



**ACT Rural Fire Service
Standard Operating Procedure 2.1
Activation Of Aircraft**

2.1
Incident
Management

Purpose

To outline the procedure to be used for the allocation; prioritisation and acceptable use of ACT Rural Fire Service (Service) contracted aircraft.

The Service has appropriately trained personnel with the skills, training and experience required for Aviation tasks. The Service will prioritise all requests for use, and a result will be notified to the officer requesting in a timely manner.

Operating Procedure

Incident

Requests for aircraft within the ESA (other than South Care) for Incident related activities are to be referred to the RFS Duty Officer (RFS DO).

In the event of a Level 2 or Level 3 IMT managing the incident, a designated Air Operations Manager or Aircraft Officer under the approval of the IC/Chief Officer may receive requests.

Approval for the flight may be verbal or written; however written confirmation of the approval must be supplied to the Senior Operations Officer within 7 days.

Priorities for the sequencing of aircraft have to be set when there are conflicts for the use of the same aircraft. These must be based on:

- Hazards to life;
- Projected time for a mission against the time available;
- Flight time limits for pilots and aircraft;
- Aircraft configuration; and
- Other priorities as determined by the Chief Officer.

Requests must meet the following guidelines for approval:

- Under no circumstances are personnel to be taken on any flight unless essential to the accomplishment of the task. As such only authorised passengers that are incident/task related may travel on Service tasked aircraft. Any deviation to this must be authorised by the RFS Chief Officer or delegate; and



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- All passengers are to be listed on a manifest, a copy of which is to be provided to the RFS DO or the nominated Officer.

Non-Incident

Request for aircraft (other than South Care) for non-incident related activities requires approval by RFS Chief Officer or delegate.

Requests for the use of contracted aircraft for training and non-incident related activities are to be referred to the RFS DO.

This officer will prioritise all requests for use, and a result will be notified to the officer requesting in a timely manner.

Approval for the flight may be verbal or written; however written confirmation of the approval must be supplied to the Senior Operations Officer within 7 days.

Priorities for the sequencing of aircraft have to be set when there are conflicts for the use of the same aircraft. These must be based on:

- Hazards to life;
- Projected time for a mission against the time available;
- Flight time limits for pilots and aircraft;
- Aircraft configuration; and
- Other priorities as determined by the Chief Officer;

Requests must meet the following guidelines for approval:

- Under no circumstances are personnel to be taken on any flight unless essential to the accomplishment of the task. As such only authorised passengers that are incident/task related may travel on Service tasked aircraft. Any deviation to this must be specifically authorised by the RFS Chief Officer or delegate;
- All passengers are to be listed on a manifest, a copy of which is to be left with the RFS DO or the nominated Officer; and
- Upon authorisation, the requesting officer will be given a time and location to meet the pilot, and will be given instructions regarding ensuring appropriate safety briefings are requested for all persons on the flight.



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In the event that approval is given to an agency to access contracted aircraft for tasking other than ESA activities, the following conditions must be met:

- all costs must be met by the agency external to ESA;
- all contractual obligations of the ESA must still be met;
- the aircraft can be recalled with no notice by the ESA;
- Any information or reporting required by the RFS DO or Senior Operations Officer in relation to this tasking must be supplied.

Maintained By: Manager, Operations

Approved By: Andrew Stark

Position: Chief Officer RFS

A handwritten signature in black ink, appearing to read 'Andrew Stark', on a light green background.

Signature:

Date: 15/02/2011

Cross Reference SOP/s: SOP 2.2 Use of air observers

Amendments: