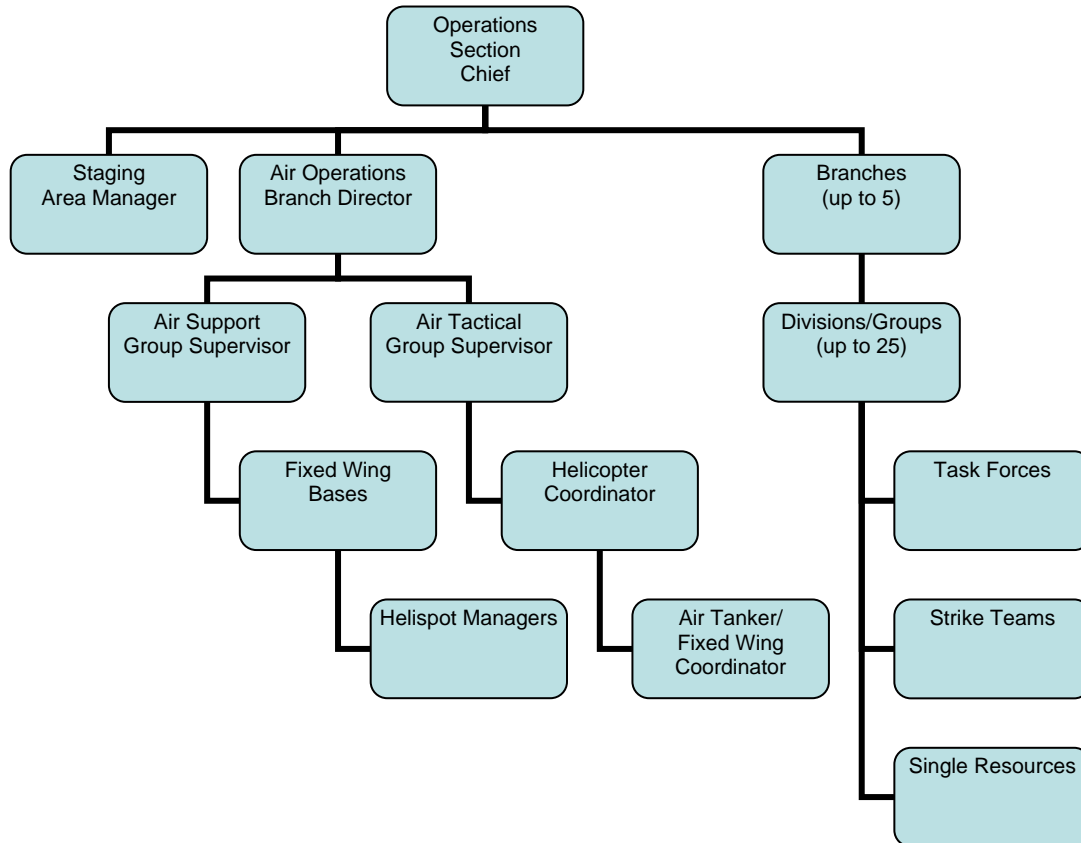


## ORGANIZATION CHART



## POSITION CHECKLISTS

**OPERATIONS SECTION CHIEF:** The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary and reports such to the Incident Commander.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Incident Commander.
- c. Develop operations portion (ICS Form 215) of Incident Action Plan with the Planning Section Chief.
- d. Brief and assign Operations Section personnel in accordance with Incident Action Plan.
- e. Supervise Operations Section.
- f. Determine need and request additional resources.
- g. Review suggested list of resources to be released and initiate recommendation for release of resources.
- h. Assemble and disassemble strike teams assigned to Operations Section.
- i. Report information about special activities, events and occurrences to Incident Commander.
- j. Maintain Unit Log (ICS Form 214).

**STAGING AREA MANAGER:** The Staging Area Manager is responsible for managing all activities within a Staging Area.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Operations Section Chief or appropriate Operations Branch Director.
- c. Proceed to Staging Area.
- d. Establish Staging Area layout.
- e. Determine any support needs for equipment, feeding, sanitation and security.
- f. Establish check-in function as needed.
- g. Post areas for identification and traffic control.
- h. Request maintenance service for equipment at Staging Area as appropriate.
- i. Respond to request for resource assignments. (Note: This may be direct from Operations Section or via the Incident Communications Center).
- j. Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- k. Determine required resource levels from the Operations Section Chief.
- l. Advise the Operations Section Chief when reserve levels reach minimums.
- m. Maintain and provide status to Resource Unit of all resources in Staging Area.
- n. Maintain Staging Area in orderly condition.
- o. Demobilize Staging Area in accordance with Incident Demobilization Plan.
- p. Maintain Unit Log (ICS Form 214).

