

Lone Star Emergency Services Academy



2010 Policies and Procedures

20-27 June 2010
(Staff Day 19 June for limited individuals)

"Building a Tradition of Excellence"

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To all 2010 Participants,

Thank you for enrolling in the Lone Star Emergency Services Academy (LESA). LESA is designed to help meet the emergency services mission of Civil Air Patrol by providing better trained and qualified personnel to support our operational missions. We are now sanctioned by NHQ and our curriculum and facilities have been approved by a team from NESAs. LESA is the first regional arm of that outstanding program.

This booklet explains what is expected of you and provides guidelines for your behavior while at the academy. We have high standards of behavior and participation – we expect you to work hard – and have a good time while doing it!

The program is designed as an educational activity. LESA operates in a professional atmosphere and while still adhering to military customs and courtesies - it is not an encampment. The emphasis is on emergency services skills with the assumption you're already knowledgeable in your military skills. We will be a guest at ALERT Academy, a private organization that teaches ES and Fire/Law Enforcement career training. As guests on their facility, the behavior of our students will reflect directly on LESA, Texas Wing and Civil Air Patrol. All participants are expected to adhere to standards of behavior that will bring credit to our organization.

LESA is a demanding activity. As in actual missions, there are challenges to your endurance and mental problem solving. It is our intent to help prepare you academically as well as mentally and physically for the challenges that may await you serving others in emergency situations. Please do your part to prepare physically by drinking more water during the weeks prior to LESA and limiting sweets, sodas and other carbonated drinks. The ALERT campus is beautiful and you will be expected to walk to most classes. If you are unable to walk short distances in gently rolling terrain please let us know in advance.

LESA has grown from its roots as a part of cadet encampment. In order to emphasize the need for standardization of Emergency Services training and to encourage more senior participation, the school has separated to become an entity unto itself. Over our years as a part of encampment, we have had many students return for additional training or to serve as staff. We continue the traditions started by GSARSS and build on them as the premier CAP ES school in the southern half of the US. The curriculum is not easy - but nothing worthwhile ever is.

We schedule our classes so that cadets and seniors attending encampment at the ALERT facility may remain for our activity. While we encourage this, please know your own limitations. Encampment is stressful and LESA will challenge you mentally and physically. If you are not physically fit this will probably be too much for you to handle.

If you have questions, don't be afraid to ask. Depending on the school you are assigned to, you will have instructors, cadet aides, team leaders, and commandants. They should all be willing to help you and answer your questions. As director, I am also available if you have a problem or questions that don't seem to be receiving an answer. Please remember to start your questions at the lowest level in the chain of command.

LESA will give you a great opportunity to advance your emergency services skills, share/gain knowledge of emergency services, make lasting friendships with students and staff from across the country, and you will probably have some fun in the process.

Congratulations on choosing to be a part of something new and exciting. As a participant in Lone Star Emergency Services Academy, YOU will become a part of building a great TRADITION in a great organization.

BROOKS D. CIMA, Lt Col, CAP
LESA Director 2010

LESA Website: www.LESA1.org

For those who want to do a little study in advance:

Take the latest CAP 116 test

<https://tests.cap.af.mil/ops/tests/default.cfm?grp=dos>

Ground Team Personnel Training Materials

http://www.cap.gov/visitors/members/operations/operations_training/index.cfm?nodeID=5308

Aircrew & Flightline Personnel Training Materials

<http://level2.cap.gov/index.cfm?nodeID=5591>

Mission Base Staff Training Materials

<http://level2.cap.gov/index.cfm?nodeID=5590>

I. Before LESA

A. LESA Courses

We will be adding several courses to our summer ES Training. We will run the following courses in 2010:

- Ground Search and Rescue Specialty School Basic Course
- Ground Search and Rescue Specialty School Advanced Course
- Communications School Advanced and Basic
- PIO/PAO School Advanced and Basic
- Mission Staff School
- Mission Aircrew School (Mission Pilot or Observer Track)
- Mission Chaplain School (3 day school)
- Wilderness First Aid School
- Flight Line School
- CERT
- “Cafeteria Plan” for seniors

CAP members have asked if they can attend more than one course at the LESA. The answer is no, you cannot be a participant in multiple week long courses during the same session. If you only need certain classes, seniors may attend on the “cafeteria plan” where they choose their own program. If you are unable to attend summer LESA, we encourage you to attend the LESA South in Brownsville during winter break or attend Group or Wing training throughout the year.

B. Making Travel Arrangements

By Commercial Air: The commercial airport arrival and departure point for this activity is Tyler Pounds Field. If you plan on flying to this activity, that is the airport you must use – we will not make pickups at any other airports. Plan to arrive between **06:00 and 10:00** on the start date and depart between **13:00 and 15:00** on the end date for the course you are registered for. Staff members should plan to arrive the day before your course assignment begins between 12:00 and 13:00 into Tyler Pounds and depart with students between 13:00 and 18:00 unless other arrangements are made with your supervisor, the project officer or the activity director. If you are having difficulty making arrangements for these times or dates, please contact the project officer. Participants will be responsible for additional costs related to meals and such for early arrival or late departure.

Upon arriving at Tyler Pounds you will need to go to baggage claim, claim your baggage, and meet the transportation staff. The transportation staff will be waiting for you in uniform in baggage claim. If for some reason you cannot find a member of the transportation staff, call 281-513-3974. Participants flying in by commercial aircraft will have transportation provided for them to and from the airport as long as they follow procedures established here and in their acceptance letter. LESA will not pay for a taxi or other commercial transport of participants or staff to the site.

Mission Aircrew School participants should plan to arrive **with the staff** as classes begin at 13:00 on the 19th in the aviation classroom. Pilots may fly CAP aircraft directly to Ambassador Field at ALERT Academy. Contact the MAS staff for information. A copy of the airfield diagram can be obtained from Lt Col Rick Woolfolk by emailing R.Woolfolk1@verizon.net in advance. If you have never been to this field before, call in advance: 940-391-3728. Although this is a private field we have permission from the owner and the SWR Commander to use the field.

By Other Means: No matter what, plan to arrive at ALERT Academy between **08:00 and 10:00** on the start date listed above and depart between 13:00 and 14:00 on the end date for the course you are registered for. Staff members should plan to arrive the day before your course assignment begins between 13:00 and 14:00 at ALERT Academy Library and depart with students between 13:00 and 14:00 unless other arrangements are made with your supervisor or the activity director. If you are flying in a corporate aircraft, you should plan to fly into the ALERT Academy Airfield.

Once Arrangements Are Made: *You **must let us know** when you will be arriving by commercial airline for us to be able to meet you by sending your travel schedule to: cheri.fischler@gmail.com by 01 June. If your plans change or you don't finalize your arrangements until later, please contact the director immediately.*

Traveling as a group: Traveling as a group is cheaper than traveling alone. Participants are often able to travel with other participants either in a CAP van or POV. Check with other personnel in your area that are planning on attending to see if you can share expenses. Because we are working on an Air Force mission number, participants can be assigned an inbound sortie to relocate CAP personnel and have fuel costs reimbursed. Air sorties should contact Lt Col Woolfolk for release (940-391-3728) or Lt Col Dennis Cima for ground release (281-300-1576).

Reimbursement when traveling via corporate Vehicle or Plane: Unless approved in advance by the academy director, personnel will **NOT** be reimbursed for their travel expenses to and from LESA. You must be released and entered in WMIRS in order to be eligible for reimbursement. Because we are working on an Air Force mission number, participants Texas Wing can be assigned an inbound sortie to relocate CAP personnel. Personnel from other Wings must be approved by their Wing/Region commander to do this. Vans left at the activity should be full when they arrive and they will be filled and clean when they are turned back over to the custodian at the end of the activity. Lt Col Rick Woolfolk will be the eFlight release officer for all CAP Aircraft flights into and out of LESA unless the arriving aircraft is on a different mission number. (940) 391-3728.

