

**APPENDIX H: HELIBASE MANAGER'S REMINDERS LIST (HJA-2).  
(See Exhibit H-1)**

**I. Purpose.**

The purpose of the Helibase Manager's Reminders List is to provide the Helibase Manager with a comprehensive list of items, procedures and systems pertaining to helibase and helispot management and operations. If items on the Reminders List are adequately covered, then the Daily Helicopter Operations Briefing/Debriefing Checklist should show few, if any discrepancies.

**II. Applicability.**

Use of the Helibase Manager's Reminders List is optional, but its use is highly recommended on all multiple aircraft helibases prior to or immediately after the commencement of air operations. Review of the list at appropriate times during the course of an incident or project is also recommended.

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

The Helibase Manager should review the Helibase Manager's Reminders List upon arrival at multiple-aircraft operations and should review all or parts of the list on a daily basis thereafter.

The list has been reduced in size to allow it to be copied, cut out, hole-punched, and inserted into the Fireline Handbook.

One-time "start-up" items such as helibase location considerations should be re-evaluated at appropriate times.

The items on the list themselves are self-explanatory. If uncertain, further guidance can be found in the appropriate chapter of this guide.

**IV. Posting.**

None. However, the Helibase Manager may post a copy on the helibase display board.

**V. Routing and Filing.**

None.

**VI. Related Forms.**

All of the Helibase Management (HBM) forms and several of the Helicopter Management (HCM) forms are discussed. Appendix F, Daily Helicopter Operations Briefing/Debriefing Checklist, covers some but not all of the items contained in the Reminders List.

## HELIBASE MANAGERS REMINDER LIST

### IHOG Appendix H

<b>Initial Date and time:</b>	<b>Helibase name:</b>	<b>Incident name:</b>
<b>Helibase geographic location:</b>		
<b>AOBD and phone number:</b>		
<b>ASGS and phone number:</b>		
<b>Finance Section contact and phone number:</b>		
<b>Supply Unit contact and phone number:</b>		
<b>Local Resource Advisor and phone number:</b>		
<b>Local Aviation Manager and phone number:</b>		
<b>Land owner (if private) and phone number:</b>		

## HELIBASE MANAGERS REMINDER LIST

### I. Helibase Site Selection and Layout

#### A. Land ownership

- \_\_\_\_\_ If private, Procurement Unit has been notified and a Land Use Agreement is in place.
- \_\_\_\_\_ If public, site does not conflict with land use policy and has been approved by local resource advisor.
- \_\_\_\_\_ Alternatives sites have been examined, selection factors in B & C below have been considered.

#### B. Relationship to Base Camp

- \_\_\_\_\_ Easy access for personnel and cargo movement.
- \_\_\_\_\_ Flight routes are away from base camp and effects of noise and dust on base camp have been considered.
- \_\_\_\_\_ Radio and phone communications can be established.
- \_\_\_\_\_ Road access for support personnel (fuel and chase trucks) is adequate.
- \_\_\_\_\_ If site is unavoidably far from base camp, consider establishing a helispot nearby for recon flights.

#### C. Location Relative to Incident or Project Site

- \_\_\_\_\_ Turn around times are economical; flight exposure of passengers and crews have been reduced to an acceptable level.
- \_\_\_\_\_ Fire spread will not affect helibase operations (smoke, potential overrun of helibase etc.).
- \_\_\_\_\_ Weather factors (wind, inversion, fog etc.) have been considered and discussed.

#### D. Site

- \_\_\_\_\_ Site is adequate for current and projected number and types of helicopters.
- \_\_\_\_\_ Landing pads and safety circles can be established with adequate separation for types of helicopters being used.
- \_\_\_\_\_ Pads accessible by fuel trucks; if not, consider separate fuel site or pads.
- \_\_\_\_\_ Safe hover lanes and approach-departure paths can be established, given current and expected numbers of helicopters.
- \_\_\_\_\_ Separation of cargo and personnel pads.
- \_\_\_\_\_ If applicable, separation (300 feet) can be provided for helitorch operations.
- \_\_\_\_\_ Cargo and crew manifesting area size is adequate.
- \_\_\_\_\_ Adequate parking for fuel and support vehicles.
- \_\_\_\_\_ Communications can be established with aircraft, Incident command post, and local Dispatch.
- \_\_\_\_\_ Helibase security needs are identified.

