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.”


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 when an aircraft meets applicable criteria of “Overdue,” “Missing,” or “Crashed”.

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 local unit’s emergency response plan and complete HJA-4, Crash Rescue/Medevac/Evacuation Plan, HJA-4A, Emergency Rescue Information. See Exhibits C-1, C-2, and C-3 for further information.

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.

A Dispatcher or Aircraft 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.

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.

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 not requiring 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 USFS 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 Using 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 agency channels. Use Form OAS-34 (FS5700-14) for DOI or USFS incidents, or applicable state and local formats.

1. SAFECOM - Aviation Safety Communiqué OAS-34 /FS 5700-14. (See Exhibit C-1.)

The Aviation Safety Communiqué (SAFECOM) is a confidential safety reporting and feedback system for accident prevention. It is a tool used to encourage the reporting of any condition, observance, act, maintenance problem, or circumstance that has the potential to cause an aviation or aviation-related mishap. Data obtained from the system is monitored to identify emerging hazards, share critical safety information, document and track safety issues and identify training needs. It is also used for reporting positive safety actions and mishap prevention measures.

The SAFECOM system is not intended for initiating punitive or disciplinary actions and is not to be used for claims or contract evaluation /determination purposes. The goal of the SAFECOM system is to create a reporting culture that encourages open and honest reporting that improves the safety of aviation operations. SAFECOMs should be utilized in tailgate safety sessions, after action reviews, and briefings only after they have been properly managed through the system.
Submitting a SAFECOM is not a substitute for “on-the-spot” correction(s) to a safety concern. It is imperative that safety issues be addressed at the local level as well as being documented in a SAFECOM. SAFECOM managers at all levels may have additional corrective actions and input.

SAFECOM managers at all levels are responsible for protecting personal data and sanitizing SAFECOMs prior to any distribution and/or posting to the public. The SAFECOM system contains Personal Identifiable Information (PII) which is to be protected and safeguarded. In the event of an accident, dissemination of accident investigation information must be in accordance with NTSB law.

A SAFECOM does not replace the requirement for initiating a mishap report. Mishaps shall be reported immediately by the most expeditious means available in accordance with the bureau or agency Mishap Response Plan.

In order for SAFECOM’s to be effective as an accident prevention tool, they should be reported as soon as possible to the agency with operational control of the aircraft at the time of the event. SAFECOMs can be submitted online at www.safecom.gov or via phone at 888-464-7427. Hard copies of the OAS-34/FS-5700-14 form can be faxed to OAS at 208-433-5007; USFS at 208-387-5735 or submitted through the Unit/Forest Aviation Officer.

NOTE: Do not waste time trying to figure out if an event is an accident. If you have an event with an aircraft that results in damage or injury, no matter how slight, REPORT IT to DOI or USFS by calling 1-888-4MISHAP (888-4MISHAP).

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 and submit it to the local unit Aviation Manager.
# Exhibit C-1: SAFECOM Aviation Safety Communiqué OAS-34/FS 5700-14

## Safety Communiqué Form

<table>
<thead>
<tr>
<th>REPORTED BY: (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>E-Mail:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Pager:</td>
</tr>
<tr>
<td>Organization:</td>
</tr>
<tr>
<td>Organization Other:</td>
</tr>
<tr>
<td>Date Submitted: mm/dd/yyyy</td>
</tr>
</tbody>
</table>

### EVENT

<table>
<thead>
<tr>
<th>Event</th>
<th>Local Time: hhmm</th>
<th>Injuries: Y/N</th>
<th>Damage: Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>mm/dd/yyyy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td>Location: (Airport, City. Lat/Long or Fire Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency:</td>
<td>Region:</td>
<td>Unit:</td>
<td></td>
</tr>
</tbody>
</table>

