UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705

In Reply Refer To:
FA-500 (9400)

May 2, 2003

Memorandum

To: Aviation Managers

From: National Program Manager for SEATs

Subject: Standard Operational Procedures Handbook, SEATs

The Single Engine Air Tanker (SEAT) program, as with any fire suppression aerial resource, requires operational oversight. With the institution of the Single Engine Air Tanker Manager (SEMG) position, we have set in place the infrastructure to maintain this oversight. In order to improve the overall effectiveness and efficiency of this management position it has been identified that there needs to be standardization of the operational procedures. With this in mind, we are developing an operational procedures handbook for not only SEAT Managers, but will also enable fire and aviation managers to effectively deploy SEATs. The purpose of this document is to provide the field user with some operational guidance regarding SEAT use, and deployment. With this in mind, the concept of SEAT operations is to provide the ground firefighter with an initial attack aerial resource. The mobility of this resource is critical to its effectiveness, and needs to be incorporated into the planning process.

This handbook is being sent to you in the draft form. I would ask that you to make copies and distribute it to all your aviation personnel, and especially to your SEMGs. I would also suggest that you encourage them to use it as a reference guide this season.

In order to make this document relevant to the user agency, we are asking for responses from the field. Please feel free to make notations of any changes or additions that you feel would enhance the relevance and usefulness of the handbook.

Please refer all comments and suggestions to Mark Bickham National Program Manager for SEATs at (208) 387-5872.

Attachment
Standard Operational Procedures Handbook, SEATs

INTERAGENCY

SINGLE ENGINE AIR TANKER

OPERATIONAL PROCEDURES HANDBOOK

DRAFT

2004

DRAFT OVERVIEW:

Hello Everyone,

The purpose of this draft handbook is to provide you with some operational procedures, checklists, forms and job aids that will help standardize the way we conduct operations, and promote safe and efficient use of SEATs.

This is the first draft of this document, and we would like for all agencies that order SEATs under the national contracts to utilize the handbook throughout the 2003 fire season, and provide comments, suggestions and additions to help develop the final draft at the end of the season.

Thanks for your help, and hope you have a safe season !

Please send comments or suggestions to:

National Aviation Office
ATTN: Mark Bickham
3833 S. Development Ave
Boise, ID 83705-5354
Phone: (208) 387-5872
mark_bickham@nifc.blm.gov

OR

BLM Safford Field Office
ATTN: Mary Hayes
711 S. 14th Ave
Safford, AZ 85546
Phone: (928)348-4500
mary_hayes@blm.gov

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INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: INTRODUCTION

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- **Objectives**
- **Scope**
- **Authority**
- **Participating Agencies**
- **Review and Revision**
- **Publishing, Ordering and Distribution**

INTERAGENCY SINGLE ENGINE AIR TANKER OPERATIONAL PROCEDURES HANDBOOK

OBJECTIVES:

The objectives of the Draft Interagency Single Engine Air Tanker Operational Procedures Handbook are to:

- Standardize procedures for conducting operations on incidents utilizing Single Engine Air Tankers mobilized under the National Call-When-Needed or federal agency exclusive use contracts.
- Provide a field reference guide to help the agencies promote safe, efficient and professional operations utilizing Single Engine Air Tankers.
- Provide checklists, operational forms, job aids and special instruction to the Single Engine Air Tanker Manager to help standardized the documentation requirements for operating SEATs.
- Provide a standardized interagency approach in the Government's relationship with the SEAT vendors and agency air operations management.

SCOPE:

The material contained in this draft handbook applys to SEAT operations conducted by participating agency providers and users. It is recommended that all agencies utilizing SEATs follow the procedures and checklists in this draft handbook as general guidelines.

AUTHORITY:

The aviation Manuals of participating agencies contain the authority to publish this draft handbook. This is to be considered a draft document subject to alteration without previous notice.

PARTICIPATING AGENCIES:

All federal SEAT contracts are administrated by the Office of Aircraft Services, U.S. Department of Interior (OAS). Program management responsibility is vested with the Bureau of Land Management, U.S. Department of Interior in accordance with each agency concepts.

REVIEW AND REVISION:

An interagency operational procedures committee consisting of representatives from different agencies utilizing SEATs will annually update this draft handbook. Users are encouraged to recommend changes through the process outlined in the back of the handbook.

PUBLISHING, ORDERING AND DISTRIBUTION:

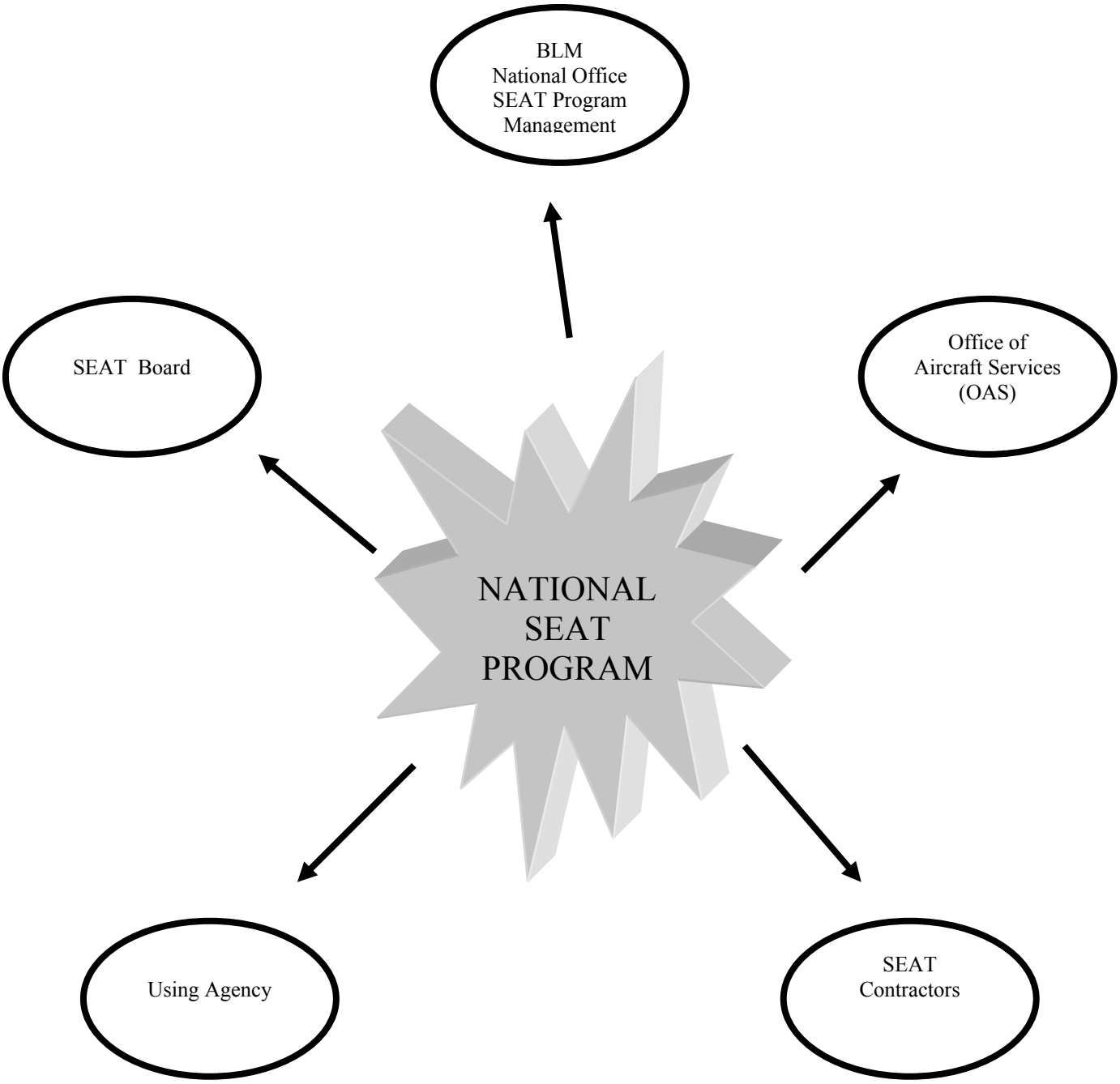
The draft handbook and future revisions are available through from the National SEAT Program Manager in the BLM National Aviation Office, Boise, ID.

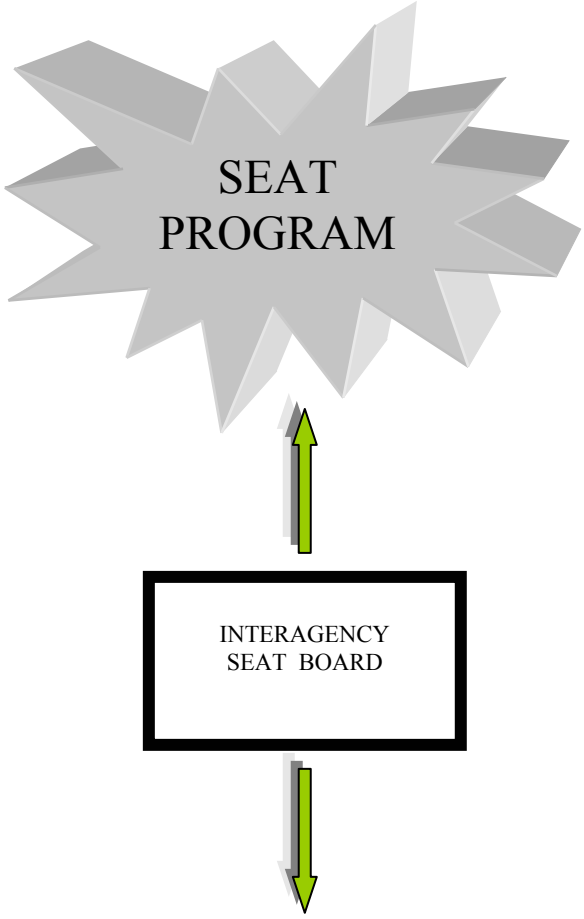
INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: SEAT PROGRAM OVERVIEW

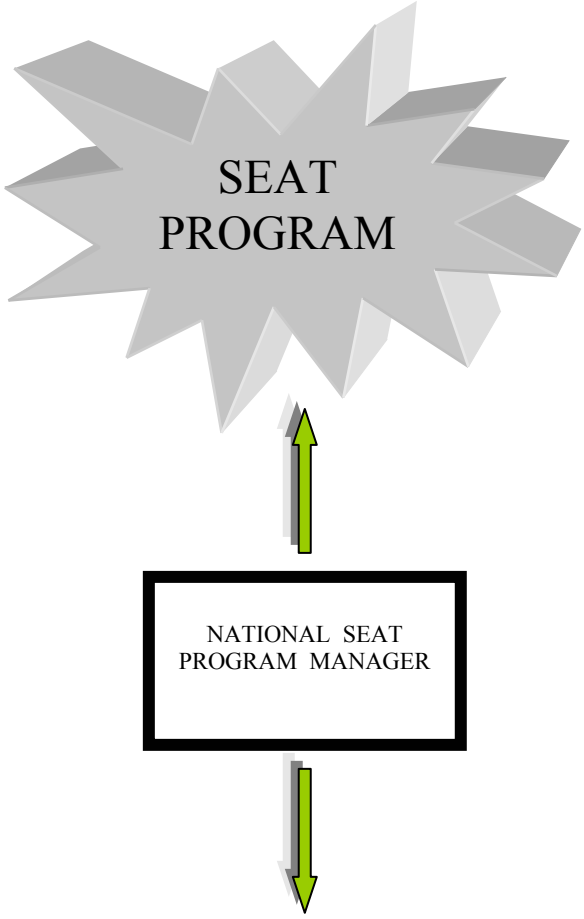
Index:

- **SEAT Program: Role of the Interagency SEAT Board**
- **SEAT Program: Role of the National SEAT Program Manager**
- **SEAT Program: Role of the Office of Aircraft Services (OAS)**
- **SEAT Program: Role of the Using Agency**
- **SEAT Program: Role of the SEAT Contractor**


BLM
National Office
SEAT Program
Management
SEAT Board
Office of
Aircraft Services
(OAS)
NATIONAL
SEAT
PROGRAM
Using Agency
SEAT
Contractors

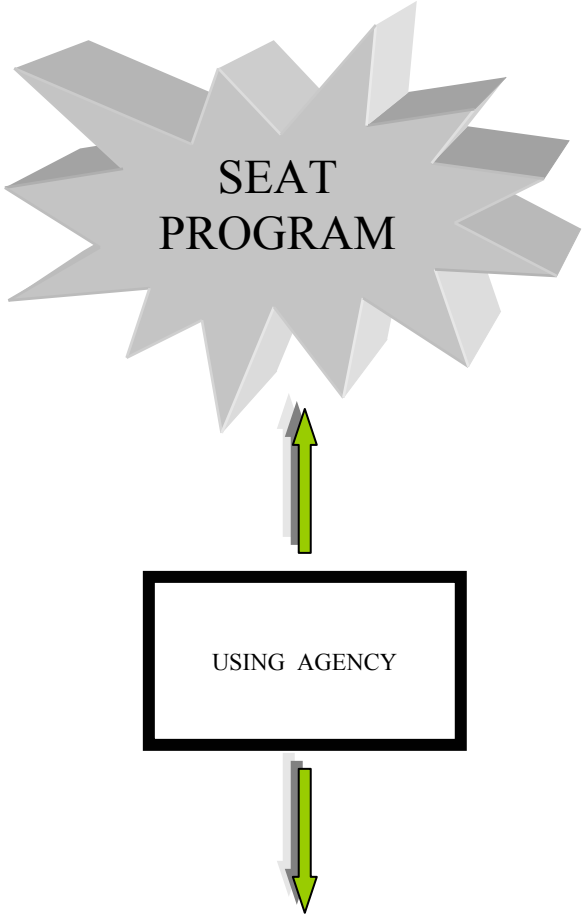


- Provide interagency oversight for the SEAT program.
- Review all changes to Call-When-Needed (CWN) contract wording, specifications and requirements.
- Determine the optimum number of CWN SEAT aircraft needed to serve the customers and maintain viability for the vendor community.
- Standardize wording in various operational guides and reference materials developed for the SEAT program.
- Evaluate course materials, training syllabus and recurrence requirements for the SEAT Manager and SEAT Coordinator positions.
- Develop standardized checklist for initial carding of SEAT pilots.

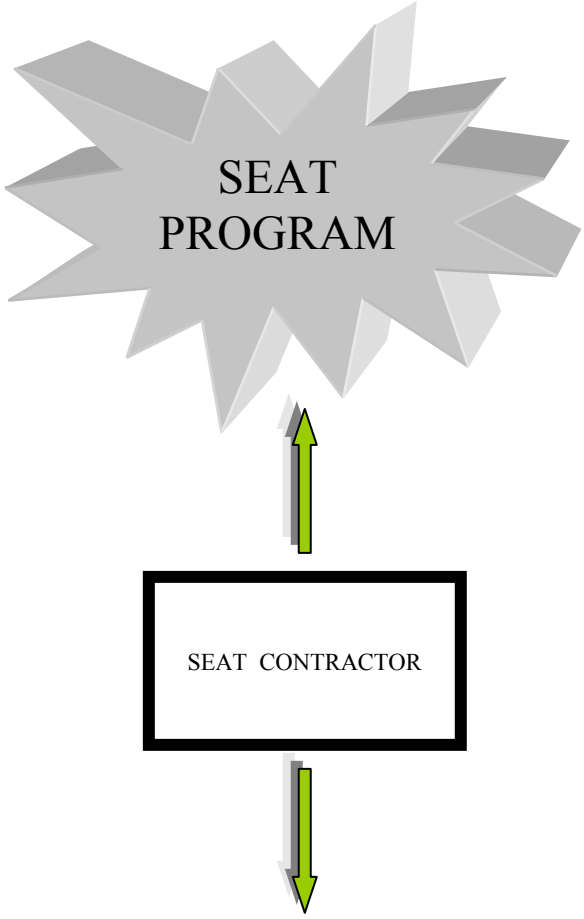


- Responsible for the overall management of the Single Engine Airtanker Program nation wide.
- Assists the Office of Aircraft Services (OAS) with contract specifications and requirements.
- Designated the Contracting Officer's Representative (COR) on the interagency national Call-When-Needed (CWN) contract utilized by all federal agencies.
- Responsible for developing interagency operational guides and handbooks to be used in the Single Engine Airtanker Program.
- Coordinating with all federal and state agencies to help standardize the safe and efficient operations utilizing Single Engine Airtankers.
- Designated the BLM representative on the Interagency Single Engine Airtanker Board.
- Provides coordination with the National Wildlfire Cordination Group (NWCG) to develop and standardize all training necessary for the overhead positions in the program.
- Responsible for developing training and certification program to be utilized by the contractor personnel to ensure safe and efficient use of Single Engine Airtanker within the fire and aviation community.
- Conducting quality assurance inspections in the field to ensure standards are in place to provide safe, efficient and effective use of Single Engine Airtankers.
- Assists the OAS and NTSB with aircraft accident investigations.
- Provides written safety recommendations on the SAFECOMS submitted into the aviation hazard reporting system established by OAS.

- Responsible for the solicitation and awarding of SEAT contracts for all agencies.
- Designates the Contract Officer (CO), Contracting Officers Representative (COR), and the Contracting Officer's Technical Representative (COTR) for the national SEAT contracts.
- Provides oversight and assistance to help Contracting Officer's Representative (COR) administer the terms and conditions of national SEAT contracts.
- Develops the technical specifications in the SEAT contracts.
- Provides technical oversight and assistance to monitor and inspect aviation operations utilizing SEATs to provide quality assurance, and ensure standards are in place to enhance personnel safety.
- Responsible for processing all invoices submitted by contractors providing services utilizing the national SEAT contracts.
- Responsible for developing and implementing a Department wide aviation safety and aircraft accident prevention program.
- Maintains a Department wide aircraft accident / incident and aviation hazard reporting system (Safecom).
- Participate with the National Transportation Safety Board (NTSB) investigating aircraft accidents.



- Responsible for ensuring the unit ordering and utilizing the aircraft has a viable aviation program established to safely utilize all aircraft.
- Responsible for ordering, utilizing and managing Single Engine Airtankers safely and efficiently within the guidelines established in the agency's operational plans, handbooks and guides.
- Providing qualified personnel necessary to administer the Single Engine Airtanker contracts and procurement documents.
- Identifying and acquiring all support equipment, supplies, and overhead necessary to ensure safe and effective use of all Single Engine Airtankers utilized.
- Providing adequate agency oversight to ensure the SEAT Manager and contractor personnel receive complete briefings, daily guidance and feedback on operations.



- Responsible for providing services identified in the Single Engine Airtanker contract.
- Responsible for maintaining equipment and personnel in accordance with the specifications outlined in the Single Engine Airtanker contract.
- Work with the using agency to safely accomplish objectives utilizing Single Engine Airtankers.
- Identifies and mitigates any safety concerns or issues that may arise while accomplishing objectives outlined by the using agency.
- Responsible for ensuring all contractor personnel maintain a safe and professional atmosphere while providing services to the government.

INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: AGENCY OVERHEAD

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- **SEAT Coordinator Position**
- **SEAT Manager Position**
- **Additional Agency Positions**

SEAT COORDINATOR (SECO)

Position Description:
The SEAT Coordinator position was developed to be mobilized at a state or regional level to help coordinate SEAT operations within a geographic area. The SEAT Coordinator position is generally activated when multiple SEAT operations have been mobilized for an area or agencies. The SEAT Coordinator reports directly to the state or regional level aviation managers when assigned to a specific area of responsibility.

Designated Mnemonic: SECO

Physical Fitness Qualifications:
The SEAT Coordinator position is considered a non-arduous position.

SEAT Coordinator Required Training:
None

SEAT Coordinator Qualification Prerequisites:
- Must be qualified as Strike Team Unit Leader or above.
- Must be qualified as either Airtanker Base Manager, Fixed Wing Base Manager, Helicopter Manager, Air Support Group Supervisor or above.

SEAT Coordinator Experience Requirements:
- Must have successfully performed as a SEAT Manager for a period of five (5) years.
- Must have successfully performed as a trainee under the direct supervision of a currently qualified SECO.

Agency Certification:
It is *mandatory* that fully qualified or trainee SEAT Coordinators carry a red-card or some type of agency certification documenting their qualifications on all assignments. The SECO position and taskbook are currently undergoing development to be considered an NWCG position. Currently the position is identified in the red-card system as: **Technical Specialist (THSP) SEAT Coordinator**.
Note: A list of fully qualified and trainee SEAT Coordinators can be obtained from the National SEAT Program Manager.

Currency Requirements:
The SECO must be currently qualified as a SEAT Manager and must attend an approved Bi-annual SEAT Manager's Workshop. In addition to the required bi-annual workshop, the SECO must successfully complete an assignment within a three (3) year period.

SEAT Coordinator Duties:
The SEAT Coordinator duties are defined in the Interagency Single Engine Airtanker Operations Guide (ISOG) under Chapter 2.

SEAT MANAGER (SEMG)

Position Description:
The SEAT Manager position was developed to assist the Contracting Officer's Representative administer the SEAT contract in the field, and manage the SEAT operations according to established interagency guidelines and procedures. A SEAT Manager will be ordered for every SEAT that is mobilized to support incidents and will generally under the supervision of the using agency that mobilized the SEAT.
Designated Mnemonic: SEMG
Physical Fitness Qualifications:
The SEAT Manager position is considered a non-arduous position.

SEAT Manager Required Training:
The ***mandatory*** training for a SEAT Manager position is:

- S-270 Basic Air Operations
- NWCG SEAT Manager Course S-273

The *suggested* training for a SEAT Manager position is:

- I-100 Introduction to Incident Command System NFES: 2439 / 2499
- D-105 Entry Level Dispatcher NFES: 2233 / 2234
- S-110 Basic Fire Suppression Orientation NFES: 2274
- S-217 Interagency Helicopter Training

SEAT Manager Qualification Prerequisites (Suggested):

- The SEAT Manager candidate should be qualified to sever as a Project Inspector (PI), as per agency guidelines, or familiar with the duties generally assigned to a PI working with aviation contracts.

SEAT Manager Experience Requirements:

- Must have successfully completed the NWCG Taskbook developed for the SEAT Manager position.

After the completion of the required training, the prospective SEAT Manager will be issued a taskbook from the home unit, and serve in a trainee capacity while completing the tasks outlined in the taskbook. The home unit is responsible for ensuring the taskbook has been properly completed by qualified personnel prior to certifying the candidate as fully qualified.

Agency Certification:
It is *mandatory* that fully qualified and SEAT Managers and trainees carry a red-card or some type of agency certification documenting their qualifications on all assignments.

Currency Requirements:
A qualified SEAT Manager must attend an approved Bi-annual SEAT Manager's Workshop. In addition to the required bi-annul workshop, the SEAT Manager must successfully complete an assignment within a three (3) year period.

SEAT Manager Duties:
Duties for the SEAT Manager are defined in the Interagency Single Engine Air Tanker Operations Guide (ISOG) under Chapter 2. SEAT Manager authority and duties are also defined in the national Call-When-Needed (CWN) and Exclusive Use contracts.

ADDITIONAL POSITIONS

The following is a brief description of fire and aviation personnel that are generally directly involved with the SEAT program:

Fire Management Officer (FMO):
The FMO is responsible for overseeing the fire and aviation program on the unit. Generally the FMO will authorize the order to mobilize SEAT resources to support the unit's fire suppression activities, monitor and evaluate the effectiveness of resource, and authorize the release of the SEAT when the unit deems necessary. The FMO is responsible for ensuring that the unit has adequate plans and personnel available to safely conduct all aviation operations on the unit.

Aviation Officers:
The Aviation Officers position varies from agency to agency, and can be designated at the unit, state and regional levels depending on the agency. The Aviation Officer is generally responsible for ensuring that the unit is safely conducting aviation operations within the established interagency guidelines and procedures. The SEAT Manager should ensure that they know who the designated personnel are assigned to provide aviation over site for the unit, and receive a complete briefing from them prior to operations. The Aviation Officer can be an excellent source of information and resources to help enhance the efficiency and safety of the SEAT operation.

Aircraft Dispatchers:
Depending on the organizational structure of the dispatch office, an Aircraft Dispatcher may be designated as a specific position or the initial attack dispatchers may incorporate the duties assigned to dispatching aircraft. The Aircraft Dispatcher is responsible for ensuring the SEAT Manager gets all the necessary information to dispatch the SEAT, providing flight following services and resource tracking the support vehicle. The Aircraft Dispatcher is generally a good source for the SEAT Manager to confirm the status of current resources, frequencies, air space deconfiction, and hazards associated with incidents.
In addition to their regular dispatch duties, the Aircraft Dispatcher is generally responsible for initiating the aircraft accident response plan for the unit. The SEAT Manager should ensure the dispatcher has all the pertinent information about the aircraft and support vehicle to be able to easily initiate the plan.

INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: CONTRACT ADMINISTRATION

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- **Types of Contracts**
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- **Contract Authority: CWN Organizational Chart**
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- **Contract Issues or Concerns: Conflicts or Unresolved Issues**
- **Contract Issues or Concerns: Contract Modifications**
- **Contract Issues or Concerns: Availability**
- **Contract Issues or Concerns: Unavailability**
- **Contract Issues or Concerns: Maintenance Discrepancies**

CONTRACT ADMINISTRATION:

TYPES OF CONTRACTS:

There are two types of contracts that federal agencies can use to obtain aircraft services from Single Engine Airtanker vendors. Additional contracts may be available through a various State agencies, but federal agencies must obtain aircraft services from either the National Call-When-Needed (CWN) Contract or a federal Exclusive Use Contract.

Exclusive Use Contracts are those awarded to a company for a specified time frame in which the company provides exclusive use of its aircraft and support equipment to the government. Generally, these contracts run for 30 - 90 days providing *guaranteed* aerial support to the government agency during their peak fire season. The exclusive use contract is solicited and awarded for one year, with options to extend the contract for up to four additional years.

The National CWN Contract provides the agencies with a contract to obtain service from a SEAT vendor for a non-specified time frame. Generally these contracts are used by agencies during high activity to provide aerial support for a short duration of time. The National CWN contracts are solicited and awarded every three years. Contractors that have been awarded the contract may only add additional *like* aircraft when approved by the contracting officer. Generally additional aircraft are only added when available resources are not adequate to fill the government's needs.

CONTRACT AUTHORITY:

Both the CWN and Exclusive Use contracts outline the authority of the vendor personnel as well as the duties and responsibilities of the government personnel assigned to administer the contracts. Below is an outline of the authority of the government representatives for SEAT contracts:

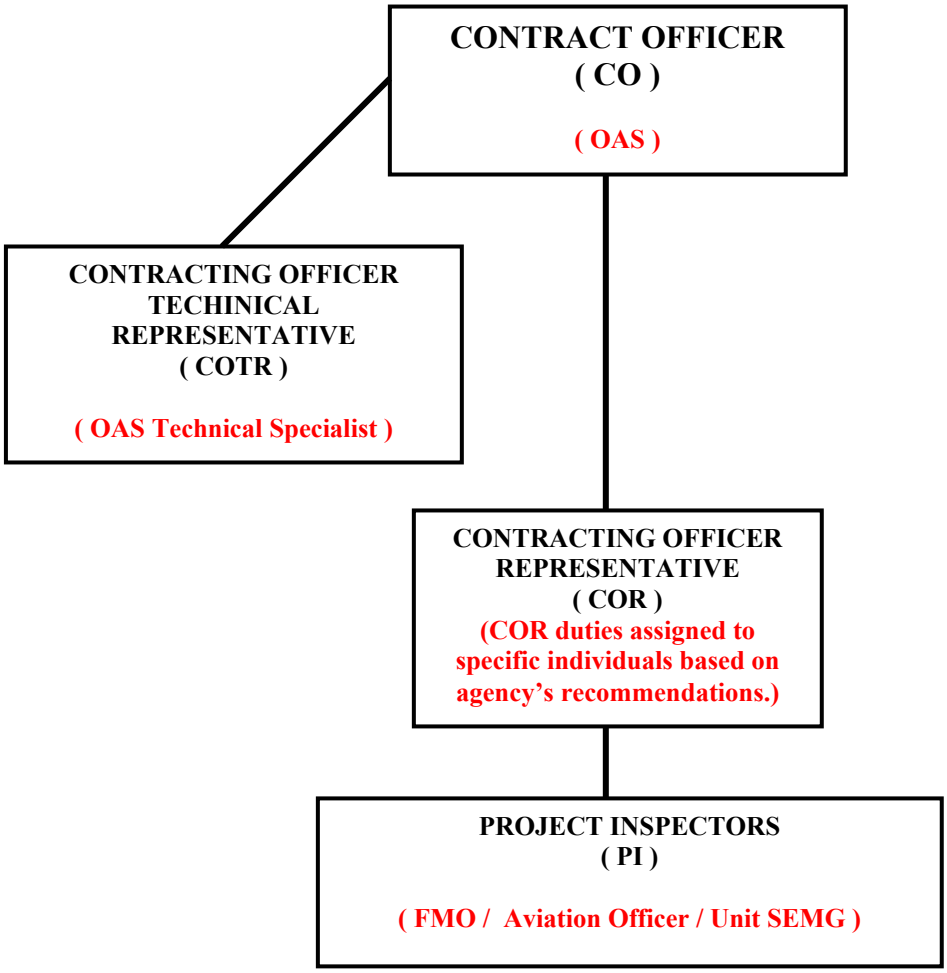
Contracting Officer (CO): The CO is the appointed government official with the authority to enter into, administer and terminate the SEAT contracts. The CO is the only one who can award or execute any contract modifications, obligate payment of money for services, mitigate contract disputes and terminate the contract.

Contracting Officer's Technical Representative (COTR): The COTR is authorized to take actions necessary to assure compliance with the technical provisions of the contract. The COTR provides input in developing the technical specifications for the contract and conducts all required and requested inspections to ensure those standards are being met.

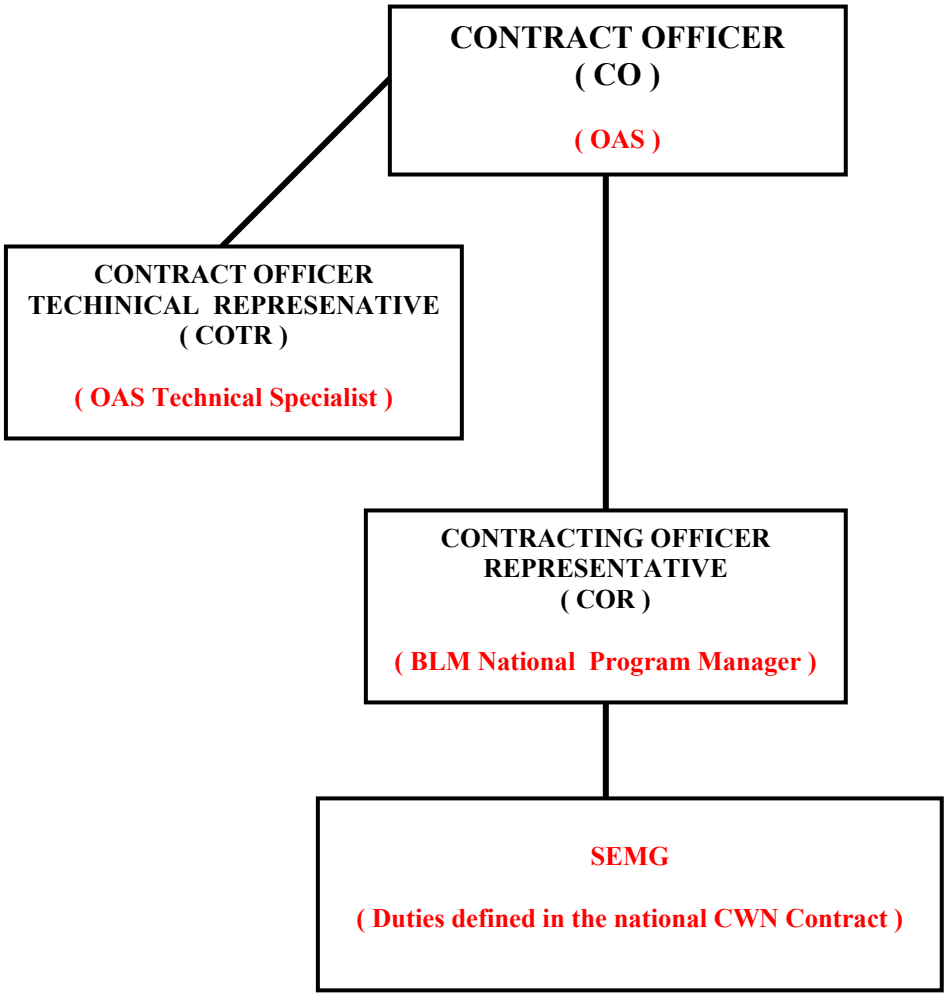
Contracting Officer's Representative (COR): The COR is authorized to take actions with respect to administrative functions as follows: Confirm the contract start date and daily schedule, issue government furnished property (if any) in accordance with the terms and condition of the contract, and assure the contractor performs in accordance with the contract. The COR for the Call-When-Needed (CWN) contract is designated at a national level, however, the COR for the Exclusive Use contracts are assigned to specific individuals based on the agency's recommendations.

Projector Inspector (PI): The PI may be appointed by the COR to help assist them in assuring the contractor performance in accordance with the contract. The PI(s) designated in Exclusive Use contracts will have written authority delegated from the COR. In the Call-When-Needed (CWN) contract, a qualified SEAT Manager is assigned to help administer the contract in place of the delegated PI . The SEAT Manager's duties and authority for contract administration is outlined in the CWN contract under the Authority of the Government Representatives section.

CONTRACT AUTHORITY
EXCLUSIVE USE CONTRACTS



CONTRACT AUTHORITY
CALL-WHEN-NEEDED (CWN)



EXCLUSIVE USE *VS* CWN CONTRACTS

Comparison Item	Exclusive Use Contract	CWN Contract
Contract Specifications	Customized for the Agency Unit to fit their needs. Can write the contract specs for specific aircraft performance.	Standard contract used nationally. Agency will get what is currently available off the source list.
Contracted Service Time	Contractor bids the contract for a guaranteed amount of time and must provide services for the full extent of contract.	Does not have to accept the order for services and the contract does not guarantee the government will order services. Does not have to have aircraft available at all times.
Daily Availability Costs	Agency Unit pays full $ amount of Daily Availability up front from the Units fire budget.	Daily Availability generally paid for by the fire or severity money.
Daily Availability / Flight Time Bid Rates	Usually bid at a lower rate. Contractor is guaranteed a set amount of money for daily availability even if he does not fly. Generally will be operating from the same base so the contractor can closely estimate operational costs.	Usually bid at a higher rate. Contractor is not guaranteed any order for services throughout the year. Contractor can be dispatched anywhere in the US, so it is hard to estimate all operational costs.
Designated Base	Changes from the contractor's base of operations to the base designated in the contract by the Agency Unit. Contractor has to estimate and bid the contract to cover the costs they may incur when operating at the designated base.	Contractor home base of operations is considered the designated base. Provisions in the contract for the government to pay contractor for most costs incurred when operating away form their home base.
Per-diem / Service Miles	Per-diem and service miles not paid to contractor if operating at the designated base even though they are stationed away from the contractors base of operations.	Per-diem and service miles are always paid to the contractor if operating away from his base of operations.
Relief Crew Costs	Contracts specify type of aircraft coverage needed (6-7 days). Contractor has to estimate and bid the cost of supplying scheduled relief crews into the daily availability rate bid.	If the relief crews are requested by the government, all reasonable costs associated with the transportation to / from will be covered by the government.
Contractual Authority	COR duties are assigned to specific individuals based on the agency's recommendation. The PI position is written delegation at the agency's unit level.	COR position delegated at the National Office and the SEAT Mgr. is acting in the PI position.

EXCLUSIVE USE CONTRACT	
PROS	CONS
• Aircraft always available and under the Agency Unit's control. • Usually bid at a lower rate. • Guaranteed to have aircraft coverage for a set amount of time. • Pre-work scheduled with all the people involved in the contract. Can take time to go over the contract and the agency units operations. • Same contractor over the length of the contract. Can develop good working rapport with dispatch, aviation managers, other agencies, etc.	• High up-front cost for the Daily Availability out of the Units budget. • Fire season may not be very active, will pay the guaranteed Daily Availability costs even if they aircraft isn't needed. • If personnel problems develop, may shadow the contract the whole season. • Designate overhead (SEAT Manager) assigned to the contract for the entire contract. Will have to ensure they maintain current qualifications.

CWN CONTRACT	
PROS	CONS
• Ability to order the SEAT during high fire activity only. • Most aircraft costs will be covered by the fire. • Order in the Overhead support (SEAT Manager) as needed.	• Aircraft may not be available or already committed during high fire activity. • May get an unknown contractor unfamiliar with the area and operational procedures. • May have long mobilization time if order is filled from outside the geographic area. • No pre-work scheduled, need to cover operational procedures with a briefing.

CONTRACT ISSUES OR CONCERNS

The section below was designed to help the agency and SEMG to work through some common issues or concerns that may surface when administering the national SEAT contracts. The section below will cover the following items:

- Conflicts or Disagreements
- Contract Modifications
- Availability / Unavailability
- Maintenance Problems

CONFLICTS OR UNRESOLVED ISSUES:

Conflicts or issues that can not be resolved at a local level between the SEAT Manager, contractor and using agency will be referred to the Contracting Officer's Representative (COR) or the Contracting Officer's Technical Representative (COTR) for resolution. There are provisions in the national SEAT contracts that define the process for conflicts or unresolved issues under the Contract Disputes Act of 1978.

It is important that the SEAT Manager *objectively* document all events, conversations, and actions taken concerning a conflict or disagreement. The SEAT Manager should involve the COR in the beginning documentation process in order to ensure that they are not working outside their scope of authority by committing the government to unobtainable solutions while trying to resolve the conflict.

All documentation recorded by the SEAT Manager concerning the conflict or disagreement will need to be available to the COR, who will forward it to the CO.

SEAT Manager's responsibility with conflicts / unresolved issues:

- Document all events, conversations and actions taken during a conflict or disagreement.
- Contact the COR and provide them with copies of the documentation records.

CONTRACT MODIFICATIONS:

Contract Modification can be defined as a change to the terms and conditions of the contract. The SEAT Manager may face contradiction or pressure from the using agency to agree to allow or approve operations outside the contract specifications. Most the common contract modification problems result from good intentions by the SEAT Manager and/or the vendor trying to provide a service to the unit or incident. It is very important that the SEAT Manager understands that they do *not* have the authority to authorize any type of operation or change that could result in a modification of the contract.

One of the more common examples of a contract modification occurs when the support vehicle becomes unavailable and the SEAT Manager authorizes the SEAT to continue operations utilizing an alternate source of retardant, or negotiates a lower daily availability rate to compensate for the unavailability of the support vehicle. Both actions taken by the SEAT Manager in this example would be considered contract modifications. The Contracting Officer (CO) is the only person that has the authority to negotiate and agree to any type of contact modification.

SEAT Manager's responsibilities with contract modifications:

- *Identify* the intended action, request, or problems as a possible contract modification.
- Discontinue any operations that have been identified as a possible modification to the contract until you receive a determination from the CO.
- Document the scenario, or proposed actions, and the solutions or modifications agreed to between the CO and vendor in the Daily Diary.
- Keep the using agency informed on the current scenario, proposed actions, and CO's recommendations or concurrence.

Vendor's responsibility with contract modifications:

- Contact the CO directly for negotiating or concurring with any type of modification from the contract specifications.
- Keep the SEAT Manager informed of the current scenario, proposed actions and agreements made with the CO.

AVAILABILITY:

Daily availability is based on a 14 hour period for all national SEAT contracts. If a contractor is available to provide services for the amount of time the government scheduled for the day, then the contractor would receive the full day's availability (14/14^{ths}). The contractor is required to be in a standby status for the first 9 hours. The Government may request standby between the end of the 9th hour and the 14th hour.

Daily availability can be broken down into an hourly dollar amount for a cost summary purposes by dividing the daily availability rate by (14).

Example: If the Daily Availability (AV) Rate: $1,162.00 per day:
$1.162.00 divided by 14 = $83.00 per hour.

Availability rates are not affected by interim duty phase limitations that may be initiated by the government.

Example: If the government implements the duty phase limitations of a 12 hour duty day (instead of the regular 14 hour duty day), the unavailability rate would still be based on 1/14th and not 1/12th .
Example: If the government implements the duty phase limitation of 3 days off in 14 days (instead of the regular 2 days off in 14), availability is still paid to the vendor for the extra day off.

UNAVAILABILITY:
Unavailability is defined in the contract as whenever the Contractor fails to comply with the availability requirements specified herein pursuant to the operations schedules by the Government.
Unavailability is measured in whole hours and rounded up to the next hour. The daily availability rate will be reduced one hour for each hour or portions of hours that the contractor is unavailable.

Example: If the aircraft or support equipment is unavailable from 10:15 to 11:25 then the contractor would be unavailable for 2 hours.

Availability and unavailability are recorded as units or hundredths on the OAS 23. A conversion chart is included as an attachment to the SEAT contract and is used to arrive at the correct deduction to be made. The chart converts hours into units to be able to record on the OAS 23.

Example: If the contractor is available for the full day the daily availability would be recorded on one line as: Availability (AV) 1.00 units.
If the contractor is unavailable for 2 hours the daily availability would be recorded on two lines: Available (AV) as .86 units and Unavailable (UA) as .14 units.
Note: The availability and unavailability have to add up to 1.00 units.

SEMG responsibility if unavailability occurs:

- Verify and document the cause and estimated time of the unavailability from the vendor.
- Immediately notify the incident or dispatch office of the unavailability status.
- Obtain progress report from the vendor if the unavailability continues beyond the estimated time frame the vendor stated on the initial notification of the problem.
- If the unavailability will continue for an extended time period, or the problem involves technical expertise or a contract modification, the SEAT Manager should contact the COR or the COTR.
- Notify the incident or dispatch office when the aircraft and support equipment are checked back into service.
- Document the cause, time frame and all actions taken during the time of the unavailability on the Aircraft Daily Diary form.
- Document the cause and time frame of the unavailability on the OAS 23.
- *May* need to write a Safecom depending on the nature of the unavailability.

Vendor Responsibility if unavailability occurs:

- Immediately notify the SEAT Manager of the cause and estimated time frame of the unavailability.
- Provide the SEAT Manager with updated status if the problem persists beyond the estimated time frame given at the initial notification.

- Notify the SEAT Manager when the problems are fixed and the aircraft and support are available.

MAINTENANCE DISCREPANCIES:
Maintenance discrepancies are defined in the contract as an equipment defect or failure which affects or could affect the safety of operations, or cause an interruption to the services being performed.
The pilot is responsible for ensuring that there are no maintenance discrepancies prior to any flight. The national SEAT contracts outline the different type of inspection programs, maintenance requirements and weight and balance information needed to ensure compliance with the contract. Deficiencies occurring during performance will be corrected and checked back into service in accordance with contract specifications and the applicable Federal Aviation Regulation.

SEAT Manager's responsibility with maintenance deficiencies:

- Discuss the problem or deficiency with the vendor and verify the proposed actions including time frames and solutions.
- Relay the information to the dispatch office and the Unit Aviation Officer or agency contact.
- Depending on the nature of the deficiency, may need to contact the COTR and relay the information including the cause, actions taken, and the proposed solutions.
- Obtain progress reports from the vendor if the deficiency has not been fixed within the estimated time the vendor gave in the initial notification of the deficiencies.
- Ensure contract compliance is met when the aircraft or support equipment is checked back into service.
- Notify the dispatch and Unit Aviation Officer when the aircraft and support equipment are checked back into service.
- Document all actions, proposals, and solutions on the Aircraft Daily Diary form.
- *May* need to write a Safecom depending on the nature of the maintenance deficiency.

Vendors responsibility with maintenance deficiencies:

- Immediately notify the SEAT Manager of the cause and estimated time frame needed to repair or replace the deficiency.
- Provide the SEAT Manager with updated status if the problem persists beyond the estimated time frame given on the initial notification.
- Notify the SEAT Manager when the problems are fixed and the aircraft and support have been checked back into service in accordance with contract specifications.
- Provide the SEAT Manager with a summary of actions and steps taken to check the aircraft or support equipment back into service.

INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: REQUIRED DOCUMENTATION

Index:

- **Required Contract Documentation**
- **Required Agency Documentation**
- **SEAT Required Documentation: Quick Reference Chart**
- **Aircraft Use Report OAS 23**
- **Evaluation Report On Contract Performance**
- **SEAT Pre-Use Information Worksheet (SEAT-001)**
- **SEAT Aircraft / Support Vehicle Pre-Use Inspection (SEAT-002)**
- **Pilot Flight Time/Duty Day Cumulative Log (SEAT-003)**
- **Fuel Truck Driver Time/Duty Day Cumulative Log (SEAT-004)**
- **Mechanic Time/Duty Day Cumulative Log (SEAT-005)**
- **SEAT Tanker Log/Cost Summary Sheet (SEAT-006)**
- **SEAT Cost Summary Sheet (SEAT-006 Supplemental)**
- **Aircraft Daily Diary**
- **Set of Required Forms**

SEAT OPERATIONS REQUIRED DOCUMENTATION

AVIATION CONTRACT ADMINISTRATION:
The required documentation for the SEAT program can be broken into two categories for both the Call-When-Needed (CWN) and the Exclusive Use contracts:

- Required Contract Administration Documentation
- Required Agency Documentation

Required Contract Administration Documentation:
The Office of Aircraft Service (OAS) developed the required contract documentation to ensure compliance with contract administration, provide a method to record and process fees for services provided by the contractor and establish a method to help evaluate or monitor contractor performance. Both the aircraft manager and the contractor complete the documentation in the field and submit the original copies directly to OAS for processing or evaluation. The SEAT Manager should keep copies of all contract documentation generated to assist with questions that may arise when processing invoice payments, or answering questions, concerns and disputes the Contract Officer may have at a later date.
Required contract administration includes:

- **Aircraft Use Report OAS 23 (NFES 0406)**
- **Evaluation Report on Contractor Performance**

Required Agency Documentation:
The required agency documentation was developed for the SEAT program at a national level. The forms, checklists and charts were developed to help the SEAT Manager comply with agency guidelines and procedures established for the SEAT program.
The required documentation was developed to standardize the administration of all SEAT contracts; provide continuity of operations for SEAT Managers transitioning from assignments; ensure the using agency has a written record of all operations conducted utilizing SEATs on their unit, and to provide program uniformity to aid in developing training programs and updating established procedures and guidelines.
The required agency documentation includes:

- **SEAT Pre-Use Information Worksheet (SEAT-001)**
- **SEAT Aircraft / Support Vehicle Pre-Use Inspection Sheet (SEAT-002)**
- **SEAT Pilot Flight Time / Duty Day Cumulative Log (SEAT-003)**
- **SEAT Fuel Truck Driver Duty Day Cumulative Log (SEAT-004)**
- **SEAT Mechanic Duty Day Cumulative Log (SEAT-005)**
- **SEAT Tanker Log / Cost Summary Sheet (SEAT-006)**
- **SEAT Cost Summary Sheet (Supplemental) (SEAT-006 Supplemental)**
- **Aircraft Contract Daily Diary (NFES 1088)**

SEAT REQUIRED DOCUMENTATION

(Quick Reference Chart)

FORM NAME	FREQUENCY	ROUTING	COMMENTS
Aircraft Use Report (OAS 23)	Daily	Contractor routes to OAS for payment	**CONTRACT REQUIREMENT** White is sent to OAS by vendor. Blue copy to Contractor. Yellow copy to Agency. SEMG should make a copy for their records.
Evaluation Report on Contractor Performance	End of the assignment	OAS / Contractor / Agency / SEMG	**CONTRACT REQUIREMENT** Original sent to OAS by SEMG. Additional copies should be made for the contractor, using agency and the SEMG records.
SEAT Pre-Use Information Worksheet **(SEAT-001)**	Prior to operations	Agency / Contractor / SEMG / Dispatch	**ISOG REQUIREMENT** Original to the Agency. Additional copies should be made for the contactor, Dispatch Office, and the SEMG records.
SEAT Aircraft / Support Vehicle Pre-Use Inspection **(SEAT-002)**	Prior to operations	Agency / Contractor/ SEMG	**ISOG REQUIREMENT** Original to the Agency. Additional copies should be made for the contactor and the SEMG records.
SEAT Pilot Duty Day Cumulative Log **(SEAT-003)**	Daily	Agency / SEMG	**ISOG REQUIREMENT** Original to the Agency. Copy to the SEMG for records
SEAT Fuel Truck Duty Day Cumulative Log **(SEAT-004)**	Daily	Agency / SEMG	**ISOG REQUIREMENT** Original to the Agency. Copy to the SEMG for records.
SEAT Mechanic Duty Day Cumulative Log **(SEAT-005)**	Daily	Agency / SEMG	**ISOG REQUIREMENT** Original to the Agency. Copy to the SEMG for records.
SEAT Tanker Log / Cost Summary Sheet **(SEAT-006)**	Daily *(One for each aircraft)*	Agency / SEMG	**ISOG REQUIREMENT** Original to the Agency. Copy to the SEMG for records.
SEAT Cost Summary Sheet (Supplemental) **(SEAT-006 Supplemental)**	As requested	Requesting Party	The supplemental cost sheet can be filled out if requested by an Incident Management Team or the using agency for their records.
Aircraft Contract Daily Diary	Daily	COR / Agency / SEMG	**ISOG REQUIREMENT** Original to the COR. Additional copies should be made for the using agency and the SEMG records.

