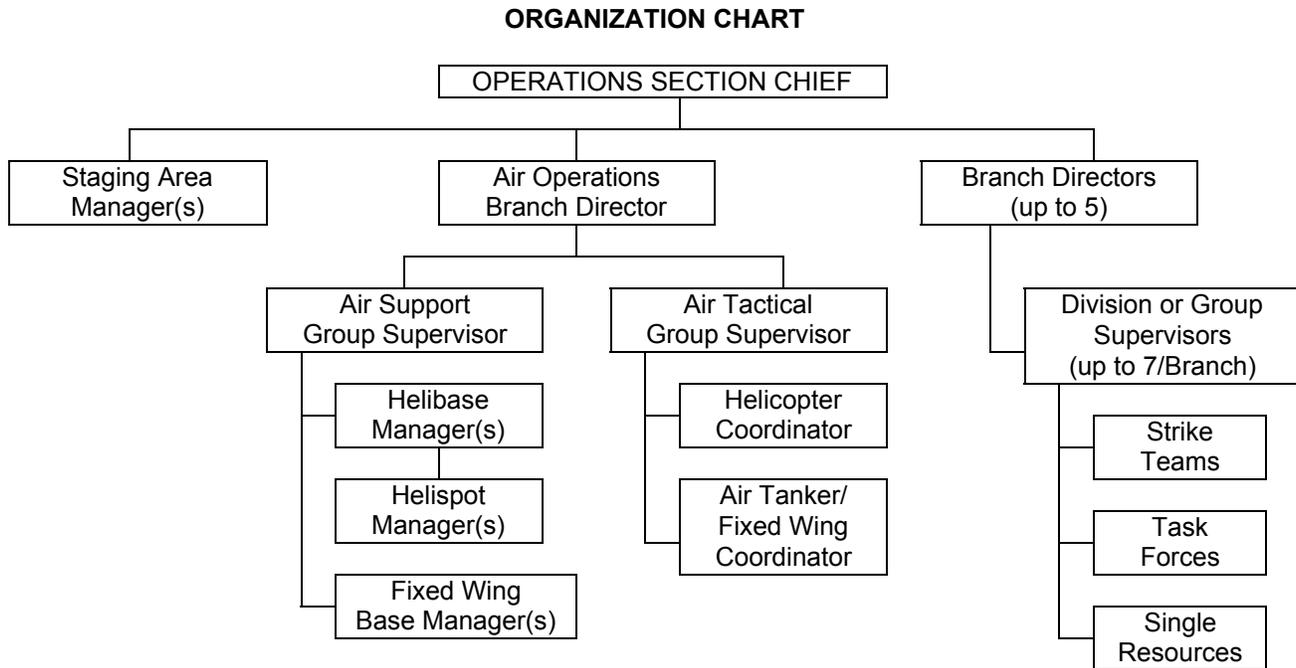


CHAPTER 7
OPERATIONS SECTION

Contents..... 7-1
Organization Chart..... 7-2
Position Checklists..... 7-2
 Operations Section Chief..... 7-2
 Branch Director..... 7-3
 Division or Group Supervisor..... 7-3
 Strike Team or Task Force Leader 7-4
 Single Resource 7-4
 Staging Area Manager..... 7-4
 Air Operations Branch Director..... 7-5
 Air Tactical Group Supervisor..... 7-6
 Helicopter Coordinator..... 7-6
 Air Tanker/Fixed Wing Coordinator 7-7
 Air Support Group Supervisor..... 7-8
 Helibase Manager 7-8
 Helispot Manager 7-9
 Mixmaster 7-9
 Deck Coordinator..... 7-10
 Loadmaster (Personnel/Cargo) 7-10
 Parking Tender 7-11
 Takeoff and Landing Controller 7-11
 Helibase Radio Operator 7-11
 Helicopter Timekeeper..... 7-12
Operations Section Planning Cycle Guide 7-13



POSITION CHECKLISTS

OPERATIONS SECTION CHIEF (ICS 222-1) - The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission ensuring the overall safety and welfare of all Section personnel. The Operations Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to the Incident Commander. The Deputy Operations Section Chief may be assigned for specific tasks, i.e., planning operations, day/night operations, etc.

- a. Review Common Responsibilities (Page 1-2).
- b. Develop the operations portion of the Incident Action Plan and complete the appropriate ICS Form 215 (G/W) as appropriate.
- c. Brief and assign Operations Section personnel in accordance with Incident Action Plan.
- d. Supervise Operations Section ensuring safety and welfare of all personnel.
- e. Determine need and request additional resources.
- f. Review suggested list of resources to be released and initiate recommendation for release of resources.
- g. Assemble and disassemble Strike Teams and Task Forces assigned to Operations Section.
- h. Report information about special activities, events, and occurrences to Incident Commander.
- i. Maintain Unit/Activity Log (ICS Form 214).

OPERATIONS BRANCH DIRECTOR (ICS 222-2) - Operations Branch Directors are under the direction of the Operations Section Chief, and are responsible for the implementation of the portion of the Incident Action Plan appropriate to the geographical and functional Branches.

- a. Review Common Responsibilities (Page 1-2).
- b. Develop with subordinates, alternatives for Branch control operations.
- c. Attend planning meetings at the request of the Operations Section Chief.
- d. Review Division/Group Assignment Lists (ICS Form 204) for Divisions or Groups within Branch. Modify lists based on effectiveness of current operations.
- e. Assign specific work tasks to Division and Group Supervisors.
- f. Supervise Branch operations.
- g. Resolve logistical problems reported by subordinates.
- h. Report to Operations Section Chief when the Incident Action Plan is to be modified, additional resources are needed, surplus resources are available, or when hazardous situations or significant events occur.
- i. Approve accident and medical reports (home agency forms) originating within the Branch.
- j. Maintain Unit/Activity Log (ICS Form 214).

DIVISION OR GROUP SUPERVISOR (ICS 222-3) – Division and Group Supervisors report to the Operations Section Chief (or Branch Director when activated). The Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan. They are also responsible for the assignment of resources within the Division or Group, reporting on the progress of control operations, and the status of resources within the Division or Group. Division Supervisors are assigned to a specific geographical area of an incident. Group Supervisors are assigned to accomplish specific functions within the incident (i.e. Hazardous Material, Medical).

- a. Review Common Responsibilities (Page 1-2).
- b. Implement Incident Action Plan for Division or Group.
- c. Provide Incident Action Plan to Strike Team Leaders, when available.
- d. Identify increments assigned to the Division or Group.
- e. Review assignments and incident activities with subordinates and assign tasks.
- f. Ensure that Incident Communications and/or Resources Unit is advised of all changes in status of resources assigned to the Division or Group.
- g. Coordinate activities with adjacent Divisions or Groups.
- h. Determine need for assistance on assigned tasks.
- i. Submit situation and resources status information to Branch Director or Operations Section Chief.
- j. Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness) to immediate supervisor.
- k. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- l. Resolve logistics problems within the Division or Group.
- m. Participate in the development of tactical plans for next operational period.
- n. Maintain Unit/Activity Log (ICS Form 214).

STRIKE TEAM or TASK FORCE LEADER (ICS 222-4) - The Strike Team or Task Force Leader reports to a Division Supervisor or Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team or Task Force. The Leader reports work progress and status of resources, maintains work records on assigned personnel, and relays other important information to their supervisor.

- a. Review Common Responsibilities (Page 1-2).
- b. Review assignments with subordinates and assigns tasks.
- c. Monitor work progress and make changes when necessary.
- d. Coordinate activities with adjacent strike teams, task forces and single resources.
- e. Travel to and from active assignment area with assigned resources.
- f. Retain control of assigned resources while in available or out-of-service status.
- g. Submit situation and resource status information to Division/Group Supervisor.
- h. Maintain Unit/Activity Log (ICS Form 214).

SINGLE RESOURCE - The person in charge of a single tactical resource will carry the unit designation of the resource.

