

Halton Aeroplane Club (HAC)

Local Operating Procedure (LOP)

Authorised by	Gp Capt M Manwaring	Signature:	
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Immediate Emergency Response.

To deliver a procedure which enables an obligation to be fully met whereby powered aircraft are assured of continued operation from RAF Halton.

- **Vital information.** Each member should undergo annual IER Training through RAF Halton Operations and retain current familiarisation of:
 - Defence Aerodrome Manual, the Aerodrome Order Book, the Immediate Response Plan and HAC Flying Order Book.
- **Vital features.** Each member appointed to IER is responsible to the OIC for maintaining their currency to conduct IER or arranging for a suitably qualified replacement club member.
 - In exceptional circumstances the OIC may waive the IER obligation and appoint a Committee or House members as exceptional reserve, the IER nominated member:
 - Shall report by 08:30 to AFM (Building 281) (07771522083) and complete the signing-on details in the Aerodrome Operating Log (AOL).
 - Shall prepare HAC for occupation according to Covid19 restrictions (LOP 17) by wedging open the hangar entrance door from the foyer, the Ops Door and also the planning room door making sure the access doors to the corridor and OpsMan office are closed.
 - Post the weather printout from the fax.
 - Note your mobile/contact number on the HAC Ops Board.
 - Inspect the IER vehicle/trailer as briefed, check the crash box contents against the list and sign in the DI book (glove Compartment), position vehicle/trailer outside 3 Hangar in readiness.
 - Consult HAC bookings/Ops Portal for anticipated flying activity, assist with hangar doors, aircraft movement and host any powered visitors ensuring they book-in and out from HAC auth book.
 - Monitor 130.425 to respond as "Flyer's Base" under normal circumstances.

- Liaise with Chilterns Gliding Club (CGC) to handover IER and if relieved temporarily by them, remain in contact within the airfield vicinity to return within 30 minutes of being called. You should not fly out of the circuit.
 - Ensure all powered aircraft are accounted for at the end of flying by reference to Auth Book details.
 - At cease-flying park the IER vehicle/trailer inside 3H, secure the BFI, Hangar doors/fire exits/wicket doors and HAC doors in accordance with LOP 04.
 - Complete the HAC IER log and report to AFM for stand down.
- **Record of Competence:** The AFM holds a database with record of training for each club member whilst a personal training certificate is held by individual club members.