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NWCG Incident Position Standards for Deck Coordinator

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The *NWCG Incident Position Standards for Deck Coordinator* establishes national interagency standards for operating as a Deck Coordinator (DECK) on wildland fires. These standards are meant to ensure safe, efficient, and effective operations in support of interagency goals and objectives and should serve as a guide to promote effective and consistent on-incident training. By definition, NWCG standards encompass guidelines, procedures, processes, best practices, specifications, techniques, and methods.

The Deck Coordinator Position Page, https://www.nwcg.gov/positions/deck-coordinator, in the NWCG position catalog, includes the Incident Position Description (IPD) and Position Qualification Requirements, as well as links to standards and references needed to perform the duties of a Deck Coordinator.

Tasks that are identified by a (*) are those tasks included for evaluation in the Position Task Book (PTB). Tasks not identified for evaluation in the PTB still represent standards for successful performance in the position and should be included in a comprehensive training assignment.

Where references are identified by a (**), refer to your home unit, agency, or organization for specific guidance and policy documentation. For example:

***Interagency Standards for Fire and Fire Aviation Operations* (Red Book)

The National Wildfire Coordinating Group (NWCG) provides national leadership to enable interoperable wildland fire operations among federal, state, Tribal, territorial, and local partners. NWCG operations standards are interagency by design; they are developed with the intent of universal adoption by the member agencies. However, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

Table of Contents

General References **1**
Agency-Specific References 2
***Leadership Level 2, New Leader (Convey Intent)** **3**
Description 3
Behaviors 3
Knowledge 3
Prepare and Mobilize **4**
Ensure individual readiness. 4
*Gather critical information pertinent to the assignment. 4
*Travel to and check in at assignment. 5
*Review Incident Action Plan (IAP) and obtain briefing, objectives, and intent from supervisor. 5
Build the Team **7**
*Establish and maintain positive interpersonal and interagency working relationships. 7
*Establish and communicate chain of command, reporting procedures, risk management processes, and radio frequency management. 7
Assemble and validate readiness of assigned personnel and equipment. 7
*Use Incident Command System (ICS) terminology, organization, and command structure. 8
*Model leadership values and principles. 8
Supervise and Direct Work Assignments **9**
*Establish and communicate objectives, priorities, work assignments, and performance expectations. 9
*Ensure daily operational objectives and performance standards are met. 9
*Identify, analyze, and use relevant situational information to make informed decisions and take appropriate actions. 10
Perform Deck Coordinator-Specific Duties **11**
*Coordinate with Helibase Manager (HEBM) on helibase layout and operations. 11
*Promote and maintain the safety of deck operations. 11
*Manage the deck. 12
Communicate and Coordinate **13**
*Communicate effectively using multichannel radios. 13
*Coordinate movement of all aircraft, vehicles, equipment, and personnel on the deck. 13
*Maintain communications and exchange necessary information with other resources. 13
*Conduct and/or participate in After Action Reviews (AARs) 14
Manage Risk **15**
*Apply the Risk Management Process. 15
*Ensure own and others' safety and welfare. 15
*Plan for aircraft and/or medical emergencies. 16
*Respond to aircraft and/or medical emergencies 16
Document **17**
*Complete all administrative tasks and documentation in an accurate and timely manner. 17

Demobilize 18
*Transition with replacement personnel. 18
*Prepare for and implement demobilization. 18

