

APPENDIX C - EMERGENCY RESPONSE AND INCIDENT, HAZARD, AND ACCIDENT REPORTING

I. Introduction.

Time is an extremely critical factor in responding to overdue, missing, or crashed aircraft. Personnel responsible for aircraft flight following cannot justify any delay in initiating emergency response procedures based on the possibility that a Pilot or Helicopter Manager has forgotten to perform a check-in. Immediate positive action is necessary: the longer the delay in locating the overdue or missing aircraft, the less chance the occupants have to survive an accident.

“SOMEONE’S LIFE MAY DEPEND ON YOUR ACTIONS.”

II. Emergency Response Preparedness Plan.

A. Local Unit Responsibility.

→ Each local dispatch or other flight following office should have an Aircraft Accident Preparedness Plan or Aircraft Crash, Search and Rescue Guide. Information in this plan or guide on emergency response procedures should be pre-completed in the event of a mishap. This plan will be reviewed and updated annually or as needed.

1. Purpose.

The purpose of the plan is to establish standard emergency response procedures that local line officers will follow in all cases once an aircraft meets applicable criteria of “Overdue,” “Missing,” or “Crashed” (see Glossary).

2. Applicability.

The plan will be used in situations where an aircraft meets overdue, missing, or crashed criteria.

3. Contents.

Emergency response plans and guides may be formatted in a variety of ways, provided the user (that is, the individual making the initial response to the emergency) can easily reference the appropriate situation and then follow a generic checklist of actions to be taken for that situation.

B. Helibase Manager Responsibility.

Upon arrival at an incident or prior to commencement of a project, the Helibase Manager should acquire information from the unit’s emergency response plan and complete HJA-4, Crash Rescue/Medivac/Evacuation Plan, HJA-4A, Emergency Rescue Information. See Exhibits C-1, 2, and 3 for further information. Refer also to Chapter 12, Fire Protection And Crash-Rescue, and Chapter 17, Search And Rescue Operations.

III. Emergency Response Procedures.

A "Mayday Call" indicates that the Pilot of an aircraft is experiencing an in-flight emergency. The Dispatcher or Aircraft Base Radio Operator must listen closely, since the Pilot may be relaying location information essential to dispatch of rescue services.

For this reason, a Dispatcher or Base Radio Operator must always be on duty at the radio during mission-type flights. Helicopter personnel should also closely and continuously track the aircraft's location so that accurate location information can be relayed in an emergency. Form HBM-9, Helibase Flight Following Log, accomplishes this tracking (see Appendix B). Refer to Chapter 4, Flight Following, Resource Tracking, And Communications, for further discussion and information.

After receiving a mayday call, the Radio Operator should attempt to contact the aircraft to determine the nature of the emergency. If the aircraft has landed safely and there is no need to order emergency services, then the responsible unit Aviation Manager or Helibase Manager should be contacted and appropriate action taken.

IMPORTANT NOTE: During emergency situations involving an overdue, missing, or crashed aircraft, close coordination between the local unit dispatch office and the helibase is critical to the success of the search and rescue operation.

Chapter 12, Fire Protection And Crash-Rescue, contains specific procedural information on helibase emergency response procedures.

IV. Incident, Hazard, And Accident Reporting.

A. Definitions.

These definitions supplement those found in the Glossary. These may vary slightly among agencies, but are generally applicable to all agencies.

1. Aviation Hazard.

An aviation hazard is any condition, act, or set of circumstances that compromise the safety of personnel engaged in aviation activities. These hazards may address, but are not limited to, such areas as:

- Deviations from policies, procedures, regulations and instructions as contained in Manual and Handbook Releases, Interim Directives, standard operating guides, etc.
- Hazardous materials handling and/or transport
- Flight following
- Deviation from planned operations, flight plan, type of use (for example, general to special-use)
- Failure to utilize personal protective equipment or Aviation Life Support Equipment (ALSE)
- Inadequate training, or failure to meet training requirements
- Failure to utilize load calculations and/or manifests correctly
- Weather conditions

- Ground operations
- Pilot procedures
- Fuel contamination
- Unsafe actions by Pilot, air crew, passengers, or support personnel.

