UNITED STATES OF AMERICA
DEPARTMENT OF AGRICULTURE
FOREST SERVICE
ROCKY MOUNTAIN REGION

AVIATION OPERATIONS PLAN

2004

Prepared by __/s/ *Thomas Landon*_____-- Date 01/21/04
Tom Landon, Regional Aviation Officer

Prepared by__/s/ Ivan Pupulidy_____--Date 01/21/04

Review by ___*/s/ Mark Boche*_____ -- Date 2/18/2004
Mark Boche, Director, State & Private Forestry

Concurred with _/s/ Frank Sapio_____ _-- Date 3/07/04_
Director, Forest Health Technology Enterprise Team

Concurred with /s/ William C. Fox_____ Date 2/19/04
Bill Fox, Regional Special Agent

Approved by _/s/ *Richard Stern _(acting)*_____ - Date_04/08/2004
Rick Cables, Regional Forester

TABLE OF CONTENTS

ROCKY MOUNTAIN REGION
AVIATION MANAGEMENT PLAN

PURPOSE

The Rocky Mountain Region, Aviation Management Plan defines the aviation program in Region 2. This Plan identifies the responsibilities of the Regional Aviation program and also identifies each position within the organization, along with their respective tasks and responsibilities.

This Plan also addresses the operating policies of Region 2 aviation and identifies the methods used to implement these programs. The operational policies and methods used are intended to be consistent with national policy and Federal Aviation Regulations (FAR's).

The Regional Aviation Accident Prevention Plan, template for the Forest Homeland Security Plan, Flight Following Guide, Forest Health Aviation Plan and Regional Homeland Security Plan is attached in the supplement section. *(Note, Regional Homeland Security Plan is only available in a hardcopy).*

The National Aviation Management Plan; the Regional Aviation Management Plan; the Forest Aviation Plan; and an annually updated Incident/Accident Response Guide, Homeland Security Plan and Flight Following Guide, should be assembled in one binder and used by the Forests as reference and guidance in planning and executing their aviation programs and projects. Forest Service 5700 Manual, aviation related handbooks, and aviation guides (Interagency Helicopter Operations Guide, Interagency Leadplane Operations Guide, Interagency Helirappel Guide, Aerial Ignition Guide etc.) should also be available for use when needed.

AVIATION MANAGEMENT OBJECTIVE AND OPERATIONAL PHILOSOPHY

The objective and philosophy of aviation management is to provide the Region a safe, cost-effective, and efficient aviation program. The intent of the Regional Aviation Group (RAG) is to maintain a competent, experienced technical staff at the Regional level to advise the Forests in aviation matters. All aviation operations performed within the Region will comply with national standards, published manuals, contracts, Regional guides and Directives, and Federal Aviation regulations.

RAG maintains close ties with each Forest through the Forest Aviation Officer (FAO). The relationship between RAG and the FAO is essential in maintaining a safe and efficient operation. One of the primary roles of RAG is to provide support and guidance to the Forest through the FAO. This partnership is the cornerstone of the Regional aviation program.

The stated policy of the Regional Aviation Group is to follow all applicable rules and regulations pertaining to aviation. These rules and regulations are found in Forest Service 5700 Manual and Forest Service Handbooks. No deviations from approved policy and rules will be allowed without prior, written approval from the Regional Forester.

PROGRAM OVERVIEW

Region 2 aviation activities involve contracted and Forest Service owned aircraft. Yearly flight times vary depending on fire severity. The majority of the aircraft crews, aircraft and maintenance support is provided by

commercial operators through contracts and rental agreements. A small portion is provided by cooperating agencies, including other federal or state fire fighting organizations or military units.

The Regional Aviation Group operates four fixed wing aircraft. The aviation program includes the following missions and activities:

- Leadplanes: For safety and mission effectiveness, FS pilots fly the Fix wing Aircraft to lead and direct contract airtankers dropping fire retardant chemicals to suppress wildfires.

- Photo Mission: The Region manages an aircraft (currently a King Air A-100) and provides a pilot for the Forest Health Technology Enterprise Team. This aircraft is primarily used to take high resolution photos for the Forest Service and other land agencies. When not being used for photo missions, this aircraft is available for administrative or fire use.

- Forest Health Management Aerial Survey Program: Currently the Regional Aviation Group is providing an Aircraft(C-206) and a pilot for aerial sketch mapping. This project is on-going,and part of the National Forest Health Protection Aerial Survey Program. A National program which collects forest health data on over 350 million acres of forested land for the Forests.

- Airtankers: Contractor owned and operated multi and single engine airtankers operate from interagency airtanker bases to drop retardant on wildfires to assist ground fire fighting resources. In addition, a limited number of Air Force Reserve and National Guard C-130's are available and could be activated and equipped with a MAFFS (Modular Airborne Fire Fighting System) unit under special circumstances.

- Type II Helicopter: The Region hosts a National Type II Exclusive Use Helicopter located in Durango, Colorado. This contract and support personnel and equipment are funded for national large fire support. When not assigned to support large fires, this helicopter and crew are available for Initial Attack, project work, RX burning, aerial ignition, etc.

- Helirappel: Heli-rappelling is the deployment of qualified personnel from a hovering helicopter by means of an approved rope, descent device, and ancillary equipment. The rappel is smooth, controlled, expeditious descent to the ground. Currently, 3 bases perform the Cargo Let Down portion of heli-rappelling. As funding is made available the Durango helicopter will become involved in heli-rappel operations, and there are other exclusive use helicopter crews evaluating the feasibility of a rappel program.

- Helitack: Initial attack helitack personnel are stationed throughout the Region at helitack bases for rapid response to wildfires. They are transported in exclusive use contract helicopters, also equipped for dropping water or chemicals with buckets or fixed drop tanks. Backup helitack modules using call when needed helicopters are mobilized during periods of heavy fire activity, or to accomplish project work when exclusive use helicopters are not available.

- Observation/Reconnaissance: Contract, rental agreement and FS owned and operated airplanes and helicopters are used for fire detection, aerial attack, forest pest and resource surveys.

ORGANIZATION AND STAFFING

The Regional aviation organization is structured as follows:

Director of State and Private Forestry.

Regional Aviation Safety Officer (RASO) reports to the Director of State and Private Forestry, and is a key member of the Regional Aviation Group. The RASO is the lead person in the Regional aviation safety program, and advises the Director, the Regional Aviation Officer, line officers and the Forest Aviation Officers in all matters pertaining to aviation safety. The RASO is the focal point for the Region's aviation safety program. The RASO provides concepts, principles and procedures to fully integrate aviation safety practices into operational activities. The RASO conducts evaluations and appraisals to determine the level of compliance with controls and the effectiveness of aviation safety efforts, and recommends actions to improve accident prevention activities. The RASO is also the focal point for receiving and processing all aviation incident reports . The SAFECOM, (FS 5700-14) is the report that is filed by anyone when an aviation incident or hazard occurs. The RASO will then review the report, investigate the circumstances, and issue a report for general distribution. The purpose of the SAFECOM system is to aid in identifying problem areas and increase accident prevention activities and awareness.

Regional Aviation Officer (RAO) also reports to the Director of State and Private Forestry, and is primarily responsible for providing Regional aviation management program leadership. The RAO is responsible for providing guidance, advice and support to the Forest Aviation Officers (FAO) from each National Forest in the Rocky Mountain Region. As leader of the Regional Aviation Group, the RAO is responsible for maintaining a fully qualified aviation staff in order to support the forests in all phases of aviation activities. The Regional Aviation Officer serves as pilot-in-command of airplanes involved in fire suppression missions and other Forest Service flying activities, and is responsible for setting goals to achieve aviation safety and efficiency in all aviation operations. The RAO is also responsible for communicating Forest Service values and risk assessment procedures to Forest Aviation Officers. The activities of the RAO are meant to unify the efforts of the Regional Aviation Staff and the Forests to develop a team approach in achieving safety goals and overall efficiency

Three **Regional pilots** report to the Regional Aviation Officer and serve as pilot-in-command of airplanes involved in fire suppression missions and other Forest Service flying activities. In conjunction with the flight duties, these pilots also serve as technical advisors to the Regional Aviation Officer in the formulation and management of Regional programs involving the use of aircraft to accomplish land management objectives. Their major duties include:

> Leadplane: As a primary fire fighter and national fire resource, the leadplane pilots adhere to the Interagency Leadplane Operations Guide (ILOG).
>
> Zone Aviation Officer: Annually the Forest Aviation Officer (FAO) will assess the Forest's aviation needs. Based on those needs, the Zone Aviation Officer will develop an appointment schedule with the vendor contractors, and visit each vendor to check for compliance with Federal Aviation Regulations (FARs), as well as compliance with Forest Service contracts and/or rental agreements . After assuring mission readiness, the Zone Aviation Officer issues an interagency approval card.
>
> Regional Program Management: The Regional pilots also have responsibility for management of the Regional airtanker/large aircraft program, single engine airtanker (SEAT) program, air attack pilot training and approval, and air attack platform approval and contracting.
>
> Training and Support: The Regional pilots are available to the Forests to conduct aviation related training such as aerial observer, chief of party, and aviation safety. In addition, the Regional pilots may be called upon to support the National Office's I.R. detection program.

The **Regional photo pilot** will serve as Pilot in Command of assigned U.S. Government aircraft. The Photo Pilot will use sound judgment in planning and conducting flight operations, and shall maintain currency and

proficiency in accordance with Federal Aviation Regulations and FSM 5700. The Regional photo pilot reports directly to the RAO and works closely with the Forest Health Group. As with all aviation personnel, the Regional photo pilot contributes to the aviation safety program by advising the RASO and the RAO of any problems or hazards pertaining to aircraft operations.

The **Regional Helicopter Operations Specialist (HOS)** serves as a technical representative and reports directly to the Regional Aviation Officer. The HOS must be an expert in the field of helicopter operations. This includes such areas as helicopter rappelling, aerial ignition, long line operations, transportation of hazardous materials and helicopter safety.

The HOS must maintain a close working relationship with the National Helicopter Inspection Team for technical support. The main focus of this position is to ensure safe and efficient helicopter operations on the National Forests within Region 2. The HOS also has collateral interagency duties including training and helibase inspections as requested by the cooperating agencies, or the National Office.