### MISSION (* see look-up tables)

<table>
<thead>
<tr>
<th>Mission</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>Other:</td>
</tr>
<tr>
<td>Procurement:</td>
<td>Other:</td>
</tr>
<tr>
<td>Persons Onboard:</td>
<td>Special Use: Y/N</td>
</tr>
<tr>
<td>Departure Point:</td>
<td>Destination</td>
</tr>
</tbody>
</table>

### AIRCRAFT (* see look-up tables)

<table>
<thead>
<tr>
<th>Aircraft</th>
<th>Owner/Operator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>Tail #</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>Model:</td>
</tr>
<tr>
<td>Owner/Operator:</td>
<td>Pilot:</td>
</tr>
<tr>
<td>Manager:</td>
<td></td>
</tr>
</tbody>
</table>

### NARRATIVE: (A brief explanation of the event)

### CORRECTIVE ACTION: (What was done to correct the problem)
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 accidents, airspace, incidents, hazards, maintenance, management and mishap prevention. The system uses the SAFECOM Form OAS-34 or FS-5700-14 to report any condition, observation, act, maintenance problem, or circumstance with personnel or 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.

These instructions and helpful hints are intended to make the process of submitting a SAFECOM as easy as possible. If you need assistance call the Forest Service at (208) 387-5285 or the Aviation Management Directorate, Aviation Safety at (208) 433-5070. After the completion and submission of your SAFECOM, your data will be stored in a central database that is shared on an interagency basis so you only have to submit one SAFECOM per event.

The **REPORTED BY** section is associated with the person submitting the SAFECOM. All of these fields are optional. However, this contact information is extremely helpful if it becomes necessary to follow-up with the submitter on a particular issue. This section asks for the name of the person reporting the event, their contact information and the organization they work for. If you choose to submit your name or any other information in this section, it will not appear on the SAFECOM that is available to the general public.

The **EVENT** section asks for the “when” and “where” in addition to damage or injuries. Enter the **Date** in the *mm/dd/yyyy* format, and then enter the **Time** using the 24-hour time format *hhmm*. Note that the date is a required field and both the date and time fields will only accept numeric characters. Were there any **Injuries**? *Yes* or *No*. If you select *Yes*, please explain in the narrative. Was there any **Damage**? *Yes* or *No*. If you select *Yes*, please explain in the narrative. The next field in this section is the **State**, which applies to the state where the event occurred. Note that the **State** field is a required entry. In the **Location** field enter the airport, name of the fire or latitude and longitude, township, range and quarter section are also acceptable. The next three fields identify the Agency, Region/State and the Unit that had operational control of the mission at the time of the event. These selections determine which organization(s) will receive initial notification that a SAFECOM has been entered into the database. Enter the Agency, Region/State and Unit. From [www.safecom.gov](http://www.safecom.gov) these field have look-up tables to select the **Agency, Region, and unit from. Not all agencies have Region/State and Units listed at this time, so if none are listed, leave those fields blank.** See examples below:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Region</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Land Mgt</td>
<td>Alaska State Office</td>
<td>Glenallen FO</td>
</tr>
<tr>
<td>Forest Service</td>
<td>Region 2</td>
<td>San Juan NF</td>
</tr>
<tr>
<td>NPS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The **MISSION** section asks for information that describes the mission at the time of the event. In the **Type** field, use the look-up table to make a selection that best describes the mission that was being performed. Use the **Other** field if you need to further identify the mission or if
Exhibit C-1: SAFECOM Aviation Safety Communique OAS-34/FS 5700-14 (cont.)

nothing is available from the look-up table that actually describes the mission. In the Procurement Field, enter how the aircraft you were utilizing was procured from the look-up table. Use the Other field to further identify procurement if necessary. Under Persons Onboard, enter the total number of people on the aircraft, which includes the pilot(s), all flight crew personnel and passengers. Was the mission Special Use, Yes or No? Many of our missions are special use. In fact, almost all fire missions are considered special use as well as animal counting, herding, eradication, etc. Were there Hazardous Materials onboard, Yes or No? In Departure Point, enter where you departed from, an airport or helibase for example and under Destination, enter the intended destination, which could be an airport, fire name or helispot.