2. **Maintenance Deficiency.**

A Maintenance Deficiency is a defect or failure causing mechanical difficulties encountered in aircraft operations, not specifically identified as an incident or aviation hazard.

3. **Aircraft Incident.**

An aircraft incident is an unplanned event that results in damage which is less than serious aircraft incident criteria, or injury less than medical attention. A situation involving an aircraft and/or personnel which has the potential of resulting in an accident is also classified as an aircraft incident. Note that the USDA-FS also has a classification of "Incident With Potential" to cause an accident. Examples of incidents are:

- a. **Injury To Personnel.** Injury requiring only first aid.
- b. **Damage To Aircraft.** Any damage less than significant (and less than accident criteria) when engines/rotors are turning and there is an intent to fly. When in doubt, respond to the occurrence as if it were an accident. The accident investigators will determine whether the occurrence is classified as an incident or accident.
- c. **Forced Landing.** A landing necessitated by failure of engines, systems, or components which makes continued flight impossible, and which may or may not result in damage or injury.
- d. **Precautionary Landing.** A landing necessitated by apparent impending failure of engines, systems, or components or incapacitation of the flight crew which makes continued flight inadvisable.
- e. **Aircraft Ground Mishap.** A mishap in which there is no intent to fly; however, the power plants and/or rotors are in operation and damage incurred requiring replacement or repair of rotors, propellers, tires, wheels, wing tips, flaps, etc., or an injury is incurred requiring first aid.
- f. **Ground Damage To Aircraft.** A mishap not specifically addressed as an incident above, where the aircraft or component incurs damage requiring repair or replacement before flight. Powerplants and/or rotors may or may not be in operation.
- g. **Near Mid-Air Collision.** When airborne aircraft encroaches within 500 feet of another airborne aircraft, or a Pilot or crew member determines that a collision hazard existed between two or more aircraft.

4. Accident.

The accident definition is lengthy and fairly technical. If in doubt as to whether the occurrence was an incident ("Damage To Aircraft") or an accident, treat it as an accident. The investigation team will make the final determination as to classification.

B. Procedure For Utilizing Agency Forms.

The agency with operational control of the aircraft at the time of the occurrence will complete a Safecom (incident/hazard form) and submit it through its agency channels. Utilize Form OAS-34 (FS5700-14) for DOI or USDA-FS incidents, and applicable state and local formats.

Examples: BLM aircraft flying on USDA-Forest Service fire or project has an accident, or an incident, hazard or maintenance deficiency occurs. Either the BLM aircrew or USDA-FS employee observing the occurrence submits OAS-34 (FS 5700-14) Safecom Form through Forest Service channels.

NPS aircraft flying on BLM fire or project has an accident, or an incident, hazard or maintenance deficiency occurs. Either the NPS aircrew or BLM employee observing the occurrence submits OAS-34 (FS 5700-14) Safecom form.

1. **Safecom OAS-34 (FS 5700-14) Incident/Aviation Hazard/Maintenance Deficiency Report.** (See Exhibit C-1.)

a. **Purpose.** The purposes of the form are:

- To report any damage or injury less than accident criteria and any condition, act, observance, maintenance deficiency or circumstance which has potential to cause an aviation-related accident.
- To document all aviation hazards, incidents, incidents with potential, or accidents.
- To perform trend analyses for short- or long-term changes in policy and procedures, identify areas needing training, etc.;
- To establish accountability on the part of all aviation mission participants for meeting flight and employee safety objectives.

- b. → **Applicability.** The Aviation Safety Communiqué (SAFECOM) database fulfills the Aviation Mishap Information System (AMIS) requirements for aviation mishap reporting for the Department of Interior agencies and the US Forest Service. Categories of reports include incidents, hazards, maintenance, and airspace. The system uses the SAFECOM Form OAS-34/FS-5700-14 to report any condition, observation, act, maintenance problem, or circumstance with personnel or the aircraft that has the potential to cause an aviation-related mishap. The SAFECOM system is **not** intended for initiating punitive actions. Submitting a SAFECOM is **not** a substitute for "on-the-spot" correction(s) to a safety concern.