C. Confirming My Slot

To confirm the slot that you were given, complete the releases and promotional items order sheet (if applicable), and send them with your fees to the administrative director. If only sending forms, they can also be scanned and emailed to cheri.fischler@gmail.com. Checks or money orders should be marked like the sample in Attachment A to be sure it is credited to the right member. We encourage payment electronically by Paypal using our online payment system. Promotional items (additional T-shirts ,coins, etc.) ordered must be paid for in advance via Paypal, check or money order made payable to the LESA. All promotional items need to be pre-ordered by the 15th of May but others will be available in the School Store. Texas Wing participants must send in a Participation Letter in advance of the school. Non-Texas Wing participants must have Squadron/Wing approval to attend as required by their Wing. Once these forms are received, you are confirmed and will receive an email from Admin.

D. Shipping Equipment

After reviewing the equipment list for your course, you may find that you want to ship items to yourself beforehand. Personnel traveling via commercial means often want to ship equipment for their use prior to arriving at the school just to avoid hassle. This is not a problem, but must be coordinated before the course. If you need to ship equipment for your use at LESA, please contact the academy director, Lt Col Brooks Cima to arrange it. She can be reached via phone at 281-513-3974, or via e-mail at brookscima@gmail.com. **NOTE** - All shipping will be at the participant's expense – be prepared for return shipping costs, as well.

E. Professional Appearance

Civilian clothes and PT clothes are authorized for certain scheduled events. In keeping with the professional atmosphere, no short shirts and no short shorts or short skirts. Modest, professional attire is required at all times. PT shorts must be a modest length for males and females.

II. School Life

A. Transportation

Participants may drive to the activity in a private owned vehicle (POV). Upon arrival at LESA, the vehicle will be parked in a designated area. During the school, **cadets will not be allowed to operate their vehicles** and will be required to turn their keys in at check-in. If a cadet needs to enter their vehicle again for any reason during the school, you must have permission of your school Commandant.

LESA will not pay for taxi or other commercial transport of participants to the site or other locations off site. If you need to get somewhere, coordinate with the staff.

B. Property

Make sure you check prior to departure to ensure you have all the required items on the equipment list for your class. The equipment lists for each school are located in Attachment B to this document. You may need to make arrangements for shipment or purchase of essential items if missing. **If you do not have the essential items to participate in field training activities, you may be sent home.**

LESA and its staff are not responsible for loss or theft of your personal equipment or property. You need to take care of your property. It is suggested that you leave valuables and jewelry at home. LABEL ALL PROPERTY.

Please check your equipment and items carefully before departure. Any lost items that are found and identifiable at the close of the school will be shipped to you **at your expense** if it can be identified.

C. Medications

All medications, prescription or over-the-counter (OTC), will be logged with the medical officer for administration. All participants are expected to manage their own medications. If you have any specific requirements, please be sure to coordinate with the academy director prior to arrival, or if it is a last minute change, the medical officer on arrival. Please be sure to indicate medications needed or OTCs authorized on the medical release form.

D. Health

A safety officer is available along with several EMTs, Paramedics, and other trained first aid personnel. First aid will be provided for routine and minor illness or injury. There is a county hospital in the vicinity for any medical problems. In the event of serious illness or injury, every attempt will be made to notify your parent/guardian/emergency contact as soon as possible.

The safety officer will establish a sick call twice daily. Do not wait for a blister or other medical problem to become serious. Let the medical officer know of any health issues or problems you are encountering. Students are expected to bring supplies to help themselves (blister kits, small quantities of OTC meds), but if you require assistance please let the medical officer know.

E. Accident or Injury

All injuries are to be reported immediately to the medical/safety officer and the director. The medical/safety officer will review any accidents and make appropriate reports, investigations, and interventions.

F. Telephones

Regular telephone times in the evenings will be established for participants to call home at their own expense. Participants are encouraged to call home and let parents, guardians, or spouses know how they are doing. Telephone usage at other than established times by cadets will be with the permission of the school Commandant only. You **MUST** have a calling card to use dorm phones.

A phone number to reach our LESA Command Post will be given to participants on arrival and will be posted on our web site after the school begins.

Cell phones are not allowed in the classrooms.

G. Grievances/Complaints/Problems

Grievances and complaints should be resolved at the lowest echelon of the chain of command as possible. If you feel that your issue or complaint has not been resolved, continue to take it up the chain of command. If you feel the problem is still not being resolved or dealt with in an appropriate manner, all command staff (i.e. Commandants and the Academy Director) have an open-door policy. You can take issues or concerns directly

to any of these personnel. We would like to handle any issues at the activity.

H. Chaplain Services

There will be a chaplain on staff available or on call for any participant to speak to if they desire. The chaplain will also assist with any special worship/church requests or other matters.

I. Training Objectives and Study

This is a school, and you will have reading and other study assignments to do. You need to make prudent use of your time to ensure you have accomplished your learning objectives. Your training manuals should be with you at all times in the school environment. Don't overlook times such as waiting in line, break times, etc. for some quick study. If you need assistance or some extra help with any of your training or assignments, talk to your instructors.

J. Meals

Except for students/staff in the field, meals will be eaten in the dining hall or designated kitchenette areas. Students will eat together in their teams. The Lone Star Emergency Services Academy has a rigorous schedule and students will eat all three meals per day and drink plenty of fluids. Participants with special dietary needs should highlight them on the medical release form and coordinate details with the activity director to be sure that appropriate meals will be available on site. Feel free to bring **healthy snacks** to eat in the mid-morning or before bedtime if you have a big appetite. Refrigerators and microwaves are available in the dorms.

K. Personal Gear and Equipment

Equipment and packing lists for each school are provided in Attachment B.

Personnel attending the Mission Staff School (MSS), CERT, PIO/PAO or Mission Aircrew School (MAS) must have a canteen or other water bottle with them at all times you are not in the barracks unless otherwise specified to be sure dehydration is avoided. Additional equipment from the packing list provided may be required for certain portions of the activity, and will be announced as necessary.

L. Prerequisites

Please make certain that **all ORM requirements are taken care of before arriving**. Arrive at the activity with a SQTR specific to your area of training that indicates you are in the trainee status. Do as much reading as possible IN ADVANCE for NASAR, CERT or Wilderness First Aid classes. Most of these non-CAP programs have online sites where you can review requirements.

M. Golf

Yes, there is a golf course on site and seniors may schedule a tee time when class schedules permit.

III. Barracks Life

A. Housing

You will be housed in dorm facilities. Female personnel are housed separately from the males.

Living areas will be kept neat and orderly. Floors and furniture must be kept clean of dirt and litter. Wastebaskets will be emptied daily.

Toilets, sinks, and showers will be kept clean. Toilets and showers will be cleaned and mopped daily. Work with your suite mates to determine a cleaning schedule.

No items (pictures, posters, etc.) will be attached to the walls without the consent of the director.

Do not remove or rearrange furniture.

B. Energy Conservation

Turn off all lights when not in use, however, fire, emergency, and exit lights will remain on constantly. Entrance lights will remain on at night.

C. Beds

In the barracks, you will have a bed. You may use sheets and blanket or a sleeping bag. Towels may hang on the end railing of the bed. Do not put wet towels in suitcases or packs.