AIRCRAFT USE REPORT (OAS 23):
Contract Requirement
Purpose:
The OAS 23 is a multipurpose form that is considered the official invoice for the contractor to document their services provided under the aviation contract and submit to the Office of Aircraft Services (OAS) for processing. The OAS 23 also functions as a receiving report for the using agency and is inputted into a database to be used in billing and processing payments in addition to providing the using agency with aviation management reports.
The OAS 23 should be completed and signed by both the contractor and the agency's representative or approving official. It is the responsibility of the contractor to submit the invoice for payment.
Note: The Aircraft Use Report User Guide can be found on the OAS web site. This guide offers detailed instructions on how to complete the OAS 23 including pay item codes and examples.
Completion Frequency: Daily

Routing Information:
- White Copy: OAS
- Blue Copy: Contractor
- Yellow Copy: Agency
- Copy: SEMG

Source of Form:
- Order from NWCG Catalog: Aircraft Use Report OAS 23 (NFES # 0406)
- Order from the OAS Web Site

Recording the correct Billie Code and the management charge codes can be a challenge for the SEAT Manager. It is important to remember not to guess or assume any of the information recorded on the OAS 23. *Management charge codes and Billie Codes should be verified on a daily basis with the representative from the using agency.*
Billie Codes:
The Billie Code is used as a unit identifier for the Office of Aircraft Services (OAS) and not a management charge code. Billie Codes are posted on the OAS Web Site, however, some agencies can have more than one Billie Code assigned to them for different types of aircraft use like fire suppression, range project work or administrative flights. If the SEAT Manager is unable to obtain the correct Billie Code through the using agency, they can call OAS directly or access their web site.
Management Charge Codes:
Management charge codes are assigned by the using agency. You must use the correct assigned Billie Code with the appropriated agency's management charge codes.
Example: If your SEAT was procured by the BLM and you are flying on a Forest Service fire, you can use the Billie Code assigned to that BLM unit with the correct BLM charge code for an assist fire ***OR*** *you can use the assigned Forest Service Billie Code and the correct P-Number assigned to that fire. You can not mix the Forest Service Billie Code with a BLM Management charge code.*

EVALUATION REPORT ON CONTRACT PERFORMANCE:
Contract Requirement

Purpose:
The Evaluation Report on Contractor Performance was developed by the Office of Aircraft Services to help the Project Inspector (PI) or the aircraft manager evaluate the contractor's performance during a specific contract period. The evaluation criteria includes the ability of the contractor to provide customer satisfaction, comply with terms and conditions of the contract, and demonstrate professionalism, efficiency, and safe operations. The SEAT Manager should complete an evaluation report to reflect the time the manager and contractor were assigned to each other for both Call-When-Needed (CWN) and Exclusive Use contracts. The Evaluation Report should reflect information documented on the Aircraft Daily Diary. Contractors should be provided a copy of the evaluation at the time of completion.

Completion Frequency: End of each assignment (CWN or Exclusive Use)

Routing Information:
- Original: Contracting Officer (CO)
- Copy: Contracting Officer Representative (COR)
- Copy: Using Agency
- Copy: Contractor
- Copy: SEMG

Source of Form:
- Available from the OAS Web Site: (PDF or RTF Word format)

SEAT PRE-USE INFORMATION WORKSHEET (SEAT-0001):
ISOG Requirement

Purpose:
The SEAT Check-In Sheet was developed to help the SEAT Manager document all the necessary information needed from the contractor to initiate and complete the required agency and contract documentation. The check-in sheet also serves as the primary information sheet that is submitted to the agency contact, dispatch, or air operation branch personnel to provide them with pertinent information they may need for operational planning or background information that may be utilized in their aviation accident / incident response plan.. The SEAT Manager should complete the checklist prior to conducting operations. The checklist includes:

- Contract and SEAT Manager information
- General information about the aircraft including rates and capabilities.
- Vendor, Pilot and Driver information

Completion Frequency: Prior to Operations

Routing Information:
- Original: Agency
- Copy: Dispatch
- Copy: SEMG
- Copy: Contractor

Source of Form:
- *Download SEAT Web Site (WORD)*

SEAT AIRCRAFT / SUPPORT VEHICLE PRE-USE INSPECTION WORKSHEET (SEAT-002):
ISOG Requirement

Purpose:
The Pre-Use Inspection Checklist was developed to help the SEAT Manager ensure the aircraft and support vehicle are operable and in compliance with contract specifications. The checklist also documents any pre-existing damage that may be present on the aircraft or support vehicle. The checklist shall be completed by the SEAT Manager *prior* to conducting SEAT operations. The SEAT Manager should notify the Contracting Officer Representative immediately if there are any discrepancies or damages found during the inspection.
The checklist covers the following:

- Inspection of the pilot, aircraft and fuel truck data cards.
- Walk around inspection of the aircraft including the front end, wings, cockpit and belly areas.
- Walk around inspection of the fuel truck
- Walk around inspection of the mixing plant.

Completion Frequency: **Prior** to use of the aircraft or support vehicle.

Routing Information:
- Original: Agency
- Copy: SEMG
- Copy: Contractor

Source of Form:
- *Download SEAT Web Site (WORD)*

DUTY DAY CUMULATIVE LOGS (PILOT / DRIVER / MECHANIC):
ISOG Requirement

Purpose:
Duty Day Cumulative Logs were developed to help the SEAT Manager track duty day hours, designated rest periods, flight or driving time and mandatory days off for the pilot, fuel truck driver and the mechanic. The charts were designed to display a consecutive fourteen-day period and have trigger points established to help the SEAT Manager not exceed the limitations outlined in the agency guidelines and the Terms and Conditions of the contract.

Pilot Flight Time/Duty Day Cumulative Log (SEAT-003):
This chart displays a consecutive fourteen-day period that tracks the pilot duty day hours, designated rest period, cumulative flight time and mandatory days off.

Fuel Truck Driver Time/Duty Day Cumulative Log (SEAT-004):
This chart displays a consecutive fourteen-day period that tracks the fuel truck driver mandatory days off.

Mechanic Time/Duty Day Cumulative Log (SEAT-005):
This chart displays a consecutive fourteen-day period that tracks the mechanic duty day hours, designated rest period and mandatory days off.

Completion Frequency: Daily

Routing Information:
- Original: Agency
- Copy: SEMG

Source of Form:
- *Download SEAT Web Site (WORD)*

SEAT TANKER LOG / COST SUMMARY SHEET (SEAT-006):
ISOG Requirement

Purpose:
The SEAT Tanker Log / Cost Summary Sheet was designed to be used as a worksheet in the field to help record information needed to complete all the required documentation at the end of the operating period. The worksheet functions as flight log and cost summary sheet by documenting the following:

- Sunrise / Sunset times
- Duty time for the pilot and the driver
- Service miles and per-diem information
- Number of sorties
- Total flight hours and use codes
- Type and amount of gallons delivered
- Refractometer readings
- Agency management codes
- Records contract rates and daily cost summary

Completion Frequency: Daily (One for each SEAT)

Routing Information:
- Original: Using Agency
- Copy: SEMG

Source of Form:
- *Download SEAT Web Site (WORD)*

SEAT COST SUMMARY SHEET (SEAT-006 Supplemental):
ISOG Supplemental

Purpose:
The SEAT Cost Summary Sheet is to be completed only if the using agency or Incident Management Team requests a daily cost summary for the SEAT operations. The supplemental cost sheet was designed with the same format as the SEAT Tanker Log / Cost Summary Sheet to enable the SEAT Manager to easily transfer the information. The supplemental cost sheet records the contract rates and provides the using agency with a daily cost summary.

Completion Frequency: Complete if the using agency or Incident Management Team requests a summary of the daily costs.

Routing Information:
- Original: Requesting Party

Source of Form:
- *Download SEAT Web Site (WORD)*

AIRCRAFT CONTRACT DAILY DIARY:
ISOG Requirement

Purpose:
The Aircraft Contract Daily Diary was developed to help the Project Inspector (PI) or aircraft manager document their daily operations administering an aircraft contract. The daily diary becomes the permanent record and is forwarded to the Contracting Officer's Representative (COR) for review and reference. The COR will forward a copy of the daily diary to the Contract Officer if questions, concerns or disputes arise during that operational period. Information recorded in the diary should be documented in a factual and professional manner. The evaluation of the Contractor's performance should reflect or be substantiated by information documented in the daily diary. The Aircraft Daily Diary contains:

- Contractor personnel information
- General SEAT base information
- Pay item summary and equipment used
- Aircraft status and maintenance review
- Narrative report of the daily operations including general use, problems or inspections

Completion Frequency: Daily

Routing Information:
- White Copy: COR
- Yellow Copy: Agency
- Pink Copy: SEMG

Source of Form:
- Order from NWCG Catalog: Aircraft Contract Daily Diary (NFES 1088)

SEAT PRE-USE INFORMATION WORKSHEET

GENERAL INFORMATION:

Date:	SEMG Name:	Using Agency:

CONTRACT INFORMATION:

☐ CWN ☐ Exclusive Use Contract # _____ CO: Bob Carr Phone: (208) 387-5763 COR: Phone: ( )	**SEAT Manager:** Cell: ( )

VENDOR INFORMATION:

Vendor Name: Address:	Phone: ( ) Fax: ( )

AIRCRAFT INFORMAITON:

Tanker Number:	N#:	Make / Model:	Aircraft Card Expires:	
Fuel Type:	Gallons:	Hot Fuel: [ ] Yes [ ] No		
Daily Availability: $	Flight Time Rate: $	Extended Pilot: $	Extended Driver: $	Service Miles: $

SUPPORT/ FUEL TRUCK INFORMATION:

Truck Make / Model:	License #	Trailer License#
Fuel Type:	Total Gallons:	Card Expires:

INITIAL CHECK-IN INFORMATION:

PILOT	FUEL TRUCK DRIVER / LOADER
PILOT:_____ Cell: ( )_____ Level: ☐ Level I ☐ Level II Card Expiration:_____ Date Hired: _____ Time: _____ Hired From: _____ Designator: ( ) Last Days Off: _____ On Duty: _____ Flight Time: _____ *Note: Will need to record actual clock hours for ferry flight time on the Tanker Log and OAS 23.*	DRIVER:_____ LOADER:_____ Cell: ( )_____ Date Hired: _____ Time: _____ Hired From: _____ Designator: ( ) On Duty: _____ Beginning Odometer: _____ Ending Odometer: _____ Driving Hours:_____ *Note: Driver may have per-diem costs if they had to remain over night during mobilization.*

SEAT AIRCRAFT / SUPPORT VEHICLE PRE-USE INSPECTION SHEET

Inspection Date:	Location of Inspection:	
SEAT Manager Name:		Phone:
Tanker #:	Contractor Name:	

SEAT AIRCRAFT

INSPECTION ITEMS	YES	NO
Is the aircraft carded for hot fueling ?		
Aircraft placards readable and in good shape ?		
Current copy of the contract in the aircraft ?		
Current copy of the aviation sectional for the area ?		
Windows and windshield clean and free of scratches, cracks, and crazing ?		
Aircraft has all the required loading fittings and adapters ?		
Aircraft radios operable ?		
Wing strobe lights working ?		
Gate area free from leaks ?		

FUEL TRUCK INSPECTION:

INSPECTION ITEMS	YES	NO
Required fire extinguishers in place on vehicle ?		
Required fuel truck placards readable and in good shape ?		
Fuel truck radio operable ?		
Fuel truck have the required spare filter and seals for the fuel filtering system ?		
Fuel truck has absorbent pad or materials to absorb a 5 gallon spill ?		
Fuel truck clean and free of leaks ?		
Fuel hoses and nozzles in good condition ?		

MIXING PLANT INSPECTION:

INSPECTION ITEMS	YES	NO
Does the mixing plant have all the contract required hose couplers ?		
Does the loader have a refractometer ?		
Does the loader have the appropriate reference material or chart to measure the refractometer readings for the type(s) of retardant that will be utilized.		

GENERAL OBSERVATIONS:

Document the overall appearance of the aircraft and support vehicle. Document any pre-existing conditions or problems found on the inspections like major dents, leaks, scratches or damage:

COMMENTS:

If you have checked a "NO" answer while conducting your inspections list above, provide an explanation:

SEAT Manager Signature:_____**Date:**_____

Contractor Signature :_____**Date:**_____

SEAT-002(TEST)

SEAT PILOT FLIGHT TIME / DUTY DAY CUMULATIVE LOG

Pilot Name	Information From Last Log	
	Last Date(s) Off-Duty:	**Cumulative FT Last 5 Consecutive Days On Duty:**

INSERT DATES OF NEXT 7 DAYS IN BOXES							
EARLIEST PILOT COULD BE ON DUTY							
ACTUAL ON DUTY TIME (Including Pre-Flight)							
ADD 14 HOURS FOR MAXIMUM DUTY DAY	**+ 14 Hrs**	**+ 14 Hrs**	**+ 14 Hrs**	**+ 14 Hrs**	**+ 14 Hrs**	**+ 14 Hrs**	**+ 14 Hrs**
= MUST BE OFF-DUTY AT:	=	=	=	=	=	=	=
ACTUAL OFF-DUTY TIME:							
CUMULATIVE FLIGHT TIME PREVIOUS 5 DAYS							
+ TOTAL FLIGHT TIME TODAY	+	+	+	+	+	+	+
= TOTAL FLIGHT TIME THIS 6-DAY PERIOD *	=	=	=	=	=	=	=

INSERT DATES OF NEXT 7 DAYS IN BOXES							
EARLIEST PILOT COULD BE ON DUTY							
ACTUAL ON DUTY TIME (Including Pre-Flight)							
ADD 14 HOURS FOR MAXIMUM DUTY DAY	**+ 14 Hrs**	**+ 14 Hrs**	**+ 14 Hrs**	**+ 14 Hrs**	**+ 14 Hrs**	**+ 14 Hrs**	**+ 14 Hrs**
= MUST BE OFF-DUTY AT:	=	=	=	=	=	=	=
ACTUAL OFF-DUTY TIME:							
CUMULATIVE FLIGHT TIME PREVIOUS 5 DAYS							
+ TOTAL FLIGHT TIME TODAY	+	+	+	+	+	+	+
= TOTAL FLIGHT TIME THIS 6-DAY PERIOD	=	=	=	=	=	=	=

Max Flight Time = 8 Hours Max Duty Day = 14 Hours Min Rest Period = 10 Hours Required Days Off = 2 Days in 14

(For state and local agencies, driving limitations, rest periods, and required days off may vary from the USDA – FS and USDI standards indicated.)

- For federal agencies, a maximum of 42 hours flight time may be flown during any consecutive six-say period. When a pilot acquires 36 or more flight hours in a consecutive six-day period, the pilot will be given the following 24-hour period off duty for rest, or in the conterminous United States will be given the following full calendar day off for res. Following any mandatory rest period, a new six-day cycle begins.

SEAT-003(TEST)

SEAT FUEL TRUCK DRIVER DUTY DAY CUMULATIVE LOG

Driver Name	Information From Last Log	
	Last Date(s) Off-Duty:	**Cumulative Driving Time Last 5 Consecutive Days On Duty:**

INSERT DATES OF NEXT 7 DAYS IN BOXES							
EARLIEST DRIVER COULD BE ON DUTY							
ACTUAL ON DUTY TIME (Including Pre-Flight)							
ADD 16 HOURS FOR MAXIMUM DUTY DAY	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**
= MUST BE OFF-DUTY AT:	=	=	=	=	=	=	=
ACTUAL OFF-DUTY TIME:							
CUMULATIVE DRIVING TIME PREVIOUS 5 DAYS							
+ TOTAL DRIVING TIME TODAY	+	+	+	+	+	+	+
= TOTAL DRIVING TIME THIS 6-DAY PERIOD	=	=	=	=	=	=	=

INSERT DATES OF NEXT 7 DAYS IN BOXES							
EARLIEST DRIVER COULD BE ON DUTY							
ACTUAL ON DUTY TIME (Including Pre-Flight)							
ADD 16 HOURS FOR MAXIMUM DUTY DAY	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**
= MUST BE OFF-DUTY AT:	=	=	=	=	=	=	=
ACTUAL OFF-DUTY TIME:							
CUMULATIVE DRIVING TIME PREVIOUS 5 DAYS							
+ TOTAL DRIVING TIME TODAY	+	+	+	+	+	+	+
= TOTAL DRIVING TIME THIS 6-DAY PERIOD	=	=	=	=	=	=	=

Max Driving Time = 10 Hours **Max Duty Day = 16 Hours** **Min Rest Period = 8 Hours** **Required Days Off = 2 Days in 14**

(For state and local agencies, driving limitations, rest periods, and required days off may vary from the USDA – FS and USDI standards indicated.)

SEAT-004 (TEST)

SEAT MECHANIC DUTY DAY CUMULATIVE LOG

Mechanic Name	**Last Days Off Duty:**

INSERT DATES OF NEXT 7 DAYS IN BOXES							
EARLIEST MECHANIC COULD BE ON DUTY							
ACTUAL ON DUTY TIME (Including Pre-Flight)							
ADD 16 HOURS FOR MAXIMUM DUTY DAY	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**
= MUST BE OFF-DUTY AT:	=	=	=	=	=	=	=
ACTUAL OFF-DUTY TIME:							

INSERT DATES OF NEXT 7 DAYS IN BOXES							
EARLIEST DRIVER COULD BE ON DUTY							
ACTUAL ON DUTY TIME (Including Pre-Flight)							
ADD 16 HOURS FOR MAXIMUM DUTY DAY	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**	**+ 16 Hrs**
= MUST BE OFF-DUTY AT:	=	=	=	=	=	=	=
ACTUAL OFF-DUTY TIME:							

Max Duty Day = 16 Hours **Min Rest Period = 8 Hours** **Required Days Off = 2 Days in 14**

(For state and local agencies, driving limitations, rest periods, and required days off may vary from the USDA – FS and USDI standards indicated.)

SEAT TANKER LOG / COST SUMMARY SHEET

Date:_____ Sunrise:_____Sunset:_____

Manager's Name:_____

Aircraft N#:_____Tanker#:_____
Make / Model:_____

PT on Duty:_____Off Duty:_____Total Hrs:_____
DR on Duty:_____Off Duty:_____Total Hrs:_____

Service Miles Start:_____ Stop:_____
Total Miles:_____

Minute = 100th

1 = .02	11 = .18	21 = .35	31 = .52	41 = .68	51 = .85
2 = .03	12 = .20	22 = .37	32 = .53	42 = .70	52 = .87
3 = .05	13 = .22	23 = .38	33 = .55	43 = .72	53 = .88
4 = .07	14 = .23	24 = .40	34 = .57	44 = .73	54 = .90
5 = .08	15 = .25	25 = .42	35 = .58	45 = .75	55 = .92
6 = .10	16 = .27	26 = .43	36 = .60	46 = .77	56 = .93
7 = .12	17 = .28	27 = .45	37 = .62	47 = .78	57 = .95
8 = .13	18 = .30	28 = .47	38 = .63	48 = .80	58 = .97
9 = .15	19 = .32	29 = .48	39 = .65	49 = .82	59 = .98
10 = .17	20 = .33	30 = .50	40 = .67	50 = .83	60 = 1.00

COST SUMMARY

AV Hrs:_____ Rate:_____= $_____

FT Time:_____Rate:_____= $_____

EP Hrs.:_____Rate:_____= $_____

ET Hrs:_____Rate:_____= $_____

ET Hrs:_____Rate:_____= $_____

EM Hrs:_____Rate:_____= $_____

PD #:_____Rate:_____= $_____

SM #:_____ Rate:_____= $_____

SC: _____= $_____

TOTAL COSTS:= $_____
Total Number Loads Delivered:_____
Total Gallons Delivered: _____
COMMENTS:

SORTIE	T-#	USE	FROM	TO	START	STOP	MIN / 100TH	FT TOTAL	GALS	REFRACT READING	FIRE #
							.				
							.				
							.				
							.				
							.				
							.				
							.				
							.				
							.				
							.				
							.				

CODES: USDI - [FERRY: 9F] [RETARDANT: 2R] [FOAM: 2F] [WATER: 2W]

Totals .

SEAT-006 (TEST)

SEAT COST SUMMARY SHEET (Supplemental)

This supplemental worksheet is to be completed only if the using agency or Incident Management Team requests a daily cost summary sheet for the SEAT operation. Transfer the information recorded on the SEAT Tanker Log / Cost Summary Sheet (SEAT-006), and submit to the using agency for their records.

