

Teton Interagency Aviation Management Plan 2011/12



**Bridger – Teton National Forest
Grand Teton National Park**

TETON INTERAGENCY AVIATION MANAGEMENT PLAN



Bridger-Teton National Forest
Grand Teton National Park



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10 STANDARD AVIATION ORDERS

1. Ensure Pilot and aircraft are approved for the planned flight (mission).
2. Obtain weather forecasts, winds and visibility within prescribed limits.
3. Determine flight plan is complete, filed with agency, flight following procedures established and flight following operational.
4. Use only personnel trained and qualified for mission and follow agency standard operating procedures.
5. Ensure weight and balance calculations are completed and being adhered to by the pilot.
6. Pilot briefed by personnel on intended mission and hazards.
7. Obtain hazard map and review for low-level flights.
8. Provide aircraft safety briefing to all passengers.
9. Determine pilot flight/duty limitations are not exceeded.
10. Stay alert, be calm, think clearly, and act decisively.

12 AVIATION SITUATIONS THAT SHOUT, "WATCH OUT!"

1. Any deviation from assigned flight plan or mission; you are driven by an overwhelming sense of urgency.
2. It is unclear who is in charge of the mission.
3. Not informed on strategy, tactics, and hazards.
4. Instructions and assignments not clear, conflicting priorities.
5. No communication link with ground crewmembers/supervisors, and communications are getting tense.
6. Other aircraft assigned/operating in the area.
7. There is a better type aircraft for the mission, or way to do it.
8. An escape route has not been planned for.
9. Cargo has not been checked or secured.
10. Required survival equipment is not available.
11. Required personal protective equipment is not available or not worn.
12. Agency rules or standard operating procedures are being broken.

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A. PURPOSE

The purpose of this plan is to align aviation planning and operations to the national standard. This plan is designed to accompany and supplement National/Regional Aviation Management Plans and direction.

Purpose and Objectives:

The purpose of aviation management of the Bridger-Teton National Forest / Grand Teton National Park is to provide safe, efficient and economic use of aircraft in conjunction with land management, visitor protection, and fire management work. It is believed that this goal can be accomplished with thorough risk assessment, planning and management. Grand Teton National Park and the John D. Rockefeller, Jr. Memorial Parkway (hereafter referred to as "the Park") and the Bridger-Teton National Forest (hereafter referred to as "the Forest") have a significant aviation workload. This document is a tool with which effective planning may be accomplished. Responsibility and the corresponding authority for management is assigned to individuals' on-scene and in the dispatch function to maintain vigilance and hold to the standards established in this and other plans in order to assure safety in all aspects of our operations.

National Park Service (NPS) policy, Director Orders 60 (*DO-60*) and Reference Manual 60 (*RM-60*) and Forest Service policy (FSM 5700) requires that Aviation Management Plans be completed for all Parks and Forests with significant administrative aviation operations. This plan fulfills those requirements. Furthermore, as the administrative use of aircraft within the Park and Forest has the potential to affect the wilderness character and "soundscape" to a large degree, as well as having obvious safety related implications; this plan is viewed as an important management document.

This plan is an action document for the professional management of administrative aircraft use within the Park and Forest. It establishes guidelines and specific operational procedures for the use of aircraft on Park and Forest business. It is designed to enhance safety, protect resources (including natural quiet) and facilities and comply with National Park Service/Forest Service Management policies.

This plan applies only to aircraft on Department of Interior (DOI) and Department of Agriculture (DOA) business or interagency cooperation and does not cover private, general, or commercial aviation operations in and around Grand Teton National Park and the Bridger-Teton National Forest.

Program Overview:

Fixed wing and rotary wing aircraft are used for management and administrative purposes, such as, wildland fire management, search and rescue (SAR) operations, emergency medical response and evacuation, cultural and natural resources management, and the construction and maintenance of facilities. In the course of these aviation missions, multiple approved special uses are undertaken. Specialized helicopter techniques currently in use include short hauling and rescuer insertion for high altitude search and rescue operations, and aerial ignition operations for prescribed burning.

The Park encompasses an area of approximately 334,299 acres and the Forest 3.4 million acres in Northwestern Wyoming. Most of the land area is remote and rugged, accessed only by foot and horse trails. Elevation ranges from below 6,000 feet along the Snake River, to the summit of the Grand Teton at 13,770 feet. Topography includes braided river systems, sagebrush/grass, timber and one of the most rugged mountain ranges in the world. In winter, heavy snow cover prevents timely access to many areas, except by air.

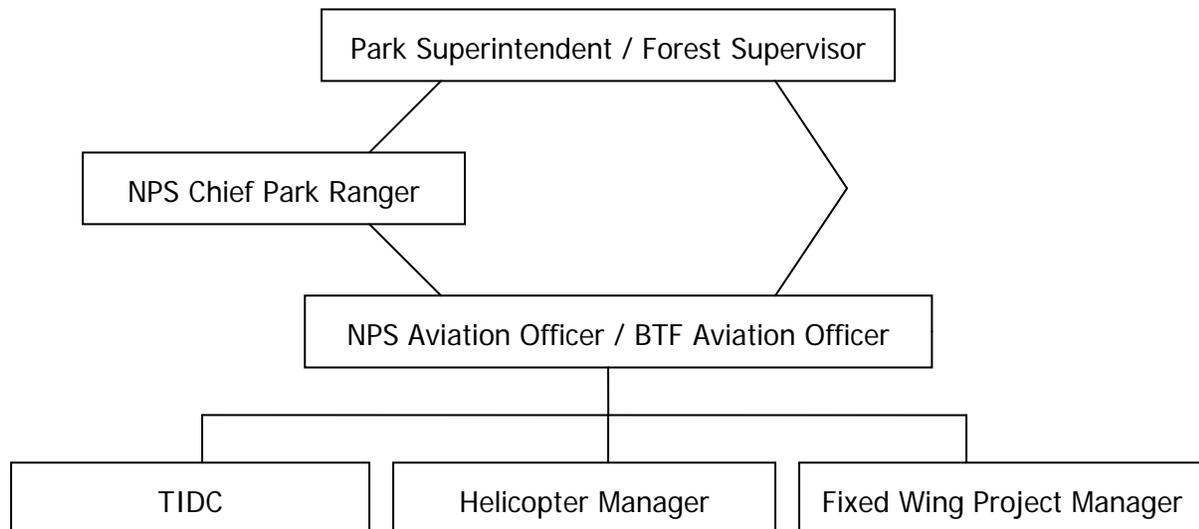
Much of the aviation use is concentrated during the period covered by the rotor-wing contract season (June –October). During this period, helicopter use primarily for fire operations and Search and Rescue averages 490 hours/year over a ten year period. Fixed wing use, primarily for fire detection and wildlife management purposes averages 150 hours/year and takes place year-round over Park and Forest lands. During the winter months the Park routinely utilizes a helicopter contracted for exclusive use to Teton County, Wyoming to support SAR missions. Retardant aircraft use is occasional. Use of military aircraft is rare.

The Park and Forest are both partners in The Greater Yellowstone Area Interagency Fire Management Planning and Coordination Guide. Through the GYA agreement aviation resources may be shared or exchanged directly between GYA units.

The Aviation Plan is reviewed annually and updated as needed. The aviation programs contained in this plan are all within the scope and expertise of the Aviation Staff to plan and supervise.

B. ORGANIZATION AND RESPONSIBILITY

BTNF/GTNP Aviation Organization:



Agency Administrators:

Overall responsibility for aviation management in the Forest lies with the Forest Supervisor. The Forest Supervisor is responsible for managing aviation use within Departmental and U.S. Forest Service policy and all relevant legal requirements. The Forest Supervisor oversees implementation of the plan, as delegated to the Forest Aviation Officer.

Overall responsibility for Park aviation management lies with the Superintendent. The Superintendent is responsible for managing aviation use within Departmental and National Park Service policy and all relevant legal requirements. The Superintendent will resolve disputes related to the denial of routine flight requests, as outlined in this plan. The Superintendent otherwise delegates implementation of this plan annually to the Park Fire & Aviation Officer.

Agency Administrators will ensure that an aviation management program is adequately planned and implemented, and that the Interagency Aviation Management Plan is reviewed annually and revised as necessary.

Chief Park Ranger:

The Chief Park Ranger is responsible for the operational management of the Aviation Program. The Chief Park Ranger refers unresolved operational procedures or project conflicts to the Superintendent's Office for resolution and oversee implementation of the plan, as delegated to the Park Fire and Aviation Management Officer.

