

*NATIONAL INTER-AGENCY INCIDENT  
MANAGEMENT SYSTEM (NIIMS)*

**OPERATIONS SECTION**

**POSITION DESCRIPTIONS & PROCEDURES  
MANUAL FOR GENERAL USE**

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## OPERATIONS SECTION CHIEF

### CHECKLIST USE

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

### OPERATIONS SECTION CHIEF'S CHECKLIST

- o Obtain briefing from Incident Manager.
- o Develop the tactical operations portion of incident action plan.
- o Brief and assign operations personnel in accordance with incident action plan.
- o Supervise operations.
- o Establish staging areas.
- o Determine need and request additional resources.
- o Review suggested list of resources to be released and initiate recommendation for release of resources.
- o Assemble and disassemble strike teams assigned to operations section.
- o Report information about special activities, events, and occurrences to Incident Manager.

### ORGANIZATION

The operations chief, a member of the general staff, is responsible for the management of all operations directly applicable to the primary mission. The operations chief activates and supervises operations, organizational elements, and staging areas in accordance with the incident action plan; assists in the formulation of the incident action plan; and directs its execution. The operations chief also directs the formulation and execution of subordinate unit operational plans, requests or releases resources, makes expedient changes to the incident action plan (as necessary), and reports such to the Incident Manager.

The operations chief reports directly to the Incident Manager. It may be desirable for the operations chief to have a deputy. The deputy's responsibilities will be as

delegated by the operations chief and the deputy must serve in the same operational period.

## MAJOR RESPONSIBILITIES AND PROCEDURES

The major responsibilities of the operations chief are stated below. Following each responsibility are procedures for implementing the activity.

- o Obtain Briefing from Incident Manager.
  - \_\_\_ Receive briefing from Incident Manager and obtain:
    - o Incident Manager's Initial Briefing Report (ICS Form 201)
    - o Summary of resources dispatched to the incident
    - o Initial instructions concerning work activities.
- o Develop Operations Portion of Incident Action Plan.
  - \_\_\_ Discuss incident situation with immediate subordinates and obtain control action plan for subsequent operational period.
  - \_\_\_ Review control operations based on information provided by planning section related to:
    - o Resource availability
    - o Situation status
    - o Incident potential
    - o Weather
    - o Communications capability
    - o Environmental impact and cost/resources use in information.
  - \_\_\_ Develop planned control operations for each division/group.
  - \_\_\_ Make resource assignments for each division/group in conjunction with resources unit.

- o Brief Operations Personnel on Incident Action Plan.
  - \_\_\_ Contact resources unit to identify branch directors, division/group supervisors, and air operations personnel who have been dispatched to the incident.
  - \_\_\_ Conduct briefing meeting for branch directors, division/group supervisors, and air operations on incident action plan and air operations on incident action plan and attachments.
  - \_\_\_ Make sure subordinates have the incident action plan.
  - \_\_\_ Establish reporting requirements concerning execution of operations portion of the incident action plan.
  - \_\_\_ Provide additional information as requested by subordinates.
- o Supervise Operations.
  - \_\_\_ Receive information routinely or as requested about operations activities (e.g., work progress, plan modification, from situation unit field observers and operations personnel.
  - \_\_\_ Determine adequacy of operations progress by:
    - o Approving changes to incident action plan as necessary.
    - o Providing information on above changes to Incident Manager and planning section chief.
  - \_\_\_ Implementing necessary changes in operations.
  - \_\_\_ Handling unresolved problems within operations section.
  - \_\_\_ Provide for the general welfare and safety of operations personnel.
- o Establish and Maintain Staging Areas.
  - \_\_\_ Identify
    - o Required locations of staging area
    - o Expected number and type of resources to be assembled in each area
    - o Anticipated duration for use of each area.

- \_\_\_ Determine if there is any need for temporary assignment of logistics service and support (fuel tender, food delivery, sanitation) to staging areas.
- \_\_\_ Make arrangements for temporary logistics, if required, by notifying logistics section chief.
- \_\_\_ Assign staging area manager to each staging area, as appropriate.
- o Determine Need for Additional Resources.
  - \_\_\_ Evaluate progress of operations:
    - o Obtain latest situation report
    - o Obtain latest reconnaissance:for information.
- o Receive and Evaluate Reports from Operations Personnel
  - \_\_\_ If inadequacies in operations exist, determine the reason(s).
  - \_\_\_ If additional resources are required, request them from resources unit and provide:
    - o Type and quantity
    - o Time and location of need
    - o Supervisor and communications channel to use
    - o Review Suggested List of Resources to be Released.
  - \_\_\_ Review list of potential resources to be released provided by planning section chief.
  - \_\_\_ Evaluate the adequacy of operations by reviewing:
    - o Latest situation status information
    - o Latest reconnaissance for information
    - o Supervisor and communications channel to use
- o Review Suggested List of Resources to be Released.

- \_\_\_ Estimate current and future resource requirements.
- \_\_\_ Submit list of resource requirements to resource unit.
- o Assemble Strike Teams from Resources Assigned to Operations Section.
  - \_\_\_ Periodically review operations control activity to determine need for assembling strike teams from individual resources.
  - \_\_\_ Determine strike teams to be assembled by:
    - o Type
    - o Location to assemble
    - o Strike team leader
  - \_\_\_ Select specific resources to assign to each strike team.
  - \_\_\_ Notify strike team leader and resources to assemble into assigned strike teams by:
    - o Prepare a list of assignments
    - o Submit the list to resources unit who will assign strike team identification numbers and change the status of the assigned resources (Resources unit will provide the necessary data to the communications center).
  - \_\_\_ The specifications for each type of strike team must be followed and all units within a strike team must have a common communications link. If necessary, arrange for additional radio equipment from communications unit.
- o Disassemble Strike Teams Assigned to Operations Section<-!>
  - \_\_\_ Strike teams are not disassembled unless there is a need for specific resources or a need for fewer resources than in a strike team. When strike teams are disassembled at the incident, the individual units are identified and status maintained by resources unit.
  - \_\_\_ A strike team assembled at the incident may be disassembled for demobilization.

- \_\_\_ Strike teams disassembled for purposes other than demobilization will be reassembled at the earliest possible time (at least prior to their departure from the incident).
- \_\_\_ Review alternative control actions to determine anticipated need for types of resources other than strike teams such as single resources and task forces.
- \_\_\_ Review resources status (T-Card display) to identify single resources and strike teams not assigned to operations section including leaders (enroute or checked-in).
- \_\_\_ Determine if there is an adequate number of single resources to fill above needs.
- \_\_\_ Determine strike teams to be disassembled.
- \_\_\_ Reassign or release strike team leader.
- \_\_\_ Reassign resources to specific missions as applicable. Other units will be assigned to staging areas, base, or camp.
- \_\_\_ Notify strike team leaders of disassembly and reassignment of single resources within their strike teams by:
  - o Preparing a list of assignments
  - o Submitting list to communications center for transmitting assignments
  - o Submitting list to resources unit for changes to status of resources
- o Initiate Recommendation for Release of Resources
  - \_\_\_ Designate resources recommended for release by:
    - o Type
    - o Quantity
    - o Location
    - o Time

- \_\_\_ Present recommendations to the Incident Manager with supporting information.
- o Report Special Incidents/Accidents
  - \_\_\_ Obtain information about special events from:
    - o Subordinates
    - o Personal observation
    - o Ground and air operations personnel
  - Information shall contain:
    - o Nature of event
    - o Location
    - o Magnitude
    - o Personnel involved (do not release name of victims or agency over radio)
    - o Initial action taken (e.g., helicopter picking up injured)
    - o Appropriate subsequent action
  - \_\_\_ Request needed assistance (e.g., additional helicopters for evacuation of injured personnel).
  - \_\_\_ Submit report to Incident Manager.
- o Maintain Unit Log (ICS Form 214) and give to documentation unit at the end of each operational period.

## STAGING AREA MANAGER

The staging area manager is responsible for managing all activities within a staging area.