Date:	N#:	Tanker #:
SEAT Manager Name:		
Type of SEAT Contract:	☐ Exclusive Use	☐ CWN

AV Hrs:_____	Rate:_____	=	$_____
FT Time:_____	Rate:_____	=	$_____
EP Hrs:_____	Rate:_____	=	$_____
ET Hrs:_____	Rate:_____	=	$_____
ET Hrs:_____	Rate:_____	=	$_____
EM Hrs:_____	Rate:_____	=	$_____
PD#:_____	Rate:_____	=	$_____
SM#:_____	Rate:_____	=	$_____
SC:_____	_____	=	$_____
	TOTAL CHARGES:	=	**$**_____

Total Number Loads Delivered:_____

Total Gallons Delivered: _____

COMMENTS:

INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: SEAT MOBILIZATION / DEMOB OPERATIONS

Index:

- **Worksheet for Ordering and Mobilizing SEATs**
- **SEAT Base DEMOB Worksheet**

WORKSHEET FOR ORDERING AND MOBILIZING SEATS

Date:	**Time:**	**Prepared By:**

NOTE: **THE ORDERING AGENCY MUST ENSURE THE FOLLOWING SECTIONS ON SEAT BASE OPERATIONS, WATER AND RETARDANT SUPPLY ARE COMPLETED *BEFORE* ORDING THE SEAT.**

RESOURCE ORDER INFORMATION:

A-	Enter the "A" Number assigned for the aircraft and support on the Aircraft Resource Order form. The support equipment (fuel truck and retardant mixing plant) are part of the SEAT contract and are given one "A" Number.
O-	Enter the "O" Number assigned for the Single Engine Airtanker Manager (SEMG) on the Overhead Resource Order form. Be sure to verify the availability of a SEMG ***before*** ordering a SEAT. *Note: SEATs can not be utilized without an assigned qualified manager.*
E-	It may be necessary to assign "E" Numbers to additional equipment that needs to be ordered for SEAt base operations like water tenders or fork lifts to off-load retardant .

SEAT BASE OF OPERATIONS:

Airport Name:	Designator:	Lat:	Long:
Airport Contact:	Phone:	Type of Fuel:	

Driving Instructions: *Relay to fuel truck driver and SEMG .*

MOU or Agreements In Place For Base Operations: *Check One*

- ❑ Agreements In Place: *(Provide a copy to SEMG)*
- ❑ Agreements Pending: *(Provide SEMG with draft or status report on progress)*
- ❑ No Agreements In Place *(Provide SEMG with the names of procurement personnel that will handle securing the agreement.)*

Additional Needs / Comments: Include information or instructions needed to operate at the base like contact names, locked gates, etc..

WATER SOURCE:

Primary Water Source*: Include all instructions for using the water supply and pass on the information to the SEMG.*

Back-up Water Source:

Additional Needs / Comments: *List any additional resources or equipment that the SEAT base may need to obtain the water source outlined above like contact names, water tenders, portable storage tanks ect..*

RETARDANT:

Type of Retardant: Powder (Buckets) Liquid Concentrate (LC)	
Retardant Source: *List the main source where the agency will obtain the retardant supply.*	
Transportation Information: *Provide answers to the questions in the right side of the table.*	
How will the retardant be procured transported to the operational site ?	
What is the time frame for retardant delivery ?	ETA on site at:_____
What is the retardant re-supply plan ?	
What is the time frame for re-supply plan ?	
What is the retardant storage plan ?	
Additional Needs: *List the additional resources, equipment and supplies that will be necessary to accomplish the plan outlined on the right side of the table.*	

PROCESSING THE ORDER FOR A SEAT W/SUPPORT:

CONTRACT INFORMATION:

Check One:

- ❑ CWN Contract: Orders are placed directly to the Vender off the OAS Source List if within the local area, otherwise through the normal dispatch channels.
- ❑ Exclusive Use Contract: Orders are placed through the regular dispatch channels to the unit or agency that sponsors the contract.

VENDER INFORMATION:

Company Name:		Phone:	
N-Number:	Tanker Number:	Make:	Gallons:
Pilot Name:	Phone:	Level: (I or II)	
Drivers Name:	Phone:	Truck License #:	
Aircraft Color:	FUEL TYPE: Jet-A Av-Gas		

EXCLUSIVE USE: If you are filling the order with a SEAT off an exclusive use contract, pass the following information through the established dispatch channels.
CWN: If you are filling the order with a SEAT off the CWN contract, provided the following information directly to the vender:

- Name of the agency that is procuring the aircraft.
- Type of contract the aircraft and support is being mobilized under.
- Name and phone number of a contact person in dispatch or the agency.
- Date and Time the resource is needed.
- Location the SEAT and support will be mobilized to.
- All information off the Aircraft Resource Order (fax a copy to the vendor if possible).
- Date and time the SEMG will arrive at the mobilization location.
- Pass on any information that was recorded from the worksheet above about the airport or the base of operations.

MOBILIZING THE SEAT W/SUPPORT:
Ensure you have received the following information from the vendor before the SEAT departs from their home base to your location:
AIRCRAFT:

ETD:	From:	ETA:	To:	Estimated Flight Time:
FLIGHT FOLLOWING: *(Check One)*				
FAA Flight Plan:	Make sure to get general flight itinerary from pilot, including the location of any known fuel stops for possible re-route information.			
Agency Flight Following:	Make sure to give the pilot all the frequencies and names of dispatch offices that they will be flight following with. Include a back up plan if the pilot is unable to establish communication during any leg of the ferry flight.			
Aerial Hazards: Pass on any known aerial hazards or TFRs in the area or in the flight route to the designated base of operations.				

Note: If you are mobilizing a SEAT across established geographic dispatch areas, include all the resource tracking requirements outlined in the National MOB Guide.

FUEL / SUPPORT TRUCK:

ETD:	From:	ETA:	To:	Estimated Driving Time:
Driving Route: Obtain a general route the support / fuel truck driver will be taking, including any over night stops. Establish and relay any resource check-in procedures that the agency may require, like a check-in phone call when the support arrives at the designated base or fuel stops. Make sure the support / fuel truck driver has the dispatch or contact phone number to call incase of problems or delays when traveling to the base of operations.				

SEAT BASE DEMOB WORKSHEET

This worksheet was developed to help the SEAT Manager work through the demob process. Complete the following worksheet and provide the using agency with a copy for their records.

AGENCY CLOSE-OUT:

Conduct a close-out interview with an agency representative that you were working with and provide them with the following information

- Summary of the overall SEAT operations that were conducted with the using agency including dispatch, logistical, administrative and operational support that was provided.
- Review any mobile base plans that may have been developed and provide the agency with suggestions for improving or enhancing the current operation.

Close-out interview conducted with:
Name:_____Title: _____Date:_____

Ensure the agency has copies of the following documentation:

[ ] SEAT Pre-Use Information Sheet (SEAT-001)
[ ] SEAT Pre-Use Inspection (SEAT-002)
[ ] SEAT Pilot Flight Time Log (SEAT-003)
[ ] SEAT Fuel Truck Driver Log (SEAT-004)
[ ] SEAT Mechanic Duty Day Log (SEAT-005)
[ ] SEAT Tanker / Cost Summary (SEAT-006)
[ ] Copies of OAS 23's
[ ] Evaluation Report on Contractor Performance

Other Documentation:

Supplies:
Provide the agency with a current inventory of any non perishables supplies that have been signed out to support the SEAT operation. If the SEAT Manager has any of these supplies checked out in their name, they need to make sure to transfer the property to authorized personnel.
Supplies transferred to: _____Date:_____

The SEAT Manager should also provide the agency with information about supplies that were ordered or charged under a Blanket Purchase Agreement (BPA). The agency will need this information for their procurement personnel to process payment.
BPA used in the SEAT operation: *(Provide the list of Vendors)*

Equipment:
Provide the agency with any shift tickets or information about equipment that was signed up on Equipment Rental Agreements (ERA) or ordered through BAR. The agency will need this information to ensure the equipment is released back to the vendor it was ordered from and assist the procurement personnel with processing payments.

Eras USED AT THE SEAT BASE	STATUS: (Released / Active)

FIXED WING BASE OPERATOR:

Conduct a close-out inspection with the Fixed Wing Base Operator to ensure the site is in the same condition that was documented in the pre-use inspection. The inspection should include close inspection of the following areas:

[ ] Ramp area including wash down areas.
[ ] Areas used to store retardant, water and supplies.
[ ] Areas utilized by the SEAT Manager for operations.
[ ] Area designated for the portable toilets.
[ ] All travel lanes used to access the site.

Document and forward any concerns, rehabilitation issues or suggestion the Fixed Wing Base Operator may have about current or future operations from the site:

Inspection conducted with: _____Title:_____Date:_____

CONTRACTOR CLOSE-OUT:

Conduct a close-out session with the contractor to include the following items:

[ ] Conduct a close-out inspection with the contractor personnel of the areas on the SEAT base that were used by the contractor for operations. Make sure the ramp and taxiway are clean of retardant residue and trash. Ensure the contractor has mitigated all concerns or issues that the Fixed Wing Base Manager has identified on the post inspection that was determined the contractor's responsibility to fix.

[ ] Ensure all OAS 23's have been signed and properly closed out. Make sure the agency has a copy of all OAS 23s that were generated during the assignment.

[ ] Provide the contractor with a copy of the "Evaluation Report On Contractor Performance".

DEMOB PLANS:

The SEAT Manager and the dispatch office must determine if they will be following the guidelines established in the National Mobilization Guide or the Geographic Area Mobilization Guide: *(Check one section listed below)*

[ ] The SEAT **will be** crossing geographical boundaries during their demob, and will follow the guidelines established in the National Mobilization Guide for the National Interagency Coordination Center (NICC).	[ ] The SEAT **will not be** crossing geographical boundaries during their demob and will follow the guidelines established in the Geographical Area Mobilization Guide. The dispatch office should be able to provide the SEAT Manager with the established guidelines.

The SEAT Manager must ensure that all the contractor personnel are thoroughly briefed on the appropriate demob guidelines.

DISPATCH CLOSE-OUT:

Provide the dispatch office with the proposed travel plans for the SEAT and support vehicle if they have been demobed.
Aircraft travel plans: [ ] Agency Flight Following [ ] FAA Flight Plan [ ] No Resource Tracking Departure location :_____ Estimated Time: _____ Arrival location: _____ Estimated Time:_____ Scheduled fuel stops:_____ Check-in procedures:
SEAT Support Vehicle travel plans: Departure location :_____ Estimated Time: _____ Arrival location: _____ Estimated Time:_____ Travel routes: Overnight plans:_____ Check-in procedures:

Provide the agency with a current phone number or address that you may be reached at if they should have any questions in the future.

Name:_____ Phone: ( )_____

Home Unit Assigned To:_____

Assignment Dates: From: _____To:_____ Position Held:_____

INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: OPERATIONAL BRIEFINGS

Index:

- **Types of Operational Briefings**
- **Briefing: Agency Briefing**
- **Briefing: Fixed Wing Base Manager Briefing**
- **Briefing: Initial Briefing**
- **Briefing: Daily Briefing**

OPERATIONAL BRIEFINGS

Receiving and relaying accurate and well organized briefings is one of the main functions of the SEAT Manager. These briefings are not only mandatory for all operations, they are also the key components for ensuring safe, effective and efficient use of all SEAT resources utilized in the fire and aviation community.
Establishing and conducting operational briefings ensures an avenue for critical and timely information to be relayed between the using agency and the SEAT contractor. Information well organized, posted and continually updated ensures continuity of operations or aids in a smooth transition for personnel and aircraft resources.

TYPE OF BRIEFINGS:
The SEAT Manager can be expected to participate in the following types of briefings during their assignment:

- **Agency Briefing**: This type of briefing is generally given to the SEAT Manager by the using agency's fire or aviation staff personnel like a Unit Aviation Officer or the Fire Management Officer. This briefing should provide the SEAT Manager with a comprehensive overview of the using agency's operational and administrative and procedures and guidelines. The SEAT Manager **must** receive this type of briefing from the using agency prior to any operations.
- **Fixed Wing Base Operator Briefing:** The SEAT Manager should receive a briefing from the Fixed Wing Base Operator or the Manager of the facilities where the SEAT base is located. The briefing should cover the operating procedures for the facilities, logistical and technical support available for use at the site, and areas of special concern or restrictions pertinent to SEAT operations. The SEAT Manager should document the briefing and relay the information to the using agency for concurrence prior to operations. Any issues raised or areas of concern identified during this briefing should be relayed to the using agency for mitigation.
- **Initial Pilot / Manager Briefing:** This briefing is conducted by the SEAT Manager to pilot and support personnel prior to operations. The briefing should be a combination of all the information received from the agency briefing and the Fixed Wing Base Operator. The using agency's personnel can be involved with the initial briefing, but it is the responsibility of the SEAT Manager to verify that the pilot and support personnel were provided a complete briefing on the established operational and administrative procedures. Any concerns or issues that may surface from the pilot and support crew needs to be relayed to the using agency and resolved before continuing operations.
- **Daily Briefings:** These briefings are a combination of information received and relayed by the SEAT Manager to all personnel involved in the SEAT operation. The daily briefing includes updates on areas of information that change frequently like; weather advisories, radio frequencies, aircraft resources etc. It is a good idea for the SEAT Manager and the contractor to develop an outline or checklist of areas they would like the using agency to update them on each day. If possible, the using agency personnel should conduct the daily briefing out at the SEAT base location to encourage the SEAT Manager and contractor to provide input or

feed back on the daily operations. These briefings are not only mandatory, but they are the key component to ensure that the SEAT operation has received pertinent and current information to safely operate in the fire and aviation environment.

- **Transitional Briefings:** The SEAT Manager must ensure that all personnel transitioning into their operation receives the appropriate level of briefing prior to conducting any operations. Transitioning personnel may include; relief pilots or support crew members, additional SEAT contractors mobilized for the incident, SEAT Manager trainees or relief SEAT Managers, and any additional personnel that has been mobilized to provide logistical support for an expanded SEAT operation.
- **Close-out De-briefing:** The SEAT Manager should conduct a close out de-briefing with the using agency's personnel at the end of each assignment. This is a good time to pass on any recommendations to help the agency maintain or develop a safe and progressive SEAT program.

FIXED WING BASE OPERATOR CHECKLIST

This checklist was designed to be used as a basic guide to help ensure the SEAT Manager coordinate all aspects of the SEAT operation with the Fixed Wing Base Operator, SEAT contractor and the using agency.

CHECK-IN INFORMATION:

Name of Manager:	Office Phone: 24 Hour Phone:
Type of Fuel: □ Jet- A □ Av-Gas	24 Hour fuel service available ?
General operating hours:	Locked access gates ?
Services fees associated with the airport use ? (*tie down, landing, ramp or fuel pumping fees.)*	
Agreements or MOUs in place to use the facilities ? □ Yes □ No *(**If NO:** Relay the information to the using agency for mitigation.*)	
Airport considered a secured site ? □ Yes □ No *(**If NO:** Relay the current security situation to the using agency to provide contingency planning.)*	
Public access into the SEAT operation ? □ Yes □ No *(**If YES:** Relay current situation to the using agency to mitigate if necessary.)*	

OPERATIONAL INFORMATION:

√	Obtain concurrence with the Fixed Wing Base Operator to ensure the proposed or current SEAT base site is not impacting their daily business.
√	Conduct a pre-use inspection of the site with the Fixed Wing Base Operator to document current conditions. Relay any concerns, problems or discrepancies to the using agency for mitigation.
√	Establish an area and procedures with the Fixed Wing Base Operator designated for washing down the aircraft. Ensure the run off or drainage from the ramp and wash down area does not adversely affect the airport facilities.
√	Relay your current plan for developing the SEAT base to the Fixed Wing Base Operator for approval including: providing shade, restroom facilities, trash hauling services, public access concerns, security mitigation, water and retardant storage, and logistical support needs.
√	Discuss options for expanding the SEAT base set up if the need should arise to expand the operation with additional SEATs.
√	Verify the location of the jettison area established by the using agency or Fixed Wing Base Operator.
√	Review the procedures that have been established at the airport for responding to emergencies or aircraft accidents.
√	Establish a daily check-in procedure with the Fixed Wing Base Operator to review your SEAT operations and help mitigate any concerns or issues they may have. Document and relay all concerns or issues that may surface to the using agency.
√	Document any areas on the airport grounds or facilities that may have restrictions pertinent to your SEAT operation or personnel.
√	Review access and departure procedures or concerns associated with conducting SEAT operations outside normal airport business hours.
√	Establish the preferred traffic route that will be utilized by personnel accessing the SEAT base with the Fixed Wing Base Operator. Ensure personnel adhere to the established route.
√	Verify any known dates of events scheduled at the airport that may affect future operations.

DEMOB INFORMATION:

√	Ensure all equipment or supplies utilized for the SEAT base have been returned to the using agency. Make sure all the trash in the general and surrounding areas has been picked up and the retardant residue has been minimized.
√	Conduct and document a post-inspection with the Fixed Wing Base Operator to ensure the site is in the same condition as documented on the pre-inspection.
√	Document all concerns or issues the Fixed Wing Base Operator may have with the post-inspection of the site. Request the using agency participate in an additional post-inspection of the site to verify and mitigate concerns or issues.
√	Relay any suggestions to the using agency that the Fixed Wing Base Operator may offer to help improve future use of the facilities.
√	Provide the Fixed Wing Base Manager with a name and phone number of a local agency contact person to use if they have questions or concerns at a later date.

INITIAL PILOT / MANAGER BRIEFING

The Initial Pilot / Manager Briefing was designed to provide the SEAT Manager with a guideline or checklist to brief the SEAT contract personnel on their initial contact. The briefing is a combination of all the information the SEAT Manager received from the using agency and the Fixed Wing Base Operator.

I. BASE OF OPERATIONS:

A. Fixed Wing Base Operator: (Provide name and phone numbers).
B. A & P Mechanic / Avionic Shop: (Provide the location of the nearest avionic shop if known).
C. Weather Service: (Provide the phone number and location).
D. Security: (Evaluate the airport security and relay the using agency security plans).
E. Aircraft safety procedures and crash rescue responsibilities / capabilities.
F. Types of retardant used and water sources available on site and re-supply plan.
G. Identify who is who in the area of operations.
H. Review the aircraft capabilities and limitations for operating in the area of responsibility with the pilot.
I. Duty hours, and start and end of normal duty day.
J. Procedures for crew and pilot while on standby.
K. Aircraft safety procedures and crash rescue responsibilities / capabilities.
L. Contract evaluation criteria.

II. INITIAL ATTACK OPERATIONS:

A. Operational area of responsibility: (Provide map overview).
B. Remote bases or alternate sites: (Provide map overview).
C. Local resources and location: (Provide map overview).
D. Emergency landing sites: (Provide map overview).
E. Additional aerial resources and location.
F. Review the initial attack procedures established in the Unit Aviation Plan
G. Copy of SEAT Operational Plan.
H. Review of aerial hazard map.
I. Local initial attack procedures.

III. COMMUNICATION PROCEDURES:

A. Discuss and provide a copy of the communication plan.
B. Review local interagency frequencies and procedures for: ● Ramp Frequency ● National Flight Following ● Zone Flight Following ● Remote Base Frequencies ● Air to Air Tactical (Air Attack and Reconnaissance) ● Air Guard ● Air to Ground
C. Review of flight following sequencing and loss of communication procedures.
D. Introduce to aviation dispatchers.
E. Review of emergency / crash rescue procedures.
F. Location of area repeaters (Provide map overview).
G. Review the Fire Traffic Area (FTA) procedures.

IV. BRIEFING SUMMARY:

A. Overview of normal and storm weather patterns.
B. Daily weather and intelligence briefing procedures.
C. Overview of fire behavior, both normal and current.
D. Review of fuel types and terrain within area of operation.

V. LOCAL PLANS, POLICIES AND PROCEDURES:

A. Identify and introduce Unit Aviation Officer.
B. Review copy of the Unit Aviation Plan.
C. Review copy of the SEAT Operations Plan.
D. Review the Interagency Aviation Mishap Response Plan.
E. Review the aerial hazard map and identify hazards.
F. Review local concerns and constraints (Cultural, Political and Resources).
E. Overview of local airspace coordination issues and procedures.

DAILY BREIFING CHECKLIST

The SEAT Manager, contractor personnel and the using agency should establish a daily briefing checklist customized for their operation. The checklist below is a *basic* list of items that should be reviewed each day for any type of SEAT operations.

ADMINISTRATIVE:

- **Agency Contact:** *Updates on who is on duty to act as the aviation duty officer or main contact for the SEAT operation.*
- **General Manning:** *Updates on general manning hours and scheduled dispatch coverage.*

DAILY INTELLIGNECE:

- **Weather:** *Review current and predicted weather including all red flag warnings or adverse weather advisories and information from lightning detection systems.*
- **Fire Behavior:** *Review current fuels conditions and relay any known fire behavior predictions issued for the area.*
- **Planning Levels:** *Update of local, geographical and national planning levels and how they will affect the SEAT operations.*
- **Situation Reports:** *Review of situation reports from geographical and national levels and the affects on the SEAT operations.*
- **Current Fire Status:** *Review the status of all current fires on the unit and any information on new starts that were detected.*
- **IMT:** *Update on any Incident Management Teams that may have been mobilized for the area, including a copy of the current Incident Action Plan (IAP) generated for the shift.*

COMMUNICATION:

- **Frequencies:** *Updates on any changes or additional frequencies and contact names to be used on the incidents.*

OPERATIONS:

- **Aircraft Resources:** *Updates on any changes or additions to the aircraft resource and aviation personnel that were committed to the area or specific incidents.*
- **Overhead Resources:** *Updates on any changes or additions to any aerial supervision or support personnel that may affect the SEAT operation.*
- **Operational Planning:** *Updates on planned aerial or ground missions and how they will affect the SEAT operations.*

LOGISTICS:

- **Retardant and Water:** *Relay current retardant and water inventory to the using agency for pre-planning needs.*
- **Logistical Supplies:** *Provide the using agency with an order of any equipment or supplies needed for the SEAT operations.*
- **Overhead:** *Obtain and relay any information on additional overhead that was ordered to support or transition into the SEAT operation.*

FEEDBACK:

- **SEAT Effectiveness:** *Obtain and relay feedback from aerial supervision and ground personnel on effectiveness and performance of the SEAT over the incident.*
- **Operational Review:** *Obtain and relay any information on daily operational assignments and identify and mitigate any safety concerns or issues that may have surfaced during the day.*
- **SEAT Base:** *Obtain and relay any problems or concerns that may have surfaced during the day from the ground support crew.*
- **Fixed Wing Base Operator:** *Obtain and relay any problems or suggestions made by the Fixed Wing Base Operator for improving or modifying the SEAT operation.*

INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: SEAT BASE PLAN

Index:

- **SEAT Base Plan Outline**
- **SEAT Base Posted Intelligence Index**

SEAT BASE PLAN

The following documents were developed to use as an outline or guide when developing a SEAT base management plan for a unit. The outline covers most of the components that should be in place at an **established** re-load base.
The outline can also be used as a guide in formatting information that should be included in an aviation briefing packet.

The outline contains the following sections:

- **INTRODUCTION**
- **LOCAL FIRE ORGANIZATION**
- **FIRE MANAGEMENT INFORMATION**
- **FACILITIES**
- **POTENTIAL HAZARDS**
- **DAILY ACTIVITIES**
- **SEAT BASE OPERATIONS**
- **MOBILIZATION PROCEDURES**
- **RAMP MANAGEMENT**
- **ACCIDENT / INCIDENT RESPONSE PLAN**
- **HAZARDOUS MATERIALS**
- **JOB HAZARD ANALYSIS**
- **ADMINISTRATION**

The following document contains an outline of the basic sections listed above and provides a brief description or suggestions of the material that should be covered for that section.