- a. Review Common Responsibilities (Page 1-2).
- b. Review assignments.
- c. Obtain necessary equipment/supplies.
- d. Review weather/environmental conditions for assignment area.
- e. Brief subordinates on safety measures.
- f. Monitor work progress.
- g. Ensure adequate communications with supervisor and subordinates.
- h. Keep supervisor informed of progress and any changes.
- i. Inform supervisor of problems with assigned resources.
- j. Brief relief personnel, and advise them of any change in conditions.
- k. Return equipment and supplies to appropriate unit.
- l. Complete and turn in all time and use records on personnel and equipment.
- m. Maintain Unit/Activity Log (ICS Form 214).

STAGING AREA MANAGER - The Staging Area Manager is responsible for managing all activities within a Staging Area.

- a. Review Common Responsibilities (Page 1-2).
- b. Proceed to Staging Area.
- c. Establish Staging Area layout.
- d. Determine any support needs for equipment, feeding, sanitation and security.
- e. Establish check-in function as appropriate.
- f. Post areas for identification and traffic control.
- g. Request maintenance service for equipment at Staging Area as appropriate.
- h. Respond to request for resource assignments. (Note: This may be direct from Operations Section or via the Incident Communications Center).
- i. Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- j. Determine required resource levels from the Operations Section Chief.

- k. Advise the Operations Section Chief when reserve levels reach minimums.
- l. Maintain and provide status to Resources Unit of all resources in Staging Area.
- m. Maintain Staging Area in orderly condition.
- n. Demobilize Staging Area in accordance with Incident Demobilization Plan.
- o. Maintain Unit/Activity Log (ICS Form 214).

AIR OPERATIONS BRANCH DIRECTOR (ICS 222-5) -The Air Operations Branch Director, who is ground based, is primarily responsible for preparing the air operations portion of the Incident Action Plan. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources (e.g., night flying, hours per pilot). After the plan is approved, Air Operations is responsible for implementing its strategic aspects--those that relate to the overall incident strategy as opposed to those that pertain to tactical operations (specific target selection).

Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters operating on the incident. The Air Tactical Group Supervisor working with ground and air resources normally performs specific tactical activities (such as target selection and suggested modifications to specific tactical actions in the Incident Action Plan).

- a. Review Common Responsibilities (Page 1-2).
- b. Organize preliminary air operations.
- c. Request declaration (or cancellation) of restricted air space area, (FAA Regulation 91.137).
- d. Participate in preparation of the Incident Action Plan through Operation Section Chief. Insure that the Air Operations portion of the Incident Action Plan takes into consideration the Air Traffic Control requirements of assigned aircraft.
- e. Perform operational planning for air operations.
- f. Prepare and provide Air Operations Summary (ICS Form 220) to the Air Support Group and Fixed-Wing Bases.
- g. Determine coordination procedures for use by air organization with ground Branches, Divisions or Groups.
- h. Coordinate with appropriate Operations Section personnel.
- i. Supervise all Air Operations activities associated with the incident.
- j. Evaluate Helibase locations.
- k. Establish procedures for emergency reassignment of aircraft.
- l. Schedule approved flights of non-incident aircraft in the restricted air space area.
- m. Coordinate and schedule infrared aircraft flights.
- n. Coordinate with Operations Coordination Center (OCC) through normal channels on incident air operations activities.
- o. Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
- p. Consider requests for non-tactical use of incident aircraft.
- q. Resolve conflicts concerning non-incident aircraft.
- r. Coordinate with Federal Aviation Administration (FAA).
- s. Update air operations plans.
- t. Report to the Operations Section Chief on air operations activities.
- u. Report special incidents/accidents.
- v. Arrange for an accident investigation team when warranted.
- w. Maintain Unit/Activity Log (ICS Form 214).

AIR TACTICAL GROUP SUPERVISOR (ICS 222-6) -The Air Tactical Group Supervisor is primarily responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on an incident. The Air Tactical Group Supervisor performs these coordination activities while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director.