- o Obtain a briefing from the operations section chief.
- o Proceed to staging area.
- o Establish staging area layout.
- o Determine any support needs for equipment, feeding, sanitation, and security.
- o Establish check-in function as appropriate.
- o Post areas for identification and traffic control.
- o Request maintenance service for equipment at staging area as appropriate.
- o Respond to request for resource assignments. (NOTE: this may be direct from operations or via the incident communications center).
- o Obtain and issue receipts for radio equipment and other supplies distributed and received at staging area.
- o Report resource status changes as required.
- o Maintain staging area in orderly condition.
- o Demobilize staging area in accordance with incident demobilization plan.
- o Maintain Unit Log (ICS Form 214).

## MEDICAL OPERATIONS GROUP SUPERVISOR

### CHECKLIST USE

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

### MEDICAL OPERATIONS GROUP SUPERVISOR'S CHECKLIST

- o Obtain briefing from operations section chief.
- o Develop the tactical medical operations portion of incident action plan.
- o Brief and assign medical strike team/task force leaders in accordance with incident action plan.
- o Supervise medical strike team/task force operations.
- o Review suggested list of medical strike team/task force(s) to be released and initiate recommendation for release of which medical strike team/task force resources.
- o Report information about special activities, events, and occurrences to operations section chief.
- o Maintain Unit Log (ICS Form 214).

### ORGANIZATION

The medical operations group supervisor is responsible for the management of all patient care and fatality management operations assigned to medical strike teams/task force(s). The medical operations group supervisor activates and supervises medical strike team/task force in accordance with the incident action plan. The medical operations group supervisor also directs the formulation and execution of subordinate unit operational plans (medical operations portion of the incident action plan), requests or releases resources, makes expedient changes to the medical operations plan (as necessary), and reports such to the operations section chief.

The medical operations group supervisor reports directly to the operations section chief.

## MAJOR RESPONSIBILITIES AND PROCEDURES

The major responsibilities of the medical operations group supervisor are stated below. Following each responsibility are procedures for implementing the activity.

- o Obtain Briefing from Operations Section Chief
  - \_\_\_ Receive briefing from operations section chief and obtain:
    - o Incident Manager's Initial Briefing Report (ICS Form 201)
    - o Summary of medical strike team/task force(s) assigned to the incident.
    - o Initial instructions concerning work activities.
- o Develop Medical Operations Portion of Incident Action Plan
  - \_\_\_ Discuss incident situation with medical strike team/task force leaders to develop the medical operations plan for subsequent operational period.
  - \_\_\_ Review medical operations based on information provided by planning section related to:
    - o Resource availability
    - o Situation status
    - o Casualty numbers
    - o Weather
    - o Communications capability
  - \_\_\_ Develop the plan for medical operations on the incident.
  - \_\_\_ Make medical strike team/task force assignments in conjunction with resources unit.
- o Brief Medical Strike Team/Task Force Leaders on Incident/Patient Care Action Plan
  - \_\_\_ Conduct briefing meeting for medical strike team/task force leaders on incident action plan and medical operations portion.

- \_\_\_ Make sure strike team/task force leaders have copies of the medical operations plan.
- \_\_\_ Establish reporting requirements concerning execution of medical operations portion of the incident action plan.
- \_\_\_ Provide additional information as requested by medical strike team/task force leaders.
- o Supervise Medical Strike Team/Task Force Operations
  - \_\_\_ Receive information routinely or as requested about medical operations activities (e.g., work progress, plan modification, changes in evacuation schedule, expected numbers of casualties, etc.) from situation unit field observers and medical operations personnel.
  - \_\_\_ Determine adequacy of medical operations progress by:
    - o Approving changes to patient care action plan as necessary.
    - o Providing information on above changes to operations section Chief
  - \_\_\_ Implementing necessary changes in medical operations.
  - \_\_\_ Handling unresolved problems within medical operations group.
  - \_\_\_ Provide for the general welfare and safety of medical strike team/task force personnel.
- o Determine Need for Additional Resources
  - \_\_\_ Evaluate progress of medical operations:
    - o Obtain latest situation report
    - o Obtain latest reconnaissance information
    - o Receive and evaluate reports from operations personnel
  - \_\_\_ If inadequacies in medical operations exist, determine the reason(s).

- \_\_\_ If additional resources are required, request them from resources unit and provide:
      - o Type and quantity
      - o Time and location of need
      - o Supervisor and communications channel to use
- o Review Suggested List of Resources to be Released
  - \_\_\_ Review list of potential resources to be released provided by planning section chief.
  - \_\_\_ Evaluate the adequacy of medical operations by reviewing:
    - o Latest situation status information
    - o Latest patient through-put information
    - o Supervisor and communications channel to use
    - o Reports from medical strike team/task force leaders
  - \_\_\_ Estimate current and future resource requirements.
  - \_\_\_ Submit list of resource requirements to resource unit.
    - o Preparing a list of assignments
    - o Submitting list to communications center for transmitting assignments
    - o Submitting list to resources unit for changes to status of resources
- o Initiate Recommendation for Release of Resources
  - \_\_\_ Designate resources recommended for release.
  - \_\_\_ Present recommendations to the operations section chief with supporting information.
- o Report Special Events/Accidents
  - \_\_\_ Obtain information about special events from:

- o Subordinates
- o Personal observation
- o Ground and air operations personnel

\_\_\_ Information shall contain:

- o Nature of event
- o Location
- o Magnitude
- o Personnel involved (do not release name of victims or agency over radio)
- o Initial action taken (e.g., helicopter picking up injured)
- o Appropriate subsequent action

\_\_\_ Request needed assistance (e.g., additional helicopters for evacuation of injured personnel).

\_\_\_ Submit report to operations section chief.

- o Maintain Unit Log (ICS Form 214) and give to documentation unit at the end of each operational period.

## MEDICAL STRIKE TEAM/TASK FORCE LEADER

### CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should be free to augment this list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of an incident.

### MEDICAL STRIKE TEAM/TASK FORCE LEADER'S CHECKLIST

- o Obtain briefing from medical operations group supervisor.
- o Review medical strike team/task force assignments with subordinates and assign tasks..
- o Monitor work progress and make changes when necessary.
- o Determine need for assistance on assigned task.
- o Coordinate activities with adjacent medical strike team/task forces and single resources.
- o Submit situation and resource status information to medical operations group supervisor.
- o Report special events.
- o Request service/support.
- o Report status and location changes.
- o Maintain Unit Log (ICS Form 214).

### RESPONSIBILITIES AND PROCEDURES

#### ORGANIZATION

The medical strike team/task force leader is responsible for performing tactical assignments assigned to a strike team or a task force. The leader reports work progress, resource status, and other important information to a medical operations group supervisor and maintains work records on assigned personnel. The medical strike team/task force leader reports to a medical operations group supervisor.

## DESCRIPTION

A strike team is a set number of single resources of the same kind or type. A strike team must have common communications and a leader. Strike teams may be formed either on or off of the incident. If a strike team is formed on the incident, it will be disassembled prior to demobilization.

A task force is composed of several single resources of any kind or type. A task force is formed when a combination of resources is needed for a particular assignment. A task force must have common communications and a leader. Task forces may be formed on or off the incident. If a task force is formed on the incident, it will be disassembled when no longer required for a particular assignment.

## MAJOR RESPONSIBILITIES AND PROCEDURES

The major responsibilities of a medical strike team/task force leader are stated below. Following each responsibility are listed procedures for implementing the responsibility.

- o Obtain Briefing from Medical Operations Group Supervisor
  - \_\_\_ Receive briefing and initial instructions concerning work assignments.
  - \_\_\_ Obtain the incident action plan when available.
- o Review Assignments with Subordinates and Assign Tasks
  - \_\_\_ Review medical strike team/task force assignment and general incident activities with subordinate personnel to determine specific tasks for medical strike team/task force resources.
  - \_\_\_ Assign tasks to subordinate personnel by providing time requirements and specific geographic references.
- o Monitor Work Progress when Necessary and Make Changes
  - \_\_\_ Obtain information concerning progress on assigned tasks from subordinate personnel by:
    - o Special requests to personnel
    - o Periodic routine reports from personnel

- o Personal survey

\_\_\_ Compare progress with assignments (assuring a coordinated effort between adjacent resources).

\_\_\_ Take corrective action, as appropriate.

\_\_\_ Ensure general welfare and safety of medical strike team/task force personnel.

\_\_\_ Maintain communications with subordinates.