General References

- *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277, https://www.nwcg.gov/publications/pms277
- *Guide to Preventing Aquatic Invasive Species Transport by Wildland Fire Operations*, PMS 444, https://www.nwcg.gov/publications/pms444
- *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461, https://www.nwcg.gov/publications/pms461
- *Leading in the Wildland Fire Service*, PMS 494-2, https://www.nwcg.gov/publications/pms494-2
- *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503, https://www.nwcg.gov/publications/pms503
- *NWCG Standards for Helicopter Operations*, PMS 510 *(NSHO)*, https://www.nwcg.gov/publications/pms510
    - Helitack Crew Performance Rating (HBM-12)
    - Helibase Personnel Performance Rating (HBM-13)
    - Crash Rescue/Medevac/Evacuation Plan (HJA-4)
- *NWCG Standards for Aviation Transport of Hazardous Materials*, PMS 513, https://www.nwcg.gov/publications/pms513
- *NWCG Standards for Aviation Risk Management*, PMS 530, https://www.nwcg.gov/publications/pms530
- *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600, https://www.nwcg.gov/publications/pms600
- *NWCG Standards for Interagency Incident Business Management*, PMS 902, https://www.nwcg.gov/publications/pms902
- Incident Command System (ICS) Forms, https://www.nwcg.gov/ics-forms
    - Incident Radio Communications Plan (ICS 205)
    - Medical Plan and Medical Incident Report (ICS 206 WF)
    - Incident Organization Chart (ICS 207)
    - General Message (ICS 213)
    - Activity Log (ICS 214)
    - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
- Standard (SF) and Optional (OF) Forms, https://www.nwcg.gov/publications/pms902
    - Crew Time Report (CTR), SF 261
    - Property Loss or Damage Report – Fire Suppression, OF 289
    - Emergency Equipment Shift Ticket, OF 297
- Job Aids, https://www.nwcg.gov/training/job-aids
    - J-001, *How to Correctly Fill Out the Crew Time Report (CTR), SF 261 (PSM-001)*
    - J-004, *How to Correctly Fill Out the Emergency Equipment Shift Ticket, OF 297 (PSM 004)*
    - J-006, *How to Properly Complete a Property Loss or Damage Report, OF 289 (PSM-006)*
    - J-008, *NWCG Standards for Interagency Incident Business Management (SIIBM), PMS 902 Overview (PSM-008)*
    - J-102, *Packing List for Wildland Fire Support Staff*
    - J-301, *Thinking Skills for Risk Management*

- *Emergency Response Guidebook (ERG)*, https://www.phmsa.dot.gov/training/hazmat/erg/emergency-response-guidebook-erg
- NWCG 6 Minutes for Safety, https://www.nwcg.gov/committee/6-minutes-for-safety-subcommittee
- U.S. General Services Administration (GSA) Travel Page, https://www.gsa.gov/travel

Agency-Specific References

- ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book), https://www.nifc.gov/standards/guides/red-book
- ***National Interagency Standards for Resource Mobilization*, https://www.nifc.gov/nicc/logistics/reference-documents

*Leadership Level 2, New Leader (Convey Intent)

A new leader begins transitioning from a follower to a leader of small groups to achieve a common goal. They begin to implement team cohesion, accept responsibility for self and team, and apply effective communications https://www.nwcg.gov/committees/leadership-committee/leadership-levels.

Description

- Proficient at leadership values and principles.
- Understand transition challenges for new leaders, situational leadership, team cohesion factors, ethical decision making, and debriefing techniques.
- Lead by example.
- Lead small groups to achieve common goals, objectives, and tasks.

Behaviors

- Demonstrates accountability for personal and team performance to build trust and establish positive team environment.
- Applies knowledge of leadership traits to lead small teams.
- Promote team cohesion for new and existing team members and create an environment for effective communication.
- Solicits questions, both up and down chain of command, in order to learn from others.
- Applies a risk management process to ensure safety of self and team members.

Knowledge

- Utilize leadership traits to identify developmental needs in self and others.
- Describe situational leadership to understand application of appropriate leadership styles.
- Understand how wildland fire leadership values, principles, and traits inform ethical decision making.
- Understand how task, purpose, and end state are used to deliver leader's intent.
- Apply self-assessment tools to identify improvement gaps.
- Practice self-care and team-care.
- Knowledge of basic format to conduct a post-incident debriefing.
- Knowledge of the components of an operational briefing to deliver a simple assignment briefing.
- Knowledge of human factors and environmental barriers to communication.
- Knowledge of organizational structures (ICS and agency).
- Identify the sources of power which enable leadership influence.

Prepare and Mobilize

Ensure individual readiness.

When to start task: Prior to the assignment.

Resources to complete task: *A Preparedness Guide for Wildland Firefighters and their Families*, PMS 600; J-102, *Packing List for Wildland Fire Support Staff*.

How to accomplish task:

- Verify your status is current in resource ordering applications (e.g., Interagency Resource Ordering Capability [IROC]).
- Prepare for a 14 to 21 day assignment away from home and family.
    - Refer to *A Preparedness Guide for Wildland Firefighters and their Families*, PMS 600 and J-102, *Packing List for Wildland Fire Support Staff*.

