

## **APPENDIX F: DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST. (HJA-1) (See Exhibit F-1)**

### **I. Purpose.**

The purpose of the Daily Helicopter Operations Briefing/Debriefing Checklist is to provide the Helibase Manager with the means to brief all helibase personnel, including pilots. The form also provides for feedback from all helibase operational areas and pilots at the nightly debriefing.

### **II. Applicability.**

The Checklist is required and must be implemented 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.

### **III. Responsibility and Instructions for Completion.**

The Helibase Manager is responsible for ensuring the form is initially completed, and for completing the checklist on a daily basis thereafter. All personnel assigned to the helibase (including pilots) must review the checklist. It must also be utilized for post-operational debriefings. Pilots must sign or initial the Checklist daily, indicating each has received a briefing.

The Briefing Section should be covered with all helibase personnel and pilots present (late-arriving pilots must be briefed individually). All pilots must initial the checklist, indicating that they have been briefed.

The Debriefing Section should be covered with all helibase personnel and pilots present (early-departing pilots must be debriefed individually).

The checklist may be used for a seven-day period, after which a new one must be initiated. When the checklist is initiated, enter the appropriate date(s) below each day (eg, enter 6/30 below Day 1, 7/1 below Day 2, etc.).

The blank blocks below each day are for the Helibase Manager to initial, indicating the item has been completed and/or discussed.

The checklist items themselves are self-explanatory. Further guidance on each item is found in the appropriate chapter of the Interagency Helicopter Operations Guide.

Refer to Appendix H, Helibase Manager's Reminders List, which addresses one-time "start-up" items (for example, helibase location considerations).

Any deviation from established procedures must be approved by the appropriate higher level of authority.

**IV. Posting.**

The current form shall be posted on the helibase display board.

**V. Routing and Filing.**

After a checklist has been completely used (that is, after seven days), it should be placed in the helibase file for later inclusion in the incident or project file.

**VI. Related Forms.**

Helibase Management (HBM) forms and Helicopter Management (HCM) forms are not specifically discussed within the checklist. However, many items may be initialed as complete through completion of these forms.

Appendix H, Helibase Manager's Reminders List, may be utilized by the Helibase Manager as a job aid to ensure that daily checklist items have been addressed. The Helibase Manager may incorporate parts of the Reminders List in the briefing or debriefing as appropriate.

The Interagency Aerial Ignition Guide contains Helitorch and Plastic Sphere Dispenser Operations Checklists. They should be used as a supplement, not in lieu of, the Daily Helicopter Operations Briefing/Debriefing Checklist.

**Exhibit F-1: Daily Helicopter Operations Briefing/Debriefing Checklist (HJA-1)**

**DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST**

|  |                       |                       |
|--|-----------------------|-----------------------|
| <b>Initial Date:</b>   | <b>Helibase Name:</b> | <b>Incident Name:</b> |
| <b>Unit (Forest/District/Park/Reservation/etc):</b>  | <b>Latitude:</b>      | <b>Longitude:</b>     |
| <b>Helibase Manager Name:</b>  | <b>ASGS Name:</b>     | <b>AOBD Name:</b>     |
| <b>OPS Section Chief or Project Aviation Manager Name:</b>   |                       |                       |
| This checklist initiated on ___ / ___ / ___ and will be used through ___ / ___ / ___ (Start date + 6 days) |                       |                       |
| <b>Remarks:</b>  |                       |                       |

**Instructions:** Enter the Date below each day (for example, 6/30 below Day 1). All items must be checked or initialed daily. Once a 7 day cycle has been completed, a new Checklist must be initiated. Review all one time start up items contained in the IHOG, Appendix H, Section I. The Helispot Site Selection and Layout in Section II of the Reminder List should also be reviewed. Sections I-VI of this checklist are used to brief personnel at the start of the operational areas. Use Section VII, Debriefing, of the Checklist to debrief personnel at the end of the operational period. At the debriefing, the helibase Manager should address any deficiencies in the day's operations, and identify corrective action to be taken prior to the next day. Pilots in particular should be asked for their evaluation of the day's operations.

**DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST**

| Checklist Item                       |  | Insert Date for Next 7 Days:                  |   |   |   |   |   |   |
|--------------------------------------|--|---|---|---|---|---|---|---|
|                                      |  |   |   |   |   |   |   |   |
| <b>I. Organization and Personnel</b> |  | <b>Check Off Box when Briefing Completed:</b> |   |   |   |   |   |   |
| <b>A</b>                             | Helibase Organization Chart completed, reviewed and posted. Trainee assignments made.  | 1   | 2 | 3 | 4 | 5 | 6 | 7 |
| <b>B</b>                             | Personnel responsibilities (job descriptions, IHOG Chap 2) reviewed. Personnel are aware of their days assignment.   |   |   |   |   |   |   |   |
| <b>C</b>                             | Pilot flight time is being recorded on the helibase board.   |   |   |   |   |   |   |   |
| <b>D</b>                             | Contractor and Government personnel are properly rested. Work/rest and length of assignment guidelines being adhered to.   |   |   |   |   |   |   |   |
| <b>E</b>                             | Appropriate personnel have a copy of the Incident Action Plan or Project Plan; all Pilots, Helispot Managers, and Helicopter Managers have a copy of ICS-220, ICS-205 and Incident Map.        |   |   |   |   |   |   |   |
| <b>II. Communications</b>            |  | <b>Check Off Box when Briefing Completed:</b> |   |   |   |   |   |   |
| <b>A</b>                             | Communications plan available, current, discussed, and posted. Frequencies known to all personnel  | 1   | 2 | 3 | 4 | 5 | 6 | 7 |
| <b>B</b>                             | Flight Following and TOLC procedures known and discussed; communications within helibase, to Incident Command Post or Project Base, and to Helispots are adequate.                             |   |   |   |   |   |   |   |
| <b>C</b>                             | Adequate number of radios and batteries available to cover appropriate helibase positions and helispots. All radios (including Aircraft) are tested prior to operations.                       |   |   |   |   |   |   |   |
| <b>III. Landing Areas</b>            |  | <b>Check Off Box when Briefing Completed:</b> |   |   |   |   |   |   |
| <b>A</b>                             | Separation between helibase pads is adequate, separate areas are established for different types of helicopters and operations; adequate distance for rotor and fixed wing at active airports. | 1   | 2 | 3 | 4 | 5 | 6 | 7 |
| <b>B</b>                             | Dust abatement is available or other measures are taken as necessary, if chemicals are used, a local Resource Advisor is consulted.  |   |   |   |   |   |   |   |
| <b>C</b>                             | Helibase approach and departure paths and hover lanes, incident or project flight routes are established, reviewed and posted on the Helibase Display Board.                                   |   |   |   |   |   |   |   |
| <b>D</b>                             | Operating procedures established and reviewed for movement of helibase personnel and vehicles.   |   |   |   |   |   |   |   |
| <b>E</b>                             | Security procedures are established as appropriate.  |   |   |   |   |   |   |   |
| <b>E</b>                             | All helispots are inspected, approved, numbered, and hazards have been discussed with Pilots.  |   |   |   |   |   |   |   |
| <b>IV. Safety</b>                    |  | <b>Check Off Box when Briefing Completed:</b> |   |   |   |   |   |   |
| <b>A</b>                             | Helibase Emergency and Crash Rescue Plan is updated, discussed, and posted. Medivac helicopter is assigned and Manager is aware of assignment.   | 1   | 2 | 3 | 4 | 5 | 6 | 7 |
| <b>B</b>                             | Helibase Aircraft Rescue and firefighting is assigned and personnel are aware of assignments. Fire Extinguisher requirements met and personnel are aware of use.                               |   |   |   |   |   |   |   |

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DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST

| Checklist Item                |   | Insert Date for Next 7 Days: |   |   |   |   |   |   |
|-------------------------------|---|------------------------------|---|---|---|---|---|---|
|                               |   | 1                            | 2 | 3 | 4 | 5 | 6 | 7 |
| <b>IV. Safety (continued)</b> |   |                              |   |   |   |   |   |   |
| <b>C</b>                      | Visibility at 1/2 mile minimum; weather forecasts and contingency plans for adverse weather and inversion (smoke, fog) discussed.   |                              |   |   |   |   |   |   |
| <b>D</b>                      | Use of Personal Protective Equipment for Pilots and helibase personnel known and discussed. Helispot personnel have firefighting tools, PPE, and overnight gear available at staffed helispots. |                              |   |   |   |   |   |   |
| <b>E</b>                      | Military training routes and special use airspace considerations have been discussed with Pilots and Managers.  |                              |   |   |   |   |   |   |
| <b>F</b>                      | Temporary flight restriction (if applicable) has been checked by ASGS or AOB/D and discussed with Pilots and Managers.  |                              |   |   |   |   |   |   |
| <b>G</b>                      | Helibase and on-incident hazards (wires, towers, smoke inversions, other aircraft, etc) are posted on maps and have been discussed.   |                              |   |   |   |   |   |   |
| <b>H</b>                      | Previous days safety problems discussed and mitigated.  |                              |   |   |   |   |   |   |
| <b>V. Operations</b>          |   |                              |   |   |   |   |   |   |
| <b>A</b>                      | IAP and ICS-220 discussed. Priorities established and reviewed; Initial missions entered into Mission Request Log. Unscheduled Mission request procedures known.                                |                              |   |   |   |   |   |   |
| <b>B</b>                      | Previous days operational problems discussed and mitigated.   |                              |   |   |   |   |   |   |
| <b>C</b>                      | Helicopter tactics discussed; Supervision/control, role of Air Attack and/or Helicopter coordinator known. Aviation Locations Information Summary (HBM-2) distributed to all Pilots.            |                              |   |   |   |   |   |   |
| <b>D</b>                      | Load calculations for each helicopter posted and disseminated.  |                              |   |   |   |   |   |   |
| <b>E</b>                      | Deck coordination Procedures discussed and known; Passenger briefing, manifesting, cargo, hover hookups, movement of personnel and vehicles around helibase.                                    |                              |   |   |   |   |   |   |
| <b>F</b>                      | Transportation of hazardous materials procedures discussed and personnel are aware of packaging requirements.   |                              |   |   |   |   |   |   |
| <b>G</b>                      | Commonly requested items (water and rations) are available at the Helibase. Ordering procedures are in place with the Supply Unit.  |                              |   |   |   |   |   |   |
| <b>H</b>                      | Initial Attack helicopter and crew is assigned and have been briefed by the local unit as necessary.  |                              |   |   |   |   |   |   |
| <b>I</b>                      | Special Operations (helitorch, plastic sphere dispenser, retardant mixing, etc) plans, procedures, and checklists have been reviewed and approved.  |                              |   |   |   |   |   |   |
| <b>J</b>                      | Insure form HCM-4 Helicopter Power check Turbine Engine and Form HCM-5 Turbine Engine Power Trend Analysis is being completed every 10 hours.   |                              |   |   |   |   |   |   |
|                               |   |                              |   |   |   |   |   |   |



DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST

| Checklist Item                |   | Insert Date for Next 7 Days: |   |   |   |   |   |   |
|-------------------------------|---|------------------------------|---|---|---|---|---|---|
|                               |   | 1                            | 2 | 3 | 4 | 5 | 6 | 7 |
| <b>VIII. Daily Debriefing</b> |   |                              |   |   |   |   |   |   |
| <b>A</b>                      | Feedback from Pilots.   |                              |   |   |   |   |   |   |
| <b>B</b>                      | Communications/TOLC/Radio Operator successes/problems.  |                              |   |   |   |   |   |   |
| <b>C</b>                      | Mission scheduling successes/problems.  |                              |   |   |   |   |   |   |
| <b>D</b>                      | Deck Coordination successes/problems.   |                              |   |   |   |   |   |   |
| <b>E</b>                      | Helispot Manager successes/problems.  |                              |   |   |   |   |   |   |
| <b>F</b>                      | Passenger/cargo manifesting successes/problems.   |                              |   |   |   |   |   |   |
| <b>G</b>                      | New hazards identified.   |                              |   |   |   |   |   |   |
| <b>H</b>                      | General Helibase Successes/problems.  |                              |   |   |   |   |   |   |
| <b>I</b>                      | Briefing on next days shift plan and missions. Pilot schedule and start time reviewed. Helibase personnel start times reviewed. |                              |   |   |   |   |   |   |
| <b>J</b>                      | Helicopter Daily Use and Cost Summary (HCM-15) submitted.   |                              |   |   |   |   |   |   |
| <b>K</b>                      | Equipment rental shift tickets reviewed and approved.   |                              |   |   |   |   |   |   |
| <b>L</b>                      | Crew Time Reports reviewed and approved.  |                              |   |   |   |   |   |   |
| <b>Additional Items</b>       |   |                              |   |   |   |   |   |   |
|                               |   |                              |   |   |   |   |   |   |
|                               |   |                              |   |   |   |   |   |   |
|                               |   |                              |   |   |   |   |   |   |







