

The NSW Sport Aircraft Club



EMERGENCY RESPONSE PLAN

February 2019
Revision 003

Postal Address
POBox450,
CAMPBELLTOWN
NSW.2560

Principal Place of Business
Wedderburn Airport NSW

Email: nswsacom@gmail.com

Web: www.nswsac.com.au

OVERVIEW AND DEFINITIONS3

IMMEDIATE PRIORITIES AND RESPONSES4

HIGH PRIORITIES AND RESPONSES5

FOLLOW UP ACTIONS7

AIRCRAFT EMERGENCY RESPONSE FLOWCHART8

EMERGENCY RESPONSE CHECKLIST9

EMERGENCY CONTACT NUMBERS10

Overview

This guidance is provided for reference by SAC Wedderburn members and Committee of Management in the unfortunate event of accidents or incidents involving aircraft, ground support equipment and persons attending Wedderburn airfield. This document describes requirements for immediate action and for informing SAC committee, emergency services and external agencies. It provides key contacts and phone numbers. For aviation incidents/accidents it explains the official requirements mandated by the ATSB and CASA.

Important Definitions for Aircraft Accidents & Incidents

The following advice is important; these definitions not only delineate the severity of occurrences but also invoke different levels of required response. In accordance with the Air Navigation Act 1920 Part 2A, it is mandatory to report all **accidents, serious incidents, incidents** and **occurrences** involving civil aircraft operations in Australia and Australian-registered aircraft overseas to the Australian Transport Safety Bureau (ATSB).

Accident - An occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight until all such persons have disembarked, in which:

1. Any person suffers death or serious injury.
2. The aircraft incurs substantial damage or structural failure.
3. The aircraft is missing or inaccessible.

Serious incident - An occurrence associated with the operation of an aircraft that affects or could affect the safety of the operation of the aircraft or that involves circumstances indicating that an accident nearly occurred. Examples include near-collisions, serious undershoots, pilot incapacitation and like occurrences.

Incident - An occurrence, other than an accident or serious incident, associated with the operation of an aircraft that affects or could affect the safety of operation of the aircraft. In practice this definition is broadly interpreted and the incident reporting system accepts any reports, requests, complaints and suggestions which relate to aviation safety.

Whilst the focus of this document is on accidents, serious incidents, incidents and occurrences involving aircraft and aviation related activities, it is also possible that untoward events, accidents and incidents may occur on the airfield with regard to ground operations, motor vehicles, machinery and plant, ground infrastructure or natural hazard. The same principles apply with regard to emergency response, with these requirements tailored to the demand, threat and severity of the situation.

References:

- Air Navigation Act 1920 Part 2A
- Transport Safety Investigation Act 2003 Sections 18 and 19
- SAAA Safety Management Plan (July 2015)

Signed By



Pablo Depetris

President SAC Wedderburn

Dated: 19 February 2019

IMMEDIATE PRIORITIES AND RESPONSES

1. **SAFETY OF LIFE** (refer to ERP flow chart Page.9)

- Your “Personal Safety” is the first priority.
- Ascertain if it is safe to approach the crash/accident site.
- Beware of the possibility of explosion from fuel/oil spill.
- Beware of airborne pathogens and combusted carbon fibre.
- If safe to do so provide immediate first aid.
- Call Emergency Services (000) if required or if in any doubt – Police, Fire, Ambulance
- Provide immediate firefighting response
- If required to prevent further injury to persons involved, remove to safe location clear of immediate hazards
- Ensure others are not exposed to further hazards

2. **ASSIST EMERGENCY SERVICES**

- Expedite their access to the accident/incident site and any deceased or injured people
- Escort emergency services if required ensuring they do not enter active runways.
- Assist in preserving the accident scene.
- Observe Police instructions
- Restrict media and news crew access

NOTES -

- These immediate priorities and responses are paramount and must take precedence over lower priority responses described below.
- When an accident or serious incident occurs, people will be stressed and will tend to react instinctively, sometimes focusing on lower priority issues.
- Restoring a sense of calm and discipline is very important.
- Clear delegation of tasks to individuals is very important.
- People will respond positively to calm and assured leadership.

