# LOS PADRES NATIONAL FOREST

**AVIATION PLAN**

**2013**

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##  PREPARED BY: /s/ Mark S. Nunez April 25, 2013

 MARK S. NUNEZ Date

##  Forest Aviation Officer

RECOMMENDED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ JAMES HARRIS Date Deputy Forest Fire & Aviation Management Officer

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 CAROLYN LANDON Date Forest Fire & Aviation Management Officer

LOS PADRES NATIONAL FOREST AVIATION PLAN

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02- OBJECTIVE

The National Aviation Management Plan, Regional and Forest Aviation Supplement (Regional Aviation Management Plan and Forest Aviation Management Plan, respectively) define the aviation program with in Region 5 and the Los Padres National Forest. While the National and Regional Plans address national policy, FARs and Regional policy, the Forest Aviation Plan identifies how the plan is implemented at the local level and identifies the responsibilities of the Forest Aviation managers. The plan was developed to aid managers to provide safe, efficient, and effective utilization of aviation resources on the Los Padres National Forest.

The Los Padres will utilize aircraft and aerial resources utilizing new innovative approaches to safety and management, cognizant of their role in the overall larger organization service wide.

The Los Padres Aviation Group is committed to:

* Sound decision making with safety as the primary mission accomplishment.
* An understanding that reporting and learning from potentially hazardous situations before they have negative outcomes are required to accomplishing safety as our primary mission.
* Supporting the aviation program, its users and management.
* Ensuring that all aviation operations focus on safety and education of all personnel involved.

The Los Padres National Forest is the second largest forest in the Pacific Southwest Region. The Los Padres has a large urban-interface with significant potential for

co-operative and complex fire aviation operations. The Los Padres has a high percentage of wilderness and roadless areas, which require aircraft during suppression operations. The Los Padres often utilizes fixed and rotor-wing aircraft to accomplish missions.

The Los Padres has an organized aviation working group that provides support and guidance from the FAO. This group is made up of representatives including the helicopter superintendents, air tanker base manager, a dispatcher representative, division chief representative and the FAO. This group holds working meetings and conducts conference calls to disseminate information and work on issues. Working in this group makes the aviation program a cohesive unit striving for excellence and consistency.

CHAPTER 10- FOREST AVIATION ORGANIZATION

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11- STRUCTURE

##### FOREST SUPERVISOR

##### FOREST FIRE & AVIATION MANAGEMENT OFFICER

##### DEPUTY FOREST FIRE & AVIATION OFFICER

##### DIVISION CHIEF – FOREST AVIATION OFFICER

##### AIR ATTACK GROUP SUPERVISOR

(CONTRACTING OFFICER REPRESENTATIVE)

##### DIVISION CHIEF

(GEOGRAPHICAL)



##### HELICOPTER MANAGER

(CONTRACT OFFICERS REPRESENTATIVE OR INSPECTOR)

Air Tanker Base Manager

(CONTRACT INSPECTOR)



Assistant Air Tanker Base Manager

COORDINATION & SUPPORT

DIRECT SUPERVISION

##### LEGEND

12 - FUNCTION OF PERSONNEL

12.1 - FOREST FIRE & AVIATION MANGEMENT OFFICER

The Forest Fire & Aviation Management Officer is responsible for the general supervision and guidance of the Forest Aviation and Fire Management Program as a staff under the Forest Supervisor.

12.2 - DEPUTY FIRE & AVIATION MANAGEMENT OFFICER

The Deputy Forest Fire and Aviation Management Officer works directly for the Forest Fire and Aviation Management Officer.

12.3- DIVISION CHIEF- AVIATION

The Forest Aviation Officer (FAO) is the primary authority for aviation activities that occur at the Forest level. This position provides liaison between the Regional Aviation Staff, Forest management, and persons conducting aviation activities on the Forest. The FAO plans and organizes aviation projects by coordinating with aircraft operators and ensuring compliance with policies and regulations governing air operations. This is the central point of convergence for the gathering and dissemination of information that emphasizes the Agency’s, Regional Forester’s, Forest Supervisor’s, and District Ranger’s concern for conducting safe aviation operations.

FAO Responsibilities

* Ensure that Forest Plans, Forest Aviation Plans, Aviation Base Security Plans, Aviation Project Plans, Aviation Crash/Rescue Plan, Aviation Base Operating Plans, Fire Management Action Plans, Aerial Hazard Maps, and other aviation-related plans are developed, completed, apply to the actual activity, and address aviation safety and security needs.
* The FAO serves as the primary Air Tactical Officer for a Regional Air Attack exclusive use contract.
* Manage operational aviation operations on wildland fires.
* Coordinate retardant avoidance reporting and mapping with Forest Wildlife Biologist and Ecosystem Department.
* Coordinate retardant avoidance maps and requirements to cooperative fire agencies.
* Ensure that all aviation-related plans are approved by the appropriate Forest Line Officer, employees working on aviation activities are aware of the plan contents and limits, and lines of authority and responsibility are established and understood in general and on individual operations.
* Provide coordination between forest aviation planning activities and aviation operations with the appropriate Regional aviation specialist.
* Monitor Forest Service and contract pilot performance and request RAO assistance in resolving any areas of concern to assure safe aviation operations.
* Ensure that Forest aviation personnel and contract employees are properly trained for the activity and job they are assigned to accomplish.
* Monitor all aviation ground support operations for compliance to the approved Forest plans, safety practices and ensure any non-compliance are corrected.
* This position also serves as the Level III Contracting Officers Representative (COR) for air attack platform.

FAO Activities

* Analyze aviation safety needs, problem areas, and preventive measures.
* Advise planners regarding aircraft suitability for overall needs or specific projects.
* Compare capabilities and costs of various aircraft and systems in relation to planned needs.
* Analyze aviation training needs such as air observers, helicopter crewmembers, aviation base workers, and COR liaison for all forest employees.
* Participate in aviation training.
* Secure and provide information and technical direction for all Forest aviation operations.
* Participate in aviation programs with cooperators.
* Coordinate technical inspections and approvals of all Forest aviation operations, equipment, aircraft, and facilities.
* Inspect aviation facilities and operations to assure compliance with directives, policy, contract specifications, and Forest aviation plans.
* Coordinate with various aviation specialists, airport authorities, contractors, suppliers, CORs, Forest Safety Manager, etc.
* Determine need for additional monitoring of aviation operations.
* Participate in and supervise as appropriate, forest-level activities and programs involving aviation.
* Draft and/or review accident and incident reports.

12.4- BATTALION CHIEF – AIR BASE MANAGER

The Forest Air Base Manager works under the supervision of the Division Chief- Aviation. This individual is responsible for the overall operation, maintenance, planning and safety of the Air Attack Base at Santa Maria Airport, serve as alternate contracting officer representative and/or contract inspector on assigned airtanker, air attack, facilities lease, call when needed (CWN) aircraft and retardant contracts. This person is also designated as a point of contact for and acting Aviation Officer when necessary.

12.5- HELICOPTER MANAGER

The Helicopter Manager works under the supervision of the Division Chief of a specific geographic area; is responsible for the supervision and training of helitack crews and personnel assigned to the designated base. This person is designated as Contracting Officer’s Representative or Contract Inspector on the aircraft assigned to the designated base and reports directly to the Contracting Officer and Forest Aviation Officer on all contract matters.

12.6- FOREST AVIATION OPERATIONS & CONTACTING DIRECTORY

CAROLYN LANDON FOREST FIRE & AVIATION MANAGEMENT OFFICER

JAMES HARRIS DEPUTY FIRE & AVIATION MANAGEMENT OFFICER

MARK NUNEZ DIVISION CHIEF – AIR TACTICAL OFFICER

ANDREA HELMING BATTALION CHIEF- SANTA MARIA AIR BASE

KEVIN MURRAY BATTALION CHIEF – ARROYO GRANDE HELICOPTER

DEAN HALL BATTALION CHIEF – CHUCHUPATE HELICOPTER

BRIAN SEXTON BATTALION CHIEF – SANTA YNEZ HELICOPTER

TRACY DOTT CAPTAIN – CASITAS HELITANKER

###### SANTA MARIA AIR BASE

Mark Nunez COR

Andrea Helming Inspector

###### ARROYO GRANDE HELIBASE

Kevin Murray COR

 John Kaisersatt Inspector

David Sewell Inspector

CHUCHUPATE HELIBASE

Dean Hall COR

Brad Corbin Inspector

SANTA YNEZ

Brian Sexton COR

Jerrick Domingues Inspector

CASITAS

 Tracy Dott COR

 12.7 - AVIATION CONTRACTING TITLE DESCRIPTIONS

CO-Contracting Officer: Contracts may be executed from the Regional and National Offices.

ACO- Administrative Contracting Officer: Executes the National contracts for the Forest.

COR- Contracting Officer’s Representative: Authorized to order all services and to secure compliance with the provisions of the contract.

INSPECTOR- May represent the COR in day-to-day contracts with the contractor. Keeps the COR informed of contractor status and insures strict compliance with the written contract.

COTR- Contracting Officer’s Technical Representative: Advises the CO and COR on technical matters related to mechanical or safety aspects of the contract of aircraft. Has authority under direction of maintenance inspectors to place aircraft out of service or back in service for mechanical reasons.

PAO- Project Aviation Officer, same as Inspector.

CHAPTER 20- PLANNED AIRCRAFT USE

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20 - PLANNED AIRCRAFT USE

All aircraft utilized on the Los Padres N.F. will be previously approved by the Forest Aviation Officer or Acting. The Los Padres Command Center (LPCC) will initiate all approved Forest Service flights.

21 - PREVENTION

The Los Padres does not have a pre-established plan for aircraft use for hazard patrols during high use seasons, or fire closures. Any requests for this service will be initiated through the Forest Aviation Officer and LPCC.

1. - DETECTION

The Forest has no pre-established detection plan since use is low. Any requests for this service will be initiated through the Aviation Officer and LPCC. Detection flights on the Los Padres will be conducted by the federally contracted air attack ship hosted on the Los Padres. Should the Los Padres air attack be unavailable, the next closest federally contracted air attack or a non-federal air attack would be requested in that order. Smoke checks will be treated as a detection flight because they are not an initial attack dispatch. Ordering procedures above will be utilized for smoke checks.

LPCC will be informed of the general area over which any detection flights are to take place. LPCC will give the location of the aircraft while in the air over the predetermined flight routes. Check-in intervals are every 15 minutes and flight following will begin immediately after take-off (LPCC will monitor Automated Flight Following AFF system as backup). LPCC will be informed of any delays or major deviation from the planned flight route.

1. - SUPPRESSION

Aircraft will be utilized according to the pre-established Forest Dispatch Plan for fire suppression use. The Los Padres hosts several aircraft (air attack and helicopters) that are funded nationally by the Forest Service. Utilization of these resources, even when they are not the closest to some incidents, significantly reduces over all suppression costs and adheres to requirements of the Pressler Bill. Every effort will be made to utilize the most cost effective appropriate resource, with priority for federal assets based on the Los Padres. As per the California Mobilization Guide (28.2.10 G.), on Federal incidents an ASM or Federal Air Attack plane will be ordered as soon as operationally feasible to replace non-federal agency Air Attacks. This order may be placed shortly after the initial dispatch and/or at the discretion of the incident commander, Aviation Officer or fire staff.

23.1 - CONTRACT AIR TANKER

For 2013, LPF will not have an assigned air tanker due to new inspection actions.

In addition to the Santa Maria Air Attack Base, Cal Fire has two type III air tankers with full support facilities at the Paso Robles Airport. This base is within the zone of influence of the Los Padres, and is often used during wildland fires.

23.2 - CONTRACT ROTOR WING

The Forest currently hosts four contract rotor wing aircraft, one Type I Helitanker, three Type II Standard Category helicopters. The Type I helicopter is based at Casitas. The Type I helitanker should be staffed with a 2 person module, with 1 people on duty daily through the contract period. The Type II helicopters based at Arroyo Grande, Santa Ynez and Chuchupate should be staffed 18 personnel with 12 on duty daily through the contract period. The rappel program will resume as directed through Regional and National direction. The priority for assignment for ALL aircraft is fire suppression.

Rotation of rotor-wing aircraft for off forest assignments will follow the Los Padres Field Procedures Guide, California Mobilization Guide and National Mobilization Guide.

At present there are four dedicated rotor wing bases located on the Forest to support operations:

 BASE CONTRACT PERIOD

 1. Arroyo Grande 6/1-10/28

 2. Casitas Station 7/1-11/27

 3. Chuchupate Station 6/15-11/11

 4. Santa Ynez Airport 6/16-10/13

The Forest has been assigned helicopter identification numbers as follows:

 Helicopter 526 – Unassigned

 Helicopter 527 – Arroyo Grande

 Helicopter 528 – Santa Ynez

 Helicopter 529 – Unassigned

 Helicopter 530 – Chuchupate

 Helitanker 699 – Casitas

23.3 - CONTRACT AIR ATTACK

This contracted twin-turbine aircraft is based on the Los Padres to meet National needs for prompt aerial supervision for fire aviation operations, and to manage suppression aviation operations in a complex airspace environment. The primary mission is fire suppression and this assignment takes precedence over other use.

Human Aided Technology (HAT) features were added to Air Attack 07 in support of the Region 5 Air Attack & Forest Aviation Management Strategic Plan. Although HAT equipment no longer includes Forward Looking Infrared (FLIR); there is still capability of GPS mapping, Traffic-alert & Collision Avoidance System (TCAS), and downlink of fire map information. This technology assists the Air Attack platform in providing safe and efficient air traffic control over large fires, determining aerial retardant avoidance areas, and improving situational awareness and retardant avoidance.

When not assigned to its primary mission, the aircraft may be used for local recon, detection, prevention, and administrative flights.

The CAL Fire has two air attack aircraft available adjacent to the Forest. These aircraft will be utilized within the constraints of the Cooperative Fire Protection Agreement for initial attack incidents. As per the California Mobilization Guide (28.2.8 G.), on Federal incidents an ASM or Federal Air Attack plane will be ordered as soon as operationally possible to replace non-federal agency Air Attacks. This order may be placed shortly after the initial dispatch and/or at the discretion of the incident commander or fire staff.

The following are the air attack aircraft base locations, number identifiers, and normal mandatory stand-by periods.

 BASE NUMBER IDENTIFIER CONTRACT PERIOD

Santa Maria AA – 07 6/1 – 11/6

Paso Robles AA – 340 6/1 – TBD

Hollister AA – 460 6/15 – TBD

23.4 – CALL WHEN NEEDED AIRCRAFT (CWN)

Call when needed aircraft orders will be coordinated with South Ops GACC. The South Ops Aviation Coordinator is the COR for CWN aircraft. The GACC maintains the availability and prioritization list to determine what CWN is ordered. The aircraft and pilots are qualified and certified at the beginning of the agreement period.

The Los Padres Forest or Office of Aircraft Services will not utilize aircraft, pilot or crew unless approved and carded for the mission to be flown.

Only certain forest personnel are authorized to order rental agreement aircraft, regardless of the purpose of the flight. These individuals are identified on the rental agreement forms. All requests for aircraft, throughout the year, will be placed with LPCC. When requesting aircraft, the following information must be given:

1. Management Code
2. Number and identity of passengers
3. Time period aircraft is desired (beginning and ending times)
4. Proposed route of travel
5. Type of mission
6. Performance standards required (i.e. turbine multi-engine high wing, etc..)

LPCC will arrange for the appropriate aircraft and confirm the order. They will advise the ordering individual of the aircraft type, FAA number and pilot identity if available.

When CWN helicopters are ordered for cover assignments, a chief officer will brief the crew and pilot prior to deployment. A helicopter manager must be filled to staff the incoming CWN helicopter.

All personnel using rental agreement aircraft are responsible for advising LPCC of departure times, expected arrival times, and for the closing of an ordered flight. The aircraft pilot and passengers are equally responsible for the immediate reporting of any hazards or incidents that occurred during the flight.

23.5 – INFRARED AIRCRAFT

All mission requests will be made through LPCC. Priority of use will be as follows:

1. Saving life and/or property.
2. Inversion over fire/uncontrolled fire; consider the following:
3. Size
4. Potential
5. Values
6. Detection
7. Mop-up
8. Resource activity

For additional information, refer to the Region 5 Fire Mobilization Plan, Chapter 80, Section 81.7.

23.6 – HELICOPTER NIGHT FLYING

The Pacific Southwest Region under direction of the Chief of the Forest Service has authorized and developed a night flying program for fire suppression operations. Leaders intent and direction was provided from the Director of Fire and Aviation Management. Program direction comes from Pacific Southwest Region in the US Forest Service Night Air Operations Guide. The Pacific Southwest Regional Aviation Group is responsible for update and completion of this guide with oversight provided by National Helicopter Night Flying Operations Steering Committee (HNOSC). The four southern California Forests were directed, through regional Fire and Aviation Staff, to develop Forest Specific guidelines. The Night Air Operations and Forest Guides will be followed and are incorporated as appendix to this document.

23.7-SPECIAL PROJECTS

In addition to the fire season contracts, the Forest may use contract CWN fixed and rotor wing aircraft for various resource projects. These contracts are generally of shorter duration than fire season contracts, but require the same safeguards and procedures as any other aviation operation on the Forest. (FSM 5711.1)

Cooperators, when assigned to Forest Service projects, must meet the same safety and contract requirements. The Project Aviation Officer is responsible to see that these requirements are met. Any person who plans a project involving use of aircraft on the Los Padres N.F. will be aware of and adhere to the following:

1. ANY aviation activity involving either Forest Service personnel, and/or Forest lands will be coordinated, and if necessary, requested through LPCC.
2. These activities shall include, but not be limited to: CWN flights of fixed and rotary wing aircraft, cooperative agency aircraft use and/or aviation operations, all recon operations, special use permits, and Agency full service contract aircraft use. This will apply regardless of revenue or non-revenue status.
3. ANY project involving planned aviation activities will be discussed with the Forest Aviation Officer, for specific aviation project plan needs, prior to approval and project commencement.
4. ALL non-fire aviation projects will complete a risk assessment and aviation project work plan well in advance of the project. These plans are approved by the Regional Aviation Officer (RAO) and require planning and time for review and signature.