#### E. Hazard Map

- \_\_\_\_\_ A flight hazard map covering the entire incident area has been acquired from the local unit and has been posted on the display board. Pilots and other personnel have been instructed to provide additional information as observed

#### F. Helibase Operations and Communications Area

- \_\_\_\_\_ Helibase operations and communications area has been established and deck can be monitored from this area.

## HELIBASE MANAGERS REMINDER LIST

### I. Helibase Site Selection and Layout (Continued)

#### G. Helibase Facility Needs (See Appendix K)

- \_\_\_\_\_ Helibase display board.
- \_\_\_\_\_ Meals (if necessary).
- \_\_\_\_\_ Operations area shelter.
- \_\_\_\_\_ Sanitary facilities.
- \_\_\_\_\_ Garbage cans and/or dumpsters.
- \_\_\_\_\_ Sleeping area established.
- \_\_\_\_\_ Air Operations Branch Kit.
- \_\_\_\_\_ Helibase Support Kit.

#### H. FAA Portable Tower

- \_\_\_\_\_ Need for takeoff and landing coordination considered and ordered if needed.

#### I. Environment

- \_\_\_\_\_ Appropriate environmental constraints will be considered for helibase construction, while still maintaining safety.

### II. Helispot Site Selection and Layout (review for each helispot established)

#### A. Land ownership

- \_\_\_\_\_ If site is public, the Procurement Unit has been notified.
- \_\_\_\_\_ If the site is public, the site does not conflict with land use policy, and the Resource Advisor has been

#### B. Location and Site Selection

- \_\_\_\_\_ Location is appropriate relative to incident or project site.
- \_\_\_\_\_ Smoke/inversion, potential for fire overrunning helispot, winds, etc., have been considered and input received from pilots.
- \_\_\_\_\_ Helispot is adequate for current and projected number and types of helicopters utilizing the helispot.
- \_\_\_\_\_ Helispot is adequate for current and projected number of personnel who may be transported to and from the helispot.

#### C. Construction and Inspection

- \_\_\_\_\_ Helispot has been built to IHOG standards; Appropriate environmental considerations will be considered for helispot construction, while still maintaining safety.
- \_\_\_\_\_ Helispot has been inspected and approved by the AOB or designee.
- \_\_\_\_\_ Helispot is numbered and marked, location has been taken from GPS, recorded on HBM-2 Aviation Locations, and relayed to Plans Section.
- \_\_\_\_\_ Hazards identified, recorded and discussed with pilots.
- \_\_\_\_\_ Approach and departure paths discussed and established.
- \_\_\_\_\_ Helispot furnished with wind indicators).
- \_\_\_\_\_ Helispot furnished with adequate number of fire extinguishers.

## HELIBASE MANAGERS REMINDER LIST

### III. Personnel and Organization

- \_\_\_\_\_ Helibase positions have been assigned to and are filled with qualified persons.
- \_\_\_\_\_ Trainee positions have been identified and assigned (see HCM-7 Helicopter Crew Information Sheet)
- \_\_\_\_\_ Personnel job descriptions have been reviewed and assigned personnel understand the position requirements.
- \_\_\_\_\_ Form HBM-1 Helibase Organization Chart has been updated and posted on the display board.
- \_\_\_\_\_ Additional Helibase personnel needs have been identified and submitted to ASGS for ordering.
- \_\_\_\_\_ Helibase personnel length of assignment and rotation schedule established.
- \_\_\_\_\_ Camps are staffed with appropriate personnel.

