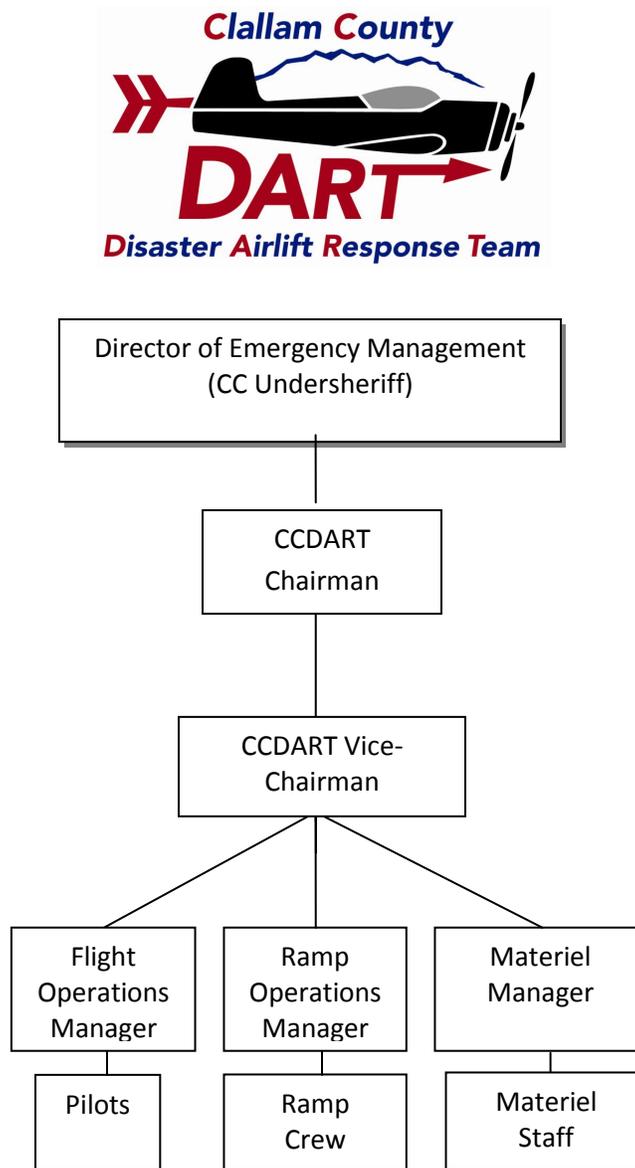
As it is likely that operations will originate at both receiver and provider airports, it is desirable to have a fully functional administrative capability (a DART) staffed at each airport. However, as of the publication date of this DARP revision, there are no operational DARTs at other airports, so it is likely that the remote airports will have little or no administrative support and Port Angeles DART pilots will need to drop off and pick up passengers and material at remote airports as they would in normal operations.

2.05 Mutual Aid

CC DART will seek to establish mutual-aid alliances with other general aviation 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. CCDART 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 DART 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 DART's supplying mutual aid to CC DART may also operate a full Provider Airport DART function from their home airport. If requested, it is possible that the DART chapter may be able to organize and/or staff a partial or full DART flight administration operation at a distant airport.

The following figure shows the CC 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 to address the existing situation. Accordingly, all volunteers are encouraged to qualify for multiple tasks they believe they are qualified for. The Operations Director in charge at a particular time has primary authority to make changes necessary to address current conditions.

2.06 Board of Directors (when established)

The CC Board of Directors shall select a Chairman and a Vice-Chairman 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).

2.07 DART Assistant Aviation Coordination

The Chairman and Vice-Chairman are responsible for appropriate staffing by qualified volunteers. The Chairman 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. As the organization grows, the Chairman may select an Operations Director and an External Agency Liaison Director as needed. At the onset of a disaster, the Chairman ensures that positions are assigned, staffed and active.

2.08 External Agency Liaison Director (when established)

Mobilization Checklist: What to Do when Disaster Strikes

1. Monitor the CCDART 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 CCDART Chairman receives any requests for service from agency partners and that the organization mobilizes in response to a valid service request.
4. When CC 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 anyone on duty at a local airport. See DARP Section 3.
5. Ensure that the DART management team has external agency contact information.

