

Hawk Mountain Ranger School Incident Leadership Course Syllabus

Course Description

The Incident Leadership Course is designed for Ground Team Leaders wishing to grow their skills as Ground Branch Directors and Planning Section Chiefs in the most challenging field environments of leading complex, hands-on search operations. During this 9-day program students will complete all necessary requirements to complete this endeavor. Students will be offered the opportunity to attend a virtual ICS 300 conducted prior to the school. The students will also take part in a 3-day search exercise during which the students will operate in the field as Ground Branch Directors and place skills learned to the test as a final evaluation.

Reference Texts:

[The Handbook for Managing the Inland Search Function](#)

[Managing the Inland Search Function](#)

[Search and Rescue Operations Field Guide](#)

[Lost Person Behavior: A search and rescue guide on where to look - for land, air and water](#)

Course Goals

The goal of this course is to take CAP members currently qualified as Ground Team Leaders and have them qualified as Ground Branch Director, Air Branch Director, Planning Section Chief, and possibly Operation Section Chief by the conclusion of the course.

Course Objectives

At the conclusion of this course, students will be able to do the following:

- Demonstrate proficiency in WMIRS to create, track, and closeout mission sorties
- Demonstrate how to process an e108, track mission funds, and the requirements for mission reimbursement.
- Demonstrate how to sign-in/out and then track resources at a mission
- Demonstrate the use of GIS mapping tools such as Google Earth, SAR topo, and ForeFlight and how to move these files from one program to another using .kml files.
- Brief and debrief air and ground sorties and how to complete a CAPF104 and CAPF109.
- Explain the various technologies used within Civil Air Patrol and how they are applicable to our missions such as DR Photography, DARRT, SPOT, and ReadyOP.

Additionally, at the conclusion of this course, students will be able to

- Explain what search management is and how it applies to their role in CAP

- Discuss the fundamental principles of effective search management; discuss the six crucials of search theory.
- List the basic types of SAR resources and discuss their function and limitations; discuss the importance of identifying, evaluating and cataloging available resources as part of the preplanning process.
- Discuss how the process of pre-planning, first notice, investigation and interviewing should produce necessary Planning and Searching data; identify the minimum information that is needed to construct a search plan
- Discuss the functions, structure and importance of an effective search organization; list and discuss the critical components of an effective search management system; effectively organize a search and delegate appropriate functional responsibilities
- Discuss the importance of search planning; discuss the components of a Incident action plan; list the consideration in search planning
- Discuss the importance of investigation; discuss why the investigation process does not end until the subject is located.
- Discuss the fundamental elements of interviewing; assure effective interviewing of the appropriate people; use the LPQ to structure an interview;
- Identify the involved in determining search urgency; describe how these factors help determine the relative search priority and level of response
- Determine that all facts may be important in predicting lost person behavior; relate the significance of historical behavior data of persons; identify that lost subject behavior factors which must be used in overall search strategy
- Describe the methods of establishing the search area; demonstrate the ability to establish a search area on a map and relate its significance to search strategy.
- Describe the methods for confining a search area.
- List reasons for segmenting a search area; describe the process used for segmenting the search area.
- Demonstrate map usage, tracking, layering in a SAR Operation on both physical and digital maps.

Prerequisites:

1. Ground Team Leader (Required for GBD)
2. Mission Scanner (Preparatory tasks as a minimum)
3. ICS 100, 200, 700, 800
4. ICS 300 (Complete Virtually before the course begins)
5. MO will be completed in class
6. GBD and AOBD Required for PSC and will be completed in class
7. PSC required for OSC and will be completed in Class.

Course Schedule

Saturday - Fort Indiantown Gap - Wing Headquarters

1200 - 1300	Student Check In, Room Assignments, Overview of Week
1300 - 1500	Overview of Search Fundamentals and Search Theory <ol style="list-style-type: none"> 1. Search Teams and Abbreviations (LKP, PLS, POA, POD) 2. Types of Search/Search Techniques
1500 - 1600	Proper Interviewing Techniques <ol style="list-style-type: none"> 1. LPQ 2. Handling family
1600-1800	Lost Person Behavior <ol style="list-style-type: none"> 1. Review of available resources for LPB 2. Tabletop Mapping Exercise - Probable search areas based on LPB
1800 - 1900	Dinner

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Sunday - Fort Indiantown Gap - Wing Headquarters

