

PURPOSE

To ensure safe, legal and responsible Small Unmanned Aircraft Operations (sUAS) by the District.

SCOPE

All operations that include the use of the District's sUAS.

AUTHORITY

The Operations Chief has the responsibility of administering this policy.

The Remote Pilot in Command is directly responsible for, and the final authority as to, the safe operation of the aircraft.

Shift Commanders are the mission approval and request authority, and are responsible for risk analysis prior to the launch of any sUAS mission.

DEFINITIONS

ATC: Air Traffic Control tower at the Redmond Roberts Field 124.5 (0500-1900)

sUAS: A small aircraft that weighs under 55lbs and control systems operated by a remote pilot.

Remote Pilot in Command (RPIC): An operator holding an FAA issued Remote Pilot Certificate with a small UAS rating. This aircrew member's authority is directly responsible for the safety and operation of the aircraft.

Observer: A person who is designated by the remote pilot in command to assist in identifying and avoiding other air traffic or objects aloft or on the ground.

Mission Approval Authority: The Shift Commander or Command Staff shall serve as Mission Approval Authority. This individual is responsible for continued Risk Analysis for the mission and the Go/No Go Decision for sUAS for every mission.

Part 107: FAA rules guiding the safe operation of Small Unmanned Aircraft Systems.

MISSION AUTHORIZATION

- A. The District shall adhere to all regulations established in FAA Part 107.
- B. The District shall adhere to Oregon Law 72
- C. The District will operate the aircraft as a civil aircraft.
- D. A flight plan shall be developed prior to each flight. Considerations shall include:
 1. Mission objectives
 2. Flight parameters
 3. Airspace designation
 4. Weather and terrain information
 5. Mission approval from BC - GO/NO GO decision
 6. Notification of Air Traffic Control (ATC) if launching within Class B, C, D or E airspace. Operations in Class G airspace is allowed without notification.
 7. Any rights of privacy/notifications

- E. Manned / Unmanned Aircraft Teaming
1. No District sUAS operations are authorized in the vicinity of any manned aircraft. Manned aircraft always have the right of way and must be avoided at all times.
 2. In the event that air ambulance, wildland firefighting aircraft or other rescue aircraft are activated for use on an incident, sUAS flight operations in the area of the incident must be terminated immediately upon notification of their activation.
 3. Regardless of airspace classification, the operator shall monitor the Medford ATC and/or Cascade approach frequencies.
- F. Every mission must be logged in the flight log located with the aircraft.
1. Date and time
 2. Purpose
 3. Location
 4. Duration
 5. Operator
 6. Observer
 7. Time of ATC approval if applicable
 8. Any damage or complications
 9. Mission completion time

AIRCRAFT OPERATION

A. Lost Link Procedures:

1. Return Home
 - a. Return Home location and altitude must be selected, programmed and verified on the system map prior to every launch.
 - b. Appropriate Return Home Altitude must be selected and programmed to avoid tallest obstacle between operating areas and return home location.
 - c. The return home point location will be selected based on the following criteria:
 - Open area > 50' diameter from center of Return Home Point
 - Slope < 5 degrees
 - Clear of Obstacles (buildings, power lines, people, vehicles, etc.)
2. Lost Signal Link > 5 Seconds

If signal is lost with the aircraft for more than five (5) seconds, the following procedures will be followed:

- Immediate notification to ATC (if required) and Battalion Chief. Give last known location, altitude, direction of travel, expected behavior/flight path (return home)
- Verify return home site is clear of obstructions

- Attempt to regain signal (troubleshoot RC antenna position, operator position, line of sight)
- If signal is not regained, visually verify automated return of aircraft or initiate aircraft recover / mishap procedure
- If signal is regained, notify ATC and Battalion Chief and initiate a precautionary landing to verify condition of sUAS system components

3. Lost Signal Link < 5 Seconds

If signal is lost with the aircraft for less than five (5) seconds, the following procedures will be followed:

- Command the aircraft to return home and verify that the system signal link quality improves. If the signal quality improves, return to mission and maintain sufficient signal link by reducing operating range.
- If signal link quality does not improve, initiate a precautionary landing and troubleshoot sUAS components for condition and operation. After verifying components, aircraft may be launched only with good signal quality and returned to mission.
- If more than one precautionary landing is required due to signal quality, the aircraft will be considered grounded until further system testing can be completed at a designated training site.

B. Aircraft Recovery / Mishap Procedure:

1. Aircraft Recovery

- In the event the aircraft is lost in flight, immediately notify the ATC and the Shift Commander
- Begin the search for the aircraft
- If people are injured or property was damaged, report extent/type of damage to the Shift Commander, take pictures of both damaged property and aircraft and do not touch aircraft
- If damage is limited to the aircraft or aircraft is undamaged, do not return aircraft to service until proper flight operation can be verified through a test flight conducted at a training site

2. Aircraft Mishap

- Damage to the aircraft shall be documented in the flight log and reported to the Shift Commander
- Where injuries or damage results from operation of the aircraft, the Shift Commander shall be notified, an investigation shall be initiated and all reporting requirements established in FAA Part 107 followed

SELECTION

Selection of personnel for certification shall be conducted by the Deputy Chief of Operations. Interested personnel shall submit a request for consideration via Official Report through the normal chain of command.

INITIAL TRAINING REQUIREMENTS

Personnel are required to operate within the scope and limitations of the FAA Part 107. Requirements are:

- A. Remote Pilot in Command
 - 16 years of age or older
 - District personnel
 - FAA Remote Pilot Certificate
 - District ground school
 - Minimum of 10 flight hours with District aircraft
 - Passed a proficiency flight evaluation
- B. Observer
 - 16 years of age or older
 - District personnel
 - District ground school
- C. Mission Approval Authority
 - Shift Commander or Command Staff
 - District ground school
 - Documented annual training on FAA Part 107

RE-CURRENT TRAINING REQUIREMENTS

- A. Annual proficiency check and maintenance training
- B. Monthly operation of the aircraft
- C. All sUAS pilots and observers must demonstrate proficiency by passing an annual practical flight test and additionally, recertification in accordance with FAA Part 107
- D. The District shall maintain a copy of the State and Federal aircraft registrations with the aircraft
- E. The District shall maintain a copy of FAA Part 107 with the transport vehicle
- F. All video or photography captured by the aircraft will be subject to the District's media policy. The release of information will be in compliance with ORS 192.501 "*Public Records Conditionally Exempt from Disclosure*"

PRIVACY

The District respects the rights of privacy of the public and will consider public perception in all operations.

In accordance with Oregon Law 72, the District will make available to the public, all policies and procedures guiding the operation or data capturing of the unmanned aircraft.

DATA POLICY

Recorded data (video / images) will be retained for not less than 30 days.

If the data is handled or stored by a third party every effort to secure and retain the integrity of the data will be made.

Requests for stored data will be by written request to the administrator – Fire Chief Roger Johnson
Sisters Camp Sherman FD

and subject to all applicable laws regarding transfer, privacy and evidentiary value. The administrator or his/her designee will review footage before release of data is granted. Some parts of video images not related to the incident and/or investigation may be redacted to protect privacy in compliance with HIPPA, or any other applicable State or Federal law.

Interagency transfers of data will be at the discretion of the administrator – Fire Chief Roger Johnson.

All associated expenses required for the transfer of the data will be borne by the requestor.

Policy Approval:

Fire Chief

Date