- a. Review Common Responsibilities (Page 1-2).
- b. Determine what aircraft (air tankers and helicopters) are operating within area of assignment.
- c. Manage air tactical activities based upon Incident Action Plan.
- d. Establish and maintain communications and Air Traffic Control with pilots, Air Operations, Helicopter Coordinator, Air Tanker/Fixed Wing Coordinator, Air Support Group (usually Helibase Manager), and fixed wing support bases.
- e. Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area.
- f. Obtain information about air traffic external to the incident.
- g. Receive reports of non-incident aircraft violating restricted air space area.
- h. Make tactical recommendations to approved ground contact (Operations Section Chief, Branch Director, or Division/Group Supervisor).
- i. Inform Air Operations Branch Director of tactical recommendations affecting the air operations portion of the Incident Action Plan.
- j. Report on Air Operations activities to the Air Operations Branch Director. Advise Air Operations immediately if aircraft mission assignments are causing conflicts in the Air Traffic Control System.
- k. Report on incidents/accidents.
- l. Maintain Unit/Activity Log (ICS Form 214).

HELICOPTER COORDINATOR (ICS 222-7) -The Helicopter Coordinator is primarily responsible for coordinating tactical or logistical helicopter mission(s) at the incident. The Helicopter Coordinator can be airborne or on the ground operating from a high vantage point. The Helicopter Coordinator reports to the Air Tactical Group Supervisor. Activation of this position is contingent upon the complexity of the incident and the number of helicopters assigned. There may be more than one Helicopter Coordinator assigned to an incident.

- a. Review Common Responsibilities (Page 1-2).
- b. Determine what aircraft (air tankers and helicopters) are operating within incident area of assignment.
- c. Survey assigned incident area to determine situation, aircraft hazards and other potential problems.
- d. Coordinate Air Traffic Control with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Air Tanker/Fixed Wing Coordinator and the Air Support Group (usually Helibase Manager) as the situation dictates.
- e. Coordinate the use of assigned ground-to-air and air-to-air communications frequencies with the Air Tactical Group Supervisor, Communications Unit, or local agency dispatch center.
- f. Ensure that all assigned helicopters know appropriate operating frequencies.

- g. Coordinate geographical areas for helicopter operations with Air Tactical Group Supervisor and make assignments.
- h. Determine and implement air safety requirements and procedures.
- i. Ensure that approved night flying procedures are in operation.
- j. Receive assignments, brief pilots, assign missions, and supervise helicopter activities.
- k. Coordinate activities with Air Tactical Group Supervisor, Air Tanker/Fixed Wing Coordinator, Air Support Group and ground personnel.
- l. Maintain continuous observation of assigned helicopter-operating area and inform Air Tactical Group Supervisor of incident conditions including any aircraft malfunction or maintenance difficulties, and anything that may affect the incident.
- m. Inform Air Tactical Group Supervisor when mission is completed and reassign helicopter as directed.
- n. Request assistance or equipment as required.
- o. Report incidents or accidents to Air Operations Branch Director and Air Tactical Group Supervisor immediately.
- p. Maintain Unit/Activity Log (ICS Form 214).

AIR TANKER/FIXED WING COORDINATOR (ICS 222-8) - The Air Tanker/Fixed Wing Coordinator is primarily responsible for coordinating assigned air tanker operations at the incident. The Coordinator, who is always airborne, reports to the Air Tactical Group Supervisor. Activation of this position is contingent upon the need or upon complexity of the incident.