The Aircraft Section generally applies to the aircraft you are utilizing. However, in the event of an airspace intrusion, conflict or near mid-air, enter as much information as possible about the other aircraft. If there are multiple aircraft involved, list the other aircraft in the narrative section. In the Type field, enter the aircraft type from the look-up table. In the Tail # field enter the tail number of the aircraft beginning with N for US Registered and C for Canadian Registered aircraft. Please do not enter the Tanker, Jumper or Helicopter number unless that is all you have. In the Manufacturer field, select the manufacturer from the look-up table. In the Model field, enter the model number without any spaces or hyphens for example, 206L3, DC6, PB4Y2. In the Owner/Operator field, enter the name of the agency if the aircraft is an agency fleet aircraft (i.e. USFS, USDI, etc.) or the name of the vendor operating the aircraft if it is contracted. In the Pilot and Manager fields enter the names, first name then last name.

In the Narrative section give a brief description of the event with the facts and outcome of the event. Elaborate on any previous blocks above as necessary.

In the Corrective Action section give a brief description of the corrective action that was taken in an effort to prevent the event from reoccurring. Remember, submitting a SAFECOM is not a substitute for resolving the problem and taking on the spot corrective action. SAFECOMs are only for tracking and trending purposes.

Accidents and Incidents-With-Potential (IWP) must be reported immediately via the most expeditious method in accordance with the Interagency Aviation Mishap Response Plan. A SAFECOM should be completed later, but it is not to be used as an initial notification method.

Individuals are encouraged to submit their SAFECOM directly on-line at www.safecom.gov. If access is an issue, hard copy SAFECOMs are to be sent to the local Unit/Forest Aviation Officer, Regional/State Aviation Safety Manager, or National Offices of the DOI (fax 208-433-5007) or USFS (fax 208-387-5735).

