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AUSTRALIAN AIR FORCE CADETS



AAFC INSTRUCTION

AVIATION EMERGENCY RESPONSE PLAN MANUAL (AERP)

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AAFC Aviation Emergency Response Plan Manual

AMENDMENTS

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In order to identify the current version of the manual a revision number is included in the footer of each page.

Changes Any member of the AAFC may suggest changes to this manual by submitting written proposals to the National Manager Aviation Safety.

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PREFACE

The AAFC Aviation Emergency Response Plan Manual is issued for the direction and guidance of AAFC staff and cadets in the event of an aviation emergency. This manual is a sub manual of the AAFC Aviation Safety Management Systems Manual.

The AAFC Aviation 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.

Any instruction contained herein which is inconsistent with procedures laid down in regulations or instructions issued by the Civil Aviation Safety Authority (CASA), COMCARE, Gliding Federation of Australia (GFA) are void to the extent of the inconsistency. Any such instances are to be reported to the NMAS.

Notwithstanding the above, these instructions may impose a greater limitation, or higher standards than contained in the above documents. In these cases the instructions contained herein, must be adhered to.

Where a dispute arises between this manual and any other safety system, as described above, the matter should be referred to the NMAS for resolution.

This manual, once promulgated, will supersede any previous AAFC aviation emergency response plan (however named) and becomes, in conjunction with the AAFC Aviation SMS manual, the master document to be used for safety planning and management of AAFC aviation activities. This applies to all aviation activity conducted either under its name or with any implied connection to the AAFC. As of the date of promulgation, and unless specifically described in this manual or the AAFC Manual of Aviation Operations, all other AAFC Aviation Emergency Response Plans (however named), policy or instructions are hereby cancelled.

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Relevant regulations and other references

Civil Aviation Act 1988

Civil Aviation Safety Regulations 1998

Defence Aviation Safety Manual – Australian Air Publication 6734.001, 29JUN17

International Civil Aviation Organization (ICAO), Doc 9859 – Safety Management Manual, 3rd Edition dated 2013.

Hazards at Aviation Accident Sites, Edition 7 2017 or later.

<https://www.atsb.gov.au/publications/2017/hazards-at-aviation-accident-sites/>

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Introduction

1.1 Acronyms

| | |
|----------------------|---|
| AEP | Airfield Emergency Plan or Procedures |
| ATSB | Australian Transport Safety Bureau |
| CASA | Civil Aviation Safety Authority |
| CASR | Civil Aviation Safety Regulation |
| CB-AF | Cadets Branch – Royal Australian Air Force |
| DCDTAIROPS-AF | Director Cadet Air Operations - Royal Australian Air Force |
| DDGSOA-AF | Deputy Director General Safety, Operations and Airworthiness - RAAF |
| DDAAFS | Directorate of Defence Aviation and Air Force Safety |
| CDR-AAFC | Commander – Australian Air Force Cadets |
| ECC | Emergency Coordination Centre |
| ERP | Emergency Response Plan |
| FCP | Forward Command Post |
| IRM | Immediately Reportable Matter |
| NMAS | National Manager Aviation Safety |
| OC AOW | Officer Commanding – Aviation Operations Wing |
| RRM | Routinely Reportable Matter |
| RFFS | Rescue Firefighting Service |
| SASO | Squadron Aviation Safety Officer |
| SOAS-AF | Staff Officer Aviation Safety – CB-AF |
| WHS | Work Health and Safety |

1.2 Definitions

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

- a person is fatally or seriously injured as a result of:
 - being in the aircraft
 - direct contact with any part of the aircraft, including parts which have become detached from the aircraft
 - direct exposure to jet blast

except when the injuries are from natural causes, self-inflicted, or caused by other persons, or when injuries are to stowaways hiding outside the areas normally available to the passengers and crew, or the aircraft sustains damage or structural failure which,

- adversely affects the structural strength, performance or flight characteristics of the aircraft
- would normally require major repair or replacement of the affected component
- except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin; or the aircraft is missing or is completely inaccessible.

Notes:

1. For statistical uniformity only, an injury resulting in death within thirty days of the date of the accident is classified as a fatal injury by ICAO.
2. An aircraft is considered to be missing when the official search has been terminated and wreckage has not been located.