The Chairman or the Vice-Chairman (or their designee) shall be responsible for developing and managing CC 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:

- Planning with the Port of Port Angeles Airport Director and staff for coordinating our Disaster Airlift Response Team (DART) operations.
- Planning with Clallam County Emergency Management to assure awareness of our capabilities and establish a protocol to expedite a request for, and coordinate with our DART operations.
- Developing ties with surrounding airports and CERTs (Community Emergency Response Teams).
- Developing ties with the police departments of Port Angeles, Sequim, and Forks.
- Developing ties with citizens in the community of who are involved with disaster relief planning.
- Helping select and train the DART management staff.
- Establishing a dialog with the Washington State 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
- Keep a contact list of all our external agency contact persons and distribute it from time to time to CC DART management personnel.
- Ensure that all DART participants use the Incident Command System Form (ISC 214) Activity Log.

2.09 Operations Director (when established)

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

1. Make sure you and your family is safe. When safety is assured, you may assist CC DART.
2. Verify that the Chairman 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 CCDART 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 and utilize Activity Log (ISC Form 214), Material/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 Chairman or Vice-Chairman 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:
 - a. Debrief the volunteers and solicit their opinions on what worked well and what needs to be improved.
 - b. Ensure that records for the operation are stored in a segregated file so that they are not compromised in the future.
 - c. Ensure that the DART records are updated as to contact information for volunteers, external agencies.
 - d. 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.
 - e. Ensure that the DART paperwork is replenished and the forms and binders are ready to go for the next time they are needed.
 - f. Arrange for DART procedures to be updated based on operational feedback

The CCDART Chairman 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 Chairman shall send 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 Chairman cannot verify that this notification is taking place, then the Director of Emergency Management shall also notify our agency partners per DARP Section 3. When DART is mobilized for training or for a real emergency, the CCDART Chairman shall verify that notification of mobilization and announcement has been made to Emergency Management and that emergency airlift service is available. Partners shall be advised to send their disaster airlift

requests to the flight operations manager, naming the person and providing the person's contact information. If the CCDART Chairman cannot verify that this has occurred, then he shall perform this action. Further, at the onset of a disaster, the CCDART Chairman verifies if prearranged services are in process and makes necessary adjustments 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 CCDART Chairman, or Vice-Chairman is authorized to have DART deviate from any detail or procedure from this plan or to create new details and/or procedures. At the conclusion of a mobilization training exercise or actual mobilization, the CCDART Chairman ensures that all the records from the operation have been gathered and organized for safekeeping in the DART Storage Facility and that copies are provided to the Director of Emergency Management.

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 involving the Operations Director. In the process of training and practicing disaster airlift operations, the Operations Director shall assign managers as needed 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 .

[Note: The following activities include individuals, and organizations, related to the CCDART Chairman 'sjob but not under his/her area of responsibility.]

CC Airports Division Director and Port of Port Angeles Airport Staff

At the onset of a DART mobilization, or soon thereafter, the CCDART Chairman shall coordinate DART operations with the appropriate Port Operations Staff to minimize interference with existing normal airport operations, with the exception of increased ground and air traffic flow. The Port's Airport Manager is responsible for all GA facilities, airport operations and county airport personnel. Accordingly, it is vital to coordinate all airlift activities through the Port's Director and his or her 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.

Local CERT and Emergency Management

During a mobilization, the CCDART chairman shall coordinate with our CERT and Emergency Management and other partners in Clallam County to help mitigate the effects of local disaster.

Clallam County Sheriff's Department and Emergency Management

The Undersheriff of Clallam County is responsible for coordinating all emergency response activities within the county and has final authority over any DART activities.

Civil Air Patrol (CAP)

The CCDART Chairman shall coordinate as needed or if prearranged with the appropriate Civil Air Patrol Squadron, as noted in the DART chapter contacts document.

American Red Cross (ARC)

The American Red Cross local 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 Emergency Management Director, the CCDART Chairman 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 CCDART Chairman (or designee) shall determine what material 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 CCDART Chairman, 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 CCDART Chairman.
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 CCDART Chairman 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 Material and Passenger Check-in logs for items that need to be assigned to flights.
10. Match up available pilots and aircraft to material 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 CCDART Chairman 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:

“Port Angeles traffic DART 8 departing runway 26, eastbound .”