SAFECOMs contain material subject to the Privacy Act of 1974, 5 U.S.C. Section 552a. Therefore, their contents must be protected. Individuals that submit SAFECOMs online may print a copy for their personal record, but are not to share or distribute any hard copy as it contains personal information. Dispatch Centers, Operational Bases, Incident Management Teams, Area Command, Air Operations, etc do not have authority to collect SAFECOMs from SAFECOM submitters. While it is imperative that operation managers are notified of safety issues immediately, this notification process does not include utilizing the SAFECOM system.
<table>
<thead>
<tr>
<th>MISSION – TYPE</th>
<th>MISSION – PROCUREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Investigation</td>
<td>Cooperator</td>
</tr>
<tr>
<td>Aerial Photography</td>
<td>CWN (Call When Needed)</td>
</tr>
<tr>
<td>Air Quality Monitoring</td>
<td>End Product Contract</td>
</tr>
<tr>
<td>Cargo Letdown (Non-Fire)</td>
<td>Exclusive Use Contract</td>
</tr>
<tr>
<td>Cargo Transport (Internal) (Non-Fire)</td>
<td>Fleet</td>
</tr>
<tr>
<td>External Load (Belly Hook)</td>
<td>Military</td>
</tr>
<tr>
<td>External Load (Longline)</td>
<td>Rental</td>
</tr>
<tr>
<td>Ferry/Repositioning Flight (Non-Fire)</td>
<td>Other/Unknown</td>
</tr>
<tr>
<td>Fire, Aerial Ignition</td>
<td></td>
</tr>
<tr>
<td>Fire, Aerial Ignition (Prescribed)</td>
<td></td>
</tr>
<tr>
<td>Fire, Cargo Letdown</td>
<td></td>
</tr>
<tr>
<td>Fire, Cargo Transport (Internal)</td>
<td></td>
</tr>
<tr>
<td>Fire, Detection</td>
<td></td>
</tr>
<tr>
<td>Fire, External Load (Belly Hook)</td>
<td></td>
</tr>
<tr>
<td>Fire, External Load (Longline)</td>
<td></td>
</tr>
<tr>
<td>Fire, Ferry/Repositioning Flight</td>
<td></td>
</tr>
<tr>
<td>Fire, Helitack</td>
<td></td>
</tr>
<tr>
<td>Fire, Helitorch</td>
<td></td>
</tr>
<tr>
<td>Fire, Infrared Imagery</td>
<td></td>
</tr>
<tr>
<td>Fire, Initial Attack</td>
<td></td>
</tr>
<tr>
<td>Fire, Leadplane</td>
<td></td>
</tr>
<tr>
<td>Fire, Leadplane (Prescribed)</td>
<td></td>
</tr>
<tr>
<td>Fire, Medevac</td>
<td></td>
</tr>
<tr>
<td>Fire, Other</td>
<td></td>
</tr>
<tr>
<td>Fire, Paracargo</td>
<td></td>
</tr>
<tr>
<td>Fire, Passenger Transport</td>
<td></td>
</tr>
<tr>
<td>Fire, Ping-Pong Ball</td>
<td></td>
</tr>
<tr>
<td>Fire, Rappel</td>
<td></td>
</tr>
<tr>
<td>Fire, Reconnaissance</td>
<td></td>
</tr>
<tr>
<td>Fire, Retardant Drop (Airtanker)</td>
<td></td>
</tr>
<tr>
<td>Fire, Retardant Drop (Helicopter)</td>
<td></td>
</tr>
<tr>
<td>Fire, Retardant Drop (SEAT)</td>
<td></td>
</tr>
<tr>
<td>Fire, Smokejumper</td>
<td></td>
</tr>
<tr>
<td>Fire, Water Drop (Fixed-Wing)</td>
<td></td>
</tr>
<tr>
<td>Fire, Water Drop (Helicopter Bucket)</td>
<td></td>
</tr>
<tr>
<td>Fire, Water Drop (Helicopter Fixed-Tank)</td>
<td></td>
</tr>
<tr>
<td>Inspection (Aircraft)</td>
<td></td>
</tr>
<tr>
<td>Inspection (Pilot Evaluation)</td>
<td></td>
</tr>
<tr>
<td>Inspection (Unit)</td>
<td></td>
</tr>
<tr>
<td>Law Enforcement</td>
<td></td>
</tr>
<tr>
<td>Maintenance Test Flight</td>
<td></td>
</tr>
<tr>
<td>Medivac</td>
<td></td>
</tr>
<tr>
<td>Offshore</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Paracargo (Non-Fire)</td>
<td></td>
</tr>
<tr>
<td>Passenger Transport (Non-Fire)</td>
<td></td>
</tr>
<tr>
<td>Pipeline Patrol</td>
<td></td>
</tr>
<tr>
<td>Powerline Patrol</td>
<td></td>
</tr>
<tr>
<td>Rappel (Non-Fire)</td>
<td></td>
</tr>
<tr>
<td>Reconnaissance</td>
<td></td>
</tr>
<tr>
<td>Reconnaissance (Non-Fire)</td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Search/Rescue</td>
<td></td>
</tr>
<tr>
<td>Seeding/Fertilization</td>
<td></td>
</tr>
<tr>
<td>Short Haul</td>
<td></td>
</tr>
<tr>
<td>Snow Survey</td>
<td></td>
</tr>
<tr>
<td>Spraying</td>
<td></td>
</tr>
<tr>
<td>Survey/Observation (Non-Fire)</td>
<td></td>
</tr>
<tr>
<td>Survey/ Forest Health Protection (Non-Fire)</td>
<td></td>
</tr>
<tr>
<td>Training (Aircrew)</td>
<td></td>
</tr>
<tr>
<td>Training (Helitack)</td>
<td></td>
</tr>
<tr>
<td>Training (Law Enforcement)</td>
<td></td>
</tr>
<tr>
<td>Training (Other)</td>
<td></td>
</tr>
<tr>
<td>Training (Pilot)</td>
<td></td>
</tr>
<tr>
<td>Training (Rappel)</td>
<td></td>
</tr>
<tr>
<td>Training (Smokejumper)</td>
<td></td>
</tr>
<tr>
<td>Wildlife/Animal Capturing</td>
<td></td>
</tr>
<tr>
<td>Wildlife/Animal Counting</td>
<td></td>
</tr>
<tr>
<td>Wildlife/Animal Eradication</td>
<td></td>
</tr>
<tr>
<td>Wildlife/Animal Herding</td>
<td></td>
</tr>
<tr>
<td>Wildlife/Animal Survey</td>
<td></td>
</tr>
<tr>
<td>Wildlife/Animal Tagging</td>
<td></td>
</tr>
<tr>
<td>Wildlife/Animal Tracking</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AIRCRAFT - TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airplane</td>
</tr>
<tr>
<td>Airtanker (Multi-engine)</td>
</tr>
<tr>
<td>Airtanker (SEAT)</td>
</tr>
<tr>
<td>Helicopter</td>
</tr>
<tr>
<td>H elitanker</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>
V. HJA-4 Crash Rescue/Medevac/Evacuation Plan

