CHAPTER 15: HELIBASE AND HELISPOT MANAGEMENT AND OPERATIONS.

I. Introduction.

Helibase management requires additional personnel, planning, completion of checklists and mandatory forms, and increased controls (vehicle traffic, airspace, communications, etc).

Prior to reading this chapter, it may be valuable to review the duties and responsibilities of both helicopter and helibase management positions found in Chapter 2.

Useful tools that the Helibase Manager and subordinate positions can use to plan and conduct operations include the:

- Daily Helicopter Operations Briefing/Debriefing Checklist (see Appendix F)
- Helibase Manager’s Reminders List (see Appendix H)
- Aviation Publication and Helicopter Operations Ordering List (see Appendix K)

It is also essential that the Helibase Manager review:

- Appendix A, Helicopter Management Forms and Checklists. Many of the forms are relevant to helibase operations and may supply information necessary to the completion of helibase management forms.
- Appendix B, Helibase Management Forms and Checklists. These are closely tied to the helibase planning, operational procedures and requirements discussed in this chapter.

II. Coordination with Project Aviation Manager or Air Support Group Supervisor and Air Operations Branch Director.

Coordination, communication and cooperation with these functions is essential to the success of helibase operations.

Correct and timely identification of problems encountered, along with corrective action already taken or to be taken, will do much to gain the support of supervisory air operations personnel. This process is a two-way street. If the Helibase Manager is not getting timely or correct information from supervisors, then this problem must be quickly identified. Chart 15-1 outlines essential areas of coordination among air operations staff and other incident or project personnel.

III. Helibase Briefing and Debriefing.

The importance of providing complete briefings for all vendor and government helibase/helispot personnel prior to the start of operations, as well as debriefings at the end of an operational period, cannot be overemphasized.
Two of the best tools available to the Helibase Manager in planning and monitoring all operations are the Helibase Manager’s Reminders List and the Daily Helicopter Operations Briefing/Debriefing Checklist. These are the primary management tools and job aids of the Helibase Manager. A complete review of all items will greatly promote the safety and efficiency of helibase/helispot operations. It should be remembered, however, that completion of forms and checklists does not replace good management and personal communications.

A. **Daily Helicopter Operations Briefing/Debriefing Checklist.**

For incidents, the use of the Daily Helicopter Operations Briefing/Debriefing Checklist is mandatory at all multiple-helicopter bases by the start of the second operational period. It shall be completed on a daily basis thereafter.

For projects, use of the checklist is mandatory on the first day at all multiple-helicopter bases. It shall be completed on a daily basis thereafter.

The Daily Helicopter Operations Briefing/Debriefing Checklist is designed to enable the Helibase Manager to conduct comprehensive briefings and debriefings. Major areas covered are Organization and Personnel, Communications, Landing Areas, Safety, Operations, and Administration. One Checklist may be used for a seven day period, after which a new one must be initiated.

Anyone who cannot attend briefings or debriefings must be individually briefed or debriefed by the Helibase Manager or designee, using the Daily Helicopter Operations Briefing/Debriefing Checklist and other helibase forms (for example, Facilities, Hazard, And Flight Route Map, Helispot Information Summary, etc).

If any item on the Daily Helicopter Operations Briefing/Debriefing Checklist has not been accomplished, approval is required from the Incident Commander, Project Aviation Manager, or designee (for example, the Air Operations Branch Director). Detail the deviation on the Checklist, a General Message Form, or other format. A signature from the official approving the deviation is required. This documentation must be attached to the Checklist.

Pilots are required to sign the Daily Helicopter Operations Briefing/Debriefing Checklist on a daily basis.

