

REGION AIRLIFT OPERATIONS PLAN ELEMENTS (8300)

(Revised September 2001)

- Aircraft loading areas.
- Feeding facilities.
- Toilet facilities.
- Vehicle parking areas and security.
- Communications systems.
- Institutional crew supervision and security.
- Any agreements needed for operating, i.e., with airport managers, FAA, military, local governments, etc.
- Any special airport information, such as aircraft weight or size limits, tower operating hours, and parking fees.

When CDF engages in large scale airlift operations, specialized positions are activated for coordinating these activities at Sacramento, participating regions, and at the sending and receiving airports.

- Airlift coordinators are assigned at Sacramento and regional ECC offices.
- Airlift liaison officers are assigned at airports.
- Airlift operations may involve use of an air attack base for airlift staging, requiring coordination with normal air attack operations.
- The air base manager retains overall authority and responsibility for operations at the base and may act as an airlift liaison officer, if other duties permit.
- Assigned airlift liaison officers will coordinate operations with the base manager and airlift aircraft flight crews.

Large-scale airlift operations may involve the use of commercial and/or military aircraft for moving personnel and equipment.

Commercial airlift coordination duties will include the exchange of information with the sending or receiving ECC regarding flight times and estimated time of arrivals (ETAs), crews and/or equipment being transported, and flight identifications.

- Additional coordination may be required for use of aircraft under contract with other agencies. USFS and BLM contract aircraft normally require coordination with the Boise Interagency Fire Center. Flight crews from those aircraft may handle that coordination enroute by radio or by telephone at each landing point.
- Military aircraft will require coordination with the flight crew and/or a military liaison officer. Air National Guard airlift flights are ordered through normal channels.

The activities of an airlift coordinator include:

- Assign and establish communication channels with airlift liaison officers at the airports to be used.
- Establish communications with CDF airlift coordinator.
- Arrange and coordinate transportation for departing and/or arriving personnel.
- Relay flight manifest information between airports and sending or receiving regions.
- Request assignment of public information officers at airports as needed.

The activities of an airlift liaison officer include:

- Establish communications and information exchange procedures (radio, intercom, telephone, telecopier, computer, runner, etc.) with appropriate airlift coordinator(s).
- Coordinate activities with cooperating agencies (dispatchers or liaison officers, etc.) and transporting flight crews (pilots, loadmasters, flight attendants, etc.), as needed.
- Assign staging area manager, parking tenders, deck coordinator, etc. as needed.

- Obtain and distribute flight manifest information, including crew and passenger names, aircraft identifiers, arrival/departure times, by the most direct method available. Record manifesting information on the CDF Airlift Transportation Manifest form FC-117.
- Advise crew leaders and supervisors regarding assignments, contacts, reporting locations, transportation arrangements, and logistical information.
- Provide for crew needs and vehicle security.
- Establish loading priorities, if necessary.
- Coordinate operations with airport and/or air attack base managers. Ensure that operations do not interfere with other airport operations and make any needed operating changes.
- Provide crew leaders with information needed for meeting aircraft transport requirements and ensure compliance with the rules of the air carrier.

Detailed information needed by airlift liaison officers regarding the air transport of crews and vehicles is located in the CDF 7700 Handbook (Emergency Incident Management Procedures Handbook), which includes:

- Common air carrier safety rules regarding restricted and prohibited materials and activities.
- Specifications for airlift "modules" designed to aid in the ordering and staging of crew and/or vehicles for airlift operations. These modules have been developed for optimum use of commonly used commercial and military transport aircraft.
- CDF vehicle weights and dimensions and instructions for the preparing and loading personnel, vehicles and equipment for airlift operations.