Aviation Officers:

The Forest and Park each have a designated Aviation Officer (AO). Tobin Kelley is the AO for the Forest, and Chip Collins for the Park. The Agency Administrator delegates duties and responsibilities to the respective agencies Aviation Officer.

Aviation Officer Responsibilities include:

1. Implementation of the Aviation Plan and the day-to-day operation of the Aviation Management Program in their respective units.
2. Reviews plan annually, revising as necessary.
3. Negotiates and completes administrative requirements for contract aircraft and interagency agreements.
4. Enforces aircraft operations policy and standards and initiates action for aircraft incident/accident reports and investigations.
5. Conducts an annual needs assessment of aviation related training. Coordinates training as needed.
6. Reviews requests and assures fiscal processing for routine and non-routine aircraft use according to policy, standards, and guidelines identified in this plan.
7. Functions as the Contracting Officers Representative (COR) for the exclusive use helicopter program.
8. Responsible for overall safety management, to include SAFECOM review and ensures timely submission to Regional Aviation Safety manager; preparing for and assisting accident investigations.
9. Establish and maintain a policy and training library.

Helitack Supervisor(s):

The Helitack Supervisor manages the helitack program and works under the direction of the Forest North Zone Fire Management Officer. Duties include:

1. Alternate Contracting Officers Representative (ACOR) for the exclusive use helicopter contracts, as designated by the Contracting Officer.
2. Responsible for risk and hazard analysis, planning, coordinating, and supervising day-to-day helicopter operations.
3. Manages helibase operations and ensures adequate staffing of exclusive use helicopter modules.
4. Ensures duties and responsibilities of Helicopter Managers are being completed.
5. Responsible for the development and review of Helicopter Operations Plans.

Helicopter Manager:

A qualified Helicopter Manager (HMGB or HELB) will be assigned, as required, to each helicopter activity. This assignment will be communicated to Teton Interagency Dispatch, or in the case of exclusive use helicopters, through the Helitack Supervisor. Duties include (Ref: Interagency Helicopter Operations Guide (IHOG) Chap. 2-5):

1. Coordinates with scheduling office, pilot, and users on flight planning.
2. Establishes helicopter work schedule and coordinates with users and the scheduling office.
3. Completes required administrative and operational forms specified in IHOG Appendix A and optional forms as required by local aviation management.
4. Ensures that vendors complete records and reports as required by the procurement contract.
5. Ensures required personal protective equipment is available and utilized correctly.
6. Performs preflight briefing and ensures a preflight passenger briefing by the pilot is accomplished prior to the flight; verification that the aircraft and pilot are approved and authorized for the type of operation to be conducted.
7. Performs documented and/or rapid risk assessments depending on mission.
8. Ensures that flight following and resource tracking is performed: Performs a preflight radio check.
9. Reviews and signs helicopter load calculations; completes, or delegates the completion of helicopter passenger/cargo manifests.
10. Directs personnel in the conduct of helicopter operations (helispot location and construction, manifesting, loading and unloading of cargo and personnel, rigging of external loads, etc.).
11. Ensures that, except in an emergency, there is no deviation from established flight plan or type of intended use unless such deviation is relayed and/or approved through identified procedures and that any requirements of such deviation are met.
12. Assists the Pilot in aerial hazard identification; ensures a high-level reconnaissance is made prior to a low-level flight.
13. Reports any deviation from planned flight or normal operations immediately utilizing agency incident/hazard report.
14. Oversees daily inventory checks and ensures that tool, equipment, and vehicle maintenance and refurbishment are performed; responsible for the overall readiness of the helicopter crew.

15. Leads and participates in safety sessions and critiques; presents safety topics to crew; maintains awareness of changes in aviation policy, regulations, and procedures; responsible for crew's and other user's welfare and safety in all aspects of job.
16. Monitors vendor personnel for compliance with flight time, driving time, and duty limitations as contained in the procurement contract; completes required cumulative logs for vendor personnel.
17. Completes flight payment document requirements of the authorized government representative according to current procurement contract direction.
18. Monitors and ensures compliance to the contract by the vendor and vendor personnel, utilizing the Aircraft Daily Diary to document discrepancies.
19. Must attend RT-372 refresher, or attend Regional exclusive-use program workshop once every two years.

Project Helicopter Manager:

The Park occasionally has the need to use a Project Helicopter Manager for search and rescue (SAR), SAR training or projects. SAR Project Helicopter Managers are occasionally needed to manage aircraft during out-of-Park Mutual Aid responses, conducted under MOUs with neighboring state or county agencies. Park Project Helicopter Managers will be certified as Project Helicopter Manager or Fire Helicopter Manager, and must have considerable aviation experience related to the types and complexities of missions they are assigned to. It is the responsibility of the project Helicopter Manager to follow all of the duties and guidelines stated in the Helicopter Manager section above.

Project Fixed Wing Flight Manager:

The Park and Forest believe that fixed wing flights for fire detection and resource management require some degree of management and experience beyond that required for Flight Manager. Project Flight Managers will meet training requirements for their respective agencies, training for fire detection includes an AMD Aviation Safety Module (or equivalent), knowledge of local radio system, knowledge of local flight following procedures, and experience working with fixed-wing aircraft. Persons flying detection flights will have a basic understanding of fire behavior. Higher-level trained personnel, such as a Helicopter Manager, may also be used. A Flight Manager will supervise all non-complex, routine aviation missions; see information below for description of duties. A Project Fixed Wing Flight Manager will supervise complex, non-routine missions.

Non-complex missions are defined as:

1. Point-to-point transport of personnel from one developed heliport/helibase or airport to another developed heliport/helibase or airport (missions above 500 feet AGL for duration of the flight)
2. High level reconnaissance.
3. Landings at or takeoffs from improved sites, with no extensive transport of groups of personnel or cargo from one site to another.

Project Fixed Wing Flight Manager:

Duties and responsibilities are as follows:

1. Coordinates with scheduling office, pilot and users on flight planning, including but not

limited to

- Identification of specific project requirements.
 - Completion and review of Aircraft Flight Request.
 - Review of aircraft selection.
 - Assurance that necessary equipment is available.
 - Obtaining required approvals and authorizations for the flight.
2. Completes and/or reviews required administrative and operational forms (Project Aviation Safety Plan and/or Risk Assessment).
 3. Ensures required personal protective equipment is available and utilized correctly.
 4. Performs preflight briefing and ensures a preflight passenger briefing by the pilot is accomplished prior to the flight. Verifies that the pilot and aircraft are approved and authorized for the type of operation to be conducted by checking Pilot Qualification Card and Aircraft Data Card.
 5. Ensures that flight following and, if applicable, resource tracking is performed, and performs a preflight radio check.
 6. Ensures that load calculation and manifests are completed correctly.
 7. Ensures that, except in an emergency, there is no deviation from established flight plan or type of intended use unless such deviation is relayed and/or approved through identified procedures and that any requirements of such a deviation are met.
 8. Assists the pilot in aerial hazard identification; ensures a high-level reconnaissance is made prior to low-level flight.
 9. Reports any deviations from planned flight or normal operations immediately utilizing agency incident/hazard report.
 10. When requested, assists pilot in loading and unloading passengers and cargo.
 11. In conjunction with pilot, completes their portion of agency flight payment document (AMD23E or ABS input as appropriate).

Flight Manager:

A Flight Manager will be designated whenever a transport mission involves multiple personnel. When only one person is traveling that person will be the Flight Manager. The duties and responsibilities are listed in the Interagency Aviation User Pocket Guide, October 2008. A Flight Manager can only be designated for non-complex missions.

1. Explain to all personnel at the beginning of the travel the transportation arrangements, route, stopping points, and estimated time of arrival.
2. Have copies of passenger manifest available for charter aircraft and dispatching receiving units.
3. Maintain the telephone numbers of the dispatching receiving offices in case of delays of more than 30 minutes.
4. Assemble the passengers for boarding.
5. Assist in the safety and welfare of each passenger.
6. Check pilot and aircraft approval documents for currency and mission qualifications.

Teton Interagency Dispatch:

All aircraft and flights, both fixed-wing and rotorcraft, with the exception of emergencies, are approved through the unit aviation officer then ordered through Teton Interagency Dispatch Center. TIDC dispatches all fire and emergency related flights, and monitors aircraft while in

flight over Park and Forest lands.