HIGH PRIORITIES AND RESPONSES

Having ensured that the immediate priorities and responses are being or have been attended to, the following high priority actions should be pursued.

Records:

- prepare and collect witness accounts of the accident or incident, plus relevant data and imagery as soon as possible prepare and collect independent written statements from witnesses and those attending the scene, having briefed them on the importance of recording their own observations and actions, with minimum discussion with others
- take and retain photographs
- take measurements and prepare diagrams
- retain meteorological forecast printouts and data

Note: If Police officers confiscate any records and documents, recommend delegating someone to accompany the officers to the police station to obtain a receipt for the originals and collect photocopies of those documents.

Ensure preservation of physical evidence:

- assist police and investigating authorities
- on the advice of the ATSB aircraft or wreckage may have to remain at the scene or on runway, if no further safety hazard
- photographs are important before any physical evidence is moved
- covering or protection of evidence may be required

Note: Physical evidence may be seized by police or the ATSB. If this occurs, prepare and retain an inventory of what evidence is collected.

Inform SAC President, SAC Secretary, SAC Caretaker or their deputies:

- contact details are attached
- they will assist if possible in contacting next of kin and may mobilise help/relief for duty crew on the scene

If a fatality, inform ATSB, CASA and relevant sporting body if appropriate.

- contact details are attached
- either SAC President or Secretary should do this

If aircraft overdue or location unknown, call AUSSAR

- contact details are attached
- consider using available aircraft to assist as airborne search or radio relay assist
- ensure listening watch on distress frequency 121.5MHz
- ensure Club mobile numbers are working and monitored

Manage members of public, limit access

- safety of members of the public present on the field is paramount
- members of the public who are witnesses should be carefully debriefed.

- delegate a member to man the airfield access gate to limit access to essential people only, politely decline access to spectators and gawkers in order to assist duty crew and emergency services to manage the scene, reduce movement of physical evidence, limit exposure to hazards, and better manage stress or trauma of those affected

- if there is a fatality, media and public should be advised it is an accident under investigation by the ATSB, CASA and/or Police

Note: If there is a fatality, the airfield will probably be closed and classified as a crime scene. Police will require strict access controls.

Manage media access or inquiries, limit public comment

- if media are present at the time, ensure they are escorted by a member at all times and refer them to the SAC President.
- if time permits, SAC President to draft a very short summary of the key facts and circumstances regarding the accident or incident.
- if there is a fatality, DO NOT release names of victims
- if there is a fatality, media and public should be advised that the accident is under investigation by the ATSB / Police and comment is not possible.

Manage SAC members and public present on the field

- focus on the key facts, do not speculate or offer opinion
- affirm assistance will be provided to deal with any stress or trauma
- affirm that it is normal for strong emotions to be felt, that may require expression and comfort
- get statements in writing from those present as to what they did or did not see, what their actions were
- get a complete list of those present and their contact information who witnessed the event.

NOTES:

- These responses are important but will always be lower priority than the Immediate Priorities and Responses, which may require continuing attention and oversight whilst these responses are being addressed.
- When an accident or serious incident occurs, people will be stressed and will tend to react instinctively, sometimes focusing on lower priority issues.
- After the initial essential responses, people will want to express their emotions and seek out explanations.
- Maintaining a focus on the key facts and most important actions, whilst instilling sense of calm and discipline is very important.
- Clear delegation of tasks to individuals is very important, noting that many activities here must occur in parallel.
- People will respond positively to calm and assured leadership.
- If there is a fatality, police officers will have authority over many issues on the airfield, but as non-aviators will require expert advice and counsel on what actions are appropriate. The senior person on site must therefore establish a direct relationship with the Police Officer-In-Charge on the scene. The airfield must be closed and access controlled.
- If in doubt, seek advice and support from the SAC President as appropriate.

