


# Operations Plan



## Operation Pulse Lift

**1 October 2022 - 30 September 2023**

  
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## 1. General

*Operation Pulse Lift*: Civil Air Patrol (CAP) will provide blood donor support as specified in this Operations Plan (OPLAN). This is a nationwide CAP mission. Blood transportation will occur under separate mission numbers/plans. The United States relies heavily on Blood Donor Centers (BDC) sources to support multiple U.S. Department of Defense (DOD) and private sector blood collection and processing agencies to sustain the nation's reliance on whole blood and blood products to save lives. These include, but are not limited to, the DOD Armed Services Blood Program (ASBP), as supported by its service components, and the American Red Cross (ARC). Each of these, and other blood collection agencies, rely upon volunteer-provided buildings of opportunity and permanent (agency-owned) BDC locations to support the ongoing need for blood collection. To support this need essential mission, CAP provides both its own facilities, and those of partnering agencies, along with Blood Support Teams (BST) and Blood Transport Teams (BTT), to augment the blood collection teams provided by the ARC, DOD, and other agencies. These are only for administrative, logistics, and transportation support and are not used to support clinical screening or blood draws. In addition, CAP units may be called upon, under separate mission numbers to support both the transportation of blood units/blood products to processing labs/blood banks, and to designated DOD Blood Transshipment Centers (BTC), or destination hospitals. During times of disasters or wartime, CAP may also augment some CONUS/OCONUS DOD BTC locations. To support the nationwide Command, Control and Communications (C3) of BDC/BTC activities, an *Operation Pulse Lift* (OPL) a Virtual Incident Command Post (vICP) coordinates planning and operations between CAP's National Operations Center, and supporting Wings.

a. Incident Command Posts:

One centralized national vICP is established.

b. Primary dates & times

This mission will be defined by the period set in Fiscal Year (FY) 2022 and run between 1 October 2022 and 30 September 2023. A new mission number and OPlan will be published for subsequent FYs.

c. Alternate dates: N/A

d. NHQ funding

Except during periods of disaster, or wartime, there is no funding associated with this mission. During periods of crisis, a new mission number will be provided to support the specific mission/operation. Any funding for transportation of blood will be on a separate mission number for the specific event.

e. Mission Symbol

B-14

f. Project Officer/Incident Commander

CAP Incident Commander (IC)/Program Manager:  
Dr. Robert L. Ditch, Lt Col, CAP  
Email: [rditch@cap.gov](mailto:rditch@cap.gov)  
Phone: 480-298-2603 (C)

g. Other Contacts

i. CAP Deputy Incident /Program Manager

Paul Rehman, Lt Col, CAP  
Email: [paul.rehman@azwg.org](mailto:paul.rehman@azwg.org)  
Phone: 928-240-1612 (C)

ii. CAP Public Information Officer

Margot Myers, Maj, CAP  
Email: [margot.myers@azwg.org](mailto:margot.myers@azwg.org)  
Phone: 480-773-3118 (C)

iii. CAP Mission Safety Officer

Corey Stohlquist, Lt Col CAP  
[Corey.stohlquist@azwg.org](mailto:Corey.stohlquist@azwg.org)

## 2. Application

### a. Qualification requirements:

Participants shall be active CAP members with a valid CAP ID and CAP101 card in their possession, and present in a correctly worn CAP uniform. All members must have completed General Emergency Services and have it noted in eService Operations Qualifications to participate in any OPL event. Any member not having those basic qualifications will not be allowed to participate and will not be covered under CAP or USAF insurance. Members filling specific ICP positions will either be signed off on that position in CAP eServices or have a designated trainer on-site to supervise them. This qualification will be reflected in their CAPF101.

### b. Event capacity

The Wing POC will determine the personnel needed to support each OPL mission event.

### c. OPL procedures

- i. Wings that wish to participate in OPL are to contact the OPL IC.
- ii. Wings that have not participated under the previous AFAM will require an initial request from their State Emergency Management Agency (SEMA), requesting Wing support to a specific blood collection agency. The request will be forwarded to the OPL IC for processing through the CAP NOC to Headquarters 1AF. It will also be placed in the WMIRS mission files once the mission number is authorized for use.
- iii. Members desiring to participate should advise their Wing POC who will submit attendance information to the IC. Participating members must have unit commander approval.
- iv. Once a Wing is approved to participate under the FY2023 OPL AFAM, it will be free to coordinate locally with its blood collection agency for BDC operations. The OPL Area Command will be available to assist with such coordination.

## 3. **Flight Operations:** All flight and ground transport of blood will be done on separate mission numbers.

- a. Aircrew Requirements: n/a
- b. Aircrew Training Requirements: n/a
- c. Flight Operations: n/a
- d. Mission-Specific Requirements: n/a
- e. Basic Operational Elements: n/a

#### **4. Administration**

a. Incident Action Planning

Each month an OPL Incident Action Plan (IAP) will be published and uploaded into WMIRS.

b. Sortie Management: n/a

c. Safety considerations

Each event will have a designated Mission Safety and a safety inspection of the donor location will be conducted as well as a safety briefing to all CAP participants.

d. Mission paperwork

All mission paperwork will be filled in WMIRS under a folder set up for that Wing's BDC/BTC activities. This will be set up by the IC under the OPL AFAM mission number.

e. Daily SITREPS

Each participating Wing will call in a Situation Report (SITREP) with the number of participating CAP members and units of blood collected (see format example at end of this OPlan). This will be reported through the OPL IC to the National SITREP team NLT 2100 hours EDT/EST.