**OPERATIONS BRANCH DIRECTOR:** The Branch Directors when activated, are under the direction of the Operations Section Chief, and are responsible for the implementation of the portion of the Incident Action Plan appropriate to the Branches.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Operations Section Chief.
- c. Develop with subordinates alternatives for Branch control operations.
- d. Attend planning meetings at the request of the Operations Section Chief.
- e. Review Division/Group Assignment Lists (ICS Form 204) for Divisions/Groups within Branch. Modify lists based on effectiveness of current operations.
- f. Assign specific work tasks to Division/Group Supervisors.
- g. Supervise Branch operations.
- h. Resolve logistic problems reported by subordinates.
- i. Report to Operations Section Chief when: Incident Action Plan is to be modified; additional resources are needed; surplus resources are available; hazardous situations or significant events occur.
- j. Approve accident and medical reports (home agency forms) originating within the Branch.
- k. Maintain Unit Log (ICS Form 214).

**DIVISION/GROUP SUPERVISOR:** The Division/Group Supervisor reports to the Operations Section Chief (or Branch Director when activated). The Division Group Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan, assignment of resources within the Division/Group and reporting on the progress of control operations and status of resources within the Division/Group.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Operations Section Chief or appropriate Operations Branch Director.
- c. Implement Incident Action Plan for Division/Group.
- d. Provide Incident Action Plan to Strike Team Leaders, when available.
- e. Identify increments assigned to the Division/Group. Review Division/Group assignments and incident activities with subordinates and assign tasks.
- f. Ensure that Incident Communications and/or Resources Unit are advised of all changes in status of resources assigned to the Division/Group.
- g. Coordinate activities with adjacent Divisions/Groups.
- h. Determine need for assistance on assigned tasks.
- i. Submit situation and resources status information to Branch Director or Operations Section Chief.
- j. Report hazardous situations, special occurrences or significant events (e.g., accidents, sickness) to immediate supervisor.
- k. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- l. Resolve logistics problems within the Division/Group.
- m. Participate in the development of Branch plans for next operational period.
- n. Approve and turn in time for all resources in Division/Group to the time unit.
- o. Evaluate performance of Task Force/Strike Team Leader as necessary.
- p. Maintain Unit Log (ICS Form 214).

**STRIKE TEAM/TASK FORCE LEADER:** The Strike Team/Task Force Leader reports to a Division/Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team or Task Force. The Leader reports work progress, resources status and other important information to a Division/Group Supervisor and maintains work records on assigned personnel.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Division/Group Supervisor.
- c. Review weather/environmental conditions for assignment area and brief subordinates.
- d. Review assignments with subordinates and assign tasks.
- e. Monitor and inspect work progress and make changes when necessary.
- f. Coordinate activities with adjacent strike teams, task forces and single resources.
- g. Travel to and from active assignment area with assigned resources.
- h. Retain control of assigned resources while in available or out-of-service status (i.e., feeding, timekeeping, sleeping area assignment, etc.).
- i. Submit situation and resource status information to Division/Group Supervisor.
- j. Turn in time for resources to Division/Group Supervisor
- k. Evaluate performance of subordinates.
- l. Maintain Unit Log (ICS Form 214).

**CREW REPRESENTATIVE:** A Crew Representative may be provided by sending agencies for each hand crew sent to a fire. The Crew Representative is responsible for the welfare of the crew and provides a contact between the crew and the appropriate Incident Command organization

- a. Look after the crew's welfare on and off the line.

- b. Maintain communications between the crew and the appropriate supervisors regarding the crew's safety and welfare.
- c. Report crew status to Plans.
- d. As needed, maintains contact with crew's home base.
- e. Report the crew's performance and problems to sending agency's headquarters upon completion of the assignment.
- f. Coordinate with the Interagency Resource Representative if one is assigned.