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AIRFIELD / AERODROME: A defined area on land or water (including any buildings installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

AIRFIELD OPERATOR: Any owner, licensee, Authority or Corporation, or any other body which has legal responsibility for a particular Airfield. (e.g. The Federal Airports Corporation, ADF).

AIRFIELD Emergency Plan: A plan developed by the Airfield Operator/Base Commander to coordinate emergency response agencies and their individual Airfield Emergency Procedures, State or supporting area plans for dealing with an airfield emergency.

AIRSIDE: The movement area of an airfield, adjacent terrain and buildings or portions thereof, access to which access is controlled.

APRON: That part of an airfield to be used for the purpose of enabling passengers to board or disembark from an aircraft, loading of freight/cargo onto, or unloading freight/cargo from an aircraft, refuelling, parking or carrying out maintenance on aircraft.

INCIDENT: An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

LANDSIDE: Those parts of an airfield not considered airside, i.e. areas normally accessible to the general public or ADF personnel not performing routine duties airside.

MANOEUVRING AREA: Those parts of an airfield used for the take-off, landing and taxing of aircraft, excluding aprons

Aviation Emergency Response Plan

2.1 Purpose

The purpose of the Australian Air Force Cadets Emergency Response Plan is to provide AAFC staff and cadets with a set of procedures to follow in the event of an aviation related accident or incident.

An Emergency Response Plan (ERP) is an integral part of the Aviation Safety Management System, and is activated in the event of a major occurrence. The ERP is designed to ensure the following is in place prior to an adverse event occurring:

- orderly and efficient transition from normal to emergency operations;
- delegation of emergency authority;
- assignment of emergency responsibilities;
- authorisation by key personnel for actions contained in the plan;
- co-ordination of efforts to cope with the emergency;
- safe continuation of operations or return to normal operations as soon as possible; and
- planned and co-ordinated action to ensure the risks attributable to a major safety event can be managed and minimised.

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2.2 Activation

This ERP will be activated in the following circumstances as detailed in this table

Table 1 - Activation criteria

| Event Classification | Definition |
|---------------------------------------|---|
| Local Standby | A condition declared when an aircraft operated by the unit is known, or is suspected, to have developed some defect but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing and thus NOT requiring a response by off airfield agencies. |
| Full Emergency | A condition declared when it is known that an aircraft approaching the airfield/operated by the unit is, or is suspected to be, in such trouble that there is danger of an accident and requiring the response from off airfield agencies. |
| Crash on Airfield | An aircraft crash is a self-evident situation where an aircraft operated by the unit is seen to crash or is about to crash. This may include an aircraft descending out of control, an aircraft on fire, a mid-air collision or an explosion of or on an aircraft. |
| Crash off Airfield / Aircraft Missing | An aircraft crash is a self-evident situation where an aircraft operated by the unit is seen to crash or is about to crash, or information is received to indicate that the aircraft has crashed, beyond the boundary of the airfield. This may include an aircraft descending out of control, an aircraft on fire, a mid-air collision or an explosion of or on an aircraft. |
| Unlawful Seizure | An aircraft in-flight has suffered unlawful seizure when this fact is communicated by the pilot-in-command, either directly, through use of transponders or by use of approved covert signals. |
| Bomb Threat | A Bomb Threat occurs when a person advises that an explosive device has been or will be placed in an aircraft. |
| Hazardous Material | A hazardous material incident is an incident where a container holding a hazardous material has been broken or is suspected of being broken. Hazardous materials may include radioactive material, biological substances, chemical materials. |
| Fire | A fire is a situation where a grass or scrub, or other fire starts on, or comes onto unit property and threatens unit aircraft. |
| Natural Disaster | Natural disasters identified as possible hazards at a unit are: storm and tempest or earthquake. |

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2.3 Emergency Authority and Responsibilities

Initial Control

NON-TOWERED CIVIL AIRFIELDS - AAFC assumes initial control of the emergency response until the arrival of the state/territory police force. The AAFC Incident Site Controller would normally be the CFI, D/CFI or CO. If any of these personnel are directly involved in the occurrence then command should pass to the next senior AAFC Member.