- a. Review Common Responsibilities (Page 1-2).
- b. Determine all aircraft including air tankers and helicopters operating within incident area of assignment.
- c. Survey incident area to determine situation, aircraft hazards and other potential problems.
- d. Coordinate the use of assigned ground-to-air and air-to-air communications frequencies with Air Tactical Group Supervisor, Communications Unit or local agency dispatch center and establish air tanker air-to-air radio frequencies.
- e. Ensure air tankers know appropriate operating frequencies.
- f. Determine incident air tanker capabilities and limitations for specific assignments.
- g. Coordinate Air Traffic Control with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Helicopter Coordinator, and Air Support Group (usually Helibase Manager) as the situation dictates.
- h. Determine and implement air safety requirement procedures.
- i. Receive assignments, brief pilots, assign missions, and supervise fixed-wing activities.
- j. Coordinate activities with Air Tactical Group Supervisor, Helicopter Coordinator and ground operations personnel.
- k. Maintain continuous observation of air tanker operating areas.
- l. Provide information to ground resources, if necessary.
- m. Inform Air Tactical Group Supervisor of overall incident conditions including aircraft malfunction or maintenance difficulties.
- n. Inform Air Tactical Group Supervisor when mission is completed and reassign air tankers as directed.
- o. Request assistance or equipment as necessary.
- p. Report incidents or accidents immediately to Air Operations Branch Director.
- q. Maintain Unit/Activity Log (ICS Form 214).

AIR SUPPORT GROUP SUPERVISOR (ICS 222-9) - The Air Support Group Supervisor is primarily responsible for supporting and managing Helibase and Helispot operations and maintaining liaison with fixed-wing air bases. This includes providing: 1) fuel and other supplies, 2) maintenance and repair of helicopters, 3) retardant mixing and loading, 4) keeping records of helicopter activity, and 5) providing enforcement of safety regulations. These major functions are performed at Helibases and Helispots. Helicopters during landing and take-off and while on the ground are under the control of the Air Support Group's Helibase or Helispot Managers. The Air Support Group Supervisor reports to the Air Operations Branch Director.

- a. Review Common Responsibilities (Page 1-2).
- b. Obtain copy of the Incident Action Plan from the Air Operations Branch Director including Air Operations Summary (ICS Form 220).
- c. Participate in Air Operations Branch Director planning activities.
- d. Inform Air Operations Branch Director of group activities.
- e. Identify resources/supplies dispatched for Air Support Group.
- f. Request special air support items from appropriate sources through Logistics Section.
- g. Identify Helibase and Helispot locations (from Incident Action Plan) or from Air Operations Branch Director.
- h. Determine need for assignment of personnel and equipment at each Helibase and Helispot.
- i. Coordinate special requests for air logistics.
- j. Maintain coordination with airbases supporting the incident.
- k. Coordinate activities with Air Operations Branch Director.
- l. Obtain assigned ground-to-air frequency for Helibase operations from Communications Unit Leader or Incident Radio Communications Plan (ICS Form 205).
- m. Inform Air Operations Branch Director of capability to provide night-flying service.
- n. Ensure compliance with each agency's operations checklist for day and night operations.
- o. Ensure dust abatement procedures are implemented at Helibase and Helispots.
- p. Provide aircraft rescue firefighting service for Helibases and Helispots.
- q. Ensure that Air Traffic Control procedures are established between Helibase and Helispots and the Air Tactical Group Supervisor, Helicopter Coordinator or Air Tanker/Fixed Wing Coordinator.
- r. Maintain Unit/Activity Log (ICS Form 214).

HELIBASE MANAGER - The Helibase Manager has primary responsibility for managing all activities at the assigned Helibase.

- a. Review Common Responsibilities (Page 1-2).
- b. Obtain Incident Action Plan including Air Operations Summary (ICS Form 220).
- c. Participate in Air Support Group planning activities.
- d. Inform Air Support Supervisor of Helibase activities.
- e. Report to assigned Helibase. Brief pilots and other assigned personnel.
- f. Manage resources/supplies dispatched to Helibase.
- g. Ensure Helibase is posted and cordoned.
- h. Coordinate Helibase Air Traffic control with pilots, Air Support Group Supervisor, Air Tactical Group Supervisor, Helicopter Coordinator and the Takeoff and Landing Controller.
- i. Manage retardant mixing and loading operations.

- j. Ensure helicopter fueling, maintenance and repair services are provided.
- k. Supervise manifesting and loading of personnel and cargo.
- l. Ensure dust abatement techniques are provided and used at Helibases and Helispots.
- m. Ensure security is provided at each Helibase and Helispot.
- n. Ensure aircraft rescue firefighting services are provided for the Helibase.
- o. Request special air support items from the Air Support Group Supervisor.
- p. Receive and respond to special requests for air logistics.
- q. Supervise personnel responsible to maintain agency records, reports of helicopter activities, and Check-In List (ICS Form 211).
- r. Coordinate activities with Air Support Group Supervisor.
- s. Display organization and work schedule at each Helibase, including Helispot organization and assigned radio frequencies.
- t. Solicit pilot input concerning selection and adequacy of Helispots, communications, Air Traffic Control, operational difficulties, and safety problems.
- u. Maintain Unit/Activity Log (ICS Form 214).

HELISPOT MANAGER – The Helispot Manager is supervised by the Helibase Manager and is responsible for providing safe and efficient management of all activities at the assigned Helispot.

- a. Review Common Responsibilities (Page 1-2).
- b. Obtain Incident Action Plan including Air Operations Summary (ICS Form 220).
- c. Report to assigned Helispot.
- d. Coordinate activities with Helibase Manager.
- e. Inform Helibase Manager of Helispot activities.
- f. Manage resources/supplies dispatch to Helispot.
- g. Request special air support items from Helibase Manager.
- h. Coordinate Air Traffic Control and Communications with pilots, Helibase Manager, Helicopter Coordinator, Air Tanker/Fixed Wing Coordinator and Air Tactical Group Supervisor when appropriate.
- i. Ensure aircraft rescue firefighting services are available.
- j. Ensure that dust control is adequate, debris cannot blow into rotor system, touchdown zone slope is not excessive and rotor clearance is sufficient.
- k. Supervise or perform retardant loading at Helispot.
- l. Perform manifesting and loading of personnel and cargo.
- m. Coordinate with pilots for proper loading and unloading and safety problems.
- n. Maintain agency records and reports of helicopter activities.
- o. Maintain Unit/Activity Log (ICS Form 214).

MIXMASTER - The Mixmaster is responsible for providing fire retardant to helicopters at the rate specified and for the expected duration of job. The Mixmaster reports to the Helibase Manager.

- a. Review Common Responsibilities (Page 1-2).
- b. Obtain Air Operations Summary (ICS Form 220).
- c. Check accessory equipment, such as valves, hoses and storage tanks.
- d. Take immediate steps to get any items and personnel to do the job.

- e. Plan the specific layout to conduct operations.
- f. Determine if water or retardant is to be used and which helicopters may have load restrictions.
- g. Maintain communication with Helibase Manager.
- h. Supervise the crew in setting up operations.
- i. Supervise crew in loading retardant into helicopters.
- j. Make sure supply of retardants is kept ahead of demand.
- k. Attend to the safety and welfare of crew.
- l. See that the base is cleaned up before leaving.
- m. Keep necessary agency records.
- n. Maintain Unit/Activity Log (ICS Form 214).

DECK COORDINATOR - The Deck Coordinator is responsible for providing coordination of a Helibase landing area for personnel and cargo movement. The Deck Coordinator reports to the Helibase Manager.

- a. Review Common Responsibilities (Page 1-2).
- b. Obtain Air Operations Summary (ICS Form 220).
- c. Establish emergency landing areas.
- d. Ensure aircraft rescue firefighting procedures are understood by deck personnel.
- e. Establish and mark landing pads.
- f. Ensure sufficient personnel are available to load and unload personnel and cargo safely.
- g. Ensure deck area is properly posted.
- h. Provide for vehicle control.
- i. Supervise deck management personnel. (Load Masters and Parking Tenders)
- j. Ensure dust abatement measures are met.
- k. Ensure that all assigned personnel are posted to the daily organization chart.
- l. Ensure proper manifesting and load calculations are done.
- m. Ensure Air Traffic Control operation is coordinated with Landing and Takeoff Coordinator.
- n. Maintain agency records.
- o. Maintain Unit/Activity Log (ICS Form 214).

LOADMASTER (PERSONNEL/CARGO) - The Loadmaster is responsible for the safe operation of loading and unloading of cargo and personnel at a Helibase. The Loadmaster reports to the Deck Coordinator.

