



Duxford Airfield Manual Part 1

Reissue – February 2018

Copy No of 30

INSIDE FRONT COVER

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1. Safety Aim

Flying operations at Duxford Airfield are unusual and probably unique. Duxford airfield is itself a historic memorial to the RFC, the RAF and United States and Allied air forces who have been based there. The site is characterised not only by the air base, but also by the co-location of a National Museum, a Local Authority, support groups, private businesses and individual aircraft owners. Notwithstanding this complexity, an overarching Safety Aim is common to all partners. It is: 'to meet and exceed benchmark safety standards of operations across the Airfield, to a level above those demanded by the Regulatory Authority'.

To this end, Duxford Airfield implements its own SMS managed by a qualified aviation Safety Manager.

Accountable Manager, IWM Duxford.

Document Reference

1.1 The document reference for this Manual is DAM/PT1/ATC/2017.

1.2 This document is entitled The Duxford Airfield Manual Part I

1.3 The document is dated on the front cover.

Custodians of this Manual are responsible for ensuring that all personnel within their department or organisation know of its existence, have easy access and are familiar with the contents.

List of Effective Pages

Page	Date
1	February 2018
2	January 2017
3	January 2017
4	February 2018
5	February 2018
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7	February 2018
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Associated Publications

CAP 032	UK Aeronautical Information Publication.
CAP 748	Aircraft Fuelling and Fuel Installation Management.
CAP 168	The Licensing of Aerodromes.
CAP 393	The Air Navigation Order 2016 and Regulations.
CAP 403	Flying Displays and Special Events.
CAP 797	Flight Information Service Officer Manual.
CAP 1032	Aerodrome Flight Information Service Officer Licensing
CAP 413	Radiotelephony Manual.
CAP 642	Airside Safety Management.
CAP 772	Wildlife Hazard Management at Aerodromes.
CAP 670	Air Traffic Services Safety Requirements
CAP 699	Standards for the Competence of Rescue and Fire Fighting Service (RFFS) Personnel Employed at United Kingdom Licensed Aerodromes.

Duxford General Flying Orders, Flight Information Service Orders, Duxford Safety Management System.

Duxford Wildlife Hazard Control Plan

Air Accident Investigation Branch Guidance for the Police and Emergency Services in the Aftermath of an Aircraft Accident.

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External Addressees

Airfield Standards Department
Civil Aviation Authority
Safety Regulation Group
Aviation House
Gatwick Airport South
West Sussex
RH6 OYR
Email: asddocs@caa.co.uk

Chief Constable
Cambridgeshire Constabulary HQ

Mr R Peacock-Edwards CBE AFC
Chairman Duxford Flight Safety Committee

Chief Fire Officer
Cambridgeshire Fire and Rescue Service HQ

Assistant Director (Facilities Management)
South Cambridgeshire District Council

Resilience Manager
East of England Ambulance NHS Trust

Border Control
Beds, Cambs & Herts CT & DE Port Unit

2. Review and Amendment Procedure

2.1 Review

The contents of this Manual will be completely reviewed annually. The process will be conducted by the Head of Airfield through the Airfield Manager, and a record of that action will be annotated below.

Manual Edition	Review Date	Action Taken
2012	August 2012	Reissue
2013	November 2013	Amendments
2014	November 2014	Amendments
2015	December 2015	Amendments
2016	December 2016	Review
2016	July 2016	T's & C's added
2017	January 2017	Re-issue
2018	February 2018	Amendments

2.2 Amendment Procedure

Amendments to this Manual will be issued when:

2.2.1 Required by the Authority.

2.2.2 A change of key Duxford personnel or their responsibilities.

2.2.3 The Airfield Manager deems an amendment necessary.

2.3 Custodians record of amendments

Custodians are requested to incorporate amendments immediately and maintain the Record of Amendments. Amendments will normally take the form of a complete replacement page, or pages. The list of effective pages will be updated for every issue of amendments.

Record of Amendments

Amendment Number	Date of Issue	Date Incorporated	Pages Affected	Incorporated by
01	August 2012		All	
02	February 2013	February 2013	Part 1: 7,8,14,22- 25,32,33,44 Part II: 4,9,11,13- 15,17,18,21,22, 28,30,34,35,44, 45,48,49,55,56	
03	February 2014	February 2014	1,5,6,7,9,10,11, 13,16,18,21,22, 23,24,25,26,27, 29,30,31,33,34, 35,37,48,49,50, 51,52,53	
04	February 2015	February 2015	9,12, 16,19,20,22,23, 24,25,26,27,28, 32,36,38,41	
05	July 2016	July 2016	All	Airfield Manager
06	January 2017	January 2017	All	
07	February 2018	February 2018	All	

3. Airfield Information, Characteristics and Standard Operating Procedures

3.1 Objectives.

This Manual has the following objectives:

3.1.1 To enable the Airfield Licensee to translate the instructions and recommendations given in the United Kingdom Air Navigation Order, into a plan for Standard Operating Procedures (SOPs) at Duxford.

3.1.1.1 To provide a policy and reference document of SOPs for use by each member of personnel employed by the Imperial War Museum at Duxford, and for all partners at Duxford Airfield who have a responsibility to ensure the highest level of safety.

3.1.1.2 To enable the Airfield Licensee to ensure that personnel are aware of the environment in which they work and recognise any risks to which they are exposed.

3.1.2 To provide a means for the Airfield Licensee to measure the quality and scale of effort of each member of personnel against SOPs.

3.1.3 To enable the Airfield Licensee to generate amendments to SOPs, and to disseminate them quickly and effectively.

3.2 Use of this Manual.

This Manual is a living document. It should be available to all personnel at Duxford Airfield and visiting GA, and its contents should be known and understood. Its purpose is to provide clear instruction and guidance to all who jointly deliver quality assurance at the Airfield.

By signing for publications, Terms and Conditions apply. You are entering into an agreement with the IWM covering the use of the Airfield.

3.2.1 Custodians of this Manual should ensure that at all times it is complete and up to date, with the latest amendments incorporated.

3.3 Purpose of the Airfield Manual

The purpose of this Airfield Manual is to arrange SOPs, recommendations and information in a fashion defined in CAP 168 - Licensing of Airfields. Within it, safety management responsibilities are defined. Subordinate to this Manual, Duxford General Flying Orders and Flight Information Service Officers' Orders are issued and amended by the same authority. Appointments with specific responsibilities are listed in the SMS.

3.4 Legal Position

3.4.1 Licence.

Duxford Airfield has an Ordinary Licence, which permits flights for the public transport of passengers and for the purpose of instruction in flying in compliance with The Air Navigation Order, as amended. All pilots flying to and from Duxford whilst it is operating as a licensed Airfield must be able to communicate by radio telephony on the frequencies specified.

3.4.2 Operators.

The Airfield is owned and operated by the Imperial War Museums (IWM)

3.4.3 Facilities.

RFFS Category 2 licensed facilities are available daily. See 8.1. Cat 3 Remission may be available on request.

3.4.4 Open Hours.

The following open hours apply on normal days:

Mid March to October	1000 hours to 1800 hours local
November to Mid March	1000 hours to 1600 hours local

3.4.5 Prior Permission.

Due to the nature and intensity of flying at Duxford, all flights to the Airfield are Prior Permission Required (PPR).

