

SEAT Base Operating Plan

SEAT Base Name:	Safford Air Operations Center 4428 E. Aviation Way Safford, Az 85546
Location:	Safford, AZ
Agency:	BLM Gila District

ISOG (2008) requirement under Chapter 6, VIII. SEAT Base Operating Plan:

A SEAT Base Operating Plan (SEAT-Plan-001) is required for any SEAT base categorized as a level II through IV. The plan must be available to all personnel at the base. The SEAT Manager will ensure the operating plan is updated during the time frame they are assigned to the base. A blank SEAT-Plan-001 can be found on the BLM National SEAT Web Site at:

<http://www.blm.gov/nifc/st/en/prog/fire/Aviation/Airops/seat.html>

SEAT- Plan-001

GENERAL AIRPORT INFORMATION		
Airport Name: Safford Regional Airport	FAA Identifier: SAD	Lat: 32 51 .20N
Elevation: 3177'	Runway Length: 6015'	Long: 109 38.10W
Unicom Frequency: 122.8		
Directions To Airport: <i>Provide driving directions to the airport:</i> From Hwy 70: Turn north at 8 th Ave. stoplight. Continue across the river to the "Y" in the road. Take the right fork at the "Y" onto the Airport Road. BLM Air Operations Center is west of the municipal airport. Airport Address: 4550 E. Aviation Way, Safford, AZ 85546		
Airport Manager: Doug Benson	Fuel: <input checked="" type="checkbox"/> Jet-A <input checked="" type="checkbox"/> Av-Gas	
General Operating Hours: 07:30 – 17:30 (Mon – Sat) 07:30 – 15:30 (Sun)	Office Phone: 928-428-7670 After Hours Fueling: 928-552-0543	
Primary Person Designated as a Contact for the SEAT Operation: <input checked="" type="checkbox"/> Airport Manager <input type="checkbox"/> Other		
Agreements: <i>List any agreements or MOUs that are in place for the SEAT operations:</i> <input type="checkbox"/> No agreements <input type="checkbox"/> Verbal Agreement <input checked="" type="checkbox"/> Formal Written Agreement <input type="checkbox"/> Formal Written MOU <input type="checkbox"/> Other:		
Security: <i>Describe the type of security the airport has, like locked gates, fences, security cards etc.:</i> Safford Regional Airport has a 6' high chain link fence around the perimeter of the airport. There are two main gates entrances that can be accessed from Airport Road. One gate is located on the west side of the airport perimeter fence, and the other one is located on the south side of the perimeter fence. Both gates are kept open day and night.		
Airport Access: <i>Describe any concerns or procedures for accessing the airport:</i> Any public can drive through the main gates and have direct access to the airport terminal parking lot. The airport RAMP is secured by fencing, and required a gate card from the Airport Manager to access.		
Comments: <i>Provide a brief narrative about any special concerns for operating at the airport:</i> Safford airport has two companies that provide aviation services: Ponderosa Aviation: 928-428-7820 (100LL, full or self service, 145 Certified Avionics and Repair Shop, 4 Aircraft Mechanics , Contract Aircraft). Safford Aviation: 928-428-7670 (FBO Manager, full fuel service, Jet A-100LL, Contract Aircraft).		
AIRPORT FUELING		
Describe the procedures established for ordering fuel on the base: SEAT pilots can call on their AM radio 122.85 for fuel or SEAT Manager can call on the landline to order fuel.		
General response time for fuel truck: <input checked="" type="checkbox"/> < 15 min <input type="checkbox"/> < 30 min <input type="checkbox"/> > 30 min <input type="checkbox"/> Other:		
Does the airport allow hot re-fueling operations for SEATs ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Does the airport have a designated area for hot re-fueling ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Location of the designated area for hot fueling off of the BLM RAMP is on the very west end of the airport ramp area. Must have orange cones and SEAT Manager present to hot fuel in this area.		
Comments on fueling: FBO would like SEAT pilots to establish account information with them prior to purchasing their fuel. Pilots should check in with the FBO as soon as possible.		

JETTISON AREAS	
Describe the jettison area establish for the base:	
Lat:	Long:
Descriptive area: Located directly north of the airport. See map posted in the Air Operations Center.	