Qualified Forest Service or Office of Aircraft Services inspectors will certify pilots and aircraft. Each pilot shall carry a pilot approval card and each aircraft will have evidence of approval on board at all times and will be shown on request by a Forest Service Officer. It is the responsibility of the Fixed Wing Flight Manager or Forest Officer to verify qualification and certification prior to any flight.

All aviation operation projects (One-Time Missions or Recurrent Special Use Projects and Operations) require a Helicopter Manager, Helicopter or Fixed Wing Flight Manager to be present during the project. Projects with reoccurring aviation flights require a Project Aviation Safety Plan (See IHOG). Project Aviation Safety Plans must be completed and approved prior to the start of the operation. For One-Time Missions, project flight planning/scheduling process must be followed. Elements of the plan include:

-Aircraft Flight Request

-Cost analysis

-Dispatch/Aviation Manager Checklist and Hazard Analysis

-Forest Aviation Officer Approval

CHAPTER 30 – OPERATIONS

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38 – FLIGHT FOLLOWING

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39.1 – FIXED WING FLIGHT MANAGER RESPONSIBILITIES

31 – OPERATIONS PLANNING

A Base Operating Plan is required for each helicopter and fixed wing base on the Forest and will be updated annually by 5/1. A copy should be posted at each base and discussed with all fight crews assigned on fires or routine operations.

An outline specifying Operating Plan needs, can be found in FSH 5709.165 14.04—3. The Base Operating Plan with updates will be forwarded to the Forest Aviation Officer annually and considered a part of the Forest Aviation Plan.

31.1 – SATELLITE HELIBASE

The Forest has access to expand one satellite helibase at Fort Hunter Liggett on the Monterey Ranger District. This location may be used several times each season as a base of operations during fires, and project work. The responsibility for readiness lies with the Division Chief.

31.2 – CRASH/RESCUE PLANNING

An Interagency Aviation Mishap Response Guide will be part of Base Operating Plans. The Pacific Southwest Aviation Management plan states at Section 2.8 Incident/Mishap Response, “This guide should be available in all dispatch offices and must be kept up to date with current contacts and phone numbers. Purpose of the guide is to outline protocols, procedures and requirements to be initiated in the event of an aircraft incident or accident.”

31.3 – RAPPEL OPERATIONS

The rappel program will resume as directed through Regional and National direction. Refer to Chapter 50 for specific policy and procedure.

31.4 – HELITORCH OPERATIONS

Helitorch operations are available to the Forest for wildfire and prescribed fire applications. Additional personnel qualifications and requirements must be met prior to implementation of helitorch operations. Helitorch operational requirements are outlined in the Interagency Aerial Ignition Guide. Helitorch resource requests must be initiated through LPCC.

The Forest owns two Simplex helitorches that are stationed at the Santa Lucia Ranger District for use Forest wide. Scheduling for fuels projects will be well in advance, and operated by Forest personnel.

32 – HAZARD MAP PLANNING

The Forest’s Hazard Map is included in Appendix 1. These map products were redeveloped in 2013 for the four southern California Forests for uniformity in products because of the night air operations program. It is to be updated annually in accordance with the Interagency Airspace Coordination Guide. A copy should be carried in the aircraft for local hazard identification.

32.1 – MILITARY COORDINATION & TRAINING ROUTES

The Los Padres is unique in because of several military and Department of Defense (DOD) locations and uses of airspace. There are multiple facilities and restricted areas which adjoin the forest requiring constant coordination by the FAO.

Vandenberg Air Force Base is a cooperator that utilizes the Los Padres for dispatch and initial attack resources, including aircraft. This facility is the central point for the US Missile Defense program. There are several restricted areas here.

Camp Roberts and Fort Hunter Liggett are adjacent to the forest. These areas are utilized heavily during spring and summer as major training facilities. These facilities also require coordination by the FAO.

The Los Padres also coordinates with the US Navy, who utilizes the airspace over the Los Padres for sea launched missile testing. This is highly sensitive information, which requires coordination by the FAO.

All Forest airbases must stress the need for continual vigilance by all pilots on Forest Service missions, as collision avoidance is on a “see and be seen” basis. When Forest Service flights are to be made in an area on or adjacent to Military Training Routes, pilots will be made aware of and avoid MTR traffic on these routes. Each airbase will be supplied with current DOD Area Planning AP/1P Charts, Military Training Routes for the Western United States and DOD Flight Information Publication AP/1B North and South America. Some of this information is already included on the Forest hazard map, but route specifics should still be checked periodically. (Specifics of project air activity and emergency air activity coordination are detailed in the Interagency Airspace Coordination Guide.)

33 – FOREST RESTRICTED FLIGHT ZONES

The Forest has identified sensitive wildlife areas in various locations. These areas should not be flown in if possible, but if necessary the flights should maintain a 3,000 ft. AGL (Above Ground Level) clearance to avoid possible disturbance of sensitive nesting areas. If emergency flights are necessary below this clearance ceiling, either the Forest Wildlife Biologist or District Wildlife Biologist on the District affected should be contacted to determine the safest route to use to protect nesting species.

Following is a quote from California Fish and Game Code Division 7, Chapter 1, Article 1, : Code 10501.5. “It is unlawful to fly any aircraft, including any airplane or helicopter, less than 3,000 feet above water or land over the Sespe Condor Sanctuary. …Except for rescue operation, in case of emergency or for scientific purposes under a permit issued by the Department.”

In addition, all Wilderness areas on the Forest are considered “noise sensitive” and require all aircraft on non-emergency flights to maintain 2,000 ft. AGL to mitigate excessive noise levels.

34 – PERSONNEL

Specific aviation fire positions are identified in FSH 5109.17 Fire Training and Qualifications Handbook, Chapter 20.26 (14-17). Additional information including prerequisite jobs, training requirements, experience, currency, and physical fitness requirements are also exhibited for each position.

Fire suppression operations require some additional sub-positions other than those identified in FSH 5109.17. These are exhibited in the Interagency Helicopter Operations Guide, Chapter 2.

35 – BUSINESS MANAGEMENT

Timekeeping and payment measurement procedures will be accomplished in accordance with the specific aircraft contract in question. Call-when-needed aircraft rental agreement rates can be obtained from LPCC when the aircraft order is confirmed. All flight time shall be recorded in Aviation Business System (ABS) on the electronic Form 6500-122 Daily Flight Invoice, and must be signed by the responsible Forest Officer or Fixed Wing Flight Manager at the conclusion of each day.

Contract aircraft flight invoices and progress summary payment sheets should be bundled in ABS to the payment center on the 1st and 16th of each month. The completed 122s on the web will be sent to the COR for review, to Contractor for concurrence and the COR to compile and forward to the payment center.

Contract payment estimates for fire retardant mixing contracts and airport landing records should be prepared and mailed to the COR on the first of each month.

Fixed Wing Base Managers and Helibase managers are responsible for all necessary record keeping and equipment ordered in support of a particular aviation operation.

35.1 – AGENCY AIRCRAFT USE JUSTIFICATION

ANY administrative fixed wing flight that is planned to use Agency owned or CWN aircraft in place of a commercial source will first require a Travel Cost Analysis Justification be completed by LPCC to ensure a cost benefit to the Agency.

36 – COMMUNICATIONS AND COMMUNICATIONS PROCEDURES

Refer to current CALAVCO Aviation Communications Users Guide, USDA, Forest Service PSW Region Frequency Guide, USDA/USDI Aircraft Radio Communications and Frequency Guide and the California Mobilization Guide.

37 – AIRCRAFT DISPATCHING

All flights, by Forest assigned aircraft, will be scheduled through LPCC. Flight plans must be filed with FAA or LPCC prior to any flights, except flights resulting from an incident dispatch. The following information must be furnished to the dispatcher when filing a flight plan:

1. Name of the person authorizing the flight
2. Management Code
3. Pilot’s name
4. Manifest (specifying Fixed Wing Flight Manager or Helicopter Manager)
5. Flight itinerary (stopover points, refueling points, etc.)
6. Fuel supply (in hours and minutes)

Items C and D should be reported to the dispatcher each day, as the aircraft becomes available for dispatch. Changes will be reported immediately as they occur throughout the day.

On all flights the pilot-in-command, helicopter or fixed wing flight manager will report their arrival to LPCC or applicable Forest Dispatcher once over the destination or immediately after landing. Delays in reporting arrival should be avoided. Flight plans must be closed as soon as possible, after the pilot-in-command, helicopter or fixed wing flight manager notifies LPCC and reports the total flight time charged, completing the mission.

On incident dispatch flights, the pilot-in-command, helicopter or fixed wing flight manager will transmit to LPCC upon lift-off or immediately prior to report:

1. Estimated time of arrival or estimated time enroute.
2. Confirm manifest and fuel supply given earlier.
3. Direction of travel (heading).