**NOTE:** If the Helibase Manager arrives at an incident where operations are already proceeding, it is advisable, unless life or property is being threatened, to conduct a short briefing to review the Checklist. The Helibase Manager should make it clear to the air operations staff that there will be a slight operational delay while the initial briefing is accomplished. The time spent accomplishing this will result in a smooth transition from initial/extended attack to incident management helibase operations, and should increase safety awareness and efficiency significantly.
B. **Helibase Manager’s Reminders List.**

The use of the Helibase Manager’s Reminders List is optional. It is recommended that the Helibase Manager review it upon arrival, with additional review at convenient times throughout each day and after nightly debriefings. It is organized in a sequential and logical manner to lead the Helibase Manager and subordinate personnel through all phases of helibase operations:

- Helibase and Helispot Site Selection
- Personnel and Organization
- Communications
- General Planning Information and Organization Needs
- Operations
- Demobilization and Rehabilitation

C. **Briefing/Debriefing Schedule.**

Briefing and debriefing schedules vary according to incident or project requirements. Chart 15-1 is provided as a guideline.

- Note the necessity for the Helibase Manager and primary staff (DECK, TOLC) to provide for sufficient time to prepare for the morning briefing. Adequate preparation results in concise and comprehensive briefings.

- During complex, high-activity operations, briefings and debriefings should be scheduled to fall within the duty day of the majority of incident or project Pilots. Separate briefings or debriefings shall be held with Pilots who may miss the group briefing or debriefing due to a staggered duty day schedule.

- If long shifts are encountered, the Helibase Manager should consider shifting out on a rotating basis. For example, one day the Helibase Manager comes on duty late, and the DECK presents the morning briefing. The Helibase Manager conducts the nightly debriefing. This requires coordination and communication between the two individuals, but is effective in reducing fatigue. It should also be considered for other helibase personnel.
Chart 15-1: Briefing/Debriefing Schedule

<table>
<thead>
<tr>
<th>TYPE</th>
<th>TIME FRAME</th>
<th>ADDITIONAL CONSIDERATIONS</th>
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| Briefing   | Depending upon complexity of operations and Pilot duty day requirements, provide for adequate time prior to the “Commence” time shown on the Incident Air Operations Summary (ICS-220).  
  
  Remember, part of this period must be provided for helicopter preflight prior to the “Commence” time.  
  
  Adjust times as necessary, but be prepared to meet “Commence” times identified. | The Helibase Manager and primary staff should be preparing for the briefing at least 15-30 minutes prior to the briefing’s scheduled start.  
  
  All operational and safety problems identified during the previous nightly debriefing should be corrected. Remember to review the Helibase Manager’s Reminders List. |
| Debriefing | The debriefing should be accomplished as soon as possible after the completion of helibase operations.  
  
  Remember for next-day planning purposes that vendor personnel are “On Duty” until the debriefing is completed. Notify the AOBD or Project Aviation Manager if completion time affects next day’s plan.  
  
  At this time, the next day’s plan (if available) should be reviewed. | Ensure that feedback is obtained from everyone, including contractor personnel, concerning the day’s activities. Operational and safety problems should be either immediately corrected or brought to the attention of the ASGS/AOBD or Project Aviation Manager.  
  
  Cost reports must be submitted to the Helibase Manager or Aircraft Timekeeper by all Helicopter Managers at the end of each operational period. |

IV. Helibase Personnel and Organization.

Helibase organizations vary in size and configuration depending upon a variety of factors including incident or project complexity, number of assigned aircraft, range and type of missions, and experience level of personnel assigned.

The assignment of trained and qualified personnel to each helibase function is critical to the safety and effectiveness of operations. Refer to Section I of the Daily Helicopter Operations Briefing/Debriefing Checklist in Appendix F for personnel and organizational items that must be checked prior to the start of operations. Refer also to Appendix H, Helibase Manager’s Reminders List, Section III, for similar considerations.
The position of the Helibase Manager is common to all helibase organizations. This individual is responsible for the safety and efficiency of all helibase and helispot operations.

If an operation is not functioning smoothly, the Air Support Group Supervisor and/or Air Operations Branch Director should consider:

- Assigning a Deputy Helibase Manager (fully-qualified Helibase Manager).
- Splitting the operation into two or more helibases at different locations to reduce single-location complexity (there are negative aspects of this which may outweigh the advantages).
- Replacing the Helibase Manager. This option should only be considered if it is determined that the Helibase Manager is unable to manage the helibase appropriately. Supervisory personnel should also consider that failures at the helibase may be the result of failures in other parts of the Project or Incident Management Team.

