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| UNIT OVERVIEW |
| **Course** Helicopter Crewmember, S-271 |
| **Unit** 7 – Operational Safety |
| **Lesson** B – Briefings and Manifest |
| **Time** XX Hour |
| **Objectives**1. Describe the briefing the Law Enforcement HECM should receive from the pilot prior to internal and external cargo operations and passenger transport.2. Brief the pilot and passengers of flight plans and potential hazards.3. Describe safe helicopter loading and unloading procedures in a wide variety of aviation environments.4. Describe the briefing the Law Enforcement HECM would provide to the pilot prior to internal and external cargo operations and passenger transport.5. Prepare a passenger/cargo manifest utilizing the helicopter load calculation form. 6. Describe procedures for in-flight and landing emergencies.7. Describe key elements of an After Action Review (AAR). |
| **Strategy**Through lecture, and class discussion this unit will help students obtain an overall knowledge of receiving and giving briefings, loading and unloading procedures, completing an passenger/cargo manifest, in-flight and landing emergency procedures and become familiar with performing an after action review. |
| **Instructional Methods*** Facilitation /informal lecture supported with slides
* Class discussion
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| **Instructional Aids*** Computer with presentation software with LCD projector
* Incident Reponses Pocket Guide (IRPG)
* Interagency Helicopter Operations Guide (IHOG)
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| **Exercise*** None
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| **Evaluation Methods*** Review and discuss unit
* Unit quiz
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| **Outline**I. BriefingsA. Pre-Flight Briefing B. Pilot Briefing to the PassengersC. Crewmember Briefing to PassengersD Important Aspects of In-Flight EmergenciesII. ManifestIII. Debriefing |
| **Aids and Cues Codes**The codes in the Aids and Cues column are defined as follows:IG – Instructor Guide IR – Instructor ReferenceSW – Student Workbook SR – Student ReferenceHO – Handout Slide – PowerPoint |

# UNIT PRESENTATION

COURSE: Helicopter Crewmember, S-271

UNIT: 7 – Operational Safety

LESSON: B – Briefings and Manifest

| OUTLINE | AIDS & CUES |
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| Unit Title Slide.Present Unit Objectives.I. BRIEFINGSRefer students to the “Aviation User’s Checklist” located in IRPG. Go through each step.A. Pre-Flight Briefing* Routine part of every flight.
* Pilot and aircraft carded for mission.
* Flight plan/following
* PPE required for mission
* Ensure pilot and all involved personnel understand the mission objectives, method and known flight hazards.

Safety plan and hazard map reviewedReview a map of the area where the mission will take place prior to take-off. The map should display:The intended flight route.Temporary flight restrictionsMilitary operation areasMilitary training routesKnown aerial hazards such as power lines, communication towers.Failure to attend briefing could lead to assumptions that may compromise safety or completion of mission. B. Pilot Briefing to the PassengersThe pilot is required to brief passenger before the flight as a requirement of Federal Aviation Regulation 135.117. The briefing should include:* Smoking restrictions
* Use of seat belts
* Emergency exits
* Operation of doors
* Fire extinguisher
* Supplemental oxygen, if applicable
* Placement of seat backs, if applicable
* First aid & survival kit, ELT
* Shut-off procedures for battery & fuel

C. LE Crewmember Briefing to PassengersMany times passengers are thinking more about the mission at hand than ensuring their own safety. Providing an effective briefing is the first step towards having a safe flight.It is the responsibility of the person briefing passengers to be familiar with and communicate the specific locations of safety equipment on aircraft to be used.* Emergency locator transmitter (ELT)
* First aid kid
* Fire extinguishers
* Door operation
* Seatbelt operation
* Fuel and battery shut-off
* Emergency landing positions

Refer students to the IRPG blue aviation section and demonstrate a passenger briefing.LE Crewmember Briefing to Officers transporting in custody person* Must notify pilot of suspect transport prior to loading.
* Must notify helibase of incoming suspect transport, for additional assistance
* When possible have pilot shut down the helicopter prior to loading and unloading suspect/s.
* Suspect hand-cuffed to the rear.
* Suspect not to be seated behind pilot.
* Suspect given basic safety briefing to include crash procedures.
* Officer will remain in full control of the suspect at all times and is responsible for the safety of the suspect.

OPEN DISCUSSIONINSTRUCTOR TO DEMONSTRATE PASSENGER BRIEFINGIt is the responsibility of the person giving the briefing to:* Ensure that all passengers are wearing necessary personal protective equipment.
* Passenger should stay in a safe area until given direction to load.
* Ensure that packs are free of items that could come loose in flight.
* Ensure tools are properly protected and bundled.