The HOS trains and certifies all helicopter managers and helicopter specialty skill positions in Region 2. Additionally, the HOS sets up the exclusive use and call-when-needed contracts, as requested by the Forests. This position also evaluates helicopter programs and initiates recommendations for changes required to conform with written policy. The HOS ensures compliance with Forest Service Manual direction and the Interagency Helicopter Operations Guide (IHOG).

Annually, the HOS conducts the Regional Interagency Helicopter Managers' Workshop and presents call-when-needed training as requested. In addition, the Helicopter Operations Specialist assists the Forests in conducting other helicopter training such as Interagency Helicopter Training (S-217), Basic Air Operations (S-270) and Helibase Manager (S-371). Seasonally, the HOS conducts a safety/service visit to each Forest Service exclusive use helibase, and also conducts a base readiness review periodically, or when requested.

The Helicopter Operations Specialist contributes to the regional aviation safety program by advising the RASO and, the RAO of any safety problems or hazards associated with the helicopter program and assists in helicopter incident/accident investigation as directed by the RASO.

The Aircraft Maintenance Inspector/Regional Maintenance Specialist serves as a technical advisor and reports directly to the Regional Aviation Officer. The maintenance specialist provides aircraft airworthiness expertise to the Forests and the Regional Aviation Group. The maintenance specialist verifies contract compliance on all regionally procured aircraft. The maintenance specialist, along with the Regional Aviation Officer, is authorized to return to “contract availability” any aircraft removed from service for mechanical deficiency, after the necessary work has been performed and documented by a qualified aircraft mechanic.

The Aviation Maintenance Specialist is a highly trained, licensed Aircraft Maintenance Technician, (Airframe and Power plant) and holds an Inspector Authorization (IA) issued by the Federal Aviation Administration. The Inspector Authorization allows the Aviation Maintenance Specialist to exercise the privileges of their certificate on Forest Service owned aircraft.

The Aviation Maintenance Specialist also works with the National Office on maintenance related activities. The Aviation Maintenance Specialist is the Contracting Officer's Representative (COR) on the aircraft maintenance contracts for the WCF fleet. As the COR, the Aviation Maintenance Specialist must work closely with the Regional Contracting Officer and aircraft maintenance contractors to ensure contract compliance and quality repair work. The Aviation Maintenance Specialist is the primary contact for all aircraft repairs and inspections that may affect airworthiness.

The Aviation Maintenance Specialist contributes to the aviation safety program by advising the RASO and the RAO of any problems or hazards pertaining to aircraft maintenance issues, and assists in incident/accident investigation as directed by the RASO.

FOREST AVIATION OPERATIONS

As stated in FSM 5704.6, the Forest Supervisor has responsibility for all Forest aviation activities. By manual supplement, the Forest Supervisor delegates that authority to the Forest Aviation Officer (FAO).

The FAO is responsible for all aviation related programs on their Forest including supervision of aviation activities, aircraft and pilot inspections, training, and safety. The FAO is also the Contracting Officer's Representative (COR) on Forest aircraft contracts and rental agreements. The FAO assures there is enough rental aircraft contracted to accommodate the Forest's needs throughout the year. This includes contacting FAR 135 operators and arranging inspections with the aviation group. The FAO is also responsible for updating the Forest Aviation Plan, Homeland Security Plan, Incident/Accident Response Guide,and the Forest Aviation Hazard maps.

All Forest Service Employees are responsible for reporting to the appropriate authority any Forest Service aviation activity observed which they believe to be conducted in a hazardous manner.

AVIATION MANAGEMENT ACTIVITIES

Overall direction and guidance for the Regional aviation program can be found in FSM 5700, its associated handbooks and Regional supplements. Further guidance for the aviation program comes from requests from the field and from user groups such as Forest Fire Management Officers (FMO's) and project managers.

Inspections of pilots and aircraft shall be conducted by Regional aviation inspectors in accordance with National policy and direction found in FSM 5712.12. The Contracting Officer (CO) or the FAO will request that the Regional Aviation Group inspect and card the aircraft, pilots, and support equipment for all aircraft under contract or rental agreement to the Region.

National Fire Resources are assigned to the Regions for certain periods of the year, normally during the Region's fire season. These resources are under national contract, but are assigned to the Region for management and control.

> Leadplanes are national fire resources permanently assigned to a Region for management and staffing. These aircraft and pilots are considered national resources, and fire use is considered their primary duty, however leadplanes and their crews are available for other duties when not assigned to fire activities.
>
> Multi-engine airtankers are considered by the Forest Service as primary national resources and, as of this time, are the only airtankers considered for contract. "MAFFS" is an acronym for "Modular Airborne Fire Fighting System" and was designed for use in military C-130 aircraft. This system is capable of delivering 3000 gallons of retardant to the fire. MAFFS aircraft are used only when all contract airtankers are committed or unavailable.

Smokejumper/Cargo Aircraft, Infrared Detection and Mapping programs are operated through the National Office in Boise, Idaho. Services are available on request through the National Interagency Coordination Center (NICC), also located in Boise.

Large Transport Aircraft are contracted nationally and are available through NICC.

Type I and Type II Helicopters are also under a national contract, however, as with the airtankers, may be assigned to the Region.

Type III Helicopters are contracted Regionally and are administered by the Forest to which they are assigned.

Light Aircraft are generally procured through a blanket purchase agreement (BPA), and the Forest that issues the BPA manages their use. These aircraft are required to be operated under FAR 135.

Other Fire Resources and Activities

Reconnaissance - BPA or contracted aircraft used by the forests for recon are required to be equipped per mission specifications outlined in the agreement.

Single-Engine Airtankers: The use and operation of these airtankers is addressed in FSM 5700.

Aircraft Availability and Ordering

Forest Service Owned Aircraft: The fire mission takes precedence on their use, otherwise they are available as needed.

Rental Agreement Aircraft (BPA): Costs for these aircraft are on a per hour flight rate, plus standby. Aviation Management or Rocky Mountain Area Coordination Center (RMCC) is available to help determine the best suited aircraft for the mission.

Helicopters: Both Exclusive Use and Call-When-Needed helicopters are available for mission or project work.

All requests for aircraft, other then scheduled air carriers, will be ordered through the local dispatch center. Requests should be made as far in advance as practical. The following information should be provided:

1. Chief of party
2. Departure point
3. Destination
4. Dates and time
5. Purpose of the flight
6. Number, names, and weight of passengers
7. Weight and bulk of cargo and baggage
8. Management Code(s) for charges

OPERATIONAL POLICY

Aviation operations will comply with Federal Aviation Regulations, Forest Service Health and Safety Code (FSH 6709.11), ILOG (Interagency Leadplane Operations Guide), IHOG (Interagency Helicopter Operations Guide) and Flight Operations Handbook (FSH 5709.16), as supplemented by the region and forest.

Aircraft Data Cards

Any aircraft utilized for official Forest Service business must have been approved by the Forest Service or the Office of Aircraft Services (OAS), and shall have on board a current approval card. The aircraft data card will show the missions for which the aircraft is certified. It is important for the traveler to verify the data card:

1. Is current
2. Belongs to that aircraft
3. Approves that aircraft for the mission to be flown

Pilot Qualification Cards

All pilots utilized for official Forest Service missions shall be approved for the aircraft and type mission to be flown. Information will be documented on the airplane pilot qualification card. The pilot card should be checked for:

1. Card currency
2. Pilot qualifications for the aircraft to be flown
3. Pilot qualifications for the mission to be flown

Pilot Duty Limitations

All pilots flying Forest Service missions shall be limited to the following tours of duty:

1. Flight time shall not exceed a total of 8 hours per day.
2. Flight time shall not exceed a total of 42 hours in any consecutive six days.
3. Pilots accumulating 36 to 42 hours of flying in any 6 consecutive days shall be off duty the following full calendar day.
4. Within any 24 hour period, pilots shall have a minimum of 10 consecutive hours off duty.
5. Duty includes flight time, ground duty of any kind, and standby or alert status at any location.
6. During any 14 day period, pilots shall be off duty for two full calendar days. Days off need not be consecutive.
7. A duty day is any day a flight is made, or four or more hours of duty is performed.

Instrument Flight

Instrument Flight Rules (IFR) refer to flight by reference to the aircraft instruments, or when the flight cannot be conducted by outside visual references. All pilots approved for Forest Service use will be instrument qualified and current, the aircraft they are flying may not be, so it is important to check the aircraft approval card for that information.

Minimum Engine Requirements for Aircraft

All aircraft flown on Forest Service missions within Region Two will have the following minimum engine requirements:

* Single engine, 225 hp. Less than 225 hp must be turbo charged with a minimum of 200 hp.

* Multi-engine, 260 hp for each engine. Less than 260 hp must be turbo charged with a minimum of 200 hp. **For operations under instrument me terologic conditions (IMC) or where IMC is forcast for the destination,departture or along the route of flight (especially where VFR is not recommended):** The pilot must be able to demonstrate by use of performance charts, that they can maintain terrain clearance, single engine, five miles either side of intended track for the anticipated route of flight. Pilots must also be able to demonstrate the ability to maintain 50 foot per minute rate of climb and directional control, at takeoff condition with the critical engine inoperative. The pilot must also demistrate that at single engine maximum rate of clim, terrain clearance can be maintained in the proximity of the airport such that the aircraft can be maneuvered to a position where safe landing can be accomplished.

* Deviations from the minimum engine requirements may be given by the Regional Aviation Officer.

Single-Engine Aircraft

Single engine carriage of passengers at night is prohibited. Night is that period of 30 minutes after official sunset until 30 minutes prior to official sunrise. Pilots may, with Regional management approval, deadhead an aircraft or carry freight at night without passengers.

Single engine aircraft shall not be used for IFR.

Low Level Flight

Except for airplane takeoffs and landings and those airplanes and pilots approved for leadplane operations, no portion of any flight shall be conducted at an altitude of less than 500 feet above the surrounding terrain.

Transportation of Hazardous Materials

Air carriage of any material classified as a hazardous material (gasoline, oil, hydraulic fluids, explosives, incendiary devices, etc) must comply with49 CFR Parts 171-180 or in accordence with Forest Service, DOT Grant of Excemption (DOT-E 7700).

Transportation of Gasoline in baggage and passenger compartments of helicopters must be in accordance with the Forest Service, DOT Grant of Exemption (Dot-E 7700) and the Interagency Aviation Transport of Hazardous Materials Guide.

Transportation of fire line explosives in aircraft and helicopters must be in accordance with DOT-E 7700.