4. Technical Administration

Name and Address of Airfield

Imperial War Museums, Duxford, Cambridgeshire CB22 4QR

Telephone (24 Hours)	Switch Board	01223 835000
During Published Hours	ATC	01223 833376
	Operations	01223 497987

E-mail Address	mail@iwm.org.uk	
	airtraffic@iwm.org.uk	Tower

World Wide Web Address	http://www.iwm.org.uk/duxford
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5. Airfield Characteristics

5.1 Position

5.1.1 Latitude: 52 05.27N Longitude: 000 07.55E

5.1.2 Airfield Reference Point WGS 84 - 520527N 0000755E

5.2 Elevation

5.2.1 Airfield: 124 ft. amsl.

5.3 Scale Plan

5.3.1 A scale plan of Duxford Airfield is at Annex A.

5.3.2 Details shown on the plan are:

5.3.2.1 The position of the Airfield Reference Point (ARP).

5.3.2.2 The layout of the runways.

5.3.2.3 The layout of the taxiways, holding points and aprons.

5.3.2.4 The Airfield markings.

5.3.2.5 The Airfield boundary.

5.3.2.6 The position of the Airfield signals box and windsock.

5.4 Infringing Obstacles (OLS)

5.4.1 There are no obstacles which infringe the standard protection surfaces at Duxford airfield. A plan of these surfaces is at Annex B. There is currently no Type A Chart for Duxford.

5.5 Location, Reference and Date of the Airfield Survey Plan

5.5.1 A survey plan from which the Airfield characteristics are derived dated December 2015 (SLC Associates) is held by the Head of Airfield with the master copy of this Manual.

5.6 Declared Distances

5.6.1 The Calculation of declared distances at Duxford was revised by The Civil Aviation Authority on 20 November 2003. Details are at Annex C.

Summary: (distances in metres)

	RUNWAY	CODE	LDA	TORA	TODA	ASDA	RESA over/undershoot
24	PAVED	2	1199	1199	1199	1199	280/100
	GRASS	1	880	880	880	880	
06	PAVED	2	1199	1199	1199	1199	240/90
	GRASS	1	880	880	880	880	

5.6.2 Method of Declared Distance Calculation. Declared distances are calculated in accordance with guidance given in CAP 168 - The Licensing of Airfields.

5.7 Details of the Surfaces, Dimensions and their Bearing Strengths

5.7.1 Resulting from the calculations at Para 8.6.1 above, the paved Runway 06/24 has been re-classified from Code 3 to Code 2, which gives shorter declared distances available. This gives a greater declared overshoots (RESA) at each end. It should be noted, however, that the actual physical dimensions of the paved runway are unchanged. Runway 06/24 grass is re-classified from Code 2 to Code 1, although the Obstacle Limitation Surface is still based on Code 2 calculations as before. The grass strip has been moved northwards to allow simultaneous operations on the paved and grass runways. Accordingly, the runways have been marked 24 L / 24 R and 06 L / 06 R respectively.

5.7.1.1 Runway 06/24 Paved. The declared dimensions are as shown in the Table at Para 8.6.1.

5.7.1.2 Runway 06/24 Grass. The grass strip will be/has been set 150 metres North of the paved runway, and reduced to 880 metres long and 25 metres wide

5.7.2 Bearing Strengths.

5.7.2.1 The Paved Runway. Asphalt

5.7.2.2 The Taxiways. Concrete

5.7.2.3 The Link from the Aprons to the Runways. Asphalt.

6. Standard Operating Procedures

6.1 Aeronautical and Meteorological Information Service Available

Aeronautical and Meteorological Information is available in The Pilots' Briefing Facility located on the first floor of the Control Tower on the desk top computer.

6.2 Promulgation of AIP Requirements

6.2.1 A notice board in the Facility has current information on the following:

6.2.1.1 UK topographical chart.

6.2.1.2 Notices to Airmen (Duxford NOTAMs When Necessary).

6.2.1.3 Details of airfield work in progress (WIP), temporary obstructions and out-of-service areas.

6.2.1.4 Airfield Terms and Conditions

6.2.2 The Duty Flight Information Service Officer (FISO) is responsible for maintenance of this board.

6.2.3 Changes in the Operational Status of Duxford Airfield. In the event that a change of operational status should be necessary for Duxford airfield, the Head of Airfield will - through the Airfield Manager and after consultation with the Authority - initiate the procedure to promulgate this by NOTAM.

6.3 Routine Airfield Inspections

6.3.1 The Duty FISO will carry out Airfield inspections in accordance with requirements and at the frequencies stipulated in CAP 168 - Licensing of Aerodromes/CAP 797 - Manual of Flight Information Service.

6.4 Non-Routine Airfield Inspections

6.4.1 The Duty FISO will carry out non-routine inspections in the event of any reports or actions that suggest a need to change the operational status of the airfield. Further, he/she will take any necessary remedial actions required to maintain or restore the declared Airfield Characteristics. If that becomes impossible, he/she will notify the Airfield Manager. The Airfield Manager will subsequently ensure that any changes to the declared Airfield Characteristics are promulgated immediately.

6.5 Sweeping of Runways, Taxiways and Aprons

6.5.1 Runways, taxiways and aprons will be swept by a FOD BOSS when necessary by Duxford RFFS. This action will be initiated by the Duty Fire Officer, Airfield Manager or Duty FISO. **See 6.17 regarding Snow Plan**

6.6 Low Visibility Procedures

6.6.1 Duxford is a daytime VMC only airfield. For the airfield to remain open the visibility must be 1500 m with 500 ft cloud base.

6.7 Measurement and Promulgation of Water and Slush Depths on Runways and Taxiways

6.7.1 Water and slush depths are not measured or promulgated at Duxford Airfield. The Duty FISO will, however, pay particular attention to the grass runway after periods of heavy rain. If there are any waterlogged, rutted or muddy areas that could endanger Flight Safety he will advise the Airfield Manager who will decide whether the runway should be closed and inform the Head of Airfield accordingly.

6.8 Promulgation of Information Regarding the Airfield Operational Status

6.8.1 If the operational status changes, the Airfield Manager will promulgate this by taking appropriate NOTAM action. In the absence of the Airfield Manager or the Head of Airfield, the Duty FISO will take this action.

6.8.2 In the event of both runways being closed due to weather, the ATSU will remain operational to fulfil its duty as an ANSP (Air Navigation Service Provider) to over flying aircraft.

6.9 The Safe Integration of Other Aviation Related Activities

6.9.1 From time to time activities classified as 'other aviation activities' - e.g. gliding - may take place at Duxford Airfield. On those occasions detailed plans are approved by the Airfield Manager in his absence, who will consult the Authority for approval if required.

6.10 Recording of Aircraft Movements

6.10.1 The Airfield Manager, through the Duty FISO, will maintain a record of all aircraft movements by means of Flight Progress Strips. Original strips will be kept for 1 year in case they are required for an investigation or query, after which they will be destroyed. Radio Transmissions are recorded on all frequencies.

6.11 Control of Works

6.11.1 Work within the Airfield boundary may only be carried out with the approval of the Airfield manager, who will keep Head of Airfield informed. Work within the

flight protected areas outside the Airfield boundary must not impinge on Flight Safety and should be brought to the attention of the Head of Airfield.