37.1 – CAL FIRE DISPATCH

On Forest Service Air Attack and Helicopter dispatches by Cal Fire (San Luis ECC), the aircraft on lift off will notify LPCC “in service” and switch to the appropriate Cal Fire frequency for initial contact and to initiate flight following. The aircraft will remain in control of Cal Fire until released back to LPCC at which time flight following will commence with LPCC.

38 – FLIGHT FOLLOWING

The Forest will utilize Automated Flight Following system (AFF) for flight following procedures. AFF has been in place and tested as reliable for multiple years. The Forest may augment the Automated Flight Following system (AFF) with the 15 minute radio check in process as necessary. Augmentation with the 15 minute radio check in procedure would be necessary in the event of AFF or computer connectivity issues, or if a resource had AFF non-operational.

Recon type flights are defined as any flight that is not a direct point-to-point uninterrupted flight terminating at a predetermined location. Since it cannot be assumed that the helicopter’s route of flight will be on a direct course, all helicopter flights will be handled as recon flights.

Aircraft dispatches to adjacent Forests will be handled utilizing normal radio procedures. When communication begins to become marginal the pilot-in-command, helicopter or fixed wing flight manager or Air Attack Supervisor will make contact with the closest Forest dispatch office and continue flight following with that office. Support units will maintain contact with the Forest Dispatcher enroute to and returning from off-forest assignments. Units should call the 24-hour number (805) 961-5727.

If aircraft are dispatched from out of Region, flight following is handled through the National Interagency Coordination Center aircraft desk. At each fuel stop the pilot-in-command, helicopter or fixed wing flight manager will call NICC to report flight following information.

SPECIAL NOTE: National Flight Following is not operational on the Los Padres National Forest.

39 - TRAINING, QUALIFICATIONS AND DOCUMENTATION

All fire aviation operations will be conducted in accordance with Interagency Helicopter Operations Guide and/or FSH 5709.16- Flight Operations Handbook which ever is applicable. Individual training and qualification standards shall be in compliance with NWCG Wildland Fire Qualification System (310-1) and FSH 5109.17 as applicable.

Project aviation operations will be conducted in accordance with Interagency Helicopter Operations Guide, FSH 5709.16- Flight Operations Handbook and Interagency Aviation Training (IAT) Project Aviation Plan standards which ever is applicable. Individual training and qualification standards shall be in compliance with NWCG Wildland Fire Qualification System (310-1) and FSH 5109.17 as applicable.

 **OR**

Project aviation operations will be conducted in accordance with Interagency Helicopter Operations Guide, FSH 5709.16- Flight Operations Handbook and Interagency Aviation Training (IAT) Project Aviation Plans which ever is applicable. Employees will not work outside the scope of their aviation training, specifically applicable training as outlined in the Interagency Aviation Training (IAT) system.

39.1 – FIXED WING FLIGHT MANAGER RESPONSIBILITIES

The FAO, LPCC, or GACC designates the Fixed Wing Flight Manager (previously called Chief of Party) until the destination is reached. He or She is responsible for all personnel assigned on the manifest list received from the Dispatcher for travel to and from an incident or business engagement. Destinations will be changed only by pilots in emergency situations or by the Fixed Wing Flight Manager with approval of the Dispatcher (Forest or Zone) or Demobilization Officer. The Fixed Wing Flight Manager duties are as follows:

1. Explain to all personnel at the beginning of travel, transportation arrangements, type of equipment, route of travel, stopover points, ETA’s, etc.
2. Have copies of manifests covering all personnel assigned, with extra copies available for charter aircraft and submission to receiving Forest. Manifests must contain weight of personnel with baggage.
3. Have telephone numbers of the sending and receiving Dispatch offices for use when delays of more than 15 minutes occur. Be prepared to relay information as to why and how long the delay will be.
4. Flight managers will ensure that the pilot has completed accurate weight and balance computations prior to commencement of each flight leg.
5. Provide for the safety and welfare of each person assigned on the manifest.
6. Check pilot card and aircraft data card for currency and qualifications.
7. Be responsible for conduct of party members.
8. Document any unusual performance by the pilot and report it to the Forest Aviation Officer or acting.
9. Insure that each pilot gives a complete briefing covering general and emergency procedures.

NOTE: The Pilot In Command is responsible for the safety of the aircraft, occupants, and cargo. He/she has complete authority to postpone, change or cancel the flight when he/she believes existing or impending conditions make it unsafe.

CHAPTER 40 – SAFETY

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40 – SAFETY

The primary concern of the Los Padres N.F. is the proper and safe use of all aircraft. This Forest will comply with Forest Service laws, regulations and Federal Aviation Agency policies pertaining to the use of aircraft in all our operations. Personnel managing aircraft must be thoroughly familiar with FSM 5700, FSH 5709.11, Interagency Helicopter Operations Guide, appropriate handbooks, and the Federal Aviation Regulations (FAR) and Interagency Aviation Training (IAT).

All Forest Service employees shall refuse any flight that is not in accordance with current policy. There will be no compromise with an operation’s safety. All aviation personnel will be trained in the necessary safety requirements of all aircraft operations. Districts will continually stress safety to ground personnel in connection with aviation operations. Professionalism at all levels inherently provides for safety.

Many aircraft accidents are attributed directly to the operations level.

Flight managers will incorporate the risk management process when approving, planning and reassessing all aviation operations.

41 – ACCIDENTS/INCIDENTS

Accidents and incidents will be reported using the FS 5700-14 Aviation Safety Communiqué (SAFECOM). This report is then forwarded to the Forest Aviation Officer for processing.

41.1 – ACCIDENT REPORTING PROCEDURES

All accidents will be reported to the Forest Aviation Officer and subsequently the Regional Aviation Officer and Regional Aviation Safety Manager on form

FS 5700-14. The Forest Supervisor will be notified by LPCC following standard LPF accident reporting protocol. The Regional Aviation Officer will ensure that the proper officials are notified as required and that copies are forwarded to the Washington Office and to each Regional Safety Representative.

41.2 – INCIDENT-REPORTING PROCEDURES

Incidents will be reported, as soon as possible, to the Regional Aviation Officer on Form FS 5700-14, and the respective Unit Aviation Officer. The Regional Aviation Officer or designated representative will investigate the situation, if necessary, to determine the validity and circumstances surrounding the incident. If circumstances warrant, the Regional Aviation Officer will forward copies of the incident to the Washington Office for review.

41.3 – FOREST ACCIDENT/INCIDENT REVIEW PROCESS

Districts will submit the Accident/Incident Reports to the Forest Aviation Officer, so that the above-mentioned time frames can be met. In the event the incident is of a mechanical nature, the Zone Aviation Unit must be contacted for clearance to utilize the aircraft once corrections are made. This information should be documented also in the remarks section of form FS 5700-14 for additional explanation. The COR or ACOR will also be contacted and made aware of the situation.

42 – AIRCRAFT ACCIDENT PROCEDURES

42.1 – RESCUE

This is the first action to be taken at the scene. If survivors are in the wrecked aircraft and rescue appears possible, remember:

1. Use care in approaching the wreckage by vehicle, particularly if the approach is along the crash path, as survivors may have been thrown out.
2. Render first aid to survivors until relieved by medical personnel.
3. If there are indications of a spreading post crash fire or possible explosion from the fuel vapor, move survivors a safe distance away; otherwise, do not disturb them except as necessary for first aid. The witness should either request medical assistance for the injured or transportation to the nearest hospital.
4. Keep bystanders or any unauthorized personnel out of the area.
5. Establish a no smoking rule to help prevent possible fires.

42.2 – SEARCHING THE WRECKAGE

If you are the first to arrive at the wreckage scene you may find no one. Several possibilities, exist; occupants may have parachuted, may have been thrown clear, or may have survived and gone off in search of help. Look around the crash path and call out. A survivor you cannot see may hear you. In accidents where the aircraft has disintegrated in flight, both wreckage and occupants may be scattered over a large area.

Military/Law Enforcement Operations: If you are first to arrive at an operation involving Military or Law Enforcement, you need to be aware of hazards associated with such operations (weapons, explosive devices, etc.)

42.3 – NOTIFICATION

Notification of an aircraft crash should be made to the Regional Office through the Forest Aviation Officer. The following basic information should be included in the crash notification.

1. Your name and the location from where you are calling.
2. Report the time the aircraft crashed and whether or not there is a fire.
3. Give accurate geographical location, distance, or compass directions on how to reach the crash site.
4. Number and extent of injuries.
5. Type of medical help needed.
6. Report damage to private property
7. Report the number on the tail of the aircraft and the type or model of aircraft.

42.4 – PRESERVATION OF THE ACCIDENT SITE

Each and every piece of the aircraft, its location and its exact position is important to investigators in determining the sequence of events, causes of the accident, and injuries involved. Lessons learned from each accident are used to prevent future accidents from like causes and to improve aircraft equipment design.