The following document is a brief description of the material that should be covered when developing a SEAT Base Plan or an Aircraft Briefing Plan. The sections follow the basic SEAT BASE PLAN INDEX:

INTRODUCTION:

- **Purpose:** *Describe the purpose of the plan.*
- **Overview:** *Describe the area of coverage and agencies that are included in the area.*

LOCAL FIRE ORGANIZATION:

- **Organizational Chart**: *Provide a chart of the fire organization for the unit.*
- **Role and Responsibilities:** *Describe the role and responsibilities of the aviation position.*
- **Contact List:** *Provide the names, phone numbers of the aviation staff, field offices, facilities etc. It is a good idea to make this section an appendix at the back of the document so, you can update the names and numbers annually.*
- **Resources:** *Provide general information about the air and ground resources that are available for the unit.*

FIRE MANAGEMENT INFORMATION:

- **Topography:** *Include the type of topography that will be found on the unit including the elevation span for the area.*
- **Type of Fuel:** *Provide information on the fuel models that are generally used for the unit.*
- **Fire History:** *Provide a brief narrative on the human and lightning fire occurrence, including peak fire season dates.*
- **Fire Suppression Tactics**: *Provide a brief narrative on the fire suppression tactics and initial attack strategies.*
- **Prioritization of Targets:** *Describe the general policies established for prioritizing the use of fire suppression resources on the unit.*
- **Urban Interface:** *Describe the location and protection responsibilities associated with the Urban Interface areas.*
- **Areas of Special Consideration:** *Describe areas of special consideration like; Wilderness, Wetlands, T&E Species etc. Try to include the general guidelines established in these areas for utilizing aircraft resources.*

FACILITIES:

- **Primary Facilities:** *Describe the primary facility used on the unit to conduct aviation operations. Try to include the following information: Operational hours; security requirements; phone and fax use; computer use; first aid stations; parking: compound perimeter; office space, etc.*

POTENTIAL HAZARDS:

- **Local Flying Conditions:** *Document any known present and historical conditions that may affect the flying conditions like; crosswinds or seasonal thunderstorm activities.*
- **Airspace Concerns:** *Describe the general air space over the area of operations including Special Use Areas (SUA), Military Operations Areas (MOA) Restricted Areas (RA) etc..*
- **Aerial Hazards:** *Document any aerial hazards that have been identified on the unit. Provide information on the location off the units aerial hazard map.*
- **Transponder Code:** *Provide information on the unit's policy on transponder codes.*
- **Area of Special Consideration:** *Include any information about areas that have been identified as possible concerns when operating aircraft like; border lands or areas that have overlapping initial attack responsibilities.*

DAILY ACTIVITIES:

- **General Manning:** *Describe the general manning for the unit during low and high fire activity.*
- **Daily Intelligence:** *Describe the type of daily intelligence that is available, posted and broadcast over the radio for the fire and aviation resources. Include information on the safety or daily briefing procedures established for the unit.*
- **Reference Material:** *Provide information on the type and location of reference material that is available for use on the unit.*

OUTLINE

SEAT BASE OPERATION:

- **Water Sources:** *List the primary and back-up water sources utilized on the base. Describe the ordering, mobilizing and accounting procedures established by the unit when utilizing the water.*
- **Retardant Sources:** *Describe the different types of retardant utilized on the base. Include procedures established for inventorying, sampling, circulating, re-supplying, storing, etc.*
- **Jettison Area:** *Describe the primary and alternate jettison areas designated on the unit.*
- **Mobile Bases***: Provide the location and operational plan for any mobile base sites that have been established for the area of operation.*

MOBILIZATION PROCEDURES:

- **Dispatch Procedures:** *Describe the dispatch procedures established for the unit including the standard information provide for each dispatch, response times, etc.*
- **Flight Following Procedures:** *Describe the flight following and resource tracking procedures that are established for the unit including the sterile cockpit procedures, resource tracking for orders processed out-of-region etc.*
- **Communications:** *Provide information on the communication system that the unit has in place including the type of radios, frequencies that are monitored, repeater coverage maps, procedures for loss of radio communication, etc.*

RAMP MANGEMENT:

- **Ramp Management:** *Describe the procedures that have been established for the ramp area including access, fueling and loading procedures, parking, tie downs, wash down areas, spill management, etc.*

ACCIDENT / INCIDENT RESPONSE PLAN:

Accident / Incident Response Plan: *Provide a briefing on the unit's plan for responding to any accident or incidents that may happen for both on and off the airport facilities.*
EMS Resources: *Describe what Emergency Medical Service (EMS) is available for the area of operation. Try to provide the name and lat / long of the burn and trauma centers in the area.*

HAZARDOUS MATERIALS:

- **Material Safety Data Sheets (MSDS):** *Provide the location of the MSDS sheets for all the hazardous materials used in the aviation operations.*

RISK ASSESMENT:

- **Job Hazard Analysis:** *Identify the location or procedures that have been established to provide the Risk Assessment Worksheets or Job Hazard Analysis for the aviation operations generally conducted on the unit.*

ADMINISTRATOR:

- **Contract Administration:** *Provide the type of aircraft contracts that are generally utilized on the unit for aviation operations.*
- **Procurement:** *Describe the procurement flight invoice utilized on the unit (OAS-23- FS-122).*
- **Required Documentation:** *Provide an outline of documentation required on the unit for administrating aviation contracts including the form name and number, completion frequency, and routing information.*
- **Equipment / Supplies:** *Provide a briefing on the procedures established for ordering, inventory, and transporting any supplies of equipment that may be ordered.*
- **Time Keeping***: Provide information about documenting and approving the aircraft manager's time.*

OUTLINE

INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: **MEMORANDUM OF UNDERSTANDING / AGREEMENTS**

Index:

- **Role of the SEAT Manager / Agreements**
- **Example of Memorandum of Understanding (MOU)**

MEMORANDUM OF UNDERSTANDING / AGREEMENTS / CONTRACTS

Memorandum of Understanding (MOU), agreements or contracts are often used by an agency to obtain and document the use of a facility utilized for Single Engine Airtanker operations.
Each agency has the authority to decide which type of agreement(s) fits their needs. All agencies have guides that help them determine the appropriate document to use when processing agreements with other Bureaus and Federal Agencies, State and local governments, and the private sector organizations.
Generally, government "benefit" is the deciding factor in addition to the allocation of funds. A procurement contract is used when the primary purpose of the agreement is to acquire goods or services for the direct benefit of the government, and a binding commitment is needed for the government's protection. The agency may choose a different type of agreement if funds are not going to be allocated or the primary purpose of the agreement has an indirect benefit to the government.

Type of agreements that are generally used for obtaining or securing the use of facilities that may be utilized in Single Engine Airtanker operations are:

- Memorandum of Understanding
- Cooperative / Assistance Agreements
- Contracts / Procurement Agreements

Role of the SEAT Manager with agreements:

- SEAT Manager **does not** have the authority to enter into any type of agreement or MOU with the airport authorities for the use of airport or airstrip.
- SEAT Manager **may** assist the agency procurement personnel with technical specifications, definitions, or background information to help complete the agreement.
- SEAT Manager should obtain and review any agreements that are in place for a facility prior to operations, and provide all members of their operation with a complete briefing on the contents of the agreement.
- The SEAT Manager can not authorize any activities that will be conducted outside the agreement parameters. The SEAT Manager should suspend those activities that are considered outside the agreement parameters until the using agency personnel can modify or amend the agreement.

This agreement is generally used when there are no obligations of funds. The MOU is not intended to be a detailed working document, but a written agreement between the agency and another entity that confirms the use of cooperative policies or procedures to promote mutual endeavors.

MEMORANDUM OF UNDERSTANDING

among

U.S. Department of (Add Agency Department)

(Add Agency Name:_____)

Concerning

Use of (Add Name Airstrip / Airport) During Retardant Airtanker Operations.

Purpose - This Memorandum of Understanding (MOU) provides procedures and guidance for coordination and cooperation between the ***(Insert name of the government Agency)*** and the ***(Insert the name of the Airport / Airstrip Authority)***

Objective - To provide an efficient retardant reload facility that will enhance aerial fire fighting capabilities of Federal, State and local fire fighting forces within ***(Add the Names of Counties , Agencies or general location).***

Authorities-
Insert the agency's manual or handbook direction on MOU's .

Definitions-
Insert definitions of terms any acronyms use.

Agreement-
Activities associated with the use of the these facilities for SEAT operations generally include takeoff and landing aircraft, loading of water/chemicals into aircraft, refueling operations, moving and parking of support vehicles like large water tenders, fuel, and supply trucks. In addition to the aircraft and support operations, government personnel will establish a temporary base of operations located near the aircraft to oversee the SEAT operation.
The ***(Insert name of the Airstrip / Airport Authority)*** will authorize the use of a specified area of the parking ramp to the ***(Insert the name of the government Agency)***, as a Single Engine Air Tanker (SEAT) reload base. The specified area will include ***(Add the description of the area in the airport / airstrip to be used)***. The loading pit area will be located ***(Add location of loading pits)***. The equipment utilized in the operation will be ***(Add the description and ownership of the equipment to be used.)***

Additional required needs:
List the additional equipment or facilities that may be used during operations like:

- ***Parking lots or spaces for additional vehicles***
- ***Space for an agency trailer or portable office***
- ***Water sources that may be utilized***
- ***Tie-downs and areas for overnight parking or hangar space***

Primary Use Period:
The primary use period will be from ***(Insert general time frame of use)*** Airport use outside of the specified dates will require ***(insert requirements for using the facilities outside the primary use area).***

General Provisions

1. Terms of Agreement shall remain in effect for ***(?)*** years from the date of signatures.

2. Periodic Review of the agreement will be conducted annually.

3. Amendments to this agreement will be submitted to the ***(Insert the name or position of contact for the government agency)*** for review and will not take affect until all participants have agreed and signed a new MOU.

4. Termination of this MOU will require a 30-day notice and mutual agreement among the respective participants of the agreement.

5. Site alterations may be made in terms of minor changes to the site area in order to accommodate temporary facilities such as water, retardant and fuel storage tanks and support equipment.

6. Condition Inspection Report During and after any use of this airport, the government agency will attempt to minimize environmental and social impacts due to the SEAT operations. Pre-and post-use inspections of the base facilities will be conducted by a representative of each entity. The purpose of the inspections is to ensure the site is well maintained. The ***(Agency)*** will pay for repairs for damage to the facility resulting from the ***(Agency)*** use.

7. Liability Liability is assumed by the U.S. Government ***(Insert government Agency name)*** during the period covered by this MOU, while there are SEAT aviation operations at the ***(Add Name of Airport / Airstrip).*** The United States ***(Insert Agency name)*** will be liable for any and all claims for property damage, personal injury, or death caused by negligent or wrongful acts of Federal Employees in connection with the aviation operations and will hold the ***(Airport Authority)*** harmless from any liability arising out of such claims to the extent permitted by Federal Tort Claims Act.

Prepared by _____ _____
Date

Reviewed and
Approved by _____ _____
Date

Approved by _____ _____
(Agency Representative) Date

Approved by _____ _____
(Airport Authority Representative) Date

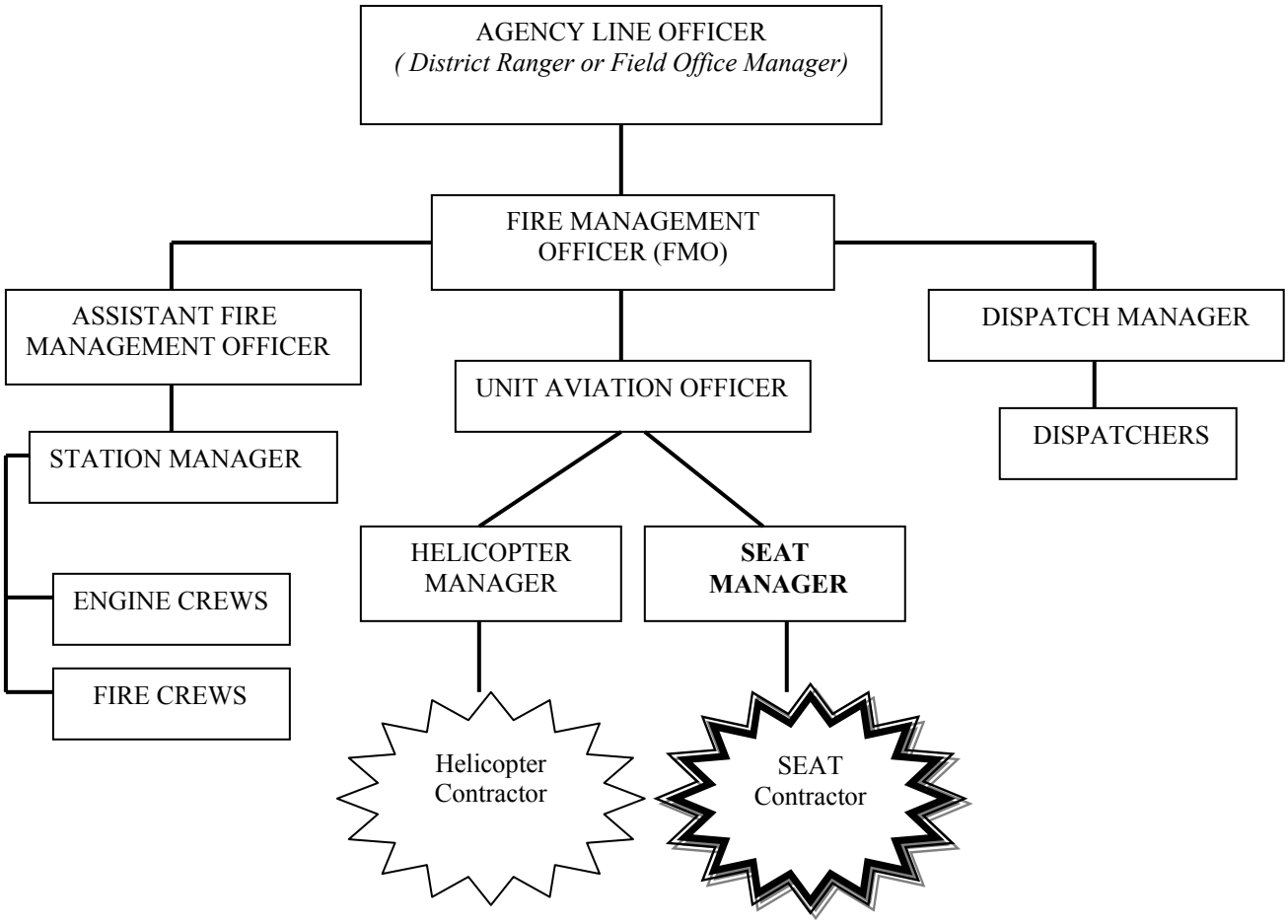
INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: SEAT OPERATIONS

Index:

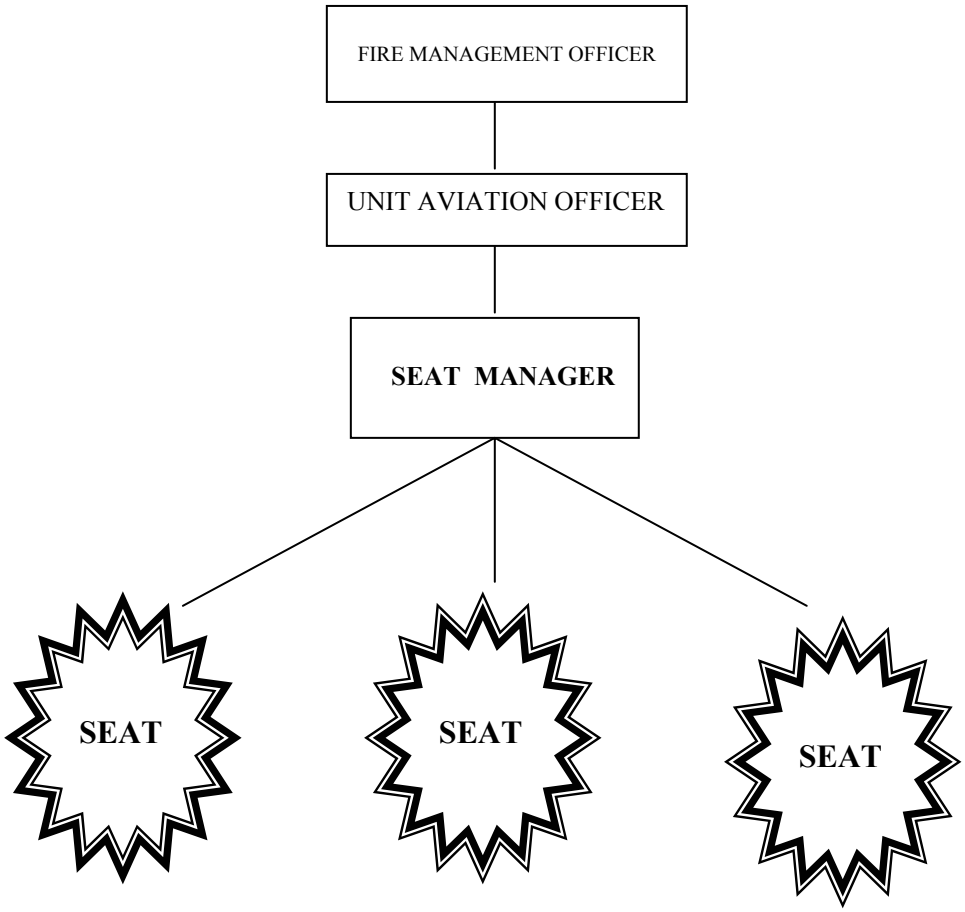
- **SEAT Operations: General Fire Organization Chart**
- **SEAT Operations: Multiple Aircraft**
- **SEAT Operations: Mobile SEAT Bases**
- **SEAT Operations: Large Air Tanker Bases**
- **SEAT Operations: Incident Management Team (IMT)**

SEAT OPERATIONS
GENERAL FIRE ORGANIZATIONAL CHART



NOTE: The chart above is an example of the fire suppression organization structure that is generally in place on most units. Some of the positions may be filled as collateral duties instead of stand alone positions. The SEAT Manager will generally report to the Unit Aviation Officer *if there is one designated on the unit,* or directly to the Fire Management Officer (FMO). In some agencies the Unit Aviation Officer or Aviation Safety Officer may be designated at the state or regional level instead of the unit level.

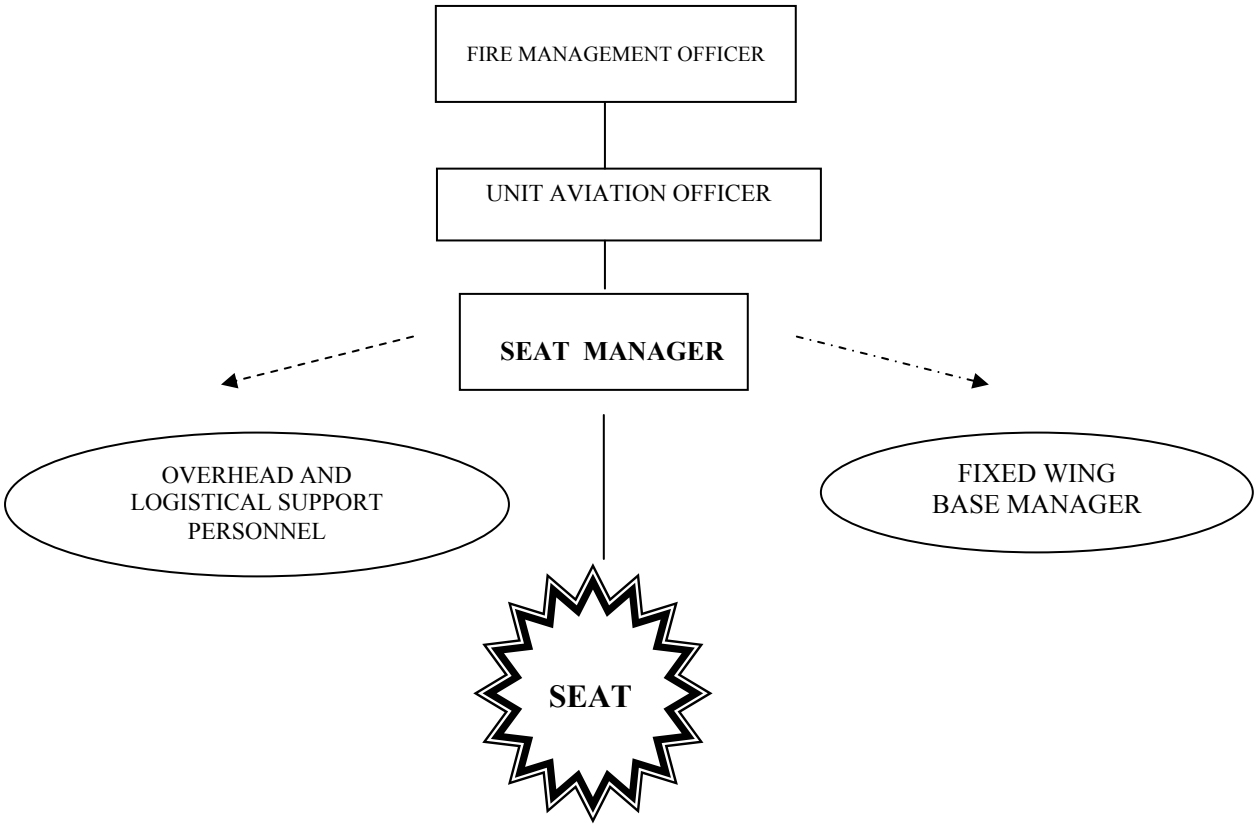
SEAT OPERATIONS
MULTIPLE AIRCRAFT



Span of Control:
A SEAT Manager will be ordered for every SEAT that is mobilized. A SEAT Manager can manage up to three SEATs *provided* the using agency has placed an order through the established dispatch channels for the additional SEAT Managers *and* the SEATs are all guaranteed to work out of the same site. The SEATs will not be dispatched to alternate work sites without SEAT Managers in place.

Trainee Opportunity:
Keep in mind that a multiple SEAT operation is a good time to order a SEAT Manager trainee to work under the fully qualified manager *provided* the SEATs are all guaranteed to work out of the same site under the direct supervision of the qualified SEAT Manager.

SEAT OPERATIONS
MOBILE SEAT BASE OPERATIONS



Mobile Base SEAT Operations:
The SEAT Manager is generally under the direct supervision of the Unit Aviation Officer or the Fire Management Officer (FMO). The SEAT Manager may directly interface and supervise additional personnel necessary for the operation when conducting operations from mobile base sites. The SEAT Manager is generally designated as a government liaison between the using agency and the representative of the facilities where the operation is stationed. It is essential that the SEAT Manager clearly understands their role and authority boundaries when conducting operations or making decisions as the using agency representative.

SEAT OPERATIONS: MOBILE BASES

Operations at mobile SEAT bases can be some of the most difficult challenges that a SEAT Manage can face. The SEAT manager is generally responsible for all aspects of the SEAT operation and will be the designated liaison between the vendor, using agency, fixed wing base manager and the general public.
The key to successful SEAT operations with mobile bases is to establish communications with all players and act as the center point for relaying any information, questions, needs or concerns.
It is critical that the SEAT Manager understands that they are representing the using agency and are responsible to ensure that all aspects of the SEAT operation are conducted in a safe and professional manner.

GENERAL PUBLIC INTERACTION:
Mobile bases are often established at private and public airports or airstrips that can involve increased interaction with the general public. The SEAT Manager is responsible for acting as a liaison between the general public and the SEAT operation. If the operation involves working with the general public, the SEAT Manager should consider the following:

- Identify any areas of concern that you may have with the general public interacting with your operation, and discuss any mitigation plans with the using agency and the fixed wing base manager *prior* to implementing any actions.
- Ensure *all* aspects of your SEAT operation consider the safety of the general public during operational and stand-by periods including fueling, loading, security, transporting logistical support etc..
- The SEAT Manager should try to identify and relay suggestions or opportunities to the using agency that may be available for enhancing general public awareness about the SEAT program.