6.11.2 The Duty FISO will ensure that when work is in progress:

6.11.2.1 Aircraft are safely separated from the work.

6.11.2.2 The area being worked is marked on the ground.

6.11.2.3 The area of work is marked on the Airfield diagram in the Pilots' Briefing Facility, and a record of it is made in 'Airfield Work in Progress Book' in the Visual Room.

6.11.2.4 The work is promulgated by NOTAM if required.

6.11.2.5 All personnel engaged in the work are briefed by the Duty FISO on airfield regulations appertaining to their work area. They will then sign the 'Airfield Work in Progress Book' as having understood the briefing.

6.12 Control of Access to the Airfield Operating Areas

6.12.1 Vehicle Entry. Permission for vehicle entry to the airfield operating areas ('Airside') is to be obtained from the Duty FISO. Access is normally through Gates B,C and D, but may be changed at the FISO's discretion. Private motor vehicles will NOT be permitted on to the operating area unless they can prove that they have "Airside Insurance", normal insurance is null and void when Airside.

6.12.2 Duxford-based Pilots and Ground Crew on Foot. Duxford based pilots and ground crew may enter the Airfield operating areas on foot at the most convenient gate to them.

6.12.3 Visiting Aircrew and Passengers on Foot. Visiting aircrew and passengers will enter the Airfield operating area on foot at the base of the Control Tower, or at the aircrew access gate located on the eastern jet pan. Other pre-determined points of entry may be acceptable, e.g. for pleasure flying, to be agreed with the Airfield Manager. All other personnel must obtain permission from the Duty FISO before entering the Airfield operating area and should enter at the base of the Control Tower.

6.12.4 Air-Side Passes. IWM staff and Duxford partners who have a requirement to drive or work on the airfield operating area must be briefed on safety procedures by the Airfield Manager. Subject to security checks the Airfield Manager will issue an Air-Side pass, which is to be worn as directed. On special event days, temporary air-side passes will be issued to visiting air and ground crews. Visitors, temporary staff or contractors must be accompanied by an individual in possession of a valid airside pass who can vouch for them.

6.13 Maintenance of Apron Control, Aircraft Parking and Marshallers' Instructions

6.13.1 Aircraft whether Duxford based or visiting will be parked on any part of the grass or apron remaining clear of all taxiways and without infringing the runways.

6.13.2 Marshalling Instructions. Parking instructions will normally be given by the Duty FISO by radio. If required, an aircraft marshaller may give instructions using standard signals. These instructions are not mandatory. The pilot is responsible for the operation of the aircraft.

6.14 Aviation Fuel

6.14.1 Availability. AvGas and AvTur is available from 1000 hours to 1700 hours (local) in the summer and from 1000 hours to 1530 hours (local) in the winter

6.14.2 Service Provider. Propshop Ltd is the fuel Service Provider at Duxford airfield. The Company is responsible for receiving, storing and dispensing fuel supplies and for providing its quality control. The receipt, storage, quality control sampling and dispensing is to be carried out strictly in accordance with the requirements of CAP 748 as audited by the Airfield Operations Officer on behalf of the Airfield Manager.

6.15 Complying with Regulatory Requirements Relating to Accidents, Incidents and Mandatory Occurrence Reporting

6.15.1 The Head of Airfield through the Airfield Manager will ensure compliance with the Regulatory Authority's requirements with regard to accidents, incidents and Mandatory Occurrence Reporting. This will be in accordance with the Air Navigation Order, and Civil Aviation Investigation of Accidents and Incidents Regulations. Refer to the red and yellow emergency briefing cards held in the Tower Information Folder.

6.16 Removal of Disabled Aircraft

This section is to be read in conjunction with Chapter 11.

6.16.1 If a disabled aircraft restricts other aircraft movements. Airfield Services will remove said aircraft with the owners' approval and assistance.

6.16.1.1 If an accident or serious incident has taken place on the airfield. The scene must not be disturbed. Duxford RFFS will cordon the area off, until the Police, Emergency Services or the AAIB arrive.

6.16.2 'Authorised Persons' are: Duxford RFFS, Emergency Services, Customs and Excise, Department of Health and Department of Transport (CAA, AAIB, Mil AAIB). Only authorised persons have access to the scene.

6.16.3 Should it be necessary to remove the wreckage of an aircraft for any of the reasons authorised, the Airfield Manager, or a person delegated responsibility by him/her, will make an immediate written report stating the reasons for the action. He/she will, as far as is possible, preserve any marks on the ground caused by the accident and will make diagrams, take measurements and photographs.

6.16.4 Impounding of Aircraft

Nominated personnel (Airfield Services) at Duxford Airfield are authorised to impound an aircraft under Article 257 of the ANO if that aircraft is intended or likely to be flown while in a condition unfit for flight. This includes the condition of the PiC.

6.17 The Airfield Snow Plan

6.17.1 There is no Airfield snow plan at Duxford as there is no snow clearance capability. In the event that snowfall renders safe operations impossible, the Airfield will be closed. It is important that no vehicle or foot traffic is allowed onto the runways, taxiways or hard standings.

6.18 Wildlife Hazard Control Plan

6.18.1 SAFO is responsible for all wildlife control and holds a certificate of competence in Bird Hazards.

His RFFS team are also trained in Bird dispersal and are on call during operating hours to carry out any Bird/Wildlife incursions that the Duty FISO recognises as a possible danger to aircraft.

Method of disposal is by a digital hand held Scarecrow System kept in the ATC mobile. The Duty RFFS crew can also be called upon to transit the airfield and disperse birds, etc., as requested.

Corvid control is carried out by culling throughout the year but is stepped up during the spring where local nesting sites can be accessed.

Hares and Rabbits are also culled throughout the year whilst the airfield is closed.

Sea Birds (Gulls) and a limited number of waders i.e. Green and Golden Plovers are rarely seen in summer months and cause a problem, but can be dispersed as by the above means.

6.18.2 Any bird strikes to aircraft will be recorded in the FISO Watch Log and a Form CAA 1282 will be completed and forwarded to the CAA Safety Data Unit.

7. Visual Aids

7.1 Description of Visual Aids Available

- 7.1.1 The Signals Square is for display purposes only and is not to be referred to for accurate flight information or Airfield Status.
- 7.1.2 Airfield Title. The Airfield is identified by the DX displayed in white in front of the Control Tower.
- 7.1.3 Runway Markings. Runway markings will be maintained in a clearly visible condition.
- 7.1.4. Grass Runway. Longitudinal boundaries are marked by 3m x 1m white concrete markings flush with the surface.
- 7.1.5. Paved Runway. Runway designator and threshold markings are white and in accordance with regulations. Runway 24 has a permanently displaced threshold. Centrelines are white and broken on the runway and yellow and solid on the taxiway. Holding points are denoted by 2 broken and 2 solid yellow lines on the surface and indicator boards bearing the lettered name of the holding point.
- 7.1.6 Windssocks. An orange coloured [30kt] windssock is positioned on the Southern Airfield boundary opposite the tower, and two smaller ones next to both runway thresholds.

7.2 Standby and Emergency Power Arrangements

- 7.2.1 In the event of a mains power failure the standby diesel generator will operate within 30 seconds and will provide power to the airfield radios.
- 7.2.2 In the event that no mains power is available at all, the emergency back-up radio (a standalone ICOM IC-A6E) will be used to close the AFIS service within 30 minutes.