*Gather critical information pertinent to the assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: Resource order; local in-brief package; Incident Action Plan (IAP).

How to accomplish task:

- Access and review the resource order.
    - Ensure the resource order contains the following information as a baseline and request updates from the incident supervisor, if needed.
        - Incident/project name
        - Incident/project order number
        - Office reference number (cost code)
        - Descriptive location/response area
        - Incident base/phone number
        - Request number
        - Reporting date/time and location (helibase or Incident Command Post [ICP])
        - Special needs (e.g., laptop/tablet, phone, flight helmet, mode of transportation, self-sufficiency)
- Obtain travel itinerary.
    - Mode of travel
    - Estimated time of departure (ETD) and location of departure
    - Estimated time of arrival (ETA) and location of destination
    - Location for remain overnight (RON) if you are unable to make the end destination within that operational shift
    - Lodging information
- Gather situational awareness about the assignment.
    - Contact the requesting dispatch center or incident supervisor to receive the following:
        - IAP, if available
        - Weather information
        - Geographic area intelligence reports
        - Website, if available
        - Agency-specific guidelines

*Travel to and check in at assignment.

When to start task: Upon receipt of resource order.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902; J-008, *NWCG Standards for Interagency Incident Business Management (SIIBM), PMS 902 Overview (PSM-008)*; GSA per diem rates; Incident Qualifications Cards (Red Cards); incident information applications; resource order; travel maps; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book); ***National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Confirm the time and date you are needed at the incident.
- Follow agency-specific air and ground travel guidelines.
    - Air travel considerations:
        - Use the agency travel arranger to book flights.
        - Comply with baggage limitations.
            - ❖ Refer to Chapter 10 of the ***National Interagency Standards for Resource Mobilization*.
            - ❖ Check bags for hazardous materials.
    - Ground travel considerations:
        - Use the agency travel arranger to book a rental car, etc.
        - Follow time limitations/driver duty day limitations.
        - Ensure your rental, National Emergency Rental Vehicle (NERV), agency-owned vehicle (AOV), or privately owned vehicle (POV) is on the resource order, if applicable.
        - Reference GSA for per diem and lodging rates.
            - ❖ Check with the local Dispatch Center Manager if the rate exceeds per diem allowances.
- Upon arriving at the incident, complete the check-in process as described in the IAP or with the person designated on the resource order (e.g., Status/Check-In Recorder [SCKN]).
    - Be prepared with the following items:
        - Resource order
        - Red Card (digital or hard copy)
        - Agency-specific agreement sheet, if applicable
- If you are a trainer or trainee, check in with the Incident Training Specialist (TNSP), if available.

*Review Incident Action Plan (IAP) and obtain briefing, objectives, and intent from supervisor.

When to start task: When check-in is complete and supervisor has been located.

Resources to complete task: Briefing Checklist in the *IRPG*; IAP; Helibase Operations Plan.

How to accomplish task:

- Review the IAP.
- Obtain an initial briefing from the incident supervisor.
    - Objectives
        - Leader's intent
    - Organizational structure
    - Weather
    - Fire behavior

  - Communications
  - Resources
  - Safety
  - Logistics
- Review the Helibase Operations Plan, if available.

Build the Team

*Establish and maintain positive interpersonal and interagency working relationships.

When to start task: At the beginning of and throughout the assignment.

Resources to complete task: *IRPG*; *Leading in the Wildland Fire Service,* PMS 494-2; agency-specific standard operating procedures (SOPs); *NSHO*.

How to accomplish task:

- Conduct yourself in a professional manner.
  - Be respectful and courteous.
  - Be respectful of public and private property.
- Establish and maintain positive interpersonal working relationships.
  - Learn names and exchange contact information.
  - Promote community through team activities.
- Develop relationships and collaborate with interagency partners.
  - Build awareness and respect for a variety of SOPs.

*Establish and communicate chain of command, reporting procedures, risk management processes, and radio frequency management.

When to start task: After the initial briefing with incident supervisor.

Resources to complete task: *IRPG*; *NSHO*; agency-specific SOPs; IAP.

