MINNESOTA INCIDENT MANAGEMENT TEAM
OPERATING GUIDELINES

Air Operations

I. Ordering Resources for the Incident

All requests for aircraft, personnel and equipment will be approved by the Operations Section Chief prior to placing orders.

All requests for Temporary Flight Restrictions (TFR's) will be placed through the local agency aircraft dispatcher.

Equipment needed to support the Air Operations Branch can be ordered by the ASGS.

Supplies for helibases or fixed wing bases can be ordered by the HEBM or FWBM.

II. Flight / Mission Requests

Incident Personnel – requests placed through DIVS and approved by the OSC

Helibase / Air Operations Missions – approved by HEBM

Media and Non-Incident Personnel – must be approved by the IC.

III. Base Management

Helibase – Carded HEB1 or HEB2, according to NWCG – (may need to utilize trainees under supervision of qualified ASGS)

Fixed Wing Base – If an airport will be used for tactical or logistical operations, a manager (FWBM, SEMG, or ATBM) will be assigned.

Sea Plane Base – An aviation manager (FWBM, SEMG, ATBM, HMGB or HECM, as approved by the ASGS) must be assigned to manage communications, loading/unloading of personnel and cargo and coordination with float planes.

IV. Briefings

Key helibase personnel and ASGS meet ½ hour prior to the morning shift briefing.

The ASGS will provide or ensure briefings are provided for all incident air base, tanker base, ATGS personnel and MIFC Air Desk for incidents in MN. Conference calls may be an effective alternative for these briefings. It is best to have at least one ATGS within driving distance of the Helibase / ICP so they can attend the morning and/or evening briefing(s).

A debriefing of all pilots will be conducted by the ASGS, or others as assigned, and a report will be submitted, through the OSC, to the host-agency.

V. Landing Areas, Longline Points and Dip Sites

If a landing area will be used repeatedly it will be improved and identified as a helispot. The ASGS is responsible for coordinating the numbering of helispots (prefixed with "H"), Longline Points (prefixed with "LP"), Sling Sites (prefixed with "SS") and Dip Sites (prefixed with "DS") with the Planning Section.

Example - Helispots will be numbered according to the Division they are located in –

Division A – H1–H9	Division X – H70-H79
Division B – H10-H19	Division Y – H80-H89
Division C – H20-H29	Division Z – H90-H99

VI. Special Needs / Missions

Aerial Ignition

PSD – 5 machines and operators available in MN (2-DNR, 3-USFS, 1-BIA)
Helitorch – 2-Simplex and 4 T&T Helitorches, Managers/Modules are available in MN.
Plans – See appendix for planning documents that will be used in conjunction with the required checklists from the Interagency Aerial Ignition Guide.

I.R. Flights

Palm IR – available in MN with operators
Incident flights / maps – private vendors may be available in MN or Manitoba.
High Flights – currently ordered from Boise.

VII. Airspace Coordination

ATGS – Standard Fire Traffic Area (FTA) procedures for all incident aircraft.

TFR's – orders placed and confirmed daily by the agency dispatcher.

VIII. Cost Summaries / Reports

Coordinate with Finance – ASGS will have costs / flight information to the Finance Section by 1400 daily for the previous days' costs.

Helibase and Tanker Base reports may be sent directly to Finance (coordinated by ASGS)

Reports will be generated by I-SUITE

Costs / flight information for Canadian resources will be obtained by the ASGS by contacting the Fixed Wing Specialist at MIFC

IX. Emergency Procedures

Medi-vac – ASGS and HEBM will coordinate with the MEDL

Establish required helispots / lakes / locations at incident to provide egress of firefighters after coordinating with the MEDL

Provide a crash-rescue plan for all incident operations / bases.

X. Check-In Procedures

ASGS will coordinate with the RESL to ensure all personnel and aircraft are checked in.

Remote check-in processes will be provided at incident air bases.

XI. Risk Assessment

ASGS, ATGS and HEBM will complete a risk assessment of operations in a format that is described in Chapter 3 of the IHOG.

All pilots and air operations personnel are encouraged to assess the daily operations and notify their supervisor/manager of any safety concerns. Turn down procedures should be followed, depending on the situation

AIR OPERATIONS BRIEFING FORM

_____INCIDENT DATE_____

AIR TANKERS	
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#	
#	
#	
#	
FIXED WING	
#	
#	
#	
HELICOPTERS	
TYPE I	
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TYPE II	
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TYPE III	
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FUNCTION	AM	FM
AIR-AIR F/W		
AIR-AIR R/W		
FLIGHT FOLLOW		
TOLC		
AIR-GROUND	xxxxxxxxxxx	
AIR-GROUND	xxxxxxxxxxx	
DECK	xxxxxxxxxxx	
COMMAND	xxxxxxxxxxx	
DIVISION	**CONTACT**	**FREQUENCY**
A		
B		
C		
D		

TFR in Place **YES** **NO**

Center Point **Lat:**

Long:

Nautical Miles **MSL**

Hazards:

Notes:

Sunrise **Sunset**