A. Purpose.

Provides procedures and protocols for crash rescue, medevac 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.

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

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 Medevac/Medical Transport Request.
Exhibit C-2: HJA-4 Crash Rescue/Medevac/Evacuation Plan

<table>
<thead>
<tr>
<th>Unit (Forest/District/Park/Reservation):</th>
<th>Initial Date and Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Name:</td>
<td>Fire Number:</td>
</tr>
<tr>
<td>Helibase Name:</td>
<td>Helibase Phone Number:</td>
</tr>
<tr>
<td>Helibase Latitude:</td>
<td>Helibase Longitude:</td>
</tr>
<tr>
<td>Fixed Wing Base Name</td>
<td>Fixed Wing Base Phone Number:</td>
</tr>
<tr>
<td>Fixed Wing Base Latitude:</td>
<td>Fixed Wing Base Longitude:</td>
</tr>
<tr>
<td>Local Dispatch Center Name</td>
<td>Local Dispatch Center Phone Number:</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Duty</th>
<th>Primary Personnel</th>
<th>Alternate Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crash Rescue Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firefighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C/R Crew</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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.
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.
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 transportation 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

Wind Direction
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).

A. Purpose.

The purpose is to identify primary and secondary medevac 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/Medevac/Evacuation Plan, and HJA-4BB, Emergency Medevac/ Medical Transport Request.

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

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Facility Capabilities (ICU, Burn Unit, Cardiac Unit, etc)</th>
<th>Geographic Location</th>
<th>Contact</th>
<th>Frequency</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Latitude, Longitude</td>
<td>DEG, Est. FT, VOR, NM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dedicated Medivac And Medical Transport Aircraft</td>
<td>Make / Model</td>
<td>Aircraft #</td>
<td>EMT</td>
<td>Assigned</td>
<td>Litter / Rappel / Extraction / Short-Haul Capability</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aircraft Type</th>
<th>Phone Number</th>
<th>Contact Frequency</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helicopter Life Flight Facility Located At</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HJA-4A (01/05) REQUIRED
XII. Emergency Medevac/Medical Transport Request (HJA-4B)

A. Purpose.

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/Medevac/Evacuation Plan, and HJA-4A Emergency Rescue Information.
### Exhibit C-4: Emergency Medevac/Medical Transport Request (HJA-4B)

<table>
<thead>
<tr>
<th><strong>Injury Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Medivac (Life Threatening) ____</td>
<td>Medical Transport ____</td>
</tr>
</tbody>
</table>

**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** ____________________

---

*HJA-4B (01/05) OPTIONAL*