Nothing should be disturbed other than is necessary to rescue survivors. If there are fatalities, the bodies should not be moved until positive identification is made, since location of the bodies may help determine facts about the accident. Above all, no part, no matter how small, should be disturbed, for even instrument readings, control positions and injury patterns can be determined from smashed equipment. Every effort should be make to prevent souvenir hunting, as a small component is often a key factor. Even marks on the ground are important clues, so entry and movement of people and vehicles should be held to a minimum for this reason.

42.5 – WITNESSES

Witnesses are extremely important in helping to determine the cause of an accident. Names and addresses of all witnesses should be taken for subsequent interview by accident investigators.

43 – NEWS MEDIA FLIGHTS

Forest Supervisors may authorize members of the media to fly in aircraft under Forest Service control (owned, contracted, chartered, or detailed from other agencies) subject to the following limitations:

1. Such flights will not be “working” missions such as smokejumping, leadplane, air attack, low-level reconnaissance, etc.
2. Aircraft carrying press or radio-television personnel will maintain continuous radio contact with, and be subject to, authority of the officer who is in control of the air operation or airspace involved.
3. A qualified Forest Service Public Information Officer or like individual will accompany each flight.
4. Detailed flight plans will be prepared and followed after approval by the Forest Supervisor or his/her designated representative. Such flights will be planned and conducted in full compliance with pertinent Federal Aviation Regulations, if other than fire observation flights. Forest Service Grants of Exemption No.’s 392 and 392A will not be applicable.
5. Forest Supervisors and their designated representatives are authorized to order special flights with aircraft large enough to accommodate a number of press and radio-television personnel, with a qualified Public Information Officer or other official, if a situation has attracted widespread interest or if otherwise warranted.
6. In cases where aircraft space is limited and it is not feasible to order a special flight, media representatives should be encouraged to establish a pool and decide among themselves who will cover the story.

44 – AIRSPACE RESTRICTION

In the event of extensive aerial activities, as in fire suppression efforts, the Incident Air Operations Branch Director will request air restrictions from the FAA (F.A.R. 91.137) through LPCC. The Incident Air Attack Supervisor may initiate the closure directly with LPCC if conditions warrant. Any further modification of the initial airspace parameters must be discussed with the initial requestor prior to modifying.

45 – FLIGHT SAFETY BRIEFINGS

Prior to passenger loading and unloading, the fixed wing engines will be shutdown. In addition, no pilot may leave the cockpit of an aircraft unattended while the engines are running. Before each takeoff, the pilot in command of an aircraft carrying passengers shall ensure that all passengers have been orally briefed on:

1. Smoking regulations.
2. The use of seat belts.
3. Placement of seat backs in upright position before takeoff and landing.
4. The location of, and means for opening the passenger entry door and emergency exits.
5. The location of survival equipment, including emergency locator transmitter.
6. Flights involving extended over water operations shall cover ditching procedures and the use of required flotation equipment.
7. Flights involving operations above 12,000 feet MSL shall cover the normal emergency use of oxygen.
8. The location and operation of fire extinguishers.

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CHAPTER 50 – RAPPEL OPERATIONS

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51 – TRAINING (The Los Padres is not currently rappel capable this section left in for future.)

All employees involved in the Helicopter Rappel Program on the Los Padres N.F. will receive required training and certification as outlined in the Interagency Helicopter Rappel Guide (I.H.R.G.). Training and certification will be completed prior to any operational rappels.

Currency requirements will be met throughout the entire operating season (6/1-11/1), as outlined in the I.H.R.G., with any contract extensions as necessary.

All pilots will receive the required check ride and be carded by the Regional Aviation Group prior to any training or operational rappels.

All required training for both rappellers and spotters would be accomplished within one week from the time the helicopter comes on contract.

A list of qualified spotters and rappellers will be submitted to the Forest and Regional Aviation Group on an annual basis.

All training and rappel records will be kept at the individual helitack bases and will be kept current by the Base Helicopter Manager as outlined in the I.H.R.G.

52 – INITIAL ATTACK RAPPEL CONFIGURATION AND USE CRITERIA

The normal configuration for Helicopter initial attack will include: the manager/spotter plus firefighters/rappellers, a full compliment of handtools with chainsaw etc., two cargo let-down bags w/figure “8” device, two rappel rope bags, pre-fitted with sky genies.

If a safe and suitable landing site exists within a reasonable distance from the incident, the HELICOPTER WILL LAND and the crew will walk to the incident. The final decision to rappel any incident will be the joint responsibility of the Helicopter Manager/spotter and the pilot, with concurrence of the Incident Commander or designee.

After the decision to rappel has been made, notification to Air Attack and all other aircraft involved in the incident will be made.

The MINIMUM number of personnel to rappel to either improve or construct a landing site, or perform initial attack, will always be two. For initial attack, one individual will be a qualified Crew Boss.

Managers should consider the following elements when rappelling is being requested:

1. Fire Situation
2. Rate of spread.
3. Slope.
4. Fuel type.
5. Fire Weather.
6. Marginal or otherwise unsuitable landing areas.
7. Wind conditions that would affect a safe rappel.
8. Fuel height, canopy, etc.
9. Response time of ground crews.
10. Priorities based on other incident needs.
11. Overall safety.

53 – RAPPEL EQUIPMENT

Only Forest Service approved rappel equipment outlined in the I.H.R.G. will be used. All rappel equipment will be used and maintained in accordance with the I.H.R.G.

54 – LARGE INCIDENT ASSIGNMENTS

When dispatched to a large incident, the helitack crew will carry the full compliment of rappel equipment. When checking into the Incident Helibase, the Helicopter Manager will notify the Helibase Manager, Air Operations Branch Director, or Operations Section Chief of rappel capabilities and any currency training that will be required during the assignment.

55 – SEARCH AND RESCUE

Search and rescue operations on the Los Padres N.F. fall under the jurisdiction of the local law enforcement agency, typically the County Sheriff. When requested to do so, the Los Padres resources may participate in search and rescue operations. All requests for operations involving a rappel action will be coordinated through the normal dispatch procedures of the Los Padres Communication Center. All policies and procedures outlined in the I.H.R.G will be adhered to. The final decision to rappel any search and rescue incident will be left up to the spotter and the pilot.

1. - CARGO LET-DOWN TRAINING

All personnel involved in helicopter cargo letdown operations will meet the required qualifications and receive the training and certification as outlined in the Interagency Helicopter Rappel Guide (I.H.R.G.), Appendix X, Helicopter Cargo Letdown Training Guide. Training and certification will be completed prior to operations.

Check spotter and spotter proficiency requirements will be met throughout the entire operating season. (Ref. I.H.RG., Appendix X, Chapter 2). Check spotter and spotter annual re-certification requirements will be accomplished within one week from the time the helicopter comes on contract. (Ref. I.H.R.G, Appendix X, Chapter 2).

A list of qualified check spotters and spotters will be submitted to the Forest Aviation Officer and Regional Aviation Group on an annual basis.

Contract pilots will receive the required training and be carded by an FS check pilot prior to any cargo letdown operations. (Ref. I.H.R.G., Appendix XX, Chapter 2)

All training and operational documentation will be maintained at the helitack base and kept current by the Helicopter Manager.

1. – CARGO LET-DOWN EQUIPMENT

Only Forest Service approved cargo letdown equipment outlined in the I.H.R.G., Appendix X, Chapter 3, will be used. All cargo letdown equipment will be used and maintained in accordance with the I.H.R.G.

Equipment use documentation will be maintained in accordance with the I.H.R.G.

Only approved helicopter hard points will be used to secure the device (figure 8) and the spotter’s safety line.

58 – CARGO LETDOWN OPERATIONAL CONSIDERATIONS

All procedures outlined in the I.H.R.G, Appendix X., Chapter 4, will be followed during cargo letdown operations.

After the decision to let down cargo is made, notification to the Air Attack and all other aircraft involved in the incident will be made.

The spotter will insure that ground personnel are clear of the letdown site before deploying cargo.

The final decision to implement cargo letdown operations will be the joint responsibility of the spotter and the pilot in command.

When assigned to large incidents or incidents outside of the normal operating area, the appropriate managers should be notified of the cargo letdown capability.

The spotter will insure that the configuration and weight of cargo to be deployed will allow him/her to safely move the cargo about the aft cabin of the helicopter, and enable the spotter to maintain positive control over the rate of descent of the cargo to the ground.

59 – BOOSTER RAPPEL OPERATIONS (intentionally left blank)

##### CHAPTER 60 – LAW ENFORCEMENT AVIATION OPERATIONS

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60 – LAW ENFORCEMENT AVIATION OPERATIONS

When planning Law Enforcement Aviation missions, the Forest Patrol Captain (PC) or the Forest Aviation Officer (FAO) SHALL be consulted to ensure compliance with guidelines and procedures and ensure that all aircraft and pilots are approved for Law Enforcement (LE) missions (refer to Interagency Helicopter Operations Guide (IHOG) Chapter 16-3 for exceptions.)

It is neither the intent nor the responsibility of the Forest Service to regulate air space over the Forest with any other agency, however aviation coordination is necessary when the Forest Service has knowledge of Forest Service sponsored flights that may conflict with other Forest Service aviation uses.