Law Enforcement Actions and Procedures

Forest Service Law Enforcement Personnel (as defined in FSM 5305) or those personnel from other agencies who have been cross designated by the USFS may carry weapons on board any owned, leased or contracted Forest Service aircraft.

All Law Enforcement missions will be conducted in accorance with the Regional Aviation Plan and Law Enforcement Handbook FSH 5309.11 Chapters 50&80,. unless otherwise authorized by the Regional Forester.

As per FSH 5309.11 chapter 50, any prisoners, other than inmate fire crews, carried on board any owned, leased or contracted Forest Service aircraft shall be restrained while onboard the aircraft.

Pilot Briefing

Safety briefings will be given to all contract pilots at the time they are carded for special mission use (see attached pilot safety brief). In addition, before each mission the pilot will be briefed on:

1. The nature and purpose of the mission.
2. Hazards associated with the mission.
3. Safety procedures to be followed during mission.
4. Roles and responsibilities of each person involved.

Authorized Passengers and Flights

Flights must be for official business only, and all passengers must be listed on the flight manifest.

DISPATCHING AND CONTROLLING FLIGHTS

Ordering and Dispatching

All flights by Forest personnel on Forest Service, contract, or rental aircraft will be ordered and dispatched through the local Forest dispatch or Rocky Mountain Area Coordination Center (RMACC).

Flight Plan

An FAA flight plan or a Forest flight plan shall be on file for all flights. Aircraft on special mission flights, other than airport to airport, shall have a Forest Service flight plan and flight follow with the appropriate dispatch at the designated time intervals. Radio contact will be maintained on a pre-designated forest or flight following frequency.

Pilot/Observer responsibilities:

1. Position reports to dispatch at 15 minute intervals.
2. Report any unplanned direction changes.

3. Report any malfunctions or occurrences deviating from normal operations
4. In the event of lost radio contact with dispatch, attempt to re-establish contact with another unit. If unable, terminate mission and land at nearest suitable airport and call dispatch by phone.
5. Close out flight plan with dispatch at termination of flight.

Dispatcher responsibilities:

1. Log time, aircraft number, and location with each call.
2. Attempt to re-establish radio contact after any 15 minute period when no radio transmissions have been received.
3. Remain within hearing distance of the radio to receive any transmissions.
4. Initiate overdue/missing aircraft procedures at the end of a 30 minute period when there has been no contact with the aircraft.
5. Assure the mission has terminated safely before closing the flight plan.

Overdue/Missing/Crashed Aircraft Procedures
In the event that a Forest Service owned, leased, or contract aircraft is determined to be overdue, missing, or crashed, follow procedures outlined in the Aviation Incident/Accident Response Guide.

PERSONNEL MANAGEMENT

Employee Training and Development is the responsibility of management. Necessary training and career development opportunities will be provided to members of the aviation team in order to expand and improve job performance, or correct deficiencies. It is also incumbent upon management to provide opportunities for employee development and growth within the confines of the organization, both Nationally and Regionally. These principles must be applied without bias or prejudice.

Recruitment

The work force within the Regional aviation program must be highly trained, skilled, and competent in the performance of their assigned tasks. Employees must be receptive to new ideas and ways of doing business. They must be aware of the hazards associated with their highly specialized mission, and always maintain a safety first attitude . It is the responsibility of management to assure that these principles are met.

The Regional aviation program should reflect the national distribution of diversity of persons within the related fields of aviation. Efforts will be made to encourage experienced, knowledgeable, and competent people regardless of race, gender, or cultural heritage.

The regional aviation organization shall not deny employment, continued employment, or career advancement in any way contrary to federal law or mandate. The Regional aviation organization will not tolerate or support interference of anyone's performance or career for reasons of discrimination, such as bias or harassment, racial or otherwise.

Qualifications, Standards, and Certification

Forest Service pilots are required to meet the qualifications and training requirements as defined in the Flight Operations Handbook (FSM 5709.16). Regional policy is to provide training opportunities to maintain currency of all ratings and/or licenses deemed necessary and appropriate to the performance of the job. It is the responsibility of management to insure these objectives are met.

Cooperator Pilots qualification criteria is found in FSM 5712.14. These pilots must meet the same flight time, experience, and training requirements as contract pilots performing similar missions.

Military Pilots (Reference FSM 5713.43) The use of military pilots must be covered by an appropriate National or Regional Memorandum of Understanding (MOU).

Contract Pilots requirements are covered in FSM 5703.3. Contract pilots must be licensed, rated, and current, as stipulated in FAR 61, 91, 135, 121, 133, or 137, whichever applies. These pilots shall be approved by agency pilot inspectors to perform those tasks required under the contract or rental agreement for which they are employed.

Technical Specialists have recognized skills, knowledge, and mastery of their respective technical fields of expertise.

DEFINITIONS and ABBREVIATIONS

AGL - Above ground level.

Aircraft - A device that is used or intended to be used for flight in the air.

Airplane - An engine driven fixed wing aircraft heavier than air that is supported in flight by the dynamic reaction of the air against its wings.

Alternate airport - An airport at which an aircraft may land if a landing at the intended airport becomes inadvisable.

Base Heliport - A permanent facility for helicopter operations, usually a home base for personnel and helicopters.

BIFC - Boise Interagency Fire Center.

BLM - Bureau of Land Management.

BPA - Blanket purchase agreement. A rental agreement allowing the Forest Service to purchase aircraft services.

Civil Aircraft - Aircraft other than public aircraft.

Cloud Proximity - The distance an aircraft is from the clouds. For VFR flight FARs require an aircraft to remain a given distance from any clouds. The distance depends on whether the aircraft is in controlled or uncontrolled airspace.

Crew Member - A person assigned to perform duty in an aircraft during flight time.

Density Altitude - A performance term. High altitude, high temperatures, and high moisture contents all contribute to high density altitude conditions. Thin air, a result of a high density altitude, reduces aircraft performance through reduced propeller, rotor and wing efficiency.

ELT - Emergency locator transmitter. A radio device sending a emergency signal for search and rescue purposes.

Flaps - Devices on the trailing edges of the wings that provide additional lift and drag.

FAA - Federal Aviation Administration.

FAO - Forest Aviation Officer. Individual responsible for coordinating, training, supervising and inspecting all phases of aviation activities for their Forests.

FAR - Federal Aviation Regulation.

Flight Following - Communications system where positive aircraft location is continually monitored by a ground station. Flight following may be accomplished by either FAA or Forest Service.

Flight visibility - The average forward horizontal distance from the cockpit of an aircraft in flight which prominent unlighted objects may be seen and identified by day.

FSS - Flight Service Station. The FAA air traffic facilities providing pilot briefings and information for communications, weather, airport, and search and rescue services.

Ground Visibility - The prevailing horizontal near the earth's surface.

Gross Weight - The total weight of an aircraft including crew, fuel, passengers, cargo, and special equipment.

Helicopter - A rotorcraft that for its horizontal motion depends on its engine driven rotors.

Heliport (Base) - A permanent facility for helicopter operations. Normally a home base for helicopters and personnel.

Helispot - A natural or improved takeoff and landing site intended for occasional use. Generally there are no service facilities.

IFR - Instrument Flight Rules. A type of flight plan that is required when the basic weather is less than 3 miles visibility, a 1,000, ceiling and the aircraft cannot remain clear of the clouds. Special aircraft and pilot certification is required.

Incident -An occurrence out of the normal realm of every day operations and may have the potential to lead to an accident.

Instrument Flight - Flight made by the sole reference to instruments inside the aircraft. Special pilot and aircraft certification is required to accomplish flight by reference to instruments.

Large Aircraft - Aircraft of more than 12,500 pounds maximum certified takeoff weight.

Light Aircraft - Aircraft of less than 12,500 pounds maximum certified takeoff weight.

Light Helicopter - A helicopter with a maximum gross takeoff and landing weight of 6,000 pounds and below.

Medium Helicopter - A helicopter with a maximum gross takeoff and landing weights from 6,001 to 12,500 pounds.

MTR - Military Training Route. Designated routes utilized by the Department of Defense for military training. Aircraft are often in close proximity to the ground.

OAS - Office of Aircraft Services. The service organization supplying aviation services to the Department of Interior.

Pax - Passengers.

Payload - The combined weight of passengers and/or cargo carried on board the aircraft.

Pilot in Command - The pilot responsible for the operation and safety of an aircraft and its occupants during flight.

Public Aircraft - Aircraft used only in the service of a government or political party.

Performance Charts - Charts, tables or graphs provided by the manufacturer for use in determining various aspects of aircraft performance.

RAO - Regional Aviation Officer.

Restricted Area - Airspace designated by the FAA under the Federal Aviation Regulations within which the flight of aircraft, while not wholly prohibited is subject to restriction.

Useful Load - The difference between empty weight and gross weight.

VFR - Visual flight rules. The flight rules utilized for flight when basic weather is better than 3 miles visibility and a 1,0001 ceiling and positive control by air traffic control is not desired.

VOR - Visual Omni Range. A high frequency navigation transmitter utilized by aircraft to determine azimuth information for navigation purposes.

WCF – Working Capital Fund. An accounting processs for Forest Service own and operated aircraft.

Regional Aviation Group Organization:

Ivan Pupulidy	Regional Aviation Safety Officer	Home 303 973-4041 Office 303 275-5711 Cell 720 480-0495
Tom Landon	Regional Aviation Officer	Home 303 670-4457 Office 303 275-5740 Cell 303 886-2124
Hank Dominguez	Regional HOS	Home 303 622-4727 Office 303 439-0388 Cell 303 886-2125
Vacant	Leadplane Pilot	Office
Bill Snyder	Regional Photo Pilot	Office 303 439-0337 Cell 720 480-0493
Vacant	Regional Maintenance Officer	Office

ROCKY MOUNTAIN REGION

AVIATION SAFETY MANAGEMENT PLAN

Aviation Safety Plan

a. General. The Region considers it essential to safeguard against human injury, property loss and damage to the environment. The development of an aviation safety plan promotes those objectives, which include minimizing injuries, losses and damage resulting from FS aviation operations, consistent with effective mission accomplishment and cost effectiveness.

