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

Temporary Tower Checklist Guidelines – Start-Up Procedures	Page 1 of 2
Location: _____ By: _____ Date: ____/____/____	
The following should be provided to personnel before travel to their assignment: ❑ Travel directions. Give specific location or address of expanded dispatch for resource order check in if appropriate. ❑ Specific Location of Incident Command Post and airbase (fixed- and rotary-wing). ❑ Expanded Dispatch/Initial Attack Dispatch points of contact and phone numbers. ❑ Points of Contact as appropriate: Local Unit Aviation Officer, AOBD and/ or ASGS, Helibase Manager. ❑ Conditions to expect: Camp or hotel quarters, weather conditions, roads, helibase or airbase operations and meals.	
Upon arrival, provide the following general knowledge for assignment: ❑ Check in protocol – Reference information is recommended as tower personnel often have no prior ICS experience. ❑ 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. ❑ How the controllers are to order supplies for the tower, eating arrangements, etc. (e.g., through ASGS). ❑ 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 Support Group Supervisor (ATGS), helibase manager, and airtanker base manager. ❑ Unit and incident(s) communications plans, shift plans. ❑ Demobilization or rotation protocol (If FAA: home unit and union rules will determine FAA personnel rotation). ❑ Transportation upon arrival, during assignment, rotation out, and demobilization. ❑ Terminology (e.g., “What is a ping pong ball machine?” “What is a fire shelter?”)	
Before tower is operational, air operations should provide (if feasible): ❑ 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.	

Table 11-1: Temporary Tower Start-Up and Emergency Checklist (continued)

Temporary Tower Checklist Guidelines – Start-Up Procedures	Page 2 of 2

Location: _____ By: _____ Date: ____/____/____

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:

- ❑ Site selection for towers.
  - Does a facility exist (deactivated tower, building, etc.)?
  - Could you use a rental trailer?
  - Does the facility have an FAA approved view for taxi, takeoff, and approach?
- ❑ Examine existing helibase/airport procedures. If necessary, amend procedures temporarily to meet objectives. Consider:
  - Inbound/outbound flight paths, altitudes, and reporting points
  - Air traffic patterns to, from and around the incident
  - Ground taxi patterns and departure sequence for helicopters and airplanes
  - Communication procedures
  - Procedure for obtaining frequency assignments (FAA and/or ATGS)
- ❑ Establish tower hours (Coordinate with supervisor or controller in charge).
- ❑ Rotation and duty day limitations.
- ❑ Ensure the following:
  - Issue NOTAM that tower is operational
  - Notify agencies that tower is operational
- ❑ Discuss fire survival (e.g., fire shelters, overrun of base or camp, etc.)
- ❑ Identify distractions and eliminate noise and heat.
- ❑ Discuss if pertinent:
  - Empty weight and loaded weight for runways
  - Airtanker needs
  - Restrictions on runways
  - Local Airport Contacts
  - Aircraft performance and characteristics–weight
  - Noise abatement procedures
  - Procedures if there is a TFR over the airport or helibase
  - Other TFRs in the area
  - Their role if there is a TFR intruder

- ❑ Upon shutdown, be sure to:
  - Plan close to tower in advance
  - **Note**: The FAA requires lead time in advance for tower closure procedures to be put in effect
  - Close out NOTAM
  - Notify Units throughout agencies of tower closure
  - Close out aircraft resource order for Temporary Tower

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.

TEMPORARY TOWER SUPPLIES CHECKLIST PAGE 1 OF 1

Location: _____ By: _____ Date: ____/____/____

- ❑ Binoculars
- ❑ Traffic Counter
- ❑ Wind and Altimeter Instruments
- ❑ Temperature Instrument
- ❑ Light Gun – battery powered
- ❑ Wind Sock
- ❑ Clocks 24 hour – 1 for local, 1 for (UTC) Zulu
- ❑ Goggles (if needed)
- ❑ Writing Table
- ❑ Roof/Sun Cover
- ❑ Chairs
- ❑ Basic Office Supplies (pads, pens, pencils, tape, stamper, scissors, etc.)
- ❑ Generator (if needed)
- ❑ Extension Cord (if needed)

- ❑ FAA 7230-10 Position Log
- ❑ FAA 7230-4 Daily Log
- ❑ ICS Unit Logs

- ❑ Radios – main and battery back-up (edo-air)
- ❑ VHF radios (Three – One local, One ground if necessary, and 1 Tunable to local Unicom if at an airport)
- ❑ Telephones (cellular or regular)
- ❑ UHF radios

- ❑ Bottled water/Water cooler
- ❑ Lights/Lamps
- ❑ Fans
- ❑ Flashlights
- ❑ Fire extinguisher

- ❑ Plotters
- ❑ Navigational Charts & Sectionals
- ❑ Forest maps
- ❑ State aeronautical chart
- ❑ Fire maps
- ❑ Airport diagram
- ❑ Chart Supplements Airport Facility Directory
- ❑ US Terminal Procedures (for approach plates)

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 COML.

Figure 11-2: Temporary Tower Supplies Checklist