

# RFFS Procedures

## Airside Operational Instruction 18

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**Owner – Head of Airport Fire & Rescue Service**



## SECTION 1 – INTRODUCTION

1. The purpose of this AOI is to detail the Airport's RFFS procedures.
2. Specific instructions are in the RFFS's Station Departmental Procedures.
3. Details of RFFS's response to emergencies can be located in the Aerodrome Emergency Plan.

## SECTION 2 – RFFS CATEGORY

1. EMA provides category 7 (Aeroplane dimensions having an overall length of 39m up to but not including 49m and a maximum fuselage width of 5m) & category 8 on Remission (Aeroplane dimensions having an overall length of 49m up to but not including 61m and a maximum fuselage width of 7m) RFFS provide cover 24 hours per day, seven days a week in accordance with the EMA AIP. All RFFS category cover will be provided for a minimum of fifteen minutes after the actual time of departure or landing of an aircraft. The minimum levels of appliances, media and equipment that shall be available at all times whilst category is promulgated can be found the RFFS SOG's.
2. Any additional requests for category 9 (Aeroplane dimensions having an overall length of 61m up to but not including 76m and a maximum fuselage width of 7m) public transport aircraft movements should be directed to the Operations Control Room on 01332 852973 who will request category upgrade with RFFS, requests for upgrade must have a minimum of 12 hours' notice. The Station Manager will advise ATC and the Control Room of any change in category when it is established or reduced.
3. The RFFS will provide fire cover for aircraft which do not require a licensed facility. This is provided on a scale appropriate to the aerodrome's RFFS category.
4. Staffing and supervisory level for each category are concurrent with the established Task and Resource Analysis (TRA):

|       |  |
|-------|--|
| Cat 9 | min. 12 personnel with 3 appropriately qualified supervisory staff on duty |
| Cat 8 | min. 09 personnel with 3 appropriately qualified supervisory staff on duty |
| Cat 7 | min. 09 personnel with 3 appropriately qualified supervisory staff on duty |
| Cat 6 | min. 06 personnel with 2 appropriately qualified supervisory staff on duty |
5. Details relating to the number of RFFS foam producing appliances required together with the amounts of primary and secondary media provided and discharge rates are referred to in RFFS Standard Operating Guidance and Standard Operating Procedure.

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### SECTION 3 – DEPLETION OF THE RFFS

1. In the event of unexpected depletion in the RFFS category, the OIC will inform ATC that it may be necessary to restrict the movements of aircraft using the aerodrome until the category has been restored. Process to support restoring of category can be found in the RFFS SOGs and SOPs.
2. The following may be considered as unforeseen circumstances leading to temporary reduction of the level of protection of the aerodrome rescue and firefighting:
  - (a) breakdown of RFFS vehicles
  - (b) staff shortage
  - (c) unavailability of extinguishing agents
  - (d) RFFS response to an accident.
3. Depletion could also be due to a lifesaving act being undertaken by part of the operational crew who are required to making a response to an incident.
4. Any significant changes that warrant a restriction in usage will be promulgated to airlines via a NOTAM, and the CAA should be informed.

### SECTION 4 – ALERTING THE RFFS

1. The aircraft movement area is monitored at all times by ATC, Operations Control Room and Airfield Operations duty personnel.
2. The EMA RFFS are alerted to an incident by use of the crash alarm (if a full turn out is required), which will be initiated using one of the following methods:
  - a. ATC may activate the crash alarm for an aircraft accident, an imminent aircraft accident, an aircraft ground incident, or at any other time in which the full attendance of the RFFS is deemed necessary.
  - b. The Operations Control Room may activate the crash alarm if they see, or have reports of, any aircraft incident which requires the full attendance of RFFS.
  - c. Any member of RFFS who is on duty and sees an incident which requires the full attendance of RFFS may activate the alarm.
3. If not on Station, the RFFS will be alerted via RT from ATC or the Operations Control Room.
4. Should one vehicle only be required to respond to an incident, RFFS will be alerted by local alarm and tannoy message from the Operations Control Room.
5. Should anyone need to alert the RFFS of an incident, they should do so by contacting the Airport's Emergency Phone on one of the following:

- a. Internal extension number - 3333
- b. External dial - 01332 818555

These numbers are for emergencies only. Any person requiring first aid or emergency assistance should not attempt to contact RFFS direct.

6. Tenant companies who do not have access to the airport internal phone system should telephone 01332 818555. However, if a member of their staff dials 999 a phone call should then be made to EMA on 01332 818555 to inform them that the emergency services have been called.

## SECTION 5 – RESPONSE TIMES

1. The RFFS **should** achieve a response as specified in regulation AMC5 ADR.OPS.B.010(a)(2) (Table 1).

NOTE: Optimum visibility and surface conditions are defined as daytime, good visibility, no precipitation with normal response route free of surface contamination e.g. water, ice or snow and aircraft conflicts.

