Air Operations Branch Director Position Checklist

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.

| \checkmark | | <u>Task</u> |
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| | 1 | Obtain briofing from Operations Section Chief or Incident Commander |
| | 1. | Obtain briefing from Operations Section Chief or Incident Commander. |
| | 2. | Determine need for subordinate staff and flight crews and order through the Operations Section Chief. |
| | 3. | Determine aircraft and support equipment needs and order, as necessary. |
| | 4. | 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, and crews and equipment assigned or ordered. |
| | 5. | Assign personnel to utilize skills and qualifications, and make adjustments, as needed. |
| | 6. | Establish line of authority and procedures for decision making. |
| | 7. | 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 (carding). |
| | | Initiate system to monitor flight/duty hour limitations and ensure they are not exceeded. |
| | 8. | Collect and process incident reports, gather daily fiscal information for other sections to include: |
| | | Flight hours flown. |
| | | Gallons of product applied. |
| | | Number of personnel transported. |
| | | Adjustment to Incident Action Plan (IAP) and support needs for other sections. |

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| 9. Evaluate performance of subordinate personnel and make adjustments, as necessary. |
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| 10. Inspect and visit areas of operation to insure compliance with agency rules, regulations, and procedures. |
| 11. Ensure necessary organization positions are filled. |
| 12. Provide for the safety and welfare of assigned personnel during the entire period of supervision: |
| Recognize potentially hazardous situations. |
| Inform subordinates of hazards. |
| Control positions and function of resources. |
| Ensure that special precautions are taken when extraordinary hazards exist. |
| Maintain work/rest guidelines. |
| 13. Resolve airspace conflicts between incident and non-incident aircraft. |
| 14. Gather intelligence and information for planning meeting (development of IAP): |
| Obtain status and availability of aircraft and personnel for the next and future operational periods. |
| 15. Participate in the planning and strategy meeting: |
| Advise Operations Section Chief of capabilities and/or limitations to support the IAP. |
| Determine mission priority. |
| Identify start/stop times for Aviation Operations Branch. |
| Make assignments to carry out IAP. |
| Identify resources that are or will be excess in meeting the IAP. |
| Prepare Air Operations Summary (ICS Form 220) for the next operational period and give to planning staff. |
| 16. Determine what information Aviation Operations Branch needs to furnish to the Logistics, Planning, and Finance/Administration Sections: |
| Identify needs for Aviation Operations Branch support from each Section. |

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and time frame for each item.

Identify what information Aviation Operations Branch needs to provide to each Section

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| 17. Coordinate with supporting dispatch office: |
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| Ensure that a Temporary Flight Restriction has been initiated, if appropriate, and is in effect over the incident or operating bases. |
| Ensure that contact has been established with the military for special use airspace or military training routes in proximity to the incident. |
| Obtain current information on availability and status of aviation resources assigned or ordered for the incident. |
| Obtain information on aircraft external to the incident (media, VIPs, others). |
| Establish procedures for emergency reassignment of aircraft on the incident. |
| 18. Determine need to close airports that are in or adjacent to the incident area of operations: |
| Contact supporting dispatch office and request closure through appropriate channels. |
| 19. Coordinate with vendors, incident personnel, and contractors. |
| 20. Prepare demobilization schedule of aircraft, personnel, and equipment and coordinate with Planning Section and supporting dispatch. |
| 21. Document all activity on Unit Log (ICS Form 214). |

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