V. Helibase Setup and Layout.

See Exhibit 15-2 for a typical helibase layout. Section I, Helibase Site Selection and Layout, in the Helibase Manager’s Reminders List (Appendix H) should be reviewed during initial site selection.

A. Time Frames.

A Helibase Manager who can manage and delegate responsibilities effectively should have accomplished all of the items discussed in this chapter, plus those specified on the Helibase Manager’s Reminders List, by mid-day of the second operational period on incidents. With more lead time available on a project, all items should be implemented or operational prior to commencement of the project.

On incidents, accomplishing all of these tasks may require additional work after the end of the shift on the first day. The Helibase Manager should not attempt to accomplish everything alone. Share the workload among helibase staff. Spending this additional time is well worth the effort in terms of achieving a smooth, safe operation the next day.

B. Obtaining Necessary Equipment.

Consult Appendix K for ordering information. The Helibase Manager should consult this list both at the beginning of the incident or project and frequently thereafter. Appendix K contains information on how to use the ordering list in conjunction with the supply unit.

Commonly needed items include, but are not limited to:

- Radios and radio kits
- Ground vehicles
• Crash rescue and evacuation kits
• Helicopter support kits, plus additional fire extinguishers, wind socks, pad markers, signs, lead lines, swivels and cargo nets
• Personal protective equipment
• Portable tanks and water bags
• Tents
• Aerial ignition equipment
• Miscellaneous administrative and office supplies

HINT: At larger helibases with significant cargo transport, assign an Ordering/Distribution Manager to the helibase. This individual’s function is to coordinate the ordering, delivery and distribution of supplies and equipment to the helibase from the supply unit.

C. Facilities and Layout Considerations.

Refer to Exhibit 15-2. (Once the helibase is established, complete the Helibase Facilities, Hazard, and Flight Route Map.)

1. Operations and Communications Area. One of the first priorities is the establishment of a helibase operations and communications area. See Chapter 4 for additional discussion of this area and its needs.
   a. Location. This area should command a full view of the helibase operational area.
   b. Set up. Set up communications equipment in an area in which the TOLC and Helibase Radio Operator can function effectively and communicate readily with the Helibase Manager and DECK. The following set-ups are usually acceptable:
      • Outside a helicopter crew chase truck equipped with side compartments to handle communications needs
      • Inside a tent, with a full view of the helibase
      • In a communications trailer designed for air operations use
c. Communications Equipment. The use of radio headsets to counter helibase noise is strongly encouraged. Various radio kit configurations are listed in Appendix K. Refer to Chapter 4 for a discussion of various communications functions.

IMPORTANT NOTE: The Helibase Manager should ensure that assigned radio equipment and frequencies meet the needs for ground-to-ground, air-to-ground, and air-to-air functions.

2. Wind Indicators.
   - Set up wind indicator(s) in location(s) visible to all helicopters. Indicators should be placed on both the approach and departure paths.
   - Indicators should be located at sufficient height to give a true indication of wind direction that is not affected by adjacent vegetation or terrain.
   - They should be placed in location(s) that are unaffected by rotor wash.

3. Approach and Departure Paths.
   - Establish approach and departure paths with Pilot input and in conformance with requirements in Chapter 8.
   - Establish hover lanes for access to various areas on the helibase.
   - Enter information on the Helibase Facilities, Hazard, and Flight Route Map.
Exhibit 15-2: Typical Helibase Layout
4. Touchdown Pads and Safety Circles.
   - Establish touchdown pads and safety circles in conformance with requirements in Chapter 8.
   - Group pads by helicopter types. Also separate pads, or groups of pads, by type of flight mission (for example, external cargo transport pads separate from personnel transport pads).