Loading passengers and equipment:* Wait for approval from pilot to approach aircraft.
* Escort and maintain control of personnel to be transported while approaching aircraft.
* Make sure passengers are in a crouched position while approaching the aircraft.
* Make sure all passengers walk around obstacles, and not over.
* Have passengers place gear at skid of aircraft, load passengers then cargo.
* Assist personnel to assigned seats and help fasten seat belts if needed.
* Have items removed that could impede egress from the aircraft during an emergency.
* Have no loose items, including handheld radios.
* All other cargo will need to be secured in the cargo compartment, or in cargo baskets.
* Perform a visual inspection to ensure aircraft and passengers are ready for flight.
* Notify pilot that passengers and cargo are ready for flight.

Important aspects of in-flight procedures:* Keep clear of controls.
* Keep control of maps, gear, especially flying with the doors off.
* Be aware of emergency exits and crash positions for make and model.
* Sit in assigned seating position. No changing seats.

Important aspects of unloading procedures:* Wait until directed to exit by the pilot or other authorized personnel.
* Only authorized personnel should open doors.
* When seat belts are unfastened, check to see they are refastened after passengers have exited.
* Make sure that appropriate PPE is in place by all passengers.
* Maintain control of personal gear.
* See that passengers exit slowly and in a crouched position.
* Passengers should depart by route specified by authorized personnel to the designated staging area.
* See that personnel stay away from the tail and main rotors.
* Personnel need to stay out of the departure path.

D Important Aspects of In-Flight EmergenciesDuring flight it is important that we are always prepared for an emergency.* Pilot declares an emergency
* Notify base of emergency and location
* PPE in use – Collars up, sleeves down, gloves on, eye protection in use (visor down on flight helmet and hardhat and chin strap used.
* Lap belts snug
* Keep hands and feet clear of controls
* Secure loose gear

Reinforce the importance of securing loose items.* Locate emergency exits
* Assume crash position
* Wait for all motion to stop before exiting unless, there is a post-crash fire. The safest environment during a crash is in the aircraft.
* If there is a fire, it is important to get away as soon as practical. Time may be required to help those in need. The fire extinguisher may buy added time to help others.

II. WEAPON PROCEDURES  policy & regulationsWeapon types 7 safety PolicyIII.ManifestRefer the students the IHOG, Load Calculations/ Manifest Chapter for detailed information.Manifest will need the following information:* Full name of each person being transported.
* Actual weight of each person including personal gear.
* Actual weight of any additional equipment.
* Destination of personnel
* Nature of mission
* Ensure total weight on manifest is less than allowable payload for specific aircraft
* Submit manifest to helicopter or helibase manager at the end of shift

IV. DebriefingA post flight evaluation and mission debriefing also referred to as a, After Action Review (AAR) are often overlooked, yet are integral to safe aviation operations.Debriefing and After Action Review (AAR)* A debriefing/AAR should include a constructive dialogue that identifies what went well and areas needing improvement. The debriefing should include:

Refer the students to the IRPG white section “After Action Review (AAR)” and the IHOG. * + Post flight evaluation
	+ What was planned?
	+ What actually happened?
	+ Why did it happen?
	+ What can we do next time?

A post flight debriefing should include all personnel that were pertinent to the mission. An open dialogue with all parties will ensure that **all aspects** of the mission are evaluated.Be aware that not everyone will evaluate a mission or flight with the same viewpoint. Each individual involved with a mission has a unique perspective. In many cases a flight may seem to go well from one person’s perspective while another individual may have noticed an aspect of the mission that was unsafe.Identifying areas needing improvement is important. Following up and **correcting** those areas needing improvement is more important.Following the debriefing, it is important to review the aircraft flight use report with the pilot and verify services provided are correct.The last item is to sign the document to provide final verification that flight services have been received.**Remember…****The pre-flight briefing sets the stage for a safe mission the debriefing ensures continued success.**Any Questions?Review Unit Objectives. | Slide 7B-1Slide 7B-2Slide 7B-3Slide 7B-4Slide 7B-5Slide 7B-6Slide 7B-7Slide 7B-8Slide 7B-9Slide 7B-10Slide 7B-11Slide 7B-12Slide 7B-13Slide 7B-14Slide 7B-15Slide 7B-16Slide 7B-17Slide 7B-18Slide 7B-19Slide 7B-20Slide 7B-21Slide 7B-22Slide 7B-23Slide 7B-24Slide 7B-25Slide 7B-26Slide 7B-27Slide 7B-28Slide 7B-29Slide 7B-30Slide 7B-31Slide 7B-32Slide 7B-33Slide 7B-34Slide 7B-35Slide 7B-36Slide 7B-37Slide 7B-38Slide 7B-39Slide 7B-40Slide 7B-41Slide 7B-42 |