- o Determine Need for Assistance on Assigned Work Task

In performing this function, the medical strike team/task force leader must use personal judgement in determining whether a temporary reduction in capability (e.g., equipment failure, personnel sickness, etc.) warrants a request for the replacement of a medical strike team/task force resource. Procedures for requesting assistance are as follows:

\_\_\_ Identify need for assistance by means of:

- o Reports from subordinates

- o Monitoring work progress

- o Personal observation

\_\_\_ Determine appropriate corrective action.

\_\_\_ Determine assistance required to implement corrective action.

\_\_\_ Coordinate with medical operations group supervisor and request assistance.

- o Coordinate Activities with Adjacent Strike Team/Task Forces and Single Resources

\_\_\_ Identify resources working adjacent to, or coordinating with, strike team/task force (e.g., strike team working adjacent segments of line; air operations resources operating within assigned area); from briefings and incident action plan.

\_\_\_ Determine communication channels assigned to adjacent resources from current incident action plan.

- \_\_\_ Review strike team assignment to determine specific areas or tasks involving coordination.
- \_\_\_ Maintain communications with assigned resources.
- o Submit Situation and Resource Status Information to Medical Operations Group Supervisor
  - \_\_\_ Gather information to include in report by monitoring work progress, personal observations, and reports from subordinates. information is collected on:
    - o Situation status in assigned work areas
    - o Deviation from assignment
    - o Conditions affecting strike team operations
    - o Hazardous conditions
    - o Work progress
    - o Resource availability
    - o Effectiveness of operations within assigned area
  - \_\_\_ Assembled information and submit to supervisor.
- o Report Special Events (e.g., Accidents, Sickness, etc.)
  - \_\_\_ Receive reports of events from medical strike team/task force personnel or personal observation.
    - o Nature of event
    - o Location
    - o Magnitude
    - o Personnel involved (name, agency, etc., (do not report names, unit designators, or agency over radio)
    - o Initial action taken
    - o Appropriate subsequent action

\_\_\_ Request assistance required from the medical operations group supervisor or other organizational element, as appropriate (e.g., first aid from medical unit).

o Request Logistics Support

In performing this task, the medical strike team/task force leader must use personal judgement in determining whether the need for support warrants a request for replacement of the medical strike team/task force resource or placement of the strike team in out-of-service status.

\_\_\_ Identify support required (e.g, fuel, repairs, etc.) by:

- o Request from subordinates
- o Personal observations

\_\_\_ Verify validity of requests and obtain information needed from logistics units.

- o Nature of request
- o Location
- o Identification of equipment involved
- o Schedule for assistance

\_\_\_ Notify medical operations group supervisor if medical strike team/task force component is out of service or if logistical needs are not filled within a reasonable period of time.

o Report Status/Location Changes

\_\_\_ Keep medical operations group supervisor informed of any significant change in status.

\_\_\_ Inform medical operations group supervisor of any location changes within the division (changes in work location of resources within a division do not require notification of resources unit).

o Maintain Unit Log

\_\_\_ Record medical strike team/task force actions on Unit Log (ICS Form 214).

\_\_\_ Collect and transmit required records and logs to documentation unit through operations chief at the end of each operational period.

## AIR OPERATIONS BRANCH DIRECTOR

### CHECKLIST USE

The checklist of activities presented below should be considered as a minimum requirement for the position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

### AIR OPERATIONS BRANCH DIRECTORS CHECKLIST

- o Obtain briefing from deputy operations section chief.
- o Organize preliminary air operations.
- o Request declaration (or cancellation) of restricted air space area, (Federal Air Regulation 91.91).
- o Participate in preparation of the incident action plan.
- o Perform operational planning for air operations.
- o Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the air support group and fixed-wing bases.
- o Determine coordination procedures for use by air organization with ground branches, divisions, or groups.
- o Coordinate with appropriate operations section personnel.
- o Supervise all air operations activities associated with the incident.
- o Establish procedures for emergency reassignment of aircraft.
- o Schedule approved flights of non-incident aircraft in the restricted air space area.
- o Inform the air operations group leader of the air traffic situation external to the incident.
- o Consider requests for non-tactical use of incident aircraft.
- o Resolve conflicts concerning non-incident aircraft.
- o Coordinate with federal aviation agency (FAA).

- o Update air operations plans.
- o Report to the deputy operations section chief on air operations activities.
- o Report special incidents/accidents to deputy operations section chief.
- o Arrange for an accident investigation team when warranted.
- o Maintain Unit Log (ICS Form 214).

## ORGANIZATION

An air operations branch can be established as a separate organizational activity under the deputy operations section chief, who represents the military.

The air operations branch director is responsible for preparing the air operations input to the incident action plan. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources. 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 action selection). Additionally, air operations is responsible for providing logistical support to aircraft operating on the incident. Specific tactical activities are normally performed by the air operations group leader working with ground and air resources.

The air operations director is responsible for coordinating incident planning activities that require support actions of personnel at fixed-wing facilities.

The air operations director reports directly to the deputy operations section chief.

## MAJOR ACTIVITIES AND PROCEDURES

The major activities of the air operations director are stated below. Following each responsibility are procedures for implementing the activity.

- o Obtaining Briefing from Deputy Operations Section Chief
- o Organize Preliminary Air Operations
  - \_\_\_ Determine current air operations activity from deputy operations section chief. Obtain the number and type of aircraft allocated to the incident and their expected arrival times.
  - \_\_\_ Confirm arrival of aircraft and helicopters and obtain aircraft identification (call sign or numbers).

- o For fixed and rotary wing aircraft, obtain the above information by contacting:
  - o Deputy Operations Section Chief
  - o Resources unit
  - o Air operations group leader
  
- \_\_\_ Establish air operations organization and assign air operations personnel to required positions.
  
- \_\_\_ Brief air operations personnel by providing:
  - o Summary of incident operations including Air Operations Summary Worksheet (ICS Form 220). Air operations is responsible for preparing the worksheet.
  - o Description of ICS organization currently activated.
  - o Description of current air operations, including restricted air space area, current mission, and air support operations.
  
- \_\_\_ Review air operations planning with deputy operations section chief.
  
- \_\_\_ Give instructions for conducting air operations to subordinates (for that period until the incident action plan is completed).
  
- \_\_\_ Participate in operations planning for current and next operational period.
  
- o Request Declaration (or Cancellation) of Restricted Air Space Area (Federal Air Regulation 91.91)
  - \_\_\_ Determine if restricted air space are (Federal Air Regulation 91.91) has already been established by air operations group leader.
  - \_\_\_ If not, determine extent of desired restricted air space area through discussions with appropriate personnel and obtain approval of operations chief.
  - \_\_\_ Ensure that FAA is contacted about the need for establishment of restricted air space area and provide:
    - o Geographic area in which air operations will be conducted

- o Maximum altitude of incident-assigned aircraft in the geographic area
- o Location, radio call sign, and frequency to contact air operations group leader, and helicopter coordinator.

\_\_\_ Notify appropriate personnel of restricted air space area declaration to include:

- o Incident Manager
- o Public Information officer
- o Situation unit leader
- o Cooperating agency liaison personnel (if using aircraft)
- o Air operations personnel
- o Participate in Preparation of the Incident Action Plan

\_\_\_ Review air operations activities contained within the current incident action plan with deputy operations section chief.

\_\_\_ Assist in formulating air operations strategic and logistical plans for the next operational period.

\_\_\_ Attend planning meetings at the request of deputy operations section chief.

\_\_\_ Participate in discussion of tactical alternatives for the next operational period to determine logistical needs.

- o Give special attention to planned air operations.
- o Ensure that logistics activities are adequate to support the planned air operations.

o Perform Operational Planning for Air Operations

\_\_\_ Provide and review current incident action plan including air operations summary worksheet with operations section.

\_\_\_ Plan air operations organizations by:

- o Identifying air operations units to be activated and associated duties
- o Estimating personnel requirements
- \_\_\_ Brief air operations group leader and air support supervisor on the following:
  - o General work locations/assignments
  - o Identifying air operations units to be activated and associated duties
  - o Identification of all established ground Division/groups and corresponding geographical assignments
  - o Communication links (radio frequencies, telephone numbers) assigned to air operations
  - o Identify locations of emergency landing area
- o Prepare and Provide Air Operations Summary Worksheet (ICS Form 220) to the Air Support Group and Fixed-Wing Bases.
- o Determine Coordination Procedures for Use by Air Organization with Ground Branches, Divisions, or Groups
  - \_\_\_ For assigned air missions, the deputy operations section chief will identify the branch or division/group personnel authorized to request aircraft support and will specify the person to contact.
  - \_\_\_ Establish procedures for emergency reassignment of aircraft.
  - \_\_\_ Notify involved air operations personnel of authorized coordination procedures.
- o Coordinate with Appropriate Operations Section Personnel
  - \_\_\_ Determine radio frequencies assigned to branches or divisions from Incident Manager's briefing and through review of the incident action plan.
  - \_\_\_ Determine specific areas or tasks requiring coordination between air operations personnel and appropriate operations section personnel at (branch or division/group) levels.

- \_\_\_ Maintain communications with appropriate operations personnel to ensure effective joint air and ground operations.
- o Supervise All Air Operations Activities Associated with the Incident
  - \_\_\_ Maintain communications with air operations group leader and air support group supervisor and fixed-wing support unit(s).
  - \_\_\_ Periodically check work progress on assigned tasks by:
    - o Reviewing reports of progress and requesting additional information as required from the air operations and support supervisors, and helicopter coordinators, ground personnel, and fixed-wing support unit(s).
    - o Comparing progress with projected work accomplishments and determining adequacy of progress
    - o Taking appropriate action and coordinating with ground personnel
  - \_\_\_ Coordinate activities of air operations elements by:
    - o Identifying problems
    - o Establishing priorities in cooperation with operations section chief
    - o Resolving problems
    - o Ensuring that air operations elements maintain communications with each other and with ground branches, divisions/groups, as appropriate
  - \_\_\_ Provide for the general welfare and safety of all air operations personnel.
  - \_\_\_ Receive reports from air operations group leader and air support supervisors, helicopter coordinators, and fixed-wing support group(s) of:
    - o Aircraft breakdown
    - o Aircraft shutdown, due to:
      - Pilot limitations (flying hours)

- Poor visibility
- Adverse weather
- Support problems

\_\_\_ Receive reports of aircraft diverted to another incident from operations chief.

\_\_\_ Notify the air operations and air support supervisors, helicopter coordinators, and fixed-wing support unit(s) of above information as appropriate.

o Establish Procedures for Emergency Reassignment of Aircraft

This activity includes the use of aircraft to implement the medical plan for responders and disaster workers.

\_\_\_ Receive requests for use of aircraft for life-emergency mission through the incident communications center or air operations personnel.

\_\_\_ Authorize dispatch of appropriate aircraft.

o Schedule Approved Flight of Non-Incident Aircraft in the Restricted Air Space Area

\_\_\_ Receive request for flight into restricted air space area from information officer or individual aircraft by:

- o Radio
- o Telephone
- o Personal visit

\_\_\_ Check the request against policy established by Incident Manager.

\_\_\_ Coordinate the request with the air operations group leader.

\_\_\_ If approved, determine flight limitations (e.g., time, area, flight altitude).

\_\_\_ Identify air traffic situations outside the incident area that may affect incident operations.

- \_\_\_ Obtain supporting information from local agency, FAA, or other aircraft.
- \_\_\_ Notify air operations group leader of external aircraft operation on incident
- \_\_\_ Identify air traffic situations outside the incident area that may affect incident operations.
- \_\_\_ Obtain supporting information from local agency, FAA, or other aircraft.
- \_\_\_ Notify air operations group leader of external aircraft operations which may affect the activities of incident air operations.
- o Consider Requests for Non-Tactical use of Incident Aircraft
  - \_\_\_ Receive requests from:
    - o Incident Manager or command staff for VIP's and media personnel
    - o Logistics section chief
    - o Planning section for situation status observation
    - o Medical unit leader for medical transportation for incident personnel
  - \_\_\_ Review current aircraft operations to determine availability.
  - \_\_\_ If approved notify appropriate air operations personnel.
- o Resolve Conflicts Concerning Non-Incident Aircraft
  - \_\_\_ Identify current or potential problems and violations in restricted air space when notified by:
    - o Air operations group leader
    - o Federal aviation agency
    - o Incident assigned aircraft
  - \_\_\_ Obtain information concerning the situation such as:

- o Aircraft identification
  - o Reason for the problem
  - o Expected duration of violation
  - o Location of violation
  - o Appropriate personnel to contact
  - o Radio frequency to contact aircraft
- \_\_\_ Advise the air operations group leader of the problem and modify incident air operations as appropriate.
- \_\_\_ Coordinate with federal aviation agency.
- o Coordinate with Federal Aviation Agency (FAA)
    - \_\_\_ When direct communications capability exists between the incident and FAA, air operations will act as the point of contact for all incident related air activities.
    - \_\_\_ When direct communications does not exist, the information will be relayed by the air operations group leader who will go through the agency dispatcher.
- o Update Air Operations Plans
    - \_\_\_ Determine effectiveness of air operations activities by reviewing current air and ground activities with air operations personnel and operations section personnel.
    - \_\_\_ Review casualty and logistics support flow prediction information.
    - \_\_\_ Estimate future air operations requirements.
    - \_\_\_ Compare current capabilities with future requirements.
    - \_\_\_ Determine if current activities should be modified and implement changes if they are within the current incident action plan.
    - \_\_\_ If not within the current plan, recommend to the deputy operations section chief modification of the current of future plan including requests for additional aircraft.

- \_\_\_ Receive information from the planning section chief about changes to the incident action plan.
- \_\_\_ Estimate the effect on air operations planning, and modify air operations plans as necessary.
- o Report to the Deputy Operations Section Chief on Air Operations Activities
  - \_\_\_ Notify deputy operations section chief when the following events occur:
    - o Unable to complete assigned air missions (e.g., helicopter breakdown, poor visibility, unsafe conditions).
    - o Additional resources are required.
    - o Surplus of resources exists.
    - o Hazardous situations (e.g., winds hazardous to aircraft, potentially trapped ground personnel).
    - o Problems with logistics support or with operations ground limits.
- o Report Special Incidents/Accidents
  - \_\_\_ Obtain information about incidents/accidents from:
    - o Subordinates
    - o Personal observation
    - o Operations branch or division/group and air operations branch personnel
  - Information shall contain:
    - o Nature of event.
    - o Magnitude
    - o Personnel and equipment involved (name and agency). (Do not release names of victims, unit designator, or parent agency over radio.)

- o Arrange for an Accident Investigation Team when Warranted
- o Maintain Unit Log (ICS Form 214)
  - \_\_\_ Record air operations activities on Unit Log (ICS Form 214).
  - \_\_\_ Maintain agency records and reports.
  - \_\_\_ Provide unit log and Air Operations Summary Worksheet (ICS Form 220) to documentation unit at the end of each operational period.

# AIR OPERATIONS GROUP SUPERVISOR

## CHECKLIST USE

The checklist of activities presented below should be considered as a minimum requirement for the air operations supervisor position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time while others are ongoing and repetitive for the duration of an incident.

## AIR OPERATIONS GROUP SUPERVISOR CHECKLIST

- o Check in and receive assignment from the air operations branch director.
- o Determine what aircraft are operating within incident area.
- o Manage air operations activities based upon incident action plan.
- o Establish and maintain communications with air operations branch director, helicopter coordinators, air support group supervisor, and fixed-wing support unit(s).
- o Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area.
- o Obtain information about air traffic external to the incident.
- o Receive reports of non-incident aircraft violating restricted air space area.
- o Make tactical recommendations to approved ground contact (operations section chief, or air operations branch director).
- o Inform air operations branch director of tactical recommendations affecting the incident action plan.
- o Report on air operations activities to air operations branch director.
- o Report on incidents/accidents.

## ORGANIZATION AND PROCEDURES

### ORGANIZATION

The air operations group supervisor is primarily responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on an incident. These coordinations activities are performed by the air operations

supervisor while airborne. The air operations group supervisor reports to the air operations branch director.

## MAJOR ACTIVITIES AND PROCEDURES

The major responsibilities of the air operations group supervisor are stated below. Following each responsibility are procedures for implementing the activity.