It is a tool used to identify, document, track and correct safety related issues. A SAFECOM **does not** replace the requirement for initiating an accident or incident report when an incident involving aircraft under the operational control of the DOI/USFS results in an accident, an incident involving damage or injury, or an overdue aircraft is suspected of having had an accident. These shall be reported immediately by the most expeditious means available in accordance with the agency Mishap Response Plan.

The SAFECOM should be routed through the local unit aviation officer or can be faxed to Aviation Management Directorate, Aviation Safety at (208) 433-5007 or USFS at (208) 387-5735 ATTN: SAFETY or entered directly on the internet at www.safecom.gov . Safecoms should be filed within two (2) working days. Aviation Managers should provide their comments/corrective actions within five (5) working days.

Note: Serious incidents with the potential to cause an accident will be reported immediately. (Example: near miss)

2. State And Local Agency Reports.
Reference local formats. Federal personnel managing helibases or engaging in helicopter missions for state or local agencies should complete the state or local format. If none exists, complete a Safecom OAS-34 (FS 5700-14) and submit to the local unit Aviation Manager.

V. → HJA-4 Crash Rescue/Medivac/Evacuation Plan (See Exhibit C-2.)

A. Purpose.

Provides procedures and protocols for crash rescue, medivac and helibase evacuation missions.

B. Applicability.

A Crash Rescue plan is required for all helibases and should be completed by the second operational period. Other versions of this plan may be used.

C. Responsibility and Instructions for Completion.

See Exhibit C-2. The Helibase Manager is responsible for completing an incident specific plan it should also include the local crash rescue Plan, crash rescue diagrams from App M, HJA-4A, and HJA –B.

Helibase personnel should be informed of information contained in this plan, and a crash rescue drill should be done as practical.

D. Routing and Filing.

The Helibase should retain a copy for the Helibase files, and a copy should be given to incident Medical Unit for familiarization.

E. Posting.

{Plan should be posted on Helibase Information Board or other conspicuous location

F. Related forms.

HJA-4A Emergency Rescue Information, and HJA-4B Emergency Medivac/Medical Transport Request.

Exhibit C-2: HJA-4 Crash Rescue/Medivac/Evacuation Plan

| | |
|---|--|
| Unit (Forest/District/Park/Reservation): | Initial Date and Time: |
| | |
| Fire Name: | Fire Number: |
| | |
| Helibase Name: | Helibase Phone Number: |
| | |
| Helibase Latitude: | Helibase Longitude: |
| | |
| Fixed Wing Base Name | Fixed Wing Base Phone Number: |
| | |
| Fixed Wing Base Latitude: | Fixed Wing Base Longitude: |
| | |
| Local Dispatch Center Name | Local Dispatch Center Phone Number: |
| | |

The primary objective of the Helibase Medivac, Crash Rescue, and Evacuation Plan is to prevent the loss of life or property due to overdue, missing, or downed aircraft at or away from incident helibases and fixed wing bases. The intent of this plan is not to train personnel to respond to a fully involved aircraft fire. The intent is to train personnel to respond to small fires within their capability and training, and be able to rescue survivors of a crash in a safe, efficient manner.

Use of a Helibase Medivac, Crash Rescue, and Evacuation Plan is mandatory. This plan has been developed as a boiler plate from which location specific plans can be written.

CRASH RESCUE/MEDIVAC/EVACUATION PLAN

I. General Instructions

The Helibase, Medivac, Crash Rescue, and Evacuation Plan will utilize the local agency Crash Rescue Plan and IHOG Chapter 12 for planning and direction. A complete plan will be developed and implemented for the incident.

The Incident Management Team works for the host unit/agency. Once an aircraft is declared missing, the host unit/agency will activate its crash rescue plan.

The host unit/agency plan should be posted and discussed at the helibase, fixed wing base or Airtanker base briefing.

The success of this plan is based on planning, coordination, training and implementation by all personnel involved.

