



FIRESCOPE: Night Operations - Air Operations Branch Director Checklist

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The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- Confirm that night flying helicopters have been assigned and have "A" numbers attached.
- Obtain briefing from Operations Section Chief or Incident Commander.
 - Confirm need for night helicopter operations based on required conditions set forth in the Operating Agreement for Aided Low Level Night Operations Between Agency and Cooperator.
- Risk Assessment has been completed, hazards identified and mitigated for night operations, and approved by Agency Incident Commander.
- Establish line of authority and procedures for decision making.
- Go/No-Go Checklist completed and signed by Cooperator.
- Determine need for subordinate staff (ASGS, HEB1, etc).
- Consider needs for aerial supervision.
- Request declaration (or cancellation) of restricted air space area, (FAA Regulation 91.137).
- Determine coordination procedures for use by air organization with ground Branches, Divisions or Groups.
- Evaluate fill/fuel locations.
- Determine staffing needs with Cooperator(s) for fill / fuel locations.
- Establish procedures for emergency reassignment of aircraft, including air rescue.
- Coordinate with Geographic Area Coordination Center (GACC) through normal channels on incident night air operations.
- Inform the Air Tactical Group Supervisor of planned night operations.
- Consider requests for non-tactical use of incident aircraft.
- Consider nighttime air rescue needs. Coordinate with Medical Unit, Communications Unit, and Safety Officer.
- Resolve conflicts concerning non-incident aircraft / news media.
- Determine aircraft and support equipment available from cooperator in order to support night helibase.
- Security concerns
 - Helibase
 - Fill / Fuel sites
- Logistics
 - Land use and water agreements
 - Facilities
 - Subsistence
 - Fuel source
 - Ground support
- Brief subordinate staff.
 - Incident and work objectives, schedules, mission requirements, priorities, time schedules, and process for briefings and debriefings.
 - Work-site locations, status of aircraft, crews and equipment assigned or ordered.
- Debrief personnel and pilots and make assignment and staffing adjustments, as necessary.
 - Identify safety issues and hazards, and mitigate them.
- Determine aircraft status.
 - Identify pilot and aircraft mission capabilities (certification).
 - Initiate system to monitor flight/duty hour limitations and ensure they are not exceeded.
- Ensure completion of After Action Summary for Helicopter Night Operations, Helicopter Drop Evaluations, and ensure copies are sent to the Chief of Aviation, Aviation Management Unit.
- Obtain status and availability of aircraft and personnel for the next and future operational periods.