DISPATCH INFORMATION		
Dispatch Call Sign: "Tucson Dispatch"		Office Phone: 800-549-0661 Office Fax: 92-388-8476 Aviation Dispatcher: On-Call Dispatcher
Aviation Frequencies Monitored by the Dispatch Office: <input checked="" type="checkbox"/> National Flight Following <input checked="" type="checkbox"/> Air Guard <input type="checkbox"/> Unicom <input type="checkbox"/> National RAMP <input type="checkbox"/> Other:		
Agency Frequencies Monitored by the Dispatch Office: <input checked="" type="checkbox"/> USFS <input checked="" type="checkbox"/> BLM <input type="checkbox"/> BIA <input checked="" type="checkbox"/> NPS <input type="checkbox"/> FWS <input type="checkbox"/> State <input type="checkbox"/> Other:		
Flight Following Requirements: <input checked="" type="checkbox"/> AFF <input type="checkbox"/> Agency Flight Following with 15 min Check-Ins <input type="checkbox"/> Combination AFF / Agency <input type="checkbox"/> Other: (Use Agency flight following with 15 min. check-ins if you are not confirmed positive AFF.)		
Primary Flight Following Frequency: <i>Provide the frequency used to flight follow from the SEAT base:</i>		
RX: 168.650	TX: 168.650	Tone: None
Name of Flight Following Frequency Listed Above: <input checked="" type="checkbox"/> National Flight Follow <input type="checkbox"/> Other:		
Initial Check-In Information: <i>(List information required for the pilot to provide the dispatcher on initial contact.)</i> <input checked="" type="checkbox"/> T-Number <input checked="" type="checkbox"/> Amount of Fuel <input checked="" type="checkbox"/> Mission Objective <input checked="" type="checkbox"/> General Heading <input checked="" type="checkbox"/> ETA to Incident <input checked="" type="checkbox"/> Other: Souls on Board		
15 Minute Check-In Requirements: <i>(Describe procedures established for 15 minute check-ins.)</i> <input checked="" type="checkbox"/> Dispatcher monitors AFF only, no verbal contact with pilot. <input type="checkbox"/> Dispatch monitors AFF, verbal "ops normal" with pilot. <input type="checkbox"/> Dispatch requires 15 min verbal check-ins (Current location, bearing, operational status report). <input type="checkbox"/> Other:		
Dispatch Close Out Requirements: <i>(Check all the procedures that apply when landing at the airport.)</i> <input checked="" type="checkbox"/> Call dispatch when 5 miles out of landing at the airport, or when entering sterile cockpit environment. <input checked="" type="checkbox"/> Call dispatch when the pilot is on the ground at the airport. <input type="checkbox"/> Call dispatch when the pilot is in the pit. <input checked="" type="checkbox"/> Other: If pilot is unable to contact dispatch on the ground, the SEAT Manager will contact Tucson Dispatch and inform them when the pilot has landed.		
Comments on Flight Following: <i>(Provide a brief narrative about any special concerns for flight following.)</i> The National Flight Following repeater is hard for aircraft to use when departing SAD due to the antenna placement. SEAT pilots will use Forest Net: RX: 169.600 TX: 170.525 Tone 118.8 (Heliograph) when departing SAD and switch over to National Flight Following when they gain altitude. Pilots can reach Tucson Dispatch on the Forest Net Heliograph repeater when in the pits.		

Ordering General Supplies and Equipment
Placing Orders: <i>(Identify the primary source the SEMG should use to order their supplies / equipment from.)</i> <input checked="" type="checkbox"/> Unit Aviation Manager <input type="checkbox"/> Dispatch Office <input type="checkbox"/> Other:
Documenting Orders: <i>(Describe how the SEMG should document their request for supply / equipment orders.)</i> <input checked="" type="checkbox"/> Use General Message Form <input type="checkbox"/> Verbal Request Only <input type="checkbox"/> Other
Inventory Procedures: <i>(Describe how the SEMG should keep track of their supply and equipment orders.)</i> <input checked="" type="checkbox"/> SEAT Base Inventory Sheet (See Appendix) <input type="checkbox"/> Local Inventory Form <input type="checkbox"/> Other