**DOZER/PLOW OPERATOR:** The operator of a dozer or a tractor plow.

- a. Accomplish tasks with assigned equipment.
- b. Ensure that instructions are clear and understood.
- c. Perform all work safely (for self and other workers).
- d. Keep supervisor informed on progress of assignment and changes in incident activity.
- e. Keep personal clothing and equipment in serviceable condition.
- f. Report all accidents, injuries or hazardous conditions to supervisor.
- g. Maintain use records on equipment and ensure timely posting.

**SINGLE RESOURCE BOSS:** The person in charge of a single tactical resource. The Single Resource Boss will carry the unit designation of the resource.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Task Force/Strike Team Leader.
- c. Review assignments with subordinates and assign work tasks.
- d. Obtain necessary equipment/supplies.
- e. Review weather/environmental conditions for assignment area and brief subordinates.
- f. Brief subordinates on safety measures including escape routes and safety zones and provide for their welfare.
- g. Monitor work progress.
- h. Ensure adequate communications with supervisor and subordinates.
- i. Keep supervisor informed of progress and any changes.
- j. Inform supervisor of problems with assigned resources.
- k. Brief relief personnel and advise them of any changes in conditions that could affect personnel safety.
- l. Return equipment and supplies to appropriate unit.
- m. Complete and turn in all time and use records on personnel and equipment. Turn time into Task Force/Strike Team Leader.
- n. Set up back up chain of command to function when boss is absent.
- o. Brief relief personnel on the line at the end of operational period and advise them of any changes.
- p. Maintain Unit Log (ICS form 214).

**SQUAD BOSS:** A Squad Boss is a working leader of a small group (usually not more than seven members), is responsible for keeping assigned personnel fully employed on assigned jobs, and is normally supervised by a Crew Boss.

- a. Review Common Responsibilities (page 1-2).
- b. Ensure that personnel have water and lunches.
- c. Keep time when requested by supervisor.

- d. Report problems with personnel to supervisor.
- e. Understand exactly what the supervisor wants done.
- f. Ensure that personnel have proper safety equipment and tools and know how to care for and use them.
- g. Look after the safety of assigned personnel.

**FIREFIGHTER:** A firefighter is the basic resource used in the control and extinguishment of wildland fires and works either as an individual or as a member of a crew under the supervision of a higher-qualified individual.

- a. Review Common Responsibilities (page 1-2).
- b. Perform manual and semi-skilled labor as assigned.
- c. Ensure that objectives and instructions are understood.
- d. Perform all work in a safe manner.
- e. Keep personal clothing and equipment in serviceable condition.
- f. Report accidents or injuries to supervisor.
- g. Report hazardous conditions to supervisor.

**AIR OPERATIONS BRANCH DIRECTOR:** The Air Operations Branch Director (AOBD), who is ground based, reports to the Operations Section Chief. The AOBD is primarily responsible for preparing the air operations portion of the Incident Action Plan. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources (e.g., night flying, hours per pilot). After the plan is approved, Air Operations is responsible for implementing its strategic aspects – those that relate to the overall incident strategy as opposed to those that pertain to tactical operations (specific target selection).

Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters operating on the incident. Specific tactical activities (target selection, suggested modifications to specific tactical actions in the Incident Action Plan) are normally performed by the Air Tactical Group Supervisor working with ground and air resources.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Operations Section Chief.
- c. Organize preliminary air operations.
- d. Request declaration (or cancellation) of restricted air space area (FAA Regulation 91.137).
- e. Participate in preparation of the Incident Action Plan through Operations Section Chief.
- f. Insure that the Air Operations portion of the Incident Action Plan takes into consideration the Air Traffic Control requirements of assigned aircraft.
- g. Perform operational planning for air operations.
- h. Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the Air Support Group and Fixed-Wing Bases.
- i. Determine coordination procedures for use by air organization with ground Branches, Divisions or Groups.
- j. Coordinate with appropriate Operations Section personnel.
- k. Supervise all Air Operations activities associated with the incident.
- l. Evaluate helibase locations.
- m. Establish procedures for emergency reassignment of aircraft on the incident.
- n. Schedule approved flights of non-incident aircraft in the restricted air space.