The general method chosen to accomplish this objective is to use all reasonable means to prevent accidents. The primary determinate for success in preventing accidents is attitude. It is absolutely essential that all individuals involved in aviation operations are alert and aware of the potential risks involved in aviation operations. Recognizing these risks is a first step in planning how to best reduce the risks through risk analysis and management. All personnel are accountable in recognizing potential hazards and how to warn others regarding the health and safety of associates. Managers, and employees, are accountable for promoting and exercising safety awareness, and practice, encourage, and support risk management and adherence to established standards and procedures. See IHOG, Project Aviation Safety Plan for an outline and guidance in developing this Plan.

b. Safety Awareness

Safety awareness is a special kind of psychological human behavior. It means knowing how to do the job or mission properly before starting it. It is aided by the knowledge of established FS policies, standards, and procedures applicable and following them consistently. It means that where operational decisions must be made, they are made prudently; with safety given priority over mission accomplishment. It means taking the effort to provide the care and welfare of your colleague, whether a crewmember, passenger, or project support staff. With the working knowledge of risk assessment, incidents and mishaps can be minimized.

c. Aviation Safety Briefings

An aviation safety briefing is considered to be an integral part of all flight operations. Such briefings will be held for all flight projects, pre-work contract meetings, firefighting missions, and when special mission requirements require working outside normal FS procedures. The local aviation manager is responsible for ensuring safety briefings are being conducted. Some crews may benefit from additional post flight briefings when coordination, mission changes, or emergent hazards must be addressed. Safety briefings should be conducted daily. If additional safety briefings are required due to changing situations such as personnel, weather, hazards, or mishaps; they will be conducted at the earliest opportunity possible.

RISK MANAGEMENT

Risk management is a continuous process designed to detect, assess, and control risk while enhancing performance and maximizing Forest Service capabilities for mission accomplishment.

a. Authority

Title 29, Code of Federal Regulations, part 1960.8, Agency Responsibilities (29 CFR 1960.8).

b. Objective

1. To systematically integrate risk management principles and practices into the Regional Forest Service aviation culture, organizations, systems, operations and activities, and individual behavior.

2. To provide a methodology for identifying, assessing, and managing risk encountered during Forest Service operations and activities.

3. To have managers and supervisors of employees to effectively apply risk management by dedicating the time and resources necessary to incorporate risk management principles into the planning and execution processes of all operations and activities.

4. To protect Forest Service resources (employees, equipment, and property) through the application of risk management processes that involve an unequivocal commitment to a cultural change by leadership teams and management officials in order to capture the full power of risk management principles and shape this process in support of the Forest Service mission.

5. To enhance mission effectiveness and efficiency at all organizational levels by making application of risk management a routine part of Forest Service's business.

6. To achieve superior safety and health performance through a combination of proactive leadership, tasks performed to standard, teamwork, effective communications, and risk management.

c. Policy

1. Risk management shall be integrated into the planning stages of operations and activities as early as possible to provide decision makers the greatest opportunity to apply the risk management process.

2. Risk management shall be the principal risk-reduction process used by line officers, supervisors, and managers to identify and control hazards, and make informed risk acceptance decisions.

3. All employees shall strive to prevent failures during operations and activities that may result in injury, illness, and property damage.

4. All employees shall be made aware of the known hazards associated with each task associated with their operation or activity, and appraised of methods available to eliminate or reduce and protect them against the hazard.

5. Feedback shall be provided to risk management efforts in order to benefit future operations and activities.

6. Regional Forest Service leadership teams shall focus on continuous improvements in safety performance.

RESPONSIBILITY

Line Officers - Regional Forester, is responsible for:

1. Ensuring that they proactively manage hazards and associated risks to the level commensurate with the Forest Service goals and objectives during planning, programming, and execution of operations and activities.

2. Accepting or rejecting risk based on the benefit to be derived.

3. Elevating risk issues beyond their control or authority to higher-level decision makers

4. Ensuring that their leadership provides for hazard identification, analysis, and risk management process.

5. Establishing, endorsing, and ensuring compliance with operational safety policy, standards, and practices.

6. Accepting responsibility for effective hazard identification, analysis, and abatement.

7. Training and motivating supervisors and managers to use hazard identification and analysis processes to effectively reduce or eliminate hazard exposure to employees.

8. Ensuring that managers and supervisors take corrective action for safety and occupational health hazards identified in workplaces, work projects, and activities.

9. Involving the Regional Safety and Health manager in meetings, conferences, councils, working groups, and task forces to assist and advise management on safety and health matters.

10. Emphasizing risk management and accountability.

Supervisors and Managers of employees are responsible for:

1. Promoting the use of risk management processes and ensuring that employees use the process when executing work projects and activities.

2. Assessing risk and developing risk reduction options.

3. Consistently applying effective risk management principles and integrating risk controls into work projects and activities.

4. Elevating risk issues beyond their control or authority to higher-level decision makers for resolution.

Regional Aviation Safety Manager is responsible for:

1. Providing hazard identification, analysis, and risk management oversight and support.

2. Developing or coordinating hazard identification, assessment, and training materials for the application of risk management principles and practices.

3. Collecting and disseminating hazard identification, analysis, and risk management information.

4. Screening accident and incident reports for risk management applicability.

Employees are responsible for:

1. Maintaining a constant awareness of the changing risks associated with aviation projects and activities, and associated tasks.

2. Understanding, accepting, and implementing the risk management process.

3. Making supervisors and managers immediately aware of any high-risk procedures or unrealistic risk reduction measures.

DEFINITIONS

Administrative Controls. Provisions to control or reduce employee exposure to hazards by such means as job rotation schedules, limiting the total time of employee exposure to hazards, minimizing the number of employees exposed to hazards, implementation or changes to work/rest cycles, expanding employee awareness through training opportunities.

Corrective Actions. The actions taken to eliminate hazards or reduce their risk.

Engineering Controls. Physical controls, including operating limits. They eliminate or reduce the hazards associated with a task or activity by designing the hazard out of the process or by substituting a less hazardous product or process for one that has higher risk associated with it.

Hazard. A source of danger with the potential to cause illness, injury, or death to employees without regard to the likelihood or credibility of accident scenarios or consequence mitigation.

Hazard Controls. Design features; operating limits; and administrative or safety practices, processes, or procedures to prevent, control, or mitigate identified hazards.

Identified Risk. Risk that has been determined through analysis.

Residual Risk. The anticipated level of risk remaining after controls have been identified and selected for hazards that may result in loss.

Risk. The quantitative or qualitative expression of possible loss that considers both the probability that a hazard will cause harm and the consequences or severity of loss or adverse impact from exposure to various hazards.

Risk Management. The systematic process of identifying hazards, assessing risk, analyzing risk control options and measures, making control decisions, implementing control decisions, accepting residual risk, and supervising and reviewing the operation or activity for effectiveness. It enables line officers, managers and supervisors, and individual employees to maximize operational capabilities while minimizing risks. Risk management provides:

1. A comprehensive system for improving performance.

2. Training and tools to develop and enhance proactive attitudes and understand at-risk behaviors and activities related to the project or activity.

3. A continuous, sequential methodology consisting of steps that define the risk management process.

Risk Decision. The decision to accept or not accept the risk(s) associated with an action; made by a line officer, supervisor, manager, or individual responsible for performing that action.

System. A composite, at any level of complexity, of personnel, procedures, materials, tools, equipment, facilities, and software. The elements of this composite entity are used together in the intended operational environment to perform a given task or achieve a specific project requirement.

RISK MANAGEMENT PRINCIPLES

1. Accept No Unnecessary Risk. All Forest Service aviation operations and activities involve some level of risk. A decision to accept risk should be based on a commensurate return in terms of real benefits or available opportunities. The most logical choices for accomplishing operations and activities are those that meet all project requirements while exposing employees to the lowest acceptable risk.

2. Make Risk Decisions at the Appropriate Level. Risk decisions shall be made at the level that can allocate the resources to reduce the risk or eliminate the hazard and implement effective controls. By making risk decisions at the appropriate level establishes clear accountability. Those accountable for the success or failure of operations and activities must be included in the risk decision process.

3. Accept Risk When Benefits Outweigh the Cost. All potential benefits should be compared to all potential costs. The process of weighing risk against benefits or opportunities helps maximize unit capability.

4. Integrate Risk Management into Operations and Activities at All Levels. To effectively apply risk management, line officers must dedicate time and resources to integrate risk management principles and practices into planning and operations processes. **Risk management** is not an

add-on feature to the decision-making process, but rather a fully integrated element of planning and executing operations and activities.

RISK MANAGEMENT PROCESS

The risk management process is designed to detect, assess, and control risk by providing the basic structure for the detection, assessment, and sustained control of risk while enhancing performance and maximizing operational capabilities. Risk management encompasses the following six-steps:

1. Step 1 - Identifying the Hazards. This step involves the application of appropriate hazard identification techniques in order to identify hazards associated with an operation or activity.

2. Step 2 - Assessing the Risk. This step involves the application of quantitative or qualitative measures to determine the probability and severity or exposure to adverse outcomes resulting from exposure to a hazard.

3. Step 3 - Analyze Risk Control Measures. This step investigates specific strategies and controls that reduce or eliminate risk. Effective control measures reduce one of the three components (probability, severity, or exposure) of risk.

4. Step 4 - Selecting Risk Controls. This step involves decision makers at the appropriate level making decisions based upon analysis of overall costs and benefits. Decision-makers choose the most project supportive risk controls consistent with risk management principles (FSM 6741.1).

5. Step 5 - Implementing Risk Controls. This step entails execution of selected risk control measures. Once control measures have been analyzed, an implementation strategy needs to be developed and then applied by management and the work force. Implementation requires commitment of time and resources.

6. Step 6 - Supervising and Reviewing. This step requires line officers at every level to fulfill their respective roles in ensuring that control measures are sustained over time. Risk management is a process that continues throughout the life cycle of the system, mission, operation, or activity. Once controls are in place, the process must be routinely monitored to determine its effectiveness.

RISK MANAGEMENT METHODOLOGY

1. Apply the Risk Management Process Steps in Sequence. Each step is a building block for the next step. It is important to complete each step before proceeding to the next. For example, if the hazard identification step is interrupted to focus on control of a particular hazard before the identification step is complete, other, perhaps more important, hazards may be overlooked and the risk management process may be distorted. Until the hazard identification step is complete, it is not possible to properly prioritize risk control efforts.

2. Maintain Balance in the Process. All six steps of the risk management process are important. Assess the time and resources available for risk management activities and allocate them to the six steps in a manner most likely to produce the best overall result.

3. Apply the Process as a Cycle. Notice that the "Supervise and Review" step feeds back into the first step. It is this cyclic characteristic that generates the continuous improvement characteristics

of the risk management process. When the "Supervise and Review" step establishes that some risks have been significantly reduced, the hazard identification step is reapplied to find new hazard targets. In this way, the risk management process is continually reevaluating the risks.

