Appendix 2
PARK AVIATION MANAGEMENT PLAN
(Suggested Template, RAMs May Approve Other Templates)

The plan should be commensurate with the complexity of the aviation activities. Programs with limited aviation activities may only need a single page, which must include an aviation point of contact. An Aviation Management Plan must contain the following topics:

I. INTRODUCTION/PURPOSE

A. NPS Policy

B. Compliance with Park Legislative Mandates

C. Park Aviation Policy

II. PROGRAM MANAGEMENT

A. Organization and Responsibility (i.e., Superintendent, Passengers)

B. Qualifications/Training Needed to Manage Program
   1. Project Leader
   2. Flight Manager
   3. Helicopter Manager

C. Dispatching and Controlling Flights
   1. Routine Flights
      • Routine Flight Request/Flight Plan (See Appendix 4)
      • Process for Requesting Aircraft
   2. Non-Routine (Emergency) Flights
      a. Search and Rescue Operations
      b. Medical Evacuations
      c. Emergency Fire Operations
      d. Law Enforcement Emergencies
      e. Administrative Emergencies
         • Risk Analysis
         • Process for Requesting Aircraft

D. Records and Reports

III. AVIATION OPERATIONS

A. Aircraft Safety
   1. Aircraft Data Cards
   2. Personal Protective Equipment
3. Flight Manifest
4. Load Calculations
5. Flight Plans/Flight Following
6. Communications
7. Pilot Authority
8. Pilot Duty Limitations
9. Low-Level Flights
10. Transporting Hazardous Material
11. Smoking
12. Fuel Reserves
13. Transportation of Dogs and Other Pets
14. Pilot Briefings
15. Flight Hazard Maps
16. Authorized Passengers, Cargo, and Flights
17. Flight Restrictions and Noise-Impact Mitigation
18. Air Space Restrictions

B. Aviation Security
   1. Facilities
   2. Aircraft

IV. SPECIFIC MISSIONS
V. EMERGENCY PROCEDURES
VI. PROGRAM COORDINATION AND EVALUATION