Incident Commanders:

Whenever an aircraft is used for a non-routine use (search and rescue, fire suppression, law enforcement emergency, medical evacuation etc.) there will be an Incident Commander for that incident.

It is the Incident Commander's responsibility to:

1. Ensure appropriate risk management processes are completed.
2. Ensure that the aircraft service is procured in compliance with the guidelines contained in this plan (order through Teton Dispatch).
3. Ensure that qualified personnel properly manage all aircraft. If multiple helicopters are used the IC should request a qualified Helibase Manager.
4. The Incident Commander in emergency situations must justify and document deviations from established PPE use during flight operations, in accordance with any established PPE waivers.

Passengers:

It is the Passenger's responsibility to:

1. Share responsibility for aviation safety and are expected to take timely action to prevent unsafe operations.
2. Not ride in any aircraft or with pilots not properly approved and carded.
3. Not hesitate to request pilots to produce approval evidence.
4. Discuss with the pilot, the mission, any concerns with agency policy, or anything that appears to be of issue. Remember, the pilot is in charge of the aircraft and responsible for the overall safety of the flight. Do not pressure your pilot to fly unsafe missions.
5. Terminate or cancel the flight if you feel that the pilot is operating the aircraft in an unsafe manner, or in violation of agency policy or procedures, and immediately contact your agency's aviation representative.
6. Follow the instructions of the Flight Manager or Helicopter Manager and the pilot.
7. Advise the pilot of hazards or unsafe conditions.
8. Leave behind unnecessary gear and inform pilot of any hazardous materials to be carried.
9. Wear proper footwear to meet IHOG and other identified agency or interagency standards. (Exceptions will be documented in the approved Project Aviation Safety Plan specific to the mission conducted. Grand Teton National Park has a waiver for additional footwear for specific weather conditions (Appendix F)).
10. Wear the proper PPE and maintain currency in agency required aviation safety training (B-3 Basic Aviation Safety class every three years for NPS employees).
11. Secure loose gear in the cabin of the aircraft.
12. Carry proper clothing for weather, etc.
13. Refrain from any actions that may damage the aircraft.
14. Properly adjust seat belts.

Authorized Passengers:

Unless approval is obtained, only Federal employees on official business or essential to the

mission will be authorized to fly. Agency Administrators may approve non-federal employees and media to fly if their presence is advantageous to the Government. For Forest Service missions, approval must be documented on a Day Trip Authorization form (FS-5700-12) Appendix D.

Only Personnel who are official passengers may participate in a Park controlled flights. Reference 350 DM 1.7 A & B. Essential passengers can be approved by agency administrators through a memo to file but must also be documented on the flight manifest.

Staffing Needs/Qualification and Training:

For the aviation program to be well managed, and operate both safely and effectively, there are several formal qualifications that should be present. It is recognized that the Park and Forest have diverse needs and that qualification standards are sometimes different. Standards are outlined in the Interagency Helicopter Operations Manual (IHOG) and NWCG 310-1. Supplemental standards for Forest employees can be found in FSH 5109-16/17. Additional standards for Park employees can be found in DM 350-354, OPM 06-04, DO/RM-60 and Intermountain Regional supplements.

The Forest Service Aviation Officer must meet training and standards stated in the National Aviation Management Plan. The National Park Service Aviation Officer must meet training and standards found in OPM 06-04 Aviation User Training Program. These individuals should be trained in Aviation Management and well versed in aviation operations, particularly in special uses approved for their unit. They should attend the appropriate level of agency aviation training, which may include System Safety Leadership for Agency Managers (SSLAM), or Department of the Interior Aviation Management Seminar (ACE), at least once every three (3) years, and NPS aviation management training as needed.

The aviation program should maintain an appropriate level of qualified personnel, based on the complexity of the program, for air-attack, air support supervisors, helibase managers, helicopter managers, fixed-wing flight managers, aerial ignition personnel, and helicopter crewmembers. Due to the highly technical nature of the high altitude search and rescue helicopter techniques used in the Park, the Park must be represented on a regular basis at DOI meetings regarding these techniques and at periodic Helicopter Operation Specialist (HOS) workshops. Due to the highly technical nature of helicopter management and aerial ignition operations in the Park and Forest, the Forest should be represented on a regular basis at aerial ignition and manager workshops.

New employees should receive a general briefing on the aviation program and elements of this plan from the Aviation Officer or their designee. All Park and Forest employees who participate in "special use" flight activities will receive the minimum B-3 (Basic Safety) every three years. Supervisors must attend M-3 (Aviation Management Training for Supervisors) every three years regardless of mission. Agency Administrators will attend either the M-3 class or receive the M-2 Line Manager's Briefing every three years.

C. AVIATION POLICY

All aviation activities (unless a true emergency dictates otherwise) shall comply with the following policy, regulations, direction, and guides as applicable. The latest version applies.

- Applicable Federal Aviation Regulations (FARs) Parts 61, 91 and 135
- Forest Service Manual, FSM 5700, Aviation Management
- U.S. Department of the Interior/Aviation Management Directorate Aviation Policy, Departmental Manuals (DM 350 through 354, and Operational Procedures Memoranda (OPMs)
- National Park Service Policy, Director Order 60 (DO-60), Reference Manual 60 (RM-60)
- Intermountain Region Aviation Policy and Reference Manual, release #3
- Forest Service Handbook, FSH 5709.16, Flight Operations Handbook
- Interagency Helicopter Operations Guide (IHOG), NFES 1885
- Forest Service Health and Safety Code (FSH 6709)
- Interagency Airspace Coordination Guide
- Interagency Aviation Transport of Hazardous Materials Guide
- Interagency Aerial Ignition Guide (AIG)
- Grand Teton National Park, Helicopter Short-Haul Operations Plan
- DOI Helicopter Short-Haul Handbook
- Annual Operating Plan, Grand Teton/Bridger-Teton Interagency Exclusive Use Helicopter Program
- Grand Teton NP/Teton Co, WY Helicopter Operations Guide
- Teton Interagency Dispatch, Aircraft Flight Following Procedures
- Interagency Helicopter Training Guide
- Low-Flying Aircraft, Interagency Agreement Between NPS, FWS and FAA
- FAA Advisory Circular No 91-36D entitled "Visual Flight Rules (VFR) Flight Near Noise Sensitive Areas"
- Code of Federal Regulations, Titles 36, 41 and 49, title 41, Section 114-38.5003 as it pertains to the use of motor vehicles (aircraft) by employees other than while on official duty, and Departmental Rules 20.735-15, which address misuse of government vehicles or aircraft. These rules state, in part, "Employees shall not willfully use or authorize the use of a Government-owned or leased passenger motor vehicle (aircraft) for other than official purposes. Violation of this provision shall automatically result in suspension from duty.

These documents are incorporated as policy into this aviation plan by reference. Conflicts between Forest Service and Department of Interior policy do exist. Forest employees shall comply with Forest Service Policy. Park employees shall comply with Park Service and Department of Interior policy. The most stringent policy shall apply to interagency operations involving the Park and Forest. Grand Teton National Park shall use IHOG as a guide except for when more stringent direction is given in RM 60, DM 350-354, or IMR-AMP. Other information specific to helicopter and helibase operations is contained in the Teton Interagency Helicopter Operations Plan.

It is the policy of the Forest and Park to limit the use of its aircraft to activities involving life, safety, or health-threatening emergencies, the administration and/or protection of resources, research, and for individually approved special purpose missions. The objective of every flight is to be the most efficient, economic and effective method of performing the required task, consistent with Park and Forest goals. In Section G you will find General Operational Guidelines

that are applicable to most aviation operations.

Everyone is responsible for becoming familiar with and applying correct procedures in all phases of aircraft use. Specialists in air operations should take the lead in providing examples and knowledge of such procedures. The number one concern at all times is SAFETY.

Responsibility for Aircraft Operations:

All aviation operations within the Forest and Park will have a designated person responsible for the execution of the operation and compliance with the policies and operational procedures contained in this plan. On routine operations, this person will be a qualified Helicopter Manager (in the case of helicopters) and a Fixed-Wing Flight Manager (in the case of airplanes).

Aviation Security:

All aviation facilities will follow the most recent USFS (FSH 5709.16 ch. 50) and DOI DM, Part 352, Chapter 10- Aircraft and Aviation Facility Security and a supplement, the Field Reference Guide for Aviation Security for Airport and other Aviation Facilities. Facilities and identified helispots will be annually reviewed for security issues with reports sent to the appropriate agency administrator. All identified issues will be resolved in a timely manner.

