

Takaka Aerodrome

Emergency Plan

REVIEW SCHEDULE

Issue #	Date Approved	Comments
1	June 2018	
2	February 2019	
3		
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5		
6		
7		

February 2019

1 Introduction

The Takaka Aerodrome Emergency Plan (AEP) (has been prepared to guide the response to any aerodrome or aerodrome related emergency. The plan is an operational document and has been prepared from the guidance material on aerodrome emergency planning provided by the Civil Aviation Authority (CAA) in Advisory Circular AC139-14 and CAA rule 139.09.

The AEP is the process of preparing the aerodrome to cope with an emergency at or near the aerodrome. As the aerodrome does not have on site management staff, or 24 hour operational presence, coordination will be a team effort, initially by the aerodrome occupiers combined with local emergency services. This plan aims to minimise confusion of roles in the event of an incident.

2 Objective

The objective of the AEP is to minimise the extent of personal injury and property damage resulting from an incident. There are three key objectives:

- Minimise loss of life.
- Return the aerodrome to normal operations as soon as possible.
- Gradually stand down emergency services.

3 Types of Emergencies and Responsibilities

This AEP relates to incidents that have the potential to affect the aerodrome operations and use and is therefore outside of the incidents that only require individual company emergency procedures. The types of emergency and responsibilities are categorised as follows:

<p>a. Aircraft</p> <ul style="list-style-type: none"> i. Local Standby ii. Full Emergency iii. Aircraft Accident iv. On ground fire/collision v. Immobilized Aircraft 	<ul style="list-style-type: none"> i. Emergency Plan / Airline/Organisation Plan* ii. Emergency Plan / Airline/Organisation Plan* iii. Emergency Plan / Airline/Organisation Plan* iv. Emergency Plan / Airline/Organisation Plan* v. Emergency Plan / Airline/Organisation Plan*
<p>a. Natural</p> <ul style="list-style-type: none"> i. Earthquakes ii. Storms 	<ul style="list-style-type: none"> i. Individual Company and Civil Defence. ii. Individual Company and Civil Defence
<p>b. Other</p> <ul style="list-style-type: none"> i. Facility Fire ii. Vehicle accident and fuel spillage iii. Hazardous Substances – re-fuelling. 	<ul style="list-style-type: none"> i. Individual Company ii. Emergency Plan/Individual Company* iii. Emergency Plan/Individual Company*

* The plan used depends upon whether solely affecting the individual airline/organisation or company or whether the incident affects other users.

4 Procedures

(a) Category of Response

The Aerodrome Emergency Plan has five categories for response:

- Local Standby
- Full Emergency.
- On Aerodrome Emergency.
- Near Aerodrome Emergency.
- Other categories: collision, immobilized aircraft, vehicle accident, spillage.

Emergencies or accidents involving aircraft over 1.5 kilometres from the Takaka Aerodrome are outside the scope of this emergency plan and depending on the incident are dealt with by the airline/organisation and such organisations as search and rescue. See Appendix 6 for a map of the scope.

Signs are to be affixed to the refueling station and in front of the Aero Club indicating who to contact in an emergency and the aerodrome's physical location.

The duty person referred to in this document will be the observer of the emergency and in most cases will be a person associated with the aircraft involved. Branded Hi Viz vests will be located at the Takaka Aero Clubrooms.

(b) Local Standby

A local standby phase is declared when an aircraft approaching the aerodrome is known, or is suspected, to have developed some defect, but the trouble is not such as would normally prevent carrying out a safe landing.

The preferred option is to divert the aircraft to Nelson airport where there are onsite emergency services, if this can be achieved safely.

If the aircraft is to land at Takaka Aerodrome a LOCAL STANDBY PHASE will bring all emergency services to a state of emergency with a recommendation that they will attend the aerodrome.

Refer to Appendix 1 for the procedural chart.

(c) Full Emergency

A full emergency phase is declared when an aircraft approaching the aerodrome is, or is expected to be, in such trouble that there is danger of an accident.

The aircraft should be diverted to Nelson airport where there are onsite emergency services, if this can be achieved safely.

If the aircraft is to land at Takaka Aerodrome a FULL EMERGENCY PHASE will bring all emergency services to the aerodrome meeting point (see Appendix 4).

Refer to the first part of Appendix 2 for the procedural chart "On Airport Emergency (Full Emergency)". The procedure will be followed as though an accident will occur until the aircraft has landed safely.

(d) On Aerodrome Emergency

The process is activated when an aircraft accident or crash has occurred at the aerodrome.