4. Involve People Fully. The only way to assure the risk management process is effective and supported, is to provide for the full involvement of the people actually exposed to the risks. Take the time to periodically revalidate the risk management procedures and assure that they support the work project or activity, and are viewed by employees as positive.

Emergency Notification Checklist
(Revised January 23, 2004)

Follow your unit's Emergency Response Guide

Obtain the Following Information:

Callers Name and Phone Number:

Accident Location:

Number of Aircraft Involved

Type of Aircraft Involved:

Aircraft Owner:

Number of Personnel Onboard:

Number of Agency Personnel Onboard:

Agency Personnel Responding to the Incident:

Nature of the Emergency:

Verify that the caller is reporting an accident involving U. S. Forest Service personnel or aircraft. Ensure that the respective Forest Aviation Officer is notified and that their Emergency action plan has been activated. Notify the following personnel and remain available to provide additional information as required:

Accident Incident Notification List
(Updated January 23, 2004)

Regional Aviation Officer:

Tom Landon	Regional Aviation Officer	Home 303 670-4457 Office 303 275-5740 Cell 303 886-2124

Regional Aviation Safety Manger

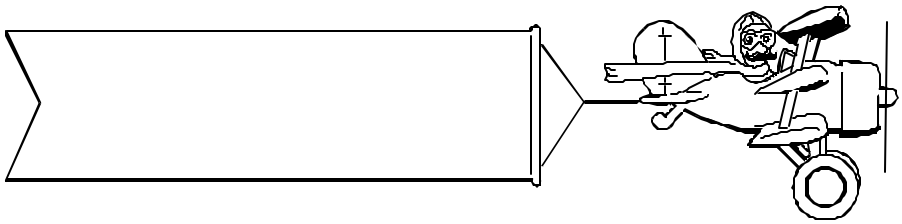
Ivan Pupulidy	Regional Aviation Safety Manager	Home 303 973-4041 Office 303 275-5711 Cell 720 480-0495

Helicopter Operations Specialist

Hank Dominguez	Regional HOS	Home 303 622-4727 Office 303 439-0388 Cell 303 886-2125

Supplements

AVIATION INCIDENT/ACCIDENT RESPONSE GUIDE



Reviewed by:	Date:

January 22, 2004

AIRCRAFT ACCIDENT/INCIDENT GENERAL INFORMATION

It is important that you take a few minutes to become familiar with this guide.

This guide establishes the actions to take in the event of an aircraft incident, accident, or search and rescue. The intent is for this guide to be reviewed and revised to fit the needs of the local user. The scope of this guide outlines the basic procedures necessary to activate all emergency, crash, search, rescue, and associated support services as rapidly and orderly as possible. **Only after local updating will this guide satisfy the needs of a thorough plan of action.** It is recommended that this guide be updated annually.

This guide has four major categories:

- **Missing Aircraft**
- **Overdue Aircraft**
- **Aircraft Accident - Aircraft Within Crash/Fire/Rescue Airport's Response Area.**
- **Aircraft Accident - Aircraft Away From Crash/Fire/Rescue Equipped Airport.**

Each category lists priorities and actions to follow.

Additional information is provided in the appendices to assist in the planning and execution phases of Crash, Search, and Rescue.

PLAN * ACT * INFORM * COORDINATE * LOCATE * RECOVER * SECURE * RECORD

Someone's Life May Depend on Your Actions

SIX THOUGHTS

Thoughts to consider in any aviation operation:

1. You are now in charge of a sacred trust, the safety of human lives.

2. You must not let undue pressure (expressed or implied) influence your judgment during the performance of this sacred trust.

3. You must be able to develop a team in which members must participate

and contribute to the safety of the operation.

4. You must delete “false pride,” “calculated risk,” “real world,” and “good enough for Government work” from your professional vocabulary.

5. You will not be criticized or stigmatized for any decision you make which will ensure added safety to an operation.

6. You must not let your actions instill the attitude of competition between pilots. This attitude may hinder their performance and may compromise the safety of the mission.

?AVIATION ACCIDENT/INCIDENT GENERAL INFORMATION ?

OVERDUE AIRCRAFT

An aircraft normally will be initially considered “overdue” when it has not completed a required check-in by radio or telephone within the time frame specified in the flight following request. This time frame may be an elapsed period of time such as “every 15 minutes” for reconnaissance flights or may be Estimated Time of Arrival at a destination or reporting point. Dispatchers or persons responsible for Flight Following are responsible for initiating actions and documenting all actions, contacts, conversations, and times, as specified by this guide. Remember, it is also important to notify all parties of any changes in status including locating the aircraft.

If overdue aircraft is located at its destination or with only communications problems preventing contact, cancel with all parties previously notified. If the overdue aircraft is not located before anticipated, fuel exhaustion or (better yet) at another time designated by the agency, declare the aircraft missing and proceed with the search and rescue (SAR) phase (see Missing Aircraft checklist).

Action Initiated And Time	**Date/Time Accomplished by:**	**Contact Action**	**Commercial**	**24-Hour Number**
Immediately at overdue time		Attempt radio contact via (direct or relay) or through telephone calls.		
15 minutes or as designated by agency		Continue attempts within agency (originating/destination airport, agency/location, etc.).		
30 minutes or as designated by agency		Contact vendor base for possible contact.		
		Call FAA Flight Service Station, giving flight information and request specific action desired: communication check, ramp checks, ELT reports (from SARSAT and/or known aircraft in area). SPECIFICALLY STATE THAT SAR PROCEDURES ARE NOT		

		REQUESTED AT THIS TIME.		
1 hour or when known fuel duration is exceeded.		Notify local agency aviation manager or next level aviation manager to determine if missing aircraft procedures should be activated.		

IF AIRCRAFT IS LOCATED AND HAS NOT EXPERIENCED A MISHAP, **CANCEL ANY SEARCH/RESCUE PROCEDURES THAT HAVE BEEN INITIATED,** AND COMPLETE SAFECOM.
IF AIRCRAFT IS DETERMINED TO BE MISSING, GO TO MISSING AIRCRAFT SECTION.

- OVERDUE AIRCRAFT –
-
MISSING AIRCRAFT

An aircraft is officially missing when its fuel duration, as reported on its request for flight following or as reported on it's FAA Flight Plan, has been exceeded and the aircraft's location is not known. Agencies have the option of instituting missing aircraft procedures at any time prior to fuel exhaustion time.

The Missing Aircraft designation requires that all the items on the following check list are completed and available for reference purposes when conducting this phase. Documentation of all actions, contacts, conversations, and time is an absolute necessity during the missing aircraft phase.

The Missing Aircraft phase cannot be conducted solely in-house by the agency. The National Search and Rescue (SAR) Plan requires coordination with SAR agencies.

Although one or two items in the sequence may be unknown at the time START THE ACTION. Keep an accurate written log and fill in the blanks as best you can.

As much as possible obtain the following information on the missing aircraft:
CAUTION: Do not announce over the radio the names of individuals involved in missing aircraft.
1. Name of pilot(s):
2. Name of passenger(s). How many?
3. Aircraft registration number "N" -
4. Type of aircraft -
5. Color of aircraft -
6. Type of mission -
7. Last known location, time, latitude, and longitude.
8. Point of takeoff and time.
9. Destination and ETA.

10. Was flight plan filed with FAA or Agency?
11. Fuel duration in hours and minutes.

(continue next page)

MISSING AIRCRAFT

Date/Time of Contact	Action	Telephone
	The FAA Flight Service Station (FSS) is the entry agency into the National SAR system. Pass all missing aircraft data to the FSS. The FSS will notify the Air Force Rescue Coordination Center (AFRCC) who, in turn, will coordinate with the proper state (Aeronautics or Emergency Services) or County (Sheriff or Emergency Services) as appropriate under the National SAR Plan.	
	After initial coordination, and if Agency aircraft are available, request a AFRCC assigned search number, search radio frequency, and approval to conduct a route search, or a grid search (specific area(s)). If Agency aircraft are not available, request an aerial search by the responsible SAR agency.	
	Continue coordination in-house and with other SAR agencies. Searches for missing aircraft may be short for local flights or may extend over several states and continue for several days for an aircraft missing on a cross country flight. **The documentation (recording) of all actions and activities is mandatory.**	

When the aircraft is located and has experienced a mishap, assure that all participating agencies are informed, then proceed immediately into the recovery phase. See Aircraft Accident procedures.

Note: Aerial search missions are potentially hazardous. Search aircraft must stay within their assigned and coordinated search area. A common search radio frequency is mandatory. The search aircraft making the “find” is further exposed to hazards due to excitement and desire to help. Brief on (1) the danger of crashing at the crash site and (2) when the find is announced on the search frequency, all search aircraft clear the area unless specifically requested to participate in the rescue phase.

(continue next page)

MISSING AIRCRAFT

The following SHALL be notified. This is normally done by the local aviation manager or designee. (The local unit should modify this page to meet their needs).

DATE/TIME NOTIFIED	ACTION	COMMERCIAL	HOME
	Local Line Officer (Name)		
	Regional /State/Area Aviation Officer		
	Regional /State/Area Aviation Safety Manager		
	Zone Dispatch Center		
	Geographic Coordination Center		
	Local Personnel Officer (as appropriate)		
	Public Information Officer		
	To start local Search and Rescue Operations contact:		
	Local Law Enforcement Officials (County Sheriff, State Police, etc.) . They will notify local search rescue unit if needed and.....(include "local" contacts below)		
	Fill out form SAFECOM, Aircraft Initial Report		

?MISSING AIRCRAFT?
AIRCRAFT ACCIDENT - AWAY FROM CRASH/FIRE/RESCUE EQUIPPED AIRPORT

Aircraft accident notification may be the result of a search effort for a missing aircraft or may be an initial report from a person or persons observing the mishap occurring or locating a yet unreported missing aircraft.

The initial action, by the observer(s) of the mishap, should be reporting the mishap location. The dispatch office or other agency designated office then becomes the action office for response, rescue, and notification.

The action office needs all the information immediately obtainable as to injured and/or deceased persons to request adequate ambulance and life support equipment. The absences of this information should not delay initiating life saving actions. Early establishment of communications with the mishap site is critical.

Documentation of all actions, activities, contacts, conversations, aircraft and personnel dispositions, and times are mandatory.