- a. Review Common Responsibilities (Page 1-2).
- b. Obtain Air Operations Summary (ICS Form 220).
- c. Ensure proper posting of loading and unloading areas.
- d. Perform manifesting and loading of personnel and cargo.
- e. Ensure sling load equipment is safe.
- f. Know aircraft rescue firefighting procedures.
- g. Supervise loading and unloading crews.
- h. Coordinate with Takeoff and Landing Controller.
- i. Maintain Unit/Activity Log (ICS Form 214).

PARKING TENDER - The Parking Tender is responsible for the takeoff and landing of helicopters at an assigned helicopter pad. The Parking Tender reports to the Deck Coordinator. A Parking Tender should be assigned for each helicopter pad.

- a. Review Common Responsibilities (Page 1-2).
- b. Supervise activities at the landing pad. (personnel and helicopter movement, vehicle traffic, etc.)
- c. Know and understand the aircraft rescue firefighting procedures.
- d. Ensure agency checklist is followed.
- e. Ensure helicopter pilot needs are met at the landing pad.
- f. Ensure landing pad is properly maintained (dust abatement, marking, etc.).
- g. Ensure landing pad is properly marked.
- h. Check personnel seatbelts, cargo restraints and helicopter doors.
- i. Maintain Unit/Activity Log (ICS Form 214).

TAKEOFF AND LANDING CONTROLLER - The Takeoff and Landing Controller is responsible for providing coordination of arriving and departing helicopters at a Helibase and all helicopter movement on and around the Helibase. The Takeoff and Landing Controller reports to the Helibase Manager.

- a. Review Common Responsibilities (Page 1-2).
- b. Obtain Air Operations Summary (ICS Form 220).
- c. Check radio system before commencing operation.
- d. Coordinate with radio operation on helicopter flight routes and patterns.
- e. Maintain communications with all incoming and outgoing helicopters.
- f. Maintain constant communications with radio operator.
- g. Coordinate with Deck Manager and Parking Tender before commencing operation and during operation.
- h. Maintain Unit/Activity Log (ICS Form 214).

HELIBASE RADIO OPERATOR - The Helibase Radio Operator is responsible for establishing communication between incident assigned helicopters and Helibases, Air Tactical Group Supervisor, Air Operations Branch Director and Takeoff and Landing Controller. The Helibase Radio Operator reports to the Helibase Manager.