- o. Coordinate and schedule infrared aircraft flights.
- p. Coordinate with Operations Coordination Center (OCC) through normal channels on incident air operations activities.
- q. Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
- r. Coordinate requests for non-tactical use of incident aircraft.
- s. Resolve conflicts concerning non-incident aircraft.
- t. Coordinate with the Federal Aviation Administration (FAA).
- u. Update air operations plans.
- v. Report to the Operations Section Chief on air operations activities.
- w. Report special incidents/accidents and arrange for re-inspection of the aircraft as necessary.
- x. Arrange for an accident investigation team when warranted.
- y. Maintain Unit Log (ICS Form 214).

**AIR SUPPORT GROUP SUPERVISOR:** The Air Support Group Supervisor is primarily responsible for supporting and managing helibase and helispot operations and maintaining liaison with fixed-wing air bases. This includes providing 1) fuel and other supplies; 2) maintenance and repair of helicopters; 3) retardant mixing and loading; 4) keeping records of helicopter activity; and 5) providing enforcement of safety regulations. These major functions are performed at helibases and helispots. Helicopters during landing and take-off and while on the ground are under the control of the Air Support Group's Helibase or Helispot Managers. The Air Support Group Supervisor reports to the Air Operations Branch Director.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Air Operations Branch Director.
- c. Obtain copy of the Incident Action Plan from the Air Operations Branch Director including Air Operations Summary Worksheet (ICS Form 220).
- d. Participate in Air Operations Branch Director planning activities.
- e. Inform Air Operations Branch Director of group activities.
- f. Identify resources/supplies dispatched for Air Support Group.
- g. Request special air support items from appropriate sources through Logistics Section.
- h. Identify helibase and helispot locations (from Incident Action Plan) or from Air Operations Branch Director.
- i. Determine need for assignment of personnel and equipment at each helibase and helispot.
- j. Coordinate special requests for air logistics.
- k. Maintain coordination with airbases supporting the incident.
- l. Coordinate activities with Air Operations Branch Director.
- m. Obtain assigned ground to air frequency for helibase operations from Communications Unit Leader or Incident Radio Communications Plan (ICS Form 205).
- n. Inform Air Operations Branch Director of capability to provide night flying service.
- o. Inform Air Operations Branch Director of special aircraft and/or pilot restrictions.
- p. Ensure compliance with each agency's operations checklist for day and night operations.
- q. Ensure dust abatement procedures are implemented at helibase and helispots.
- r. Provide crash-rescue service for helibases and helispots.
- s. Provide helicopter fueling, maintenance and repair services.

- t. Ensure that Air Traffic Control procedures are established between helibase and helispots and the Air Tactical Group Supervisor, Helicopter Coordinator or Air Tanker/Fixed Wing Coordinator.
- u. Maintain Unit Log (ICS Form 214).

### **HELIBASE MANAGER:**

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Air Support Supervisor.
- c. Obtain Incident Action Plan including Air Operations Summary Worksheet (ICS Form 220).
- d. Participate in Air Support Group planning activities.
- e. Report staffing and equipment needs to supervisor.
- f. Inform Air Support Supervisor of helibase activities.
- g. Report to assigned helibase. Brief pilots and assigned personnel.
- h. Manage resources/supplies dispatched to helibase.
- i. Conduct briefings for helibase/helispot personnel and pilots.
- j. Ensure helibase is posted and cordoned.
- k. Coordinate helibase Air Traffic control with pilots, Air Support Group Supervisor, Air Tactical Group Supervisor, Helicopter Coordinator and the Takeoff and Landing Controller.
- l. Manage retardant mixing and loading operations.
- m. Ensure helicopter fueling, maintenance and repair services are provided.
- n. Supervise manifesting and loading of personnel and cargo.
- o. Ensure dust abatement techniques are provided and used at helibases and helispots.
- p. Ensure security is provided at each helibase and helispot.
- q. Ensure crash-rescue services are provided for the helibase.
- r. Request special air support items from the Air Support Group Supervisor.
- s. Receive and respond to special requests for air logistics.
- t. Consider security at each helibase and helispot as appropriate.
- u. Manage appropriate crash-rescue services for the helibase and helispots.
- v. Supervise personnel responsible to maintain agency records, reports of helicopter activities, and Check-In List (ICS Form 211).
- w. Coordinate activities with Air Support Group Supervisor.
- x. Display organization and work schedule at each helibase, including helispot organization and assigned radio frequencies.
- y. Solicit pilot input concerning selection and adequacy of helispots, communications, Air Traffic Control, operational difficulties and safety problems.
- z. Maintain Unit Log (ICS Form 214).