D. Name Tags

For cadets, each bed will be marked with the occupant's last name, first name, and middle initial. Cadre will have their positions marked below the name.

E. Storage

You have a closet by your bed. Keep your gear on the shelf, hanging, or under your bed. The aisles and areas by the beds must be kept clear. All living areas should be kept neat and orderly.

F. Personal Hygiene

All students will be expected to shower each day when housed in the barracks (days spent in the field there are obviously no showers available). General grooming and personal hygiene care should be attended to daily.

G. Laundry

Laundry times and procedures should be arranged by the instructors and their staff. You should only plan to launder uniform items. Students should bring enough socks, underwear, and other items for their stay. Students are responsible for payment of laundry costs – all machines are coin operated. Make sure all items are properly marked with a permanent marker.

H. Lost and Found

A lost and found box will be maintained in the LESA office. Any unidentifiable items found should be placed there. Personnel should mark all items, including hats, gear, etc., with a permanent marker. See Attachment B for additional guidance.

IV. Military Decorum

The rules of military decorum are based upon customs and courtesies and traditions. While we are a school and not an encampment, basic customs and courtesies are still expected and adhered to.

A. Titles

You will address all staff, officers and NCOs by their grade (i.e. Captain Jones, Sergeant Smith).

You will address other students by their grade or "cadet," whichever is most appropriate.

B. Saluting

The field training areas are "no salute" areas for school personnel and staff. The cantonment area (dorms area, office, and dining hall areas) is a saluting area.

Saluting will take place normally out of the above listed areas or when formally reporting.

The hand salute is rendered from the position of attention whether standing or walking (not running). If both hands are full, simply render a greeting. An officer may return a salute from a sitting position when a junior member is reporting.

Salutes are exchanged outdoors upon recognition, on or off the installation. When not in formation, all junior personnel will salute.

Render your salute 6 to 12 paces from the senior person. Hold your salute until the person has passed or returned the salute. Accompany your salute with an appropriate greeting.

C. Coming to Attention

To facilitate a learning atmosphere and with the large number of officers in the school area, rooms need not be called to attention in the school area unless there are visiting dignitaries such as wing or region commanders or visiting military personnel in the area.

D. Uniforms

Uniforms will be worn properly as set forth in CAP regulations and directives. Haircuts will meet CAP guidelines. Be sure to get your haircut before you arrive – there are no barber shops on campus. Females must keep hair neatly pulled back in a bun or pinned away from the face if too short to secure otherwise. Clips, pins, bands, etc **MUST** match the hair color as closely as possible.

Items issued to students (such as T-shirts) will not be purposefully torn or de-faced.

V. Discipline

The Lone Star Emergency Services Academy is a school. Its purpose is to prepare students to be of service “so others may live.” As a professional school, the best discipline is self-discipline. The rules and regulations are provided to ensure a safe and effective learning environment.

A. Discipline

Discipline is founded upon respect for, and loyalty to, properly constituted authority. By attending the Lone Star Emergency Services Academy, you agree to obey the regulations of the Civil Air Patrol, the United States Air Force, the host facility, and lawful orders by the school staff. An infraction occurs when a member, who through design or neglect, fails to perform his or her duty.

While at the Lone Star Emergency Services Academy, participants are restricted from:

- ◆ Consuming or possessing alcohol.
- ◆ Using illegal or non-authorized drugs or substances.
- ◆ Possession of items widely considered to be a weapon (firearms, explosives, knives with more than a five inch blade, etc.)
- ◆ Using tobacco products (including smokeless) for cadets. Seniors may smoke off campus only.
- ◆ Use of matches or lighters in the barracks area or tents.
- ◆ Using vulgar or inappropriate language including singing jodies with questionable content.
- ◆ Engaging in spirit missions such as leaving the barracks after lights out, entering another teams housing area, or activities not directed by the daily schedule.
- ◆ Entering “Off Limits” area without permission.
- ◆ Riding as a passenger in a POV (private owned vehicle) without permission.
- ◆ Leaving the base or training area without the permission of the Commandant.
- ◆ Operating a motor vehicle or entering a POV without permission (cadets).
- ◆ Engaging in a public display of affection (PDA), such as kissing, affectionate touching, or hand holding, at any time or location.
- ◆ Collecting or soliciting money without permission of the Commandant.
- ◆ Gambling, including dice, cards, or other devices.
- ◆ Using a telephone without permission except during designated telephone times (cadets).
- ◆ Traveling alone at night without permission.
- ◆ Violating the school honor code.
- ◆ Fighting, threatening, physical intimidation, or harassment of other students or staff.
- ◆ Theft or destruction of property.
- ◆ Using equipment or gear in a dangerous or improper manner.
- ◆ Improper use of equipment, such as knives, MRE heaters, or other equipment in a dangerous or unsafe manner.

B. Off Limits Areas

The following areas are off limits to participants unless part of the daily training schedule or with permission from the academy director or your school commandant. Other areas may be added during the school.

- ◆ Flight line and airstrip area.
- ◆ Lakes or waterfront areas.
- ◆ ALERT Academy staff homes, administrative buildings, or any other area not specifically authorized to CAP.

- ◆ Opposite sex barracks area
- ◆ Student areas other than your own.

C. Infractions of Rules and Regulations

Violations of the rules and regulations are considered severe breaches in discipline and will be dealt with firmly. Violations may result in dismissal from the school. Generally, infractions will be handled in the following manner:

- ◆ Minor infractions of rules will be handled by the staff. Action may include counseling, special duty or assignments.
- ◆ Major or continual infractions will be referred to the appropriate school Commandant. Action may include counseling, letters/calls to parents/guardians, letters/calls to wing or unit commanders, withholding of graduation credit or awards from the appropriate school, and dismissal from the school. Major or continual infractions of the rules may also result in recommendation of termination of membership to home wing commanders.
- ◆ Any disciplinary action that the student feels is unfair may be appealed to the grievance committee which will be appointed by the academy director at the start of the academy. Any further disagreement will be submitted to the academy director whose judgment is final.
- ◆ LESA is a CAP program and all of the rules and regulations concerning proper behavior and decorum apply. Should behavior or disciplinary problems arise, appropriate action may be taken including removal from the activity site. Transportation arrangements for your unscheduled return home will be the responsibility of the participants or his or her parents (as appropriate) as agreed to in the "LESA Medical Release".

D. School Honor Code

The Lone Star Emergency Services Academy adheres to the following student honor code.

We will not lie, cheat, or steal, or tolerate among us any one who does.

I will not lie. Lying is the intentional or volitional statement meant to deceive, like saying you ran six laps when you only ran five.

I will not cheat. Cheating is intentionally taking unfair advantage, like looking at someone's paper during a test.

I will not steal. Stealing is intentionally depriving someone of his/her property, like taking someone's book because you can't find yours.

I will not tolerate lying, stealing, or cheating. Toleration is enduring without complaint.

VI. Safety Guidelines

Safety is a primary objective of all Civil Air Patrol operations. The Lone Star Emergency Services Academy is an active environment and there is always the potential for mishaps. If you notice any safety hazards notify your supervisor immediately. Please keep safety your number one goal while at LESA. To help keep everyone safe, please adhere to the following safety guidelines.

