

March 2023

IER2 (Emergency Cover) Duty Guide

This document sets out the requirements for your duty day as IER2.

There is **no** formal training requirement for undertaking IER2 duty, but voluntary training sessions will be provided periodically.

If in doubt, speak to the Airfield Manager (AFM) who will talk you through the duty.

You must be familiar with the AOB, DAM, ERP¹ and layout of the Airfield.

For your duty day, you need to;

- Arrive at least 15 minutes before flying is due to start.
- Read this guide and Sign ON at the signature page (P4 onwards).
- Meet the AFM to discuss the duty, and pick up the IER2 mobile phone (check it is charged and do not hesitate to ask if you are not familiar with how the phone works).
- Request the Airfield Gate electric barrier combination from the Airfield Manager. The Postcode for the Airfield is **HP22 5PG**. The What-3-Words location of the Airfield Gate is '**Stuck-Jungle-Scratches**'.
- Keep the phone with you and on 'loud' for the entire day. If you temporarily hand over duty (and the phone) to Ops Flight or a Club member, they must understand the IER2 responsibilities.
- Carry out pre-use checks of the IER buggy, open hangar doors and position it outside 3 Hangar unless this has already been done. See page 3 of this guide for how to do this.
- Be prepared to respond to flying incidents until the airfield closes, flying ceases for any other reason, or you hand the duty over.
- If there is an incident, you will be directed by IER1 (generally the AFM) in what to do. They will lead incident management.
- If the mobile rings, take action as directed by IER1 – this is likely to be the emergency delivery of the IER buggy to where they are (most likely the yellow Ops Flt vehicle) on the airfield. If the phone rings but nothing is heard, treat it as an emergency and take the buggy to the yellow Ops Flt vehicle

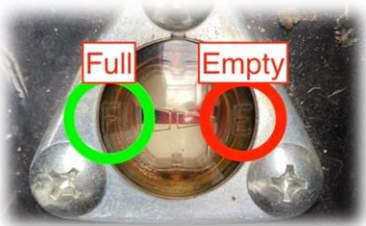
¹ Available for reading in HAC Ops Room.

immediately. **This is to be achieved within 3 minutes, to any position on the airfield – but DO NOT CROSS ACTIVE RUNWAYS OR GLIDER CABLES IN THE BUGGY.**

- Continue to assist IER1 as directed. This may involve making phone calls, meeting the Emergency Services at the Airfield Gate electric barrier, etc. Assistance should be provided until the incident is over or you are relieved by Ops Flt or another club member – ensure the mobile is handed over.
- Remain at the airfield for your duty period unless a member of Ops Flt or another club member takes over, or there is no planned flying. In all circumstances, the AFM must approve your departure. Other duties may be carried out providing the ability to provide IER is not degraded, but you must remain at the airfield and be ready to deliver the IER buggy to IER1 in an emergency.
- At the end of the duty period, hand the phone back to IER1. If flying has ceased:
 - Return the Buggy to Hangar 3.
 - Close the hangar doors.
 - Ensure the fire escape is closed.
 - Ensure the fuel compound is closed and secure.
 - Turn the hangar lights off.
 - Complete a security sweep of the Club premises to ensure lights are off, blinds/curtains closed and all windows are closed.
- Sign OFF at the signature page.

Thank you for your contribution to a safe and efficient flying environment at RAF Halton Airfield.

IER Buggy Daily Checks

 Fuel Gauge Oil Dipstick	Before starting the buggy, check oil level and fuel level (under seat), tyre inflation and general condition of buggy. If in doubt, ask the AFM.
  Full Empty	Oil is checked using a dipstick – must be replaced the same way round as you find it – do not force it the other way. Fuel is full on left of gauge.
  DO NOT REFUEL WITH 100LL	Sign for its condition. Inspection notes and signature sheet are in glove compartment on right of dash. Any issues discuss with AFM.
 Choke	To start you may need to use the choke while turning the key – once running, you can close it after a minute or so. Drive buggy around the apron to check functioning before parking by 3 hangar doors.
	Buggy shown parked in correct position.

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