8. Rescue and Fire Fighting Services (RFFS)

8.1 Policy Statement

- 8.1.1 During published operating hours, where the airfield is licensed. Category 2 RFFS cover will be provided. CAT 3 is achievable with prior notice.

With Category 2 fire protection, the licensee aims to meet the cover required for Public Transport Operations as defined in CAP 168 – The Licensing of Airfields.

8.2 Safety Accountability of the Senior Airfield Fire Officer (SAFO)

- 8.2.1 The safety accountabilities of SAFO are defined in the Technical Administration chapter of this Manual at paragraph 3 'Named Persons'.

8.3 Policy and Procedures Related to Depletion of the RFFS

- 8.3.1 Policy. The category of fire protection provided by the Duxford RFFS and the management of any temporary depletion, will be the responsibility of the Head of Airfield through the SAFO.

8.3.2 Procedures.

8.3.2.1 Extent to which Operations are Restricted.

Two categories are covered:

- (1) GA traffic (no fee paying passengers on-board).
- (2) Commercial traffic (fee paying passengers on-board).

Duxford based aircraft.

GA traffic will not be restricted from landing or departing*.

Aerobatic rehearsals whilst the fire CAT is depleted, are prohibited.

Commercial traffic – please refer to ORDER No: 16 in the GFO's.

Non – Duxford based aircraft.

GA traffic will be advised of the depletion in fire cover. The decision to land or depart will then rest with the pilot.

Commercial traffic – will be refused a landing or a departure until the fire CAT recovers.

Notes:

Notwithstanding the above, any pilot may still land at the airfield in an emergency situation when - in their opinion - a diversion or holding procedure is likely to exacerbate the situation.

* Certain Duxford based aircraft operating privately, still require a minimum level of fire cover for training flights. Those operators have been informed of this requirement.

8.3.2.2 Notification to Pilots. The Duty Fire Officer will inform the SAFO, the Duty FISO and the Airfield Manager of any temporary depletion in the category of fire protection provided by the RFFS. The FISO will immediately advise those pilots 'on frequency' of the change and will attempt to notify all aircraft operators at Duxford.

8.4 RFFS Remission

8.4.1 Duxford offers RFFS CAT 3 under remission (remission:- Personnel are trained to a low category standard).

8.5 Increase of Fire Protection Category

8.5.1 Actions Necessary to Upgrade the Category

Refer to 8.4.1 – RFFS Remission & 8.6.2 – Manning and Supervision

8.6 Licensee's Objectives for each RFFS Category

8.6.1 Appliances, Call signs, Type and Amount of Media, and Discharge Rates. The following table indicates the appliances, call sign, type and amount of media provided and discharge rates for the appliances at Duxford Airfield. These meet with the Authority's requirements for Category 3 under remission fire protection.

Vehicle	Call Sign	Media / Discharge Rates
Isuzu TACR 3	Fire 1	<ul style="list-style-type: none"> • 700 litres water • 45 litres FFFP • 20kg CO2 • 27kg Monnex D/powder • Discharge rate: 852litres/min.
Isuzu TACR 3	Fire 2	<ul style="list-style-type: none"> • 700 litres water • 45 FFFP • 20kg CO2 • 27kg Monnex D/powder • Discharge rate: 852litres/min.
Scania Viper	Fire 3	<ul style="list-style-type: none"> • 5400 litres Water • 800 FFFP • 4000 litres/min Discharge • 2.5 kg CO2 • 59 kg Monnex D/powder
Carmichael Cobra 1 April-October	Fire 4	<ul style="list-style-type: none"> • 11500litres water • 1380 litres FFFP • 50 kg Monnex D/Powder • 2.5kg CO2

		<ul style="list-style-type: none"> Discharge rate: 6000litres/min. through roof mounted monitor
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A complete list of all equipment carried on the RFFS appliances can be obtained from the Senior Airfield Fire Officer.

8.6.2 Manning and Supervision

- For Category 2 fire protection a minimum of three fire fighters supervised by a Watch/Crew Commander will be in the immediate vicinity of the appliances.
- For Category 3 under remission, the above manning levels should be increased by at least the provision of another member of RFFS personnel
- A breakdown of Duxford Airfield RFFS day to day capability, and it's upgraded Airshow, vehicle and personnel availability. Please see the 'Duxford Airfield RFFS Policy Manual', which is located in the ATC Watch Room

8.7 Procedures

8.7.1 Monitoring Aircraft Manoeuvring Areas.

The Duty FISO will monitor all movements on the aircraft manoeuvring areas and is responsible for alerting the RFFS in the event of an incident or accident.

8.7.2 How RFFS Personnel are Alerted.

The RFFS will be alerted by their radios, which are carried by all RFFS personnel. Additionally, when training or carrying out other routine duties, the Duty Watch/Crew Commander will ensure that he has contact with the Control Tower at all times. The RFFS may be expected to respond from any part of the Airfield site.

8.7.3 Monitoring Response Time Capability.

Response times will be measured in 'practice call-outs' at least every 3 months. These will be from all parts of the site and a record will be kept of the times taken. That record will be maintained for inspection by the Authority as evidence of the RFFS capability to meet regulatory response times.

8.7.4 Extraneous Duties.

The RFFS will not undertake any extraneous duties that could adversely affect their primary role.

8.8 Reliance on Other Organisations

- 8.8.1 For normal day-to-day operations, CAA regulations do not require the Duxford RFFS to rely on outside agencies for equipment or manpower. However, in order

to reflect Duxford management policy to guarantee the highest level of duty of care to the public, the RFFS will be augmented for air shows and, when appropriate, for aircraft accidents and incidents.

8.9 Licensee's Commitment to Ensure Initial and Continued Competence of RFFS Personnel

8.9.1 Policy.

The Licensee is committed to ensuring the initial and continued competence of RFFS personnel. Instructions and guidance from CAP 168 and CAP 699 will be followed, along with policy from health and safety at work regulations. Training will include:

8.10.1.1 Realistic fuel and fire training.

8.10.1.2 Breathing apparatus training in heat and smoke.

8.10.1.3 First aid and trauma training.

8.10.1.4 LGV driving.

8.10.1.5 Health and safety training of personnel in RPE and PPE.

8.10.1.6 EFAD Blue light driver training.

8.9.2 Programme.

Selection and training of fire fighters will be in accordance with Authority guidance. To deliver the appropriate standards of competence, training sessions normally will be carried out on a regular basis and will be arranged by the duty Watch/Crew Commander and the SAFO. Continuous assessment of the programme and crews will guarantee that training remains appropriate to the skill sets required. Standards of performance will be recorded and made available to the Authority for inspection.

8.9.3 At least one practise exercise involving the RFFS and Local Authority Emergency Services will be carried out each year.

8.10 Domestic Fires and Special Services

8.10.1 Domestic Fires.

If the RFFS respond to a domestic incident, the SAFO will liaise with the Airfield Manager, and between them they will assess the impact on flying operations. If the Airfield fire protection category has to be reduced as a result, the Airfield Manager will inform the Duty FISO and only those operations commensurate with the reduced category will be permitted.

8.10.2 Special Services.

The SAFO will inform the Airfield Manager if the RFFS is tasked to perform any special services. They will decide if a change to the Airfield fire protection category is required. If the category is lowered, only those operations commensurate with the reduced category will be permitted.