- ◆ Entrance lights will be on at night. If you notice a light out, notify your supervisor.
- ◆ There will be no “horseplay” or double-time in the dorm area.
- ◆ Always use safety gear, especially flashlights when traveling at night. Students in outer files in the front and back will carry a flashlight with the outside hand. Safety vests should be worn.
- ◆ Whether alone or in formation, always use sidewalks. If not available, walk on the left side of the road facing traffic. Post road guards as needed.
- ◆ Only authorized flammable liquids are allowed in the barracks, such as shoe polish or cosmetics.
- ◆ Do not clean, polish, or handle fire extinguishers or smoke detectors. Do not use unauthorized cleaning materials or polish on floors.
- ◆ Keep the exits to the dorm rooms and the aisles clear of equipment and obstruction. There should be nothing hindering your exit from the building.
- ◆ All training activities will have a safety briefing. Follow the directions of the safety briefing for problems, injuries, or separation from group. Remember the emergency signal for help in the field is three whistle blasts or other signals as briefed by your team leader.

VII. Emergencies

Familiarize yourself with emergency fire procedures and building evacuation plans. All exits at ALERT academy are clearly marked. Also know the location of fire alarms and fire extinguishers.

A. Fire

The danger of fire is always possible and needs to be prepared for. The following guidance should be adhered to in the event of a fire.

- ◆ Upon recognizing that there is a fire, pull the alarm and shout, “fire, fire, fire,” and evacuate the building. If the fire is small (clothing, trash can, etc.) a senior member may use the fire extinguisher (do not use fire extinguishers on electrical fires). Someone should be assigned to notify the fire department of any non-extinguishable fire.
- ◆ If you are not dressed, do not waste time getting dressed but wrap yourself in a blanket, towel or sleeping bag. Your shoes should be unlaced next to the bed in case of an emergency. The first person out should notify the Dorm Supervisor. The last person out should shut the door.
- ◆ Students will meet at the dining hall area and supervisors will verify a count of their students and report attendance to the Commandant.
- ◆ Fire drills will be announced by two whistle blasts and the announcement “fire drill.” If it is known to be a fire drill, students should slip on athletic shoes or shower shoes before departing if barefoot, as well as proper clothing if not dressed.
- ◆ A responsible senior member will clear the building in the event of a fire evacuation.

B. Severe Weather

School staff will be kept informed of possible severe weather. Severe weather threats in Texas include thunderstorms, lightning, flooding, high winds, and tornadoes. School command staff may alter training schedules or remove students to safe areas in the event of severe weather.

1. Tornadoes: A tornado watch is an indication that conditions are favorable for the development of a tornado and personnel should be prepared to evacuate to a shelter area. A tornado warning is a indication that a tornado has formed and all personnel should take shelter immediately. The headquarters will monitor weather reports and information and keep the school staff informed of possible developing severe weather.

In the event of a tornado watch, personnel shall be evacuated from the field to the barracks area.

The tornado shelter area for dorms is the designated storm shelter room on each floor. In the event of a tornado or high winds, personnel in the administration/classroom building shall be evacuated to the areas under the stairwells. Persons caught in the dining hall and unable to get to the barracks area should take shelter against inside walls. If caught in an unspecified building, remember to avoid windows, doors, and outside walls. Protect your head from falling debris. If traveling, get out of your vehicle and enter a more substantial structure. If there is not shelter nearby, lie flat in the nearest ditch, ravine, or culvert with your hands covering your head. Do not attempt to flee the tornado by vehicle.

2. Thunderstorms: A thunderstorm watch means conditions are favorable for the development of severe thunderstorms. A thunderstorm warning means that a severe thunderstorm has developed and personnel should take shelter. Hazards from thunderstorms include hail, lightning, and high winds.

3. Lightning: Lightning is a serious hazard during thunderstorms and tornadoes. Take special precautions if you are threatened by lightning. If lightning is spotted in the vicinity, outside field training will be terminated and students evacuated to a safe area.

When a thunderstorm threatens, get inside a building or vehicle. Inside a building, avoid using the telephone except for emergencies. Also, avoid bathtubs, water faucets, and sinks because metal pipe can conduct electricity.

If you are outside with no time to reach a safe building or automobile, use the following guidelines:

“Building a Tradition of Excellence”

- ◆ Do not stand under a natural lightning rod, such as a tall, isolated tree.
- ◆ Do not stand on a hilltop, an open field, or a beach.
- ◆ Avoid isolated sheds, portable restrooms, or other small, isolated structures.
- ◆ Get away from open water.
- ◆ Get away from tractors, tanks, farm machines, etc.
- ◆ Stay away from wire fences, antenna lines, metal pipes, or rails.
- ◆ Do not hold metal objects in your hands.
- ◆ In the woods, seek shelter in a low area under a thick growth of small trees. In an open area, go to a low place such as a ravine or valley. Be alert in those areas for flash floods.
- ◆ If you are isolated on a level field and you feel your hair stand on end (which is a indication that lightning is about to strike), drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

4. Floods: In heavy rains, be especially aware of possible flash floods. If you see any possibility of a flash flood occurring, the team leader or other responsible staff member will move the group to higher ground immediately without waiting for instructions

Attachment A Sample Check

John Doe 1000 Main Street Anywhere, ST 00000-0000	John Doe – 123456 – LESA MAS	1001 Date: <u>10 June 2010</u>
Pay to the order of: <u>LESA</u>	\$ 175.00	
One hundred and seventy-five and 00/100 _____ /100 Dollars		
Any Bank Anywhere, ST		
<u>For LESA Fees</u>	<i>John Doe.....</i>	

000000: 0000 000 000 0

Prior to mailing, please write on your check the participant's name, CAPID, and activity name.

Do not forget to include fees for promotional items you ordered.

A fee of \$20 will be assessed for all bounced or returned checks.

All checks or money orders for class registration must be made out to the LESA whether you are attending the Mission Staff School, the Mission Aircrew School, Comm School, PIO/PAO School, Mission Chaplain School, Wilderness First Aid School or the Ground Search And Rescue Specialty School.

All checks or money orders for promotional items must be made out to LESA. The Project Officer must receive orders for promotional items by the 15th of May. Any orders received after the 15th of May will be returned, but limited items will be available on site for purchase at the school store.

It is not necessary to write multiple checks to pay for courses or promotional items; just let us know what you are paying for.

Payment by Paypal is an option for all fees and purchases. This method is preferred. Be sure to fill out the "Note to Merchant" memo field, giving full information as to who is the participant, school, and any items purchased.

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Attachment B

2010 LESA GSARSS REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT

DOCUMENTATION ITEMS:

- Current CAP membership card (should be carried at all times).
- All other actual qualification cards, i.e. CAPF 101, CPR, 1st aid, etc. (should be carried on person at all times)
- Tickets or other documentation needed for travel.

CLOTHING AND PERSONAL EQUIPMENT: These items should be brought in a duffel bag or large gym bag, or military style footlocker neatly packed. Most items will stay at base camp or supplement the 24 or 72-hour packs. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- Battle Dress Uniforms (BDUs) or CAP Distinctive Field Uniforms, 2-3 sets, complete with all required name tapes and patches, cutouts, and grade insignia in accordance with CAPM 39-1 (**daily uniform inspections will be conducted, and your uniforms should be clean and neat upon arrival**).
- Combat boots, at least one pair, **broken in before school**.
- Blue belt w/subdued tip and buckle for wear w/ BDUs
- Shower shoes or beach sandals.
- Running shoes or sneakers.
- Pajamas & robe (optional).
- Wash cloths, towels and handkerchiefs. You need enough for one week
- Underclothes and socks sufficient for nine days (**T-shirts will be BROWN, within regulation and free of local logos**. Bring extra just in case participants have limited time to do laundry. You may have to change uniforms often to avoid problems encountered in extended field exercises. Be sure to bring thick boot socks and **WHITE** socks for PT).
- Tasteful bathing suit. (girls-no two piece)
- PT clothes (2 pair of **BLACK** gym shorts of modest length)
- Shoe polishing and sewing kits.
- Laundry detergent (powder preferably, and take into account that you will probably need to wash your uniforms at least twice during the course.
- Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, comb, shampoo, **plenty of insect repellent with DEET, sunscreen, other items as necessary** (remember to bring enough to last you the duration of the activity).
- Laundry bag. Properly marked with name and ID number
- Sheets (twin, white preferred), pillow case, and blanket (Optional, but recommended. One pillow is provided for use in the barracks.)