Date/Time Notified	Action	Telephone
	Notification received by designated action office.	
	Contact pre-designated rescue units: Agency (Helicopter, Rappellers, Smokejumpers, etc.) Cooperators (Military, Local Law Enforcement, etc.)	
	Air Ambulance	
	Ground Ambulance (if applicable)	
	County Sheriff/State Police, etc.	
	County Coroner	
	Notify agency staff for district, state, and/or area - see Aircraft Accident Notification Checklist..	
	Notify FAA Flight Service Station to preclude search and/or rescue missions by others (example: ELT, if activated, will cause the National SAR Plan to be activated).	
	Arrange for security at the mishap site. See "**PREPARING FOR THE ARRIVAL OF THE INVESTIGATION TEAM."**	
	Obtain a FAR 91.137, temporary flight restriction, if needed.	
	Assign radio frequency as needed.	

Other agency follow-up actions may include deactivating the ELT (most positive method is battery removal) and notifying FSS of the deactivation.

(CONTINUE NEXT PAGE)

AIRCRAFT ACCIDENT - AWAY FROM CRASH/FIRE/RESCUE EQUIPPED AIRPORT

Although one or two items in the sequence may be unknown at the time START THE ACTION. Keep an accurate written log and fill in the blanks as best you can.

As much as possible obtain the following information on the accident aircraft.
1. Name of pilot(s):
2. Name of passenger(s). How many?
3. Aircraft registration number "N":
4. Type of aircraft.
5. Color of aircraft.
6. Type of mission.
7. Location of accident. Give latitude and longitude, if known.
a. Locate on local agency map.
b. Locate on aviation sectional chart. Plot radials from at least two VOR Stations. Obtain latitude and longitude location.
8. Date and time of accident.
9. Injuries or fatalities, if known. If information is given via radio**, the names of deceased and/or seriously injured will not be stated**. Express need for coroner if there are fatalities.
10. Name, address, telephone number of person reporting accident.
11. Assistance at or on way to accident site.
12. Nearest airport to accident site.

(continue to next page)

?AIRCRAFT ACCIDENT - AWAY FROM CRASH/FIRE/RESCUE EQUIPPED AIRPORT?

AIRCRAFT ACCIDENT NOTIFICATION CHECKLIST

Local aviation manager or designee **shall notify** the following as appropriate to their specific agency: . This is normally done by the local aviation manager or designee. (The local unit should modify this page to meet their needs).

DATE/TIME NOTIFIED	ACTION	COMMERCIAL	HOME
	Local aviation manager (District Aviation Manager, Forest Aviation Officer, etc.).		
	Local Line Manager/Officer		
	Local County Sheriff's Office if they have not already been notified.		
	DOI/USDA-FS 24 hour Aircraft Accident Reporting Hot Line.	1-888-464-7427	
	Regional /State/Area Aviation Officer/Manager		
	Regional /State/Area Aviation Safety Officer/Manager		
	Geographic Area Coordination Center and/or Zone Coordination Center		
	Local Personnel Officer		
	Local Public Information Officer		
	Ensure SAFECOM (FS) or Initial Report of Aircraft Mishap OAS-77 data form (DOI) have been completed.		

- AIRCRAFT ACCIDENT NOTIFICATION CHECKLIST - AIRCRAFT ACCIDENT - WITHIN CRASH/FIRE/RESCUE AIRPORT'S RESPONSE AREA

The planning for a mishap within the crash/fire/rescue (CFR) response area associated with an airport with established crash/fire/rescue procedures must include obtaining and posting the subject airport's (1) CFR plan, (2) emergency alarm/notification procedure and (3) the crash/rescue grid map of the response area. Note: The CFR plan and response area map are available from Airport Manager.

The local CFR plan becomes primary in the initial rescue effort, with the agency being secondary. Do not interfere with the established plan or, through lack of knowledge, duplicate efforts that lead to confusion and delays in life saving efforts.

Coordinate assumption of control of the mishap site (or removal of the mishap aircraft) with the CFR Agency, the FAA, and the local law enforcement.

Documentation of all actions, activities, contacts, conversations, aircraft and personnel dispositions, and times is mandatory.

Date/Time Notified	Action	Telephone
	Activate CFR plan immediately	
	Participate in CFR plan as requested by CFR plan agency	
	Notify agency staff for district, state, and/or area. See contacts and telephone numbers in previous section: Aircraft Accident - Away From Crash/Fire/Rescue Equipped Airport	
	Contact Regional /State/Area Aviation Manager/Officer or Aviation Safety Manager/Officer and complete SAFECOM (FS) or OAS-77 Form (DOI).	
	Arrange for security at the mishap site. See **"PREPARING FOR THE ARRIVAL OF THE INVESTIGATION TEAM."**	

(continue to next page)

? AIRCRAFT ACCIDENT - WITHIN CRASH/FIRE/RESCUE AIRPORT'S RESPONSE AREA ?

AIRCRAFT ACCIDENT - WITHIN CRASH/FIRE/RESCUE AIRPORT'S RESPONSE AREA

Although one or two items in the sequence may be unknown at the time START THE ACTION. Keep an accurate written log and fill in the blanks as best you can.

As much as possible obtain the following information for the accident aircraft:
1. Activate Airfield/Helibase Crash Rescue.
2. Perform Rescue and Emergency Assistance.
3. Name of pilot(s):
4. Name of passenger(s). How many?
5. Aircraft registration number "N":
6. Type of aircraft.
7. Color of aircraft.
8. Type of mission.
9. Location of accident/name of airport. Give latitude and longitude, if known.
10. Date and time of accident.
11. Injuries or fatalities, if known. **If information is given via radio, the names of deceased and/or seriously injured will not be stated.** Express need for coroner if there are fatalities.
12. Name, address, telephone number of person reporting accident.
13. Assistance at or on way to accident site.

*Notify Local Dispatch and continue with notifications as presented in **AIRCRAFT ACCIDENT - AWAY FROM CRASH/FIRE/RESCUE EQUIPPED AIRPORT**

? AIRCRAFT ACCIDENT - WITHIN CRASH/FIRE/RESCUE AIRPORT'S RESPONSE AREA ?

INITIAL ACTION CHECKLIST INSTRUCTIONS TO RESCUE PERSONNEL

ASSESS THE RISK – FIRE, FUEL, HAZARDOUS MATERIALS –

1. Assist Survivors: Administer first aid to injured and transport as soon as possible.

2. If there is any danger of a fire, move survivors a safe distance away. Establish a "NO SMOKING" rule; fire and explosion are a real danger with residual fuel and hot metals.

3. Conduct thorough search of the accident site and surrounding area for additional survivors.

4. Establish communications with Unit Dispatcher and/or rescue personnel and with the Accident Scene Officer-in-Charge (see "Preparing for the Arrival of the Investigation Team"). Inform appropriate personnel (dispatcher/law enforcement officer) if there is a need for a coroner. The coroner will give instructions for removal and transportation of bodies. Notify appropriate personnel (dispatcher/law enforcement officer) of best method of transporting injured personnel:
    a. Ambulance helicopter
    b. Ambulance fixed-wing
    c. Ground ambulance

5. Secure and preserve the accident site:

    a. Flag or rope off the accident site area (Note: Accident site may extend a significant distance from the aircraft). Do not disturb accident site except for life-saving purposes (e.g. extraction of personnel).

    b. Request law enforcement (agency and/or local). Allow only authorized personnel on the accident site. Keep bystanders and unauthorized personnel away from the accident site until arrival of law enforcement. Aircraft may be released only by the Contracting Officer. After an accident, the aircraft is no longer the vendor's property until released by the CO.

    c. If no road access or emergency medical service (EMS) helicopter has been requested, prepare helispot. Assign most-qualified personnel to manage.

6. Identify all witnesses:

    a. Name
    b. Address
    c. Telephone Number
    d. Record on tape or have witness write down preliminary statement.

7. Keep a record of all the actions completed and give to the accident investigation team.

?INITIAL ACTION CHECKLIST INSTRUCTIONS TO RESCUE PERSONNEL ?
PREPARING FOR THE ARRIVAL OF THE INVESTIGATION TEAM

This is a checklist of some tasks, which both the Line Manager and Aviation Manager can use to take charge of the accident scene and prepare for the arrival of a trained aircraft accident investigator and/or the aircraft accident investigation team. Some items may not be applicable and others may need to be added, depending on the circumstances of the accident. This list was developed with the objective of providing a place to start during upsetting times.

A. General. The local Line Manager should establish an Officer-in-Charge of Search/Rescue. The first agency employee to arrive at the scene of the accident will be responsible for crash site protection until relieved by Accident Scene Officer-in-Charge or by the appointed accident investigation team. Accident scene protection by the Line Manager can last from a few hours to several days, depending upon location, accessibility, etc. The time will depend on which level of the organization will take jurisdiction, what intermediate actions are taken and how long it will take the investigation team to travel to the site, assemble, organize, and take charge.

B. Off-Scene Responsibilities. The Officer-in-Charge will ensure the following off-scene tasks are accomplished:

1. Procedures in this Aircraft Crash, Search, and Rescue Guide are followed; emergency notifications made promptly.

2. Determine accident scene land ownership. If the accident site is determined to be on Private or State Lands, ensure that notification is made to the appropriate parties.

3. Inform receptionists and others who may answer the telephone to pay particular attention to anyone calling in who may have witness information. The investigation team will want to contact those persons, so they will need names and telephone numbers for later contact.

4. Prepare a list of names, telephone numbers, addresses, etc., of all known witnesses at or near the accident scene.

5. Obtain all available weather data for the area. Order additional weather information to be taken at weather stations in the area, and be prepared to do it again 24 hours later. The information may be needed to compare with weather readings at the accident scene to estimate the weather at the time and place of the accident.

6. Determine when and where the aircraft was last fueled, and request the supplier to take fuel samples for the agency to pick up later. It is best if the Officer-in-Charge can do the fuel sample at the last fueling site; but it is recognized that this is no always possible.

7. Obtain the following names and telephone numbers:

    a. The sheriff or other local law enforcement officer having jurisdiction.

    b. The coroner or other person having jurisdiction over the removal of the remains.

    c. The attending medical doctor for those injured in the accident.

    d. The landowner if the accident occurred off Federally owned lands.

e. The names and telephone numbers of any reporters who have requested information for media dissemination. The chief investigator or Agency PIO will be in touch with them, when information becomes available.