Refer to Appendix 2 for the procedure chart which shows the role of all services, including Fire, Police, Ambulance, aircraft companies and CAA.

The important part for this emergency plan is the activation of the first response systems until the emergency services arrive and take control, and the airline/organisation company, involved with CAA become responsible for the incident. The following flip charts are therefore specific to the aerodrome user's response.

(e) Near Aerodrome Emergency

The process is activated when an aircraft accident or crash has occurred near the aerodrome (within 1.5 km).

The procedures associated with this emergency category are those of the individual airline or local organisation rather than that of the aerodrome and, depending on location may include and be controlled by other organisations such as Search and Rescue, Fire, Ambulance or Police. The local duty person(s) that may receive a call of a near Aerodrome Emergency shall be the local company with responsibility for the aircraft in the first instance. If it is a private aircraft refer to the procedures in 5 (a) below.

In all cases the local airline / organisation involved shall inform the TDC Aerodrome Operator at the earliest occasion.

Refer to Appendix 3 for the procedure chart.

(f) Other Emergencies

The procedures for all other emergencies such as ground collision of aircraft, immobilised aircraft, vehicle accident, bomb threat, sabotage, unattended or suspicious articles and fuel spillage will depend upon the severity and location of the incident. All incidents that occur on the runways shall be either a stand-by or full emergency.

In all cases each emergency, no matter how small, shall be fully reported in writing by the airline or organisation involved to the Takaka Aerodrome User Group and the Aerodrome Operator who shall review the effectiveness of the AEP procedures.

5 Initial Control and Response

(a) Initial Incident Control

The realisation of a potential or actual incident will mostly be with the airline/organisation associated with the aircraft. In this case, the "Observer of the Emergency" is the duty person for that company and will be responsible for activating the procedures by dialing 111. Either the police, fire and ambulance services (or all of these) may be required to respond.

If the Emergency Service Communications centre require a person to remain on line and the duty person does not have a second person to take this role (while they initiate the initial emergency response and arrange to meet the emergency services at the meeting point) the Duty Person shall make the emergency call from a cell phone or transfer the call to a cell phone so the Duty Person may be free to undertake these other duties.

(b) Initial Incident Response

The Emergency Layout Plan, refer Appendix 4, shows the location of fire extinguishers, medical first aid kits and the services meeting point. A schedule of inspection of the equipment shall be compiled and managed by the Takaka Aerodrome User Group and forms part of this plan, (Appendix 5). The use of foam fire extinguishers only is recommended.

(c) Preserving Evidence

After an aircraft accident, an investigation into the cause of the accident will need to be undertaken before the removal of any aircraft wreckage, contents or other object involved in the accident. It is vital that all evidence is preserved on-site for the investigative authorities, and that the accident site is disturbed as little as possible during the emergency response phase.

The aircraft operator is responsible for removing the aircraft in consultation with the aerodrome operator.

The Transport Accident Investigation Commission, Civil Aviation Authority or NZ police may investigate and authorise removal of wreckage.

(d) Light aircraft incidents

For light aircraft accidents with no fatalities or serious injuries, CAA authorisation is still required before any wreckage may be removed.

CAA advisory circular AC139-14 states:

Removal of wreckage and return to normal operations can be expedited, if the aerodrome operator is prepared to initiate the investigations process before the CAA inspectors arrive (or in lieu of CAA inspectors needing to arrive). To do this the aerodrome operator must seek on each occasion the CAA's agreement and instructions, to undertake initial investigative actions on the CAA's behalf.

Depending on the severity of the accident and circumstances, such agreement may not be available unless there has been prior agreement with CAA that –

- Staff are available who have undertaken basic accident investigation training; and
- Procedures are in place for the collection of evidence, such as site photography, location marking of impact marks, site sketches, descriptive notes and other such actions as the CAA requires.

(e) Recovery of Operations

Depending on the circumstances of the emergency, recovery may occur in a staged manner, before a full recovery with unrestricted operations. The Aerodrome Operator must ensure that areas of the aerodrome affected by the emergency are inspected and cleared for use before unrestricted operations may commence. This may require that

restricted operations are in place for some time.

6 Review and Simulated Exercise

(a) Emergency Plan Review

The AEP will be reviewed by the Takaka Aerodrome User Group on an annual basis after the annual exercise. The Aerodrome Operator will amend the plan as required and submit it to the Takaka Aerodrome User Group. The responsibility for implementing the plan is that of the Aerodrome Operator in conjunction with the User Group.