8.11 Museum Site Aircraft Accidents

8.12.1 Aircraft accidents or serious incidents, which occur off the airfield but within the Museum site, will be attended by the RFFS. If these result in a reduction of the Airfield fire protection category, the Airfield Manager will permit only those operations commensurate with the reduced category to continue.

8.12 Water Supplies

8.12.1 Additional. The Cambridgeshire Fire & Rescue Service will normally provide additional water supplies in the event of an aircraft accident. There are 35 hydrants on the Duxford site, however none of these are on the airfield movement areas.

8.12.2 Interruption. If contractual work at the Airfield is likely to disturb the normal water supply the Facilities Manager will notify SAFO and the Airfield Manager, and will obtain permission before initiating the work.

8.13 Flights Not Requiring a Licensed Airfield

8.13.1 Flights may be permitted outside published operating hours - when the Airfield is unlicensed - by prior permission in accordance with Duxford General Flying Orders. The fire protection category available might be below that normally required.

8.13.2 Instructions Specific to Duxford-based Pilots. Duxford-based pilots intending to operate outside of published hours are to comply fully with the procedure laid down in Duxford General Flying Orders. The duty RFFS personnel will monitor the radio calls made by the pilot. Any changes to the details initially passed, particularly a delay to the departure or arrival, or a decision to divert, will be passed to the Guardroom staff by telephone at the earliest opportunity. This will ensure that overdue action is not taken unnecessarily.

8.14 Low Visibility Procedures

8.14.1 See 6.6.

8.15 Medical Competence

- 8.15.1 Policy. The licensee will guarantee the medical competence of the R.F.F.S., by ensuring that a training program is provided by a suitably qualified H.S.E. approved instructor. All personnel will hold a qualification in First Aid at Work (as per H.S.E. guidelines), Paediatric First Aid, De-Fibrillation, and Trauma Management
- 8.15.2 Equipment. Medical equipment will be carried on R.F.F.S. appliances (relevant to the R.F.F.S. category being provided). A comprehensive list of this medical equipment can be obtained from the Fire Service Watch Office.

9. Air Traffic Services

9.1 The System for Safe Management of Air Traffic

9.1.1 Duxford Flight Information Service.

During published operating hours, the safe management of air traffic at Duxford is practised by an Aerodrome Flight Information Service (AFIS). This service is provided by Flight Information Service Officers (FISO) from the Visual Control Room (VCR) in the control tower. Each officer is licensed and quality monitored by the Civil Aviation Authority. Their operating procedures are derived from the Air Navigation Order and CAA regulations, amplified by this Manual, Duxford General Flying Orders and FISO Instructions.

9.1.2 Callsign and Frequency.

The radio call sign used for FIS at Duxford airfield is "Duxford Information". This designated VHF radio frequency is 122.075 MHz (**changing to 8.33kHz frequency 1st December 2018**).

9.1.3 Prior Permission.

Visiting pilots must obtain prior permission before landing at Duxford in accordance with published procedures.

9.1.4 Co-ordination of Aircraft Traffic at Duxford with Westside Farm, Cambridge Airport and Fowlmere Airfield.

Letters of Agreement between their operating authorities defines how aircraft traffic will be de-conflicted i.e. direct telephone line and the Aerobatic Squawk Code 7004. (See GFO/ATC/16 Annex E, F & G)

9.1.5 We have an agreed procedure for using dual runway operations at Duxford as follows; once the preceding aircraft landing on the grass runway is at taxiing speed the second aircraft may land on the hard runway, or once the preceding aircraft landing on the hard runway is at taxiing speed the second aircraft may land on the grass runway. The aircraft on the hard runway will be held at either Delta or Echo hold depending on the runway in use. An aircraft may be lined up waiting for departure whilst one lands on the other runway, but may not take off until the landing aircraft is at taxiing speed. **We are not permitted to carry out simultaneous runway operations.**

9.2 Procedure for the Selection of Runway in use and Circuit Direction

9.2.1 Selection of the Active Runway and Circuit Direction. The Duty FISO will determine the active runway at the airfield. To do this, he/she will take account of weather conditions, the actual and forecast surface wind. Regardless of the runway in use, circuits will normally be to the South.

9.2.1.1 Circuit Joining Procedures. Normal dead side or overhead joins are not permitted at Duxford. To join the circuit, pilots should call "Duxford

Information" when they are 10 nm from the Airfield. Pilots should join the circuit at the beginning of the down-wind leg at circuit height on the QFE.

- 9.2.1.2 Circuit Heights. The normal circuit height is 1000 feet on the QFE. However, slow aircraft may fly at 800 feet, and jet aircraft may fly at 1500 feet at the pilot's discretion. Pilots are to broadcast their non-standard circuit height in the 'downwind' radio call. Pilots must not over-fly members of the public, car parks, hangars or other airfield buildings below 1000ft QNH.
- 9.2.1.3 The Final Approach. Pilots on final approach will not overtake another aircraft. Aircraft may not use the runway until a preceding departing or landing aircraft has vacated it.
- 9.2.1.4 Run and Break Joining Procedures. Duxford based fighter type aircraft may join the circuit by means of a 'run and break'. Their initial track will be along the runway centreline. Visiting fighter-type aircraft may use this procedure with approval of the Duty FISO.
- 9.2.1.5 Circuits to the North. Pilots of Duxford based high performance aircraft may fly a Northerly circuit in order to de-conflict with slower circuit traffic. This may be granted at the FISO's discretion if traffic, including Fowlmere, permits.

9.3 Procedure for Alerting Emergency Services

- 9.3.1 The Duty FISO will activate the Crash Alarm to alert the Operations Office, alert the RFFS by Channel 2 Radio and the Control Room with internal dial 7200 – in the event of an emergency in accordance with the appropriate Immediate Action Card.

10. Communication and Navigation Aids

10.1 Description and Use of Equipment

10.1.1 General Description. The Park Air Electronics T6 series primary radio transmitter and receiver are located in Bldg 209; the antenna is mounted on that building. Air-band frequency selection will be done using the PAE S4 Controller. Channel 1 'Duxford Fire' and Channel 3 'Ground Channel' will be on two separate Motorola base units.

10.1.1.1	S4	122.075MHz	Duxford Information.
	S4	121.400MHz	Duxford Reserve
	S4	135.700MHz	Fowlmere / Dux Display
	T6-TRV Transceiver		Reserve TX/RX
	ICOM IC-A6E		Backup Transceiver
	Motorola	Channel 2	Duxford Fire
	Motorola	Channel 3	Ground

10.1.1.2 These frequencies will not be changed without the permission of the Airfield Manager.

10.1.2 The Digital Recording System (DRS)

All frequencies are recorded:

- i) Airband frequencies are recorded by a standalone PC Voice Recorder located in the Radio Room.
- ii) Ground Radio Channels are recorded in the Control Room.

10.1.3 Use of the Radios

Only personnel in possession of a valid ROCC or FISO licence validated for Duxford will use the airband radio equipment. Users will conform to the procedures laid down in CAP 452, CAP 413 and CAP 797.

Ground Radios Channels 2 and 3 can be operated by personnel, but under the supervision of the Duty FISO.