IMPORTANT

Participation in the GSARSS will require students to bring a 24hr mission pack. This equipment doesn't have to be military-style. Most of the items you already have around your house. Follow this list exactly. No junk food or knives (except Leatherman or Gerber multipurpose tools) will be allowed. **You must have every item on this list to pass the NASAR SARTECH II practical examination. Students have failed the exam because they didn't have enough band-aids! The evaluators are not flexible with this list!!!**

Some items may be carried on a belt, in pockets, or strapped to the person. This equipment should be carried on all missions in rural or wilderness areas and is considered the minimum amount. Consult a physician for recommendations about analgesics and other drugs you may carry in the SAR pack. This list is based on the revised SAR Ready Pack standards published in the NASAR Briefings, August/September 1998.

On person

- Appropriate uniform for season temp. & terrain
- Small notebook (in waterproof bag) pen, pencil
- Wallet w/all certifications, ID, money
- Wrist watch with second-hand

Personal First Aid and Survival Kit

- | | |
|--|---|
| 4 - Acetaminophen or aspirin tablets | 1 - Matches container, waterproof (a 35mm film can works well – long matches may have to be cut to fit) |
| 4 - Antacid tablets | 1 – Moleskin (at least 3x4") |
| 2 - Antiseptic cleansing pads (Recommend Benzalkonium pads or a similar item, available at drug store) | 1 - Plastic bag, ziplock, qt. size, for kit |
| 1 - Antiseptic Ointment (small tube) | 2 - Quarters, for phone call |
| 6 - Band-Aids, various sizes | 1 - Razor blade, single edge |
| 1 - Candle, long burning | 1 - Roller Bandage |
| 2 - Cotton Swabs, non sterile (Q-tips) | 2 - Safety pins, large |
| 1 - Duct tape, 5-10 ft. (can wrap around a small stick, pencil, or water bottle) | 1 - Splinter forceps, tweezers (sharp, pointed tips) |
| 1 - Leaf bag, large (large trash bags- don't use bags with insecticides or deodorants) | 1 - Towlette, clean (Wet-Wipe™) |
| 8 – Matches (recommend strike anywhere, or have the correct striker element) | 1 – Whistle (put on lanyard with compass. Recommend plastic) |
| 1- Triangular bandage | |
| 1- Tape, First Aid | 4- Gauze Pads |
| | 2pr- Rubber/latex surgical gloves |

Personal SAR Equipment

- 4 - Bags, various sizes, ziplock
- 1 - Bandanna, handkerchief
- 1 - Cap or other headgear
- 2 - Carabiners, locking D (D-shaped, available from REI or other climbing stores)
- 1 - Clothes bag, waterproof (plastic or coated nylon bag)
- 1 - Clothing, adequate for climate (wear)
- 1- Chemical Light Stick
- 1 - Clothing, extra set, suitable for climate (shirt/trousers)
- 1 - Compass, orienteering (plastic clear rectangular base plate, 2-degree markings, rotating dial)
- 1 - Flagging tape, roll (need not be complete roll. Any color. Plastic tape about 1" wide used in construction sites, available from hardware stores. Have at least 10-20 feet)
- 1 - Flashlight or lantern (recommend Mag-Light AA cell)
- 1 - Flashlight, extra, extra batteries and bulb (Recommend another Mag-Lite, with AA batteries or headlamp)
- 1 - Footwear, sturdy, adequate for climate (well broken in, correctly fitting)
- 1 - Gloves (pr), protective (leather work gloves)

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- 1 - Goggles, clear (plastic, available at hardware store)
- 1 - Insect repellent (small tube or bottle)
- 1 - Knife, multi-purpose (Leatherman or Gerber, should be clean and sharp)
- 1 - Lip Balm, with sunscreen
- 1 - Measuring device, 18 in minimum (sewing tape or very small tape measure)
- 1 - Metal cup or pot (canteen cup recommended)
- 1 - Mirror, small (for signaling. Can use mirrored compass lid or CD if available)
- 1 - Nylon twine or small rope, 50 ft. (Also known as parachute or 550 cord. Any color acceptable)
- 1 - Pack, 1800 cu in minimum (Any pack that holds everything is acceptable)
- 1 - Pad and pencil (should be small (pocket sized) pad)
- 2 – Prussik slings, 6, 7, or 8 mm climbing cord (x5 to 6') (Don't use SPECTRA™ cord. Available at same stores as Carabiners)
- 1- Orange Vest
- 1- Hard hat- orange or yellow (found at hardware store or same store as carabiners)
- 1 - Rainwear, durable (Recommend jacket and pants)
- 1 - SAR personal identification (CAP Membership or ID card, or driver's license)
- 1 - Shelter material, 8 x 10 (Plastic ripstop tarp, approx 8 x 10 feet, available at hardware store)
- 1- Scissors, pair, utility (Recommend EMS, Paramedic type scissors, any will do including those in Swiss army knife)
- 1 - Socks, extra pair (in clothes bag)
- 1 - Space Rescue Blanket or Sleeping Bag
- 1 - Sunscreen lotion (Small tube or bottle, recommend at least SPF 15)
- 1 - Tissue Paper (Toilet tissue, small roll, or pocket sized Kleenex)
- 1 - Tracking Stick, 42" long (stick of any sort. Can be broom handle sized wooden dowel, etc)
- 1 – Watch (wear)
- 2 - Water Containers, at least liter size (Canteens. Can use empty 1 liter soda bottles, etc)
- 1 - Webbing, 1 in. for harness (20 feet, approx) (Climbing quality, 1" tubular, red or any color, available at same store as carabiners)
- 1 - Wire, 5-10 ft, woven steel (picture hanging wire) (Found at hobby stores)
- 8 - tie wraps, plastic self locking (plastic wire ties, assorted sizes)

*****END OF NASAR LIST*****

Other items in 24 hr pack

- 2 field-ready meals (MREs or equivalent)
- Blank ground interrogation forms (CAPF 106)
- Spare pocket notebook (3" x 5").

72-HOUR GEAR: This pack will normally be left at the base camp, but will be used during longer duration activities. Be forewarned that you will be expected to walk several miles with this pack.

- Comfortable backpack that you would be able to be carry for at least 6 miles with a full existence load (your 24-hour gear should fit into or around your 72-hour pack).
- Sleeping bag, bedroll or poncho liner in a waterproof bag (the weather at this time of year is rather hot)
- Spare plastic bags to store/carry clothing during field exercises (lawn and leaf bags or contractor bags and gallon-sized zip-loc are best).
- Entrenching tool, GI issue type, and case (optional).
- Spare water container (empty two-liter soda bottles or Gatorade bottles work well).

INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:

- Two-inch, three-ringed binder, empty.
- All school materials received prior to arrival. No facilities to purchase them at the school.
- 12-inch ruler.
- Spare pens, pencils and highlighters.

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- Personal Nav kit with protractors and Map compass (optional)
- Approximately \$30-\$40 for miscellaneous expenses (laundry, extra patches, and other LESA souvenirs, etc.).
- Iron and starch
- Camera
- Extra blister kit

Be sure to mark all clothing and **equipment with **name** and **CAP ID**.* Pants should be marked on the inside left front waistband, and shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, last initial, and CAP ID, followed by letters "CAP".