MOBIL BASE PLAN:
It is critical that a SEAT Manager ensures that a mobile base plan is completed for each site. Documenting a plan helps continuity of operations when SEAT Managers transition out of their fourteen day assignments and provides the using agency with a tool to help them develop the future SEAT program.
The plan should:

- Document general information about the site and the personnel responsible for managing the facilities.
- Document the current agreements or Memorandum of Understanding (MOU) the agency has in place to operate from the site.
- Establish procedures for providing logistical support and identify resources that are available for your operation.
- Document the current base operations that have been established, and develop procedures for expanding your operations if necessary.
- Document the current agency operational and administrative procedures that have been established for your operation.
- Ensure procedures are in place for emergency response and hazmat concerns.

CHECK-IN:

- Check-in with the using agency and establish a main contact to be used during the SEAT operations.
- Review the agency's briefing / orientation plans with your main contact or ensure the agency conducts an initial briefing. The briefing should include:
    - Copies of the agency organizational charts, contacts and phone numbers.
    - Local maps, information on fuel, topography and vegetation types.
    - Fire suppression tactics and fire history.
    - Current and anticipated fire conditions.
    - Dispatch contacts and procedures.
    - Communication capabilities and procedures.
    - Aviation contract administration procedures.
    - Review permanent and mobile SEAT base operations.
    - Agreements and MOUs established for base operations.
    - Procedures for ordering logistical support.
    - Areas of concern or operational restrictions.
    - Review of the aerial hazard map.
    - Established crash rescue procedures.
    - Additional resources assigned in the area.
    - Established daily routines.

- Check-in with the fixed wing base operator at the established site and review the agreements or MOUs that may be in place.
- Conduct and document a pre-inspection of the site with the fixed wing base operator before conducting operations. NOTE: Notify the agency immediately if any pre-existing problems or conditions are noted in the inspection.
- Conduct an initial briefing with the vendor and relay all information obtained during the briefings from the agency and fixed wing base operator.
- Work with the vendor and fixed wing base operator when initially setting up the base to ensure your operation will not adversely impact the facilities and the general business.
- Identify any areas of concern that you may have with the general public interacting with your operation, and discuss mitigating plans with the agency contact and the fixed wing base operator.

DAILY OPERATIONS:

- Conduct a daily morning briefing with the agency contact and the vendor to review the current fire activity, additional aircraft resources, weather, posted intelligence and safety concerns.
- Establish a schedule with the fixed wing base operator to conduct regular check-ins to review your operation and mitigate any concerns or issues they may have. Document and relay any questions or concerns that the fixed wing base operator may have about the SEAT operations to the agency contact.
- Keep the agency contact informed on all flight and support crew duty limitations, cumulative flight and driving hours, relief crew needs and transitioning of SEAT Managers.
- Conduct daily inventories of logistical support needs for the operation and relay the information to the agency contact.
- Document and involve the agency contact with any contract problems or performance issues that may surface with the vendor.
- Conduct an evening de-briefing with the agency contact and vendor to review the daily operations and mitigate any safety concerns and issues that may have surfaced during the day.

DEMOB:

- The SEAT Manager is responsible for documenting and relaying the travel plans for both the SEAT aircraft and the support vehicle to the agency contact. Travel information should include

estimated times of departure and arrival, flight itinerary with planned fuel stops, travel route for the support vehicle and planned overnight locations.

- The SEAT Manager will close out with the agency contact and provide them with any contract administration documentation that has been identified. Any supplies or equipment that was ordered for logistical support needs to be returned or transferred to authorized personnel.
- Conduct a post inspection with the fixed wing base operator to ensure all concerns or issues they may identify are documented and forwarded to the using agency. The SEAT Manager is responsible for closing down the base and ensuring the facilities are left in the same condition documented in the pre-inspection. Post inspections should be documented on the Daily Diary form.
- Conduct a closeout session with the fixed wing base operator to review the terms and conditions of the agreement or MOU have been met. Forward any concerns or issues the manager may have to the using agency.

MARY'S MOBILE SEAT BASE PLAN

AIRPORT INFORMATION:

Name:	Lat:	Long:
FAA Designator:	Unicom:	FSS:
Elevation:	Runway Length:	Runway Surface:
Tie Down Area:	Security:	

Facilities Available at Airport:

[ ] Restrooms [ ] Public Phone [ ] Shade [ ] Transportation [ ] Hanger Space
[ ] Compressed Air [ ] Air [ ] Cell Phone Coverage [ ] ATM Banking in Town

FIXED WING BASE MANAGER:

Owner: Phone:	Manager: Phone:	24 Hour Contact: Phone:

Fuel Type: [ ] Jet-A [ ] Av-gas	Fuel Contact: Phone:

AGREEMENTS / CONTRACTS:

List agreements, MOU's or contracts that are in place to support the SEAT operation:

DISPATCH PROCEDURES:

DISPATCH NAME: Phone: ( ) Fax:( ) 24 Hour Phone Number: ( )	Main Agency Contact Person: Phone: ( ) 24 Hour Contact: ( )

Flight Following Procedures:

Back-up Flight Following Procedures:

Flight Following (FM):	RX:	TX:	Tone:
Primary Air – Air:		Secondary Air –Air:	

Nearest Government Facilities:

GENERAL OPERATION:

List a brief description of the SEAT base operation:

JETTISON AREA:

RAMP MANAGEMENT

Describe the ramp set up including number of loading pits, and plans for expanded operations:

WATER:

Provide information about the water resources on the site like; hose or fittings needed, re-supply time frames, ordering procedures, etc:	
Primary Water Source:	**Back-up Water Source:**

RETARDANT:

Type(s):
Storage Facilities:
Supply / Delivery:

LOGISTICAL SUPPORT:

Describe how supplies are ordered, delivered and inventoried:

CRASH RESCUE:

Nearest Hospital: Lat: Long:	Nearest Burn Center:

To prepare for a possible emergency at the SEAT base, ensure personnel have been designated for the positions listed below, and are familiar with their responsibilities:

ON-SCENE IC:_____

On-scene IC is responsible for assessing the situation, maintaining contact with Dispatch, ordering necessary resources, coordinating with responding personnel, and documenting all actions taken on the incident.

ON-SCENE RESPONDERS:_____

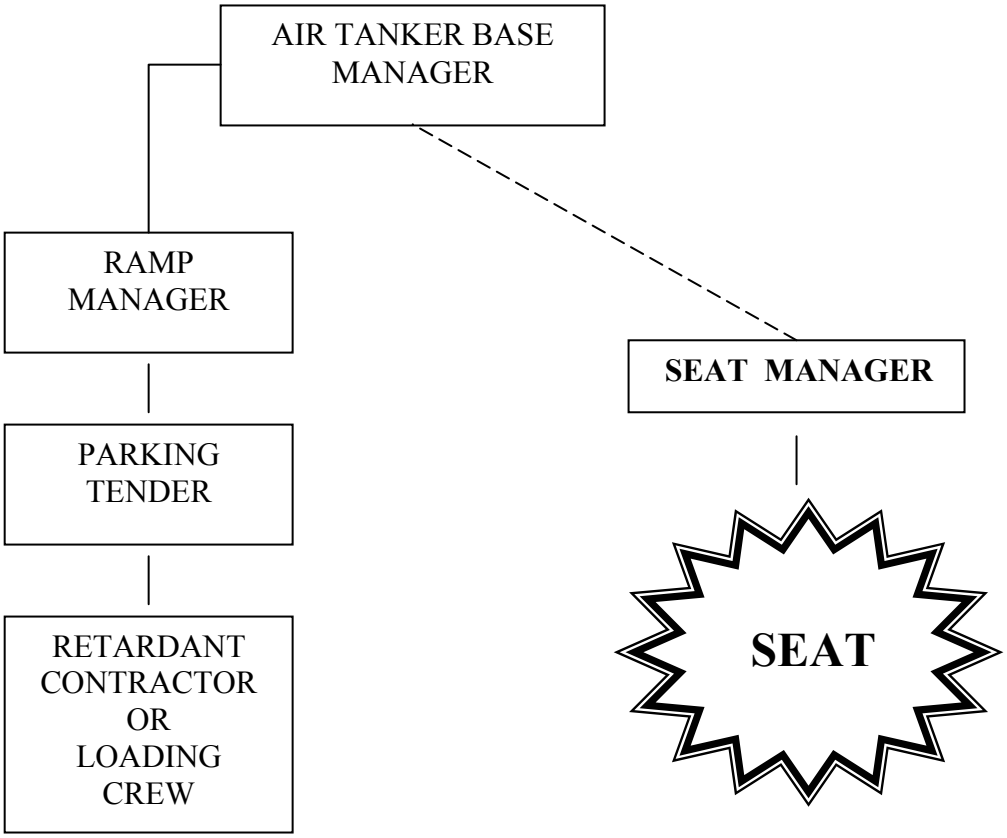
On-Scene Responders are to take prudent actions to preserve life, protect people at the incident and secure the incident site.

IN THE EVENT OF AN EMERGENCY:

CONTACT:_____**PHONE: ( )**_____

SEAT OPERATIONS
LARGE AIR TANKER BASE

(Generic Table of Organization)



AIRTANKER BASE MANAGER:
The Airtanker Base Manager is responsible for the overall management of the Airtanker Base. The Air Tanker Base Manager should provide the SEAT Manager, pilot and support crew with a daily briefings. The Airtanker Base Manager will coordinate all dispatches, provide mission briefings, and arrange for all logistical support.

RAMP MANAGER:
The RAMP Manager is primarily responsible for the overall supervision of the ramp area, and provide direct supervision to the Parking Tenders assigned to the base. RAMP will coordinate all movement of aircraft, vehicles and personnel working on the ramp area. They are responsible for maintaining safe operations on the ramp area including establishing emergency procedures, designating parking areas, and the mitigation of all hazardous materials concerns.

PARKING TENDERS:
Parking Tenders are responsible for the overall supervision of the pit area including all loading and fueling operations conducted. Parking Tenders will maintain constant visual or audio communication with pilots during loading or fueling operations. The Parking Tender has the final responsibility for clearing the aircraft for taxi. SEAT Managers will ensure that the SEAT pilot and support crew will interface with the Parking Tenders to review loading procedures established at the base.

RETARDANT CONTRACTORS OR CREWS:
The Retardant Contractor or Crew maintains the quality control program for the retardant including mixing, loading and inventory control of the retardant. The SEAT pilot is responsible for briefing the loading crews on any specials needs or concerns they may have loading from a large airtanker base.

SEAT OPERATIONS: LARGE AIRTANKER BASES

Most large airtanker bases throughout the United States have current plans in place to authorize SEAT operations. Specific information about these bases can be found in the Interagency Airtanker Base Directory (NFES 2537) that is published annually. It is the responsibility of the SEAT Manager to verify the accuracy of the information published in this directory prior to dispatching the SEAT and support equipment to these bases.
Most airtanker base facilities are owned and administrated by the federal government and are located on or near municipal, county or military airports. The SEAT Manager and vendor need to familiarize themselves with both operations procedures for the government facilities as well as the airport facilities.
Some of the large airtanker bases are located within an international airport facility, which may require the SEAT Manager and vendor to work with the Airtanker Base Manager to complete an extensive check-in briefing and obtain security clearances prior to admittance into the facilities.
The SEAT Manager is the liaison between the large Airtanker Base Manager and their SEAT operation. The SEAT operation may be assigned under the Airtanker Base Manager to help support an incident in the area, or assigned directly to a specific unit and using the airtanker base as a temporary re-load base only. In whatever capacity the SEAT is working out of an airtanker base, the SEAT Manager must ensure that the Airtanker Base Manager is kept in the loop with all aspects of the SEAT operations while operating at their base.
Generally, SEAT will use large airtanker base as a temporary re-load base for a fire they are working close to the base, or while a mobile SEAT re-load base is being set up at an alternate site. Some large airtanker bases will use their own personnel to load the SEAT out of the same equipment they use for the heavy airtankers, while other bases have established designated areas for the SEAT's to set up their own support equipment for loading.
The key to successful operations with SEATs at large airtanker bases lies with the SEAT Manager, pilot and support personnel continually communicating with the personnel assigned to the large airtanker bases.
SEAT Managers should begin the communication process by contacting the Airtanker Base Manager *before* the SEAT and support personnel are sent to the base, and ensure the vendor knows the correct entry procedures established for that base. This initial contact will can save a lot of confusion and frustration for both the SEAT personnel and the airtanker base personnel if the SEAT contractor has not loaded out of the base before.

CHECK-IN:

- The SEAT Manager should call the designated airtanker base *before* they mobilize the SEAT and support equipment. Airtanker base personnel should provide the SEAT Manager with contact frequencies and procedures for the SEAT and support vehicle to follow when they initially arrive at the base.
- The SEAT Manager along with the contractor personnel should receiving a complete briefing from the Airtanker Base Manager prior to operations including:
    - Ramp / Parking Management
    - Retardant / Fuel Loading Procedures
    - Communications
    - Base Safety / Crash Rescue Equipment
    - General Base Operations
    - Facilities / Housekeeping
- The SEAT pilot will need to receive a complete one on one briefing from the loaders, parking tenders and ramp manager prior to the first time they load out of the base. **Loading operations should not be conducted** unless the pilot and loading crew are completely familiar with hand signals, retardant pump volume etc..

DAILY OPERATIONS:

- SEAT Manager and contractor personnel should attend the morning briefing held by the Airtanker Base Manager. If the SEAT is working directly for a specific unit, the SEAT Manager may need to call the unit and receive an *additional* briefing from the designated contact. *Remember to keep the Airtanker Base Manager in the loop with any planned activity scheduled by the using unit.*
- Review any Incident Action Plans (IAP) and the daily intelligence that may be posted at the airtanker base.
- SEAT Manager should continually monitor all loading and fueling operations to ensure compliance with agency guidelines and aviation contracts.
- SEAT Manager should monitor supplies and equipment and order the necessary logistical support through the established channel on a GENERAL MESSAG FORM (ICS 213).
- Complete all required contract and agency documentation and submit copies through the designated channels.
- SEAT Manager and contractor personnel should attend the evening de-briefing if the Air Tanker Manager schedules one.

DEMOB:

- The SEAT Manager should keep the Airtanker Base Manager appraised of all *tentative* DEMOB plans including aircraft, equipment and overhead.
- The SEAT Manager will need to close out with the Airtanker Base Manager and provide them with any closeout documentation that has been identified. Any supplies or equipment ordered through the Airtanker Base Manager needs to be returned or transferred to authorized personnel.
- If the SEAT operation is under the direction of the unit, the SEAT Manager will need to close out with their agency representative and provide them with copies of the contract and agency required documentation.
- The SEAT Manager will close out with the SEAT contractor and provide them with copies of all contract administration documentation and ensure that the pilot and support personnel understand the DEMOB procedures.
- The SEAT Manager is responsible for documenting and relaying the travel plans for both the SEAT aircraft and support vehicle to the Airtanker Base Manager and the unit they are assigned to.

SEAT OPERATIONS WORKSHEET

LARGE AIRTANKER BASES

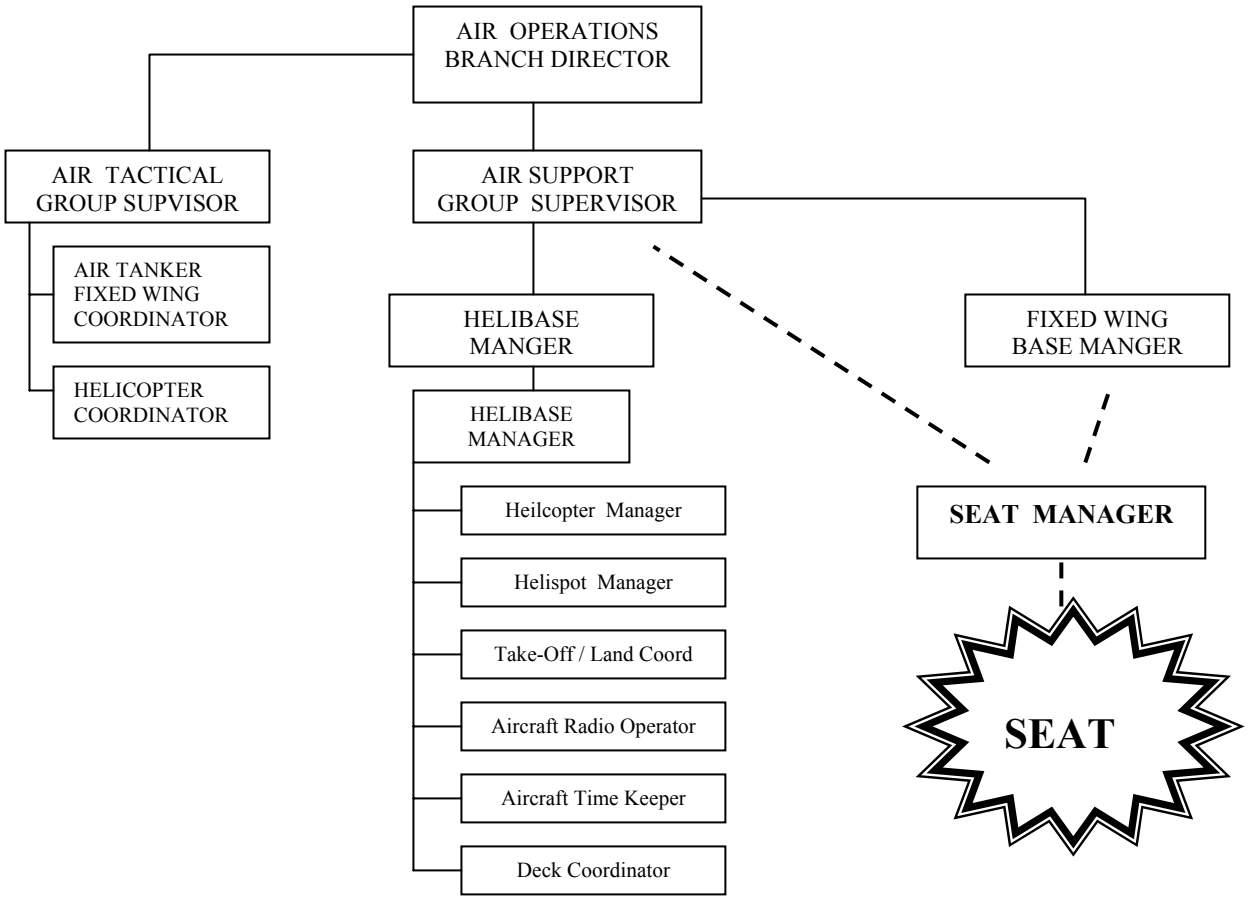
GENERAL INFORMATION		
Airtanker Base Name:	**Base Designator:**	**Phone:**
Direct Supervisor:	**Position:**	**Phone:**
Comments:		

CHECK-IN	
✓	**Provide Airtanker Base Manager with a copy of the SEAT PRE-USE INFORMATION SHEET (SEAT-001)**
✓	**Receive an initial briefing from Airtanker Base Manager including:** ❑ **Ramp / Parking Management** ❑ **Retardant / Fuel Loading Procedures** ❑ **Communications** ❑ **General Base Operations** ❑ **Facilities / Housekeeping** ***Note: If the SEAT operations is directly under the supervision of a specific unit the SEAT Manager will need to check-in with their designated agency contact for an initial briefing in addition to the Airtanker Base Manager.***
✓	**SEAT pilot and support crew received a one on one briefing from the loaders, parking tenders and RAMP Manager.**
✓	**Relay any concerns or restrictions pertinent to your SEAT operations to Airtanker Base Manager.**

DAILY OPERATIONS	
✓	**Attend the morning briefing given by the Airtanker Base Manager. If assigned directly to a specific unit the SEAT Manager will need to call the unit and receive an *additional* morning briefing from their designated contact.**
✓	**The SEAT Manager, pilot and support personnel should review the daily intelligence posted at the airtanker base.**
✓	**Monitor the loading and fueling SEAT operations for compliance with agency procedures and aviation contracts.**
✓	**Monitor SEAT operations for overall safety concerns, crew welfare and efficiency levels.**
✓	**Monitor supplies / equipment and order necessary logistical support through established chain of command (Airtanker Base Manager or directly from the unit).**
✓	**Provide Airtanker Base Manager or the unit with required daily administration documentation.**
✓	**Attend the Airtanker Base evening de-briefing with pilot and support personnel if conducted.**

DEMOB	
✓	**Ensure all equipment or supplies checked out to you are returned or transferred to authorized personnel.**
✓	**Close out with the contractor and ensure all required documentation is completed and both the pilot and support personnel understand the DEMOB procedures.**
✓	**Close out with the Airtanker Base Manager to ensure all required documentation is complete and relaying travel itinerary plans for the SEAT and support vehicle.**
✓	**If the SEAT operations is assigned directly to the unit, the SEAT Manager will need to close out directly with the unit and provide them with travel itineraries and copies of the contract and agency required documentation.**

SEAT OPERATIONS
INCIDENT MANAGEMENT TEAMS



- *Note: SEAT Coordinators (SECO) may be ordered for an area that has mobilized several Incident Management Teams. The SECO can provide oversight or guidance for the SEAT operations established.*

SEAT OPERATIONS: INCIDENT MANAGEMENT TEAM

SEAT operations involving Incident Management Teams (IMT) may require an adjustment in operational and administrative procedures the SEAT Manager is use to. The SEAT Manager generally is under the direct supervision of the Air Support Group Supervisor (ASGS). Some incidents may have a Fixed Wing Base Manager (FWBM) managing the aircraft resources assigned to the incident working out of an airport or airstrip. It is imperative that the SEAT Manager understand and follow the chain of command established under the Incident Management Command system for all aspects of their SEAT operations.

CHECK-IN:

- The SEAT Manager should provide the ASGS with a copy of the SEAT PRE-USE INFORMATION SHEET (SEAT-001) upon arrival to the incident.
- The SEAT Manager will need to check-in with the STATUS CHECK-IN personnel assigned to the incident and provide them with a copy of the aircraft and overhead resource orders, or relay the information through the ASGS for processing.
- In addition to Status Check-In, the SEAT Manager will need to contact the TIME UNIT LEADER to initiate their Firefighter Time Report (Form 288).
- The SEAT Manager should check-in with the ASGS or the FWBM assigned to directly supervise the SEAT operations to receive a complete briefing on the chain of command, operational procedures, logistical support, and required documentation. The SEAT Manager should relay to the ASGS or FWBM any special concerns or restrictions pertinent to their SEAT operations.

DAILY OPERATIONS:

- The ASGS or the FWBM should ensure the SEAT Manager, pilots and support crew receive a morning briefing and a copy of the Incident Action Plan (IAP) each day. The IAP should be reviewed each day to clarify the daily assignments, radio frequencies, weather information and safety concerns. SEAT operations can be interfaced with both large airtankers and helicopter operations, so it is necessary to completely review all air operations scheduled for the day.
- Most air operations are conducted under the direct supervision of the Air Tactical Group Supervisor (ATGS) assigned to the IMT. The SEAT Manager should ensure that the SEAT pilot is familiar with the ATGS role and how the SEAT will interface into the air operations.
- The ASGS or FWBM should ensure an evening de-briefing is conducted each day to review the daily operational assignments and to identify and mitigate any safety concerns or issues that may have surfaced during the day. It is important to have the SEAT pilots and support crews present at all the briefings / de-briefings to help provide input and feedback.
- All supplies or additional equipment are generally documented on the GENERAL MESSAGE FORM (ICS 213) and routed through the ASGS or FWBM. The SEAT Manager is responsible for supplies or equipment that they signed for and should keep a copy of the form for their records.
- All required documentation will be turned into the ASGS or the FWBM on a daily basis. The ASGS is responsible for helping to compile daily aircraft cost for the incident. The SEAT Manager should be prepared to provide the ASGS with an actual or estimated daily SEAT cost summary by early afternoon.