SEAT BASE FACILITIES			
SEAT Base Facilities is identified as: <i>(Check the one that best describes the base facilities.)</i> <input type="checkbox"/> Category I <input checked="" type="checkbox"/> Category II <input type="checkbox"/> Category III <input type="checkbox"/> Category IV			
SEAT Base Facilities Contains the following: <i>(Provide as much detail as possible in the comments.)</i>			
Item	Yes	No	Comments
Outside Shade	X		Limited: Under the main pumping system.
Indoor Office Space	X		Multiple offices for contractor use.
Electricity	X		Limited outside electricity available.
Water	X		
Indoor Restrooms	X		
Portable Toilets	X		Activated during high facility use.
Kitchen Area	X		
Sleeping Area		X	
Outside Lights		X	Lights limited to outside building lighting.
Garbage Services	X		Large Dumpster, emptied by city of Safford Monday and Thursday
Storage Area	X		
Other Amenities: <i>(List any amenities like microwave, showers, TV, etc.)</i> Pilot lounge area inside main build. Out door picnic tables and barbecue grills. Weekly cleaning services every Monday during fire season. (Curtis Landscaping and Irrigation 348-0600)			
Office Equipment Available at the Base: <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Computer <input checked="" type="checkbox"/> Internet Access <input checked="" type="checkbox"/> Printer <input checked="" type="checkbox"/> Fax Machine <input checked="" type="checkbox"/> Telephone (landline) <input type="checkbox"/> Other: Big Screen Monitor for AFF and weather, TV, VCR, DVD,			
Types of Radios Available at the Base: <input checked="" type="checkbox"/> VHF-AM Base Station <input type="checkbox"/> VHF-AM Vehicle Radio <input checked="" type="checkbox"/> VHF-AM Handheld Radio <input checked="" type="checkbox"/> VHF-FM Base Station <input type="checkbox"/> VHF-FM Vehicle Radio <input checked="" type="checkbox"/> VHF-FM Handheld Radio Other: Call name for the base: "Safford SEAT Base"			
Vehicle Parking			
Area Designated for Parking at the SEAT Base: <i>(Describe area designated for parking at the SEAT Base facilities.)</i> Limited parking available inside the BLM fenced compound. Can park in front of the main office and small building located to the south of the main building. Parking spaces are not reserved, first come first served. No parking in front of any of the 3 main gates into the compound. No parking in front of the garbage dumpster.			
Overflow Parking Area: <i>(Describe the area designated for overflow parking.)</i> Overflow parking is available south of the BLM fenced compound, against the fence for the BLM helicopter pads.			
SEAT Base Facility Security			
<i>(Describe the general security measures established for the base like fencing, locked gates, security cards etc.)</i> BLM building facilities are completely fenced with 6' chain link and has three 20' rolling gates that are locked at night. RAMP area is contained inside the airport perimeter fencing, but is accessible to any personnel on the airport.			
Is the SEAT Base Facility locked up during the night? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are the SEAT Managers issued a key? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comments: SEAT Manager receives a set of keys during their initial in-briefing.			
Are the contractors issued a key? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comments: Pilot receives a set of keys during their initial in-briefing.			
Primary person responsible for locking up the base facilities: Unit Aviation Officer or Acting			
Primary person responsible for opening up the base facilities: Unit Aviation Officer or Acting			
Comment on the SEAT Base Facilities: The facilities were designed and built to American with Disabilities Act (ADA) specifications. The Safford Air Operations Center is not fully staffed with full time personnel, but is usually operational from April to September. City of Safford will pick up trash twice a week. The UAO can request additional trash pick up if needed.			