EXAMPLE: CIMA 232273 CAP

Items not specifically mentioned on this list may be subject to temporary confiscation and will be returned to the owner at the end of GSARSS. A gear inspection will be held during registration. Anyone caught with contraband items after the gear check **will be subject to discipline up to and including immediate dismissal**. If you are not sure an item is allowed, ask during gear check and avoid embarrassment or worse!

2010 MISSION AIRCREW SCHOOL REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT

DOCUMENTATION ITEMS:

- Current CAP membership card (should be carried at all times)
- Other qualification cards such as your CAPF 101 (GES minimum), ROA, and CAP Driver license (should be carried at all times)
- Pilot Information File (pilots only – see CAPR 60-1). All qualifications should be current through July 2010. Pilots must be current (CAPF 5) in a C172 or C182, and should be night current (just in case). (Prefer this information be uploaded to eServices and not carried in paper form.)
- Tickets or other documentation needed for travel

CLOTHING AND PERSONAL EQUIPMENT: These items should be brought in a duffel bag or large gym bag, neatly packed. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- Complete Uniforms (At least 1 set) - Personnel attending the Mission Aircrew School may wear the following uniforms: Khaki Bermuda-length shorts and event t-shirt, blue polo with gray slacks, flight suits, or approved jumpsuits. One traditional uniform (blues, grays or polo combination) is required for the LESA graduation
- Shower shoes or beach sandals
- Running shoes or sneakers (with socks)
- Pajamas & robe (optional) You must sleep in some modest attire.
- Wash cloths, towels and handkerchiefs
- Underclothes and socks sufficient for eight days. Laundry facilities are available on the base, but personnel have limited time to do laundry, and may need to change often.
- Laundry detergent and bag
- Civilian clothes (you should travel in civilian clothes unless in a CAP vehicle/aircraft, as well as have a few sets for free time during the school). Modest attire required.
- Shoe polishing and sewing kits
- Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, insect repellent, Chapstick, sunscreen, other items as necessary (remember to bring enough to last you for eight days). **NOTE:** LESA's medical staff will not give out medications or medical supplies to students except in emergencies, even those medications available Over-The-Counter – please bring your own.
- Sheets (twin), pillowcase, and blanket (optional, but recommended). One pillow is provided for use in the barracks. Most personnel also bring a sleeping bag or bedroll. The weather at this time of year is rather hot, but the dorms are air conditioned.
- Inexpensive wristwatch
- Battery or wind-up alarm clock
- Rain gear
- One 1-quart canteen or water bottle. You will be carrying this with you throughout the activity as it tends to be hot in Texas at this time of year and we do not intend to have any heat related injuries from personnel not drinking adequate amounts of water.

INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:

- Any school materials received prior to arrival
- Money for miscellaneous expenses (e.g., laundry, extra patches, trips to town, etc.)
- 1 - Two-inch, three-ringed binders, empty
- Note pad, pen and pencil
- Two Current Aeronautical Sectional Charts (ask your Commandant how to obtain these one Dallas/Ft Worth and one Memphis)
- Plotter and colored highlighters to mark Sectionals (ask your Commandant how to obtain these)
- Spare pens, pencils and highlighters
- Portable calculator and flight computer (E6B - student versions are acceptable, as are electronic versions)
- Aircraft headset (Spares will not be available, if you need a headset make arrangements ahead of the school)
- Scanner/Observer log (A limited supply will be available, copies can be obtained from the DentonCAP.org web page under Emergency Services button)
- Miscellaneous pilot equipment (e.g., knee-board and flashlight)
- High protein snacks
- Sunglasses
- Camera (Optional)

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- Laptop computer (Optional, course material will be provided on a CD Rom for use in class)

Be sure to mark all clothing and equipment with name and CAP ID. Uniform pants should be marked on the inside left front waistband, and uniform shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, last initial, and CAP ID, followed by letters "CAP".

EXAMPLE: **CIMA 232273 CAP**

Items not specifically mentioned on this list may be subject to temporary confiscation and will be returned to the owner at the end of MAS. A gear inspection may be held during in-processing. Anyone caught with contraband items after the gear check will be subject to discipline up to and including immediate dismissal. If you are not sure an item is allowed, ask during in-processing and avoid embarrassment or worse!

2010 MISSION STAFF SCHOOL REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT

DOCUMENTATION ITEMS:

- Current CAP membership card (should be carried at all times).
- All other actual qualification cards, i.e. CAPF 101, CPR, 1st aid, etc. (should be carried on person at all times)
- Tickets or other documentation needed for travel.

CLOTHING AND PERSONAL EQUIPMENT: These items should be brought in a duffel bag or large gym bag, neatly packed. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- Complete Uniforms (3 sets) - Personnel attending the Mission Staff School may wear the following uniforms: BDUs, blue polo w/ gray slacks, flight suits, or jumpsuits. It is recommended that at least one field uniform be brought to the activity since students may have at least one staging area exercise in the field. Boots or shoes must be well broken in before camp as personnel will be walking a great deal.
- Shower shoes or beach sandals.
- Running shoes or sneakers.
- Pajamas & robe (optional) Modest sleeping attire is required.
- Wash cloths, towels and handkerchiefs.
- Underclothes and socks sufficient for eight days (T-shirts will be within regulation and free of non-CAP logos). Bring extra just in case participants have limited time to do laundry.
- PT clothes (sweat pants or shorts and T-shirt, this is your opportunity to show off your local colors). The MSS will not have a formal PT session, but fun group exercises like volleyball or other sports may be offered.
- Civilian clothes. You should travel in civilian clothes (if coming commercially) as well as have a few sets for free time during the week. It would be a wise idea to wear some sort of CAP shirt or logo so that you can be easily recognized. Modest attire required.
- Shoe polishing and sewing kits.
- Laundry detergent (powder preferably, and take into account that you will probably need to wash your uniforms during the course.
- Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, plenty of insect repellent, Chapstick, sunscreen, other items as necessary (remember to bring enough to last you for eight days. **NOTE:** LESA's medical staff will not give out medications or medical supplies to students except in emergencies, even those medications available Over-The-Counter – please bring your own.
- Laundry bag.
- Sheets (Twin), pillow case, and blanket (Optional, but recommended). One pillow is provided for use in the dorm. A sleeping bag will suffice.
- International orange reflective vest
- Military type anglehead or mini-mag type flashlight with a red lens & extra batteries.
- One quart canteen. Camelback or other collapsible canteens or water bottles are acceptable. You will be carrying this with you throughout the activity as it tends to be hot in Texas at this time of year and we do not intend to have any heat related injuries from personnel not drinking adequate amounts of water.
- Pocket note pad (3" x 5"), pen and pencil.
- Inexpensive wristwatch.
- Durable poncho or other rain gear.

INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:

- 2 inch three ring binder
- Any school materials received prior to arrival.
- Spare pocket notebook (3" x 5").
- 12-inch ruler.
- Spare pens, pencils and highlighters.
- Money for miscellaneous expenses (laundry, extra patches, night in town, etc.).
- Portable calculator
- Battery or wind-up alarm clock (optional).

Be sure to mark all clothing and equipment with name and CAP ID. Pants should be marked on the inside left front waistband, and shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, last initial, and CAP ID, followed by letters "CAP".

EXAMPLE: CIMA 232273 CAP

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Personnel in MSS have typically been allowed to support exercises with other schools in their free time. If you would like to do so to remain current in other specialties or to simply help out, we recommend that you also bring applicable equipment from that school's packing list.