How to accomplish task:

- Establish contact with operational supervisors.
- Confirm the accountability process with operational supervisors.
- Confirm radio frequencies are relevant to the operational assignment.
  - Coordinate with the Helibase Manager (HEBM) or Aircraft Base Radio Operator (ABRO) for additional frequencies as needed.
  - Manage radio usage and etiquette.
- Understand reporting procedures for medical emergencies, accidents, and additional resource needs.
  - If the reporting procedures are not clear, confirm them with incident supervisors.

Assemble and validate readiness of assigned personnel and equipment.

When to start task: Throughout the assignment.

Resources to complete task: *NSHO*; IAP; Helibase Operations Plan; agency-specific SOPs.

How to accomplish task:

- Ensure deck personnel understand their responsibilities.
- Ensure accurate radio programming and perform radio checks for assigned resources.
- Ensure personnel are trained and qualified in the use of extinguishers, crash rescue, and evacuation kits.

- Assess the need for resources to maintain adequate staffing and supplies.
    - Obtain resources through established ordering procedures.
    - Consider the needs based on anticipated or expected activity.

*Use Incident Command System (ICS) terminology, organization, and command structure.

When to start task: After initial briefing and throughout the assignment.

Resources to complete task: *NSHO*; Incident Organization Chart (ICS 207); IAP; Helibase Operations Plan; agency-specific SOPs; Helibase Display Board (NFES 0410).

How to accomplish task:

- Identify the HEBM, peers, and subordinates.
- Establish and maintain the Helibase Display Board (NFES 0410).
- Determine the roles and capabilities of aviation resources and positions.

*Model leadership values and principles.

When to start task: Upon assignment and throughout the incident.

Resources to complete task: Operational Leadership section of the *IRPG*; *Leading in the Wildland Fire Service*, PMS 494-2.

How to accomplish task:

- Exhibit principles of duty, respect, and integrity.
    - Be proficient in your job, both technically and as a leader.
    - Make sound and timely decisions.
    - Ensure tasks are understood, supervised, and accomplished.
    - Keep subordinates informed, look out for their wellbeing, and help them seek improvement opportunities.
    - Seek responsibility and accept responsibility for your actions.
- Establish cohesiveness among assigned resources.
    - Provide for open communication.
    - Seek commitment.
    - Set expectations for accountability.
- Focus on the team result.

Supervise and Direct Work Assignments

*Establish and communicate objectives, priorities, work assignments, and performance expectations.

When to start task: After initial briefing and throughout the assignment.

Resources to complete task: *IRPG*; *NSHO*; Helibase Operations Plan; agency-specific SOPs; IAP.

How to accomplish task:

- Brief subordinates on daily activities and anticipated problems or timeframes.
  - Refer to the IAP to establish objectives.
  - Refer to the Operational Leadership and Briefing Checklist sections of the *IRPG*.
  - Define responsibilities so all personnel have a clear picture of what they are supposed to do and how they fit into the operational needs.
  - Ensure expectations of the leader's intent (i.e., task, purpose, end state [TPE]) is clear and understood.
  - Listen to feedback and be open to alternative ways to complete the task.
- Solicit questions from personnel to clarify expectations and intent.
- Match tasks with individuals' strengths where possible. Consider experience, qualifications, physical strength, and fatigue.
- Communicate when changes to the situation require alternate taskings.

*Ensure daily operational objectives and performance standards are met.

When to start task: Upon daily briefing and throughout the assignment.

Resources to complete task: *IRPG*; *NSHO*; Helibase Operations Plan; agency-specific SOPs; Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Crew Time Report (CTR), SF 261; Emergency Equipment Shift Ticket, OF 297; J-001, *How to Correctly Fill Out the Crew Time Report (CTR), SF 261 (PSM-001)*; J-004, *How to Correctly Fill Out the Emergency Equipment Shift Ticket, OF 297 (PSM 004)*; J-008, *NWCG Standards for Interagency Incident Business Management (SIIBM), PMS 902 Overview (PSM-008)*; Helitack Crew Performance Rating (HBM-12); Helibase Personnel Performance Rating (HBM-13); IAP.