   **CAUTION:** Establish external load pad(s) to avoid overflights of other pads, helibase, or camp.

   - Establish special pads as necessary for fueling, maintenance, retardant mixing, or aerial ignition (refer to Chapter 13 for fueling separation requirements).
   - Enter information on the Helibase Facilities, Hazard, and Flight Route Map.

5. Vehicle Parking and Movement.
   - Establish vehicle parking area for crash rescue vehicle (if assigned), fuel, cargo, personnel transports, visitors, etc.
   - Establish procedures for vehicle movement (access to helibase, refueling, delivery of cargo, etc.).
   - Enter information on the Helibase Facilities, Hazard, and Flight Route Map.

6. Security. For special security requirements during law enforcement operations, see Chapter 16.
   - Cordon off the helibase to control vehicle and foot traffic.
   - Request security as needed.

7. Personnel and Cargo Staging Areas.
   - Establish staging areas for personnel and cargo.
   - Use pennant flagging for crew “holding areas,” as well as for entry-egress routes to pads.
   - Establish the cargo loading and external load area(s) so that other helicopters are not overflown, and so that upon either approach or departure with a load, the helicopter does not fly over inhabited areas. See Chapter 8.
   - If moderately or heavily traveled roads will be overflown on approach or departure, a road guard may need to be posted. Consult with local law enforcement officials on the posting of road guards. If county, state, or federal highways are involved, the appropriate law enforcement agency is responsible for traffic control.
   - Enter information on the Helibase Facilities, Hazard, and Flight Route Map.
8. Weighing. Set up scales for weighing personnel and cargo.

     HINT: Scales may be set up in both the Food and Supply Units to weigh cargo that will be sent to the helibase for transport to the line. Assigning a Loadmaster from the helibase to ensure cargo arrives properly packaged, weighed, and labeled with destination is highly effective. This system also works well on large projects.

9. Signing. Post warning signs as required, including helibase, speed limit, cargo area, personnel staging, parking, no smoking, etc.

10. Sanitation.

     • Provide an adequate number of portable toilet facilities to meet the needs of helibase personnel and crews in transit through the helibase.

     • Order enough trash barrels or dumpsters to handle both the helibase waste needs and the backhaul from helispots.

     • Establish a separate disposal area for used batteries and other hazardous materials such as saw gas, oil and grease from helicopter maintenance, etc.

     • Enter information on the Helibase Facilities, Hazard, and Flight Route Map.

11. Display Board. Refer to Exhibit 15-3. A Display Board is an essential part of any helibase operation to facilitate information posting, exchange, and briefing requirements.

     • The display board should be located near the helibase operations and communications area for ease of posting and referring to information, conducting briefings and debriefings, etc.

     • 4’ by 8’ sheet(s) of plywood work well. Ensure that the board has adequate support to withstand high winds and rotor wash.

     • Cover with plastic to protect information from adverse weather.

     • For incidents, required information should be completed and posted on the display board no later than mid-day of the second operational period. For projects, it should be posted prior to the commencement of operations. Unless noted as optional, the following should be posted on the display board.

         • Incident Action Plan (ICS Forms 202, 203, 204, and 205 minimum) or Project Aviation Plan.

         • Incident or Project Map.

         • Air Operations Summary (ICS-220).

         • Helibase Facilities, Hazard, and Flight Route Map.

         • Helibase Organization Chart (HBM-1).

         • Aviation Locations Summary (HBM-2).
- Helibase Aircraft Information Summary (HBM-3) (optional).
- Helibase Flight Time Tracking Record (HBM-5A) (optional).
- Daily Helicopter Operations Briefing Checklist (HJA-1).
- Load Calculations for representative elevations and temperatures for all helicopters assigned, or Helicopter Load Capability Summary - Multiple Helispots and Fuel Loads (Form HCM-10).
- Allowable Payload Chart (HBM-4).
- Emergency Rescue Information (Form HJA-4A).
- Standard Aircraft Safety Briefing.