61 – NORMAL OPERATIONS

The LPCC Manager or assistant shall be notified of Forest Service law enforcement aviation missions on the Forest with locations and planned dates and times, anytime FS personnel are involved in flights in carded aircraft. This notification is the responsibility of the PC.

61.1 – PERSONNEL

As stated in the IHOG Chapter 2-23, all law enforcement aviation operations shall be conducted by either a qualified Project Helicopter Manager or by a Project Flight Manager, depending on mission complexity. **The only exception** is when the agency is utilizing other government agency or military aircraft, **and** the provider of the aircraft is also providing all helicopter and/or helibase management services (for example, flight following, loading/unloading of personnel/cargo, external load operations etc.)

61.2 – AIRCRAFT

LE aviation missions may be accomplished utilizing agency-owned, contracted, rented, other-government agency, or military aircraft that are carded and approved, or approved by a Letter of Agreement (LOA), or a Memorandum Of Understanding (MOU) (IHOG Chapter 5-3, 16-3).

61.3 – FLIGHT FOLLOWING

When the Forest Service is to flight follow LE operations, it will take place either through the LPCC, or will be accomplished using Forest Service LE personnel in the field. It is not a requirement that all flight following be accomplished via the LPCC, but that flight following be accomplished within the guidelines of IHOG Chapter 4. If the LPCC is not to be used for flight following, they will be notified of the date the mission will take place, the location, and frequencies being used.

61.4 – PERSONAL PROTECTIVE EQUIPMENT

Refer to IHOG, Chapter 9 for specific mission requirements for personal protective equipment.

61.5 ­– PILOT QUALIFICATIONS

Only pilots who meet agency standards and possess a current Interagency Pilot Qualification Card (IHOG chapter 5-1) will fly aircraft used for Forest Service LE personnel. Use of other LE agency, Department of Defense, or National Guard, aircraft requires acceptance of that agency’s Pilot qualifications if operating under a current MOU (IHOG chapter 2-33). Any Pilot not meeting the above criteria will not be used unless requested through the PC or acting, to the FADC or FAO, and then routed to the Region for approval or denial of use.

61.6 – LOAD CALCULATIONS AND MANIFESTS

When utilizing aircraft other than military, load calculations and manifests are required. When utilizing military aircraft, use of standard military methods such as a performance Planning Card (PPC) is acceptable along with a manifest (IHOG chapter 7).

62 – EMERGENCY AND COVERT OPERATIONS

The LPCC Manager or assistant shall be notified of emergency and covert Forest Service LE aviation missions (including flights benefiting the Forest Service LE mission, but where no Forest Service employees are on board the aircraft) that take place on the Forest by the PC, LE Duty Officer, or assigned aviation manager. The LPCC will be notified the day of the mission and will ensure that mission security is maintained. Undercover operations will be coordinated through the Regional Office so that confidentiality is assured. It is the responsibility of Regional Office LE to coordinate with the Regional Aviation Group when missions of this nature occur.

62.1 – UNCARDED AIRCRAFT/UNAPPROVED PILOTS

In certain emergency situations (special investigations, hot pursuit, or undercover operations), it may be necessary for personnel to ride in unapproved aircraft/or with unapproved Pilots. In these situations the PC or LE Duty Officer will inform LPCC as soon as reasonably possible (officer safety or mission will not compromised). **A written justification shall be prepared and attached to an agency incident report (FS 5700-14), and submitted to the FAO within 24 hours** of the completion of the mission.

62.2 – PPE EXEMPTION

Exemptions from agency aviation personal protective equipment (PPE) requirements are listed in IHOG chapter 16-4.

62.3 – FLIGHT FOLLOWING

Forest Service resource tracking and communications procedures SHALL be followed, except for covert operations where the need for secure communications is essential. In those cases, one of the following procedures SHALL be utilized:

 \*\*Grid map reference check-ins.

 \*\*Flight following through another agency.

 \*\*Satellite flight following.

Prior Notification shall be made to the LPCC Manager or assistant of the planned flight following procedure and frequencies being monitored by the aircraft in addition to the general location of the mission, and the time frame of operations. Mission security will be assured.

63 – CO-OP AVIATION OPERATIONS

Co-op agencies conducting L.E. operations on the Forest shall be encouraged to notify the LPCC Manager, assistant or LE Duty Officer of the following:

1. General location of flight
2. Date/time/duration of flight
3. VHF monitored frequency and call sign

64 – OPERATIONAL BRIEFING REQUIREMENTS

Use the following checklist to brief personnel at the start of the operation period. Address all major operational areas. All items must be checked and initialed.

#### ORGANIZATION AND PERSONNEL

\_\_\_\_\_\_ \* Personnel safety overview (ground and aircraft) and PPE.

\_\_\_\_\_\_ \* Personnel responsibilities and authorities.

\_\_\_\_\_\_ \* Pilot and aircraft agency approval met (refer sec. 61.5).

\_\_\_\_\_\_ \* Flight and duty limitations met.

\_\_\_\_\_\_ \* Aviation Manager of Chief of Party has Operations Plan and personnel have reviewed.

COMMUNICATIONS

\_\_\_\_\_\_ \* Communications Plan in effect and reviewed with personnel.

\_\_\_\_\_\_ \* Flight following procedures in effect and discussed.

\_\_\_\_\_\_ \* Radios/batteries checked.

LANDING AREAS

\_\_\_\_\_\_ \* Landing zones have prior approval by authorized personnel (Wilderness requires forest Supervisor/Regional Forester exclusive approval(s).)

SAFETY

\_\_\_\_\_\_ \* Operational area hazards reviewed.

\_\_\_\_\_\_ \* General flight routes discussed.

\_\_\_\_\_\_ \* Fire safety briefing and expectations discussed.

\_\_\_\_\_\_ \* Military training routes and special operating areas discussed (wildlife, wilderness, etc.)

\_\_\_\_\_\_ \* Pilot/passenger safety briefing completed.

\_\_\_\_\_\_ \* Emergency rescue procedures discussed (aircraft and medivac).

\_\_\_\_\_\_ \* Firearms safety procedures discussed.

OPERATIONS

\_\_\_\_\_\_ \* Load calculations/manifests completed.

\_\_\_\_\_\_ \* Lead agency identified in notification procedures.

\_\_\_\_\_\_ \* Weather forecast and adverse conditions discussed.

\_\_\_\_\_\_ \* External load operations discussed.

\_\_\_\_\_\_ \* HAZMAT materials procedures discussed.

\_\_\_\_\_\_ \* EOD procedures discussed.

##### CHAPTER 70 – SECURITY PLANS

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 70.1 – SANTA MARIA AIR ATTACK BASE SECURITY PLAN

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 70.3 – SANTA YNEZ STATION AVIATION SECURITY PLAN

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 70.6 – HUNTER LIGGETT HELIBASE SECURITY PLAN

70.1 SANTA MARIA AIR ATTACK BASE SECURITY PLAN

The United States Forest Service, Los Padres National Forest, Santa Maria Air Attack Base has developed this plan to protect and secure the facility from potential and possible activities that may occur against this site and/or the employees.

There are many safeguards and security equipment which limit access behind the AOA security fence. This plan is developed to provide safety and the best security possible utilizing current facilities and existing security equipment. Security at this facility, being a municipal airport, is the jurisdiction of Transportation Safety Administration (TSA). The security of this facility meets requirements of TSA and Federal Aviation Administration (FAA).

Responsibilities:

The Air Attack Supervisor and/or Airtanker Base Manager (ATBM) are responsible to provide a plan that addresses security needs and considerations. The TSA and local law enforcement have set the level of security required. The Air Attack Supervisor and/or ATBM will monitor current threat levels and advise and instruct employees on actions to take. He/She will also maintain a level of awareness that allows for observation of current and potential threat.

The ATBM will provide and coordinate training of employees and contractors assigned to the Base.

 - The Assistant ATBM (when assigned by incident) will assume the responsibilities of the ATBM when absent. He/She will enforce the security plan and provide leadership, training and support to employees and contract personnel.

-The ATB Technicians and all other employees assigned to the Base will adhere to the Base Security Plan. They will be proactive toward safety and security. They will enforce safety measures and requirements as directed in the plan and from training.

-The contract employees including retardant contractors, pilots, mechanics, etc. will adhere to the Base Security Plan. They will use equipment and procedures as identified in the plan to secure equipment and chemical products. They will be proactive and alert to potential or recognized safety and security violations.

-Transient pilots, visitors, and other non-based personnel will be required to follow the guidelines, rules, and direction required while on the Base.

# Contact Information

If a security breach is detected or a security threat determined immediate notification is required. Contacts should include:

* FAA (if aircraft involved)
* TSA
* Airport Authority and Santa Maria PD
* Forest Supervisor or Deputy
* Forest Fire Management Officer or Deputy
* 911 alert to local FICC, Police and Fire
* Region 5 Aviation Officer
* Region 5 Aviation Safety Officer
* Forest Aviation Officer
* Airtanker Base Manager or Assistant (as relevant)

## *Restricted Areas*

-All areas other than the public parking are restricted

-See Base Map

 Access to Restricted Areas

 All buildings, ramps, aircraft operating areas, mix plant, chemical storage area and public viewing area are restricted except by employees, contractors and airport personnel. These personnel may gain access by:

-Using the key card or access code provided by the ATBM to gain entrance through the security gate(s) or building(s) and ramp.

