



**3WG AVIATION**  
**AUSTRALIAN AIR FORCE CADETS**

# **EMERGENCY RESPONSE PLAN**

**AVIATION OPERATIONS**

## FOREWORD

The Emergency Response Plan provides a logical approach to handling an emergency. To minimise the initial confusion that will inevitably follow an aircraft incident/accident, key personnel must be familiar with this Emergency Response Plan. The first time that this publication is read should not be during an emergency.

In addition to this publication, key personnel should also be familiar with the reporting requirements of AAFC *Manual of Aviation Operations*, Australian Transport Safety Bureau (ATSB), Civil Aviation Safety Bureau (CASA), Gliding Federation of Australia (GFA), Directorate of Defence Aviation and Air Force Safety (DDAAFS), Comcare and the other associated publications referenced in this plan.

Whilst this publication is focused primarily on an emergency the same principles shall apply to the handling of an incident. The only difference in the case of an incident is that emergency services are not required and some reporting requirements may not be necessary.

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AAFC INCIDENT SITE CONTROLLER:

AAFC ASSISTANT:

AAFC INCIDENT LOG KEEPER:

POLICE INCIDENT SITE CONTROLLER:

## REMEMBER

The first priority is to remove cadets from harm.

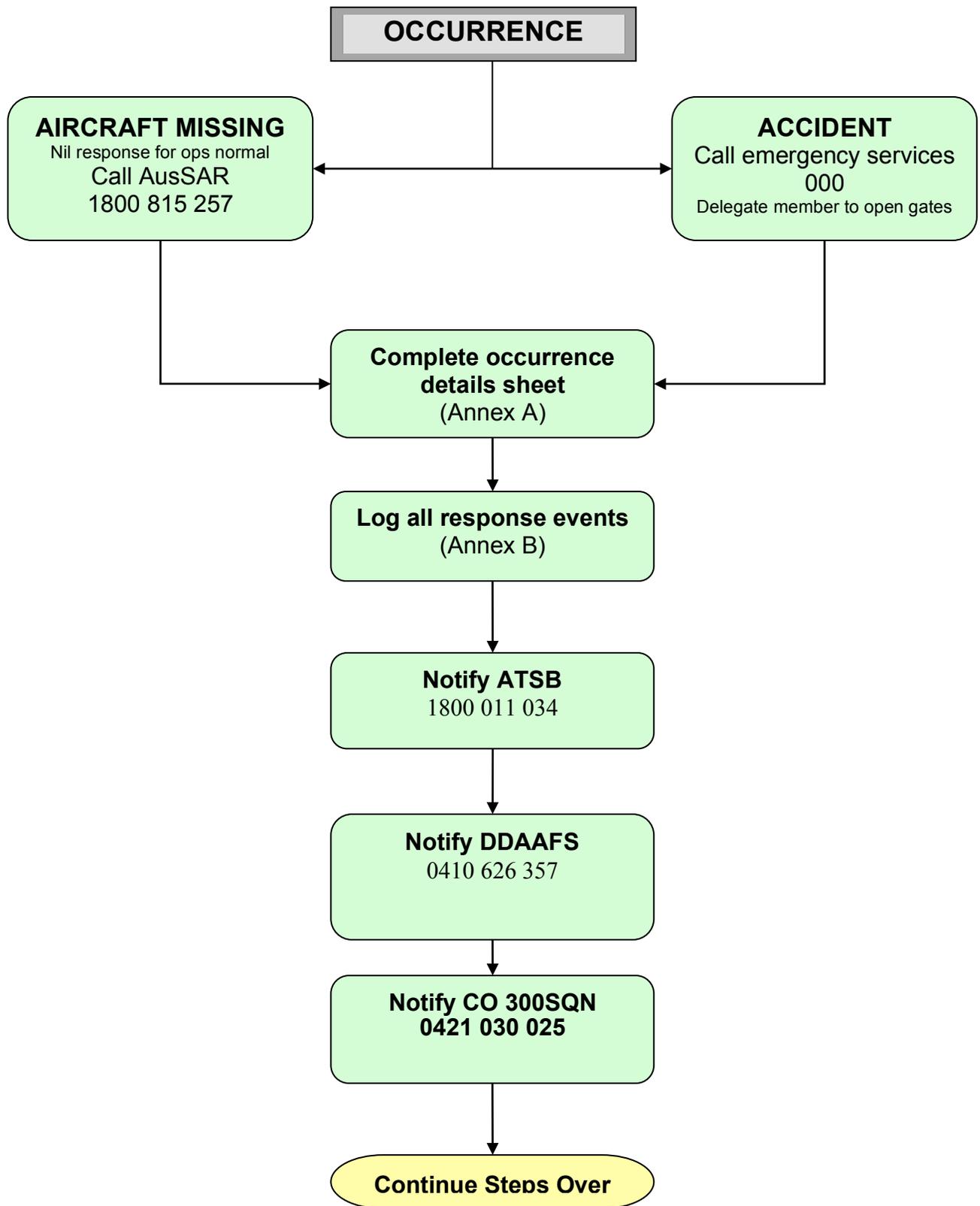
Exercise extreme caution. Aviation accident sites contain potential hazards including flammable and toxic materials.