- o Obtain Briefing from Air Operations Branch Director
  - \_\_\_ Request briefing from air operations branch director to include exchange of information on the identity of all aircraft operating within the incident area.
  - \_\_\_ Determine assigned missions of aircraft currently operating on incident.
  - \_\_\_ Determine if air operations branch director has requested restricted air space declaration through FAA (Federal Air Regulation 91.91).
  - \_\_\_ Review current support planning for air operations to include:
    - o Location of helibase and helispots
    - o Fixed-wing bases being used
  - \_\_\_ Obtain locations of landing areas in vicinity of incident that may be used for emergencies.
- o Manage Aeromedical Evacuation Activities
  - \_\_\_ Identify aircraft operating on incident:
    - o Through briefing
    - o Through assignment
    - o From arriving aircraft
  - \_\_\_ Obtain air-to-air and ground-to-air frequencies through air operations director.
- o Manage Logistical Airlift Activities
  - \_\_\_ Identify aircraft operating on incident:

- o Through briefing
- o Through assignment
- o From arriving aircraft
- \_\_\_ Obtain air-to-air and ground-to-air frequencies through air operations director.
- o Establish and Maintain Communications with Air Operations Branch Director, Helicopter Coordinators, and Air Support Group Supervisor
- o Coordinate Activities of Aircraft
  - \_\_\_ Ensure that aircraft are operating within allocated air space.
  - \_\_\_ Select specific assignments for helicopter coordinators.
  - \_\_\_ Transmit assignment information to helicopter coordinators, including identification of ground personnel providing tactical information and communications link.
  - \_\_\_ Assign aircraft to missions.
- o Coordinate Approved Flights of Non-Incident Aircraft or Non-Tactical Flights of Incident Aircraft into the Restricted Air Space Area
  - \_\_\_ Receive notification of flight request from air operations branch director.
  - \_\_\_ Notify affected helicopter coordinators.
  - \_\_\_ Establish flight clearance for helicopter coordinators (altitude, duration).
  - \_\_\_ Transmit flight recommendations to air operations branch director.
  - \_\_\_ Maintain communication with aircraft.
- o Receive Information on Air Traffic External to the Incident From
  - o Air operations branch director
  - o FAA

- o Other aircraft
- o Receive Reports of Non-Incident Aircraft Violating Restricted Air Space Area From Helicopter Coordinators
- o Make Tactical Recommendations to Deputy Operations Section Chief
  - \_\_\_ Review combined air and ground tactical objectives and request specific assignments from deputy operations section chief.
  - \_\_\_ Obtain information and review effectiveness of incident tactical operations from:
    - o Personal observations
    - o Air operations director and aircraft reports
  - \_\_\_ Compare effectiveness of tactical operations with objectives and formulate suggested alternatives.
  - \_\_\_ Transmit suggestions to deputy operations section chief.
  - \_\_\_ Report the following information to air operations branch director:
    - o Inability to fulfill assigned mission (e.g., due to adverse weather conditions)
    - o Need to recommend changes to incident action plan and request additional resources
    - o Excess aircraft assigned
    - o Hazardous situations (e.g., significant wind change hazardous to aircraft)
- o Report Incidents/Accidents
  - \_\_\_ Obtain information about incidents/accidents from:
    - o Aircraft within coordination area
    - o Personal observation
    - o Ground personnel
  - Information shall contain:

- o Nature of event
  - o Magnitude
  - o Personnel, equipment involved (name, agency). (Do not release names of victims, designator, or agency over radio.)
  - o Initial action taken (e.g, helicopter picking up injured).
  - o Initial action taken (e.g., helicopter picking up injured).
  - o Appropriate subsequent action.
- \_\_\_ Request needed assistance (e.g, first aid from medical unit helicopter evacuation).

## AIR SUPPORT GROUP SUPERVISOR

### CHECKLIST USE

The checklist of activities presented below should be considered as a minimum requirement for the position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing or repetitive for the duration of the incident.

### AIR SUPPORT GROUP SUPERVISOR'S CHECKLIST

- o Receive briefing from air operations branch director or deputy operations section chief.
- o Obtain copy of the incident action plan from the air operations director including air operations summary worksheet.
- o Participate in air operations planning activities.
- o Inform air operations director of group activities.
- o Identify resources/supplies dispatched for air support group.
- o Request special air support items from appropriate sources through logistics section.
- o Identify helibase and helispot locations (from incident action plan) or from air operations director.
- o Determine need for assignment of personnel and equipment at each helibase and helispot.
- o Coordinate special requests for air logistics.
- o Maintain coordination with air operations director.
- o Obtain assigned ground to air frequency for helibase operations from communications unit leader or Communication Plan (ICS Form 205).
- o Inform air operations director of capability to provide night flying service.
- o Ensure compliance with each agency's operations checklist for day and night operations.
- o Ensure dust abatement procedures are implemented at helibase and helispots.

- o Provide crash-rescue service for helibases and helispots.
- o Maintain Unit Logs (ICS Form 214).

## HELIBASE MANAGER'S CHECKLIST

- o Obtain briefing from air support group supervisor.
- o Obtain incident action plan including Air Operations Summary Worksheet (ICS Form 220).
- o Participate in air support group planning activities.
- o Inform air support group supervisor of helibase activities.<:f>
- o Report to assigned helibase.
- o Manage resources/supplies dispatch to helibase.
- o Ensure helibase is posted and cordoned.
- o Ensure air traffic control operations are in effect.
- o Manage retardant mixing and loading operations.
- o Ensure helicopter fueling, maintenance and repair services are provided.
- o Supervise manifesting and loading of personnel and cargo.
- o Ensure dust abatement techniques are provided and used at helibases and helispots.
- o Ensure crash-rescue services are provided for the helibase.
- o Request special air support items from air support group supervisor.
- o Receive and respond to special request for air logistics.
- o Supervise personnel responsible to maintain agency records, reports of helicopter activities, and specific ICS forms (Unit Log - ICS Form 214 and Check-In List - ICS Form 211).
- o Coordinate activities with air support group supervisor.
- o Display organization and work schedule at each helibase, including helispot organization and assigned radio frequencies.
- o Complete agency operations checklist for day and night operations.

# HELICOPTER COORDINATOR

## CHECKLIST USE

The checklist of activities presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions while others are ongoing and repetitive for the duration of an incident.

## HELICOPTER COORDINATOR'S CHECKLIST

- o Obtain briefing from air operations branch director or air operations group supervisor.
- o Check in and receive incident assignment from air operations group supervisor.
- o Determine what aircraft (fixed-wing and helicopters) are operating within the area of assignment for this incident.
- o Survey assigned incident area to determine situation, aircraft hazards, and other potential problems.
- o Coordinate with air support group supervisor in establishing locations and takeoff and landing patterns for helibase(s) and helispot(s).
- o Coordinate the use of assigned ground-to-air and air-to-air communications frequencies with air operations group supervisor, communications unit, or local agency dispatch center.
- o Ensure that all assigned helicopters know appropriate operating frequencies.
- o Coordinate geographical areas for helicopter operations with air operations group supervisor and make assignments.
- o Determine and implement air safety requirements and procedures.
- o Ensure that approved night flying procedures are in operation.
- o Receive assignments and supervise assigned helicopters while airborne.
- o Coordinate activities with air operations group supervisor, air support group supervisor, and ground operations personnel.

- o Maintain continuous observation of assigned helicopter operating area and inform air operations group supervisor of overall incident conditions including any aircraft malfunction or maintenance difficulties, and anything that may affect the incident.
- o Inform air operations group supervisor when mission is completed and reassign helicopters as directed.
- o Request assistance or equipment as required.
- o Report incidents or accidents to air operations branch director immediately.
- o Maintain records of activities.

## ORGANIZATION AND PROCEDURES

### ORGANIZATION

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 coordinator reports to the air operations 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.

### MAJOR ACTIVITIES AND PROCEDURES

The major activities of the helicopter coordinator are stated below. Following each responsibility are general procedures for implementing the activity.

- o Obtain Briefing from Air Operations Group Supervisor
  - \_\_\_ Receive identity of all aircraft associated with the incident.
  - \_\_\_ Receive air-to-air and ground-to-air radio frequencies from air operations group supervisor, local agency dispatch centers, and communications unit.
  - \_\_\_ Receive assignments of aircraft currently operating on the incident.
  - \_\_\_ Determine from air operations group supervisor or air operations branch director if restricted air space declaration has been requested through FAA (Federal Air Regulation 91.91).

