

Table 11-1 Temporary Tower Start-Up and Emergency Checklist

<b>Temporary Tower Checklist Guidelines – Start-Up Procedures</b>	Page 1 of 2
Location: _____ By: _____ Date: ___/___/___	
The following should be provided to personnel before travel to their assignment:	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Travel directions. Give specific location or address of expanded dispatch for resource order check in if appropriate.</li> <li><input type="checkbox"/> Specific Location of Incident Command Post and airbase (fixed- and rotary-wing).</li> <li><input type="checkbox"/> Expanded Dispatch/Initial Attack Dispatch points of contact and phone numbers.</li> <li><input type="checkbox"/> Points of Contact as appropriate: Local Unit Aviation Officer, AOBD, and/or ASGS, Helibase Manager.</li> <li><input type="checkbox"/> Conditions to expect: Camp or hotel quarters, weather conditions, roads, helibase or airbase operations and meals.</li> </ul>	
Upon arrival, provide the following general knowledge for assignment:	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check in protocol – Reference information is recommended as tower personnel often have no prior ICS experience.</li> <li><input type="checkbox"/> Lodging arrangements (how to get a hotel room), or how to obtain a sleeping bag, tent, etc. Minimize primitive conditions to mitigate fatigue for controllers. This is a safety and controller union issue.</li> <li><input type="checkbox"/> How the controllers are to order supplies for the tower, eating arrangements, etc. (e.g., through ASGS).</li> <li><input type="checkbox"/> Introduction to basic ICS, chain of command and flow structure: expanded dispatch and initial attack dispatch, Unit Aviation Officer, Air Operations Branch Director (AOBD), Air Tactical Group Supervisor (ATGS), helibase manager, and airtanker base manager.</li> <li><input type="checkbox"/> Unit and incident(s) communications plans, shift plans.</li> <li><input type="checkbox"/> Demobilization or rotation protocol (If FAA: home unit and union rules will determine FAA personnel rotation).</li> <li><input type="checkbox"/> Transportation upon arrival, during assignment, rotation out, and demobilization.</li> <li><input type="checkbox"/> Terminology (e.g., “What is a ping pong ball machine?” “What is a fire shelter?”)</li> </ul>	
Before tower is operational, air operations should provide (if feasible):	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Providing controller personnel with a familiarization flight of the local area might help them understand the local area as pilots see it. Scope of this flight will vary depending upon whether controllers are being used as tower control, or area-wide flight following, and agency requirements. Visit all aircraft operating facilities (helibase and fixed-wing bases) if possible. It is very advantageous to have the ATGS conduct the familiarization trips.</li> </ul>	

Table 11-2: Temporary Tower Start-Up and Emergency Checklist (continued)

<b>Temporary Tower Checklist Guidelines – Start-Up Procedures</b>		Page 2 of 2
Location: _____	By: _____	Date: ___/___/___
<p>A briefing should be held between the tower operators, the AOBD, the ATGS, the ASGS, the helibase manager, and/or airtanker base manager, the fixed base operator, incident pilots, and any local pilots continuing to operate from the airport or helibase. Discussion could involve the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site selection for towers.               <ul style="list-style-type: none"> <li>• Does a facility exist (deactivated tower, building, etc.)?</li> <li>• Could you use a rental trailer?</li> <li>• Does the facility have an FAA approved view for taxi, takeoff, and approach?</li> </ul> </li> <li><input type="checkbox"/> Examine existing helibase/airport procedures. If necessary, amend procedures temporarily to meet objectives. Consider:               <ul style="list-style-type: none"> <li>• Inbound/outbound flight paths, altitudes, and reporting points.</li> <li>• Air traffic patterns to, from, and around the incident.</li> <li>• Ground taxi patterns and departure sequence for helicopters and airplanes.</li> <li>• Communication procedures.</li> <li>• Procedure for obtaining frequency assignments (FAA and/or ATGS).</li> </ul> </li> <li><input type="checkbox"/> Establish tower hours (Coordinate with supervisor or controller in charge).</li> <li><input type="checkbox"/> Rotation and duty day limitations.</li> <li><input type="checkbox"/> Ensure the following:               <ul style="list-style-type: none"> <li>• Issue NOTAM that tower is operational.</li> <li>• Notify agencies that tower is operational.</li> </ul> </li> <li><input type="checkbox"/> Discuss fire survival (e.g., fire shelters, overrun of base or camp, etc.).</li> <li><input type="checkbox"/> Identify distractions and eliminate noise and heat.</li> <li><input type="checkbox"/> Discuss if pertinent:               <ul style="list-style-type: none"> <li>• Empty weight and loaded weight for runways.</li> <li>• Airtanker needs.</li> <li>• Restrictions on runways.</li> <li>• Local Airport Contacts.</li> <li>• Aircraft performance and characteristics–weight.</li> <li>• Noise abatement procedures.</li> <li>• Procedures if there is a TFR over the airport or helibase.</li> <li>• Other TFRs in the area.</li> <li>• Their role if there is a TFR intruder.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Upon shutdown, be sure to:               <ul style="list-style-type: none"> <li>• Plan close to tower in advance.</li> <li>• <b>Note:</b> The FAA requires lead time in advance for tower closure procedures to be put in effect.</li> <li>• Closeout NOTAM.</li> <li>• Notify Units throughout agencies of tower closure.</li> <li>• Closeout aircraft resource order for Temporary Tower.</li> </ul> </li> </ul>		

The following list of items may be of value for tower operations. The number, size, type, and maintenance supplies (e.g., batteries) needed should also be determined. Check with the AOBD and the controllers before ordering. Some items may not be necessary.

Figure 11-3: Temporary Tower Supplies Checklist

**TEMPORARY TOWER SUPPLIES CHECKLIST**

**Date:**

**Location:**

**By:**

<b>Equipment type</b>	<b>Equipment list</b>
<b>Forms:</b>	<input type="checkbox"/> FAA 7230-10 Position Log <input type="checkbox"/> FAA 7230-4 Daily Log <input type="checkbox"/> ICS Unit Logs
<b>Communications equipment</b>	<input type="checkbox"/> Radios – main and battery back-up (edo-air) <input type="checkbox"/> WHF radios [Three (3) – One local, one ground if necessary, and One tunable to local Unicom if at an airport] <input type="checkbox"/> Telephones (cellular or land line) <input type="checkbox"/> UHF radios
<b>Safety equipment</b>	<input type="checkbox"/> Bottled water/Water cooler <input type="checkbox"/> Lights/Lamps <input type="checkbox"/> Fans <input type="checkbox"/> Flashlights <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Goggles (if needed)
<b>General equipment/supplies</b>	<input type="checkbox"/> Binoculars <input type="checkbox"/> Traffic Counter <input type="checkbox"/> Temperature Instrument <input type="checkbox"/> Light Gun – battery powered <input type="checkbox"/> Windsock <input type="checkbox"/> Clocks (24 hour) – One for local, 1 for Zulu (UTC) <input type="checkbox"/> Writing table <input type="checkbox"/> Roof/sun cover <input type="checkbox"/> Chairs <input type="checkbox"/> Basic office supplies (writing pads, pens, pencils, tape, stamper, scissors, etc....) <input type="checkbox"/> Generator (if needed) <input type="checkbox"/> Extension cord (if needed)

**NOTE:** Consider ordering NFES 4300 which has SOME material that could be used as an FAA portable control tower. This kit is a portable battery-operated VHF-AM aircraft base station consisting of a 760 Channel AM radio. If this kit is to be used as an FAA Temporary Tower, the resource order **MUST** be placed by the incident Communications Unit Leader (COML).