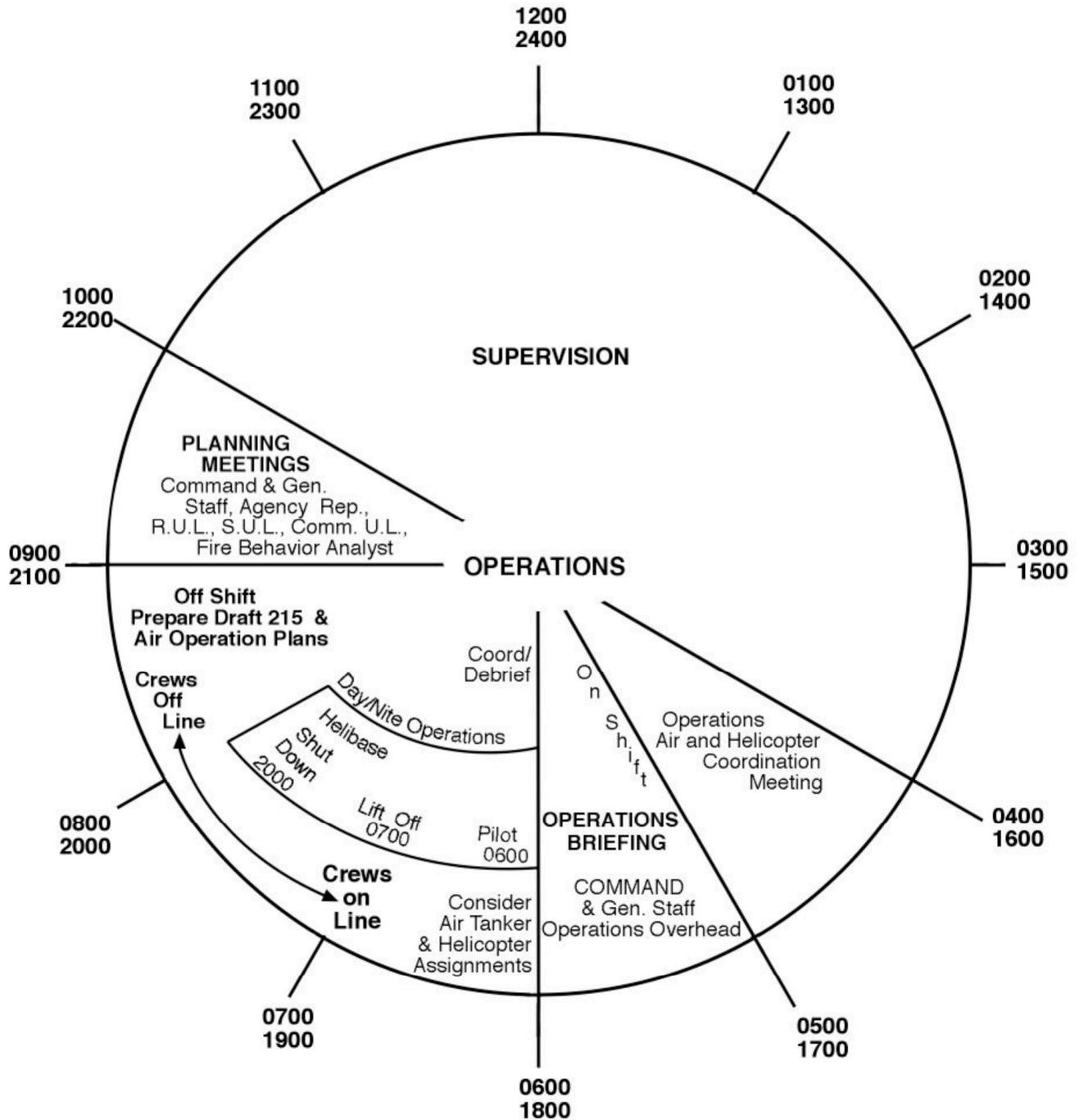
- a. Review Common Responsibilities (Page 1-2).
- b. Obtain Air Operations Summary (ICS Form 220).
- c. Establish communication needs at Helibase.
- d. Ensure orders from Air Operations Branch Director are relayed to Helibase Manager.
- e. Maintain constant communications with all helicopters.
- f. Notify Takeoff/Landing Coordinator of incoming helicopters.
- g. Verify daily radio frequencies with Helibase Manager.
- h. Maintain a log of all helicopter takeoff/landings, ETA's, ETD's and flight route check-ins.
- i. Establish helicopter identification call numbers and post.
- j. Ensure helicopter timekeeping is completed.
- k. Establish and enforce proper radio procedures.

- l. Notify Air Operations Branch Director immediately of any overdue or missing helicopters.
- m. Understand aircraft rescue firefighting procedures.
- n. Receive clearance from Air Tactical Group Supervisor before launching helicopters.
- o. Maintain Unit/Activity Log (ICS Form 214).

HELICOPTER TIMEKEEPER - The Helicopter Timekeeper is responsible for keeping time on all helicopters assigned to the Helibase. Helicopter Timekeeper reports to the radio operator.

- a. Review Common Responsibilities (Page 1-2).
- b. Obtain Air Operations Summary (ICS Form 220).
- c. Determine number of helicopters by agency.
- d. Determine helicopter time needed by agency.
- e. Record operation time of helicopters.
- f. Fill out necessary agency time reports.
- g. Obtain necessary timekeeping forms.
- h. Maintain Unit/Activity Log (ICS Form 214).

Operations Section Planning Cycle Guide



Example Based on 12-Hour Operational Period