0800 - 1000	Resources <ol style="list-style-type: none"> 1. Resource Types 2. Checking in/out resources 3. Dog Team Types 4. Considerations when working with dog teams
1000 - 1100	Tracking Resources in the field <ol style="list-style-type: none"> 1. WMIRS Resource Check In 2. Required Check Ins 3. Electronic Tracking Tools 4. Use of the UTM Grid for Position Reporting 5. Processing an overdue resource
1100 - 1200	WMIRS Overview - Air and Ground Sorties <ol style="list-style-type: none"> 1. Ground Sorties/109s 2. Air Sorties/104s
1200 - 1300	Lunch
1300 - 1500	CAP Funding and Reimbursement

	<ol style="list-style-type: none"> 1. How missions are funded - SAR, DR, FEMA, Etc 2. Processing Reimbursements/Requirements
1500 - 1700	<p>Clue Reporting and Tracking</p> <ol style="list-style-type: none"> 1. Types of clues 2. Clue Protection 3. Clue Logging and Mapping 4. Crime Scene Protection 5. WMIRS Unit and Comm Log Overview 6. Mapping Exercise - Clue Logging
1700 - 1800	<p>CAP Flight Release</p> <ol style="list-style-type: none"> 1. Overview of Process 2. ORM Worksheet 3. Responsibilities of FRO 4. Weather Tracking and Planning
1800 - 1900	Dinner

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Monday - Fort Indiantown Gap Wing Headquarters AM

0800 - 1000	<p>Mapping</p> <ol style="list-style-type: none"> 1. Review of Navigation Fundamentals (Coordinate systems and conversions, air-to-ground-to-air track plotting) 2. Digital Mapping Platforms (ForeFlight, SAR Topo, Google Earth). 3. Creating, sharing, and importing digital mapping files 4. Map Layering/task tracking - physical and digital
1000 - 1200	Tabletop Exercise - Missing Person Search
1200 - 1300	Lunch
1300 - 1500	<p>Air Search</p> <ol style="list-style-type: none"> 1. Air Search Techniques and Methods 2. Electronic Search Planning
1500 - 1700	Tabletop Exercise - Downed Aircraft Search
1700 - 1800	<p>CAP Tools</p> <ol style="list-style-type: none"> 1. DARRT 2. Cameras 3. ReadyOP 4. Becker DF

	<ul style="list-style-type: none"> 5. Aircraft Capabilities 6. FlightRadar24
1800 - 1900	Dinner

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Tuesday - Capital City Airport

0900 - 1000	<p>Aircraft Hands-on</p> <ul style="list-style-type: none"> 1. Becker DF 2. Aircraft GPS (G1000 and 625) 3. Cameras 4. Radios
1000 - 1700	<p>CAP Flights for needing MO/Renewal and Hands on for others. AOBD Exercise 1 & 2</p> <ul style="list-style-type: none"> 1. Practice Flight Tracking 2. Flight Release 3. AirCrew Briefing 4. Classroom training for those needing MS

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Wednesday Hawk Mountain Base

0700 - 1700	<p>FTX Ground Branch Director Exercise 1 and 2</p> <ul style="list-style-type: none"> 1. Ground Team Briefings/109s 2. Team Inspection 3. Team Tracking and Reporting 4. Visit/Check in on teams in the field
1700 - 1900	IAP Overview and preparation for FTX Day 2
1900	Transition to Fire Tower for Camp Setup

RON Fire Tower

Thursday - Hawk Mountain Base

0700 - 1700	<p>FTX Planning Section Chief Exercise 1 and 2</p> <ul style="list-style-type: none"> 1. Update IAP throughout the day based on activities 2. Track air and ground assets 3. Build IAP for next Operational Period 4. Brief Aircrews and Ground teams as needed 5. Respond to clues and changing conditions
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1700 - 1900	IAP Overview and preparation for FTX Day 3
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RON Fire Tower

Friday - Hawk Mountain Field Base

0700 - 1700	FTX - Operations Section Chief Exercise 1 and 2 <ol style="list-style-type: none"> 1. Coordinate with Comms on resource tracking 2. Complete and Update IAP 3. Demobilize
1800 - 1900 (Hawk Base)	FTX After Action Review <ol style="list-style-type: none"> 1. Complete Written AAR 2. Track Expenses and Process 108s

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Saturday - FTIG

0800 - 1000	Tabletop Exercise - Air and Ground Operation
1000 - 1200	Wrap up. eServices sign-offs, Next Steps, etc.

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Sunday Graduation @ 1130