8. Arrange transportation for the use of the investigation team. Two vehicles will probably be needed and one person who is familiar with the area-hospital, sheriff's office, witness addresses, etc. A helicopter and/or airplane may be needed for transportation of the team to remote sites.

9. Arrange lodging for the team at a city/town nearest the accident site.

10. Prepare for a brief entrance conference with the chief investigator upon his arrival. The local Line Manager should make available all personnel involved in the flight (Aviation Manager, Dispatcher, etc.)

11. Obtain five topographic and agency maps of the area. Aerial photographs, if available, plus any other maps the unit believes will be helpful to the investigation team, should be included.

12. If the aircraft was under contract to the agency, secure a copy of the contract for the investigation team.

13. Obtain agency radio logs, tapes, flight request/schedule, weather observations and forecasts, passenger manifests, helicopter load calculations, etc., that may contain information (no information can also be evidence) relating to the accident.

14. Determine whom the Line Manager wants to designate as the unit's primary contact with the chief investigator.

15. Establish a work area with desk, telephone, and computer station for use by the chief investigator.

C. On-Scene Responsibilities. The Officer-in-Charge will ensure the following on-scene tasks are accomplished.

1. Deactivate (disable) the emergency location transmitter (ELT). (Most positive method is battery removal).

2. Prevent unauthorized people from conducting activities that will destroy important information. Ground impact points should be preserved; that is, people should not be walking around to satisfy their curiosity. They may damage evidence.

3. Ensure that personnel involved in the search and rescue do not broadcast the names of aircraft occupants or state the extent of injuries over the radio system.

4. Personnel should be advised that the wreckage is hazardous. Fuel can burn; tires can explode; gases and metals can be ingested by the body; bacteria can be present; corrosive liquids may be exposed; liquid and solid poisons may be present; chemical reactions may have occurred, especially if there has been a fire; personal baggage and equipment contain unknown items; etc. The Officer-in-Charge should stay away from the wreckage and keep others away from it until a trained aircraft accident investigator arrives. Personal risk should only be taken to assist evacuation of the injured. The removal of bodies falls within the Coroner's (local/State/county) authority.

5. Prepare written notes on all activities at the accident scene. Each recording should include the date and time of the activity and observation. Ensure an accurate recording will be made by someone until the wreckage I is removed. Examples include:

a. The time the agency Officer-in-Charge arrived at the scene.

b. Other personnel who were or may have been at the accident location (date/time/location relative to the crash site) before the arrival of the Officer-in-Charge.

c. Weather observations and any odors (such as fuel) noticed upon arrival.

d. Any wreckage moved or removed and by whom.

e. First aid and medical assistance rendered to the injured.

f. Removal of fatally injured persons necessitates the recording of:

(1) Which body came from which seat, or where it was found.

(2) Seat belt usage (or lack thereof).

(3) A description of type and color of clothing.

(4) A witnessed statement (inventory of personal effects removed, such as counting cash in wallet, listing all identification cards, match books, loose pocket change, keys, pocket notebooks, pens, personal protective equipment worn or found).

(5) Names of all persons visiting the accident scene after arrival of the Officer-in-Charge.

(6) Any other information that might help the investigation team.

6. Take photographs, if possible, before removing remains or disturbing wreckage. This should be foregone if there are injured that need to be evacuated. In that case a written recording and/or photographs taken after the fact will suffice. Preserving life is the number one priority.

7. Flag or rope off the accident scene to prevent unauthorized access. Colored flagging is preferred, to allow for later pictures taken from the air by the investigation team.

8. Accept all written narrative witness statements, place them in an envelope, and transmit them to a central point for collection by the investigation team or by the first trained investigator that arrives. To the extent possible, do not allow anyone to verbally question the witness. Questions by an untrained person can contaminate (modify and/or change) the information the witness will provide. Encourage written statements made by each person; attempt to separate all witnesses.

9. Take all other prudent actions to:
   a. Preserve life
   b. Protect people at the scene
   c. Protect and preserve information

REQUEST INFORMATION - HELICOPTER AMBULANCE

A. Injury Information:
   1. Total personnel involved in mishap _____.
   2. Time of mishap _____.
   3. Type or extent of injuries (vitals, other medical personnel on scene):

_____.
_____.
_____.
_____.

B. Mishap Site Information:
   1. Unit/Agency:_____.
   2. Contact telephone number:_____.
   3. Radio frequency to contact unit/agency: VHF-AM_____ VHF-FM_____
   4. Location of mishap:
      a. Township_____Range_____Section_____1/4 Section_____
      b. Latitude_____ Longitude_____
      c._____Nautical miles at_____Degrees from_____VOR
      d. Prominent landmark: Distance_____.
         Direction_____.
   5. Site Contact:_____.
      Radio frequency at mishap site:
         Primary: VHF-AM_____, VHF-FM_____
         Secondary: VHF-AM_____ , VHF-FM_____
   6. Other known aircraft in the area (call signs):_____.
      Air-to-Air Frequency:
         Primary: VHF-AM_____, VHF-FM_____.
         Secondary: VHF-AM_____, VHF-FM_____.
   7. Special information, flight hazards, etc.:_____.
_____.
_____.
      8. Landing site(s) and conditions (is it completed or when will it be completed):

_____.
_____.
   9. Proximity of landing site to mishap site: _____.
_____.
_____.
   10. Nearest available AV Gas/Jet A fuel: _____.
   11. Conditions at the mishap site:
      Wind direction_____, Wind velocity _____,
      Ceiling and visibility_____, Obstructions to visibility_____,
      Obstructions to visibility_____.
      Temperature_____,
      Degrees (F or C)_____, Elevation_____, Sunrise_____
Sunset_____, Description of Terrain_____

Note: EMS helicopters do not usually carry extrication equipment nor are the EMS personnel always trained in these procedures: Ensure that if is capability is needed, it is immediately ordered from a locally known source (the local sheriff is a logical contact point).

HELICOPTER AMBULANCE SERVICE IN & ADJACENT TO YOUR AREA

LOCATION	FACILITY	CALL SIGN	TYPE A/C	PHONE NUMBER	LAT/LONG	COMM-ENTS

TRANSPORTING INJURED PERSONNEL BY HELICOPTER

USING “HEAR” (Hospital Emergency Administrative Radio) SYSTEM

When transporting injured personnel by helicopter under Agency Contract, the local Dispatch Center will telephone the appropriate hospital and request they monitor their “HEAR” system radio. The aircraft pilot or manager will tune in the “HEAR” Frequency (normally 155.340 as primary) on the aircraft multi channel radio and establish direct communication with the hospital staff. Helicopter will verify frequency through the Dispatch Center.

Local Police will be requested to secure landing area when needed.

This procedure is to be used only for emergencies that warrant immediate hospital service.

?REQUEST INFORMATION - HELICOPTER AMBULANCE - EMERGENCY RESPONSE TELEPHONE LIST

	COMMERCIAL PHONE	24 HOUR PHONE
LOCAL LAW ENFORCEMENT:		
LOCAL LAW ENFORCEMENT:		
COUNTY/STATE LAW ENFORCEMENT:		
COUNTY/STATE LAW ENFORCEMENT:		
HOSPITAL:		
HOSPITAL:		
BURN CENTER:		
POISON CENTER:		
GROUND AMBULANCE SERVICE:		
GROUND AMBULANCE SERVICE:		
LOCAL UTILITY COMPANIES: GAS: ELECTRIC:		
EMS HELICOPTER:		
EMS HELICOPTER:		
EMS HELICOPTER:		
MILITARY HELICOPTER (EMS):		
FIXED WING AMBULANCE SERVICE:		

EMERGENCY RESPONSE TELEPHONE LIST

FOREST SERVICE
AVIATION RELATED ACCIDENT/INCIDENT AGENCY CONTACT LIST

FOREST CONTACT	NAME	OFFICE/CELL/PAGER	HOME PHONE
FOREST SUPERVISOR			
FOREST AVIATION OFFICER			
FIRE MANAGEMENT OFFICER			
PERSONNEL OFFICER			
ADMINISTRATIVE OFFICER			
PUBLIC INFORMATION OFFICER			
LAW ENFORCEMENT OFFICER			

FOREST HEALTH CONTACT	NAME	OFFICE/CELL/PAGER	HOME PHONE
FOREST HEALTH AVIATION OFFICER	TIM MCCONNELL	O (970) 295-5878	
FHP DIRECTOR	Vacant	O (970) 295-5840	

USFS REGIONAL Office	NAME	OFFICE/CELL/PAGER NUMBER	HOME PHONE
REGIONAL AVIATION SAFETY MANAGER	Ivan Pupulidy	O (303) 275-5711 C (720) 480-0495	(303) 973-4041
REGIONAL AVIATION OFFICER	TOM LANDON	O (303)-275-5740 C (303) 886-2124	(303) 670-4457)
REGIONAL DIRECTOR, FIRE AND AVIATION	Mark Boche	O (303) 275-5736	
DEPUTY DIRECTOR, STATE & PRIVATE	Lyndon Wiebe	O (303) 275-5750	
REGIONAL FORESTER	RICK CABLES	O (303) 275-5450	
DEPUTY REGIONAL FORESTER, S&PF	RICHARD STEM	O (303) 275-5452	
REGION HEALTH AND SAFETY MANAGER	CARLOS PINTOS	O (303) 275-5312	
REGIONAL DIRECTOR, PERSONNEL MANAGEMENT	Vacant	O (303) 275-5305	
REGIONAL AVIATION CONTRACTING OFFICER	DIANA PATERA	O (303) 275-5288	
NATIONAL AVIATION SAFETY MANAGER	RON HANKS	O (208) 387-5607	
REGIONAL SPECIAL AGENT (LEO)	BILL FOX	O (303) 275-5253	

FAA TELEPHONE NUMBERS

FAA OFFICE	PHONE NUMBER
LOCAL TOWER	
FLIGHT SERVICE STATION (FSS); DENVER FSS (COLORADO) CASPER FSS (WYOMING) HURON FSS (SOUTH DAKOTA) COLUMBUS FSS (NEBRASKA WICHITA (KANSAS)	1-800-WXBRIEF (303) 799-7016 (307) 472-8901 (605) 352-7223 (402) 5631508 (316) 946-0006
NTSB DENVER OFFICE, DAVE BOLLING	(303) 361-0607