II. Crash Rescue Plan Checklist

- _____ Is crash rescue equipment adequate to handle anticipated emergencies that may occur?
- _____ Has the responsibility for the supervision of the Crash rescue activities been clearly defined?
- _____ Are crash rescue personnel assigned specific duties?
- _____ Can crash rescue equipment readily reach all portions of the air operations base area?
- _____ Are air operations base personnel familiar with procedures pertaining to crash rescue activities?
- _____ Have contacts and plans been made with cooperators for crash rescue assistance if needed?
- _____ Are crash rescue personnel instructed on the importance of not unnecessarily disturbing the aircraft wreckage for accident investigation purposes?
- _____ Are crash rescue personnel trained in first aid?

- _____ Have provisions been made to launch an alert aircraft to the crash rescue scene for possible air evacuation?
- _____ Are fire suppression crews instructed to standby while crash rescue helicopter is landing or taking off?
- _____ Do air operations base personnel understand their specific duties?
- _____ Are minimum levels of crash rescue training completed for assigned crews?
- _____ Have the pilots been informed of the crash rescue plan?
- _____ Are all air operations base personnel briefed on the plan?

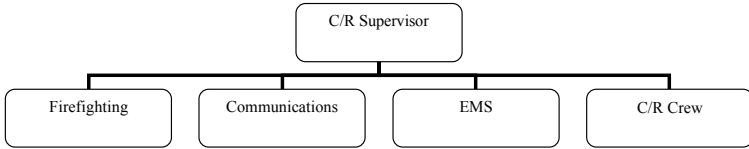
III. Crash Rescue Crew Briefing

This Briefing should be conducted with the Crash rescue Crew and Helibase Manager or Deck Coordinator as soon as possible after arrival. The briefing should include the following:

- Helibase layout including:
- _____ Crash Rescue Crew Staging Area
 - _____ Pad layout
 - _____ Fueling areas
 - _____ Cargo and passenger staging and loading areas
 - _____ Emergency landing pad
 - _____ LCES
 - _____ Crash Rescue Crew roles and responsibilities
 - _____ Crash Rescue Plan
 - _____ Communications and frequencies
 - _____ Deck procedures
 - _____ Other Resources available in the area
 - _____ Medical Unit responsibilities at the Helibase

CRASH RESCUE/MEDIVAC/EVACUATION PLAN

IV. Air Operations Base Crash Rescue Organizational Chart



Assign primary personnel to each duty above in the organizational chart above and alternates below.

| | |
|--------------------------|--|
| Crash Rescue Supervisor: | |
| Firefighting: | |
| Communications: | |
| EMS: | |
| Crash Rescue Crew: | |

Air Operations Base-draw pads, traffic routes, location of fire extinguishers, hose lays, ARFF equipment, etc.

CRASH RESCUE/MEDIVAC/EVACUATION PLAN

V. Crash Rescue Duties and Responsibilities

All personnel are responsible for responding to small fires within their training and capability and to be able to rescue survivors in a safe and efficient manner. All personnel are responsible for ensuring that their position is filled if they are not available.

Crash Rescue Supervisor-generally should be the Deck Coordinator, Helibase Manager, Helicopter Manager, or Fixed Wing Base Manager.

Responsible for:

- _____ Safety of the Crash Rescue Crew, aircraft crew and passengers.
- _____ Supervise any crash rescue incident and provide crash rescue training to base personnel.
- _____ Ensure personnel involved with Firefighting, Communications, EMS, and Rescue positions know and understand their duties and responsibilities.
- _____ Prepare Crash Rescue Plan and post on base information board.
- _____ Daily briefing with assigned crash rescue crew.
- _____ Daily assignment of emergency response helicopter and backup aircraft.
- _____ Oversee preparation of fire extinguishers, crash rescue equipment, medical equipment on the helibase.
- _____ Develop and implement training exercise.

Firefighting - Usually assigned to Parking Tender or Aircraft Rescue/Firefighting Crew if one is assigned

Responsible for:

- _____ Preparedness of fire extinguishers or other suppression resources.
- _____ Knowing how to use suppression equipment in the event of an aircraft accident.

Communications-usually assigned to the ABRO, but may be assigned to ICP Communications.