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 appropriate 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 [this position may, or may not, be active]

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 CCDART Chairman, 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 CCDART Chairman.
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 Aviation Coordinator 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 CCDART Chairman 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 operations/managers (including you) 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 CCDART Chairman, 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 CCDART Chairman.
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 CCDART Chairman 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 the primary airport.
6. Have an assistant maintain a Personnel Duty Roster on page 33 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 Material and passengers that are offloaded from landing aircraft and that are loaded into departing aircraft have been fully logged in by the Material Manager on the Material 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 Material 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 material 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 the primary airport.

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

2.13 Material 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 CCDART Chairman, 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 CCDART Chairman.
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 Material Manager below before starting any Material 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 Aviation Coordinator to help you resolve any items which do not seem clear or seem otherwise problematic.
5. Oversee the collection point for material for disaster relief.
6. Log, weigh, label, and store all received material using forms in binder.
7. Keep in mind that you will need to keep a separate log for material/passengers that are received to be flown on an airplane, and material/passengers that have been offloaded by an airplane.
8. After the material 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 Material.
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 material 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 33 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 material.

**2.14 Volunteer Pilots [All pilots must have a CC WA Emergency Worker ID]
Mobilization Checklist: What to Do when Disaster Strikes. Read this before beginning Ops.**

1. Keep your FAA required pilot and medical certifications available at all times so 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 (your assigned airport) DART has been requested to provide disaster airlift relief operations. Or, if communications are out, report to your assigned airport.
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, appropriate medical certification.
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 Material from the Ramp Operations Manager.
11. Deliver your Material/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 [assigned by Public Information Officer]

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 Communications Coordinator/Public Information Officer

- All communications will be handled by the Public Information Officer of the Clallam County Sheriff's Office.
- All media releases will be approved by the Incident Commander.
- Additional personnel will be appointed as needed to facilitate emergency communications with partner agencies.
- An additional communications specialist may assist 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 «AirportName_Primary» at «DARTReportToCheckInLocation».

«Airport_WhereToPark». «AirportGateInstructions». Pilots please taxi out your airplane and park in an available parking space in the operations area per the diagram below, or to a different spot per taxi instructions you receive – also, be sure to bring your pilot license, medical certification. From [Person’s Name], [Organization’s Name]

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

DART is mobilizing. Please report to «AirportName_Primary» at «Airport_DART_OperationalArea» 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: «AirportName_Primary» Disaster Training Exercises Today

The CC DART is holding training exercises today for its Disaster Airlift Response Team (DART) at the «AirportName_Primary» at «Airport_DART_OperationalArea». 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 «AirportName_Primary» at «Airport_DART_OperationalArea». 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 samples

- Partners: text message

The CC 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 «AirportName_Primary» at «Airport_DART_OperationalArea».

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

Subject: Disaster Airlift Service Inquiry

The «CC DART» 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 at «AirportName_Primary» from «Airport_DART_OperationalArea» as shown in the picture below.

Partner DART Mobilization Announcement samples

- Partners: text message

The CC 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 «AirportName_Primary» at «Airport_DART_OperationalArea».

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

Subject: Disaster Airlift Service Inquiry

The CC 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 «AirportName_Primary» at «Airport_DART_OperationalArea» shown below. «Airport_HowToGetThere».

DART Mobilization - Volunteers Stand by Message samples

Registered Volunteers and all «CC DART» 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 certification. From [Person's Name], [Organization's Name]

Registered Volunteers and all «CC DART» 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 certification. From [Person's Name], [Organization's Name] [contact info]

DART Mobilization - Volunteers Mobilize Now Message samples

Registered Volunteers and all CC DART 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 «Airport_DART_OperationalArea» now for duty. Pilots bring valid pilot license, medical certification. From [Person's Name], [Organization's Name]