DEMOB:

- The SEAT Manager will be required to follow the DEMOB process established by the IMT. This process generally requires the SEAT Manager to check-in with the DEMOB Unit Leader and complete a DEMOBILIZATION CHECKOUT (ICS 221) form. Any supplies that were checked out in the SEAT Manager's name needs to be returned or transferred to authorized personnel.
- Close out with the SEAT contractor and provide them with copies of all contract administration documentation and ensure that the pilot and support personnel understand the DEMOB procedures.
- Close out with the ASGS or FWBM and provide them with the agencies copies of the required documentation and close out information. If the SEAT base is being shut down the SEAT Manager will need to assist the ASGS with closing down the established base.
- The SEAT Manager is responsible for documenting and relaying the travel plans for both the SEAT aircraft and the support vehicle to the ASGS or FWBM. Travel information should including estimated time of departure and arrival, flight itinerary with planned fuel stops, travel route for the support vehicle and planned overnight locations.

SEAT OPERATIONS WORKSHEET

INCIDENT MANAGEMENT TEAMS (Type I / II)

GENERAL INFORMATION			
Incident Management Team Name:		❑ Type I	❑ Type II
Incident Name:	**Incident Fire Number:**		**Agency:**
Billie Code:	**Management Code for OAS 23:**		
Direct Supervisor:	**Position:**	**Phone:**	
Comments:			

CHECK-IN	
✓	**Provide ASGS with SEAT PRE-USE INFORMATION SHEET (SEAT-001)**
✓	**Check-in with STATUS CHECK-IN.**
✓	**Check-in with TIME Unit Leader.**
✓	**Receive an initial briefing from ASGS or FWBM including:** ❑ **Chain of Command** ❑ **Logistical Support and Ordering** ❑ **Operational Procedures** ❑ **Administrative Procedures** ❑ **Additional Aircraft Resources assigned to the incident.**
✓	**Relay any concerns or restrictions pertinent to your SEAT operations to ASGS.**
✓	**Check-in with the SEAT Coordinator if assigned to the area.**

DAILY OPERATIONS	
✓	**Receive copy of Incident Action Plan (IAP)**
✓	**Attend the morning briefing.**
✓	**Review the IAP and AM briefing information with the pilot and support crew including:** ❑ **Predicted Weather** ❑ **Communication Plan** ❑ **Planned Mission Objectives** ❑ **Safety Messages** ❑ **Fire Traffic Area (FTA) Procedures**
✓	**Monitor SEAT operations for compliance with agency procedures and aviation contracts.**
✓	**Monitor SEAT operations for overall safety concerns, crew welfare and efficiency levels.**
✓	**Monitor supplies / equipment and order necessary logistical support through established chain of command.**
✓	**Attend and review the evening de-briefing with pilot and support personnel.**
✓	**Provide ASGS or FWBM with required daily administration documentation.**

DEMOB	
✓	**Ensure all equipment or supplies checked out to you are returned or transferred to authorized personnel.**
✓	**Check-in with DEMOB Unit Leader and complete their DEMOB CHECKOUT SHEET.**
✓	**Close out with the contractor and ensure all required documentation is completed and both the pilot and support personnel understand the DEMOB procedures.**
✓	**Close out with ASGS or FWBM to ensure all required documentation is complete and relaying travel itinerary plans for the SEAT and support vehicle.**

NOTE: ***If the SEAT base is being shut down the SEMG will need to assist the ASGS with closing out all supplies, equipment, retardant and base close-out inspections.***

INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: SEAT LOGISTICAL SUPPORT

Index:

- **Purchase Authority**
- **Inventory**
- **Documentation**
- **Logistical Support**
  - ► **General Daily Supplies**
  - ► **Operational Supplies**
  - ► **Retardant Supplies**
  - ► **Water Supplies**
  - ► **Additional Equipment**
  - ► **Additional Overhead**

SEAT LOGISTICAL SUPPORT

Providing logistical support for SEAT operations can be one of the most complex and time consuming tasks a SEAT Manager may have. The logistical support includes identifing and tracking all supplies, equipment and additional overhead necessary to provide safe and efficient SEAT operations. The SEAT Manager can often be asked to set up mobile SEAT bases for the using agency and be responsible for ensuring all logistical support needed has been identified, ordered and monitored.

PURCHASING AUTHORITY:
The SEAT Manager's position does not have the authority to purchase any supplies or authorize the use of any additional equipment other than the support equipment that is outlined in the contract. Ordering channels and procurement authority will change with each using agency, so the role of the SEAT Manager is to ensure that all supplies, equipment or overhead are ordered and tracked through their established procedures. The SEAT Manager should check with the procurement personnel to clarify their role in processing shift tickets for any rental agreements they may be using with their SEAT operation. Blanket Purchase Agreements (BPA) generally have assigned agency personnel designated for purchasing authority. The SEAT Manager will also need to check with dispatch or the procurement personnel prior to purchasing any supplies off an established Blanket Purchase Agreement (BPA).

INVENTORY (Pre / Post):
The SEAT Manager should complete an inventory of all perishable and non-perishable supplies and equipment that are currently being used on the base. The SEAT Manager should identify who the current inventory belongs to and where it should be returned during the demob process. The inventory list should also include the date the item was checked out and the date it was returned or released. It may be beneficial to tag certain items with DEMOB instructions to ensure they are returned to the proper place.
The SEAT Manager should also conduct a post inventory at the end of their assignment or as part of the demob operations. The post inventory should ensure that all items checked out to them have been returned or re-assigned to authorized personnel.

DOCUMENTATION:
All orders for supplies, equipment and overhead should be documented on the GENERAL MESSAGE (ICS 213). Copies of the General Message form should be kept at the SEAT base during operations and turned into the using agency at the end of operations. It is always a good idea to document the time the order was placed and the time the order was received. This information can be beneficial for estimating future time frames for ordering supplies. The SEAT Manager should ensure that all non-perishable supplies that were checked out to them, are returned to the source or transferred to authorized personnel before demobing from their assignment.

LOGISTICAL SUPPORT:

Logistical support can be broken into the following categories:

- **GENERAL DAILY SUPPLIES**
- **OPERATIONAL SUPPLIES**
- **RETARDANT / WATER SUPPLIES**
- **ADDITIONAL EQUIPMENT**
- **ADDITIONAL OVERHEAD**

General Daily Supplies:

Daily supplies generally include perishable items associated with running daily operations. Some of the more common supply orders are: ice, flagging, garbage bags, batteries, lunches, motel rooms, office supplies etc. Most general supplies can be purchased locally or supplied by the local fire cache. All supplies need to be documented and processed through the established channels. Generally most supplies are ordered through the dispatch office. It is a good idea for the SEAT Manager to document the availability, ordering procedures and delivery time frames for these general supplies to ensure a smooth transition of SEAT Managers that may be ordered for an extended incident.

Operational Supplies:

Operational supplies are generally non-perishable items that are specific to the ramp, retardant or aircraft operations. Some of the more common operational supplies are: hose fittings, pumps, fire extinguishers, nozzles, water pumpkins, hydrant wrenches etc. The SEAT Manager needs to be very specific when ordering these types of supplies and may need to help the using agency identify a possible source for processing the order. It is important for the SEAT Manager to get a confirmed estimated time of arrival for this type of item and monitor the established time frame. It is a good idea for the SEAT Manager to tag this type of item with DEMOB information to help the using agency return it to the proper place at the end of operations.

Retardant Supplies:

The retardant supply can be liquid, powder or a combination of both, and be located at multiple base sites. The SEAT Manager does not have the authority to directly procure retardant supplies. All retardant must be ordered through the proper channels established by the using agency.

Retardant Logistical Support: Additional equipment may be necessary to load, off-load or handle the retardant like fork lifts, flat bed trailers, storage areas or sheds. The SEAT Manager should inventory each potential SEAT base site and identify any additional equipment needs to the using agency.

Water Supplies:

The using agency will need to identify *both* a primary and backup water supply for all locations or sites that the SEAT may be operating from. Water sources can vary from permanent tanks, water tenders, or temporary water pumpkins. The SEAT Manager may be required to sign shift tickets for Equipment Rental Agreements (ERA) if the using agency is utilizing water tenders or track the amount of water used at a site to help the

agency accurately reimburse the party for the amount used. It is essential that the SEAT Manager receives a complete briefing from the using agency on the type of water sources available, established ordering procedures, and the method utilized to document the gallons used.

Remember: Water is a key source for the SEAT operations, make sure to have established both primary and alternate sources.

Water Supply Lines:

Additional equipment or supplies may be necessary to order if a water supply line is needed to deliver the water source to the SEAT base. Some of the more common supplies needed for water lines are:

- 1 ½ supply hose lines.
- Fittings, connectors and nozzles for supply line hoses.
- Adapters or reducers used to set up supply lines used for washing down aircraft.
- Adjustable nozzle to be utilized in dust abatement.
- Spanners and hydrant wrenches.
- Portable pumps, suction hose and foot valves.

Additional Equipment:

The mobilization for additional equipment may be necessary for safe and efficient SEAT operations depending on where the SEAT base is located. The SEAT Manager does not have the authority to sign up or mobilize any additional equipment unless authorized by the using agency. The SEAT Manager should make an assessment of all the sites the using agency intends to utilize and make recommendations for any additional equipment that may be necessary to ensure efficient operations. The using agency must provide the SEAT Manager with a briefing on the ordering and documentation procedures if additional equipment is utilized.

Some of the more common types of additional equipment needed are:

- Fork lifts used to load and off-load retardant form the trucks at mobile bases.
- Trucks or flat bed trailers used for hauling retardant and bucket disposal.
- Water tenders to use at mobile base sites.
- Water pumpkins or tanks used for large water storage.

Additional Overhead:

Additional Overhead may be necessary to ensure safe and efficient SEAT operations can be conducted depending on the SEAT base set up. All orders for additional Overhead need to be ordered through the proper dispatch channels that are established by the using agency.

Some of the more common requests for additional Overhead are:

- SEAT Manager trainees.
- Drivers used for logistical support and bucket disposal.
- Information Officers or public affairs type personnel used in operations conducted in high public profile areas.
- Security type personnel used in unsecured airports or airstrips.
- Fixed Wing Base Manager (FWBM) used for large incidents involving numerous SEATs mobilized at one location.

INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: RETARDANT

Index:

- **National Retardant Contract**
- **Lot Acceptance / Quality Assurance Program**
- **Types of Retardant**
- **Agency Briefing**
- **Retardant Inventory**
- **Retardant Storage**
- **Retardant Jettison / Disposal Area**
- **Bucket Disposal**

NATIONAL RETARDANT CONTRACT:
All retardant must be ordered through the National Long Term Fire Retardant Requirement Contract that is administered through the US Forest Service. The National Retardant Contract provides for the normal supply requirement of long-term fire retardant used by the Department of Agriculture, Department of Interior and other agencies with formal agreements. The contract can be accessed and downloaded from the US Forest Service Fire and Aviation web site.

LOT ACCEPTANCE / QUALITY ASSURANCE PROGRAM:
The Lot Acceptance / Quality Assurance Program was developed through the US Forest Service to monitor the quality of retardants used by the different bases by conducting quality control tests on samples submitted from the field. There is a contractual requirement in the National Retardant Contract to be involved in the program and to submit samples of all retardant received as part of the quality inspection process.
The National Wildfire Coordinating Group (NWCG) publishes the "Lot Acceptance, Quality Assurance, and Field Quality Control for Fire Retardant Chemicals". This document provides guidance for airtanker base personnel responsible for sampling and testing retardant. The publication provides the procedures and forms needed to submit the samples for testing.

TYPES OF RETARDANT:
The National Retardant Contract contains a Qualified Products List of fire chemicals that meet the US Forest Service requirements. The Qualified Products List can also be found on the US Forest Service "Wildland Fire Chemical Systems" web site. The reference material from these lists provides the user with information about approved retardant applications, mixing ratios, mixed weights, refractometer reading specifications, etc.

AGENCY BRIEFING:
Agency Briefing: It is *essential* that the SEAT Manager receives a complete briefing from the using agency prior to operations on the following:

- *What is the retardant re-supply plan ?*
- *Who are the main sources for retardant ?*
- *What are the retardant ordering procedures for the SEAT Manager ?*
- *What is the established trigger point to activate the re-supply plan ?*
- *What is the time frame for retardant delivery ?*
- *How will the retardant be transported to the site ?*
- *What is the additional equipment needs for loading / off-loading and handling the retardant ?*
- *What is the retardant storage plan ?*

RETARDANT INVENTORY:
To ensure an efficient use of retardant supplies, the SEAT Manager should establish an inventory sheet to monitor daily use for each type of retardant and base location. The inventory sheet should document the established trigger point for the SEAT Manager to notify the using agency to activate their re-supply plan. *(Note: Be prepared to convert inventory gallons into loads when relaying current inventory to the using agency.)*

RETARDANT STORAGE:
Powdered Retardants: Powdered retardants come in 50-55 lbs buckets that can be stored outside for a *short* period of time in all types of weather. Long term storage should include transporting the buckets to an enclosed storage shed of some type to protect them from long term weather and sun exposure. It is generally recommended to only stack buckets three high in long term storage due to the weight cracking the stacked buckets.
Liquid Concentrates: Liquid concentrates can be stored short term in an ultra violet protected plastic tank or container. It is recommended to store the liquid concentrates in metal tanks or containers for long term storage. Liquid concentrates that are stored for both short and long term, need to be re-circulated through an air compressor or pump system on an established schedule. The recommended re-circulating schedule for stored liquid concentrates is once every week, however, the retardant manufacturer can help the using agency establish a re-circulation schedule suitable for their tank set up.

RETARDANT JETTISON / DISPOSAL AREA:
The using agency is responsible for establishing a jettison area for each base of operations. The role of the SEAT Manager is to post the established locations at each site and ensure the pilots receive the information prior to any flights. Occasionally an additional jettison area may need to be identified by the using agency to dispose of retardant that the ground crew may have mixed on their support truck if they have been de-mobed or dispatched to an alternate site. The ground crew may not dispose of the retardant at the SEAT base site unless the location has been approved by the using agency and by a representative of the airport facilities.

BUCKET DISPOSAL:
The SEAT Manager is responsible for ensuring the proper disposal of the empty buckets accumulated during the retardant powder mixing operations. The SEAT Manager should check with the using agency to identify the established procedures for disposal of the buckets, and ensure there is adequate equipment available for disposal. The SEAT Manager should document the procedures taken for bucket disposal on the Aircraft Daily Diary or ICS 214 Unit Log.

RETARDANT INVENTORY

RETARDANT TYPE	POWDER LIQUID
	MIXING RATIO:
REFRACTOMER READING:	MIXED RETRADANT WEIGHT:

INVENTORY

DATE	BEGINNING GALLONS / PAILS	LOADS	Ó	GALLONS / PAILS USED	+	GALLONS / PAILS ORDERED	ù	ENDING GALLONS / PAILS	LOADS
			Ó		+		ù		
			Ó		+		ù		
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RETARDANT RE-CIRCULATION DOCUMENTATION

RE-CIRCULATION PROCEDURES: *(Provide a brief description of the retardant re-circulation procedures.)*

PUMP MAINTENANCE: *(Provide a brief description of the pump maintenance requirements and procedures.)*

DATE	NAME	RE-CIRCULATION MINUNETS PREFORMED	PUMP MAINTENANCE PREFORMED

INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: SEAT BASE SECURITY

Index:

- **Overview**
- **Security Contract Requirements**
- **Type of Threats**
- **Roles / Responsibility**
- **Compromised Security**

SEAT BASE SECURITY

OVERVIEW:
Due to the events that occurred on September 11th security at all aviation facilities has changed significantly. Both commercial and general aviation services have developed programs that are designed to identify and actively screen possible threats, increase general awareness of activities conducted in and around aviation facilities and report and respond to possible threatening incidents.
Natural Resource Agencies that mobilize aircraft in the aid of suppression of wildfires have been identified as a possible target for terrorist activities.
Below is an outline of items designed to help the SEAT Manager increase their general awareness of possible security threats that may be present at the SEAT base.

SEAT SECURITY CONTRACT REQUIREMENTS:
The contractor is required by the contract to ensure the aircraft and support vehicle are secured during operations and overnight.
(See Section B: Technical Specifications; Operations)

TYPES OF THREATS:
The SEAT Manager and the contractor should evaluate and document their current operations to identify the potential and probability of security threats. The evaluation should include the current level of security that is in place at the facility the SEAT will be operating from. The security level can vary from an unmanned airstrip with no perimeter fencing to a facility that is completely surrounded with security fencing and equipped with gated entry points. The SEAT Manager should relay the evaluation to the using agency for possible mitigation and guidance on continued use of the site.
Some of the more common threats that the operations may be susceptible to are listed below:

Unsecured Perimeter:
- Threat of the general public, livestock or wildlife on runway or ramp area.

Theft:
- Threat of stealing parts from aircraft, support vehicle or equipment in the operation.

Vandalism:
- Threat of intentional damage or destruction to the aircraft or support vehicle.
- Intentional sabotage to the fuel systems on both the aircraft and support vehicle on and off the base site.
- Threat of intentional damage or destruction to the retardant or water supply or containment barriers.

Terrorist:
- Threat to steal the aircraft
- Threat to sabotage or contaminate the retardant or water supply.
- Threat to sabotage the fuel storage tanks on both the aircraft and support vehicle.

RESPONSIBILITY:

Role of the Vendor:

- Ensure the aircraft and support vehicle are secure or inoperable when away from the base as identified in the contract under Section B: Technical Specifications.
- Take measures to ensure the fuel system can not be tampered with on both the aircraft and fuel vehicle.
- Ensure the site is cleaned and all tools and equipment are stored overnight in a secure area.
- Conduct an inspection each morning for signs of tampering or possible sabotage with the aircraft, support vehicle and equipment used in the SEAT operation.
- Notify the SEAT Manager and Fixed Wing Base Operator if they suspect tampering or possible sabotage of equipment.

Roles of SEAT Manager:

- Conduct and document an initial security evaluation **with** the contractor and provide the using agency with an evaluation of the findings.
- Conduct daily inspection of the SEAT base site, equipment and supplies looking for signs of possible tampering or vandalism.
- Develop a mechanism to help increase a general awareness of the personnel, and activities that are being conducted in and around the SEAT operations like an "Airport Watch Program".
- Notify the contractor, using agency, Fixed Wing Base Operator immediately if evidence of tampering is found.
- Ensure the local law enforcement is contacted to report the incident or possible threat.

Role of the Using Agency:

- Review the SEAT Manager and contractors evaluation of the security of the SEAT base and help mitigate any concerns or issues that may have been identified.
- Provide law enforcement for off duty surveillance or patrol of the SEAT base if necessary.
- Provide agency law enforcement to coordinate with any law enforcement agencies that would have jurisdiction in the event of an incident at the SEAT base.

Role of the Fixed Wing Base Operator:

- Provide the contractor and SEAT Manager with a briefing on security and emergency response measures developed for the site.
- Report all incidents or possible threats to the local law enforcement agency.
- Coordinate all law enforcement activities involved with the incident

COMPROMISED SECURITY:

If the SEAT Manager or the contractor suspects tampering or intentional sabotage they should consider the following items:

- Stop all operations and ensure the safety and welfare of all personnel associated with the SEAT operations.
- Coordinate with the Fixed Wing Base Manager to report the possible incident or threat to the local law enforcement agency and document the security measure that will be taken.
- Notify the using agency of the pending threat and request agency law enforcement to coordinate with the security measure taken.

NOTE: If there is an immediate threat to people or property, the SEAT Manager should call 911 and report the incident.

Airport Watch Hotline:
If the personnel at the SEAT base observe a situation that is not immediately threatening, but witness a situation that may be suspicious or warrant reporting to the authorities, they can call the nationwide toll-free Airport Watch Hotline that is funded by the Transportation Security Administration (TSA) and staffed by the National Response Center.
NOTE: The SEAT Manager should always coordinate with the using agency's law enforcement before reporting the incident.
Hotline: 866-GA-SECURE (866-427-3287)

Airport Watch Program:
Aircraft Owners and Pilots Association (AOPA) has developed a training video designed to help enhance security at general aviation airports. The video was developed under a joint effort between TSA and AOPA, and is available through their web site.

INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: SAFETY OVERVIEW

Index:

- **Risk Management Worksheet**
- **Personal Protective Equipment (PPE)**
- **Safety Reporting System**
- **Hazard Communication Program (MSDS)**
- **Spill Mitigation**
- **Foreign Object Debris (FOD) Awareness**
- **Key Steps to Safe SEAT Operations**

SEAT BASE SECURITY

OVERVIEW:
Due to the events that occurred on September 11th security at all aviation facilities has changed significantly. Both commercial and general aviation services have developed programs that are designed to identify and actively screen possible threats, increase general awareness of activities conducted in and around aviation facilities and report and respond to possible threatening incidents.
Natural Resource Agencies that mobilize aircraft in the aid of suppression of wildfires have been identified as a possible target for terrorist activities.
Below is an outline of items designed to help the SEAT Manager increase their general awareness of possible security threats that may be present at the SEAT base.

SEAT SECURITY CONTRACT REQUIREMENTS:
The contractor is required by the contract to ensure the aircraft and support vehicle are secured during operations and overnight.
(See Section B: Technical Specifications; Operations)

TYPES OF THREATS:
The SEAT Manager and the contractor should evaluate and document their current operations to identify the potential and probability of security threats. The evaluation should include the current level of security that is in place at the facility the SEAT will be operating from. The security level can vary from an unmanned airstrip with no perimeter fencing to a facility that is completely surrounded with security fencing and equipped with gated entry points. The SEAT Manager should relay the evaluation to the using agency for possible mitigation and guidance on continued use of the site.
Some of the more common threats that the operations may be susceptible to are listed below:

Unsecured Perimeter:
- Threat of the general public, livestock or wildlife on runway or ramp area.

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- Intentional sabotage to the fuel systems on both the aircraft and support vehicle on and off the base site.
- Threat of intentional damage or destruction to the retardant or water supply or containment barriers.

Terrorist:
- Threat to steal the aircraft
- Threat to sabotage or contaminate the retardant or water supply.
- Threat to sabotage the fuel storage tanks on both the aircraft and support vehicle.

RESPONSIBILITY:

Role of the Vendor:

- Ensure the aircraft and support vehicle are secure or inoperable when away from the base as identified in the contract under Section B: Technical Specifications.
- Take measures to ensure the fuel system can not be tampered with on both the aircraft and fuel vehicle.
- Ensure the site is cleaned and all tools and equipment are stored overnight in a secure area.
- Conduct an inspection each morning for signs of tampering or possible sabotage with the aircraft, support vehicle and equipment used in the SEAT operation.
- Notify the SEAT Manager and Fixed Wing Base Operator if they suspect tampering or possible sabotage of equipment.

Roles of SEAT Manager:

- Conduct and document an initial security evaluation **with** the contractor and provide the using agency with an evaluation of the findings.
- Conduct daily inspection of the SEAT base site, equipment and supplies looking for signs of possible tampering or vandalism.
- Develop a mechanism to help increase a general awareness of the personnel, and activities that are being conducted in and around the SEAT operations like an "Airport Watch Program".
- Notify the contractor, using agency, Fixed Wing Base Operator immediately if evidence of tampering is found.
- Ensure the local law enforcement is contacted to report the incident or possible threat.