BUREAU OF INDIAN AFFAIRS
AVIATION RELATED ACCIDENT/INCIDENT CONTACT LIST

BUREAU OF INDIAN AFFAIRS	NAME	OFFICE/CELL/PAGER NUMBER	HOME
Regional Aviation Manager (Southwest)	Denny Bridges	(O) (505) 842-3869 (C) (505) 220-0035	
Regional Aviation Manager (Northwest)	Steve Rossiter	(O) (406) 329-4720 (C) (406) 239-0643	
Regional Aviation Manager (East)	Mike Amicarella	(O) (303) 439-0339 (C) (303) 888-1505	
National Aviation Manager	Stan Anderson	(O) (208) 387-5371 (C) (208) 867-8404	
BIA NIFC Director	Steve Haglund	(O) (208) 387-5575	
Area Office Aviation Manager			
Area Fire Management Officer			
BIA Area Director			
Agency Aviation Manager			
Agency Fire Management Officer			
Agency Superintendent			

- **BIA TELEPHONE CONTACT LIST –**
COLORADO
BUREAU OF LAND MANAGEMENT
AVIATION RELATED ACCIDENT/INCIDENT AGENCY CONTACT LIST

BUREAU OF LAND MANAGEMENT	NAME	OFFICE/CELL/PAGER NUMBER	HOME PHONE
STATE AVIATION MANAGER	RON MEYER	(303) 239-3809	
STATE FIRE MANAGEMENT OFFICER	BILL WALLIS	(303) 239-3689	
STATE EXTERNAL AFFAIRS, PUBLIC INFORMATION OFFICER	CINDY MCKEE	(303) 239-3766	
STATE SAFETY MANAGER	MATT BARNHART	(303) 239-3804	
STATE SPECIAL AGENT (LEO)	JOHN SILENCE	(O)(303) 239-3803 ©(303) 550-1232 (P)(808)787-6023	
STATE PERSONNEL OFFICER, HUMAN RESOURCES	TONY LUCERO (ACTING)	(303) 239-3848	
STATE DIRECTOR	ANN MORGAN	(303) 239-3700	
ASSOCIATE STATE DIRECTOR	DON SIMPSON (ACTING)	(303) 239-3702	
DEPUTY STATE DIRECTOR	BRIAN BERNARD	(303) 239-3957	
BLM ROCKY MTN. AREA COORDINATOR	BRIAN BISCHOF	(303) 239-3624	

- COLORADO BLM CONTACT LIST –
-WYOMING BLM TELEPHONE CONTACT LIST -
BUREAU OF LAND MANAGEMENT
AVIATION RELATED ACCIDENT/INCIDENT AGENCY CONTACT LIST

BUREAU OF LAND MANAGEMENT	NAME	OFFICE/CELL/PAGER NUMBER	HOME PHONE
STATE AVIATION MANAGER	DELORES NOTTAGE	(307) 775-6237	
STATE FIRE MANAGEMENT OFFICER	JOHN GLENN	(307) 775-6234	
STATE PUBLIC INFORMATION OFFICER	CINDY WERTZ	(307) 775-6014	
STATE SAFETY OFFICER	SHORTY LOWDERMILK	(307) 775-6269	
STATE SPECIAL AGENT (LEO)	MIKE MILLER	(307) 775-6266	
STATE PERSONNEL OFFICER	BOB RENTON	(307) 775-6036	
STATE DIRECTOR	AL PIERSON	(307) 775-6001	
ASSOCIATE STATE DIRECTOR	ALLEN KESTERKE	(307) 775-6001	
DEPUTY STATE DIRECTOR	BOB HENRY	(307) 775-6236	
BLM ROCKY MTN. AREA COORDINATOR	BRIAN BISCHOF	(303) 239-3624	

- WYOMING BLM TELEPHONE CONTACT LIST –
NATIONAL PARK SERVICE TELEPHONE CONTACT LIST
AVIATION RELATED ACCIDENT/INCIDENT AGENCY CONTACT LIST

TITLE	NAME	OFFICE/CELL/PAGER NUMBER	HOME PHONE
NATIONAL AVIATION PROGRAM MANAGER	BILL SPRUILL	(202) 208-2475	
NATIONAL AVIATION OPERATIONS/SAFETY SPECIALIST	GARY JOHNSON	(208) 387-5182 C-(208) 861-4708	
INTERMOUNTAIN REGIONAL AVIATION MANAGER	CLIFF CHETWIN	(303) 969-2657 C-(720) 320-6264	
MIDWEST REGIONAL AVIATION MANAGER	FRED BIRD	(402) 221-3475 C-(402) 630-0685	
OAS AVIATION SAFETY MANAGER	BOB GALLOWAY	(208) 387-5803 1-888-464-7427	

(PARK NAME) NATIONAL PARK TELEPHONE NUMBERS

TITLE	NAME	OFFICE/CELL/PAGER NUMBER	HOME PHONE
PARK SUPERINTENDENT			
PARK AVIATION OFFICER			
PARK FMO			

- NATIONAL PARK SERVICE TELEPHONE CONTACT LIST –

Homeland Security Aviation Operations Plan Template

THIS DOCUMENT IS FOR OFFICIAL USE ONLY, DO NOT DISCLOSE UNDER THE FREEDOM OF INFORMATION ACT.

Aircraft Operations Security Plan

Title

National Forest

Date

Prepared By: _____

Approval:

_____
Forest Aviation Officer

_____
Forest Supervisor

Submit copy of final plan to Regional Aviation Officer.

Vendor(s): _____

Aircraft Type _____

_____

_____

Type of Operation: (Provide and brief narrative of the type of operation)

Identified Security Needs: (Review the type of operation and the areas of potential risk)

Security Action Items Measures:

Develop plan to mitigate the circumstances expressed in previous section. Below are some items that should be considered in your plan. Be specific and be creative, this program should reflect the needs of your specific area of the country and the type of operation in which you are engaged. Review with local Law Enforcement as needed.

Listed below are items that you might consider in the preparation of your plan. They are divided by color for the heightened levels of security (for some areas of the country and for some missions the actions described below for Green, Blue and Yellow may suffice):

GREEN CONDITION:

- ***This is the lowest risk level and requires normal vigilance against hazards.***

BLUE CONDITION:

- ***Review emergency response procedures (particularly wildland fire and aerial dispersal of chemicals, seed or water) with Law Enforcement and Aviation Personnel.***

YELLOW CONDITION:

- ***Increase surveillance of mission critical facilities and assess if additional security or planning are required.***
- ***Prepare Aviation Security Plan for ORANGE AND RED Alert Conditions.***

ORANGE ALERT

- Identify methods of disabling aircraft by some non-destructive method when the aircraft is not in use or is unguarded, this method should permit the aircraft to be rapidly returned to service to meet fire dispatch requirements.
- Ensure that all are aware of methods to contact Law Enforcement should they observe suspicious activity.
- Develop plan of action should suspicious activity be observed at the facility.
- Identify method and frequency of increasing patrols with the local L.E.O. or other Law Enforcement agency or agencies.
- Lock aircraft in hanger or relocate aircraft after mission completion. Ensure fuel trailer and helicopter (if applicable) are locked and secured at shift termination.
- Determine if any NOTAMs or airspace security restrictions have been issued which affect the local initial attack response area and assess same for travel route when dispatched off forest or out of area.
- Review plan of operations and operational concerns with crews daily to ensure compliance and awareness. Remind crews to be vigilant
- ENSURE THAT YOUR AVIATION OPERATIONS SECURITY PLAN is complete and has been reviewed and sent to EACC by surface mail.
  DO NOT SEND YOUR PLAN ELECTRONICALLY.

RED ALERT

- ***All*** of the Orange Alert items plus:
- Place aircraft in secured, locked hanger nightly or re-locate the aircraft to a more secure area where security can be maintained.
- Carefully evaluate the need to remove a component essential for flight.
- *If time does not permit*, due to imminent threat, consult crews and plan method(s) to render the aircraft inoperable. Crew safety is the first concern, this section is designed to permit the crew to disable the aircraft and egress the facility rapidly. Consideration should be given to allow the aircraft to be rapidly returned to service once the threat has passed.

NOTE:

If the aircraft is under contract, this decision is the responsibility of the vendor. *DO NOT DAMAGE AIRCRAFT IF THERE IS A REASONABLE ALTERNATIVE. DISCUSS THIS OPTION WITH EACC AND THE AIRCRAFT VENDOR.*

- Plan to increase onsite security patrols to ensure that the aircraft is under vendor, security or USFS control 24 hour per day.
- Determine risk and danger to Forest Service personnel and Vender personnel and develop an Evacuation Plan for each base. This plan should include a method to ensure that all personnel are accounted for.
- Insure EACC is informed of all actions taken or anticipated.

DEVELOP AND MAINTIAN A CONTACT LIST:
This should be a 24 hour per day list of contact personnel and phone numbers so that in the event of actual incident the crew of the aircraft can be informed. Be aware of crew rest limitations when preparing this list.

Dispatch:

FMO

AFMO

FAO

Rmacc

RO

LEO

Low Level Flight During YELLOW ORANGE & RED Alert Levels (Flight Below 500 ft. AGL)

During periods of elevated alert status (Yellow, Orange, Red), the potential to increase public and law enforcement concern is real. If a mission profile is to include low-level activity, develop a plan to inform the various local law enforcement agencies affected as well as the forest Public Information Officer. (PIO)

The Dispatcher, Helicopter Manager or Chief of Party and the Project Manager will coordinate to assure that the Forest Aviation Officer is informed of all such flights.

Pilots should be instructed contact a local Flight Service Station daily to review all NOTAMS and flight restrictions which may have been issued due to increased risks in or near airspace in which operations are planned. This can be accomplished thru the FAA (1-800-WX-BRIEF).

Areas of Special Concern Associated with Low Level Ops – This is a checklist to help you to assess areas of concern and areas that might require communication with law enforcement or PIO:

- Government Buildings and Installations
- Dams
- Large gatherings of people
- Airports
- Reservoirs
- Military and Law Enforcement Facilities
- Public Gatherings
- Power Plants (conventional or nuclear)
- Urban Areas
- Prison Facilities
- Educational Institutions
- Scientific Research Facilities
- Ordinance Manufacturing Facilities
- Areas adjacent or within Class B, C or D Airspace

Consideration of local attitudes and issues may necessitate implementation of the low-level notification measures at altitudes greater than 500 feet AGL.

Aviation Managers should frequently check their E-Mail and contact the dispatch for other safety, airspace and aviation updates issued by the WO, RO and the Coordination Center.