

RFFS Procedures

Airside Operational Instruction 18

Content

1. Procedures - Introduction
2. RFFS Category
3. Depletion of RFFS
4. Alerting RFFS
5. Response Times
6. Extraneous Duties
7. Safety Accountabilities
8. Equipment Provided
9. Competence of RFFS Personnel
10. First Aid and Medical Provision

AOI Owner – Head of Fire & Airfield Operations



SECTION 1 – INTRODUCTION

1. The purpose of this AOI is to detail the Airport's RFFS procedures.
2. Specific instructions can be located in RFFS's Standard Operating Procedures (SOPs).
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 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. Safety policies ensure that the minimum levels of appliances, media and equipment will be available at all times.
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. The Station Manager will advise Control Room of any change in category when it is established.
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. Each RFFS watch consists of 12 personnel, including one Station Manager, one Watch Manager, two Crew Managers and eight fire fighters. The manning of appliances is dependent upon which vehicles are available, and their capacity but will always have a minimum rank of a crew manager/acting crew manager in charge of each vehicle.
5. 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

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6. Extinguishing media is carried on all operational fire vehicles. The principal media used is foam which meets performance level B specification. The secondary media is primarily dry powder however a compliment of CO2 is also available. Sufficient media is made available to meet category 9 requirements at all times. In excess of 200% reserves of foam concentrate and 100% of complementary agents are held as required for the highest category promulgated within the AIP.
 7. Details appertaining to the number of RFFS foam producing appliances together with the amounts of media provided and discharge rates are referred to in RFFS SOP 2.

SECTION 3 – DEPLETION OF THE RFFS

1. In the event of unexpected depletion in the RFFS category, the Station Manager will inform ATC that it may be necessary to restrict the movements of aircraft using the aerodrome until the category has been restored.
2. If the depletion is through mechanical failure, the Station Manager will inform ATC of the RFFS category by use of the vehicle availability charts referred to in RFFS SOP 2 (minimum levels of RFFS protection available) with an estimation of the time required to return to normal operations.
3. If the depletion is caused by staffing issues then the Station Manager will refer to RFFS Station Standing Order 8 (recall to work) and inform ATC of the RFFS category with an estimation of the time required to return to normal operations.
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.

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- 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 trigger 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 must 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 scope of the Rescue and Fire Fighting Service is to save lives in the event of an aircraft accident or incident occurring at, or in the immediate surroundings of, the aerodrome. The operational objective is to create and maintain survivable conditions, to provide egress routes for occupants, and to initiate the rescue of those occupants unable to make their escape without direct aid.
2. The RFFS **should** achieve a response time not exceeding three minutes with an operational objective of not exceeding two minutes, to any point of the runway, in optimum visibility and surface conditions, and be in a position to apply foam at a rate of, at least, 50 per cent of the discharge rate specified in EASA ADR.OPS.B.010 (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.
3. The RFFS should ensure that any vehicle, other than the first responding vehicle(s), required to achieve continuous agent application of the amount of extinguishing agents specified in

EASA ADR.OPS.B.010 (Table 1) arrives no more than one minute after the first responding vehicle(s).

4. Suitable guidance, equipment and/or procedures for rescue and firefighting services are provided, to meet the operational objective, as nearly as possible, in less than optimum conditions of visibility, especially during low visibility operations.
5. The adequacy of RFFS response time capability, throughout their functions and locations is monitored through the recording of test turn out details onto an internal EMA database. Results are analysed to ensure response time capabilities are maintained. Should deficiencies be highlighted, necessary remedial action will be taken.
6. Further details can be located in RFFS SOP 42 'Response Time Policy'.

SECTION 6 – EXTRANEOUS DUTIES

1. The RFFS are, on occasion, required to undertake extraneous duties to ensure the continued safe working of the Airport. These duties include but are not limited to:
 - a. Environmental Incident Response
 - b. Snow clearing
 - c. Sweeping of movement areas
 - d. De-icing of movement areas
 - e. First aid calls (assistance request)
 - f. Automatic fire alarms in airport buildings
2. The Station Manager 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.
3. All crew members undertaking extraneous duties must inform the Operations Control Room and maintain contact on channel 4 to ensure that they can be recalled to the Fire Station if necessary. Where relevant, Air Traffic Control should also be informed of any changes to category and contact maintained where necessary.

SECTION 7 – SAFETY ACCOUNTABILITIES

1. Detailed below is a brief description of the RFFS safety responsibilities. A more detailed safety management structure can be found in the Part B of the Aerodrome Manual.

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2. The Fire Service and Airfield Operations Manager 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 RFFS Station Manager 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 initiating 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 Fire and Airfield Operations (HFAO).
 4. The HFAO is responsible for ensuring that all RFFS personnel are adequately trained to comply with mandatory and legislative requirements. They are accountable to the Operations Director.

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.
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 Station Manager. 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. Additional equipment for aircraft recovery following an incident is held by RFFS. This includes a limited quantity of chains, straps and portable winches rated up to 5 tons. Further details in 'Disabled Aircraft Recovery Plan', part of the Aerodrome Emergency Plan.
5. EASA IR, ADR.OPS.B.010 requires that all fire and rescue vehicles be fitted with radio communication equipment. The following radio equipment is held by RFFS:
 - a. Main UHF sets operating on channels 1 through to 8
 - b. 9 handsets operating on multiple frequencies
 - c. Mobile telephones
 - d. Base radio sets in the fire vehicles provide a communication capability with aircraft on 121.6 MHz. In addition to this, two handsets also operate on this frequency.
 - e. Handsets are made available to Local Authority Fire Service in emergency situations.

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6. 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 EASA IR, ADR.OPS.B.010, all RFFS personnel are trained at an establishment approved by the CAA. On successful completion a certificate of competence is issued. An in-house "Maintenance of Competency" (MOC) scheme has been developed and accepted by the CAA for the training of fire fighters in accordance with the standards stated in CAP 699. The MOC scheme is designed to ensure competency in all subjects including: Hot fires, realistic fuel fire training, breathing apparatus training in heat and smoke and first aid over a twenty four month period, at the end of which the successful candidates are awarded a certificate of competence.
2. In addition to the above, RFFS also undertake joint training and familiarisation with the Local Authority Fire Service.
3. The HFAO ensures that the competence of personnel is maintained at station level through a strict CAP 699 compliant training regime. The package takes into account all of 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. All RFFS personnel are first aid trained.
3. Medicals 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.