Responsible for:

- _____ Establishing and maintaining clear and open radio or phone communication with ICP communications.
- _____ Ensuring only pertinent information is communicated.
- _____ Accurate documentation of times and events.

Emergency Medical Services-Usually assigned to an EMT from a helicopter module or an EMT/Paramedic assigned to the helibase from the Medical Unit.

Responsible for:

- _____ Preparedness of medical equipment on the base.
- _____ Maintaining response readiness by being briefed on all assigned aircraft and having PPE and equipment ready for a response.

Crash Rescue Crew-Assigned to base personnel familiar with aircraft and crash rescue and extraction equipment.

Responsible for:

- _____ Preparedness of the extraction equipment on the base.
- _____ Knowing how to properly use equipment in an aircraft crash situation.

CRASH RESCUE/MEDIVAC/EVACUATION PLAN

VI. Accident Response at Helibase

In the event of an accident at the helibase, the ABRO will announce on the Deck frequency that there has been an emergency and instruct all helibase personnel to hold non emergency traffic. The response will be managed by the designated Crash Rescue Supervisor. Only those designated on the Crash Rescue Organizational Chart will respond. All other personnel will remain at their assigned duty location unless requested to respond by the Helibase Manager or Crash Rescue Supervisor.

Once radio traffic has been secured, the Helibase will:

- _____ Dispatch the Crash rescue Module with a description and location of the incident.
- _____ Instruct all aircraft to land at the helibase or alternate landing area if needed.
- _____ Notify the Communications Unit of the emergency.
- _____ Relay resource needs, requests information from the response personnel to the Communications Unit.

The Crash Rescue Supervisor will:

- _____ Respond with the Crash Rescue crew and establish Command over the incident.
- _____ Remove all non-essential personnel from the incident scene.
- _____ Ensure the safety of responding personnel.
- _____ Initiate scene security measures as needed.
- _____ Communicate the needs of the rescue crew to the Helibase.
- _____ Begin the documentation process of the incident.

The designated Crash Rescue Crew will:

- _____ Conduct a scene size up.
- _____ Stabilize the scene.
- _____ Stabilize the aircraft.
- _____ Ensure aircraft Electrical system and fuel are shut off.
- _____ Triage patients.
- _____ Stabilize patients.
- _____ Extricate patients.

The assigned Emergency Medical Services will:

- _____ Meet face to face with the Crash Rescue Supervisor.
- _____ Determine transportation needs for patients.
- _____ Communicate transportation needs to Communications Unit so that arrangements can be made.
- _____ Coordinate patient care.
- _____ Package patients for transport.

Once all patients have been removed from the area:

- _____ The Crash Rescue Supervisor will conduct a final check for fuel leaks and ignition sources.
- _____ The Deck Coordinator will direct the removal of all non-essential personnel and secure the accident scene until law enforcement arrives.
- _____ All involved personnel and witnesses will complete a statement and turn them in to the helibase manager.

CRASH RESCUE/MEDIVAC/EVACUATION PLAN

VII. Accident Response Away from Helibase

In the event of an accident at the helibase, the ABRO will announce on the Deck frequency that there has been an emergency and instruct all helibase personnel to hold non emergency traffic. The response will be managed by the designated Crash Rescue Supervisor. Only those designated on the Crash Rescue Organizational Chart will respond. All other personnel will remain at their assigned duty location unless requested to respond by the Helibase Manager or Crash Rescue Supervisor.

Once radio traffic has been secured, the Helibase will:

- _____ Dispatch the Crash rescue Module with a description and location of the incident.
- _____ Instruct all aircraft to land at the helibase or alternate landing area if needed.
- _____ Notify the Communications Unit of the emergency.
- _____ Relay resource needs, requests information from the response personnel to the Communications Unit.

The Crash Rescue Supervisor will:

Assemble the Crash rescue Crew at the designate response aircraft and ensure that responding personnel:

- _____ Have been briefed on the aircraft.
- _____ Have all equipment to complete the mission.
- _____ Have a complete manifest that meets the aircraft allowable weight.
- _____ Have received a mission briefing that includes:
 - _____ Location of the incident.
 - _____ Details of the incident if available.
 - _____ Closest helispot and helispot limitations.
 - _____ Communications frequencies for ground contact, helispot, and helibase.
 - _____ Special needs.
 - _____ Concerns.
 - _____ Hazards.