(b) Simulated Emergency Exercise

Civil Aviation rule 139-09 require that *“the Aerodrome Operator must have procedures to maintaining the effectiveness of the emergency plan. They must include:*

- (i) Ensuring that personnel having duties and emergency responsibilities under the AEP are familiar with their assignments and are properly trained.*
- (ii) Testing the AEP conducting either:
 - a. full scale aerodrome emergency exercise is held at least once every two years with special exercises between the full scale exercises to ensure that any deficiencies found during the full-scale exercises have been corrected:*
 - b. A series of modular tests to be done every 3 years commencing in the first year and including a full scale aerodrome emergency exercise no more than 3 years after commencement.**
- (iii) Reviewing the AEP after each exercise or after an actual emergency to correct any deficiency found.”*
- (iii) Coordinating the AEP with all organisations and persons who have responsibilities in the plan, including where appropriate, law enforcement agencies, security providers, rescue and firefighting agencies, medical personnel and organisations, and principal tenants of the aerodrome.*

The staging of a full scale emergency exercise is essential to maintain the preparedness and adequacy of the AEP. A special desk top exercise should be undertaken every other year to test adjustments made to the plan.

The purpose of the emergency exercise is to test the adequacy of

- Response of all personnel involved
- Emergency plans and procedures, and
- Emergency equipment and communications.

The Takaka Aerodrome User Group will appoint an overall exercise controller to manage the running of the exercise and to determine the outcomes. The group would scope the exercise to test a likely scenario.

The exercises shall be undertaken with a representative invited from each of the emergency services and the User Group.

The outcomes will be prepared as minutes to the exercise.

7 Contact List

(a) Tasman District Council:

Aerodrome Operator – Mark
Johannsen

Contact TDC: 03 543 8400

DD: 03 543 445

Mobile: 027 579 3799

Email: property.officers@tasman.govt.nz

(b) Duty Persons:

- **Golden Bay Air**

Name: Richard Molloy

Contact: 0800 588 885 or 03 525 8725

Email: info@goldenbayair.co.nz

- **Adventure Flights**

Name: Mit Bereton

Contact: 03 525 6167 or 027 220 3476

Email: mit@adventureflights.co.nz

- **Golden Bay Flying Club**

Name: Murray Bensemann

Contact: 022 413 0415

Email: imuzz@xtra.co.nz

Chart 1
In case of an emergency

DIAL 111 EMERGENCY SERVICES

Details:

- Incident description
- Location

Equipment:

- Land line phone, or
- Cell phone

Chart 2

TAKE CONTROL of AERODROME

Details:

- Clear aircraft to land
- Recommend diversion to Nelson Airport
- Alert aircraft users by general transmission on aerodrome frequency channel.

Equipment:

- Cell phone
- VHF radio
- Note book – record event with timeline.

Chart 3

FIRST RESPONSE

Details

- Respond to emergency
- Assist with regard to personal safety and prevention of further incidents.

Equipment:

- Fire extinguisher
- Medical kit.

Chart 4

MEETING with EMERGENCY SERVICES

Details

- Meeting with Emergency Services at designated location or by cell phone
- Clear access for Emergency Services
- Hand over CONTROL of emergency.

Equipment:

- Cell phone
- VHF radio.

