

[REDACTED]  
[REDACTED]

13 December 2018  
Reference: F0004049

Dear [REDACTED]

Thank you for your request of 11 December 2018, for the release of information held by the Civil Aviation Authority (CAA). Your request has been considered in line with the provisions of the Freedom of Information Act 2000 (FOIA).

Your request:

*'i was after a organisation chart of the gatwick fire service, and job descriptions and person specs for the fire support services technicians. (LFB they have the Protective Equipment Group who maintain their equipment)'*

Our response:

Commission regulation (EU) no. [139/2014](#) requires aerodrome operators (such as Gatwick Airport) to have an emergency plan in place. This must:

1. Be proportionate to the aircraft operations and other activities taking place at the aerodrome;
2. Provide for the coordination of appropriate organisations to respond to an emergency at the aerodrome or in its surroundings;
3. Contain procedures for testing the adequacy of the plan, and for reviewing the results in order to improve its effectiveness.

One of the major parts of this plan is the provision of airport rescue and fire fighting services (RFFS) with adequate equipment, fire-extinguishing agents and properly trained personnel to respond to emergencies efficiently.

However, the CAA are not involved in the day to day operations of Gatwick Airport Fire and Rescue Service and therefore do not hold any information in scope of your request.

Gatwick Airport have published their aerodrome operations manual on their [website](#) which may include information that is of assistance to you. Additionally, you may wish to contact Gatwick Airport who may be able to provide you with the information you are requesting.

**Civil Aviation Authority**

Aviation House Gatwick Airport South Gatwick RH6 0YR. [www.caa.co.uk](http://www.caa.co.uk)

Email: [foi.requests@caa.co.uk](mailto:foi.requests@caa.co.uk)

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Caroline Chalk  
Head of External Information Services  
Civil Aviation Authority  
Aviation House  
Gatwick Airport South  
Gatwick  
RH6 0YR

[caroline.chalk@caa.co.uk](mailto:caroline.chalk@caa.co.uk)

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

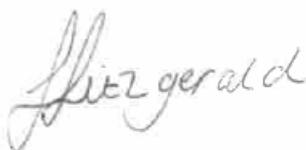
Should you remain dissatisfied with the outcome you have a right under Section 50 of the FOIA to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office  
FOI/EIR Complaints Resolution  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

<https://ico.org.uk/concerns/>

If you wish to request further information from the CAA, please use the form on the CAA website at <http://publicapps.caa.co.uk/modalapplication.aspx?appid=24>.

Yours sincerely

A handwritten signature in cursive script that reads "Jade Fitzgerald".

Jade Fitzgerald  
Information Rights Officer

**CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE**

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.