Exhibit 15-3: Example of a Helibase Display Board (4'x8' Plywood)
12. Helibase Eating Area and Arrangements. An area for eating meals should be established and posted on the Helibase Facilities, Hazard, and Flight Route Map.

The Helibase Manager should coordinate immediately with the Project Aviation Manager or the Air Support Group Supervisor regarding meal arrangements.

While every situation is different, it is generally the case that helibase shifts do not coincide with the main camp’s meal schedule. In order to minimize the disruption to the caterer, it is recommended that arrangements be made so that both helibase government and vendor personnel eat at the helibase.

At a minimum, cold breakfast items such as cereal, fruit, rolls, milk and juice will provide an adequate breakfast prior to the morning briefing.

If the caterer’s schedule is such that the kitchen shuts down prior to the completion of the nightly debriefing, dinner in hot food containers should be provided.

NOTE: In Alaska, personnel are supplied with Meals-Ready-To-Eat (MRE’s) for the first three days. Thereafter, fresh food boxes may be provided. Government and vendor personnel are expected to prepare their own meals.

13. Helibase and Vendor Personnel Sleeping Area. One or two general sleeping areas for personnel should be immediately designated and posted on the Helibase Facilities, Hazard, and Flight Route Map. Sleeping areas should be well away from the helibase operational area, hover lanes, and flight paths to avoid the effects of rotor wash.

NOTE: The Helibase Manager should make his/her sleeping area known to the Air Support Group Supervisor or Project Aviation Manager in case an emergency arises during the night.

If vendor personnel are required to stay at the incident, then the Helibase Manager is required to ensure that the contractual requirements for adequate rest are met. At a minimum, cots and tents should be ordered.

To meet aviation safety objectives, the effects of Pilot fatigue and inadequate rest facilities must be recognized. It is recommended that Pilot fatigue factors be reduced by:

- Allowing Pilots to sleep in motels or other available facilities, provided that such a policy does not significantly interfere with Pilot duty day/flight time limitations.
- Modifying the above by allowing Pilots to sleep in motels or other available facilities on a rotating basis every third night.

HINT: If motels are not ground accessible within a reasonable time, reduce the effect on duty days by flying all Pilots to the rest location in one or two aircraft, instead of allowing each Pilot to fly in.
• In Alaska, helicopter vendors are advised in the procurement document to provide tents for their personnel. Sleeping bags, plastic sheeting and bug nets are provided at remote helibases. Housing may be available in villages.

• All sleeping areas shall be policed prior to the morning briefing and all equipment and supplies secured.

VI. Helispot Considerations.

A. Personnel and Organization.

Proper helispot management is essential for safe and efficient operations. The Helibase Manager is responsible for ensuring adequate numbers of personnel are assigned.

As a general rule, helispots should have a minimum of two people assigned, although more than two may be necessary (for example, at a camp with significant transport of personnel or cargo). Consider assignment of a Type II or I Helibase Manager to helispots at large camps.

HECMs that manage helispots need to ensure that their staff understands the responsibilities and authorities of helispot management.

Assignments will normally be made at the helibase briefing prior to the start of the operational period. For helispot personnel who stay at camps or helispots overnight, a briefing on the intended operations for the day should be relayed by radio, and input solicited for the nightly debriefing.

Personnel managing helispots should work and communicate closely with the helibase and incident supervisor for the area on both logistical and tactical needs at the helispot.

At the end of each shift, all those who used the helispot should offer a constructive critique of the operations there.

B. Establishing Helispots.

On incidents, the Air Operations Branch Director is responsible for the establishment of all helispots, though this responsibility may be delegated to the Air Support Group Supervisor or Helibase Manager. On projects without a full aviation staff, the Helibase Manager is responsible. In either case, close coordination with, and in many cases, authorization by the local Resource Advisor to construct helispots is required. Refer to Chapter 8 for additional information.

Form HBM-2, Aviation Locations Summary, should be initiated and updated as new helispots are established. Its primary use is for Pilot safety briefings.
All helispots must be approved regarding hazards and capability (HIGE or HOGE) by a trained and authorized individual. Pilots are a good source for this information.