Approach the aircraft cautiously, from upwind. If possible, approach from opposite direction of flight path.

Do no more than necessary to preserve life without endangering your own. **NOTHING should be disturbed** other than that necessary to rescue survivors or preserve life and suppress post-crash fires.

If necessary to disturb items, **note** location of wreckage, condition and location of safety harnesses, and position of survivors before they are moved (see Annexes A, B and E).

Only RAAF PR, CDR AAFC or delegate, or SOPAC to make media comment.



- Secure accident site  Access available to authorised personnel only.
- Recall all AAFC aircraft  If required, call ATC (refer to ERSA).
- Suspend AAFC flight ops  May launch aircraft for search (NO CADETS to be carried on board search aircraft).
- Quarantine documentation  Authorisation sheet, flight plans, instructor/student files, log books, latest weather from NAIPS (online) and AWIS.
- Isolate aircrew and witnesses  Isolate from one another. Have them complete an initial Witness Statement (Annex D). Aircrew and witnesses are NOT to be interviewed except by an authorised investigator.
- Brief staff and cadets  Brief personnel on occurrence and delegate a staff member to transfer cadets back to working accommodation.
- Notify Comcare  1300 366 979
- Notify CASA  13 17 57
- Notify key personnel:
  - Officer Commanding  0409 905 064 (WGCDR Paul Hughes)  
*Note: If the OC is not contactable, contact the CDR and D/CDR direct*
  - National Manager Aviation Safety  0414 910 569 (Mr David Adkins)
  - Chief Flying Instructor  *Via service provider*
  - CO 300SQN  0421 030 025 (SQNLDR Belinda Gleeson-Barker)
  - 
  - Psychologist  0410 112 172 (FLTLT Bev Kelly)
  - Chaplain  0407 896 785 (FLTLT John Knight)

## **CONCEPT OF OPERATIONS – INCIDENT SITE**

The aim of this Concept of Operations is to provide an overview of the control and coordination of an accident/incident site. Each site will be different and the Incident Site Controller will need to liaise with the specialist members on site to determine the safest and best course of action.

A Command Post should be established where the Incident Site Controller operates during response operations. There is only one Command Post for each incident or event, but it may change locations during the event. Every incident or event must have some form of a Command Post and may have a Forward Command Post.

The Command Post may be located in a vehicle, trailer, tent, or within a building. The Command Post will be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command.

It is important to note that a number of tasks will be carried simultaneously. The Incident Site Controller may delegate these activities but overall responsibility remains with the Incident Site Controller.

## **INITIAL CONTROL**

AAFC assumes initial control of the emergency response until the arrival of the NSW Police Force. The AAFC Incident Site Controller will normally be the Chief Flying Instructor, Senior Flying Instructor or Duty Instructor. If these personnel are directly involved in the occurrence then command should pass to the next senior AAFC member.

## **COMMAND AND CONTROL**

Unless otherwise advised, the NSW Police Force is the overall commander of land-based incidents. Fire Brigades/Rural Fire Services are in command of any “Fire Ground” only. NSW Police Force will maintain overall command of the incident/accident and coordinate other agencies as required. The AAFC Incident Site Controller will act as liaison and retain control of AAFC assets. If a fatality is involved, then the Senior State Police officer also has jurisdiction on behalf of the State Coroner.

## **PRESERVATION OF EVIDENCE**

It is every member’s duty to preserve crash site evidence during the response and recovery phases. The site must be treated as a ‘crime scene’. AAFC personnel at the incident site are to ensure that:

- a. wreckage or components are not touched, unless authorised by an ATSB, CASA, DDAAFS, GFA investigating officer or necessary to preserve life;
- b. ground marks made by the aircraft are not disturbed;
- c. isolated items of wreckage, no matter how small or trivial, are reported to the Incident Site Controller and guarded until removal is authorised; and
- d. deceased casualties are not removed without clearance from the Coroner or a representative of the Coroner (normally NSW Police), unless this action is deemed critical to the preservation of life or the successful completion of fire fighting services

that are required to maintain the integrity of the site. Any unauthorised removal of human remains under these circumstances should only be made after evidence is recorded via use of photographic tools, recording and flagging of positions or other available means.