#### **5. Communications**

a. Requirements

Communications between the OPL IC and BDCs will be conducted over normal email and/or cell phone communications. During nation-wide emergencies other CAP communications may be employed. Every opportunity should be made to exercise this contingency communications capability during normal operations.

b. Procedure: Each site POC will provide an initial report by phone to the OPL IC when the BDC/BTC is operational. Midday, and end-of-day reports are also required. Entries throughout the day in the WMIRS unit log are required to keep all levels of command updated on each event.

c. Required Equipment: n/a

#### **6. Cadet Participation**

Cadets are highly encouraged to participate in all BDC/BTC BST administrative and logistics support operations but are prohibited from participating in any clinical screening or other duties. They should remain in check-in and/or post-donation areas, away from where blood is being drawn or handled.

#### **7. Safety**

a. All CAP operations involve some degree of risk. Participants must be alert and careful when participating in all OPL activities.

b. A qualified Mission Safety Officer (MSO) will be designated by the hosting Wing CC and participate in all support to OPL activities. The MSO will brief every CAP participant on the contents of the ICS 208 from the OPL monthly IAP. No one will be allowed to participate in an OPL activity without this safety briefing

- c. The IC and MSO will continually monitor all OPL operations to ensure safety processes are followed.
- d. Any mishaps that occur on the mission will be reported IAW CAPR 160-2 through the IC.
- e. All BDC/BTC facilities will be inspected prior to the commencement of operations and these inspections will be documented on a CAPF160 and placed within the Mission Files section of the AFAM in WMIRS.

## **8. Staff Requirements**

- a. ICP Staff members will be fully qualified or will be supervised by qualified members.
- b. The following Incident Command staff are required:
  - i. Incident Commander (IC)
  - ii. Safety Officer (MSO)
  - iii. Public Information Officer (PIO)
  - iv. Any additional support staff as required by the IC

## **9. Uniform Requirements**

All attendees must be in an authorized and complete **CAP** uniform worn in accordance with CAP regulations. Each member's role should dictate the appropriate uniform. Mission staff may be in a service or utility uniform depending on the level of contact expected with external participants or media.

## **10. Facilities**

All facilities will be approved by the Wing Commander for use in OPL operations. A Wing-approved MSO will be assigned to support all BDC/BTC operations and will inspect all facilities for hazards prior to the commencement of operations.

## **11. Logistics**

- a. Billeting: n/a
- b. Messing: Members desiring to have meals will eat off-site. Consumption of meals will not occur in BDC areas in the facility. Snacks provided by the ARC or DOD may be consumed in designated areas. The MSO will approve these locations for consumption of snacks.
- c. Medical: Local medical facilities will be used, and members will call 911 (or appropriate number) for emergencies. Non-emergency patients may be transported to facilities by CAP vehicle or POV.
- d. Police and Fire  
Call the designated emergency number or 911.

## **12. Military Support Requirements**

Use of military facilities may be available for this mission with the prior written approval of the assigned facility commander. No other military support requirements are anticipated. Written approvals will be

filled in WMIRS mission files. CAP-USAF members are encouraged to visit BDC/BTC sites while operational and donate blood when plausible.

### **13. Public Information**

a. Media Contact

All media communication will be referred to the Mission PIO or to the IC if no PIO is assigned. Participants are expected to refer all media inquiries regarding any mishap to the PIO (or IC).

b. Internal

A local PIO will be approved by the Wing CC for each event.

c. External

News releases to local newspapers, radio, and TV stations, as well as postings to official CAP websites and/or social media accounts will be made by the Mission PIO after review and approval by the IC. The local POC or PIO will coordinate release of information with the Incident Command PIO, who will contact CAP NHQ/Marketing and Communications (MAC) as needed.

MAC will determine if 1AF/PA review/approval is needed before release of information and if so, will coordinate getting the necessary authorization. This includes permission to issue news releases and participation by media for preplanned interviews or filming of OPL operations. All entries to Wing/Squadron or member media outlets (websites and social media accounts) will be approved by the Incident Command PIO.

Asking blood donors, especially non-CAP members, for permission to photograph them is a standard practice, but a written photo release is not required for non-commercial use.

### **14. Contingencies & Emergency Services Missions**

Any OPL event may be suspended or terminated because of an active Emergency Services mission, or at the direction of the Incident Commander, Wing/CC, or higher headquarters CAP leadership; otherwise, the event is expected to continue as planned.

# SITREP EXAMPLE

## OPERATION PULSE LIFT ACTIVITY SITREP

Report Date: 2022/XX/XX

<b>1.0 SUMMARY:</b> The XXXX Wing supported blood donor operations today		
Mission Supported:	23-1-XXXX	
IC Today:	Lt Col Robert L. Ditch	
IC E-mail Address	rditch@cap.gov	
IC Phone Number:	480-298-2603	
IC Tomorrow:	Lt Col Robert L. Ditch	
Estimated mission end date: 30 Sept 2023		
Provide brief narrative of operations / customer / activities conducted today: <ul style="list-style-type: none"><li>• Mission: Operations Pulse Lift – Blood Donor Centers (BDC)</li><li>• Customer:</li></ul>		
<b>2.0 ACTIVITY WITHIN LAST 24 HOURS</b>		
Total Active Personnel:		
Deliverables	Blood Donor Center Operations:	# units
Issues/Additional Resources Needed_		

\*Suggestions to improve this standard SITREP form can be sent to the Consolidated SITREP Team via the Project Officer for the Consolidated SITREP Team listed each night on the Consolidated SITREP Cover sheet.

\*\*This SITREP is subject to change based on additional information.