The designated Crash Rescue Crew will:

- _____ Conduct a scene size up.
- _____ Stabilize the scene.
- _____ Stabilize the aircraft.
- _____ Ensure aircraft Electrical system and fuel are shut off.
- _____ Triage patients.
- _____ Stabilize patients.
- _____ Extricate patients.

The assigned Emergency Medical Services will:

- _____ Report to the Helibase and contact the Helibase Manager.

The Helibase Manager will ensure that the responding Emergency Medical Services personnel:

- _____ Have been briefed on the aircraft.
- _____ Have all equipment to complete the mission.
- _____ Have a complete manifest that meets the aircraft allowable weight.
- _____ Receive a mission briefing that includes:
 - _____ Location of the incident.
 - _____ Details of the incident if available.
 - _____ Closest helispot and helispot limitations.
 - _____ Communications frequencies for ground contact, helispot, and helibase.
 - _____ Special needs.
 - _____ Concerns.
 - _____ Hazards.

CRASH RESCUE/MEDIVAC/EVACUATION PLAN

The assigned Emergency Medical Services will:

- _____ Meet face to face with the on scene Incident Commander or Crash Rescue Supervisor.
- _____ Determine transportation needs for patients.
- _____ Communicate transportation needs to Communications Unit so that arrangements can be made.
- _____ Coordinate patient care.
- _____ Package patients for transport.

Once all patients have been removed from the area:

- _____ The Crash Rescue Supervisor will conduct a final check for fuel leaks and ignition sources.
- _____ The Deck Coordinator will direct the removal of all non-essential personnel and secure the accident scene until law enforcement arrives.
- _____ All involved personnel and witnesses will complete a statement and turn them in to the helibase manager.

CRASH RESCUE/MEDIVAC/EVACUATION PLAN

VIII. Helibase Medivac and Medical Transport Plan

Follow the same procedures for emergency and non-emergency missions. Remain calm and work step by step. Once the need for a Medivac or medical transport has been identified, the following steps will be taken.

Notification

- _____ Communications will notify helibase of a Medivac or medical transport request.
- _____ Helibase will confirm that Medical Unit personnel are responding to helibase and attempt to determine if the patient will be seated or supine.
- _____ Helibase will notify Deck Coordinator and designated Medivac Helicopter Manager.
- _____ Helibase will notify Air Attack of the mission.

Preparation

- _____ The Medivac helicopter will be configured for the mission.
- _____ Once medical personnel arrive a mission briefing by the Deck Coordinator will be done that includes the following:
 - _____ Is the mission necessary?
 - _____ Location of the patient-lat, long, helispot # etc.
 - _____ Ground contact name and frequency.
 - _____ Condition of the patient, is there an EMT on scene?
 - _____ Destination of patient.
 - _____ Special needs (litter, other equipment)
 - _____ Do all responding personnel have tools and PPE as necessary?
 - _____ Other aircraft in the area.
 - _____ Known hazards.
 - _____ Fire behavior at Medivac location.

Response

- _____ Pilot, Helicopter Manager, and EMS personnel respond.
- _____ Pilot and Helicopter Manager approve the helispot if necessary.
- _____ Upon Landing, HEMG controls all movement around the aircraft until departure or shutdown.
- _____ Helicopter Manager establishes and maintains communications with Helibase.
- _____ EMS personnel will establish and maintain communications with the Medical Unit.
- _____ Helicopter Manager assists as necessary.
- _____ If seating in aircraft will not allow the helicopter to be transported with the patient, another helicopter will be dispatched to retrieve the helicopter Manager.
- _____ Patient transport to helibase or medical facility.

Post incident action

- _____ Biohazard will be cleaned from the helicopter by EMS personnel.
- _____ All helibase personnel accounted for.
- _____ Helicopter reconfigured for fire.
- _____ After Action Report with all involved.