C. **Necessary Equipment.**

It is essential that all tools and equipment to perform the job, including initial attack firefighting gear, be obtained by personnel managing the helispot. This equipment includes:

- One (1) 20-pound, dry chemical, 40 B:C rated fire extinguisher
- Pad marker with nails (initial establishment of spot)
- Radio with extra batteries
- Wind Indicator(s)
- Scales (recommended, but not required)
- Fiber Tape
- Manifest Book(s)
- Pocket Calculator
- Passenger Aircraft Safety Briefing Cards
- A list of allowable payloads for each helicopter assigned to the helibase (HIGE and HOGE) for all helispots, since they may be assigned to another spot during the course of the day; copies of Form HCM-11, Single Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads, for each helicopter works well for this purpose
- Food and water
- Initial attack gear
- Overnight gear (even if the plan is to return the crew to the helibase)

**IMPORTANT NOTE:** These items are not required for unimproved landing sites which are used only infrequently. However, if the site is used on a recurrent basis as a personnel or cargo destination, then it becomes a helispot and applicable requirements should be met.

D. **Facilities and Layout Considerations.**

Helispot personnel are usually the first personnel to be flown to a helispot, both for initial construction and improvement and on a daily basis thereafter in preparation for personnel and cargo transport. The helispot shall not be declared operational (that is, ready to receive personnel or cargo) until the helicopter crewmembers assigned to that helispot have informed the helibase that the spot is ready.
Some of the considerations regarding facilities and layout of helibases also apply to helispots. Refer to Section II, Helispot Site Selection and Layout, in the Helibase Manager’s Reminders List (Appendix H) for items which should be checked during the establishment of any helispot. Also refer to Chapter 8, Helicopter Landing Areas, for requirements. Items to consider include, but are not limited to:

- Wind Indicators. Considerations are the same as with helibases.
- Approach and Departure Paths. Establish approach and departure paths with Pilot input in conformance with requirements in Chapter 8.
- Touchdown Pads and Safety Circles. Establish touchdown pads and safety circles in conformance with requirements in Chapter 8.
- Vehicle Parking and Movement. Though road access to a helispot is the exception rather than the rule, the helispot may have road access. If so, consult guidelines for helibases.
- Security. The helispot may have need for security. If so, consult guidelines for helibases. For special security requirements during law enforcement operations, see Chapter 16.
- Personnel and Cargo Staging Areas. Although helispot staging areas do not need to be as elaborate as those for the helibase, establish areas for personnel and cargo well away from the landing pad. If necessary, use pennant flagging for crew “holding areas,” as well as for entry-egress routes to the helispot landing pad.
- Weighing. If scales are available, use them for the accurate weighing of personnel and cargo.
- Signing. Post warning and informational signs (helispot, no smoking, etc.) as appropriate.

VII. Communications.

Communications is one of the most important aspects of helibase operations. A good communications plan and network will greatly increase chances of success. Conversely, a poor plan with inadequate equipment is a guarantee of failure.

Communications problems must be solved immediately. Close coordination with the Air Operations Branch Director or Project Aviation Manager is essential. Refer to Chapter 4 for a discussion of communications concerns. Brief all involved using the Aviation Communications Plan included in Chapter 4.

- Section II, Communications, in the Daily Helicopter Operations Briefing/Debriefing Checklist must be completed on a daily basis prior to the start of operations.
- Section IV, Communications, in the Helibase Manager’s Reminders List should be reviewed as needed by the Helibase Manager.
VIII. Safety.

Safety items as specified in Section IV in the Daily Helicopter Operations Briefing/Debriefing Checklist must be reviewed on a daily basis prior to the start of operations. The Helibase Manager should maintain constant awareness of other safety items not on the Checklist that need review.

IX. General Planning, Information and Organization Needs.

- Appendix B contains guidance and direction concerning both required and optional planning tools available to the Helibase Manager.
- The Helibase Manager should review Section V, General Planning, Information and Organization Needs, in the Helibase Manager’s Reminders List.