### **HELICOPTER MANAGER/HELICOPTER BOSS:**

- a. Obtain briefing from helibase manager.
- b. Ensure fundamental helicopter safety rules are used.
- c. Administer contracts and verify helicopter and pilot qualifications.
- d. Supervise and provide leadership for all aspects of helicopter operations.

- e. Conduct appropriate briefings.
- f. Ensure adherence to communications procedures.
- g. Ensure that load calculations are accurate and meet operational needs.
- h. Conduct and supervise loading and unloading of personnel and cargo.
- i. Maintain Unit Log (ICS Form 214).

**HELISPOT MANAGER:** The Helispot Manager reports to the Helibase Manager and is primarily responsible for managing all activities at the assigned helispot.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Helibase Manager.
- c. Obtain Incident Action Plan including Air Operations Summary Worksheet (ICS Form 220).
- d. Report to assigned helispot.
- e. Coordinate activities with Helibase Manager.
- f. Coordinate requests from Helibase Manager for air support.
- g. Inform Helibase Manager of helispot activities.
- h. Manage resources/supplies dispatch to helispot.
- i. Request special air support items from Helibase Manager.
- j. Coordinate Air Traffic Control and Communications with pilots, Helibase Manager, Helicopter Coordinator, Air Tanker/Fixed Wing Coordinator and Air Tactical Group Supervisor when appropriate.
- k. Ensure crash-rescue services are available.
- l. Ensure that dust control is adequate, debris cannot blow into rotor system, touchdown zone slope is not excessive and rotor clearance is sufficient.
- m. Supervise or perform retardant loading at helispot.
- n. Perform manifesting and loading of personnel and cargo.
- o. Coordinate with pilots for proper loading and unloading and safety problems.
- p. Maintain Unit Log (ICS Form 214).

**TAKEOFF AND LANDING CONTROLLER:** The Takeoff and Landing Controller is responsible for providing coordination of arriving and departing helicopters at a helibase and all helicopter movement on and around the helibase. The Takeoff and Landing Controller reports to the Helibase Manager.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Helibase Manager.
- c. Obtain Air Operations Summary Worksheet (ICS Form 220).
- d. Check radio system before commencing operation.
- e. Coordinate with radio operator on helicopter flight routes and patterns.
- f. Maintain communications with all incoming and outgoing helicopters.
- g. Maintain constant communications with radio operator.
- h. Coordinate with Deck Manager and Parking Tender before commencing operation and during operation.

**AIRCRAFT BASE RADIO OPERATOR:** The Aircraft Base Radio Operator reports to the Helibase or Fixed-Wing Base Manager and is responsible for establishing communication between incident assigned aircraft and airbases, Air Tactical Supervisor, Air Operations Branch Director and the Takeoff and Landing Controller.



- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Base Manager.
- c. Obtain Air Operations Summary Worksheet (ICS Form 220).
- d. Establish communication needs at base.
- e. Ensure orders from Air Operations Branch Director are relayed to Base Manager.
- f. Maintain constant communications with all helicopters.
- g. Notify Takeoff/Landing Coordinator of incoming aircraft.
- h. Verify daily radio frequencies with Base Manager.
- i. Maintain a log of all aircraft takeoff/landings, estimated times of arrival (ETAs), estimated times of departure (ETDs) and flight route check-ins.
- j. Establish helicopter identification call numbers and post.
- k. Ensure helicopter timekeeping is completed.
- l. Establish and enforce proper radio procedures.
- m. Notify supervisor immediately of any overdue or missing aircraft.
- n. Understand crash/rescue procedures.
- o. Receive clearance from Air Tactical Group Supervisor before launching aircraft.

**AIRCRAFT TIMEKEEPER** The Aircraft Timekeeper reports to the Helibase or Fixed-Wing Base Manager and is responsible for keeping time on all aircraft assigned.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Base Manager.
- c. Obtain Air Operations Summary Worksheet (ICS Form 220).
- d. Determine number of helicopters by agency.
- e. Determine helicopter time needed by agency.
- f. Record operation time of aircraft.
- g. Fill out necessary agency time reports.
- h. Obtain necessary timekeeping forms.