CRASH RESCUE/MEDIVAC/EVACUATION PLAN

IX. Night time Medivac Plan

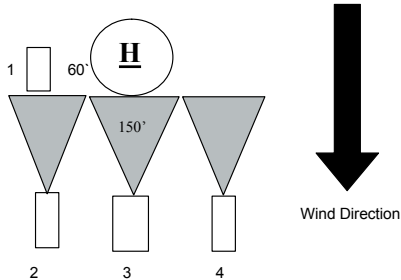
This Guide is intended to be used by Medical Unit personnel, for Life Flight or military Medivac aircraft after hours when fire aircraft cannot fly or helibase personnel are unavailable.

- _____ Medical Unit will inform communications of possible Medivac.
- _____ Medical unit determines transportations method and destination.
- _____ Medical Unit informs Communications Unit of the need for Life Flight.
- _____ Communications Unit Calls for Life Flight at: _____ Hospital, phone number.

Communications Unit relays the following information:

- _____ Name and phone number of contact at the fire.
- _____ Location of the fire.
- _____ Location and condition of the patient.
- _____ Location and condition of the helispot.
- _____ Environmental conditions at the helispot.
- _____ Information on other aircraft in the area.
- _____ Radio frequencies (Medivac helicopter fm or am, incident air to ground, and incident air to air.)

Number 1 vehicle with patient no closer than 60' to the landing pad with only parking lights on
Number 2, 3, 4 vehicles no closer than 150 feet ft to landing pad with low beams on



CRASH RESCUE/MEDIVAC/EVACUATION PLAN

X. Helibase Burnover and Emergency Evacuation Plan

Plan 1

- _____ All aircraft not involved with suppression duties load w/ initial attack crews and relocate to alternate site.
- _____ Location Name: _____
- _____ Latitude and Longitude: _____
- _____ Flight Following Dispatch Center: _____
- _____ Frequencies and tone: _____
- _____ No Vehicles will be moved in the event of a nighttime burnover
- _____ All persons assemble with their module.
- _____ If the fire behavior allows move around the safety area to minimize exposure to heat and gasses.
- _____ Assist with burnout and holding as instructed by the helibase manager.

Plan 2

- _____ All aircraft not involved with suppression duties load w/ initial attack crews and relocate to alternate site.
- _____ Location Name: _____
- _____ Latitude and Longitude: _____
- _____ Flight Following Dispatch Center: _____
- _____ Frequencies and tone: _____
- _____ Fuel trucks move to: _____
- _____ All helibase personnel load into vehicles (4 wheel drive only if off road egress is necessary).

Form a line of vehicles at the helibase entrance in the following order:

- _____ Pads by numerical order
- _____ Water Tender
- _____ Cargo Crew
- _____ Crash Rescue Engine
- _____ Helibase command personnel

- _____ Relocate as directed by the Helibase Manager

Attachments

- 1 Appropriate Crash Rescue Diagrams from IHOG Appendix M
- 2 Helibase Emergency Rescue Information (HJA-5A)
- 3 Emergency Helicopter Medivac/Medical Transport Request (HJA-5B)
- 4 Local Dispatch Crash Rescue Plan

VI. → **Emergency Rescue Information (HJA-4A).** (See Exhibit C-3.)

A. Purpose.

The purpose is to identify primary and secondary medivac helicopters in the event of injuries to personnel or in the event of an aircraft mishap and the locations of medical facilities.

B. Applicability.

The form is required and must be completed by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form must be implemented prior to the start of the first day's operations.

C. Responsibility and Instructions For Completion.

The Helibase Manager is responsible for ensuring the form is completed and for reviewing the Plan on a daily basis during pre-operations briefings.

Most information is available from the local unit dispatch office. Completion of the form is self-explanatory. Update the form as aircraft assignments change.

Refer to Chapters 12 and 17 for additional information.

D. Posting.

The form is posted on the helibase display board.

E. Routing and Filing.

The form becomes part of the Incident Crash Rescue Plan.

F. Related Forms.

Form HJA-4, Crash Rescue/Medivac/Evacuation Plan, and HJA-4BB, Emergency Medivac/Medical Transport Request.