X. Operations.

- Section V, Operations, in the Daily Helicopter Operations Briefing/Debriefing Checklist must be completed on a daily basis prior to the start of operations.
- The Helibase Manager should review Section VI, Operations, in the Helibase Manager’s Reminders List.

XI. Demobilization of Aircraft and Personnel.

The Helibase Manager should review Section VII, Demobilization, in the Helibase Manager’s Reminders List when it is anticipated a helicopter will be demobilized. Although use of Form HBM-11, Helicopter Demobilization Information Sheet, is optional, it facilitates the orderly demobilization of air and associated ground resources.

XII. Rehabilitation.

The Helibase Manager should review Section VIII, Rehabilitation, in the Helibase Manager’s Reminders List whenever a helispot or helibase will be placed in inactive status or will be permanently demobilized. Consult the local Resource Advisor for specific rehabilitation standards.
XIII. Demobilization and Deactivation of the Helibase.

Aside from the physical cleanup considerations of demobilization addressed in Section VIII, Rehabilitation, in the Helibase Manager’s Reminders List, the Helibase Manager is responsible for ensuring that a complete Helibase File is left with the Documentation Unit Leader on incidents or the Project Manager on projects. This file should consist of the items specified in Section V of the Helibase Manager’s Reminders List.

XIV. Miscellaneous Considerations.

A. Operations Involving Military Helicopters.

Operations involving use of military helicopters can increase the complexity of a helibase operation. For aviation operations using Active Duty/Reserve Military helicopters or National Guard units officially “federalized” by Department of Defense, refer to Chapter 70 of the Military Use Handbook for specific policy and procedural information.

The use of National Guard units for federal firefighting purposes within their state must be outlined in national, regional, state or local agreements and MOUs between federal agencies and the specific National Guard units.

B. Pilot Informational Needs.

Most Pilot informational needs are provided through use of the Daily Helicopter Operations Briefing/Debriefing Checklist at the start of the operational period and by consulting information posted on the helibase display board.

All Pilots must be briefed on a daily basis. Individual briefings must be provided for Pilots not in attendance at the group briefing (such as those who may have a later start time due to staggered duty days). In addition, all Pilots shall be provided with a copy of the following:

- A current Incident or Project Map marked with hazards, helispots, drop points, dip sites, etc.
- A copy of the Air Operations Summary (ICS-220)
- A copy of the Radio Communications Plan (ICS-205)

It is the Helibase Manager’s responsibility to communicate hard-copy needs of the above to the Air Support Group Supervisor, Air Operations Branch Director or Project Aviation Manager.
C. **Helibase Manager Kit.**

Helibase Managers should bring the items identified in Appendix B to all incidents or projects.

D. **Aviation Safety Assistance Teams/Safety and Technical Aviation Team (ASAT/STAT).**

A geographic area (State, Area, or Region) may request that the Incident Commander accommodate the visit of an Aviation Safety Assistance Team, or the Incident Commander or Project Aviation Manager may request one.

Teams are usually made up of Helicopter Operations Specialists and Pilot, Maintenance, and Avionics Inspectors.

Teams have been instructed not to interfere with operations unless an immediate safety hazard is observed. The ASAT/STAT should close out with both the Helibase Manager, supervisory air operations staff (ASGS/AOBD), and the Incident Commander or Operations Section Chief, or Project Aviation Manager.

It is advisable that the Helibase Manager consult the Incident/Project Helicopter Operations and Safety Evaluation prior to the Team’s arrival. Close adherence and attention to the items in the Daily Checklist and Helibase Manager’s Reminders List will usually ensure a positive evaluation. The evaluation team completes the following:

- Reviews the Daily Checklist items, checking for compliance.
- Reviews the Helibase Manager Reminder’s List items, checking for compliance.
- Evaluates management relationships to determine if coordination and communication are occurring.
- Determines if training opportunities are being offered.
- Reviews Pilot, maintenance, and avionics inspectors’ findings.