**DECK COORDINATOR:** The Deck Coordinator is responsible for providing coordination of a helibase landing area for personnel and cargo movement. The Deck Coordinator reports to the Helibase Manager.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from supervisor.
- c. Obtain Air Operations Summary Worksheet (ICS Form 220).
- d. Establish emergency landing areas.
- e. Ensure crash/rescue procedures are understood by deck personnel.
- f. Establish and mark landing pads.
- g. Ensure sufficient personnel are available to load and unload personnel and cargo safely.
- h. Ensure deck area is properly posted.
- i. Provide for vehicle control.
- j. Supervise deck management personnel (Load Masters and Parking Tenders).
- k. Ensure dust abatement measures are met.
- l. Ensure that all assigned personnel are posted to the daily organization chart.
- m. Ensure proper manifesting and load calculations are done.

- n. Ensure Air Traffic Control operation is coordinated with Landing and Takeoff Coordinator.
- o. Maintain Unit Log (ICS form 214).

**LOADMASTER (PERSONNEL/CARGO):** The Loadmaster is responsible for the safe operation of loading and unloading of personnel and cargo at a helibase. The Loadmaster reports to the Deck Coordinator.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Deck Coordinator.
- c. Obtain Air Operations Summary Worksheet (ICS Form 220).
- d. Ensure proper posting of loading and unloading areas.
- e. Perform manifesting and loading of personnel and cargo.
- f. Ensure sling load equipment is safe.
- g. Know crash/rescue procedures.
- h. Supervise loading and unloading crews.
- i. Coordinate with Takeoff and Landing Controller.
- j. Ensure that appropriate hazardous materials regulations are enforced.
- k. Maintain Unit Log (ICS form 214).

**PARKING TENDER:** The Parking Tender is responsible for the takeoff and landing of helicopters at an assigned helicopter pad. The Parking Tender reports to the Deck Coordinator. (A Parking Tender should be assigned for each helicopter pad.)

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Deck Coordinator.
- c. Supervise activities at the landing pad (personnel and helicopter movement, vehicle traffic, etc.).
- d. Know and understand the crash/rescue procedures.
- e. Ensure agency checklist is followed.
- f. Ensure helicopter pilot needs are met at the landing pad.
- g. Ensure landing pad is properly maintained (dust abatement, marking, etc.).
- h. Ensure landing pad is properly marked.
- i. Check personnel seatbelts, cargo restraints and helicopter doors.

**FIXED-WING BASE MANAGER: (For Temporary Bases)**

- a. The Fixed-Wing Base Manager reports to the Air Support Group Supervisor and is responsible for all ground service operations at assigned base.
- b. Obtain the following information on each aircraft assigned to operating base:
  - 1. Type of aircraft.
  - 2. Owner and pilot.
  - 3. Estimated time of arrival.
  - 4. Any limitations on use.
- c. Secure a priority list of air missions and schedule all flights.
- d. Request necessary communications and operators through the Air Support Group Supervisor.
- e. Coordinate all flights with the Air Tactical Group Supervisor.

- f. Secure and provide all necessary ground facilities, supplies and services required at operating base.
- g. Regulate movement of assigned aircraft, motor vehicles and personnel on the airfield.
- h. Maintain necessary records on aircraft, equipment and personnel assigned to operating base.
- i. Serve as liaison with airport management.
- j. Receive overhead, crews and supplies and verify arrangements for transportation to assigned destinations.
- k. Be thoroughly familiar with and enforce all safety requirements of the operation.

**MIXMASTER:** The Mixmaster reports to the Helibase or Fixed-Wing Base Manager and is responsible for preparing fire retardant for helicopters and air tankers at the rate specified and for the expected duration of the job.

- a. Review common responsibilities (page 1-2).
- b. Obtain briefing from supervisor.
- c. Check accessory equipment, such as valves, hoses and storage tanks.
- d. Supervise crew in loading retardant into aircraft.
- e. Attend to the safety and welfare of crew.
- f. Make sure supply of retardants is kept ahead of demand.
- g. Keep necessary agency records.

**SINGLE ENGINE AIR TANKER MANAGER:** The Single Engine Air Tanker Manager reports to the Fixed Wing Base Manager or Air Support Group Supervisor, if assigned to an Incident Management Team.