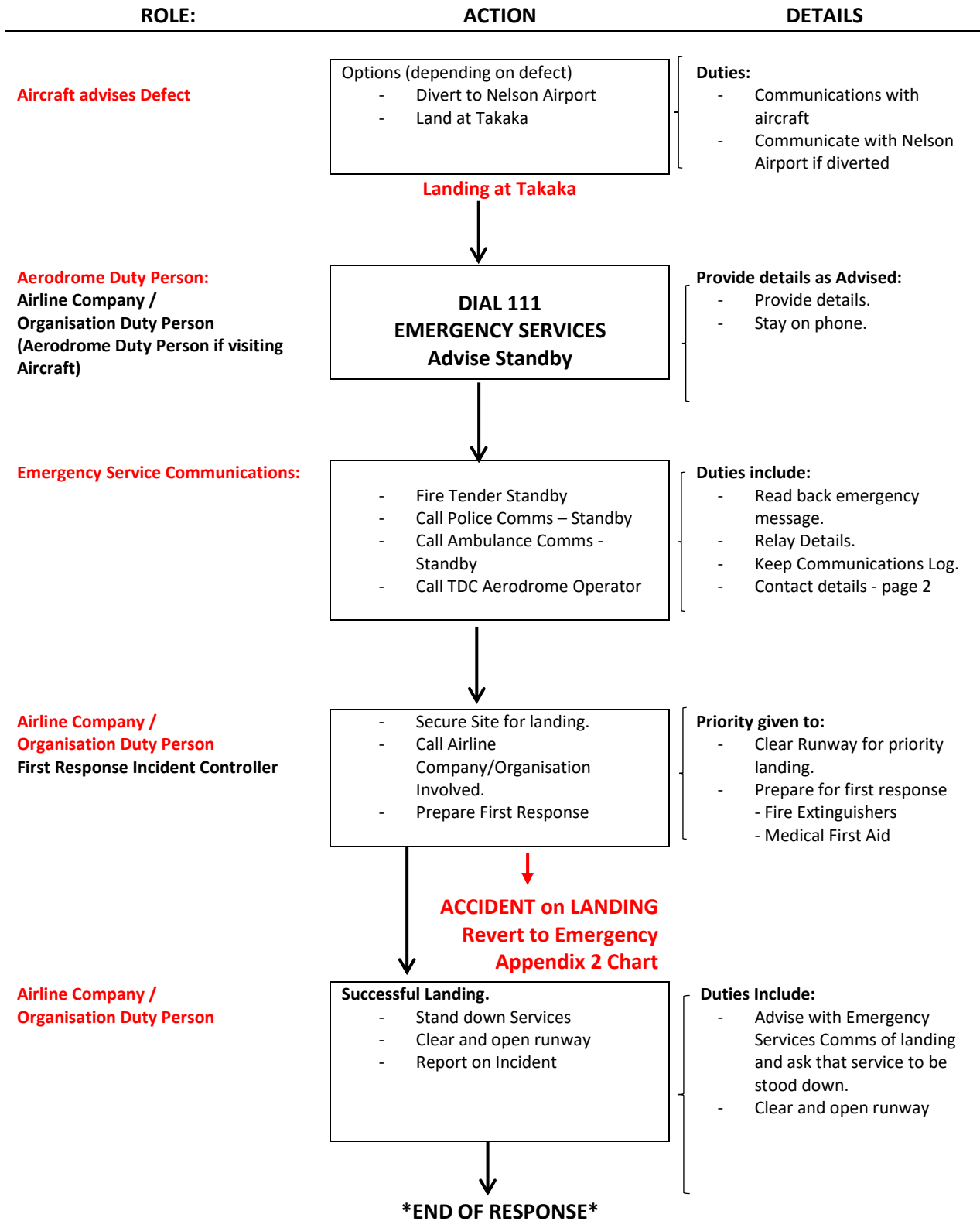
Chart 5

AFTER HANDOVER of CONTROL

Details:

- Phone airline/
organisation involved
- Phone Council
Aerodrome Operator
- NOTAM advice if
required
- Coordinate Aerodrome
interests.

APPENDIX 1
LOCAL STANDBY PHASE



APPENDIX 2

ON AIRPORT ACCIDENT PHASE (& FULL EMERGENCY PHASE)



ROLE	ACTION	DETAILS
<p>Observer of emergency.ⁱ and Aerodrome Duty Person:</p>	<p>DIAL 111 EMERGENCY SERVICES</p>	<p>Provide details as Observed:</p> <ul style="list-style-type: none"> - Location - Incident Description - Meeting Point - Stay on phone.ⁱⁱ
	↓	
<p>Emergency Service Communications:</p>	<ul style="list-style-type: none"> - Dispatch Fire Tender - Call Police Comms. - Call Ambulance Comms. - Call Aerodrome Duty Person (if not Observer) - Call TDC Aerodrome Operator. 	<p>Duties Include:</p> <ul style="list-style-type: none"> - Read back emergency message. - Relay details - Keep communications log - Contact Details - Page 2
	↓	
<p>Aerodrome Duty Person: First Response Incident Controller</p> <p>Contact CAA</p>	<ul style="list-style-type: none"> - First Response. - Meeting with Services. - Provide safe access route for Services. - Secure Site. - Call Airline/Organisation Involved. - Call TDC Aerodrome Operator. - NOTAM advice – if needed. - VHF alert on aerodrome frequency. 	<p>Priority Given to:</p> <ul style="list-style-type: none"> - Liaise with clearing route for Fire/Ambulance. - Control first response - Fire Extinguishers - Medical First Aid - Any assistance necessary with regard to personal safety and prevention of further incidents. - Handover Aircraft responsibilities to airline ASAP. Refer page 2 - Coordinate response until Aerodrome Operator arrives. Refer Page 2.
	↓	
<p>Emergency Services: Take over as Incident Controller on arrival.</p>	<ul style="list-style-type: none"> - Meeting point on site and attend Emergency. - Assess and treat emergency. 	<p>Attend to Incident:</p> <ul style="list-style-type: none"> - Action emergency - Or Stand-down if aircraft lands safely.
	↓	
<p>Police: Take over as Incident Controller on arrival</p>	<p>Assume responsibility as Incident Controller on arrival from:</p> <ol style="list-style-type: none"> 1. Aerodrome Duty Person 2. Fire Service 	<p>Incident Controller:</p> <ul style="list-style-type: none"> - Establish Emergency Operations Centre/Area. - Secure Site - Or Stand-down if aircraft lands safely.
	↓	
<p>Ambulance:</p>	<ul style="list-style-type: none"> - Meeting point on site and attend emergency. - Assess and treat emergency 	<p>Attend to Incident :</p> <ul style="list-style-type: none"> - Action emergency - Or stand-down if air craft lands safely/
	↓	
	<p>*END OF INITIAL RESPONSE*</p>	