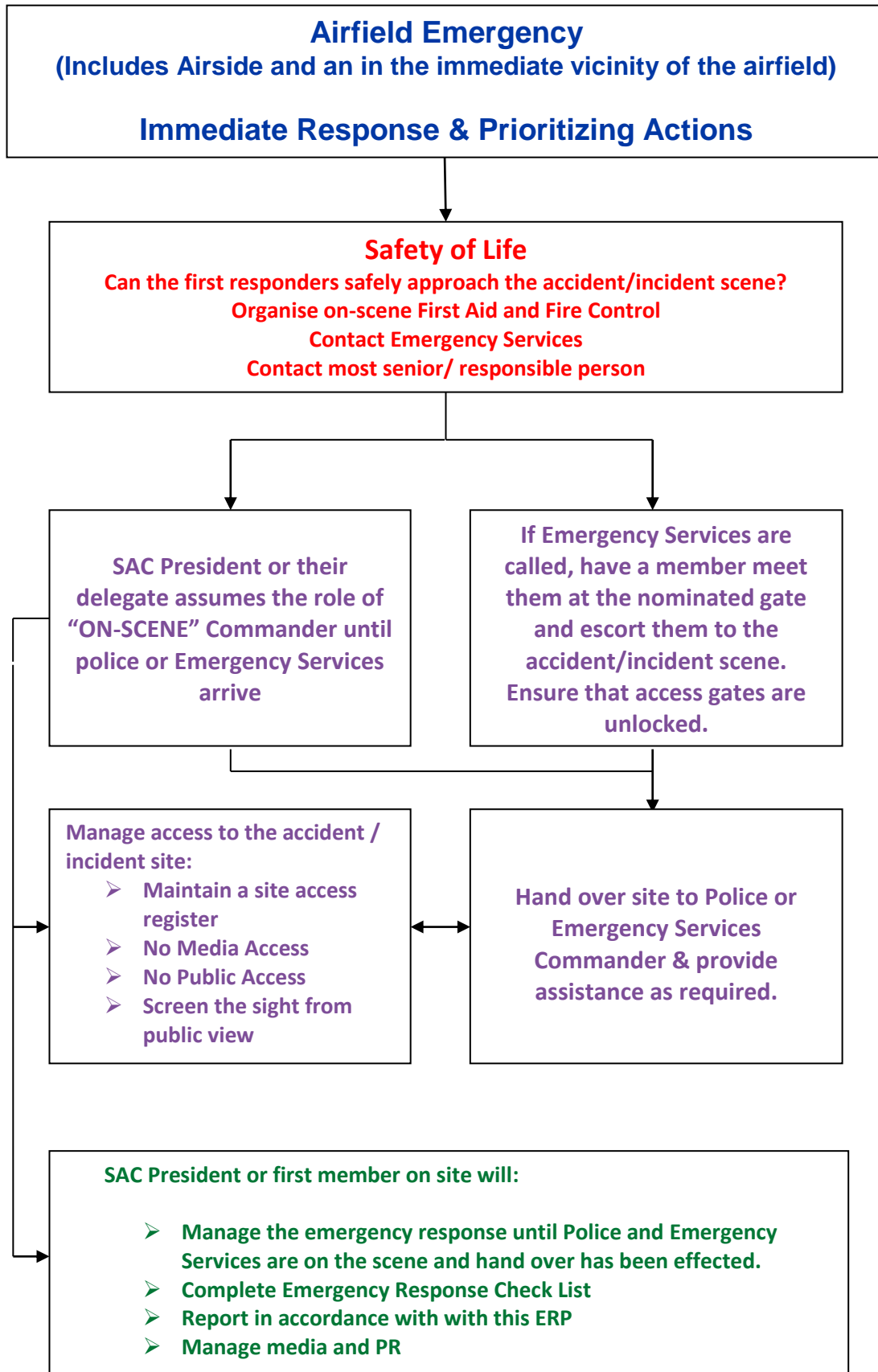
FOLLOW UP ACTIONS

The follow-up priorities and responses will be unique to each incident or accident, but the following checklist should be referred to for guidance and allocation of lead responsibilities. Some are not essential actions, but reminders of issues to be considered.