Flight Approval Process:

Routine Flight Requests:

"Routine flights" are defined as those that can be scheduled in advance and also meet the other requirements of this section. If a routine flight does not take place, there will be no significant threat to life, property, resources or services, and an alternate flight at a later time can be scheduled.

Examples of "routine flights" are activities such as NPS/USFS and non NPS/USFS research, routine maintenance, helicopter training activities, special use and filming permit administration, animal surveys, visitor use surveys, routine utility maintenance performed by utility companies, concession activities, VIP orientation, non-emergency personnel transports, administrative uses, contract work and other similar operations.

All requests for routine flights, helicopter and fixed wing, should be prepared by the individual responsible for the project, utilizing the Interagency Aviation Project Request Form (Appendix E).

The person requesting the flight should describe the scope of the project, and include a statement of why the flight is necessary and is the minimum tool appropriate for the accomplishment of the task. In addition, the other information (i.e. contact person, planned use dates, base of operation, etc.) as identified on the form, should be completely filled out. In making these determinations, the requestor may need to contact the Aviation Officer or Helitack Supervisor for suggestions and guidance. The approval process differs somewhat for Forest and Park Routine Flight Requests.

Park – Routine Flight Requests:

The completed Aviation Project Request Form should be forwarded to the Aviation Officer. The Aviation Officer will:

1. Review the flight based on the management guidelines and Park policies contained in this plan and forwards their recommendation to the Park Superintendent's Office for approval/disapproval. The AO will also verify the training currency of all identified flight crew members and their supervisors for adherence to DOI Policy for consideration in the approval process.
2. Notify the requestor of the approval/disapproval determination. Appeals of disapprovals should be made through the normal chain of command to the Superintendent's Office. Before overturning disapprovals, the Superintendent will evaluate both sides and notify both the requestor and the Aviation Officer of his/her decision and the reason(s) for the decision.
3. If approved, the Aviation Officer will coordinate arrangements for which air service best meets the needs of the requested flight and status of DOI approval, with the person making the request.
4. Forward a copy of the approved Request Form to TIDC.

Forest – Routine Flight Requests:

The completed Aviation Project Request Form, with appropriate job code, is submitted to Teton Interagency Dispatch. For fixed wing flights, dispatch forwards the request to the Forest Aviation Officer and schedules the flight. For helicopter flights, the request is forwarded to the Aviation Officer and a Helitack Supervisor at the Teton Interagency Helibase. The Manager determines if the project is within the scope of "routine", confirms approval from the Aviation Officer, and coordinates scheduling and flight planning.

Non-Routine (Emergency) Flights:

"Non-routine" flights are for emergencies only. Because of their life or health-threatening nature, these types of flights cannot be scheduled in advance and will often occur in both approved and primitive landing zones. Non-routine flights may include administrative emergencies, life threatening situations, property or resource protection, and dignitary protection. Automatic approval is given to meet the extent of the emergency, although the Flight Request will still be completed after the fact for emergencies within the Park.

During times of multiple occurring incidents or when competition for available aviation resources exists, priorities based on mission will be made.

Non-Routine Flight Priorities:

1. Life Threatening Emergency
2. Fire Emergency
3. Law Enforcement Emergency (non-life threatening)
4. Non-Life Threatening Emergency

Flights to accomplish activities meeting the non-routine definition are automatically approved.

Helicopter Managers remain responsible for ensuring that the aircraft and pilot are approved for the intended use and that the use of the aircraft is properly managed by qualified personnel as specified in this plan.

Incident Commanders should procure aircraft services for non-routine uses in the following manner:

1. All aircraft use may be requested directly through TIDC. Incident Commanders are responsible for the coordination of these flight requests. In any case, the Fire Duty Officer or Aviation Officer should be notified that an aircraft will be entering the Park or Forest for an emergency use.
2. Completed payment information should be forwarded to the respective agency Aviation Officer for logging and review.

Flight Requests from Local Cooperating Agencies:

Requests for Land-based Search and Rescue Assistance

Surrounding Agencies and Counties occasionally request helicopter support from local exclusive use aviation resources for search and rescue or law enforcement purposes on lands within their respective jurisdictions. Several national policies and guidelines, including the National Response Plan (NRP) and the National Search and Rescue Plan of the United States recognize the expertise in land-based SAR of the DOI-National Park Service. Emergency Support Function #9 Search and Rescue Annex of the NRP identifies the DOI-National Park Service as the Primary Agency for inland, backcountry, remote area SAR operations. These plans authorize the use of NPS resources to assist and aid SAR authorities in neighboring jurisdictions (other Federal lands, State, Tribal, and local areas under certain conditions). In addition, 16 USC 1b(1) allows for the "Rendering of emergency rescue, firefighting, and cooperative assistance to nearby law enforcement and fire prevention agencies, and for related purposes outside of the National Park System."

Requests are made through TIDC from the respective SAR authorities within the local jurisdictions. These may be Sheriffs or deputized members of authorized SAR entities.

These requests may be accommodated if:

- there are no other incident or schedule conflicts,
- the request is truly of an emergency nature,
- and the specific assistance requested is within the realm of Forest Service or Park Service expertise.

The NRP and National SAR Plan authorities specifically do not commit the federal agencies to provide air ambulance services to local entities, but rather assist with the resources (aircraft, personnel, and specialized rescue techniques) that the agencies can bring to a life saving effort. TIDC will forward these requests to both agencies Aviation or Fire Duty Officers. The park Duty Officer will coordinate with the identified SAR Coordinator and the Chief Ranger to consider the adequacy of the request and determine if park SAR resources can accommodate the mission. The Park and Forest will jointly approve requests to assist cooperators for SAR assistance. The decision to accept extended missions should include; time of year, activity levels, and/or pressure of conflicting missions. Decision makers should increase their face to face communications to ensure we are making good decisions based on the totality of the

circumstances and avoiding emotional conversations or decisions. It should be determined if another agency is a reasonable and appropriate option to solve an extended mission request. A decision flowchart for this process is included in Appendix I.

When assisting these agencies the Forest/Park does not release operational control of the aircraft and will supply the required helicopter management personnel or helitack. Cooperating agency personnel must comply with all applicable Forest Service/Park Service policy and guidelines. When completing Aircraft Use Reports for these flights the Helicopter Manager will request that TIDC staff notify the Park's Chief Ranger for the initiation of a NPS major SAR account. Initial costs for aircraft and personnel will be charged to this account. USFS personnel may be re-imbursed through the process described in the existing BTNF/GTNP Annual Operating Plan for Fire & Aviation Operations.

Requests for non-emergency incidents and flight services:

There can be occasional requests from surrounding agencies and counties for aviation support to non-emergency project work. For federal cooperators, these requests may be accommodated if there are no direct conflicts with scheduled or pending local missions and the local Duty Officer/Aviation Officers concur that the ship can be committed. Prior to the response a payment process will be agreed upon to reimburse the forest/park for their costs (all flight service costs and personnel time). When receiving a request TIDC must confirm the name of the person requesting the mission and who is authorizing payment in the dispatch log.

For non-federal cooperators, any request for flight services needs to have a direct relationship to our agency mission or jurisdiction, to be determined on a case-by-case basis. Payment for flight services and required personnel would be ensured through prior agreement and may be documented on a Memorandum of Agreement. When assisting these agencies the Forest/Park does not release operational control of the aircraft and will supply the required helicopter management personnel or helitack. Cooperating agency personnel must comply with all applicable Forest Service/Park Service policy and guidelines.

Aircraft Use in Wilderness Areas:

The Wilderness Act generally prohibits motorized equipment or mechanized transport in designated wilderness areas; however, it allows them "as necessary to meet minimum requirements for the administration of the area for the purpose of this Act." In protecting wilderness character and resources and in managing wilderness use in accordance with the Wilderness Act, the National Park Service and U.S. Forest Service will adhere closely to the "minimum tool" concept. Agency Administrators, in accordance with the appropriate Wilderness Management Plan, will select the minimum tool or administrative practice necessary to successfully and safely accomplish the management objective with the least adverse impact on wilderness character and resources. All decisions pertaining to administrative practices and use of equipment in wilderness will be based on this concept. Potential disruption of wilderness character and resources and applicable safety concerns will be considered before and given significantly more weight than economic efficiency. If some compromise of wilderness resources or character is unavoidable, only those actions that have localized, short-term adverse impacts will be acceptable.