RAMP Operations			
Number of pits:	2	Tie downs in the pit area: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Max number of SEATs the base can load:	10+	Tie down availability outside the RAMP space: <i>(Check one)</i>	
		<input type="checkbox"/> No Tie Downs	<input type="checkbox"/> Limited Tie Downs <input checked="" type="checkbox"/> Tie Downs Available
Aircraft Overflow staging or parking area: <i>(Describe the area used to stage SEATs out of the pit area)</i> SEAT aircraft can park in the airport ramp space located east of the BLM compound. Check with Safford Aviation on 122.8 to see if they have a preference for parking.			
Vehicle access on RAMP: <input type="checkbox"/> No Vehicle Allowed <input checked="" type="checkbox"/> Support Vehicles Only <input type="checkbox"/> SEMG Vehicle <input type="checkbox"/> Other Vehicles:			
RAMP Vehicle Ingress / Egress Routes: <i>(Describe the procedures for a vehicle to access the RAMP)</i> Two ways to enter the RAMP. One is through the BLM fenced facilities, entering through the north roll gate. The second way to enter the RAMP is through the carded gate system by the FBO building. Must have the airport access card for this entrance.			
RAMP Personnel			
The base has the following personal assigned or authorized for the RAMP operations: <input checked="" type="checkbox"/> SEMG <input type="checkbox"/> RAMP Managers <input type="checkbox"/> Parking Tender <input checked="" type="checkbox"/> Contractor Loaders <input type="checkbox"/> Government Loaders <input type="checkbox"/> Other:			
Authorized Personnel Allowed to Load SEATs: <input checked="" type="checkbox"/> SEAT Vendor Personnel Only <input type="checkbox"/> Qualified Government Personnel <input type="checkbox"/> Other:			
Specialized Loading Program Established for the Base: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, describe the program or type of qualifications loader need to work at the base:</i>			
PPE Required for RAMP			
Dress Code for Government Personnel: <input checked="" type="checkbox"/> Long Pants <input type="checkbox"/> Shorts Authorized <input type="checkbox"/> Boots <input checked="" type="checkbox"/> Closed Toe Shoes <input checked="" type="checkbox"/> Other: Agency approved shorts		Dress Code for Contractor Personnel: <input checked="" type="checkbox"/> Long Pants <input type="checkbox"/> Shorts Authorized <input type="checkbox"/> Boots <input checked="" type="checkbox"/> Closed Toe Shoes <input checked="" type="checkbox"/> Other: Contractor Uniform	
PPE Requirements for Government Personnel: <input type="checkbox"/> Eye Protection <input type="checkbox"/> Hearing Protection <input checked="" type="checkbox"/> Other: Eye and ear protection available		PPE requirements for Contractor Personnel: <input type="checkbox"/> Eye Protection <input type="checkbox"/> Hearing Protection <input checked="" type="checkbox"/> Other: Eye and ear protection available	
Vest Requirements for Government Personnel:		Vest Requirements for Contractor Personnel:	
Color	Position (SEMG, Loader, RAMP, etc)	Color	Position (SEMG, Loader, RAMP, etc)
Green	SEMG	Green	Loaders
		Orange	Lead Loader (RAMP Manager)
<input type="checkbox"/> No Vest Requirements for Government Personnel		<input type="checkbox"/> No Vest Requirements for Contractor Personnel	
RAMP Operations			
Wash Down Equipment: <input type="checkbox"/> No Wash Down Area <input type="checkbox"/> Regular Faucet / Garden Hose <input checked="" type="checkbox"/> Pressurized Washer		Containment Pit or Area: <input checked="" type="checkbox"/> Established Containment Pit <input type="checkbox"/> Temporary Containment Pit / Area <input type="checkbox"/> No Containment Pit	
Wash Down Area: <i>(Describe)</i> Loaders authorized to wash down the aircraft in the pit area of the BLM RAMP.		RAMP / Pit Drainage: <i>(Describe)</i> Drain is located in the middle of the pits on the BLM RAMP. Drains southwest under ground to a containment area.	
Safety Equipment on RAMP: <input type="checkbox"/> Eye Wash Station <input type="checkbox"/> First Aid Kit <input checked="" type="checkbox"/> Fire Extinguisher <input checked="" type="checkbox"/> E-Vac Kits <input checked="" type="checkbox"/> Other: Note: Eye Wash Station and First Aid Kits inside the main office.			
Designated Maintenance or Shut Down Area: <i>(Describe the area designated for SEATs to use when they need to shut down for problems or maintenance work.)</i> SEATs can park directly east of the BLM compound area for a very short time frame. SEAT aircraft can park in the airport ramp space located east of the BLM compound for long term parking. Check with Safford Aviation on 122.8 to see if they have a preference for parking.			