- a. Review common responsibilities (page 1-2).
- b. Conduct pre-use and daily briefing with pilot and support crew.
- c. Regulate all aircraft and ground traffic on and around SEAT base of operations.
- d. Verify correct communications and frequency procedures are followed.
- e. Suspend operations due to safety issues or other appropriate concerns.
- f. Conduct pre-use walk around inspection of aircraft and ground support equipment.
- g. Order aircraft services as provided in contract specifications.
- h. Perform as liaison with airport/airstrip management.
- i. Perform as liaison between the SEAT vendor and the user agency.
- j. Initiate and sign correspondence and other contract administration documents.
- k. Complete all required forms, records, reports and documents as required by using agency.
- l. Record and approve availability and flight times.
- m. Ensure all accepted retardant/suppressant mixing and loading procedures are followed.
- n. Act as liaison between vendor and Air Tanker Base Manager when operating for an established air tanker base.
- o. Perform SEAT logistical coordination according to the Interagency SEAT Operations Guide.
- p. Coordinate with the local dispatch organization or Air Support Group Supervisor, if assigned to Incident Management Team for mission assignments.

**AIR TACTICAL GROUP SUPERVISOR:** The Air Tactical Group Supervisor reports to the Air Operations Branch Director and is primarily responsible for the coordination of aircraft

operations when fixed and/or rotary-wing aircraft are operating on an incident. These coordination activities are performed by the Air Tactical Group Supervisor while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director.

The Air Tactical Group Supervisor has the following major responsibilities:

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Air Operations Branch Director.
- c. Determine what aircraft are operating within area of assignment.
- d. Manage air tactical activities based upon Incident Action Plan.
- e. Establish and maintain communications and Air Traffic Control with pilots, Air Operations, Helicopter Coordinator, Air Tanker/Fixed Wing Coordinator, Air Support Group (usually Helibase Manager) and fixed wing support bases.
- f. Coordinate approved flights of non-incident aircraft or non-tactical flights in temporary flight restriction (TFR).
- g. Obtain information about air traffic external to the incident.
- h. Receive and act on reports of non-incident aircraft violating temporary flight restriction (TFR).
- i. Make tactical recommendations to approved ground contact (Operations Section Chief, Branch Director or Division/Group Supervisor).
- j. Inform Air Operations Branch Director of tactical recommendations affecting the air operations portion of the Incident Action Plan.
- k. Report on Air Operations activities to the Air Operations Branch Director.
- l. Advise Air Operations immediately if aircraft mission assignments are causing conflicts in the Air Traffic Control System.
- m. Report on incidents/accidents.
- n. Maintain Unit Log (ICS Form 214).

**AIR TANKER/FIXED WING COORDINATOR:** The Air Tanker/Fixed Wing Coordinator is primarily responsible for coordinating assigned air tanker and fixed wing operations at the incident. The Coordinator, who is always airborne, reports to the Air Tactical Group Supervisor. Activation of this position is contingent upon the need or upon complexity of the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Air Tactical Group Supervisor.
- c. Determine what aircraft are operating within incident area of assignment.
- d. Survey incident area to determine situation, aircraft hazards and other potential problems.
- e. Coordinate the use of assigned ground to air and air to air communications frequencies with Air Tactical Group Supervisor, Communications Unit or local agency dispatch center and establish air to air radio frequencies.
- f. Ensure fixed wing aircraft know appropriate operating frequencies.
- g. Determine incident air tanker capabilities and limitations for specific assignments.
- h. Coordinate Air Traffic Control with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Helicopter Coordinator and Air Support Group (usually Helibase Manager) as the situation dictates.
- i. Determine and implement air safety requirement procedures and immediately correct unsafe practices or conditions.
- j. Receive assignments, brief pilots, assign missions, schedule flights and supervise fixed wing activities.

- k. Coordinate activities with Air Tactical Group Supervisor and Helicopter Coordinator personnel.
- l. Coordinate with Air Tactical Group Supervisor to assign geographical areas for fixed wing operations.
- m. Maintain continuous observation of fixed wing operating areas.
- n. Provide information to ground resources, if necessary.
- o. Inform Air Tactical Group Supervisor of overall incident conditions including aircraft malfunction or maintenance difficulties.
- p. Inform Air Tactical Group Supervisor when mission is completed and reassign fixed wing aircraft as directed.
- q. Request assistance or equipment as necessary.
- r. Report incidents or accidents to Air Operations Branch Director immediately.
- s. Maintain Unit Log (ICS Form 214).