10.1.4 Maintenance of Radios and Meteorological Equipment

PAE Northrop Grumman are contracted to provide preventative maintenance checks of all FIS radios and DCRS are contracted to maintain all UHF ground frequency radios. These are provided annually +/- 90 days.

Maintenance of radio equipment will be carried out only by those qualified to do so. Contractors are to supply engineers' certificates of competence to the Airfield Manager and are kept on file.

10.1.5 Duxford Reserve Frequency. Duxford has a second FIS frequency 121.40 callsign Duxford Reserve. This can be used by pilots as a discrete frequency.

11. Emergency Procedures - Actions in the Event of an Accident or Serious Incident

11.1 Classification of type of Day and Geographical Location

11.1.1 Operations at Duxford Airfield vary significantly from day to day. However, these differences fall mainly within 3 categories. For the purpose of defining actions to be taken in the event of an accident or serious incident, days are classified as either an Air Show Day, a Normal Day or a Special Event Day. For each type of day, the actions to be taken are assigned to 2 different geographical locations within the Duxford site. These locations are the Air Side and the Domestic Side.

11.1.2 Definitions

11.1.2.1 Air Show Day. Several air shows are staged at Duxford per year,

11.1.2.2 Normal Day. Is a standard operating day when neither an Air Show nor a Special Event takes place.

11.1.2.3 Special Event Day. A number of special events are held from time to time which are sufficiently different from Normal Days to warrant emergency procedures specific to the event.

11.1.2.4 Air Side (aka Live-Side or Manoeuvring Area) and Domestic Side. A barrier is positioned along the length of the Airfield to the North of the runways. The Domestic Side is that part of the site to the North of the barrier; the Air Side is that part of the site to the South of the barrier.

11.2 Aim

11.2.1 The aim of this chapter is to provide guidance - in accordance with the Regulator's conditions pertinent to the Airfield license. It applies only to actions to be taken in the Event of an Accident or Serious Incident on the Air Side of the Airfield during a Normal Day.

11.3 Site Layout and Key Points

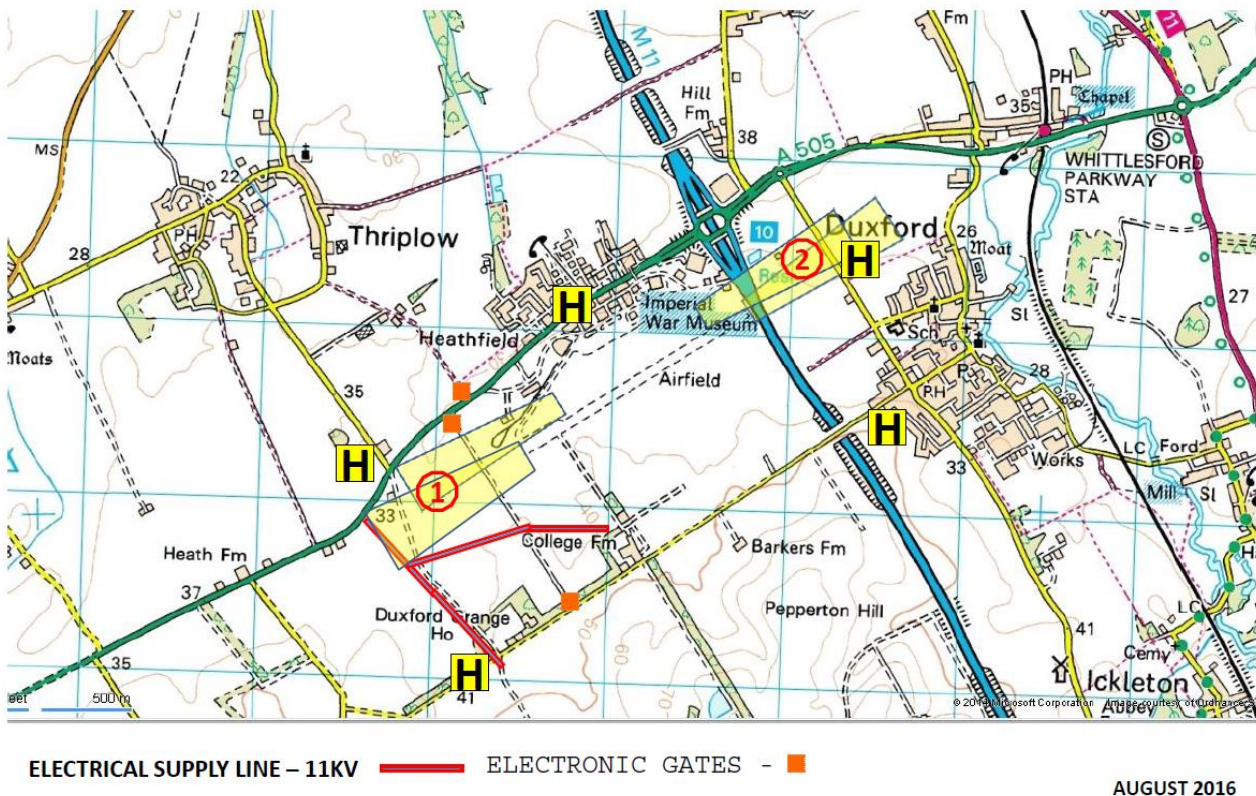
11.3.1 Map. A map showing the site layout and key points is at Annex G.

11.3.2 Rendezvous Point (RVP). During a Normal Day the RVP is located at the base of the Control Tower adjacent to gate Bravo. This RVP will be the normal assembly point for the emergency services when responding to an accident or serious incident.

11.4 Responsibility to 1000m of the Runway Thresholds

11.4.1 To meet Airfield license requirements, the Duxford RFFS will respond to an emergency that takes place within 1000m of each runway threshold. If this is off site, it might not be possible to maintain the appropriate fire category, in which case licensed flying operations would be suspended. This decision would normally be made by the Airfield Manager or the Duty FISO.

DUXFORD AIRFIELD R.F.F.S. 1000 METRE RESPONSE AREAS



11.5 Actions for Nominated IWM Personnel

11.5.1 In the event of an accident or serious incident, or an incident which could escalate to become an accident or serious incident, the following actions should be taken by the nominated personnel as follows:

11.5.1.1 The Duty FISO will operate the Crash Alarm by pressing the RED button. This will notify the Operations Office of the incident. Operate the RFFS radio, “DUXFORD FIRE DUXFORD TOWER” Then follow the instructions laid out in the Red Emergency Proceedings Folder.

11.5.1.2 Deal with remaining aircraft as per orders or as directed by Supervisor.

11.5.1.3 Carry out further reporting action as laid down in the “Emergency Procedures Folder”.

11.5.1.4 In the event of a Local Standby or Weather Standby -

- Notify RFFS by using RFFS radio (channel # 2)
- Pass emergency message as in the Red Emergency Procedures Folder.
- Continue to monitor situation, FISOs must liaise with fire officer in charge

11.5.1.5 When a known practice display or air test is to take place, inform RFFS by Channel 2 Radio or telephone on 7530/7331 they will decide where they will respond from.

11.5.1.6 With regard to 11.5.1 and 11.5.1.5 above, only the duty Watch/Crew Commander will decide when to upgrade a situation and when to stand down, the latter will normally be done after the duty Watch/Crew Commander has spoken to the pilot.