-All other personnel are considered “visitors” and are restricted. Persons meeting this criteria will be required to:

- Base personnel will verify validity of person prior to opening gate.

-All deliveries such as Fed Ex, UPS, etc will meet standards required by TSA.

-Visitors and friends of employees not familiar will be required to prove identity and purpose.

-Airtanker mechanics and other transient contractor personnel are required to check in with the ATBM or other authorized Base personnel prior to accessing loading pads or ramp. A temporary key card may be issued at the discretion of the ATBM or Technician if individuals will be assigned for several days.

## *Public/Public Viewing/Media*

The ATB creates great interest during aircraft operations. The public can view aircraft at a safe location outside the AOA fence. Allowing persons to observe requires certain security safeguards. These currently consist of:

-Restricted access signing will be located at the viewing area outside the AOA fence.

-Base personnel and volunteers will be trained to observe, identify, and report any

activity suspicious in nature in the viewing area.

-Base Volunteers will follow guideline as set forth in the training manual provided.

-When conducting tours of the ramp area, the public and media are required to be identifiable. Fluorescent orange vests will be worn by all adults and teens while in any restricted area.

-Any member of the public or media will have an authorized escort present while in any restricted area.

Base Personnel/Contractor/Airport Authority Identification

All Base personnel including employees, pilots, mechanics, contractors and airport authority must carry and provide identification if requested. Forest Service employees based at SMX will be required to carry government employee identification cards.

Base personnel, pilots, mechanics, security personnel, law enforcement, and contractors will be issued building keys and/or key cards at the discretion of the Airtanker Base Manager.

A log will be kept of individuals issued keys and/or key cards. All keys and/or key cards issued to other than full time employees will be returned to the base manager at the end of each fire season.

**Physical Security Measures**

## *Grounds*

All other gates within the site remain locked at all times.

Entrance gates and the fence in the public viewing area are posted with “Restricted Access” signs.

### Buildings

Office space is leased from a Fixed Base Operations at the airport. Locking of doors will follow policy set forth by the landlord. Buildings are open 6:00 AM to 9:00 PM, outside the normal business hours the doors should be locked and alarm activated or de-activated.

**Retardant Mix Plant**

The retardant mix plant consists of 2 each 20,000 gallon mixed retardant storage tanks, 2 3,000 gallon off-load tank which may be empty or full, and the various mixers, manifold and plumbing used to move the chemical.

Retardant deliveries are checked as they arrive against shipping and billing information to assure product verification.

Safety and security precautions, procedures and this plan are discussed at the pre-contract meeting. All tank and mixer lids are locked nightly and inspected daily prior to start-up. All drain valves are padlocked. The retardant contractor checks all systems daily prior to start up.

Aircraft

All base contracted aircraft are locked nightly and metal inspection tags installed. Pilots cut off metal tags each day when unlocking aircraft. Pilots perform a visual inspection inside and outside of aircraft each morning upon arrival. Safety and security precautions and this plan are discussed at pilot/contract pre-work meetings.

All transient aircraft will be locked each evening. Pilots will perform pre-flight inspections. When large numbers of aircraft are present all night on site security may be requested through the LPCC Dispatch, although this is usually not necessary as the Santa Maria PD conducts patrols nightly.

Lighting

The base has lighting throughout the facility. The aircraft maintenance and day off parking are has low level lighting. Other facilities used for day off parking have secured areas.

Challenge Procedures

Should unauthorized personnel enter onto any restricted area of the base, take immediate action. The ATBM should make immediate contact with the individual from a safe distance. Should the individual or group pose a threat or be uncooperative, the ATBM will depart the area and call 911 for assistance.

It is important to use caution and also observe vehicle and personal descriptions, which will be helpful to law enforcement. After initial contact has been attempted all base personnel will retreat to and lock buildings until law enforcement arrives and the area declared safe.

70.2 ARROYO GRANDE HELIBASE SECURITY PLAN

The United States Forest Service, Los Padres National Forest, Arroyo Grande Helibase has developed the following planned actions to protect and secure this facility from potential terrorist activities that may occur against this site and/or the employees.

This plan is developed to provide a reasonable level of safety and security commensurate with existing direction and security equipment. As National and Regional direction and additional funding become available, more specific procedures may be implemented.

Employees:

* Employees are to receive proper training on the Homeland Security Advisory System in addition to agency specific protective measures.
* Employees are to remain alert and notify their supervisor to ANY abnormal actions by civilians or abnormal condition at the station.
* Their will be one employee designated daily as responsible to ensure compliance with this security plan.

Visitors:

* Visitor parking in designated area outside main gate only.
* Base personnel will immediately begin the escort process of visitors upon entry to the station.
* No visitors allowed on landing areas or around facilities unless escorted and supervised by base personnel.
* When a National threat is declared, no visitors will be allowed on the station, and the main entrance gate will be locked 24 hours per day allowing access to employees ONLY.

Facilities:

* Facilities and main entrance gate will be locked after normal business hours.
* Storage facilities are supervised or kept locked at all times.
* Outside building lights will be left on at night.

Aircraft and Landing Areas:

* Visitors will be escorted and supervised around the aircraft at all times.
* No visitors are permitted inside the aircraft.

### Vehicles:

* All Govt. owned or leased vehicles will be inspected daily and serviced as needed at the beginning of work hours. Vehicles will be locked with keys accessible in the main office at Threat Condition Orange and above.
* All employee vehicles (POV) will be kept locked at all times.
* Fuel service vehicle will be locked and battery disabled at Threat Condition Orange and above.

**National Terrorism Advisory System**

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation’s security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

**NTAS Alerts**

**Imminent Threat Alert**

Warns of a credible, specific, and impending terrorist threat against the United States.

**Elevated Threat Alert**

Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

**Sunset Provision**

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

#### Contact Information

If a security breach is detected or a security threat determined, immediate notification is required. Contacts should include:

* + - Call 911 if immediate action is required.
		- Call Los Padres Communication Center
		- FAA (if aircraft involved)
		- Forest Law Enforcement
		- Forest Supervisor or Acting
		- Forest Fire Management Officer or Deputy
		- Region 5 Aviation Officer
		- Region 5 Aviation Safety Officer
		- Forest Aviation Officer

## Challenge Procedures

Should unauthorized personnel enter onto any restricted area of the base, take immediate action. The Forest Service Manager should make immediate contact with the individual from a safe distance. Should the individual or group pose a threat or be uncooperative, the Manager will depart the area and call 911 for assistance.

It is important to use caution and also observe vehicle and personal descriptions, which will be helpful to law enforcement. After initial contact has been attempted all base personnel will retreat to and lock buildings until law enforcement arrives and the area declared safe.

70.3 SANTA YNEZ STATION AVIATION SECURITY PLAN

The United States Forest Service, Los Padres National Forest, Santa Ynez Station with collaboration with Santa Ynez Airport Authority has developed the following planned actions to protect and secure this facility from potential terrorist activities that may occur.

This plan is to provide a reasonable level of safety and security commensurate with existing direction and security equipment. As National and Regional direction and additional funding become available, more specific procedures may be implemented.

Employees:

* Employees are to receive proper training on the Homeland Security Advisory System in addition to agency specific protective measures.
* Will be vigilant, take notice of their surroundings, and report suspicious items or activities to local authorities immediately.

Visitors:

* Base personnel will immediately begin the escort process of visitors upon entry to the station.
* No visitors allowed near aircraft or around facilities unless supervised by base personnel.

Facilities:

* Facilities and main entrance gate will be locked after normal business hours.
* Storage facilities are supervised or kept locked at all times.
* Outside building lights will be left on at night.
* Santa Ynez Airport Authority has a 24-hour security guard.

Aircraft and Landing Areas:

* Aircraft and fuel tender will be inspected every morning for tampering.
* Visitors will be escorted and supervised around the aircraft at all times.
* No visitors are permitted inside the aircraft.

Planned Improvements:

* Santa Ynez Airport Authority has a FAA grant for a new security fence to be installed around the entire airport with card access or coded access.
* Surveillance camera installed to monitor aircraft during business hours.

Vehicles:

* All Govt. owned or leased vehicles will be inspected daily and serviced as needed at the beginning of work hours. Vehicles will be locked with keys accessible in the main office at Threat Condition Yellow and above.
* All employee vehicles (POV) will be kept locked at all times.
* Fuel service vehicle will be locked and battery disabled at Threat Condition Orange and above.

**National Terrorism Advisory System**

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation’s security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

**NTAS Alerts**

**Imminent Threat Alert**

Warns of a credible, specific, and impending terrorist threat against the United States.