These are in no particular order of precedence.

- “Hot Debrief” – as soon as possible hold a debrief of all members and visitors involved in the accident/incident
- Prepare a briefing for the SAC Committee and CASA
- submit accident/incident report
- Accident and incident analysis with SAC Committee and Safety Sub Committee.
- Consider the provision of counseling and support for stress or trauma
- Media Point of Contact, Public Affairs (Normally President)
- Liaison with families of affected people
- Insurance responses and claims management
- Liaison with Police, Coroner Office
- Compilation of an ATSB Accident Report
- Record keeping
- Legal risks and liaison, representation issues
- Hospital / family / funeral attendance and liaison
- Ongoing support for people affected
- Information flow and containment of speculation

EMERGENCY RESPONSE FLOW CHART



EMERGENCY RESPONSE CHECKLIST

Initial Response Actions

- Assess Scene
 - Render Assistance if safe to do so (do not endanger responders)
 - Call Emergency Services (000) – refer to “Emergency Response Flow Chart”
 - Allocate duties to assisting members
 - Look after survivors safety/welfare
 - Secure and protect scene (Evidence)
 - Arrange for a member to unlock access points & meet Emergency Services at the main gate or muster area.
 - Screen & limit access to scene to only those who need to be there.
 - Manage witnesses and other members and visitors on the airfield.
 - Commence Incident Log *(Refer to the note below)*
- If Emergency Services are required transfer Incident Management to their On- Scene Commander upon their arrival.**
-

Post Initial Response Actions

- Recall and account for all aircraft
 - Quarantine all operational documents relating to the accident/incident flight
 - Complete Incident details on ATSB report Form
 - Obtain name, address and contact details for Witnesses *(Refer to notes on maintaining and Incident Log below)*
-

Notifications

Refer to Emergency Contact List below

- SAC President
 - SAC Secretary
 - Club Safety Manager
 - Property owner (if relevant)
 - ATSB
 - AusSAR (if a Distress Beacon has been activated)
-

Hot Debrief

Once initial responses are complete and the survivors have been looked after, where ever possible conduct a “Hot Debrief” while events are fresh in everyone’s mind; record comments and outcomes in an Incident Log.

Note: An **Incident Log** can be recorded in any free form as long as it is neat, tidy and legible. It must record full name, address and contact details of the any person who accesses the accident/incident sight and all witnesses. Record a brief simple English account of what the witness saw. “Do not lead the witness”. Stick to the facts.

Wedderburn Airfield - Emergency Contact Numbers

Current as at February 2019

Emergency Phone 000	Be prepared to provide information in the following order: <ul style="list-style-type: none"> • Who you are - Including a Contact phone number • Where you are (Airfield Location) • Situation or what the problem is • Required Response
Mobile (any network) 112	
Be prepared to stay on the line to assist emergency responders	

Additional Emergency Contact Phone Contacts

Campbelltown Police Station	02 4620 1199
Campbelltown Ambulance Service	000
Campbelltown Fire Station	02 4625 2709
NSW Rural Fire Service	000
Wedderburn Fire Brigade	02 4634 1361
Minto Fire Control Management Center	02 9608 7777
Campbelltown City Council	02 4645 4000
Campbelltown Hospital	02 4634 3000
Wollondilly Council	02 4677 1100
AUSSAR (lost or overdue aircraft)	02 6230 6899

NSW Sport Aircraft Club Wedderburn

President Pablo Depetris	0425 380 965
Secretary Jock Anderson	0425 380 966
Caretaker Steve Pate	0425 380 964
Safety Committee Gary Weeks	0416 055 011

Other aviation Organisations

Civil Aviation Safety Authority	131 757
ATSB Hotline	1800 011 034
RA AUS	02 6280 4700
SAAA	02 6889 7777