Registered Volunteers and all CC DART 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 «AirportName_Primary» «Airport_DART_OperationalArea». 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 «AirportGateInstructions». «Airport_WhereToPark». Pilots please taxi out your airplane and park in an available parking space in the operational area, «Airport_DART_OperationalArea». 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 «CC 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 CCDART Chairman 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		FBO Rental (Y/N)	
Work		FBO Telephone	
Cell		Aircraft Insurance	
E-Mail Addresses		Expiration Date	
(1)		Carrier	
(2)		Hull Limit	
(3)		Prsnl. lbtv/Prpty Dmg Lmts	
(4)		Each Passenger Limit	
Languages		Availability (Check):	Weekdays ___ Weeknights ___
(1)			Weekends ___ 24/7/365 ___
(2)			As Copilot Only ___
(3)			
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: _____			

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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		
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

QUADRUPPLICATE 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.

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:	

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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, such as «AirportCode_Primary».

Figure 8, Provider Airport Information

Important Information	Contact
Provider Airlift Airport Name:	
Airport Director: Jerry Ludke, Port of PA	360-417-3363 office 360-775-8430 mobile
Airport Coordinator Names/Title: 1. _____ 2. _____ 3. _____	
CTAF	Frequency:
Fixed Base Operator	Frequency: 360-
Ground Control	
Ramp Operations Manager	Frequency:
Emergency Relief Supplies Coordinator	360-
AFSS	
AWOS	Frequency: 360-
Other	

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 _____	

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Passenger Waiver of Liability Form

The Passenger Waiver of Liability form will be used to mitigate «CalPilotChapterAcronym» 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 _____	

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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 _____	

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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

	CERT.						WT	PASSENGRS
NAME	TYPE	RATING	PHONE	EMAIL	N#	MFG	MODEL	CARGO
Richard Morey	ATP	CFII MEI	425-210-3951	richjmorey@aol.com	808LD		RV8	1,000lb 1
Dave Brand	ATP	CFII MEI	360-582-1148	davebra@live.com	111EY	Cessna	185	
Dave O'Donnell	PIV		360-470-3319	dlodonnell@olypen.com		N5739C	Cessna	170 400lb
Ken Brown	PRIV		360-808-2110	ken@tscwa.com	N12OLM	VANS	RV9A	200# +50lb
			360-808-3266					
Jim Bettcher	ATP	CFII MEL	360-670-5994	zoombag68@gmail.com	N747GC	Glasair		250#
David Miller	ATP		360-452-7136	retinpa@olypen.com	N134WD	RV6		~400
Ray Ballantyne	COMM	SEL	360-808-6767	ray.ballantyne@gmail.com	N584F	Glasair	GS-1	500#
Bud Williams	PRIV	SEL/MEL	360-461-1358	bwinspect@olypen.com	C152A	Cessna	150A	315#
Dava McNutt	PRIV	SEL, IFR	360-460-7979	davacavu@gmail.com	N3419R	Cessna	182	
Jay Pearlman	PRIV	360-452-8745	206-713-7991	jay.pearlman@jandfent.com	N3FP	Vans	RV6	1 pass.
Jim Ude	COMM	SEL&S, MEL, CFII	360-460-2222	jude@olympus.net	N1167Y	Mooney	M20K	3 pax/912#
JD Crow	ATP	Rotor, jet, SES	360-461-1736	johncrow@greencrow.com				
		SEL,MEL,CFI	360-452-5292		N233JD	Robinson	R44	3 Pass.normal
								2 med
								1 heavy
					N565FP	Eclipse	500	3 pass. 900 mi
								4 pass 750 mi
							T34	1 pass 3 hrs
Dana Terrill			408 821 8896	dterrill@gmail.com				
Tom Rogers	COMM	SEL, MEL CFI	360 477-4843	trogers4054@gmail.com	N4054D	Cessna	182	1240 w/fuel
								927 full fuel
								3 pax
Andrea Williams	Comm	Multi Eng	530 945 9234	drbdnz@gmail.com	N56900	Piper	Warrior	560
Ken Williams	Private	IFR	916 817 9076	varsrus@aol.com	Same Plane			
as of 10/17/2017								

Material Identification Label and Passenger Badge

The Material Identification Label is used to mark each piece of received goods for handling and tracking Material (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, Material Identification Label and Passenger Badge

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

04214

Received Material Log

The Received Material 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 Material 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 Material Receipt Number), the date the Material was picked up (not filled in for passengers), and the printed name and signature of the person who took possession of the Material from DART.