Role of the Using Agency:

- Review the SEAT Manager and contractors evaluation of the security of the SEAT base and help mitigate any concerns or issues that may have been identified.
- Provide law enforcement for off duty surveillance or patrol of the SEAT base if necessary.
- Provide agency law enforcement to coordinate with any law enforcement agencies that would have jurisdiction in the event of an incident at the SEAT base.

Role of the Fixed Wing Base Operator:

- Provide the contractor and SEAT Manager with a briefing on security and emergency response measures developed for the site.
- Report all incidents or possible threats to the local law enforcement agency.
- Coordinate all law enforcement activities involved with the incident

COMPROMISED SECURITY:

If the SEAT Manager or the contractor suspects tampering or intentional sabotage they should consider the following items:

- Stop all operations and ensure the safety and welfare of all personnel associated with the SEAT operations.
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- Notify the using agency of the pending threat and request agency law enforcement to coordinate with the security measure taken.

NOTE: If there is an immediate threat to people or property, the SEAT Manager should call 911 and report the incident.

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If the personnel at the SEAT base observe a situation that is not immediately threatening, but witness a situation that may be suspicious or warrant reporting to the authorities, they can call the nationwide toll-free Airport Watch Hotline that is funded by the Transportation Security Administration (TSA) and staffed by the National Response Center.
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Form 1112-5
(May 2001)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

RISK MANAGEMENT WORKSHEET

1. Organization and Location Basic Risk Management Worksheet for the SEAT Program.			2. Page 1 of 3
3. Operation / Task **SEAT MANAGER POSITION**	4. Beginning Date: Open	5. Ending Date: Open	6. Date Prepared 4/2003

7. Prepared by *(Name / Duty Position)*

8. Identified Hazards:	9. Assess the Hazards Initial				10. Control Measures Developed for Identified Hazards: *(Specific measures taken to reduce the probability of a hazard.)*	11. Assess the Hazard's Residual's Risk				12. How to Implement the Controls*: (Include SOP's, references, etc.)*	13. Supervision and Evaluation Method: *(Continuous Leader Checks, Buddy System, etc.)*
(Be Specific)	L	M	H	E	(Be Specific)	L	M	H	E	(Be Specific)	(Be Specific)
DEHYDRATION: Skin damage and exhaustion from direct sun exposure and high temperatures.		X			Drink plenty of fluids, wear appropriate clothing like full brim hats and long sleeve shirts, provide shade for all crew members and use sun screen for exposed skin.	X				Ensure adequate levels of fluids and equipment are available at the base. Incorporate dehydration warning signs into safety briefings.	Use the buddy system to monitor the dehydration warning signs, and conduct daily debriefings on personnel welfare.
FATIGUE: Extended duty hours in an uncontrolled environment.		X			Monitor and document duty hours and environmental conditions. Assess the conditions at each base for improving the general working environment, and relay the suggestions to the using agency.	X				Ensure the using agency is advised of current hours and work conditions. Record duty time daily on crew time sheet and adhere to agency work/rest guidelines	The SEAT Manager and the using agency will continuously monitor compliance with work/rest guidelines.

14. Remaining Risk Level After Control Measures Are Implemented: (CIRCLE **HIGHEST** REMAINING RISK LEVEL)	**LOW (Line Supervisor)**	**MEDIUM (Branch Chief)**	**HIGH (District Manager)**	**EXTREMELY HIGH (Must be State Director/Associate)**

15. RISK DECISION AUTHORITY: (Approval/Authority Signature Block) (If Initial Risk Level is Medium, High or Extremely High, Brief Risk Decision Authority at that level on Controls and Control Measures used to reduce risks. NOTE: if the person preparing the form signs this block, the signature indicates only that the appropriate risk decision authority was notified of the intial risk level, control measures taken and appropriate resources requested; and that the risk was accepted by the decision authority.)

MARK BICKHAM, BLM NATIONAL SEAT PROGRAM MANAGER
(Signature)

8. Identified Hazards	9. Assess the Hazards Initial				10. Control Measures Developed for Identified Hazards: *(Specific measures taken to reduce the probability of a hazard.)*	11. Assess the Hazard's Residual's Risk				12. How to Implement the Controls*: (Include SOP's, references, etc.)*	13. Supervision and Evaluation Method: *(Continuous Leader Checks, Buddy System, etc.)*
(Be Specific)	**L**	**M**	**H**	**E**	(Be Specific)	**L**	**M**	**H**	**E**	(Be Specific)	(Be Specific)
Driving cars and light trucks		X			Become familiar with vehicles that you may be asked to drive. Always drive defensively, obey traffic laws, use seatbelts, and maintain speed within safe and legal limits.	X				Hold tailgate safety sessions on defensive driving techniques. Have employee demonstrate their proficiency in the type of vehicle they may drive.	Use a buddy system to continuously monitor driving habits of all personnel associated with the SEAT operation
Lifting heavy objects		X			Ensure the weight of the object has been determined prior to lifting. Use proper lifting techniques or identify and order the proper tool for lifting the object safely	X				Include a demonstration of proper lifting techniques in a safety briefing and have equipment on the base for weighing objects.	Use the buddy system to help evaluate the correct lifting techniques or choice of tool needed to lift the object.
Working in proximity of running aircraft engines and pumps.		X			Use hearing protection when in the vicinity of running engines or pumps. Use eye protection to mitigate blowing dust and debris.	X				The SEAT Manager will ensure that they have hearing and eye protection for each assignment.	Use a buddy system to ensure that everyone has eye and hearing protection available to them.
Working in proximity of running aircraft propellers and engine exhaust.			X		Maintain a safe distance from the aircraft at all times. Approach and depart from the aircraft in full view of the pilot and with their consent. Stay away from exhaust stacks of all aircraft during operations and for a time after the engine has been shut down.		X			Make sure each pilot and crew member reviews the approach and departure procedures and signals on the initial pilot briefing. Get a briefing from the pilot on the exhaust systems and surfaces.	Use the buddy system to help maintain a continual vigilance of who is approaching and departing the aircraft. Keep all unauthorized personnel away from the aircraft.

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(Be Specific)	**L**	**M**	**H**	**E**	(Be Specific)	**L**	**M**	**H**	**E**	(Be Specific)	(Be Specific)
Working around possible hazardous materials.		X			Have Material Data Safety Sheets (MSDS) for all materials used on the base readily available for all persons on base. Review the local using agency's Hazardous Communication Plan and who to contact if needed.	X				Follow mitigation procedures outlined in the MSDS for materials. Follow procedures outlines in the Hazardous Communication Plan when needed.	Have the local Hazardous Material Coordinator review the SEAT base for compliance with their local plan. The SEAT Manager will ensure that MSDS is available to all personnel, and incorporated into the safety briefings.
Falling from working around areas that may be wet or slippery from retardant residue.		X			Maintain a clean reloading area. Pick-up or wash down and dilute any spills on surfaces of the reloading area. Flag or sign areas that may become wet or slippery during operations. Wear appropriate foot gear with closed toes and compatible with walking on wet or potentially slick surfaces. .	X				Ensure the contractor is following the spill guidelines in the contract. Brief all personnel on areas that may have potential problems when wet. Monitor the foot gear of personnel working in and around a wet or slick area.	Continuously monitor areas that have become wet or slippery. Use the buddy system to help identify and sign potential problem areas.

NOTE: THIS IS A BASIC HAZARD LIST FOR RAMP AND SEAT OPERATIONS. THE SEAT MANAGER NEEDS TO ADD ADDITIONAL HAZARDS THAT MAY BE SPECFIC TO THEIR OPERATION.

Form 1112-5
(May 2001)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

RISK MANAGEMENT WORKSHEET

1. Organization and Location Basic Risk Management Worksheet for the SEAT Program.			2. Page 1 of 4
3. Operation / Task **RAMP AND SEAT BASE OPERATIONS**	4. Beginning Date: Open	5. Ending Date: Open	6. Date Prepared 04/2003

7. Prepared by *(Name / Duty Position)*

8. Identified Hazards:	9. Assess the Hazards Initial				10. Control Measures Developed for Identified Hazards: *(Specific measures taken to reduce the probability of a hazard.)*	11. Assess the Hazard's Residual's Risk				12. How to Implement the Controls*: (Include SOP's, references, etc.)*	13. Supervision and Evaluation Method: *(Continuous Leader Checks, Buddy System, etc.)*
(Be Specific)	L	M	H	E	(Be Specific)	L	M	H	E	(Be Specific)	(Be Specific)
Damage to hearing from working in close proximity of running aircraft engines and pumps.		X			Use hearing protection when in the vicinity of running engines or pumps.	X				The SEAT Manager will ensure that all personnel working with the SEAT operation have hearing protection available.	The SEAT Manager will monitor the use and availability of the hearing protection for personnel associated with the SEAT operation.
Working in proximity of running aircraft propellers and engine exhaust.			X		Maintain a safe distance from the aircraft at all times. Approach and depart from the aircraft in full view of the pilot and with their consent. Stay away from exhaust stacks of all aircraft during operations and for a time after the engine has been shut down.		X			Make sure each pilot and crew member reviews the approach and departure procedures and signals with all personnel authorized to be on the ramp. Get a briefing from the pilot on the exhaust systems and surfaces.	The SEAT Manager will ensure that a buddy system is in place to monitor all personnel that have access to the ramp area.

14. Remaining Risk Level After Control Measures Are Implemented: (CIRCLE **HIGHEST** REMAINING RISK LEVEL)	**LOW (Line Supervisor)**	**MEDIUM (Branch Chief)**	**HIGH (District Manager)**	**EXTREMELY HIGH (Must be State Director/Associate)**

15. RISK DECISION AUTHORITY: (Approval/Authority Signature Block) (If Initial Risk Level is Medium, High or Extremely High, Brief Risk Decision Authority at that level on Controls and Control Measures used to reduce risks. NOTE: if the person preparing the form signs this block, the signature indicates only that the appropriate risk decision authority was notified of the intial risk level, control measures taken and appropriate resources requested; and that the risk was accepted by the decision authority.)

MARK BICKHAM, BLM NATIONAL SEAT PROGRAM MANAGER
(Signature)

8. Identified Hazards	9. Assess the Hazards Initial				10. Control Measures Developed for Identified Hazards: *(Specific measures taken to reduce the probability of a hazard.)*	11. Assess the Hazard's Residual's Risk				12. How to Implement the Controls*: (Include SOP's, references, etc.)*	13. Supervision and Evaluation Method: *(Continuous Leader Checks, Buddy System, etc.)*
(Be Specific)	**L**	**M**	**H**	**E**	(Be Specific)	**L**	**M**	**H**	**E**	(Be Specific)	(Be Specific)
Working around possible hazardous materials.		X			Have Material Data Safety Sheets (MSDS) for all materials used on the base readily available for all persons on base. Review the local using agency's Hazardous Communication Plan and who to contact if needed.	X				Follow mitigation procedures outlined in the MSDS for materials. Follow procedures outlined in the Hazardous Communication Plan when needed.	Have the local Hazardous Material Coordinator review the SEAT base for compliance with their local plan. The SEAT Manager will ensure that MSDS is available to all personnel, and incorporated into the safety briefings.
Falling or tripping from working around areas that may be wet or slippery from retardant residue.		X			Maintain a clean reloading area. Pick-up or wash down and dilute any spills on surfaces of the reloading area. Flag or sign areas that may become wet or slippery during operations. Wear appropriate foot gear with closed toes and compatible with walking on wet or potentially slick surfaces.	X				Ensure the contractor is following the spill guidelines in the contract. Brief all personnel on areas that may have potential problems when wet. Monitor the foot gear of personnel working in and around a wet or slick area	The SEAT Manager will continuously monitor areas that have become wet or slippery and provide some type of flagging or signing of the potential problem.
Falling or tripping from working around equipment and hoses associated with retardant loading operations.		X			Try to keep hoses confined to the containment area whenever possible. Keep wash down hoses rolled up when not is use. Ensure that the ramp area is well organized and that all equipment has a designated space to be returned to when not in use.	X				Provide all personnel with a briefing on the ramp layout Limit access to areas on the ramp that hoses may be deployed frequently for loading.	The SEAT Manager will monitor the ramp access for unauthorized personnel and establish a buddy system that helps keep the ramp area well organized.

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(Be Specific)	**L**	**M**	**H**	**E**	(Be Specific)	**L**	**M**	**H**	**E**	(Be Specific)	(Be Specific)
Working around areas that may cause injury to eyes and skin from blowing dust and debris from prop wash.			X		Wear eye protection in and around the ramp area. Establish a Foreign Object Debris (FOD) program for the SEAT base. Inspect the ramp and surrounding areas continuously for objects that may be blown into the air by the prop wash. Ensure all containers have secure lids or tie downs in place to withstand the prop wash.	X				Eye protection will be worn by all personnel on the ramp as SOP. All crew members will inspect the SEAT base *daily* for possible FOD material.	SEAT Manager will continuously monitor the ramp area for problem areas that may be susceptible to prop wash. The SEAT Manager will establish a buddy system with all personnel to participate in the FOD program.
Public and animal access to the ramp and SEAT base areas.			X		Limit access to loading area and the ramp area to authorized personnel only by utilizing flagging materials if possible. Establish a staging area for the general public to view the SEAT operation. Make an assessment of the perimeter airport fencing for animal access control and develop procedures for detecting and controlling any stray animals.	X				Conduct briefings will all personnel on the procedures for detecting and controlling wildlife or domestic animals. Provide each member of the general public visiting the area with a briefing on the established viewing area.	The SEAT Manager will continuously monitor the ramp and SEAT base for unauthorized personnel or animals. The SEAT Manager should interact with the general public and provide opportunities to interact with the SEAT personnel during down times.

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(Be Specific)	L	M	H	E	(Be Specific)	L	M	H	E	(Be Specific)	(Be Specific)
Motor vehicle traffic interfering with the SEAT base and ramp areas.		X			Limit the access of the ramp and SEAT base to designated routes and areas. Establish parking lots and post signs to assist drivers. Identify and flag any critical areas that may require a member of the SEAT operation to escort vehicles to and from the area.	X				Ensure each driver receives a briefing on the established traffic routes and designated parking areas. Conduct debriefing sessions each night to monitor traffic concerns.	SEAT Manager will monitor all drivers to ensure they are adhering to the established routes and parking areas.
General threat of theft, vandalism or security concerns.		X			Assess the current security level of the base, identify the potential and probability of security threats and relay the information to the using agency. Establish an airport watch awareness program with all personnel associated with the SEAT base. Conduct regular inspections of the aircraft, vehicles and SEAT base for possible tampering or vandalism.	X				Ensure each member receives a briefing on the airport watch awareness program procedures. Review the findings from the daily inspections performed each day. Incorporate any mitigation procedures the using agency has identified to improve security concerns.	The SEAT Manager will establish a buddy system with all members of the SEAT operation to participate in the airport watch awareness program. The SEAT Manager will report any incidents to the using agency and the FBO.

NOTE: THIS IS A BASIC HAZARD LIST FOR RAMP AND SEAT OPERATIONS. THE SEAT MANAGER NEEDS TO ADD ADDITIONAL HAZARDS THAT MAY BE SPECFIC TO THEIR OPERATION.

INTERAGENCY SEAT OPERATIONAL PROCEDURES HANDBOOK

Section: CRASH RESCUE

Index:

- **Prevention**
- **Pre-Planning**
- **Execution**
- **SEAT Base Accident / Incident Worksheet**

CRASH RESCUE:

Crash Rescue operations can be broken into three major categories:

- **PREVENTION**
- **PRE-PLANNING**
- **CRASH RESCUE EXECUTION**

PREVENTION:

One of the best ways to help prevent accidents or incidents is to ensure you continually monitor your operation to identify and mitigate any concerns, trends or behavior that may lead to unsafe or compromised operations. Attached are some guidelines to help you develop a prevention program for your SEAT operations:

- Document any known hazards identified within the assigned response area and post them on a map for review.
- Interview and document any know historical environmental or operational concerns identified by the local agency and airport personnel like: historical cross wind patterns or dead spots with communications.
- Ensure a briefing packet has been compiled to present to incoming air crews to ensure a thorough briefing.
- Ensure your SEAT operation is conducted within the established agency plans, guidelines and contracts.
- Ensure the pilot and support crew receive a daily briefing including: weather, intended missions, frequencies, safety concerns, etc.
- Ensure the pilot and support crew receive a complete briefing on **each** mission prior to operations.
- Make sure the pilot and support crew understand the mission objectives and what their roles are in accomplishing the mission.
- Take the time out to debrief with the pilots and crew members critiquing the daily operations to identify possible future problems or trends that may lead to unsafe operations.
- Follow through with all concerns or questions raised by the pilot or crewmembers concerning problems or trends that are noticed during daily operations and missions.
- Take the time to help identify any potential hazards associated with the intended missions, assess the probability and effects to the personnel and equipment if they would encounter the hazard, mitigate the risk and make the decision the mission can be completed safely or it can not be accomplished without further mitigation or modification.
- Help establish trigger points that help the pilot or support crew to discontinue the current operation due to compromised safety perceptions.
- Ensure pilot and driver flight / duty day charts are monitored each day helping to identify excessive flight time or duty hours that may contribute to fatigue.
- Attend the daily briefings to help educate the operational personnel with the proper use and limitations when utilizing SEATs.

PRE-PLANNING:
Thorough pre-planning is the key to successfully executing any crash rescue response to an aircraft incident / accident. Attached are some guidelines to help with your pre-planning efforts:

- Ask to review your Dispatch Accident / Incident Response Guide, and incorporate any information or contact number into your on site plan.
- Make sure you know the procedures for reporting an aircraft incident / accident for both ON and OFF the airport.
  Who do you call 1st ?
  What information will you need to relay ?
  What are the next steps to take to stabilize the incident ?
- Know what type of EMS is available.
  What type of EMS will be able to respond ? Ground ? Air ?
  Can they respond to an aircraft fire ?
  What will their response time be ?
  Can you communicate with them ?

- Post the Lat / Long of the closest hospitals, trauma and burn centers, include phone numbers and any special instructions.
- Post a current map of any incidents that the SEAT may be supporting including the Lat / Long and vehicle route access and road condition.
- Map and post Lat / Long and vehicle access of any satellite SEAT bases you may be required to operate from.
- Attend the morning briefings to go over crash / rescue evacuation procedures for ground resources responding to a downed aircraft or schedule the resources to come by your operation for briefing.
- Take advantage of aircraft stationed in your area for crash / rescue briefings.
- Ask the responding EMS in your area to come out to your site to familiarize themselves with the aircraft and access routes.
- Develop a standard briefing checklist customized for the area and your operation including:
  Hazards associated with responding to a downed aircraft.
  Different aviation fuel types and hazards associated with spills.
  Location of the emergency fuel shut-off valves for the SEAT and fuel truck.
  Location of the emergency exits for the SEAT.

CRASH RESCUE EXECUTION:
Successfull execution of crash rescue operations depends on the following key elements:

- All players are familiar with the established procedures for executing a crash rescue operation.
- All players understand their role in a crash rescue operation.
- All players remain calm and focused on their assigned role.
- Good Communications have been established and continually monitored during the incident.
- Pre-planning has been completed to minimize the amount of confusion during the initial phases of the incident.

Most dispatch offices that are responsible for dispatching and flight following aircraft should have an Aviation Incident / Accident Response Plan completed. The plan covers basic outlined steps to be used by the dispatch office for reporting and responding to aviation incidents and accidents including overdue or missing aircraft, crash rescue instructions, preparing for investigation teams, and extensive contact lists and phones numbers.
Generally, the dispatch office is responsible for the initial response to an incident on their unit including, documenting the initial call, mobilizing the appropriate emergency and medical resources, establishing communications and initiating the notification process.
Upon arrival of an assignment the SEAT Manager should ask the dispatch office or the Aviation Officer to review their established plan and verify what their role would be in the event of an incident or accident. The SEAT Manager should document and post what their roles and duties are in the event of an accident / incident at each base of operations.

An aviation accident / incident can happen both ON or OFF the airport. The SEAT Manager needs to be prepared to respond and assist the dispatch office with both types of incidents.
ACCIDENTS / INCIDENTS OFF SEAT BASES:
Accidents or incidents may occur off the SEAT base and away from the SEAT Managers control like a major fuel spill from the support truck in route to a mobile base or a SEAT making an emergency landing over or near the fire. The SEAT Manager may not be the one who receives the initial report, however, the SEAT Manager must be prepared to provide the dispatch office with the necessary detailed information to assist them in mobilizing the appropriate emergency, search and rescue or medical resources.
Information that the dispatch office may request from the SEAT Manager to begin mobilizing search and rescue operations or dispatching emergency response resources are:

- Type of Aircraft (Make / Model)
- FAA N# and Designated Call Sign
- Pilot Information
- Fuel Type and Amount
- Time and Point of Departure
- Type of Mission / Mission Objectives
- Hazardous Materials Information
- Owner / Vendor Information

ACCIDENTS / INCIDENTS ON SEAT BASES:
The SEAT Manager can play a significant role if an accident / incident occurs ON the SEAT base including the initial reporting of the incident, overseeing the safety of the responding personnel, securing the area, coordinating emergency and medical resources and maintaining communications with dispatch.
In order to help minimize the amount of confusion, and respond effectively to an incident, the SEAT Manager should assign the minimum positions to their SEAT base each day, and ensure the personnel assigned to the positions are familiar with their role and duties.

ON-SCENE IC / SUPERVISOR:
Name: _____
Responsible for assessing the situation, notifying and maintaining contact with Dispatch, ordering the necessary EMS resources, coordinating with responding personnel, ensuring clear communications are established, and documenting all actions taken on the incident.
(This position is generally filled by the SEAT Manager.)

ON-SCENE RESPONDERS:
Name:_____
Name:_____
ON-SCENE Responders are to take prudent action to preserve life, protect people at the incident, and secure the incident site.
(These positions are generally filled by the loaders or drivers.)

SEAT BASE ACCIDENT / INCIDENT WORKSHEET:
The SEAT BASE ACCIDENT / INCIDENT WORKSHEET was developed to help the SEAT Manager prepare and respond to an incident that could happen ON the SEAT base. The SEAT Manager should ensure all personnel associated with their SEAT operations are familiar with the reporting and responding procedures developed for each base of operations. The worksheet is divided into three sections:

- INCIDENT INFORMATION
- EMERGENCY MEDICAL SUPPORT (EMS) NEEDS
- REPORTING PROCEDURES

Note: The SEAT Manager should complete all the items they can prior to an incident and customize the reporting contacts and phone numbers for their operation.

SEAT BASE ACCIDENT / INCIDENT WORKSHEET

This work sheet was designed to help the SEAT Manager prepare and respond to an aviation accident / incident that may happen on the SEAT base. SEAT Managers should post the work sheet at the SEAT base, review the information and steps outlined and ensure all personnel associated with their operation is familiar with all the procedures.

DATE:	TIME:	REPORTED BY:

INCIDENT INFORMATION

WHAT TYPE OF INCIDENT OBSERVED OR REPORTED ?

WHO / WHAT IS INVOLVED ?

EMERGENCY MEDICAL SUPPORT (EMS) NEEDS

WHAT TYPE OF EMS IS REQUIRED ?

Injuries ? ” YES ” NO ” UNKNOWN

” Ground Ambulance: ! How Many ?_____

REPORTING PROCEDURES

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: _____PHONE:_____
TIME NOTIFIED:_____

STEP FOUR: Establish who is the On Scene Incident 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 ON SITE FOR DISPATCH : _____Phone: ( )_____
TIME NOTIFIED:_____

NOTE: ***Be prepared to provide the dispatch office with the following information for incidents that may occur ON and OFF the SEAT base.***

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:_____