### IV. Communications

- \_\_\_\_\_ ICS-205 (Communications Plan) received and posted on the display board, and updated as necessary.
- \_\_\_\_\_ Frequency changes known to everyone, and changes have been put in the ICS-220 Air operations Summary and HBM-1 Helibase Organization Chart.
- \_\_\_\_\_ Flight following and TOLC procedures known and discussed, Form HBM-5 Helibase Flight Following Log established.
- \_\_\_\_\_ Communications within the helibase, to helispots and ICP adequate.
- \_\_\_\_\_ Adequate number and types of radios available for personnel and helispots.
- \_\_\_\_\_ All radios tested prior to commencement of operations. Spare batteries available.
- \_\_\_\_\_ Frequencies not overloaded. Frequency discipline has been discussed with pilots and helibase personnel.
- \_\_\_\_\_ If problems persist, discuss with ASGS or Project Aviation Manager

### V. General Planning, Information, and Organizational needs

- \_\_\_\_\_ HCM-6 (Helicopter Information Sheet) and HCM-7 Helicopter Crew Information Sheet are completed and submitted to Helibase Manager on arrival of helicopter crews.
- \_\_\_\_\_ Form HCM-8 Interagency Helicopter Load Calculation are being completed on a daily basis, or form HCM-10 Helicopter Load Capability and Planning Summary has been completed and posted.
- \_\_\_\_\_ The Aircraft Base Radio Operator and Aircraft Timekeeper are completing HBM-5 Flight Following Log, HBM-6 Mission Request Log, HBM-7 Helibase Daily Use and Cost Summary.
- \_\_\_\_\_ Medivac/Medical Transport Request is available as needed.
- \_\_\_\_\_ Helitorch Operations and Plastic Sphere Dispenser Operations Checklists are being completed as necessary.
- \_\_\_\_\_ A Helibase File has been established and all required documentation is being filed appropriately.
- \_\_\_\_\_ Weather updates are being requested if there is a change in weather from the Incident Action Plan.
- \_\_\_\_\_ A Helibase Evacuation plan has been established in the event the helibase is overrun by fire. Adequate measures are in place to provide ground fire protection at the Helibase.

### VI. Operations

- \_\_\_\_\_ Parking Tenders are providing proper hand signals and are maintaining control and access to the pads.
- \_\_\_\_\_ Proper wind direction is being given.
- \_\_\_\_\_ Parking areas, travel routes, and procedures for fuel trucks has been established and posted.
- \_\_\_\_\_ Adequate fuel supply is available or ordered.
- \_\_\_\_\_ Appropriate Fire Extinguishers have been supplied for each fueling pad.
- \_\_\_\_\_ Foreign object damage (FOD) control measures have been taken.
- \_\_\_\_\_ Cargo area is clean and organized. Cargo is secured appropriately.
- \_\_\_\_\_ Crew cleaning and eating areas are clean and maintained. All material secured.
- \_\_\_\_\_ Deck has perimeter fencing to prevent drive through and walk through traffic, and is signed appropriately.
- \_\_\_\_\_ Measures continue to be effective.

## HELIBASE MANAGERS REMINDER LIST

### VI. Operations (Continued)

- \_\_\_\_\_ Helibase entrance is controlled and signed appropriately.
- \_\_\_\_\_ Night security of aircraft and equipment is provided.

### VII. Demobilization

- \_\_\_\_\_ Form HBM-9 helicopter Demobe information Sheet and HBM-9a Helicopter Flight request are being completed for helicopters and crew being demobed, and copies are being forwarded to Demobilization Unit and Dispatch.
- \_\_\_\_\_ Both modules and individuals are or will be sent through the demobilization process.
- \_\_\_\_\_ Copies of OAS-23 Aircraft Use Reports or FS-122 Flight Use Reports for CWN aircraft are being given to the local unit as requested.
- \_\_\_\_\_ HBM-12 Helitack Crew Performance Rating and HBM-13 Helibase personnel Performance Rating are being completed as needed.

### VIII. Helibase and Helispot Rehabilitation

- \_\_\_\_\_ Coordinate with Plans Section, Finance Section, and local Resource Advisor concerning any rehabilitation requirements for the helibase and helispots.