Administrative use of motorized equipment or mechanical transport, including motorboats and aircraft, will be authorized in accordance with the Park's Backcountry Management Plan, Forest Plan, and Wilderness Fire Plans only; (1) if determined by the Park Superintendent or Forest Supervisor to be the minimum tool needed by management to achieve the purposes of the area, and (2) in emergency situations involving human health or safety or the protection of wilderness values. Such management activities will be conducted in accordance with all applicable regulations, policies, and guidelines and, where practical, will be scheduled to avoid creating adverse resource impacts or conflicts with visitor use. During specific periods of high fire danger, (staffing 4 and 5 levels) the Forest Supervisor/Park Superintendent may choose to provide upfront guidance, through Pre-Planned dispatch, regarding use of mechanized equipment for wildland fire response.

Use of fixed wing aircraft for detection and size-up of the fire will be at the discretion of the Fire Duty Officer. At certain fire danger levels, preplanned dispatch recommends dispatch of a plane and aerial observer. Aerial observers should limit low level flying to reconnaissance of the actual fire area. If deemed appropriate by the Fire Duty Officer, a helicopter may be used for initial detection and size-up, but will limit low level flight to actual reconnaissance required to size-up, and if needed, determine cause. The helicopter will not land without Agency Administrator approval. Proper PPE will be worn for all flights as required in agency manuals and handbooks.

No permanent heliports, helipads, or airstrips will be allowed in the wilderness. Temporary landing facilities may be used to meet the minimum requirements of emergency situations. Site improvements determined to be essential for safety reasons during individual emergency situations may be authorized, but the site will be restored to natural conditions after the emergency has ended. Natural openings may be used for authorized non-emergency aircraft landings, but no permanent site markings or improvements of any kind may be installed.

Grand Teton National Park currently has no Congressionally authorized wilderness but portions of the Park are identified as both recommended and potential wilderness. Management policies dictate that management of recommended and potential wilderness should be treated as Congressionally designated wilderness.

The aviation program will strive to preserve the natural quiet and the natural sounds associated with the physical and biological resources of the Park and Forest. Activities causing excessive or unnecessary unnatural sounds in and adjacent to the Park and Forest, including low-elevation aircraft over flights, may be monitored, and action should be taken to prevent or minimize unnatural sounds that adversely affect resources or values or visitors' enjoyment of them.

Scheduling, Tracking, and Flight Following:

Except for scheduled air carrier service, flights are scheduled by submitting an Aviation Project Request Form to TIDC through the appropriate approval process as listed in the flight request procedures above. These forms are available from Dispatch and can be found in Appendix E.

Resource tracking procedures are outlined in the National Interagency Mobilization Guide and the Great Basin Mobilization Guide. Resource tracking may be performed by phone or radio. Check-ins shall be made prior to takeoff, at each en route stop, and arrival at destination. As

specified by the dispatcher, resource tracking may be handed off to another dispatch office.

Flight following is mandatory and does not necessarily negate the need for resource tracking. Several methods of flight following are approved and outlined in IHOG (chap 4). For point-to-point or long distance flights a formal IFR or VFR flight plan filed with the FAA will be the preferred method. For flights within the Greater Yellowstone Area local agency flight following will be the preferred method. Automated Flight Following (AFF) will be implemented per agency contracts and direction, if approved, (National Mobilization Guide) and can be used to replace or supplement 15 minute radio position reporting as outlined in the National Mobilization Guide.

Local flight following check in intervals will be every 15 minutes. On initial contact with TIDC the following information will be given: number of persons on board, destination, estimated time enroute, quantity of fuel on board, and confirmation of positive AFF status. Refer to Appendix A for TIDC Flight Following Plan. Aircraft missing a flight following check-in and out of contact for 30 minutes will be considered overdue. Procedures described in the Aviation Mishap Plan will then be initiated. Local incidents may provide flight following while aircraft are working on the incident provided:

1. There is a person designated for flight following
2. That person maintains visual contact, or radio contact with at least 15 minute check-ins
3. That person has positive contact with TIDC

Helispots:

Helispots for project and wildfire purposes may be located on the Forest/Park or on adjacent lands with the owner's permission. Consideration for selecting a helispot can be found in Chapter 15 of the Interagency Helicopter Operations Guide.

Grand Teton National Park has five pre-identified helicopter landing areas. These helispots must be reviewed annually with a report sent to the NPS Intermountain Regional Office Aviation Manager (RAM).

Lupine Meadows - SAR Cache (43° 44.61' x 110° 43.82') Deg Decimal Minutes
Gros Ventre River site (43° 38.438' x 110° 35.039')
Colter Bay – Colter Bay Dump Road (43° 54.53' X 110° 37.23')
Moran Ball Field (43° 50.49' x 110° 30.39')
Flagg Ranch - "Old" Gravel Pit Location (44° 05.48' x 110° 40.79')

Except for emergencies, other Park landing areas must be approved by the Chief Park Ranger through a memo to file on a case-by-case basis for projects or incidents.

Additional Helicopter Parking:

Coordination between the Jackson Hole Airport Board and the Park will secure available space on the west side of the airport for Type 1 and 2 helicopters parking in the event of high fire activity.

Aircraft Transponder Code (Fire Fighting):

As directed by DOI Information Bulletin No. 97-5 a transponder code 1255 must be utilized by aircraft responding to and operating over fire suppression operations. It is not to be used for repositioning or during cross-country flights. Unless a code is assigned by Air Traffic Control VFR code 1200 will be used for all other flights. It is important that aircraft transponders are in good operating condition and turned on for Traffic Alert and Collision Avoidance Systems (TCAS) to function in surrounding airspace.

D. AVIATION MANAGEMENT ACTIVITIES

Safety will be given utmost priority for operational planning of all aviation activities. Project Aviation Safety Plans (PASP's) will be required for all non-fire projects that utilize aviation resources. All projects will be reviewed by the Regional Aviation Officer and approved by the Forest Supervisor or Park Superintendent to ensure conformance to regulation and policy. Helicopter projects on Forest/Park with pre-approved PASP's (located in the appendices) may be reviewed and updated by the Helitack Supervisors. A supplement to the PASP's located in the Appendixes is required to be completed at the time the project is implemented. The major aircraft use will involve fire detection/reconnaissance, fire management, aerial ignition, law enforcement, search and rescue, external loads, and resource management.

The Interagency Helicopter Operations Guide (IHOG) Chapter 3 will be the standard applied to all rotor wing aviation planning. Generic Aviation Safety Plans are included in Part 2 of that document. Updated plans are available on the Region 4 Aviation Website; http://www.fs.fed.us/r4/fire/ogden_helibase/pasp/index.shtml or the Bridger-Teton NF fsweb fire site; <http://fsweb/staff/fire/index.shtml>. They may be modified for the conditions and used to support projects. Any aviation project not described in this plan should be submitted as soon in the planning process as possible to obtain approval. For the Forest Special Use Project Aviation Plans will be reviewed by the FAO and forwarded to the Regional Aviation Officer/Regional Helicopter Operations Specialist. The Regional Aviation Officer will review the plan and forward the plan to either the FAO for correction or the Forest Supervisor for Agency Administrator approval. The Grand Teton National Park AO will recommend Special Use Project Plans for projects within the Park to be approved by the Superintendent. These will be reviewed at the Regional level.

Reconnaissance/Detection:

These flights remain above 500 feet AGL and may be done with either fixed or rotary-wing aircraft. All flights will be requested through Teton Interagency Dispatch upon approval. TIDC will locate fixed wing resources available to take on the mission. Appropriate aircraft are often available within the Greater Yellowstone Area.

Wildland Fire Operations:

Fixed and rotary-wing aircraft may be used for initial actions and support in fire management activities. Request for aircraft will be made through TIDC following preplanned dispatch procedures or the discretion of Fire Management. Fixed wing resources within the area may

include air tankers in Pocatello and Boise, ID, West Yellowstone, MT, and Ogden, UT. Smokejumpers are normally available at West Yellowstone, MT.

Search and Rescue:

Fixed wing and rotary-wing aircraft may be used to support search and rescue activities. These activities normally involve support of Park Service or other local agency SAR efforts. Specialized missions for search and rescue may include reconnaissance, low-level flight, hovering out of ground effect, and short haul rescue. Short haul operations are only approved for qualified Park Service personnel and are fully described in the Grand Teton NP Short Haul Operations Plan. Park Service rescue personnel may be exempt from meeting certain ALSE requirements but only to the extent defined in an approved waiver for specific environmental conditions. (See Appendix F) All such deviations will be approved and documented by the Incident Commander.