Items not specifically mentioned on this list may be subject to temporary confiscation and will be returned to the owner at the end of MSS. A gear inspection may be held during in-processing. Anyone caught with contraband items after the gear check will be subject to discipline up to and including immediate dismissal. If you are not sure an item is allowed, ask during in-processing and avoid embarrassment or worse!

2010 COMMUNICATIONS SCHOOL AND WILDERNESS FIRST AID REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT

DOCUMENTATION ITEMS:

- Current CAP membership card (should be carried at all times).
- All other actual qualification cards, i.e. CAPF 101, CPR, 1st aid, etc. (should be carried on person at all times)
- Tickets or other documentation needed for travel.

CLOTHING AND PERSONAL EQUIPMENT: These items should be brought in a duffel bag or large gym bag, neatly packed. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- Complete Uniforms (3 sets) - Personnel attending the Communications School may wear the following uniforms: BDUs, blue polo w/ gray slacks, or gray and white combo. It is recommended that at least one field uniform be brought to the activity since students will have at least one exercise in the field. Boots or shoes must be well broken in before camp as personnel will be walking a great deal.
- Shower shoes or beach sandals.
- Running shoes or sneakers.
- Pajamas & robe (optional) Modest sleeping attire is required.
- Wash cloths, towels and handkerchiefs.
- Underclothes and socks sufficient for eight days (T-shirts for uniforms will be within regulation and free of non-CAP logos). Bring extra just in case participants have limited time to do laundry.
- PT clothes (sweat pants or shorts and T-shirt, this is your opportunity to show off your local colors). The Communications School and WFA will not have a formal PT session, but fun group exercises like volleyball or other sports may be offered. Modest clothes required.
- Civilian clothes. You should travel in civilian clothes (if coming commercially) as well as have a few sets for free time during the week. It would be a wise idea to wear some sort of CAP shirt or logo so that you can be easily recognized. Modest clothes required.
- Shoe polishing and sewing kits.
- Laundry detergent (powder preferably, and take into account that you will probably need to wash your uniforms during the course.
- Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, plenty of insect repellent, Chapstick, sunscreen, other items as necessary (remember to bring enough to last you for eight days. **NOTE:** LESA's medical staff will not give out medications or medical supplies to students except in emergencies, even those medications available Over-The-Counter – please bring your own.
- Laundry bag.
- Sheets (Twin), pillow case, and blanket (Optional, but recommended). One pillow is provided for use in the dorm. A sleeping bag will suffice.
- International orange reflective vest
- Military type anglehead or mini-mag type flashlight with a red lens & extra batteries.
- One quart canteen. Camelback or other collapsible canteens or water bottles are acceptable. You will be carrying this with you throughout the activity as it tends to be hot in Texas at this time of year and we do not intend to have any heat related injuries from personnel not drinking adequate amounts of water.
- Pocket note pad (3" x 5"), pen and pencil.
- Inexpensive wristwatch.
- Durable poncho or other rain gear.
- Hard hat
- Leather gloves
- Leatherman or multi-tool (no folding or sheathed knives)

INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:

- 2- Two-inch, three-ringed binder, empty.
- Any school materials received prior to arrival.
- Spare pocket notebook (3" x 5").
- Spare pens, pencils and highlighters.
- Money for miscellaneous expenses (laundry, extra patches, night in town, etc.).
- Battery or wind-up alarm clock (optional).

Be sure to mark all clothing and equipment with name and CAP ID. Pants should be marked on the inside left front

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waistband, and shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, last initial, and CAP ID, followed by letters "CAP".

EXAMPLE: CIMA 232273 CAP

Personnel in Comm School have typically been allowed to support exercises with other schools in their free time and we anticipate WFA will be asked to do this as well. If you would like to do so to remain current in other specialties or to simply help out, we recommend that you also bring applicable equipment from that school's packing list.

Items not specifically mentioned on this list may be subject to temporary confiscation and will be returned to the owner at the end of LESA. A gear inspection may be held during in-processing. Anyone caught with contraband items after the gear check will be subject to discipline up to and including immediate dismissal. If you are not sure an item is allowed, ask during in-processing and avoid embarrassment or worse!

2010 PIO/PAO SCHOOL REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT

DOCUMENTATION ITEMS:

- Current CAP membership card (should be carried at all times).
- All other actual qualification cards, i.e. CAPF 101, CPR, 1st aid, etc. (should be carried on person at all times)
- Tickets or other documentation needed for travel.

CLOTHING AND PERSONAL EQUIPMENT: These items should be brought in a duffel bag or large gym bag, neatly packed. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- Complete Uniforms (3 sets) - Personnel attending the PIO/PAO School may wear the following uniforms: Blues, BDUs, gray and white combination or polo shirt combination. It is recommended that at least one field uniform be brought to the activity since students may have at least one staging area exercise in the field. Boots or shoes must be well broken in before camp as personnel will be walking a great deal.
- Shower shoes or beach sandals.
- Running shoes or sneakers.
- Pajamas & robe (optional) Modest sleeping attire is required.
- Wash cloths, towels and handkerchiefs.
- Underclothes and socks sufficient for eight days (T-shirts for BDUs will be within regulation and free of non-CAP logos). Bring extra just in case participants have limited time to do laundry.
- PT clothes (sweat pants or shorts and T-shirt, this is your opportunity to show off your local colors). The PIO/PAO School will not have a formal PT session, but fun group exercises like volleyball or other sports may be offered. Modest PT clothes required.
- Civilian clothes. You should travel in civilian clothes (if coming commercially) as well as have a few sets for free time during the week. It would be a wise idea to wear some sort of CAP shirt or logo so that you can be easily recognized. Modest clothes are required.
- Shoe polishing and sewing kits.
- Laundry detergent (powder preferably, and take into account that you will probably need to wash your uniforms during the course.
- Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, plenty of insect repellent, Chapstick, sunscreen, other items as necessary (remember to bring enough to last you for eight days. **NOTE:** LESA's medical staff will not give out medications or medical supplies to students except in emergencies, even those medications available Over-The-Counter – please bring your own.
- Laundry bag.
- Sheets (Twin), pillow case, and blanket (Optional, but recommended). One pillow is provided for use in the dorm. A sleeping bag will suffice.
- Military type anglehead or mini-mag type flashlight with a red lens & extra batteries.
- One quart canteen. Camelback or other collapsible canteens or water bottles are acceptable. You will be carrying this with you throughout the activity as it tends to be hot in Texas at this time of year and we do not intend to have any heat related injuries from personnel not drinking adequate amounts of water.
- Pocket note pad (3" x 5"), pen and pencil.
- Inexpensive wristwatch.
- Durable poncho or other rain gear.

INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:

- 1- Two-inch, three-ringed binder, 50 pages ruled paper.
- Any school materials received prior to arrival. Contact awoodgate@austin.rr.com for the URL to download required reference and work files.
- Spare pocket notebook (3" x 5").
- Laptop computer with battery recharger and a wireless internet connection. -- Will need a word processor and image editing software. If you don't have a laptop you may use one of the TXWG computers.
- Spare pens, pencils and highlighters.
- Money for miscellaneous expenses (laundry, extra patches, night in town, etc.).
- Digital camera with all connections for downloading photos.
- Memory stick
- Battery or wind-up alarm clock (optional).

Be sure to mark all clothing and equipment with name and CAP ID. Pants should be marked on the inside left front

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waistband, and shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, last initial, and CAP ID, followed by letters "CAP".