## **HANDLING OF AIRCREW AND KEY WITNESSES**

Eyewitnesses are extremely important in helping determine the factors that contributed to the accident. Response personnel are to ensure that all personnel that are identified as aircrew or key witnesses of the incident flight are isolated from each other. Under no circumstances are aircrew or key witnesses to be allowed to discuss the incident with any person other than a designated investigating officer.

Uninjured survivors identified as aircrew of the incident aircraft or key witnesses are to be kept in isolation and interviewed separately. The aircrew of the incident aircraft are to be interviewed ONLY by the Investigating Authority (ATSB, Police, CASA, GFA or personnel specifically authorised by AAFC). However, aircrew or key witnesses' recollections detailing first reactions can be valuable to investigators. They will normally be untainted by reflection, rumour or exposure to the news media.

As soon as possible aircrew of the incident aircraft or key witnesses should complete an initial statement using annex D. These recollections should include but are not limited to:

- position from which the eyewitness observed the event
- time of accident
- what action was being taken, if any, to prevent the accident
- weather conditions at time of accident
- direction aircraft was heading and what it appeared to be doing
- estimate of aircraft's height (estimate of angle above surrounding terrain from observer's position using trees and buildings as a reference where appropriate)
- if the aircraft was on fire in flight
- what sounds were heard
- what was the impact angle of the aircraft
- if any objects fell from the aircraft before impact
- if objects did fall from the aircraft, the flight path of the aircraft at the time (i.e. level, climbing, diving).

The names and addresses of witnesses should be noted and the list given to the ATSB, DDAAFS or other assigned investigators when they arrive at the accident site.

## **LOG KEEPING**

The accurate recording of information and actions taken are paramount in an emergency. All information and the ensuing actions that are taken are required for follow up investigations by DDAAFS/ATSB and if the emergency involves loss of life, the Coroner. In addition to the designated AAFC Incident Log Keeper, all members involved should keep their own logs and members are required to pass relevant information to the AAFC Incident Log Keeper for transcription and review by AAFC Incident Site Controller. It is essential that these records are as comprehensive as possible as they may be examined in detail at any future inquiry.

## **SECURITY**

Site security for both personnel safety and accident investigation requirements is paramount. Only those people authorised to access the site by the Incident Site Controller (Fire, Police, AAFC) are to be permitted entry to the site and all entry/exit details are to be recorded by the Log Keeper. The AAFC Incident Site Controller shall be the approving authority at the Forward Command Post for entry to the site once it has been formally handed over. Prior to that, the Fire Controller or the Police are to strictly control access to the site.

## **DEALING WITH THE MEDIA**

The media have a job to do and deserve access to certain information in order to do that job. However, if these representatives arrive before ATSB or Police, for their own safety they must remain outside the secured area. The media are allowed to shoot footage from public areas even though they may be shooting incident/accident scene footage. All media inquiries regarding the occurrence must be referred to SOPAC. No AAFC personnel are to make comment to the media.

Names of casualties are not to be given to the news media by the ATSB or assigned investigators. This information will be released by the appropriate authorities and will happen only after next of kin have been informed. Investigators will not provide access to the media to photograph survivors or deceased persons. Care should be exercised in the use of mobile telephones or radios to discuss the accident or the personnel involved, as the media may be capable of monitoring communications frequencies. The news media may be prevented from flying over or hovering over the accident site in the interests of safety. A restricted no-fly zone above and around the site may be declared and promulgated to pilots by means of a Notice to Airmen (NOTAM). This zone will normally be a radius of 1 km and 500 ft vertically.

The ATSB may release information arising from an accident investigation. ATSB Investigators are authorised to answer media questions in factual terms at the accident scene during the early part of an investigation. Later releases of information relevant to the ATSB investigation must be cleared by the ATSB media unit (telephone 1800 020 616). All other organisations should confine their comments to their own work and follow the advice of their own media departments.

The ATSB will not release to the public or media the names of the crew, passengers, the aircraft owner or the operator. The Coroner releases the names of the deceased persons and will often use the police as agents.

## **ENVIRONMENTAL HEALTH CONSIDERATIONS**

Other than preservation of evidence, one of the primary reasons for restricted access to the site is the likely presence of dangerous equipment or materials such as fuel, oxygen, or composite materials. The safety of the aircrew is initially the responsibility of the fire crews in attendance, but they will, if available, liaise with on site experts to determine the safety of the site. As a general guide, the following considerations should be adhered to:

- a. the Command Post should be located upwind and uphill if possible from the incident site and approach to the site should be made from the Command Post;
- b. ensure a single point of entry and exit to the crash site; and
- c. establish no smoking and no eating areas around the incident site to prevent possible fires and the ingestion of foreign materials.