DO NOT USE RED CRASH ALARM FOR LOCAL STANDBYS

NOTE: The SAFO will be in charge of the incident. FISOs will remain in control of the aerodrome in case of a further emergency. FISOs will afford all possible help to RFFS in expediting the situation (with regard to grass surfaces).

11.5.2 Subsequent Actions.

Aircraft in the Circuit.

If both the hard and grass runways are obstructed, close the Airfield and advise pilots to divert or hold clear of the ATZ. If an appropriate runway is available request pilots of Duxford based aircraft to land, and other pilots to leave the ATZ.

Inform Duxford Executives.

Contact the Airfield Manager, Head of Airfield and the Accountable Manager IWM Duxford and appraise them of the situation. Each will initiate a call out procedure informing all relevant authorities.

London Terminal Control Centre (LTCC).

If the Airfield has been closed, notify the London TCC on 01489 612420

Duxford Aircraft Operators.

Inform the Duxford aircraft operators of the emergency, the status of the Airfield and the anticipated time of a return to 'normal operations'.

Note: When aircraft lands safely or the situation is resolved - inform those previously notified.

11.5.3 The Duty Watch/Crew Commander (Fire) will carry out the following:-

- Initial Actions.
- Mobilise the Duxford RFFS.
- Maintain command and control of the RFFS until relieved by SAFO or an officer from the Cambridgeshire Joint Emergency Services.

Communication. Maintain communications with the Duty FISO and the Supervising Security Officer in the Guardroom by use of RT Channel 2, and provide regular updates on the situation.

11.5.4 If delegated by Duxford ATC the Supervising Security Officer will:

- Initial Actions. Dial 9999, ask for the Fire Service and pass an incident message stating:
- There is an Aircraft Accident or an Imminent Aircraft Accident, an Aircraft Ground Incident or Full Emergency” at Duxford Airfield.
- The nature of the emergency.
- Type of aircraft involved.
- Number of persons on board the aircraft .
- Position of the emergency a grid reference on the airfield crash map at Annex F. Also describe in clear speech as necessary to avoid confusion.
- Confirm that the Duxford RFFS are in attendance.
- Ensure that the Main Gate is manned and that immediate access is given to the Cambridgeshire Joint Emergency Services vehicles.
- Ensure - if possible - that a Visitor Services Assistant is available to meet any incoming emergency vehicles and escort them to the scene of the accident or to the RVP.
- Communication. During his office hours inform the Operational Support Manager, Visitor Services, or in her absence the Security and Visitor Services Contract Manager, and the Switchboard of the emergency. Outside office hours, ensure that the Control Room switchboard is manned.

11.6 Actions for the Cambridgeshire Joint Emergency Services

11.6.1 The Cambridgeshire Joint Emergency Services have planned and documented the actions they would each take in the event of an accident or serious incident at Duxford Airfield. These actions are derived from consultations with IWM staff and are not required to be reproduced within this Manual.

11.7 Switchboard Operator's Public Address Messages

11.7.1 Members of the general public will be on site at Duxford Airfield every day. To avoid confusion and distress, the following standard public address messages have been prepared to keep them informed.

Initial Announcement:

"Ladies and Gentlemen, you may be aware that an incident is in progress. The situation is under control and the emergency services are responding. Please keep clear of the area and do not obstruct emergency vehicles. Please stay where you are and keep calm. We will keep you informed about what is happening as soon as more information is available. Thank you."

Keep Calm Message.

"Ladies and Gentlemen, please keep away from the incident area and remain calm. Please remain clear and allow the emergency services free access. Thank you."

Appeal for medical Personnel Message.

"Ladies and Gentlemen, we would be grateful for the assistance of any visitors who are qualified doctors, nurses, paramedics or other emergency services personnel. Please report to the Emergency Rendezvous Point next to the Control Tower"

Appeal for Photos/Videos of Incident Message.

"Ladies and Gentlemen, if you have photographed or videoed the incident, you can be of great help. Please report to the emergency Rendezvous point near the Control Tower. These may be of great value to an investigation into the incident and will be returned to you as soon as possible. Thank you for your co-operation".

Or

"Ladies and Gentlemen, if you have photos or video footage of the incident, please leave your name and address with a Police Officer or a member of the Museum Staff, or contact the Museum by telephone during the next few days. Any help you can give would be appreciated."

Gates are Closed Message.

“Ladies and Gentlemen, as a result of the incident all exit gates have temporarily been closed to assist the movement of emergency vehicles. Please do not try to leave the Airfield. We will tell you immediately the gates are re-opened. Thank you for your co-operation.”

Mobile Telephones Message.

“Ladies and Gentlemen, if you have tried to use a mobile telephone you may find that it will not operate. This may be because the emergency services’ communication systems are over-riding it. This is a temporary condition only - please bear with us in the interests of safety.”

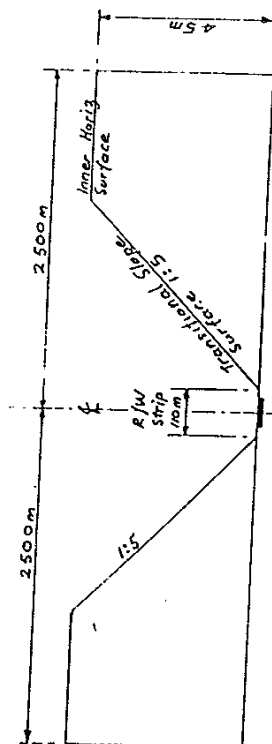
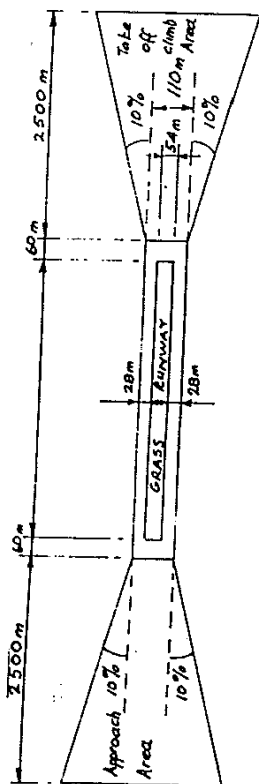
Area of Northern Site	13.9 Hectares (34.3
Area of Southern Site	96.7 Hectares (239.0
Total Area IWM Site	110.6 Hectares (272.3
Link of County Council ownership shown -	



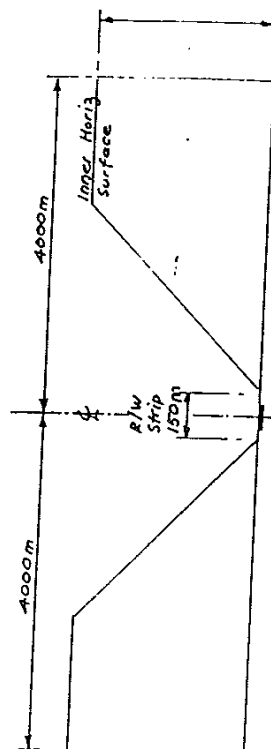
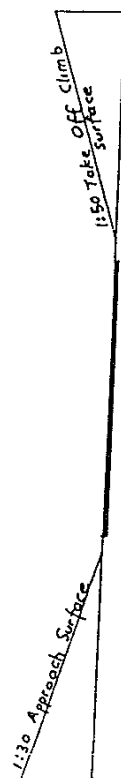
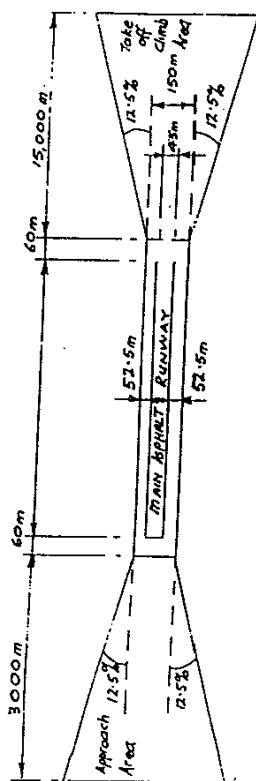
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Annex B – Extract CAP168 Licensing of Aerodromes