EXAMPLE: CIMA 232273 CAP

Items not specifically mentioned on this list may be subject to temporary confiscation and will be returned to the owner at the end of PIO/PAO School. A gear inspection may be held during in-processing. Anyone caught with contraband items after the gear check will be subject to discipline up to and including immediate dismissal. If you are not sure an item is allowed, ask during in-processing and avoid embarrassment or worse!

2010 GENERAL STAFF AND STUDENT REQUIRED UNIFORMS, CLOTHING, AND EQUIPMENT (PIO/PAO, CERT, CHAPLAINS, FLIGHT LINE, ETC.)

DOCUMENTATION ITEMS:

- Current CAP membership card (should be carried at all times)
- Other qualification cards such as your CAPF 101 (GES minimum), ROA, and CAP Driver license (should be carried at all times)
- Pilot Information File (pilots only – see CAPR 60-1). All qualifications should be current through July 2008. Pilots must be current (CAPF 5) in a C172 or C182, and should be night current (just in case).
- Tickets or other documentation needed for travel

CLOTHING AND PERSONAL EQUIPMENT: These items should be brought in a duffel bag or large gym bag, neatly packed. I would recommend that this bag have a strong lock of some sort so that you can keep your materials secure while you are away from camp or traveling.

- Complete Uniforms (At least 1 set) – BDUs, blue polo with gray slacks, flight suits, or approved jumpsuits. One traditional uniform (grays, BDU or polo combination) is required for the LESA graduation.
- Shower shoes or beach sandals
- Running shoes or sneakers (with socks)
- Pajamas & robe (optional) You must sleep in some modest attire.
- Wash cloths, towels and handkerchiefs
- Underclothes and socks sufficient for your time at LESA. Laundry facilities are available on the base, but personnel have limited time to do laundry, and may need to change often.
- Laundry detergent and bag
- Civilian clothes (you should travel in civilian clothes unless in a CAP vehicle/aircraft, as well as have a few sets for free time during the school). Modest attire required.
- Shoe polishing and sewing kits
- Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, insect repellent, Chapstick, sunscreen, other items as necessary (remember to bring enough to last you for eight days). **NOTE:** LESA's medical staff will not give out medications or medical supplies to students except in emergencies, even those medications available Over-The-Counter – please bring your own.
- Sheets (twin), pillowcase, and blanket (optional, but recommended). One pillow is provided for use in the barracks. Most personnel also bring a sleeping bag or bedroll. The weather at this time of year is rather hot, but the dorms are air conditioned.
- Inexpensive wristwatch
- Battery or wind-up alarm clock
- Rain gear
- One 1-quart canteen or water bottle. You will be carrying this with you throughout the activity as it tends to be hot in Texas at this time of year and we do not intend to have any heat related injuries from personnel not drinking adequate amounts of water.

INSTRUCTIONAL AND MISCELLANEOUS MATERIALS:

- Any school materials received prior to arrival
- Money for miscellaneous expenses (e.g., laundry, extra patches, trips to town, etc.)
- 2 - Two-inch, three-ringed binders, empty
- Note pad, pen and pencil
- Spare pens, pencils and highlighters
- High protein snacks
- Sunglasses
- Camera (Optional)

Be sure to mark all clothing and equipment with name and CAP ID. Uniform pants should be marked on the inside left front waistband, and uniform shirts should be marked on the inside left from the shirttail using a black laundry marker, write last name, last initial, and CAP ID, followed by letters "CAP".

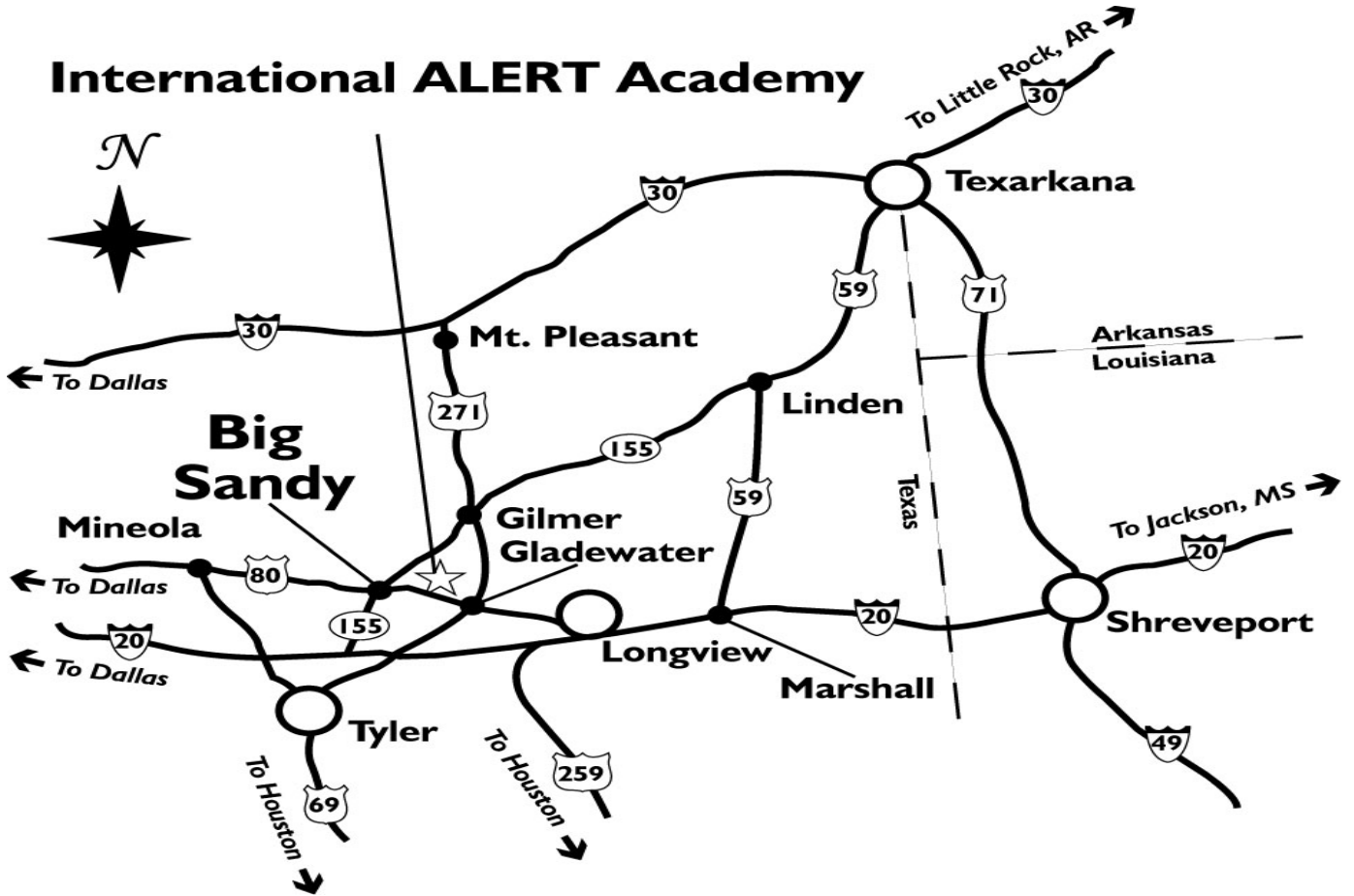
EXAMPLE: CIMA 232273 CAP

Items not specifically mentioned on this list may be subject to temporary confiscation and will be returned to the owner at the end of LESA. A gear inspection may be held during in-processing. Anyone caught with contraband items after the gear check will be subject to discipline up to and including immediate dismissal. If you are not sure an item is allowed, ask during in-processing and avoid embarrassment or worse!

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Attachment C
Map to ALERT Academy

International ALERT Academy



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