

## **Caboolture Airfield Emergency Response Plan**

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### **1. INTRODUCTION**

This plan has been developed as a supplement to the Caboolture Airfield Operations Manual. It is established to provide guidelines to be followed in the event of any of the following events: ○

Aircraft incident ○ Aircraft accident ○ Fire or other emergency ○ Natural disaster ○ Unlawful action affecting operations

They are prefaced on the state and local emergency services being activated by eyewitnesses who would contact emergency services as a first action. The incident site will subsequently be under the control of an incident commander appointed by emergency services after their activation. The role of CAC in such matters is to ensure the safety and security of airfield operations, and of Club and members' property.

#### **1.1 Authority to Implement**

Responsibility for the implementation of this plan rests with the Caboolture Aero Club President, or Committee Approved Person (CAP). Upon implementation of the plan, a Response Team Leader shall be nominated.

#### **1.2 Implementation**

Implementation of this plan will occur after initial assessment of the situation. This assessment should consider the following:

- Aircraft or vehicle type involved
- Specific location of the incident
- Accessibility
- Weather and climatic factors
- Number of passengers
- Nature and extent of any injuries
- Any hazardous cargo or biological hazard
- Security of the site

It will be necessary for those involved in the implementation of this plan to exercise initiative, flexibility and judgement in addressing the particular situation.

The primary concern shall be the safety people and security of airfield operations. The initial assessment should also consider the seriousness of the incident and determine if flight operations should continue or be suspended.

## **2. PREPARING FOR EMERGENCIES**

The key to successfully responding to any challenging situation is preparedness. Training, knowledge, communication, and resource management all contribute a satisfactory outcome.

### **2.1 Intent**

A variety of circumstances may create risks to persons, aircraft, or assets. The intent of planning a response to an incident occurring on or near the airfield is to ensure that appropriate resources are available to respond to any such incident.

Planning must necessarily focus on:

- Management control of the situation
- Co-ordination of resources, including those sourced externally

Effective and clear communication is essential in achieving a successful outcome, as is cooperation between all persons and agencies involved.

## **3. RESPONING TO EMERGENCIES**

The primary focus will be on:

- Notification of emergency services
- Provision of initial first aid assistance to those injured
- Facilitating access to the site by emergency services
- Safety of those involved in recovery actions
- Impact on other airfield users be minimised

### **3.1 Response Team Composition**

The minimum requirement for a response team shall be:

- Committee Approved Person, who is be equipped with a mobile telephone and a handheld VHF radio. **The Club emergency contact number is mobile telephone 0488 922 245**
- Response Team Leader, nominally the President, who shall be equipped with keys to all airfield access gates and a mobile telephone. The Response Team Leader has the authority to combine, or expand upon, these functions as required.

### **3.2 Response Team Roles**

The role of each team member should broadly include the following:

#### **Response Team Leader:**

The Team Leader shall ensure that emergency services are directed to the incident site via the safest and most practical route, having regard for other airfield activities and natural hazards such as concealed ditches or soft surfaces. Care should be exercised whenever emergency vehicles are to cross any active runway.

In the absence of gate keys initially, the electric gate may be controlled by any available person at the gate with a key card.

The Team Leader shall appoint additional response team members as deemed necessary, and in the case of a protracted recovery operation, arrange for replacement team members, including facilitating their access to the airfield.

The Team Leader shall also decide in consultation with emergency services whether airfield operations should be limited or suspended, and when such limitations or suspension shall be lifted. The decision to suspend airfield operations may include or exclude helicopter operations, refuelling operations, and airfield maintenance, depending upon the proximity of these operations to the incident site, and the likelihood of these operations interfering with access by emergency services.

**Note: Emergency Services aircraft are excluded from complying with airfield operational restrictions.**

It shall be the responsibility of the Team Leader to remain at the incident site until rescue and recovery operations are complete, or until such time as relieved by a replacement Team Leader.

#### **Committee Approved Person:**

The Committee Approved person shall be required to implement any restriction or suspension of airfield operations to enable rescue and recovery operations to proceed. This shall be affected by periodic broadcast on the CTAF frequency, as well as by telephone notification to access agreement holders and flying schools.

If the decision is made to suspend airfield operations, the Committee Approved Person is responsible for placing white crosses on the affected runways, and their removal before the resumption of operations.

## **4. COMMUNICATIONS**

Effective communication is the key to a successful response. Primary communications will rely on mobile telephones and a hand-held VHF radio.

First contact with emergency services must include identification of the most suitable gate to access the incident site.

### **4.1 Media Communication**

The Club President is the only person approved to make comment to media on behalf of the Aero Club. Any requests for comment on the specifics of an incident should be referred the appropriate emergency services spokesperson. Members assisting with the response must not make personal comments about the incident to the media.

### **4.2 Communication with other airfield users**

The primary means of advising aircraft of any limitation or suspension of operations should be by broadcast on the CTAF frequency utilising VHF radio. Secondary means of notification to aircraft should be by situating white crosses on the affected runways or in the signal pad near the primary wind direction indicator.

## **5.0 RECOMMENCEMENT OF AIRFIELD OPERATIONS**

The decision to re-instate normal operations at the airfield shall be made by the Team Leader, after consultation with emergency services.

The decision should only be made after a thorough inspection of the airfield to ensure that there is no hazard to other airfield users, and that any wreckage or debris has been removed from operational areas. A general inspection of the airfield should also be carried out to ensure that all operational areas are serviceable. Care should be taken to examine the operational surfaces for

impact damage or damage by heavy vehicles. Maintenance to such damaged areas must be complete prior to return to operation use.

Any changes in operational status, such as temporary closure of any runway or taxiway, will be clearly defined by unserviceability markers.

## **5. OPERATIONAL REVIEW**

Post-incident reviews are an important tool enabling procedures and preparedness to be strengthened so that future incidents are responded to successfully.

### **5.1 Debriefing of Response Team Members**

After resumption of normal operations, the Team Leader shall convene a de-briefing of all response team members. An invitation will be extended to a representative of the Emergency Services Groups that attended the incident. This should ideally be conducted at a venue away from the incident site, and should afford each team member an opportunity to reflect on their role and offer suggestions as to how procedures in this ERP might be improved. The effectiveness and suitability of resources should also be considered.

### **5.2 Aero Club Committee Review**

At the earliest practical opportunity, the Aero Club President should convene a meeting to review operational procedures and resource allocation, in view of the experience gained. Depending upon the circumstances of the incident, feedback from external agencies involved in the response should be invited.

### **5.3 Amendments to the Emergency Response Plan**

Following any operational review, the Airfield Emergency Response Plan shall be amended to incorporate changes, and the revised plan circulated accordingly.

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ANNEXURE E – Emergency Response Plan