EXTRACT FROM CIVIL AVIATION AUTHORITY C/A 168 LICENSING OF AERODROMES



GRASS RUNWAY
OBSTACLE FREE ZONE CRITERIA
Code 1 with Code 2 Obstacle Limitation Surfaces
(diagrammatic)



MAIN RUNWAY
OBSTACLE FREE ZONE CRITERIA
Code 3
(diagrammatic)

CIVIL AVIATION AUTHORITY**Declared distances – Form**

Aerodrome: DUXFORD						
Runway: 06	Runway True Bearing: 058.02°	Dimensions: 880m x 25m	Surface Type: Grass	LCG/PCN: N/A	Runway Code: 2C	Approach Status: Visual

Calculation of Declared Distances		
TORA: 880 m	Begins: 157m from the taxiway at the marked threshold	Ends: 129m from the taxiway at the marked end of runway.
TODA: 880 m		Ends: 129m from the taxiway at the marked end of runway.
ASDA: 880 m		Ends: 129m from the taxiway at the marked end of runway.
LDA: 880 m	Begins: 157m from the taxiway at the marked threshold	Ends: 129m from the taxiway at the marked end of runway.

Safety Surfaces		
Runway strip semi width confirmed as: 28 meters.	Cleared and Graded semi Width confirmed as: 28 meters	Runway Strip ends confirmed as 60 meters
Take Off Climb Surface confirmed as 1:25 originates 69m from the taxiway at the marked end of runway.	Approach Surface confirmed as 1:25 originates 97m from the taxiway at the marked threshold.	Transitional surface confirmed as 1:5

Date issued by ALIS (print date): 01 May 2009

CIVIL AVIATION AUTHORITY **Declared distances – Form**



Aerodrome: DUXFORD						
Runway: 24	Runway True Bearing: 238.03°	Dimensions: 880m x 25m	Surface Type: Grass	LCG/PCN: N/A	Runway Code: 2C	Approach Status: Visual

Calculation of Declared Distances		
TORA: 880 m	Begins: 129m from the taxiway at the marked threshold	Ends: 157m from the taxiway at the marked end of runway.
TODA: 880 m		Ends: 157m from the taxiway at the marked end of runway.
ASDA: 880 m		Ends: 157m from the taxiway at the marked end of runway.
LDA: 880 m	Begins: 129m from the taxiway at the marked threshold	Ends: 157m from the taxiway at the marked end of runway.

Safety Surfaces		
Runway strip semi width confirmed as: 28 meters.	Cleared and Graded semi Width confirmed as: 28 meters	Runway Strip ends confirmed as 60 meters
Take Off Climb Surface confirmed as 1:25 originates 97m from the taxiway at the marked end of runway.	Approach Surface confirmed as 1:25 originates 69m from the taxiway at the marked threshold	Transitional surface confirmed as 1:5

Date issued by ALIS (print date): 01 May 2009

CIVIL AVIATION AUTHORITY **Declared distances – Form**



Aerodrome: DUXFORD						
Runway: 06	Runway True Bearing: 058.02°	Dimensions: 1503m x 47m	Surface Type: Asphalt	LCG/PCN: N/K	Runway Code: 2C	Approach Status: Visual

Calculation of Declared Distances		
TORA: 1199 m	Begins: At the beginning of the paved surface.	Ends: 304m before the end of the paved surface
TODA: 1199 m		Ends: 304m before the end of the paved surface
ASDA: 1199 m		Ends: 304m before the end of the paved surface
LDA: 1199 m	Begins: At the beginning of the paved surface.	Ends: 304m before the end of the paved surface

Safety Surfaces		
Runway strip semi width confirmed as: 28 meters.	Cleared and Graded semi Width confirmed as: 28 meters	Runway Strip ends confirmed as 60 meters
Take Off Climb Surface confirmed as 1:25 originates 244m before the end of paved surface.	Approach Surface confirmed as 1:25 originates 10m before the start of the paved surface.	Transitional surface confirmed as 1:5

Date issued by ALIS (print date): 01 May 2009



CIVIL AVIATION AUTHORITY

Declared distances – Form

Aerodrome: DUXFORD						
Runway: 24	Runway True Bearing: 238.04°	Dimensions: 1503 x 47	Surface Type: Asphalt	LCG/PCN: N/K	Runway Code: 2C	Approach Status: Visual

Calculation of Declared Distances		
TORA: 1199 m	Begins: 50m from the start of the paved surface.	Ends: 254m before the end of the paved surface
TODA: 1199 m		Ends: 254m before the end of the paved surface
ASDA: 1199 m		Ends: 254m before the end of the paved surface
LDA: 1199 m	Begins: At the marked threshold.	Ends: 254m before the end of the paved surface

Safety Surfaces		
Runway strip semi width confirmed as: 28 meters.	Cleared and Graded semi Width confirmed as: 28 meters	Runway Strip ends confirmed as 60 meters
Take Off Climb Surface confirmed as 1:25 originates 194m before the end of paved surface.	Approach Surface confirmed as 1:25 originates 10m before the start of the paved surface.	Transitional surface confirmed as 1:5

Date issued by ALIS (print date): 01 May 2009

AIRCRAFT ACCIDENT OR SERIOUS INCIDENT INITIAL NOTIFICATION

TO : AIR ACCIDENTS INVESTIGATION BRANCH
FAX : 01252-376999

FROM :
ORGANISATION:
TEL: FAX :

- A. ACCIDENT ☐ INCIDENT ☐ REF NO :
B. AIRCRAFT MANUFACTURER : MODEL :
NATIONALITY : REGISTRATION :
SERIAL NO :
C. OWNER : TEL:
OPERATOR : TEL:
D. PILOT IN COMMAND :
ADDRESS :
TEL:
E. DATE & TIME (UTC) OF EVENT :
F. LAST POINT OF DEPARTURE :
POINT OF INTENDED LANDING:

- G. ACCIDENT LOCATION :
OS Map No:..... Grid Ref:.....
H. PERSONS ON BOARD : CREW : PASSENGERS :

INJURIES	CREW	PASSENGERS	OTHERS
FATAL			
SERIOUS			
MINOR/NONE			

- I. NATURE OF EVENT & EXTENT OF DAMAGE :

A BRIEF DESCRIPTION OF THE ACCIDENT SITE WOULD ALSO BE HELPFUL

**NOTE: PLEASE DO NOT DELAY NOTIFICATION IF SOME OF THE ABOVE
INFORMATION IS NOT YET AVAILABLE**

NAME.....DATE/TIME..... 151096

Annex E – Crash Map

