
APPENDIX H: EXTERNAL LOAD OPERATIONAL POSITION DESCRIPTIONS AND RESPONSIBILITIES

The Desecheo operation will be managed under an Incident Command System (ICS). In order to make the most effective use of ICS, the external load operations will be considered as an *“Incident Organization”*, and any emergency that might occur during the operation will be considered an *“emergency incident”*, or an *“incident within an incident”*.

The following position descriptions apply to positions in the Incident Command Structure that are directly involved with the external load operation. Figure 1 shows the organizational line management and communications pathways during operations. Figure 2 shows a brief summary of the operational roles for quick reference.

The responsibilities listed for each position are the *major* responsibilities; other responsibilities may be assigned to any of the positions as needed. Also, personnel who are currently filling a position that is not directly related the bait application may be reassigned to a bait application position; therefore, all personnel should familiarize themselves with the following roles and responsibilities.

Figure 1. Incident Command System organizational structure for the Desecheo external load operations. This shows the communication lines during operations.

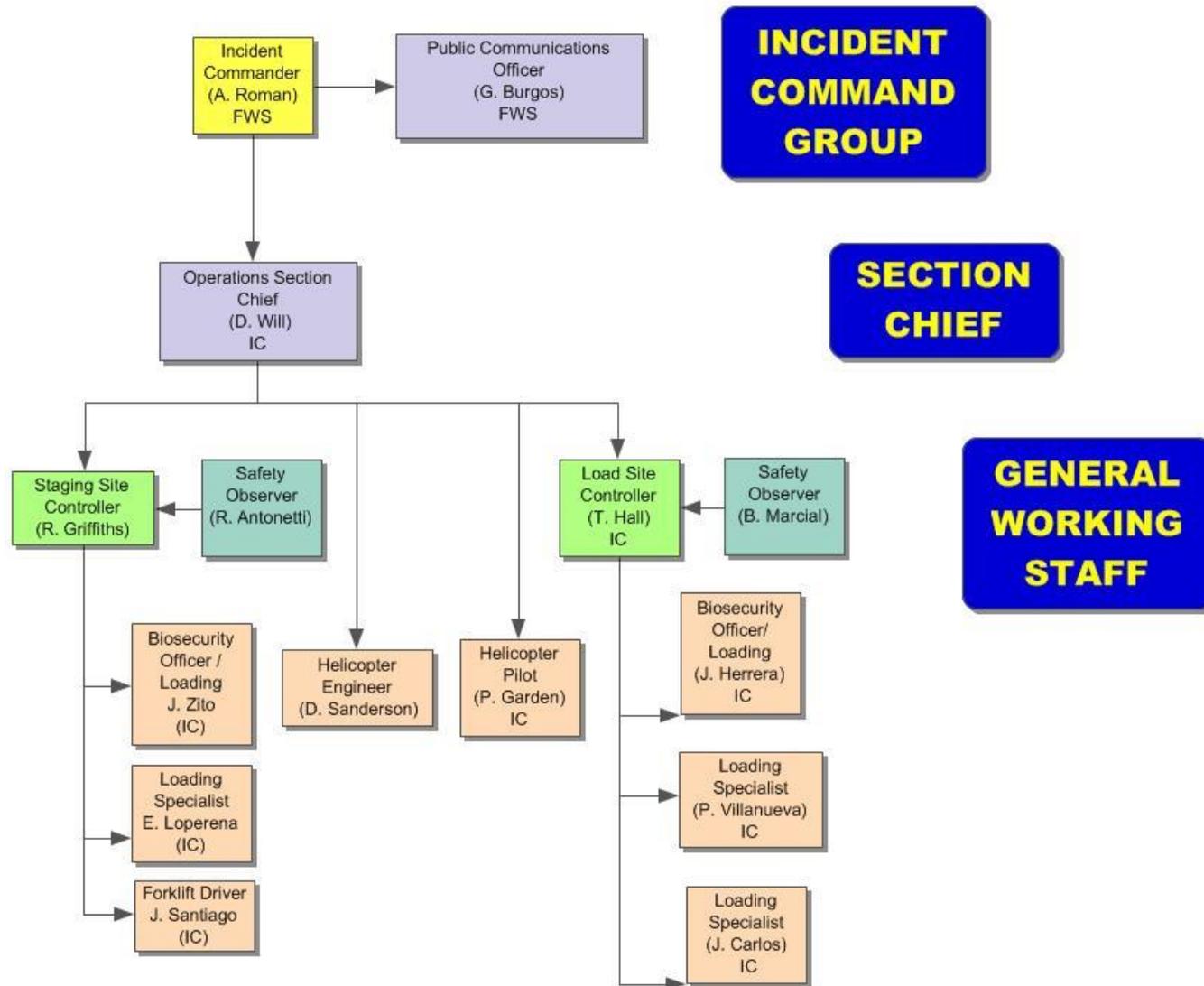


Figure 2. Brief summary of the roles and responsibilities during the external load operations.