**APPENDIX 2
ON AIRPORT EMERGENCY**

Continued – page 2

ROLE	ACTION	DETAILS
Airline/Organisation - during emergency	<ul style="list-style-type: none"> - Activate Company Emergency Response. - Responsible for Aircraft. - Passenger/Cargo Data - Notify CAA (who notify TAIC if required) - NOTAM updates 	<ul style="list-style-type: none"> - Confirm passage and cargo details to Police. - Companies Emergency Plan in use. - Requirements of CAA to follow. - Media Liaison – Incident Aspects.
Airline/Organisation - Post emergency.	<p style="text-align: center;">↓</p> <ul style="list-style-type: none"> - Take Control from Police. - NOTAM cancel. - Remove aircraft from scene once approved by CAA. 	<ul style="list-style-type: none"> - CAA procedures. - Company Procedures
ROLE	ACTION	DETAILS
TDC – Aerodrome Owner - Aerodrome Manager	<ul style="list-style-type: none"> - Overall coordination as owner, handed over from Duty Person on arrival. - Liaise with emergency services and airline. - Media Liaison – Aerodrome aspects 	<ul style="list-style-type: none"> - Notify Emergency Services and Aerodrome Duty Person. - Advise Mayor and CEO. - Attend Incident. - Media Liaison for Aerodrome aspects only (see Airline Media liaison above)
	<p>CONTACT DETAILS:</p> <p>1. Aerodrome Duty Person: Golden Bay Air Richard Molloy 03 525 8725</p> <p>2. TDC Aerodrome Operator: - Mark Johannsen 03 543 8445 027 579 3799</p> <p>3. CAA: - 0508 222 433</p>	

FOOTNOTES:

ⁱ The initial response may be a member of the public. As soon as the emergency is reported to the Duty Company (person) that person shall also Dial 111, identifying themselves and become the INITIAL RESPONSE CONTROLLER until the services arrive.

ⁱⁱ Issue – Duty Person may be required to stay on the phone. A second phone or radio may be required to also undertake the first response role.

**APPENDIX 3
OFF AERODROME
EMERGENCY PHASE**

*This chart is in lieu of Local Organisation's own response only.
Example – visiting aircraft*

ROLE	ACTION	DETAILS
Emergency with 1.5km Reported to one Duty Person	DIAL 111 EMERGENCY SERVICES	Provide Details as Observed: <ul style="list-style-type: none"> - Location - Incident Description
Emergency Service Communications:	↓ <ul style="list-style-type: none"> - Dispatch Fire Tender - Call Police Comms. - Call Ambulance Comms. - Call Aerodrome Duty Person - Call TDC Aerodrome Operator. 	Duties Include: <ul style="list-style-type: none"> - Read back emergency message - Relay details - Keep Communications log. - Coordinate initial response prior to appropriate services that may be Search and Rescue.
Aerodrome Duty Person:	↓ <ul style="list-style-type: none"> - Dispatch vehicle to location - Take handheld radio - Dispatch local aircraft on advise of emergency Services - Retain one staff at Takaka to relay radio messages. - Advise Airline Company or Aircraft owner 	Priority given to: <ul style="list-style-type: none"> - Assisting Emergency Services - Relay any messages
Airline Company/ Aircraft Owner	↓ <ul style="list-style-type: none"> - Takes Control of incident. 	
	END OF TAKAKA AERODROME RESPONSE	

Appendix 4 Location of Equipment



Appendix 6 Scope of Emergency Plan



Appendix 6: Scope of Emergency Plan