Exhibit C-3: HJA-4A Emergency Rescue Information

EMERGENCY RESCUE INFORMATION

| Dedicated Medivac And Medical Transport Aircraft | | | | | |
|--|--------------|--------------------|--|--------------|------------------------------|
| Aircraft N# | Make / Model | Helicopter Manager | Litter / Rappel / Extraction / Short-Haul Capability | Assigned EMT | Remarks or Other Information |
| | | | | | |
| | | | | | |
| | | | | | |

| Medical Facility Information | | | | | | | | | | |
|------------------------------|--|---------------------|----------|-----------|-----|----|-----|---------|---------------|---------|
| Facility Name | Facility Capabilities (ICU, Burn Unit, Cardiac Unit Etc) | Geographic Location | Latitude | Longitude | VOR | NM | DEG | Est. FT | Contact Freq. | Remarks |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

| Air Ambulance / Life Flight Information | | | | |
|--|---------------|--------------|-------------------|---------|
| Helicopter Life Flight Facility Located At | Aircraft Type | Phone Number | Contact frequency | Remarks |
| | | | | |
| | | | | |
| | | | | |

HJA-4A (01/05) REQUIRED

VII. → Emergency Medivac/Medical Transport Request (HJA-4B) (See Exhibit C-4.)

A. Purpose.

The purpose is to provide additional information which is not on a Resource Order or other dispatch request but which is necessary to respond safely and efficiently to a request for Helicopter Emergency Medical Services (EMS) services.

B. Applicability.

The form is optional but should be used for all requests for helicopter emergency medical services (EMS), including “life flight” helicopters and incident helicopters assigned to medevac missions. Completion is not required for medevac transport from established helispots or the helibase.

C. Responsibility and Instructions For Completion.

Refer to Exhibit B-17. The Helibase Manager is responsible for ensuring the form is completed when requests for such services are received. This responsibility is usually delegated to the Aircraft Base Radio Operator.

Ensure that as much information is completed as is possible or available. Particular attention should be paid to radio frequencies, particular with “life flight” helicopters, and to the availability of fuel either enroute to the scene or to the medical facility. Completion of specific blocks on the form is self-explanatory.

D. Posting.

None.

E. Routing and Filing.

The form becomes part of the Incident Crash Rescue Plan.

F. Related Forms.

HJA-4 Crash Rescue/Medivac/Evacuation Plan, and HJA-4A Emergency Rescue Information.

Exhibit C-4: Emergency Medivac/Medical Transport Request (HJA-4B)

| Injury Information | |
|--|---|
| Medivac (Life Threatening) _____ | Medical Transport _____ |
| Injury Information | |
| Number of patients to be transported _____ | |
| Is patient able to walk? _____ | |
| Explanation (Vitals, type and extent of injury, ETC) | |
| _____ | |
| _____ | |
| Incident Site Information | |
| Agency _____ | |
| Location of helispot | |
| Township _____ | Range _____ Section _____ 1/4 section _____ |
| Latitude _____ | Longitude _____ |
| VOR _____ | Distance _____ Bearing _____ |
| Is Helispot Complete _____ If Not, How long to Completion? _____ | |
| Conditions of helispot | |
| Wind speed _____ | Direction _____ Temperature _____ |
| Elevation (MSL) _____ | Visibility _____ Helispot size _____ |
| Terrain factors _____ | |
| Other Aircraft in the area: | |
| Aircraft # _____ | _____ |
| Aircraft # _____ | _____ |
| Aircraft # _____ | _____ |
| Aircraft # _____ | _____ |
| Radio Frequency Information | |
| Helispot Frequency _____ | |
| Incident Frequencies _____ | |
| Air to Air _____ | |
| Air to Ground _____ | |
| Administrative Unit Frequency _____ | |
| Other Frequency _____ | |
| Ground Contact Information | |
| Contact Person at the Helispot _____ | |
| Is there a qualified helitack person on site? _____ | |
| Proximity of helispot to injury site? _____ | |
| Contact person with injured party and radio frequency _____ | |