Group Name	Sub-group	Position	Role of position	Operational Advisory Group	Physical Location
Incident Command		Incident Commander	Manages the organization		Staging Site
		Public Communications Officer	Manages interaction with public		Staging Site
		Operations Section Chief	Manages all tactical operations	X	Staging Site
Information		Beach observers/Outreach Team	Interacts with the public, visually monitors helo flight path		Staging Site
External Load Operations	Staging Site Team	Staging Site Controller	Directs external load operations at Staging Site	X	Staging Site
		Staging Site Biosecurity Officer /Loading	Ensures operational biosecurity, assists external load operations		Staging Site
		Loading Specialist	Assists external load operations		Staging Site
		Forklift Driver	Moves bait pods as directed		Staging Site
		Helicopter pilot	Conducts external load operations	X	Staging Site
		Helicopter engineer	Maintains helicopters, assists with refueling		Staging Site
		Staging Site Safety Observer	Ensures safe operating environment		Staging Site
	Load Site Team	Loading Site Controller	Directs external load operations at Bait Loading Site	X	Desecheo Island
		Loading Site Biosecurity Officer/Loading	Ensures operational biosecurity, assists external load operations		Desecheo Island
		Loading Specialists	Assists external load operations		Desecheo Island
		Bait Loading Site Safety Observer	Ensures safe operating environment		Desecheo Island

1. ADVISORY GROUPS

1.1 Operations Advisory Group

The *Operations Advisory Group* (OAG) comprises of:

- Operations Section Chief
- Staging Site Controller
- Baiting Site Controller
- Helicopter Pilot

Purpose

- To direct the external load operations
- To implement operational directives given by the *Incident Commander*
- To ensure staging is implemented according to the Operational Plan
- To ensure a safe working environment

Activities

- Evaluates and resolves issues that vary from the Operational Plan and are outside of the *Incident Commanders* remit
- Transfers operational directives from the *Incident Commander* to personnel involved in the external load operations
- Informs the *Incident Commander* of operational issues that need to be addressed.
- Implements pre- and post-operational daily meetings

2. EXTERNAL LOAD OPERATION

1.1 Incident Commander

The *Incident Commander* is ultimately responsible for the entire eradication operation including the staging which is covered by this document. For the Desecheo rat eradication project, the *Incident Commander* is the Desecheo National Wildlife Refuge Manager. The *Incident Commander* will designate a replacement (*Ana Roman*) to assume the role of *Incident Commander* for any part of the operation if the initial *Incident Commander* is unable to do so.

Major Responsibilities:

- Has clear authority over the implementation of the operational plan and must understand policy
- Establishes priorities
- Establishes an Incident Command Centre
- Oversees the operation and effectiveness of the organization
- Manages planning meetings
- Approves and implements the Action and Communications Plan for an Emergency Incident
- Coordinates activities of Command Officers and General Staff

- Approves requests for additional resources and for release of resources
- Authorizes release of information to the media, partners and the public
- Ensures incident after-action reports are completed

1.2 Public Communications Officer

The *Public Communications Officer* will coordinate interaction and communication with the general public surrounding the staging site. The Public Communications Officer reports directly to the *Incident Commander*.

Major Responsibilities

- Communicate information to the general public about project activities and goals.
- Coordinate staff required to properly engage with the public during operations.

1.3 Beach Observers/Outreach Team

The *Beach Observers/Outreach Team* will be located at the beaches surrounding the staging site to answer questions from the general public about operations. They will be coordinated by and report to the *Public Communications Officer*.

Major Responsibilities

- Answer questions from the public at the staging site about the project

1.4 Operations Section Chief

The *Operations Section Chief* is responsible for managing all tactical operations. The *Operations Section Chief* oversees the *Staging Site Controller*, the *Load Site Controller*, the *Helicopter Pilot*, and the *Helicopter Engineer*. The *Operations Section Chief* is responsible for all external load operations. The *Operations Section Chief* reports to the *Incident Commander*.