- \_\_\_ Determine location of helibase and helispots supporting incident activities.
- o Survey Assigned Incident Area
  - \_\_\_ Fly over the assigned incident area to identify:
    - o Location of Casualty Collection Points (CCPs)
    - o Location of operations resources and principal incident facilities
    - o Location and type of helicopter air hazards
    - o Location of specific problem areas
- o Manage Assigned Helicopter Missions
  - \_\_\_ Identify general location of helicopters operating on the incident.
  - \_\_\_ Maintain communications with air operations group supervisor, ground operations personnel, and air support group supervisor.
  - \_\_\_ Coordinate activities of assigned helicopters by:
    - o Transmitting assignment information to helicopters
    - o Ensuring that aircraft are operating within allocated air space
    - o Ensuring that assigned helicopters have takeoff and landing pattern information for each helibase and helispot
  - \_\_\_ Receive notification from air operations group supervisor of approved flights of non-incident aircraft or non-tactical flights of incident aircraft into restricted air space area and inform helicopters.
  - \_\_\_ Receive information about air traffic on other incidents which may affect helicopter operations from air operations group supervisor.
  - \_\_\_ Provide air operations group supervisor with reports of non-incident aircraft violating restricted air space area and notify helicopter pilots.
  - \_\_\_ Advise assigned helicopter pilots on taking special precautions.

- o Make Recommendations to Air Operations Group Supervisor
  - \_\_\_ Review effectiveness of helicopter tactical or logistical activities from personal observations, helicopter pilot reports, operations personnel, and air support group.
  - \_\_\_ Compare effectiveness with incident action plan objectives and formulate suggested alternatives if necessary.
  
- o Report Activities to Air Operations Group Supervisor
  - \_\_\_ Obtain and report the following information to the air operations group supervisor pertaining to assigned helicopter activities
    - o Progress in fulfilling helicopter mission(s)
    - o Need to modify helicopter activities
    - o Helicopters available for reassignment
    - o Hazardous situations (wind hazard to helicopter, etc.)
  - \_\_\_ Provide air operations group supervisor with information about incident; changes in wind direction, aircraft maintenance problems, and anything that may affect the incident.
  
- o Report Incidents or Accidents
  - \_\_\_ Obtain information about incidents or accidents from aircraft, personal observation, and ground personnel.
  - \_\_\_ Report information to air operations group supervisor and request needed assistance.

Information shall contain:

  - o Description of the event
  - o Location
  - o Personnel, equipment, and agency involved (Note: do not release names of victims, unit designator, or agency over radio.)
  - o Action taken
  - o Recommendations for future appropriate action

# AEROMEDICAL EVACUATION LIAISON TEAM (AELT) OFFICER-IN-CHARGE (OIC)

## CHECKLIST USE

The checklist of activities presented below should be considered as a minimum requirement for the Officer-in-Charge, Aeromedical Liaison Team Element. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time while others are ongoing and repetitive for the duration of an exercise.

## AELT OFFICER-IN-CHARGE CHECKLIST

- o Deploy with Personnel and Organic Equipment: Communications Equipment, Tentage, Generators, Vehicles, and Computers.
- o Obtain briefing from Aeromedical Evacuation Control Element (AECE), Officer-in-Charge.
- o Establish AELT Site.
- o Determine Need for Assistance on Assigned Work Taskings.
- o Coordinate Activities with Related Aeromedical Evacuation Resources (i.e., AECC, AECE, MASF).
- o Coordinate Activities of Aircraft in Conjunction with AECE Support.
- o Coordinate Situation and Resource Status Information with OIC, AECE.
- o Request Logistics Support.

## RESPONSIBILITIES AND PROCEDURES

### ORGANIZATION

The AELT deploys with organic communications equipment, tentage, generators, vehicles and computers. The AELT will collocate with the OIC Aeromedical Evacuation Control Element. It provides a communication link between the user and the aeromedical evacuation system elements at the REP and with the AECC. Deploys with organic communications equipment, tentage, generators, vehicles and computers. The AELT can be located at any echelon of the user where patient movement requests are initiated. Suitable real estate is needed to erect one small general purpose tent plus 10,000 square feet for an antenna. The AELT must rely on the host base to provide operating support for feeding, billeting, public health, security, and fuel. The AELT, OIC reports work progress,

resource status, and other important information through its chain-of-command, normally the AECC.

## DESCRIPTION

An AELT provides a direct communications link between the patient staging activity at the REP and the Aeromedical Evacuation Control Center (AECC). The AELT may be located in the Command Area and near the Aeromedical Evacuation Control Element at the REP.

An AELT is composed of an Officer-in-Charge and two radio operators. The AELT personnel work closely with AECC, AECE, and MASF personnel.

NOTE: Review of staffing is underway which may result in an increase in staffing to two medical service corps officers, one nurse, and three radio operators, i.e., six personnel.

## MAJOR RESPONSIBILITIES AND PROCEDURES

The major responsibilities of the OIC AELT are stated below. Following each responsibility are listed procedures for implementing the responsibility.

- o Deploy with Personnel and Organic Equipment: Communications Equipment, Tentage, Generators, Vehicles, and Computers.
  - \_\_\_ Receive operations plan and orders to deploy
  - \_\_\_ Obtain packing list for deployment
  - \_\_\_ Pack communications, tentage, generators, and other required equipment
  - \_\_\_ Deploy equipment and personnel to designated site
- o Obtain Briefing from OIC, Aeromedical Evacuation Control Element.
  - \_\_\_ Receive briefing and initial instructions concerning work assignments
  - \_\_\_ Obtain location to establish the AELT
  - \_\_\_ Obtain the aeromedical evacuation flight schedule
- o Establish AELT Site
  - \_\_\_ Locate near AECE

- \_\_\_ Determine suitable location to erect one small general purpose tent, if required, and which has 10,000 square feet for an antenna.
- \_\_\_ Review AELT assignment and general exercise activities with subordinate personnel to determine specific tasks for AELT resources.
- \_\_\_ Assign tasks to subordinate personnel.
- \_\_\_ Ensure general welfare and safety of AELT personnel.
- \_\_\_ Establish HF radio contact with AECC, Scott AFB, IL.
- o Determine Need for Assistance on Assigned Work Taskings.

In performing this function, the OIC AELT must use personal judgement in determining whether a temporary reduction in capability (e.g., equipment failure, personnel sickness, etc.) warrants a request for the replacement of an AELT resource. Procedures for requesting assistance are as follows:

- \_\_\_ Identify need for assistance by means of:
  - o Reports from subordinates
  - o Monitoring work progress
  - o Personal observation
- \_\_\_ Determine appropriate corrective actions.
- \_\_\_ Determine assistance required to implement corrective action.
- \_\_\_ Coordinate with OIC Aeromedical Evacuation Control Element, and request assistance.
- o Coordinate Activities with Related Aeromedical Evacuation Resources
  - \_\_\_ Review AELT assignment to determine specific areas or tasks involving coordination.
  - \_\_\_ Identify resources working adjacent to, or coordinating with, the AELT (e.g., medical strike team/task force(s) operating patient staging facilities at the REP, MASFs, etc.) from briefings.
  - \_\_\_ Determine communication channels assigned to related resources.

- \_\_\_ Supervise HF radio communications.
- \_\_\_ Verify and coordinate patient movement requirements.
- \_\_\_ Transmit and/or monitor aeromedical evacuation related message traffic.
- \_\_\_ Maintain communications with assigned resources.
- \_\_\_ Provide communication link between the user service and the aeromedical evacuation system, to include backup HF communications.
- o Coordinate Activities of Aircraft in Conjunction with Support to AECE.
  - \_\_\_ Obtain aircraft arrival time with AECC and coordinate with medical strike team/task force.
  - \_\_\_ Coordinate aircraft arrival/departure time with medical strike team/task force(s).
  - \_\_\_ Coordinate aircraft arrival/departure time with MASF.
- o Coordinate Situation and Resource Status Information to OIC, AECE.
  - \_\_\_ Gather information to include in report by monitoring work progress, personal observations, and reports from subordinates. Information is collected on:
    - o Situation status in assigned work areas
    - o Deviation from assignment
    - o Conditions affecting operations
    - o Hazardous conditions
    - o Work progress
    - o Resources availability
    - o Effectiveness of patient regulation operations.
  - \_\_\_ Assemble information and submit to OIC, AECE
  - \_\_\_ Report all incidents/accidents to the OIC, AECE

- \_\_\_ Report accidents, sickness, etc.
- \_\_\_ Receive reports of events from AELT personnel or personal observation:
  - o Nature of event
  - o Location
  - o Magnitude
  - o Personnel involved (name, agency, etc. (do not report names, designators, or agency over radio))
  - o Initial actions taken
  - o Appropriate subsequent action
- \_\_\_ Request assistance required from OIC, AECE or other organizational element, as appropriate (e.g., first aid from medical unit)
- \_\_\_ Keep aeromedical OIC AECE informed of any significant change in status.
- \_\_\_ Collect and transmit required records and logs to documentation unit through OIC AECE at the end of each operational period.
- o Request Logistics Support

In performing this task, the OIC AELT must use personal judgement in determining whether the need for support warrants a request for replacement of the AELT resource or placement of the AELT in an out-of-service status.