Administrative Travel:

Small fixed wing aircraft may be used for moving firefighters to fires or other personnel to training/meetings when it is the most efficient method of travel. In addition to the pilot filing an FAA flight plan, the sending dispatcher is responsible for resource tracking and informing pilots of flight following procedures. Pilots will be instructed to check in at intermediate stops (schedule permitting) and at the destination. OMB Circular No. A-123 and OMB Circular No. A-126 require a cost analysis to justify the use of government owned or leased aircraft for NPS employees. Completion of Forest Service form FS-5700-16 will meet this requirement for USFS employees.

Aerial Ignition:

Aerial ignition projects will be planned in accordance with the Interagency Aerial Ignition Guide. Two batch mixers and one mix transfer system with four Helitorches and Plastic Sphere Dispensers (2) are available from Teton Helibase. Qualified personnel will implement the project and appropriate checklists will be used. Aerial ignition plans and checklists are available in the Interagency Aerial Ignition Guide and in the appendix of this document.

External Loads:

By nature, these projects contain the most hazards for all involved. Safety of personnel and equipment will be the prime planning consideration. (Ref: IHOG Chap. 11)

Heli-skiing Permit Administration:

Forest employees permitted to fly for the purpose of administration of the Forest Special Use Permit for Helicopter Skiing will be identified in the Regional PASP for Heli-skiing permit administration. An aviation project safety plan has been prepared by the Intermountain Regional Office for this purpose and contains specific training and Personnel Protective Equipment Requirements. If available and current, this plan can be found in the appendix of this document. The plan is completed annually with coordination with the Winter Sports Program and regional Helicopter Operations Specialist.

NPS Use of Teton County, WY contracted helicopter:

NPS employees may utilize Teton County, WY contracted helicopter resources for the accomplishment of the search and rescue responsibility within Grand Teton NP. This use is approved through the IMR Aviation Safety Manager and AMD and reviewed annually. Operational use of this resource is limited to the procedures described in the Grand Teton NP/Teton County WY Helicopter Operational Guidelines and the limitations identified in AMDs annual approval memo.

Resource Management:

There are many ongoing park, forest and cooperators resource management projects that include routine aerially based telemetry missions. Mission profiles often include low level reconnaissance for locating targeted animals. PPE is required although an existing ALSE waiver has been granted to park employees for certain strict high elevation, cold weather conditions (see Appendix F).

Law Enforcement:

Exclusive use aviation resources may be utilized for special missions to support law enforcement programs of the park and forest. All safety programs apply to these missions regarding PPE and flight following. The pilot and air crew must be briefed on any additional hazards expected to be encountered in the completion of the mission. Policy does allow for the carrying of handguns under prescribed conditions described in IHOG, Chap 16. Additionally the carrying of ammunition is subject to the provisions of the Aviation Transport of Hazardous Materials handbook.

Other Aviation Projects:

Other occasional aviation uses include Aerial Photography, Aerial Application, and Media flights. These projects should be addressed on a case-by-case basis and an aviation project safety plan must be prepared and approved prior to implementation. Safety / Risk Analysis documentation must be completed for these flights as they **are not** included in the appendix of this document. *Flights involving the use of external photographic or aerial application equipment will be accomplished only using FAA approved equipment.*

E. AIRCRAFT

Except for scheduled air carrier service, all aircraft shall carry a current aircraft data card issued by the Forest Service or Aviation Management Directorate (AMD). The aircraft will only be used for missions it is approved for. Approved missions are listed on the Data Card. Some cooperators and military aircraft are approved through written agreements. These aircraft will carry an approval letter from the Regional Aviation Officer or Aviation Management Directorate. Pilots must also carry a pilot approval card issued by the Forest Service or AMD. The Forest Service or DOI will utilize no aircraft, pilot or crew that has not been approved and carded, for the mission to be flown.

Exclusive Use Contract Aircraft:

The Forest/Park operates two exclusive use contract helicopters. They are both high performance Type 3 aircraft. Details are more fully defined in the current year's contract. Other exclusive use helicopters are available within the Greater Yellowstone Area and may be ordered directly through the GYA Agreement. Operating procedures are outlined within this plan or the Exclusive Use Helicopter Contracts.

Call When Needed (CWN), On-Call Contracts and Aircraft Rental Agreements (ARA's):

These aircraft are on agreement to the federal agencies to be used as needed for administrative, fire, fire detection, or project work. These aircraft may include helicopters, single engine airplanes, or multi-engine airplanes. These aircraft are ordered through established dispatch procedures and are available for those specific missions covered under their respective agreements.

Retardant Aircraft:

Air tankers are used for the delivery of fire retardant on wildfires. The nearest tanker bases are West Yellowstone, Pocatello, and Hill Air Force Base. Incident Commanders, Air-Attack, or Operations Chiefs may order these aircraft through established dispatch procedures.

NMAC Type I Helicopters:

Type 1 exclusive use helicopters may be located in Pocatello ID, Cedar City UT, Minden NV, and Mountain Green UT depending on the fire season.

Smokejumpers:

Smokejumpers and associated aircraft are used to supplement the Forest and Park's initial attack resources. The nearest smokejumpers and aircraft are available at West Yellowstone, MT and may be ordered directly through established dispatch procedures.

Cooperator and Military Aircraft:

Use of State / local government, military, or other federal agencies require prior approval for DOI and approval/inspection for USFS. Written approval for the use of military aircraft must come from the National Office or the Director of AMD. Proposed flights on these aircraft must be requested, and consultation with the Aviation Officer is mandatory. National Guard aircraft is considered to be a cooperator and other military aircraft are considered as active military.

F. ACCIDENT PREVENTION & RISK MANAGEMENT

The Bridger-Teton National Forest and Grand Teton National Park considers it essential to safeguard against human injury, property loss and damage to the environment. Accident prevention is accomplished through vigilant planning, risk management, hazard mitigation, strict adherence to policy and guidelines, and coordination.

Project Aviation Safety Plans:

All special use aviation projects and prescribed fire projects using aviation assets require the completion of a Project Aviation Safety Plan (PASP) prior to project implementation. These plans will be developed by Project Managers in consultation with Aviation Officers and/or Helitack Managers. These plans require thorough review and approval from local Aviation Officers, Agency Administrators and Regional Aviation Staff. Project Plan requests should be submitted as early as possible to allow enough time for the planning and approval process to be completed. No project will be implemented until the final approved document is received from the regional office.

With the approval of this plan all PASPs for the park and forest have been updated to the current standard covering all aspects of mission planning identified in agency and interagency guidance. Project Aviation Plan templates can be found on the Teton Interagency Fire website at: <http://gacc.nifc.gov/egbc/dispatch/wy-tdc/aviation.html>.

Many aviation project safety plans for common recurring projects are contained within this document in Appendix H. Each PASP will be approved by the local Agency Administrator upon initial adoption and each will be reviewed and approved at least annually by the appropriate Agency Administrator.

Risk Management:

Risk management principles and techniques will be applied to all aviation operations. This involves the identification of all the hazards associated with the operation, assessment of hazards, identification of mitigation measures, and the identification of appropriate controls.

When planning and time allow, a Deliberate Risk Assessment will be made. When the urgency of the situation does not allow for a Deliberate Risk Assessment then a Rapid Risk Assessment should be made. "Rapid" does not mean "hasty" or "uninformed". These situations would normally involve SAR and fire suppression operations when there are high-risk hazards associated with not flying. Chapter 3 of the IHOG should be used as a guide for completing a comprehensive risk analysis for a given mission.

Risk Decisions will be based on the following principles

1. Accept no unnecessary risk.
2. Decisions should be made at a level that corresponds to the degree of risk.
3. Accept risks only if the benefits clearly outweigh the potential consequences.
4. Safety is given priority over mission accomplishment.

Briefings:

Briefings for pilots, crewmembers, and associated personnel will be held prior to any operation or project. Pilots assigned to this Forest/Park and visiting pilots and crews will be briefed on pertinent portions of the Aviation Plan, Helicopter Operations Plan, Radio Communications systems, local hazards and conditions, navigation aids, incidents, and prominent landmarks, safety and emergency procedures (emergency fields/helisports and emergency equipment

available), dispatching procedures (flight scheduling and reporting during flights).and the Forest/Park Flight Hazard Map. A briefing package for this purpose is available at TIDC, Teton Helibase, or from an Aviation Officer.