Pit Access			
Established Procedures for SEATs Entering the Pit: <i>(Describe the type of authorization that allows the pilot to enter the pit area.)</i> The pilot will call "Safford SEAT Base" on 123.975 to request entrance to the pit area. The loader will hand direct the aircraft to the proper loading pit.		Established Procedures for SEATs Departing the Pit: <i>(Describe the type of authorization that allows the pilot to exit the pit area.)</i> Pilot will receive a "Thumbs Up" from the loader, and will then call "Safford SEAT Base" on 123.975 and request departure from the pit area.	
RAMP COMMUNICATIONS			
RAMP Frequency: <input checked="" type="checkbox"/> VHF-AM: 123:975 <input type="checkbox"/> Other:		Radio Equipment Used on RAMP: <input checked="" type="checkbox"/> VHF-AM Radios <input type="checkbox"/> VHF-FM Radios <input type="checkbox"/> Other:	
Headsets required on RAMP: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Not required, optional)		If Yes, what frequency is monitored: <input checked="" type="checkbox"/> VHF-AM 123.975 <input type="checkbox"/> Other:	
FLIGHT LAUNCH ROTATION			
Describe the flight rotation procedures established for the base: <i>(Who is up first for a dispatch)</i> Any Exclusive Use or Variable Term contract sponsored by Gila District Fire Management Program will be up first every morning. Rotation order confirmed each day at briefing.			
WATER SYSTEM			
Water Supply Lines: <i>(Check the ones that apply to the water supply system.)</i> <input checked="" type="checkbox"/> Underground Plumbed Water Lines <input checked="" type="checkbox"/> Surface Water Supply Lines <input type="checkbox"/> Hose lay <input type="checkbox"/> Other			
Water Metering System in Place for the Base: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, describe the procedures:</i>			
Water Valve System: <i>(Provide as much detail as possible in the comments.)</i>			
Type of Valve	Yes	No	Location / Comments
Primary Shut Off Valve	X		Primary water valve located on the very SE corner of the compound.
Additional Shut Off Valve	X		Main supply valve located on the south side of the water tank.
Additional Shut Off Valve	X		Main outlet valve located on the north side of the water tank.
Other Miscellaneous Valves: Main water line is run separate all the way to the pumps. Shut off valve also located at the main pumps.			
Comments on the water system: SEAT Manger needs to periodically check the water level in the tank to make sure the float is working, or the supply valve has not been shut off.			
WATER SUPPLY			
Primary Water Source: <i>(Describe the primary water source used by the base.)</i> Primary source of water is city water. Plumbed from the main city water meter with a ¾ inch buried supply line to a 16,000 gallon storage tank.			Capacity: 16,000 gallon water tank
Water Ordering Procedures: <i>(Describe the procedures established for ordering water.)</i> None, water is automatically filled by the supply line with a float.			
Trigger Point for Re-Ordering Water: <i>(Describe when you should notify the unit to re-supply the water source.)</i>			
Timeline for Re-Supplying Water: <i>(Document the estimated time frame for re-supplying water.)</i> <input type="checkbox"/> Immediate <input type="checkbox"/> One -Two Hours <input type="checkbox"/> Two -Three Hours <input type="checkbox"/> Other:			
Back Up Water Source: <i>(Describe any backup water sources available for the base.)</i> Order water tenders from Gila Dispatch. Can also run 1 ½ hose lay from the fire hydrant located south of the BLM compound. Water pressure from the hydrant is weak. Time line for water tenders is 1 – 2 hours.			