How to accomplish task:

- Monitor assigned personnel to ensure duties are correctly performed.
- Monitor individual performance for:
  - Knowledge to complete assigned tasks.
  - Ability to work as a team member.
  - Attitude toward assignments.
- Document ongoing operational events.
  - Ensure Activity Log (ICS 214) is completed daily.
  - Verify the need for water tracking documentation.
  - Gather information for use in performance rating forms.
- Provide effective feedback on individual performance as soon as possible.
- Sign daily shift tickets and CTRs, if delegated.

*Identify, analyze, and use relevant situational information to make informed decisions and take appropriate actions.

When to start task: Throughout the assignment.

Resources to complete task: IAP; Helibase Operations Plan; Crash Rescue/Medevac/Evacuation Plan (HJA-4); local in-brief package.

How to accomplish task:

- Obtain a daily informational briefing.
- Make appropriate decisions based on analysis of gathered information.
- Adjust actions based on changing information and evolving situational awareness.
- Coordinate and implement contingency plans.
    - Crash Rescue/Medevac/Evacuation Plan (HJA-4)
    - Inclement weather plan
- Communicate changing conditions to assigned resources and the incident supervisor.

Perform Deck Coordinator-Specific Duties

*Coordinate with Helibase Manager (HEBM) on helibase layout and operations.

When to start task: Throughout the assignment.

Resources to complete task: *IRPG*; *NSHO*; Helibase Operations Plan; agency-specific SOPs; IAP.

How to accomplish task:

- Assist the HEBM in developing the helibase.
  - Establish facilities (e.g., helibase communications trailer, portable toilets, dumpster).
  - Discuss flight routes.
  - Identify hazards.
- Establish, mark, and number landing pads.
- Designate areas and ensure proper separation for:
  - Cargo.
  - Personnel.
  - Specialized activities (e.g., fueling areas, mobile retardant operations, aerial ignition).

*Promote and maintain the safety of deck operations.

When to start task: Throughout the assignment.

Resources to complete task: *Guide to Preventing Aquatic Invasive Species Transport by Wildland Fire Operations*, PMS 444; *IRPG*; *NSHO*; Helibase Operations Plan; Crash Rescue/Medevac/Evacuation Plan (HJA-4); agency-specific SOPs; IAP; Stormwater Pollution Prevention Plan (SWPPP).

How to accomplish task:

- Perform daily preparedness checks and ensure the operational readiness of the helibase deck.
- Brief and train assigned deck personnel on relevant plans and guides, where applicable.
  - Helibase Operations Plan
  - Crash Rescue/Medevac/Evacuation Plan (HJA-4)
  - Local aviation plan
  - SWPPP
  - *Guide to Preventing Aquatic Invasive Species Transport by Wildland Fire Operations*, PMS 444
- Ensure crash rescue requirements are established and understood by assigned personnel.
  - Identify emergency landing areas.
  - Obtain appropriate kits and equipment.
  - Ensure appropriate crash rescue equipment is in place.
  - Facilitate crash rescue drills, when time allows.
- Ensure vehicle traffic, parking, and staging areas are kept separate from flight operations and overflights by departing and arriving helicopters.
  - Restrict deck access to personnel and vehicles by posting warning signs, flagging, and if necessary, guards and/or day/night security.
  - Ensure staging areas are safe regarding access, flight routes, and cargo areas.
  - Ensure cargo and personnel manifesting areas are safe and have support for crews working or staging in the area (e.g., water, portable toilets, shade).

- Ensure dust abatement needs are met.
    - Water tenders
    - Pumps
    - Hose
    - Commercial binding agents
- Ensure the cleanliness and organization of the deck.
    - Complete daily Foreign Object Debris (FOD) inspections.
- Monitor and ensure the safety of all fueling operations.
    - Ensure fuelers follow established regulations.
- Ensure the use of appropriate personal protective equipment (PPE) for all personnel and individuals.

*Manage the deck.

When to start task: Throughout the assignment.

Resources to complete task: *IRPG*; *NSHO*; Helibase Operations Plan; agency-specific SOPs; IAP.