- \_\_\_ Identify support required (e.g., radio equipment, power, repairs, etc.) by:
  - o Request from subordinates
  - o Personal Observation
- \_\_\_ Verify validity of requests and obtain information needed from Air Support Units.
  - o Nature of request

- o Location
- o Identification of equipment involved
- o Schedule for assistance

\_\_\_ Notify OIC AECE of status of requests if logistical needs are not filled within a reasonable time period.

# MOBILE AEROMEDICAL STAGING FACILITY (MASF) OFFICER-IN-CHARGE (OIC)

## CHECKLIST

The checklist of activities presented below should be considered as a minimum requirement for the Officer-in-Charge, Mobile Aeromedical Staging Facility. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time while others are ongoing and repetitive for the duration of an exercise.

## MASF OFFICER-IN-CHARGE'S CHECKLIST

- o Deploy with Personnel and Organic Equipment: Communications Equipment, Tentage, Generators, Vehicles, and Computers.
- o Obtain Briefing from OIC, AECE.
- o Establish MASF Site.
- o Coordinate and Supervise MASF Activities at REP Site.
- o Determine Need for Assistance on Assigned Work Taskings.
- o Coordinate Activities with Related Aeromedical Evacuation and Other Resources.
- o Coordinate Activities of Aircraft.
- o Submit Situation and Resource Status Information to OIC AECE Concerning MASF Facilities.
- o Request Logistics Support.

## ORGANIZATION

The OIC, MASF is responsible for assigning work to personnel assigned or attached to the MASF and supervising the performance of work assigned to the MASF. The OIC MASF completed reports with respect to work progress resource status, departure and patient load of aeromedical evacuation aircraft (the Charlie message), and other important information, normally to the AECC. In this organizational scheme, the OIC MASF is under the operation command and control of the Aeromedical Evacuation Control Element (AECE) located at the Regional Evacuation Point (REP).

## DESCRIPTION

A MASF consists of medical personnel and equipment, and radio operator personnel and equipment, and tents. The MASF is deployed near airheads in war or contingency operations to hold patients for movement in the aeromedical evacuation system. It provides routine nursing and administrative support for up to 50 patients at one time up to four times each 24 hours.

The condition of each patient is evaluated for flight at time of arrival at the MASF, while awaiting arrival of aircraft, and prior to loading onto aeromedical evacuation aircraft. When it is determined that a patient does not meet flight criteria, the MASF notifies the originating medical treatment facility that is must pickup and return the patient to the originating medical treatment facility.

The MASF provides aircraft departure times and patient loads to the AECC using the Charlie message, and other information regarding its current status through SITREPs. It performs limited crew management tasks of assigned personnel and collocated medical crew members. It is capable of processing up to 50 patients four times per day, i.e. 200 patients each 24 hours. The MASF depends on host base support for billeting and feeding of its personnel.

The MASF is staffed with twenty-three personnel (four flight nurses, seventeen aeromedical technicians, and two radio operators). A staffing increase to thirty-nine is under consideration which would increase current medical and radio operating staffing and add administrative support to the MASF.

Since the MASF does not have a physician assigned, and it cannot feed patients, the patient holding time is limited to four to six hours. The MASF depends on the host base for all other logistical support activities such as public health, bioenvironmental engineering, security, medical support, civil engineering, medical equipment repair, fuel, and so forth.

## MAJOR RESPONSIBILITIES AND PROCEDURES

The major responsibilities of the OIC, MASF are stated below. Following each responsibility are listed procedures for implementing the responsibility.

- o Deploy with Personnel and Organic Equipment: Communications Equipment, Tentage, Generators, Vehicles, and Computers.
  - \_\_\_ Receive operations plan and orders to deploy.
  - \_\_\_ Obtain packing list for deployment.
  - \_\_\_ Pack communications, tentage, generators, and other required equipment.

- \_\_\_ Deploy equipment and personnel to designated site.
- o Obtain Briefing form OIC-Aeromedical Evacuation Control Element (AECE).
  - \_\_\_ Receive briefing and initial instructions concerning patient staging assignments.
  - \_\_\_ Obtain aeromedical evacuation flight schedule and patient loads (the Bravo message) from the AECC.
- o Establish MASF Site.
  - \_\_\_ Determine location for MASF activities at the REP.
  - \_\_\_ Review MASF assignment and general exercise activities with subordinate aeromedical evacuation elements and personnel.
  - \_\_\_ Brief MASF personnel of aeromedical evacuation plan of operations at the REP.
  - \_\_\_ Assign tasks to subordinate personnel.
  - \_\_\_ Establish and maintain communications with the AECE/AELTs, helicopter coordinators, and Strike Team/Task Force Leaders.
  - \_\_\_ Ensure general welfare and safety of MASF personnel.
  - \_\_\_ Ensure HF radio contact is established with AECC, Scott AFB, IL.
- o Coordinate and Supervise MASF Activities at REP Site.
  - \_\_\_ Review MASF assignment and general exercise activities with subordinate personnel to determine specific tasks for MASF resources.
  - \_\_\_ Assign tasks to subordinate personnel.
  - \_\_\_ If other aeromedical nursing personnel are not available, conduct liaison visits to strike team/task forces and instruct on requirements for aeromedical evacuation and patient preparation requirements.
  - \_\_\_ Receive and patients, provide supportive nursing care, administrative support, aeromedical evacuation communications, and perform limited aeromedical evacuation crew management.

- \_\_\_ Receive patient briefing from user service.
- \_\_\_ Obtain information concerning progress on assigned tasks from subordinate personnel by:
  - o Special requests to personnel
  - o Periodic routine reports from personnel
  - o Personal survey
- \_\_\_ Compare progress with assignments (assuring coordinated effort between related aeromedical evacuation resources).
- \_\_\_ Take corrective action, as appropriate.
- \_\_\_ Ensure patient briefing is given to Medical Crew Director (MCD).
- \_\_\_ Ensure patients are transported to and loaded onto aircraft safely.
- \_\_\_ Ensure all patients and their baggage transported via aeromedical evacuation are properly documented.
- \_\_\_ Ensure all patient care/treatment provided to patients while under the care of the MASF is properly documented.
- \_\_\_ Ensure patients are evaluated for acceptance and properly prepared for movement in the aeromedical evacuation system.
- \_\_\_ Notify AECE of any patient which cannot be accepted into the aeromedical evacuation system and request the AECE to notify the DMAT/CSU to return and pick up such patients.
- o Determine need for Assistance on Assigned Work Taskings.