## **RECOVERY AND SALVAGE OF AIRCRAFT OR WRECKAGE**

After the on-site investigation or after the ATSB decides that no on-site investigation will take place, the ATSB Chief Commissioner (through the Transport Safety Investigator in charge of the investigation) will advise the owner that the ATSB no longer requires control over the aircraft, or the aircraft wreckage. The owner can then begin salvage or clean up (at the owner's expense).

If the ATSB needs all or part of the wreckage for off-site examination, Transport Safety Investigators will work with the owner, probably through the insurer, to arrange for recovery. The ATSB is normally only responsible for costs that directly arise from the investigation. If the coroner or any federal, state or territory government requires any item of wreckage to investigate, they must make a written request to the ATSB prior to any ATSB decision to relinquish control of the wreckage.

## **ASSOCIATED PUBLICATIONS**

*AAFC Manual of Aviation Operations*

*Defence Aviation Safety Manual*

Civil and Military Aircraft Accident Procedures for Police Officers and Emergency Services Personnel (joint publication by the Australian Transport Safety Bureau (ATSB) and the Directorate of Defence Aviation and Air Force Safety (DDAAFS))

**ANNEX A: OCCURRENCE DETAILS**

|                                                                |                     |             |                                |
|----------------------------------------------------------------|---------------------|-------------|--------------------------------|
| <b>Date and time of occurrence<br/>(indicate local or UTC)</b> |                     |             |                                |
| <b>Aircraft details</b>                                        | <b>REGISTRATION</b> | <b>TYPE</b> | <b>DISTRESS BEACON DETAILS</b> |
| <b>Front seat pilot<br/>or L/H seat</b>                        | <b>RANK/TITLE</b>   | <b>NAME</b> | <b>SERVICE NUMBER</b>          |
| <b>Rear seat pilot<br/>Or R/H Seat</b>                         | <b>RANK/TITLE</b>   | <b>NAME</b> | <b>SERVICE NUMBER</b>          |
| <b>Location of occurrence</b>                                  |                     |             |                                |
| <b>Nature of occurrence</b>                                    |                     |             |                                |
| <b>Flight task/lesson</b>                                      |                     |             |                                |
| <b>Weather<br/>NAIPS, AWIS and<br/>actually observed</b>       |                     |             |                                |
| <b>Damage to aircraft</b>                                      |                     |             |                                |
| <b>Damage to property</b>                                      |                     |             |                                |
| <b>Casualties</b>                                              |                     |             |                                |
| <b>Other relevant information</b>                              |                     |             |                                |

Completed by:  
Contact number:  
Date and time:



**ANNEX C: ACCIDENT AND INCIDENT REPORT FORM**

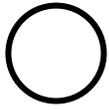
|                                             |  |
|---------------------------------------------|--|
| <b>Date and time of accident</b>            |  |
| <b>Aircraft type</b>                        |  |
| <b>Aircraft registration</b>                |  |
| <b>Owner/operator</b>                       |  |
| <b>Maintenance release expiry date</b>      |  |
| <b>Command pilot name</b>                   |  |
| <b>Total experience</b>                     |  |
| <b>Experience on accident type</b>          |  |
| <b>Date of last flight review</b>           |  |
| <b>Pilot rating held</b>                    |  |
| <b>Degree of injury – command pilot</b>     |  |
| <b>Degree of injury – student/passenger</b> |  |
| <b>Degree of injury – other persons</b>     |  |
| <b>Nature of flight</b>                     |  |
| <b>Departure point</b>                      |  |
| <b>Intended landing point</b>               |  |
| <b>Nature of accident</b>                   |  |
| <b>Degree of damage</b>                     |  |
| <b>Cause of accident (if known)</b>         |  |
| <b>Meteorological conditions</b>            |  |
| <b>Cockpit ballast carried</b>              |  |
| <b>Did harness fail?</b>                    |  |
| <b>Did seat collapse or otherwise fail?</b> |  |

|                                                     |
|-----------------------------------------------------|
| <b>Command pilot's description of circumstances</b> |
| <b>CFI or SFI comments</b>                          |
| <b>DETCDR comments</b>                              |
| <b>CO 300SQN comments</b>                           |

Completed by:  
Contact number:  
Date and time:



## ANNEX E: SITE SKETCH



*Indicate North by drawing an arrow in the circle*