**HELICOPTER COORDINATOR:** The Helicopter Coordinator is primarily responsible for coordinating tactical or logistical helicopter mission(s) at the incident. The Helicopter Coordinator can be airborne or on the ground operating from a high vantage point. The Helicopter Coordinator reports to the Air Tactical Group Supervisor. Activation of this position is contingent upon the complexity of the incident and the number of helicopters assigned. There may be more than one Helicopter Coordinator assigned to an incident.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from the Air Tactical Group Supervisor.
- c. Determine what aircraft are operating within incident area of assignment.
- d. Survey assigned incident area to determine situation, aircraft hazards and other potential problems.
- e. Coordinate Air Traffic Control with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Air Tanker/Fixed Wing Coordinator and the Air Support Group (usually Helibase Manager) as the situation dictates.
- f. Coordinate the use of assigned ground to air and air to air communications frequencies with the Air Tactical Group Supervisor, Communications Unit or local agency dispatch center.
- g. Ensure that all assigned helicopters know appropriate operating frequencies.
- h. Coordinate geographical areas for helicopter operations with Air Tactical Group Supervisor and make assignments.
- i. Determine and implement air safety requirements and procedures.
- j. Immediately corrects unsafe practices or conditions.
- k. Ensure that approved night flying procedures are in operation.
- l. Receive assignments, brief pilots, assign missions and supervise helicopter activities.
- m. Coordinate activities with Air Tactical Group Supervisor, Air Tanker/Fixed Wing Coordinator, Air Support Group and ground personnel.
- n. Coordinate with Air Tactical Group Supervisor in establishing locations and takeoff and landing patterns for helibase(s) and helispot(s).
- o. Maintain continuous observation of assigned helicopter operating area and inform Air Tactical Group Supervisor of incident conditions including any aircraft malfunction or maintenance difficulties and anything that may affect the incident.
- p. Inform Air Tactical Group Supervisor when mission is completed and reassign helicopter as directed.
- q. Request assistance or equipment as required.

- r. Report incidents or accidents to Air Operations Branch Director and Air Tactical Group Supervisor immediately.
- s. Maintain Unit Log (ICS Form 214).

### **AIR OPERATIONS CONSIDERATIONS**

Pre-plan aviation operations in advance to meet aircraft support needs. The following points should be considered when aircraft are used on an incident:

**Communications:** Aircraft should not be used until communications (both ground-to-air and air-to-air) with contact and control personnel have been established and understood.

#### **Pilot Briefing Checklist:**

- a. Overall plan for next day's strategy and tactics.
- b. Smoke conditions.
- c. Visibility limits at the incident and airports – fly with aircraft landing/taxi lights on.
- d. Established flight routes, helispot locations, marking, etc.
- e. Flight path obstructions – wires, towers, etc.
- f. Topographic problems.
- g. Working altitude – mean sea level (MSL).
- h. Local wind turbulence.
- i. High wind predictions.
- j. Known downdraft areas.
- k. Other aircraft operations over the incident.
- l. Temporary Flight Restrictions (TFR).
- m. Work schedules.
- n. Flight and duty limitations.
- o. Communications frequencies.
- p. Parking areas.
- q. Taxi ways.
- r. Fueling procedures.

#### **Airport Facilities and Procedures:**

##### Facilities:

- a. Check out available facilities (FAA towers, flight service stations (FSS), emergency tower operational needs).
- b. Airport areas for assigned loading, unloading, and parking for retardant aircraft, helicopters, cargo and transport aircraft.
- c. Location for office space, phone communication facilities, ramp personnel for loading and unloading and eating and sleeping accommodations.
- d. Other items such as crash trucks, major or minor repairs for aircraft, forklifts, APU's and passenger stairs available for use.

##### Procedures:

- a. Meet with airport manager and Federal Aviation Administration (FAA), tower, or light service station personnel who can assist operations and provide valuable information.
- b. Check out landing, take-off, taxiing procedures and radio frequencies used at airport.