How to accomplish task:

- Assist the HEBM in completing the Daily Helibase Operations Briefing/Debriefing Checklist.
    - Assign and brief deck personnel as needed to coordinate daily logistics (e.g., portable toilets, trash).
- Ensure load calculations for helispots to be used are properly completed, updated, and posted.
    - Discuss needs with the HEBM.
- Ensure the helicopter display board is accurate and current.
- Create your own tracking system for assigned resources and supplies on the deck (e.g., O-#s, E-#s, and supply orders).
- Coordinate and direct the personnel loadmaster, cargo loadmaster, water tenders, etc., and provide daily or more frequent briefings as necessary.
- Ensure appropriate personnel are approved in aircraft rapid refueling if requested by the incident.
    - Ensure fueling is performed according to standards and procedures.
- Provide the HEBM with resource needs within the specified timeframe.
- Respond to and report unforeseen circumstances and initiate contingency operational plans pertaining to deck congestion, unexpected maintenance, unanticipated delays, etc.

Communicate and Coordinate

*Communicate effectively using multichannel radios.

When to start task: Throughout the assignment.

Resources to complete task: *IRPG*; IAP; Incident Radio Communications Plan (ICS 205); local in-brief package; radio programming guides.

How to accomplish task:

- Ensure assigned radios are functional prior to commencing daily operations.
- Obtain and verify frequencies being utilized for the incident.
    - Receive, review, and implement the Incident Radio Communications Plan (ICS 205).
    - Clone or manually program the radio frequencies into the appropriate channels and ensure the frequencies and channels are correct.
    - Perform radio checks to ensure positive communication and resolve any issues.
- Communicate with other resources using clear text and ICS terminology.
- Maintain radio or message links with appropriate incident functions.

*Coordinate movement of all aircraft, vehicles, equipment, and personnel on the deck.

When to start task: Throughout the assignment.

Resources to complete task: *IRPG*; *NSHO*; IAP; Helibase Operations Plan; agency-specific SOPs.

How to accomplish task:

- Coordinate with the HEBM or ABRO before daily operations.
- Ensure all personnel are familiar with travel patterns on the deck.
- Ensure helibase support roles are filled with adequate personnel for deck operations.
- Consider future needs for complex helibase environments with the HEBM (e.g., helibase supporting multiple large incidents, airports, temporary Federal Aviation Administration [FAA] tower).

*Maintain communications and exchange necessary information with other resources.

When to start task: Throughout the assignment.

Resources to complete task: *IRPG*; *NSHO*; IAP; Helibase Operations Plan; agency-specific SOPs.

How to accomplish task:

- Ensure a clear understanding of expectations and timely communication within and across ICS functional areas and the chain of command.
    - Use clear and concise text in written communications.
    - Speak clearly and at an appropriate pace to facilitate understanding.
- Follow established processes and the chain of command for collecting, producing, and distributing information.
    - Understand and comply with ICS concepts and principles.

- Communicate and exchange information with the following:
  - HEBM
  - ABRO
  - Helicopter Manager (HMGB)
  - Helicopter Manager-Limited/Restricted (HMLR)
  - Helicopter Crewmember (HECM) personnel
  - Flight crews/pilots
  - Personnel and Cargo Loadmasters
  - Fuelers/fuel truck drivers
  - Landowner/manager when applicable
  - Other resources associated with deck operations, (e.g., water tenders, portable toilet servicers)
- Provide status updates on conditions affecting operations, hazardous conditions, unresolved conflicts, etc. through the established chain of command.
- Ensure all personnel are briefed for daily helibase operations (e.g., functional area briefings).
- Ensure personnel are proficient in the use of aircraft radios and nationally standardized hand signals.

*Conduct and/or participate in After Action Reviews (AARs).

When to start task: Upon completion of a significant event or at the end of the day.

Resources to complete task: *IRPG*; Activity Log (ICS 214).

How to accomplish task:

- Assess strategies and tactics used to meet the assigned goals and objectives.
  - Identify successes and opportunities to improve.
- Ensure clear dialogue and open communication.
  - Engage in active listening.
  - Facilitate an open discussion.
  - Avoid interrupting.
  - Allow all voices to be heard.
  - Provide and receive constructive criticism.
- Provide context and insight based on your individual experience and perspective.
- Apply lessons learned in the AAR to future work.

Manage Risk

*Apply the Risk Management Process.

When to start task: Throughout the assignment.