Subsequent daily briefings for experienced pilots can consist simply of the day's weather and flights as known at that time.

Prior to each flight passengers will be given a passenger safety briefing by the pilot, Flight Manager, or qualified Helitack personnel. These briefings will also include the PASP information as they pertain to specific missions and be initialed off by all persons involved in the briefing. It is required that the **Project Aviation Safety Plan Briefing Form** is completed and signed by all participants. The briefing leader is required to submit this completed form to the Forest/Park Aviation Officer within five days of the completion of the project.

Hazard Maps:

The AO's will ensure that an Aerial Hazard Map is compiled and updated annually or as needed. The Hazard Map will be available with each copy of this plan, at TIDC and each Forest/Park aviation facility for review by flight crews. Hazard maps are available to visiting pilots and crews in the Aviation Briefing Package. These packets are available from the Helitack Supervisor.

Airspace Coordination:

The AO, Dispatchers, and On-scene Aviation personnel are all responsible for airspace coordination. Personnel involved in aviation operations shall follow all process and procedures outlined in the Interagency Airspace Coordination Guide (IACG).

A Temporary Flight Restriction (TFR) will normally be requested when an aviation operation involves multiple aircraft of different types, is near or in an area with a high concentration of aircraft (i.e. near navigation aids), over or near a congested area, or is likely to attract media and public attention. TDIC is responsible for submitting TFR requests. Due to the high numbers of fast aircraft operating in the vicinity of the Jackson Hole airport, managers and pilots should keep the air traffic control tower informed of where our aircraft are working and at what altitude. If possible pilots should monitor the tower frequency (VHF 118.075) for traffic advisories and airport information.

No Special Use Airspace exists over the Forest or Park. One Military Training Route bisects the Forest. It is MTR IR 499 and begins SE of Cody, WY and ends near Palisades Lake, ID. Altitude of the route is from 100 feet AGL to 13,000 feet MSL 1-4 nautical miles either side of centerline. Hours of operation are continuous. Scheduling Activity is through Offutt AFB. Originating Activity is through Ellsworth AFB, SD (phone # 605-385-1230).

Aircraft Accidents / Incidents:

All aviation mishaps will be reported immediately to the Teton Interagency Dispatch Center for proper notification of appropriate managers as outlined in the Interagency Aviation Mishap Response Plan.

When an aircraft accident has occurred, it is imperative that the crash site be preserved much the same way a crime scene is protected. After necessary EMS activities are concluded, the accident site will be defined and a perimeter established with flagging or evidence tape. Personnel must make sure that everything inside the flagging remains exactly as it was found until trained aviation accident investigators arrive on the scene. This is crucial to the investigation.

An aircraft *accident* (as defined by AMD) is an occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. (Reference 352 DM 6).

An *incident with potential* is an incident that narrowly misses being an accident and in which the circumstances indicate significant potential for substantial damage or serious injury. The USDA-FS National Aviation Safety and Training Manager or the AMD Safety Manager as appropriate will determine final classification.

An aircraft *incident* is an occurrence other than an accident associated with the operation of an aircraft, which affects or could affect the safety of operations.

The Aviation Officer / Fire Management Officer will be notified immediately when either type of mishap occurs. Aviation incidents shall be filed on a SAFECOM report form or via the web within 24 hours. SAFECOM's may be submitted through the AO or submitted online through the Aviation Safety website or the AMD homepage as long as the AO receives a copy. Anyone observing an aviation incident may submit a SAFECOM and are strongly encouraged to do so.

When an Accident Occurs:

1. Give First Aid as needed.
2. Notify TIDC and order back-up medical or SAR resources as needed.
3. Notify Aviation Officer.
4. Document events and secure the accident site.

In the event of an accident, ground mishap or missing aircraft, TIDC will use the Interagency Aviation Mishap Response Plan for guidance and notification process. All accidents will be reported immediately to the appropriate Regional Aviation Officer, who will notify the AMD Safety Manager and assist with accident investigation.

Teton Interagency Dispatch Center will ensure that proper notification has been made to the FAA and NTSB when applicable, and that the Code of Federal Regulations is complied with (Title 49, "Transportation", Chapter VIII-National Transportation Safety Board, Part 830 (Rules Pertaining to the Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records). Users are encouraged to consult DOI 352 DM Chapter 6 or FSM 5723 for further information on aircraft incident/malfunction investigations.

Overdue Aircraft:

An aircraft is considered overdue when it fails to arrive within 30 minutes of the estimated time

of arrival or 30 minutes has elapsed from the last check-in. TIDC will follow the Interagency Aviation Mishap Response Plan for overdue aircraft.

Search and Rescue Operations for Aircraft:

Responsibility for coordinating searches for missing TIDC controlled aircraft will be a combined effort of the unit's Aviation Officer, the SAR Coordinator and/or appropriate County Sheriff's Office, the Air Force Rescue Coordination Center at Langley Air Force Base (Virginia), and the Federal Aviation Administration. The Civil Air Patrol may be involved, as well as the National Transportation Safety Board (NTSB). In extended search situations, an Incident Management Team may be established. In that case, the Air Operations Officer will coordinate aviation-related matters for the search.

Any employee who has reason to believe an aircraft has crash-landed in the Park or Forest should immediately notify TIDC so action can be taken following established protocols.

Critiques and Annual Plan Review:

Critiques of individual aviation operations will be held as needed. These critiques may be called by the Forest Supervisor, Park Superintendent or Forest/Park Aviation Officer and may be either self-initiated, or recommended by the designated Aviation Officer, an Incident Commander on an incident, or by any member of the staff, through the normal chain-of-command. The critique will be to document recommendations or changes in operational policies or procedures, or needs for additional training to increase program effectiveness, efficiency or safety. A report of the results of each critique will be prepared and submitted to the Superintendent/Forest Supervisor and the Regional Aviation Officer for review.

The Forest and Park aviation staff will meet annually to critique aviation operations and review and revise the Aviation Management Plan, if necessary.

G. GENERAL OPERATING GUIDELINES FOR AVIATION

Safety:

Safety as a Core Value will be integrated into all phases of air work. Personnel involved in air operations activities will be instructed in the following safety requirements:

1. Passenger Safety. Spinning rotors or propellers should never endanger properly briefed passengers, yet some have lost their lives because they were not told the correct way to approach or depart aircraft. The simplest way to avoid accidents of this sort is to have the rotors and propellers stopped before passengers are enplaned and deplaned. Since this is not always possible (especially with helicopters), it is often necessary to take on passengers or to deplane them while the engine, rotors or propellers are at or near operational settings. If accidents are to be avoided, it is essential that all persons associated with aircraft operations be made aware of all possible hazards and instructed on how to avoid them.

2. Non-Flight Crew Personnel. Persons directly involved with loading or unloading passengers or cargo, aircraft servicing, rigging and connecting external loads, etc., must be thoroughly familiar with their duties. It is impossible to cover, in this policy, each and every type of operation or training matter related to aircraft. Two of the more obvious and common operations are:
 - a) Keep passengers and all unauthorized persons out of helicopter and airplane landing and take-off areas.
 - b) Brief passengers on the best way to approach or depart an airplane or helicopter with operating propellers or rotors.

Aircraft Data Cards:

No aircraft will be used on NPS flight unless a current aircraft data card (USDA Form 5700-4 or USDI/AMD Form 36A, B or C) is displayed. NOTE: USDA (U.S. Department of Agriculture) and USDI (U.S. Department of the Interior) cards are interchangeable, i.e., aircraft carded under one agency can be used by the other. Emergency exception provided in 350 DM 1.2. Cooperator aircraft (i.e. National Guard) will have Letters of Approval in lieu of Aircraft Data cards.

Pilot Qualification Cards:

All pilots flying aircraft on official DOI flight will carry a current Pilot Qualification Card (USDA-Forest Service Form 5700-3, GPO Form 907-259 or DOI/AMD Form 30A, B or C). Emergency exception provided in 350 DM 1.2. Cooperator pilots (i.e. National Guard) will have Letters of Approval in lieu of Pilot Qualification cards.

