



305.01 – ESF UAV PROGRAM (METRO)

1.0 PURPOSE:

To provide guidance for the operation, training and maintenance of ESF Unmanned Aerial Vehicles (UAV's). Identify authority and responsibility as it pertains to aiding outside agencies, the air space, and compliance to FAA regulation. Provide guidance for training, certification, and maintenance of ESF UAV pilots.

2.0 SCOPE:

These procedures and guidelines will apply to all Eugene Springfield Fire personnel who are involved in the training of UAV pilots.

- 2.1 UAV's can be used to gather information in the hazard zone without putting personnel at risk.
- 2.2 They can cover large areas quickly and provide information on terrain otherwise inaccessible by crews.
- 2.3 UAV's will increase safety and save time and money. ESF UAV's are intended to be used to enhance the safety and efficiency of our emergency response.
- 2.4 They shall never be used in a manner that places department personnel or the public at added risk.
- 2.5 They may be used on any call for service we respond to.
- 2.6 It is essential to the program's success to utilize our UAV's in a manner that respects and protects the privacy of the citizens we serve. This means avoiding incursions into air space that is not absolutely necessary for the mission.
- 2.7 The UAV program has the following purposes:
 - 2.7.1 Support emergency response. Air frames that are stored on response apparatus and piloted by shift response personnel shall be considered first for all emergency response.
 - 2.7.2 Support non-emergency response (inspections, pre-planning)
 - 2.7.3 Development of department training. Air frames kept in training, administration or video and QAP (Quick Action Plan) production shall focus on production of content that improves responder resources. They may be called to assist on an emergency scene, but typically will assist response personnel during pre-arranged tours and preplanning site visits.
 - 2.7.4 Outside agency assistance.

3.0 RESPONSIBILITY:

The UAV will be assigned a program manager at the rank of Battalion Chief who will report to the Deputy Chief of Strategic Services. The program must operate within FAA regulations and the constraints of the administrative order signed by Eugene and Springfield City Managers.



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4.0 Privacy:

The use of UAV's involves privacy considerations.

- 4.1 UAV operations will be conducted in a professional, ethical and legal manner. PIC's (Pilot in Command) and VO's (Visual Observer) shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy.
- 4.2 PIC's shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAV operations.

5.0 SAFETY:

- 5.1 During UAV Operations, the safety of all people is the number one priority of the UAV Team. It is the responsibility of the RPIC (Remote Pilot in Command) and UAC team members to assess all hazards within the Defined Incident Perimeter that could pose a potential safety risk and to deny launching the UAC or terminate a flight when it is clearly unsafe to continue.
- 5.2 The RPIC shall bring safety-related issues to the attention of the on-scene commander and the other team members when any condition exists or develops that becomes a safety concern, including the safety of persons and property on the ground. It should be understood and acknowledged by all participants that the RPIC is the sole and final authority regarding the safe operation of the UAV team members shall comply with the UAC Operations Manual, warnings, limitations, placards and /or mission checklists at all times unless an emergency dictates otherwise.

6.0 AUTHORIZED USES:

- 6.1 There are generally three types of mission callouts/requests for which the agency may deploy its UAC.
 - 6.1.1 Emergency Responses
 - 6.1.2 Planned Support Missions
 - 6.1.3 Demonstration Flights.
- 6.2 All requests for the deployment of the UAC will coordinate through the incident commander, who will make the determination if deployment of the UAC team will be appropriate for the mission.

7.0 STORAGE OF MEDIA AND DATA:

- 7.1 Unless required as evidence of a crime, as part of an ongoing investigation, for training, or required by law, images captured by a UAV should not be retained by the agency. All supporting imagery related to any operational mission that is retained will be treated in accordance with existing evidence control and archiving policies of the agency. Any time



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the UAC is used for an operational mission, the entire mission shall be recorded. The recording will be removed from the UAV will be considered original evidence. That evidence shall be handled in accordance with the agency's electronic evidence guidelines, to include chain-of-custody considerations, and duplication to a storage medium that has an appropriate digital shelf life.

8.0 TRAINING AND AUTHORIZATION OF PICS

8.1 Before a member can function as a PIC, they must be an FAA certified remote pilot and complete a minimum of 4 hours of flight training with a COE PIC to demonstrate their knowledge of operational requirements and proficiency with the airframe. The Program Manager has the authority to change or waive the requirement for minimum hours of training based on demonstrated proficiency and written documentation of knowledge and experience of the PIC candidate.

Authorizing Signature	
Eugene Springfield Fire Chief Joseph S. Zaludek	
Date: April 30, 2019	