Figure 16, Received Material 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

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 assistant CCDART Vice-Chair shall initial the sign-out so the CCDART Chairman is personally aware so that there is no confusing an off-duty staff member as missing-in-action. The CCDART Chairman should ensure that someone has responsibility for this log.

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:



Mission Statement:

During or following earthquake, flood, forest fire, 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, material, passengers, and aircraft loads. Should service needs outstrip the capacity available with local regional volunteer pilots, 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 are managing operations and who can be contract 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 – Alan Barnard, abarnard@olympen.com 360-461-0175

Secondary – Dave Miller retinpa@olympen.com 360-452-7136, 817-875-5909

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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 20, 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 DART has been requested to provide disaster airlift relief operations. Or if communications are out, report to Fairchild International Airport in Port Angeles.
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 CCDART Chairman or designee.
10. Pick up your materiel from the Ramp Operations Manager or designee.
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 CCDART Chairman or designee 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:

Alan Barnard, 360-461-0175 abarnard@olympen.com or

Dave Miller, 360-452-7136 retinpa@olympen.com

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 21, Ground Crew - Mobilization Preparation Guidelines



Ground Crew – Mobilization Preparation Guidelines

When disaster strikes within 100 miles of Clallam County:

1. Expect a phone call, text message or email to notify you to report to somewhere in Clallam County. If you and your family and property are safe, then we would appreciate your assistance, otherwise, please take care of your personal issues first. If you can participate, report to Fairchild International Airport in Port Angeles unless other option is specified.
 - a. If communications are inoperable, assume we are operating and assemble at Fairchild Airport when you can.
 - 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 Fairchild.
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:

Alan Barnard, 360-461-0175 abarnard@olympen.com or

Dave Miller, 360-452-7136 retinpa@olympen.com

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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 (CCDART Chairman, Material 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 or 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 Material Manager's Manual

This document consists of the following sections:

1. Instructions
2. Contacts
3. Shipped Material Log
4. Received Material Log
5. Material 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. 5. Other Information

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
CC DART Storage Container	1 ea	TBD		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		Provide cover for airlift Ramp Operations staff, crew, and pilots
Generator, 5 kw minimum	1 ea	TBD		115 Vac power for Airlift Operations staff lamps, radios, chargers, PC's, heaters, fans, etc.
Scale, Cargo, Electronic, 500 lb capacity	5 ea	TBD		Provide pilots, crew and staff the accurate weight of airlifted large Material items
Scale, Cargo, Electronic, 100 lb capacity	1 ea	TBD		Provide pilots, crew and staff the exact weight of airlifted small Material items
Vests, Hi-Visibility	TBD	TBD		High visibility to identify and protect airlift officials and crew
Flashlights with aircraft director illuminated wands	TBD	TBD		For moving aircraft safely in all conditions
Tables, Folding, 6'	5 ea	TBD		Staging areas for Airlift Staff
Chairs, Folding	1 doz	TBD		Staging area for Airlift Staff
Clip Boards, aluminum	1 doz	TBD		Airlift office supplies - Recommend covered style for inclement weather operations
Cones, Traffic, weighted	1 doz	TBD		Markers for safely moving personnel and aircraft on the ramp and staging areas
Rope (barricade)	500 '	TBD		Portable barricades when used in conjunction with stanchions
Barricade Stanchions with rope eyes	20 ea	TBD		Portable barricades when used in conjunction with rope

DARP

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

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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

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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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List of Acronyms, Terms and Abbreviations

AFSS Automated Flight Service Station

AC Aircraft

ATC Air Traffic Control

AWOS Automated Weather Observation System

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.

FAA Federal Aviation Administration

FAR Federal Aviation Regulations

GA General Aviation

IFR Instrument Flying Rules

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

PIC Pilot in Command

PR Public Relations

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

Copy and distribute as needed:

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 _____	

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Copy and distribute as needed:

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 _____	

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Copy and distribute as needed:

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 _____	

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