Responsibilities

- Ensures that the external load operations are conducted according to the Operational Plan
- Responsible for recording any changes made to the Operational Plan
- Provides pre-operation briefings to operational personnel
- Ensures all operational staff are properly trained
- Manages Site Controllers
- Directs information from Site Controllers to the *Incident Commander*.
- Records the helicopter departure and arrival time.
- Monitors helicopter flights with Flight Tracking program
- Manages several weather forecasting tools and provides regular and on-demand weather forecast. Each day, consults with NOAA websites and uses weather forecasting tools to generate short term (1-3 day) and long term (1-14 day) weather forecasts.

1.5 Helicopter Pilot

The *Helicopter Pilot* is responsible for completing the external load operations in accordance with the operational plan. While piloting the helicopter, the *Helicopter Pilot* reports to the *Operations Section Chief*.

Major Responsibilities

- Conducts safe operations as directed in the Helicopter strategy
- Conduct external load operations from staging site to Desecheo.
- Transport personnel as required
- Works with the *Helicopter Engineer* to ensure that the helicopter is properly maintained, and that problems are immediately and appropriately resolved.
- Works with the *Helicopter Engineer* to secure the helicopter after each day of flying or if adverse weather conditions cause baiting activities to cease.

1.6 Helicopter Engineer

The *Helicopter Engineer* is responsible for the maintenance of the helicopters and undertakes refuelling during air operations. The *Helicopter Engineer* works with the pilot to identify and address helicopter maintenance needs. During air operations, the *Helicopter Engineer* reports to the *Operations Section Chief*.

Major Responsibilities

- Maintains a working helicopter.
- Undertakes helicopter refueling
- Works with the *Helicopter Pilot* to ensure that the helicopters are properly maintained, and that any problems with the helicopters are immediately and adequately resolved.
- Works with the *Helicopter Pilot* to secure the helicopters after each day of flying or if flying is halted or postponed due to adverse weather conditions.

1.7 Staging Site Controller

The *Staging Site Controller* manages external load operations at the staging site in accordance with the Operational Plan. The Staging Site Controller reports to the *Operations Section Chief*.

Major Responsibilities

- Manages external load operations at the staging site.
- Ensures the staging site is prepared for operations and required safety equipment is in place.
- Has direct communication with the *Helicopter Pilot*

1.8 Load Site Controller

The *Load Site Controller* manages external load operations at the bait loading site (ie. Desecheo) in accordance with the Operational Plan. Specifically, the Load Site Controller is the Site Controller at the bait loading site. The Load Site Controller reports to the *Operations Section Chief*.

Major Responsibilities

- Manages external load operations at the baiting site.
- Ensures the baiting site is prepared for external load operations and required safety equipment is in place.
- Ensures loading site is arranged according to the Operational Plan.
- Has direct communication with the *Helicopter Pilot*.
- Is responsible for overseeing the loading site team.

1.9 Safety Observer

The *Safety Observers'* function is to identify, assess, and/or anticipate hazardous and unsafe situations, and to work with their respective *Site Controller* to develop and recommend measures for assuring personnel safety. The *Safety Observer* reports to their *Site Controller*.

Major Responsibilities

- Identify hazardous situations associated with the incident, and resolve safety issues.
- Be fluent in the project's safety plan procedures.
- Review the Action and Communications Plan for an Emergency Incident.
- Exercise emergency authority to stop and prevent unsafe acts.
- Ensure safety messages and briefings are made as needed.

1.10 Biosecurity Officer

The *Biosecurity Officers* work with their respective *Site Controllers* to ensure that external loads operations are following the biosecurity procedures outlined in the Operational Plan. They have the authority to halt the external load operations if they see a biosecurity risk. They will also assist in sending and receiving external loads but not at the expense of their primary biosecurity duties. The *Biosecurity Officer* reports to their *Site Controller*.

Major Responsibilities

- Brief staff on biosecurity protocols prior to initiating the operation.
- Ensure that biosecurity protocols are in place prior and being followed in accordance with the Operational Plan.
- Inspect individual external loads and helicopter equipment for biosecurity threats.
- Exercise authority to halt external load operations if a biosecurity risk is present.

1.11 Loading Specialist

The *Loading Specialists* work with their respective *Site Controllers* to complete external load operations. The *Loading Specialist* reports to their *Site Controller*.

Major Responsibilities

- Responsible for rigging and receiving external loads under the supervision of the *Site Controller*.
- Assists the *Site Controller* to ensure all baiting supplies and equipment are staged and appropriately placed.

1.12 Fork Lift Driver

The *Fork Lift Driver* works under the direction of the *Staging Site Controller* to remove bait pods from the container and place them so that they are prepared for rigging. The *Fork Life Driver* reports to the *Staging Site Controller*.

Major Responsibilities

- Safely conduct forklift driving operations to move full bait pods out of the container.
- Ensure that the forklift is in operating condition.