**Elevated Threat Alert**

Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

**Sunset Provision**

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

**Contact Information**

If a security breach is detected or a security threat determined, immediate notification is required. Contacts should include:

- Call 911 if immediate action is required.

- Call Los Padres Communication Center

- FAA (if aircraft involved)

- Forest Law Enforcement

- Forest Supervisor or Acting

- Forest Fire Management Officer or Deputy

- Region 5 Aviation Officer

- Region 5 Aviation Safety Officer

- Forest Aviation Officer

Challenge Procedures

Should unauthorized personnel enter onto any restricted area of the base, take immediate action. The Forest Service Manager should make immediate contact with the individual from a safe distance. Should the individual or group pose a threat or be uncooperative, the Manager will depart the area and call 911 for assistance.

It is important to use caution and also observe vehicle and personal descriptions, which will be helpful to law enforcement. After initial contact has been attempted all base personnel will retreat to and lock buildings until law enforcement arrives and the area declared safe.

70.4 CHUCHUPATE HELIBASE SECURITY PLAN

The United States Forest Service, Los Padres National Forest, Chuchupate Helibase has developed the following planned actions to protect and secure this facility from potential terrorist activities that may occur against this site and/or the employees.

This plan is developed to provide a reasonable level of safety and security commensurate with existing direction and security equipment. As National and Regional direction and additional funding become available, more specific procedures may be implemented.

Employees:

* Employees are to receive proper training on the Homeland Security Advisory System in addition to agency specific protective measures.
* Employees are to remain alert and notify their supervisor to ANY abnormal actions by civilians or abnormal condition at the station.

Visitors:

* Visitor parking in designated area outside the helibase gate only.
* Base personnel will immediately begin the escort process of visitors upon entry to the station.
* No visitors allowed on landing areas or around facilities unless escorted and supervised by base personnel.
* When a National threat is declared, no visitors will be allowed at the helicopter facilities at the station.

Facilities:

* Facilities will be locked after normal business hours.
* Storage facilities are supervised or kept locked at all times.
* Outside building lights will be left on at night.

Aircraft and Landing Areas:

* Visitors will be escorted and supervised around the aircraft at all times.
* No visitors are permitted inside the aircraft.

### Vehicles:

* All Govt. owned or leased vehicles will be inspected daily and serviced as needed at the beginning of work hours. Vehicles will be locked with keys accessible in the main office at Threat Condition Yellow and above.
* All employee vehicles (POV) will be kept locked at all times.
* Fuel service vehicle will be locked and battery disabled during National threat declaration.

### **National Terrorism Advisory System**

### The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

### It recognizes that Americans all share responsibility for the nation’s security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

### **NTAS Alerts**

### **Imminent Threat Alert**

### Warns of a credible, specific, and impending terrorist threat against the United States.

### **Elevated Threat Alert**

### Warns of a credible terrorist threat against the United States.

### After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

### NTAS Alerts will only be issued when credible information is available.

### These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

### The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

### **Sunset Provision**

### An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

### NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

### **Contact Information**

### If a security breach is detected or a security threat determined, immediate notification is required. Contacts should include:

### - Call 911 if immediate action is required.

### - Call Los Padres Communication Center

### - FAA (if aircraft involved)

### - Forest Law Enforcement

### - Forest Supervisor or Acting

### - Forest Fire Management Officer or Deputy

### - Region 5 Aviation Officer

### - Region 5 Aviation Safety Officer

### - Forest Aviation Officer

### **Challenge Procedures**

### Should unauthorized personnel enter onto any restricted area of the base, take immediate action. The Forest Service Manager should make immediate contact with the individual from a safe distance. Should the individual or group pose a threat or be uncooperative, the Manager will depart the area and call 911 for assistance.

### It is important to use caution and also observe vehicle and personal descriptions, which will be helpful to law enforcement. After initial contact has been attempted all base personnel will retreat to and lock buildings until law enforcement arrives and the area declared safe.

70.5 CASITAS HELIBASE SECURITY PLAN

The Los Padres National Forest, Casitas Helibase has developed the following planned actions to protect and secure this facility from potential terrorist activities that may occur against this site and/or the employees.

Employees:

* Employees are to receive proper training on the Homeland Security Advisory System in addition to agency specific protective measures.
* Employees are to remain alert and notify their supervisor to ANY abnormal actions by civilians or abnormal condition at the station.

Visitors:

* Visitor parking in designated area outside main gate only.
* Base personnel will immediately begin the escort process of visitors upon entry to the station.
* No visitors allowed on landing areas or around facilities unless escorted and supervised by base personnel.
* When a National threat is declared, no visitors will be allowed on the station, and the main entrance gate will be locked 24 hours per day allowing access to employees ONLY.

Facilities:

* Storage facilities are supervised or kept locked at all times.
* Outside building lights will be left on at night.

Aircraft and Landing Areas:

* Visitors will be escorted and supervised around the aircraft at all times.
* No visitors are permitted inside the aircraft.

### Vehicles:

* All Govt. owned or leased vehicles will be inspected daily and serviced as needed at the beginning of work hours. Vehicles will be locked with keys accessible in the main office at Threat Condition Yellow and above.
* All employee vehicles (POV) will be kept locked at all times.
* Fuel service vehicle will be locked and battery disabled during National threat declaration.

**National Terrorism Advisory System**

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation’s security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

**NTAS Alerts**

**Imminent Threat Alert**

Warns of a credible, specific, and impending terrorist threat against the United States.

**Elevated Threat Alert**

Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

**Sunset Provision**

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

**Contact Information**

If a security breach is detected or a security threat determined, immediate notification is required. Contacts should include:

- Call 911 if immediate action is required.

- Call Los Padres Communication Center

- FAA (if aircraft involved)

- Forest Law Enforcement

- Forest Supervisor or Acting

- Forest Fire Management Officer or Deputy

- Region 5 Aviation Officer

- Region 5 Aviation Safety Officer

- Forest Aviation Officer

**Challenge Procedures**

Should unauthorized personnel enter onto any restricted area of the base, take immediate action. The Forest Service Manager should make immediate contact with the individual from a safe distance. Should the individual or group pose a threat or be uncooperative, the Manager will depart the area and call 911 for assistance.

It is important to use caution and also observe vehicle and personal descriptions, which will be helpful to law enforcement. After initial contact has been attempted all base personnel will retreat to and lock buildings until law enforcement arrives and the area declared safe.

70.6 FORT HUNTER LIGGETT HELIBASE SECURITY PLAN

The Los Padres National Forest, Fort Hunter Liggett Helibase has developed the following planned actions to protect and secure this facility from potential terrorist activities that may occur against this site and/or the employees.

Fort Hunter Liggett is an active training base for multiple branches of the armed services. The helibase facility is behind a fortified gate, which is staffed 24 hours, with armed guards on the installation.

Employees:

* Employees are to receive proper training on procedures while utilizing the facilities on this installation (i.e. entry, checkpoints, restricted areas, regulations, etc…).
* Employees are to receive proper training on the Homeland Security Advisory System in addition to agency specific protective measures.

Visitors:

* Visitor access to the facility is limited and should be discussed with the Helibase Manager.
* Fort Hunter Liggett is a secured facility 24 hours a day. All visitors must pass through a gate with armed guards to enter the area.
* Helicopter personnel control access to ramp area.
* No visitors are allowed on the ramp area or around facilities unless escorted and supervised by station personnel.

Facilities:

* Storage facilities are supervised or kept locked at all times.

Aircraft and Landing Areas:

* Visitors will be escorted and supervised around the aircraft at all times.
* No visitors are permitted inside the aircraft.

### Vehicles:

* All Govt. owned or leased vehicles will be inspected daily and serviced as needed at the beginning of work hours. Vehicles will be locked and parked behind the coded station gate.
Keys to Gov’t. vehicles are kept in the Forest Service Helitack office located in the Station.
* All employee vehicles (POV) will be kept locked at all times and parked behind the coded station gate.
* Contractor’s Fuel Service Vehicle will remain locked and parked in a secure area at all times.

**National Terrorism Advisory System**

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation’s security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

**NTAS Alerts**

**Imminent Threat Alert**

Warns of a credible, specific, and impending terrorist threat against the United States.

**Elevated Threat Alert**

Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

**Sunset Provision**

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

**Contact Information**

If a security breach is detected or a security threat determined, immediate notification is required. Contacts should include:

- Call 911 if immediate action is required.

- Call Los Padres Communication Center

- FAA (if aircraft involved)

- Forest Law Enforcement

- Forest Supervisor or Acting

- Forest Fire Management Officer or Deputy

- Region 5 Aviation Officer

- Region 5 Aviation Safety Officer

- Forest Aviation Officer

**Challenge Procedures**

Should unauthorized personnel enter onto any restricted area of the base, take immediate action. The Forest Service Manager should make immediate contact with the individual from a safe distance. Should the individual or group pose a threat or be uncooperative, the Manager will depart the area and call 911 for assistance.

It is important to use caution and also observe vehicle and personal descriptions, which will be helpful to law enforcement. After initial contact has been attempted all base personnel will retreat to and lock buildings until law enforcement arrives and the area declared safe.