Personal Protective Equipment:

All personnel on board helicopters or airplanes involved in special use missions (with the possible exception of a rescue victim) will be clothed and protected per standards contained in AMD ALSE Handbook. Hardhats (ANZI standard Z89.1 Type 1 or NFPA 1977), eye and hearing protection are REQUIRED for heliport/helispot personnel working in the immediate vicinity (within 100 feet) of an operating helicopter. PPE is not required for point-to-point administrative flights above 500 feet.

It is recommended that employees do not wear nylon or other easily melted materials beneath protective clothing. To do so defeats the purpose of the flame retardant garments.

PPE deviations are permitted for two instances in Grand Teton National Park and can be found in Appendix F. They include emergency search and rescue operations as defined and approved, (originally December 2008); Approval for Exception to Personal Protective Equipment Requirements Memorandum and for non-emergency natural resource missions as defined and approved (originally May 2006). Uses of the exceptions must be documented in writing. These approved exceptions will be reviewed every three years and if still deemed necessary new requests will be submitted. PPE deviations for aviation projects will be rare exceptions and will be documented in the PASP for Forest Service projects (such as Heli-skiing, etc.).

Flight Manifest:

All passengers on both fixed wing and rotary winged flights will be properly manifested prior to the initiation of the mission.

Load Calculations:

AMD Form 67, "Helicopter Load Calculation" will be used for rotary-wing aircraft while comparable forms are used for fixed-wing flights. Applicable FARs and AMD DM and OPMs will be observed.

Flight Plans/Flight Following:

All administrative aircraft flights in airspace over or surrounding the Park will be conducted under a formal flight plan, submitted to TIDC or the fixed-based operator from which the flight originated, OR, will be 15-minute flight followed. All helicopter and "special use" fixed-wing missions will require 15-minute flight following. (See Appendix A).

Flight following is the knowledge of an aircraft's location and condition with a reasonable degree of certainty that, in the event of a mishap, the survivors may be rescued. Flight following is mandatory.

For point-to point or long distance flights a formal IFR or VFR flight plan filed with the FAA will be the preferred method.

Special Use Activities:

Special use activities are those operations involving the utilization of fixed or rotor-wing aircraft in support of department programs, which require special considerations due to their functional use. This may require deviation from normal operating practices where authorized by DOI through the waiver process, and granted approval from FS Regional Aviation Officers with conditions noted on Aircraft Approval Card (FSH 5709.16, 36.21). Special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property. (Departmental Manual 351 DM 1) (FSM 5710). Special uses include such activities as flights within 500 feet of the surface, water or retardant application, para-cargo, aerial ignition, external loads, shorthaul, ACETA, etc.

Pilot Authority:

The pilot of the aircraft will have the final say as to whether an aspect of the flight operation can be safely performed. The Flight Manager/Chief of Party also has the discretion of vetoing a trip if it becomes obvious that the mission cannot be successfully or safely completed.

Pilot Duty Limitations:

Limitations will be adhered to except in cases of extreme emergency. Reference 351 DM 3.5.

Single-Engine Night Flights:

This type of night flight will only be authorized when in compliance with Federal Aviation Regulations and DOI 351 DM Chapter 1 (Sections 1.5 and 1.7).

Instrument Flight:

DOI DMs and OPMs, and FARs will be followed.

Low Level Flight:

Flights will be performed in accordance with DOI DMs and OPMs as well as with FARs.

Transporting Explosives and Flammables:

The USFS and NPS are party to the exemption DOT-E 9198 concerning the transportation of hazardous materials in aircraft. Specifications found in the Interagency Aviation Transport of Hazardous Materials Guide will be followed. Hazardous materials not dealt with in this guide and those transported by commercial aircraft must be transported in compliance with the requirements of Title 49, Code of Federal Regulations, part 175 (49 CFR part 175). NPS policy is further clarified in 351 DM 1, "Flight Standards". Applicable OSHA recommendations (as Section 1910.106-a-29) should also be considered. Transportation of flammable liquids (as gasoline, acetylene, LPG and so forth) will only occur in approved containers. Hazardous Materials training is required annually.

Smoking:

Smoking is not permitted in fleet, contract, and BOA aircraft. Reference 351 DM 1.1 J.

Transportation of Dogs and Other Pets:

Transportation will be done in accordance with any applicable DOI regulations or as emergency situations dictate (as SAR operations with dog-handler teams being deployed during a search); all dogs will be leashed and attended while in the aircraft, and muzzles are required. Owners or attendants are responsible for removing litter from aircraft after such transports. Pet owners are encouraged to enclose animals in standard airplane pet carriers if they have them. Pilots should remember that the whine from an aircraft engine sometimes bothers animals (especially horses, as when landing near a corral or stable).

Flight Hazard Maps:

These maps will be maintained and kept current at Teton Helibase and Teton Dispatch and the data available on hard drive from Forest/Park Fire Management Staff. They will cover the entire Park and Forest and the information will be made available to other flight managers upon request. Pilots new to the area will be fully briefed by managers concerning these hazards to flight. At this same time, pilots will also be made aware of noise sensitive or flight-free areas.

Pilot Briefings:

All new contract/rental pilots will be briefed as soon as possible after the contract is activated. This briefing will cover local communications systems (Park, FAA and other commonly agreed-upon frequencies and procedures), navigation aids, flight hazards, legal descriptions (as used with wildland fires) and prominent landmarks (this includes common entry and exit points used by tour operators), payment procedures and administrative duties (record keeping, maintenance scheduling, etc.), safety and emergency procedures (emergency fields/helispots and emergency equipment available), and dispatching procedures (flight scheduling and reporting during flights). Daily briefings for experienced pilots can consist simply of the day's weather and flights as known at that time.

Specific Helicopter Guidelines

Load Calculations and Loading:

The pilot will perform written load calculations on all helicopter missions within the Park and the Forest. The helicopter manager has the responsibility for loading manifested personnel and cargo. Internal cargo will be packaged in the most compact and secure form possible.

External Loads:

An appropriately carded pilot will fly all external load missions. All parts of the flight will be in accordance with DOI procedures. External loads will be carefully prepared under the supervision of the helicopter manager. Trained and qualified personnel wearing the proper personal protective equipment will execute all hookups.

Flight Following:

All helicopter flights will be 15-minute flight followed with AFF or both. See Appendix A.

Fuel Storage and Handling:

All aspects of fuel storage and handling will be in compliance with DOI 351 DM, "Aviation Fuel Handling".

General Project Work:

The same requirements will be in effect as when performing any other flight. Administrative, maintenance or other project flights will either have a project or helicopter manager at departure/arrival points or personnel on board who are skilled in working with helicopters (HECM). The ultimate goal is for all operations on the ground and in the air to be conducted in the safest possible manner.

Wildland Fire Operations Transportation and Support:

The helicopter may be used to support firefighting crews during fire management operations. Landing zones may be in remote areas and on non-approved sites. A manager (who may be part of the firefighting crew) will accompany all initial attack flights to fires. On support flights,

managers need not ride, but they need to be at all departure points to handle load calculations.

Search and Rescue:

The helicopter may be used to support SAR incidents. Landing zones may be in remote areas and on non-approved sites. Safety in all aspects of this endeavor will be paramount.

Short Haul Insertion:

All use of these techniques will be in compliance with the criteria and procedures outlined in the Helicopter Short-Haul Operations Plan.

Winter/Snow Operations:

The same procedures and requirements will be followed as during other times of the year. Deep snow will necessitate putting snowshoes on the ship and/or compaction of the heliport/helispot by ground personnel. (See DOI 351 DM 1.7D, "Snow Operations"). This type of activity will require specific qualifications of carded pilots.

Wind Indicators:

Standard international orange windsocks will be provided at all permanent helibases. At temporary helispots, hand signals, flagging, smoke, or radio instructions may be sufficient. When possible, windsocks are preferred.

Specific Airplane (Fixed Wing) Guidelines

Personal Protective Equipment:

Full personal protective equipment is required for fixed winged flight operations under 500 feet above ground level, as outlined in the ALSE Handbook.

Enplaning/Deplaning:

On single-engine airplanes, the engine will not be started until passengers are aboard and the doors are closed. At the completion of the flight, the engine will be shut down, propeller stopped and all switches off before cabin doors are opened for passenger off-loading.

Flight Plans/Flight Following:

All fixed wing flights will be conducted under a written flight plan submitted to TIDC or the fixed-based operator, from where the flight originated or 15-minute flight followed. (See Appendix A).

Transportation of Personnel and Cargo:

Only personnel who are essential to the execution of a particular task or mission may be on board any fixed wing flight.