Resources to complete task: *IRPG*; *NWCG Standards for Aviation Transport of Hazardous Materials*, PMS 513; *NWCG Standards for Aviation Risk Management*, PMS 530; J-301, *Thinking Skills for Risk Management*; NWCG 6 Minutes for Safety; IAP; SAFECOM; SAFENET; risk assessment/job hazard analysis (JHA) worksheets; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Apply the Risk Management Process as stated in the *IRPG* and *NWCG Standards for Aviation Risk Management,* PMS 530 to:
    - Mitigate personnel risk.
        - Identify hazards.
        - Assess hazards.
        - Develop controls and make risk decisions.
        - Implement controls.
        - Supervise and evaluate.
    - Mitigate helicopter and equipment risk.
- Demonstrate the ability to refuse an assignment utilizing the How to Properly Refuse Risk guidelines in the *IRPG.*
- Be familiar with and apply the thinking skills found in J-301, *Thinking Skills for Risk Management* as they relate to risk management.

*Ensure own and others' safety and welfare.

When to start task: Throughout the assignment.

Resources to complete task: *IRPG*; *NWCG Standards for Aviation Transport of Hazardous Materials*, PMS 513; J-008, *NWCG Standards for Interagency Incident Business Management (SIIBM), PMS 902 Overview (PSM-008)*; IAP.

How to accomplish task:

- Participate in the daily helibase briefing.
- Participate in safety sessions and AARs, as needed.
- Report hazards, injuries, incidents, and emergencies to the incident supervisor immediately.
- Report all fuel and retardant spills to the HEBM and ensure they are promptly cleaned by the responsible party according to established environmental and/or hazardous materials procedures.
- Complete daily FOD inspections.
- Ensure the safe and efficient manifesting of personnel and cargo.
    - Briefing passengers
    - Loading and unloading personnel
    - Loading and unloading cargo
- Anticipate and correct potential actions or conditions that would affect safety.
    - Helibase growth
    - Dust abatement needs

  - Communication
  - Traffic
- Provide for the safety and welfare of assigned resources.
  - Recognize, mitigate, and communicate potentially hazardous situations during tactical operations.
  - Monitor the condition of assigned resources for fatigue, stress, and distraction.
  - Provide care for assigned personnel and notify the incident supervisor in the event of sickness, injury, or emergency.
  - Account for assigned resources.

*Plan for aircraft and/or medical emergencies.

When to start task: Throughout the assignment.

Resources to complete task: *IRPG*; *NSHO*; *NWCG Interagency Aviation Mishap Response Guide and Checklist*, PMS 503; Medical Plan and Medical Incident Report (ICS 206 WF); Crash Rescue/Medevac/Evacuation Plan (HJA-4); IAP; Helibase Operations Plan; local in-brief package; *ERG*.

How to accomplish task:

- Verify base and/or incident emergency and safety procedures.
- Ensure that assigned resources are prepared to execute the Crash Rescue/Medevac/Evacuation Plan (HJA-4).
  - Review the crash rescue plan.
  - Facilitate crash rescue drills, when time allows.
- Ensure personnel are familiar with the Medical Plan (ICS 206), communication procedures, and transportation plan.
- Prepare for emergencies as training and qualifications allow.

*Respond to aircraft and/or medical emergencies.

When to start task: Following a significant event.

Resources to complete task: *IRPG*; *NSHO*; *NWCG Interagency Aviation Mishap Response Guide and Checklist*, PMS 503; Medical Plan and Medical Incident Report (ICS 206 WF); Crash Rescue/Medevac/Evacuation Plan (HJA-4); IAP; Helibase Operations Plan; local in-brief package; *ERG*.

How to accomplish task:

- Respond to emergencies as training and qualifications allow.
- Implement incident emergency and safety procedures.
- Implement the Medical Plan (ICS 206), communication procedures, and transportation plan.
- Manage the emergency based on procedures stated in the IAP, the Medical Incident Report (MIR), Crash Rescue/Medevac/Evacuation Plan (HJA-4), and/or other relevant guidelines.

Document

*Complete all administrative tasks and documentation in an accurate and timely manner.

When to start task: Throughout the assignment.