In performing this function, the OIC MASF must use personal judgement in determining whether a temporary reduction in capability (e.g., equipment failure, personnel sickness, etc.) warrants a request for the replacement of an aeromedical evacuation resource. Procedures for requesting assistance are as follows:

- \_\_\_ Identify need for assistance by means of:
  - o Reports from subordinates

- o Monitoring work progress
- o Personal observation
- \_\_\_ Determine appropriate corrective actions.
- \_\_\_ Determine assistance required to implement corrective action.
- \_\_\_ Coordinate with Air Operations Branch Director and request assistance at the REP as required.
- o Coordinate Activities with Related Aeromedical Evacuation Activities and Other Patient Care Resources.
  - \_\_\_ Review MASF assignment to determine specific areas of tasks involving coordination.
  - \_\_\_ Identify resources working adjacent to, or coordinating with, the MASF (e.g., strike teams/task forces operating patient staging facilities at the REP, AECEs, AELTs, MCDs, etc.) from briefings.
  - \_\_\_ Determine communication channels assigned to related resources.
  - \_\_\_ Supervise HF radio communications at MASF.
  - \_\_\_ Verify and coordinate patient movement requirements.
  - \_\_\_ Transmit and or monitor aeromedical evacuation related message traffic, i.e. Alpha, Bravo, Charlie messages.
  - \_\_\_ Maintain communications with assigned resources.
- o Coordinate Activities of Aircraft.
  - \_\_\_ Ensure aeromedical evacuation aircraft arrival/departure times are received/sent timely through coordination with AECE and/or AECE/AELT.
  - \_\_\_ Notify AECE if helicopter missions transporting patients have not been coordinated with MASF.
  - \_\_\_ Ensure safe operations i and around all aeromedical evacuation work areas to include the MASF and flight line operations.
  - \_\_\_ Provide procedural and technical guidance about aeromedical evacuation activities to supported REP representative

and other personnel.

- o Submit Situation and Resource Status Information to OIC, AECE.

\_\_\_ Gather information to include in report by monitoring work progress, personal observations, and reports from subordinates. Information is collected on:

- o Situation status in assigned work areas
- o Deviation from assignment
- o Conditions affecting operations
- o Hazardous conditions
- o Work progress
- o Resources availability
- o Effectiveness of patient regulation operations.

\_\_\_ Receive reports of events from AELT personnel or personal observation.

- o Nature of event
- o Location
- o Magnitude
- o Personnel involved (name, agency, etc (do not report names, designators, or agency over radio)
- o Initial action taken
- o Appropriate subsequent action

\_\_\_ Request assistance required from OIC, AECE or other organizations; element, as appropriate (e.g. first aid from medical unit)

\_\_\_ Determine appropriate corrective action

\_\_\_ Report appropriate corrective action.

- \_\_\_ Report all incidents, accidents, sickness, etc. to the OIC, AECE
- \_\_\_ Keep aeromedical OIC AECE informed of any significant change in status.
- \_\_\_ Collect and transmit required records and logs to documentation unit through OIC AECE at the end of each operational period.

o Request Logistics Support

In performing this task, the OIC AELT must use personal judgement in determining whether the need for support warrants a request for replacement of the AELT resource or placement of the AELT in an out-of-service status.

- \_\_\_ Identify support required (e.g. radio equipment, power, repairs, etc.) by requests from subordinates or personal observation.
- \_\_\_ Verify validity of requests and obtain information needed from Aid Support Units: Nature of request, Location, Identification of equipment involved, Schedule for assistance.
- \_\_\_ Notify OIC AECE of status of requests if logistical needs are not filled within a reasonable time period.

## MEDICAL CREW DIRECTOR

### CHECKLIST USE

The checklist of activities presented below should be considered as a minimum requirement for the position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time while others are ongoing and repetitive for the duration of an incident.

### MEDICAL CREW DIRECTOR'S CHECKLIST

- o Upon arrival, obtain briefing from air operations group supervisor.
- o Review medical crew's assignments with subordinates and assign tasks.
- o Monitor work progress and make changes when necessary.
- o Determine need for assistance on assigned task.
- o Coordinate activities with OIC, MASF.
- o Submit situation and resource status information to air operations group supervisor.
- o Report special events.
- o Request service/support.
- o Report status and location changes.
- o Maintain Unit Log (ICS Form 214).

### RESPONSIBILITIES AND PROCEDURES

#### ORGANIZATION

The Medical Crew Director (MCD) is responsible for performing tactical assignments related to the care and handling of the patients while aboard the aeromedical evacuation (AE) aircraft. While on-site at the incident, the MCD reports work progress, resource status, and other important information to the air operations group supervisor and maintains work records on assigned personnel. In the air, the MCD reports to the pilot of the aeromedical evacuation aircraft.

## DESCRIPTIONS

The MCD is responsible for the care of all patients onboard the AE aircraft. He or she will coordinate with the Flight Crew, Loadmaster and the Marshaller (spotter).

The Medical Crew is composed of \_\_\_\_ nurses and \_\_\_\_ technicians. Depending upon the AE aircraft being used, there could be from 40 to 90 "patients" on board.

## MAJOR RESPONSIBILITIES AND PROCEDURES

The major responsibilities of a MCD are stated below. following each responsibility are listed procedures for implementing the responsibility.

- o Upon Arrival at the REP, Obtain Briefing from Air Operations Group Supervisor
  - \_\_\_ Receive briefing and initial instructions concerning work assignments.
  - \_\_\_ Obtain the aeromedical evacuation flight schedule.
- o Review Assignments with Subordinates and Assign Tasks
  - \_\_\_ Review medical crew assignment and general exercise activities with subordinate personnel to determine specific tasks for medical crew personnel.
  - \_\_\_ Assign tasks to subordinate personnel by providing time requirements.
- o Monitor Work Progress when Necessary and Make Changes
  - \_\_\_ Obtain information concerning progress on assigned tasks from subordinate personnel by:
    - o Special requests to personnel
    - o Periodic routine reports from personnel
    - o Personal survey
  - \_\_\_ Take corrective action, as appropriate.
  - \_\_\_ Ensure general welfare and safety of medical crew and patients.

- \_\_\_ Maintain communications with subordinates.
- o Determine Need for Assistance on Assigned Work Task

In performing this function, the MCD must use personal judgement in determining whether a temporary reduction in capability (e.g., equipment failure, personnel sickness, etc.) warrants a request for the replacement of a medical crew resource. Procedures for requesting assistance are as follows:

- \_\_\_ Identify need for assistance by means of:
  - o Reports from subordinates
  - o Monitoring work progress
  - o Personal observation
- \_\_\_ Determine appropriate corrective action.
- \_\_\_ Determine assistance required to implement corrective action.
- \_\_\_ Coordinate with air operations group supervisor and request assistance.
- o Coordinate Activities with OIC, MASF
  - \_\_\_ Identify resources requiring coordination with the medical crew (i.e. litter bearers from the MASF, manifests, equipment etc.); from briefings and flight schedule.
  - \_\_\_ Review medical crew's assignment to determine specific areas or tasks involving coordination.
- o Submit Situation and Resource Status Information to Air Operations Group Supervisor
  - \_\_\_ Gather information to include in report by monitoring work progress, personal observations, and reports from subordinates. Information is collected on:
    - o Situation status in assigned work areas
    - o Deviation from assignment
    - o Conditions affecting medical crew operations

- o Hazardous conditions
- o Work progress
- o Resource availability
- o Effectiveness of patient manifesting operations
- \_\_\_ Assemble information and submit to air operations group supervisor.
- o Report Special Events (e.g., Accidents, Sickness, etc.)
  - \_\_\_ Receive reports of events from medical crew personnel or personal observation.
    - o Nature of event
    - o Location
    - o Magnitude
    - o Personnel involved (name, agency, etc./ do not report names, unit designators, or agency over radio)
    - o Initial action taken
    - o Appropriate subsequent action
  - \_\_\_ Request assistance required from the air operations group supervisor or other organizational element, as appropriate (e.g., first aid from medical unit).
- o Request Logistics Support

In performing this task, the MCD must use personal judgement in determining whether the need for support warrants a request for replacement of the medical crew resource or placement of the medical crew in an out-of-service status.

- \_\_\_ Identify support required (e.g, litters, repairs, etc.) by:
  - o Request from subordinates
  - o Personal observations

- \_\_\_ Verify validity of requests and obtain information needed from Air Support units.
  - o Nature of request
  - o Location
  - o Identification of equipment involved
  - o Schedule for assistance
  
- \_\_\_ Notify air operations group supervisor if the medical crew is out of service or if logistical needs are not filled within a reasonable period of time.
  
- o Report Status/Location Changes
  - \_\_\_ Keep air operations group supervisor informed of any significant change in status.
  
  - \_\_\_ Inform air operations group supervisor of any location changes (changes in work location of resources, etc.).
  
- o Maintain Unit Log
  - \_\_\_ Record medical crew actions on Unit Log (ICS Form 214).
  
  - \_\_\_ Collect and transmit required records and logs to documentation unit through operations chief at the end of each operational period.