2. The RFFS **should** ensure that any vehicle, other than the first responding vehicle(s), arrives no more than one minute after the first responding vehicles to achieve continuous agent application of the amount of extinguishing agents as specified in ADR.OPS.B.010 (Table 1).
3. The adequacy of RFFS response time capability, throughout their functions and locations is documented within Operational Risk Assessment No 08, RFFS Vehicle Response Objective, should deficiencies be highlighted, necessary remedial action will be taken.

## SECTION 6 – EXTRANEOUS DUTIES

1. The RFFS are, on occasion, required to undertake extraneous duties to ensure the continued safe working of the Airport.
2. The OIC will consider the duty crew strength and assess whether the release of personnel to carry out extraneous duties will affect the promulgated aerodrome category, RFFS response time or a possible restriction/closure of the airport, in line with the extraneous duties assessment.

## SECTION 7 – SAFETY ACCOUNTABILITIES

1. Detailed below is a brief description of the RFFS safety responsibilities.
2. The Head of Airport Fire and Rescue Service is responsible for the management of the RFFS and ensuring that it is operationally effective. They are accountable to the Operations Director, who has overall responsibility for all operations on the airfield.

3. The OIC is responsible, during their watch, for the safe and effective provision of RFFS cover, as well as being responsible for maintaining a safe environment on and around the runway and taxiways. They are also responsible for RFFS' de-icing and snow clearing operations. The Station Manager is responsible for controlling the RFFS' response to an emergency, as well as ensuring that the Incident Command System is established during an incident until it is handed over to the Local Authority Fire and Rescue Service. They are accountable to the Head of Airport Fire and Rescue Service.

## **SECTION 8 – EQUIPMENT PROVIDED**

1. Rescue equipment is held on site for services up to, and including, category 9 operations and is carried on operational vehicles. Details of the items carried on vehicles commensurate with the relevant category can be found in the ICAO Airport Services Manual
2. Additional medical and rescue equipment is carried on the ancillary fire appliance, call sign 'Rescue 7' which will be mobilised at the request of the RFFS OIC. Details of this equipment are contained within the Aerodrome Emergency Plan.
3. Environmental protection equipment is carried on a purpose-built trailer (call sign will vary depending on which vehicle is towing the trailer).
4. The EMA RFFS have provision and use of a wide variety of radio communication systems, details of which can be found in Standard Operating Guidance - RFFS Radio communications, as per regulation ADR.OPS.B.010 which requires that all fire and rescue vehicles be fitted with radio communication equipment.
5. Fire appliances and equipment are checked on watch changeover. In addition, inspections are conducted on a periodic basis. All equipment tests are carried out in accordance with the manufacturer's instructions and are done in conjunction with the "Fire Services Manual Volume 1 – Inspection and Testing of Equipment".

## **SECTION 9 – COMPETENCE OF RFFS PERSONNEL**

1. In accordance with ADR.OPS.B.010, all RFFS rescue and firefighting personnel are properly trained, equipped and qualified to operate within the aerodrome environment; and this is demonstrated through a robust training programme which includes proficiency checks and assessments to ensure continued competence.
2. An in-house Training and Proficiency Check Programme (TCP) has been developed and accepted by the CAA for the training of firefighting personnel in accordance with the standards stated in CAP 699. The TCP scheme is designed to ensure competency in all subjects including: Hot fires, realistic fire training, breathing apparatus training in heat and smoke and first aid over a designated period.

3. In addition to the above, RFFS also undertake joint training and familiarisation with the Local Authority Fire Service.
4. The Head of Airport Fire and Rescue Service ensures that the competence of personnel is maintained at station level through a strict CAP 699 compliant training regime. This considers all the skills required by RFFS personnel to carry out rescue and firefighting duties as required. The level of training required, and its frequency, is detailed in the RFFS Training Plan. The key areas are listed in the EMA RFFS Policy on Mandatory Training of RFFS personnel.

## **SECTION 10 – FIRST AID AND MEDICAL PROVISION**

1. No ambulance is provided at the aerodrome. Response is provided by the East Midlands Ambulance Service.
2. RFFS personnel are first aid trained.
3. Medical supplies sufficient for Category 9 are held on the airport site and would be transported to an incident site in the ancillary fire appliance (Rescue 7).
4. Further details of emergency and first aid equipment are contained within the Aerodrome Emergency Plan.

## **SECTION 11 – MEDICAL STANDARDS & FITNESS OF RFFS PERSONNEL**

1. Appropriate medical standards shall be met by all Rescue and firefighting personnel potentially required to act in aviation emergencies demonstrating their medical fitness to execute their functions satisfactorily, considering the type of activity. Medical frequencies are contained within RFFS inter-departmental procedures.