RETARDANT SYSTEM			
Retardant Supplier: <i>(Check One)</i> <input type="checkbox"/> Full Service Contract <input checked="" type="checkbox"/> Government Supplies Retardant <input type="checkbox"/> Other:			
Retardant Pumping System: <i>(Check the best one that applies to the base set up)</i> <input type="checkbox"/> Fully service contract that mixes the water and retardant and loads the aircraft as part of the contract. <input checked="" type="checkbox"/> Water and retardant directly supplied to the vendor support vehicle, mixed, and loaded on aircraft. <input checked="" type="checkbox"/> Water and retardant directly supplied to ground mixing tank, mixed and loaded on the aircraft. <input type="checkbox"/> Other:			
Retardant Refractometer Readings: <i>(Describe how refractometer readings are taken during the mixing process)</i> Loaders refract all mixed loads just prior to loading the aircraft from the ground mixing tank or their support mixing tanks.			
Retardant Pumps: <input checked="" type="checkbox"/> Government Owned <input type="checkbox"/> SEAT Contractor <input type="checkbox"/> Full Service Contract Equipment <input type="checkbox"/> Other:			
How many primary pumps does the base have: <input type="checkbox"/> one <input checked="" type="checkbox"/> two <input type="checkbox"/> three <input type="checkbox"/> four		Back-up pumps Available: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Retardant Pump Maintenance: Who is responsible for supplying fuel, oil, gaskets, etc for the pumps? <input checked="" type="checkbox"/> Government Personnel <input type="checkbox"/> SEAT Contractor <input type="checkbox"/> Full Service Contractors <input type="checkbox"/> Other			
Retardant Pump Maintenance: Who is responsible for maintaining the pumps ? <input checked="" type="checkbox"/> Government Personnel <input checked="" type="checkbox"/> SEAT Contractor <input type="checkbox"/> Full Service Contractors <input type="checkbox"/> Other			
RETARDANT SUPPLY			
Type of Retardant Used		Type of Foam Used	Type of Gel Used
Liquid: LC 95 A	Powder: D-75	Fire Trol (103/103B)	Thermo-Gel
Mix Ratio: 5.5:1 Refractometer: 14.0	Mix Ratio: 1.20 lb/gal Refractometer: 11.25 / 13.25	Mix Ratio: .1 - 1.0%	Mix Ratio: 2% Marsh Funnel Time:
Re-Order Trigger Point: Dip tanks, let the UAO know when retardant levels drop below 4,500 gal.	Re-Order Trigger Point: Notify the UAO anytime the powder has been used.	Re-Order Trigger Point: Notify the UAO anytime the foam has been used.	Re-Order Trigger Point: Notify the UAO anytime the Thermo Gel is being used.
Ordering Retardant / Suppressants: <i>(Describe the procedures established for ordering retardant or suppressants.)</i> Notify the Unit Aviation Officer (UAO) when any of the above trigger points have been reached. The UAO will order all products.			
Timeline for Re-Supplying Retardant: <i>(Document the estimated time frame for re-supplying retardant.)</i> <input type="checkbox"/> < 12 Hours <input type="checkbox"/> < 24 Hours <input checked="" type="checkbox"/> < 36 Hours <input type="checkbox"/> < 48 Hours <input type="checkbox"/> Other:			
RETARDANT STORAGE TANKS			
Number of storage tanks at the base: 2 Steel Tanks		Maximum gallons of liquid retardant : Total 9,000 Gallons (4,500 gallons each)	
RETARDANT RE-CIRCULATION PROCEDURES			
Retardant re-circulation schedule : <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Every 2-3 Days <input type="checkbox"/> Weekly <input type="checkbox"/> Other		Length of time designated for re-circulation: <input type="checkbox"/> 30 min. <input type="checkbox"/> 1 Hour <input checked="" type="checkbox"/> 2 Hours <input type="checkbox"/> 3 Hours <input type="checkbox"/> Other	
Primary person designated to re-circulate the retardant: SEAT Manager / UAO			
COMMENTS ON RETARDANT SYSTEM			
Obtain a complete briefing on running the retardant re-circulating pumps and valve system prior to use. Re-circulating pumps have lubricating oil that must be checked regularly with high use.			

PROCEDURES ESTABLISHED FOR ORDERING SEATS
An order to mobilize a SEAT will be received from the following source: <input checked="" type="checkbox"/> Dispatch Office <input type="checkbox"/> Unit Aviation Officer <input type="checkbox"/> Air Base Manager <input type="checkbox"/> FMO <input type="checkbox"/> Other:
The order will be sent to the base by the following method: <input checked="" type="checkbox"/> Fax <input checked="" type="checkbox"/> Landline <input type="checkbox"/> Cell Phone <input type="checkbox"/> Radio <input type="checkbox"/> Other:
The order will be documented on the following form when dispatched from the base: <input checked="" type="checkbox"/> NFES 2657 Aircraft Dispatch Form <input type="checkbox"/> Local Aircraft Dispatch Form <input type="checkbox"/> ATB-3 <input type="checkbox"/> Resource Order
The order to mobilize a SEAT will be given to the following person: <input checked="" type="checkbox"/> SEAT Manager <input type="checkbox"/> Unit Aviation Officer <input type="checkbox"/> Air Base Manager <input type="checkbox"/> Other:
Type of documentation a pilot will receive to mobilize for an order: <input checked="" type="checkbox"/> Copy of the Aircraft Dispatch Form <input type="checkbox"/> Verbal Notification <input type="checkbox"/> Other:

ADMINISTRTION					
Billee Codes for the Area of Operation					
Agency	Unit Name	Billee Code	Agency	Unit Name	Billee Code
BLM	Gila District	6040	FWS		
USFS	Coronado NF	9C90	STATE	AZ STATE Lands	9EE0
BIA					
NPS					

Charge Codes:

Obtaining Charge Code Information: *(Describe how the SEMG obtains their charges codes each day for the OAS 23.)*
 Fire Codes will be provided by Tucson Dispatch. The Fire Codes will be posted on the Fire Information Sheet in the dispatch area.

Who is authorized to sign the OAS 23:
 SEAT Manager

Per Diem Rates for the Area of Operation:

Per Diem Rate for the Area →	Location Name: Safford, AZ	\$ Rate: \$70/39
Per Diem Rate for the Area →	Location Name: Sierra Vista, AZ	\$ Rate: \$71/39
Per Diem Rate for the Area →	Location Name: Willcox, AZ	\$ Rate: \$70/39

Documentation:

Types of Record Keeping Required at the Base: *(List the documents that the unit requires copies of for the system of records keeping.)*
 SEAT Inspection Sheets SEAT Tanker Logs SEAT Cost Summary Sheets OAS 23's
 Other: **Copies of the Pilot / Driver duty charts.**

Who is designated to receive copies of all the documentation generated at the base: *(Name of agency personnel)*
Unit Aviation Officer or Acting

What is the timeframe for providing the agency with the copies of the required documentation:
 Daily Every Week Every Two Weeks At the End of Your Assignment
 Other:

CRASH RESCUE OPERATIONS

Nearest Hospital: Mount Graham Regional	Lat: 32 49 21N	Long: 109 43 59W
Nearest Trauma Center: University Medical	Lat: 32 14 30N	Long: 110 56 46W
Nearest Burn Center: St Mary's Hospital	Lat: 32 13 44N	Long: 1a0 59 59W

REPORTING ACCIDENT / INCIDENTS ON THE SEAT BASE

DATE:	TIME:	REPORTED BY:
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INCIDENT INFORMATION

WHAT TYPE OF INCIDENT OBSERVED OR REPORTED ?

WHO / WHAT IS INVOLVED ?

EMERGENCY MEDICAL SUPPORT (EMS)

WHAT TYPE OF EMS IS REQUIRED ?

Injuries ? YES NO UNKNOWN

STEP ONE: Try to document as much of the information possible on the table above from your observations or the individual that is reporting the incident.

STEP TWO:

DIAL: 911 TO REPORT THE INCIDENT AND REQUEST ASSISTANCE.

TIME NOTIFIED:

STEP THREE: Notify the appropriate Initial Attack Dispatch Office and relay the known information so they can activate their Aviation Mishap Response Plan.

DISPATCH OFFICE: Tucson Dispatch PHONE: 800-549-0661 / 520-388-8470

TIME NOTIFIED:

STEP FOUR: Establish who is the On Scene Incident Commander (IC) and who are the On Scene Incident Responders. Appoint a main contact on site for the dispatch office to call for further information or instructions. Relay the names and titles to dispatch.

ON SCENE IC: _____ Phone: _____

ON SCENE RESPONDER: _____

MAIN CONTACT: _____ Phone: _____

NOTE: *Be prepared to provide the dispatch office with the following information:*

Make / Model of Aircraft: _____ N#: _____ Call Sign: _____

Type of Fuel: Jet- A: _____ AV-GAS: _____ AMOUNT: _____

Pilot Name: _____ Driver: _____ Loader: _____

Make / Model of Fuel Truck: _____ License # _____ Amount of Fuel: _____

Appendix:

Complete the following forms when SEAT operations are being conducted at the base:

- SEAT Base Organizational Chart
- SEAT Base Contact Information Sheet
- SEAT Base Inventory Sheet

SEAT BASE ORGANIZATIONAL STRUCTURE

Date: _____

SEAT Base Location: _____