Resources to complete task: General Message (ICS 213); Activity Log (ICS 214); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Crew Time Report (CTR), SF 261; Emergency Equipment Shift Ticket, OF 297; J-001, *How to Correctly Fill Out the Crew Time Report (CTR), SF 261 (PSM-001)*; J-004, *How to Correctly Fill Out the Emergency Equipment Shift Ticket, OF 297 (PSM 004)*; J-008, *NWCG Standards for Interagency Incident Business Management (SIIBM), PMS 902 Overview (PSM-008)*; helibase forms (e.g., HBM form packet); contractor performance evaluation; SAFECOM; SAFENET; agency-specific forms.

How to accomplish task:

- Complete, authorize, and ensure the timeliness of the following and submit them as required:
    - Crew Time Report (CTR), SF 261
    - Emergency Equipment Shift Ticket, OF 297
    - General Message (ICS 213)
    - Activity Log (ICS 214)
    - Helibase forms (e.g., HBM form packet)
    - Agency-specific performance evaluation forms (e.g., Contractor Performance Assessment Reporting System [CPARS], Incident Personnel Performance Rating [ICS 225 or ICS 225 WF])
    - SAFECOM
    - SAFENET
    - Agency-specific forms
- Assist the HEBM or ABRO with summarization of all helibase documentation (e.g., passenger/cargo manifests, General Message [ICS-213]) at the end of the operational period.

Demobilize

*Transition with replacement personnel.

When to start task: Upon completion of the assignment.

Resources to complete task: *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277; General Message (ICS 213); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Property Loss or Damage Report – Fire Suppression, OF 289; J-006, *How to Properly Complete a Property Loss or Damage Report, OF 289 (PSM-006)*; agency-specific evaluation forms; agency-specific property loss and damage reports.

How to accomplish task:

- Prepare a transition package for the replacement DECK, if necessary. The package may include:
  - Contract/resource tracking sheets.
  - Helibase personnel contact information.
  - Local, agency, and incident points of contact.
  - Relief crew information.
  - Pertinent incident or helibase information.
- Complete demobilization documents for outgoing personnel, as needed.
  - Agency-specific performance evaluation forms (e.g., CPARS, Incident Personnel Performance Rating [ICS 225 or ICS 225 WF])
  - Agency-specific property loss and damage report
- Notify the incident or local unit supervisor of personnel transition.

*Prepare for and implement demobilization.

When to start task: Upon notification of demobilization from the incident.

Resources to complete task: *NWCG Standards for Electronic Documentation (eDoc)*, PMS 277; General Message (ICS 213); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Property Loss or Damage Report – Fire Suppression, OF 289; J-006, *How to Properly Complete a Property Loss or Damage Report, OF 289 (PSM-006)*; J-008, *NWCG Standards for Interagency Incident Business Management (SIIBM), PMS 902 Overview (PSM-008)*; agency-specific travel system; geographic mobilization standards/guides; incident-specific check-out forms; resource orders; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book); ***National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Follow the demobilization instructions from the incident supervisor.
- Check out with the appropriate agency or incident personnel prior to departure and complete closeout/debriefing.
- Brief assigned resources on demobilization procedures and responsibilities. Ensure incident or agency demobilization procedures are followed.
  - Verify work/rest driving standards are followed.
  - Return checked-out equipment and supplies to the appropriate unit, if necessary.
- Anticipate the demobilization of resources.
  - Identify excess resources.
  - Prepare a schedule for demobilization (e.g., 72 hours prior).

- Supervise the demobilization of personnel, equipment, and supplies.
- Ensure logistical needs and checkpoints are established prior to demobilization.
    - Ensure assigned personnel have transportation to their subsequent home base from the point of mobilization.
- Check in with the agency dispatcher prior to departing the assignment, if necessary.
    - If reassigned, obtain a new resource order at check-out.
- Request an Incident Personnel Performance Rating (ICS 225 or ICS 225 WF) from your incident supervisor, as applicable.
    - Check in/out with TNSP to document the training assignment, if available.
- Check in with your home dispatch center and your supervisor upon arrival.

An entity of the National Wildfire Coordinating Group (NWCG), the Aviation Management Committee (AMC) oversees the development and maintenance of the *NWCG Incident Position Standards for Deck Coordinator*.

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