ON RAAF BASE – Initial action as per RAAF Base ERP via Base Fire Services.

Command and Control

For a non-towered civil airfield incident/accident, unless otherwise advised, the state/territory police force is the overall commander of land based incidents. Fire Brigades/Rural Fire Services are in command of any "Fire Ground" only. State/territory police forces will maintain overall command of the incident/accident and utilise other agencies for various aspects to resolve the incident. The AAFC Incident Site Controller will act as liaison and retain control of AAFC assets. If a fatality is involved, then the senior state/territory police officer also has jurisdiction with respect to representation on behalf of the state/territory coroner.

For an on-base incidents/accidents, command and control is as per the RAAF Base ERP.

2.4 Site Management

Role of First Responders

There are three main components to the work of first responders to the scene of an aviation accident:

1. Reporting the accident to the ATSB or DDAAFS.
2. Coordination of the accident site including rescuing any survivors, managing fire and hazardous materials and ensuring that the site is secured.
3. Protection of the aircraft wreckage and associated evidence so that an effective investigation can be conducted.

2.4.1 Rescue of Personnel from Wreckage

Without endangering yourself, rescue and care of survivors are the priorities at an aircraft accident site. If you see survivors in the aircraft and rescue seems possible, you should first consider the following issues:

Approaching the wreckage:

- Keep your eyes and ears open!
- Take particular care when approaching by vehicle. Try to avoid driving along the crash path. Occupants may have been ejected from the aircraft, and tyre marks and traffic can destroy valuable ground impact marks.
- Protect yourself! Wear appropriate personal protective equipment (PPE), including gloves, eye and breathing protection as required.
- Approach from upwind (with the wind at your back) and downhill if possible.
- Be aware that if the aircraft has disintegrated in-flight, the wreckage and occupants may be scattered over a wide area.
- Be aware of power cables that might have contributed to the accident and may still be live.

Aircraft occupant issues:

- Summon medical assistance if required and render first aid and care to survivors until medical personnel arrive.
- If you see evidence of a post-accident fire, or potential risk from explosion of fuels, pressure vessels, consider moving survivors a safe distance from the scene.
- Should survivors require immediate evacuation to medical facilities, they should ideally have equipment such as military/civil aircrew life vests removed before transport. These vests can contain hazardous materials such as stored pressure vessels and pyrotechnic devices. Place these in a safe location at the accident site.
- Attempt to account for all occupants if possible. If no one is in the wreckage it is possible that they may have survived and left the scene to seek assistance.

Exclusion zones and hazard prevention:

- To minimise the risk of inadvertent fire, establish a no-smoking zone around the accident site. Volatile/flammable materials such as fuel may have been scattered over a wide area.
- When using cutting devices, use caution to avoid igniting spilled fuel.
- To prevent the ingestion of harmful materials, including biological hazards, establish a no-eating zone around the accident site.

2.4.2 Concept of Operations

The aim of this Concept of Operations is to provide an overview of some of the considerations for 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. These activities may be delegated out by the Incident Site Controller but the overall responsibility remains that of the Incident Site Controller.

2.4.3 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'. The site commander must secure all accident sites to prevent unauthorised persons from entering the area and to minimise damage to any ground scars left by the wreckage (which may provide valuable evidence to investigators). The secure area may vary depending on the spread of the wreckage and the terrain, but it should normally extend to at **least 50 m from the edge of the wreckage**. If the aircraft has disintegrated in-flight, the wreckage may be scattered over a wide area and there may be a requirement for more than one secured site. It is important to prevent unauthorised people from entering an accident site. Ensure that bystanders are kept outside an established zone of safety and upwind if possible. This is due to the need to ensure:

- respect for victims
- protection for valuable and important equipment
- preservation of evidence to establish the factors that contributed to the accident
- minimisation of exposure to hazards.

When the ATSB or Defence investigators arrive on site they will coordinate with the site commander to arrange an appropriate time to take control of the site.

The ATSB and Defence understand that police and emergency services personnel need to take immediate action when arriving at the scene. However, it is important that wreckage, ground scars and the accident site are disturbed as little as possible. This will assist investigators to determine the factors that contributed to the accident.

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Under Section 43 of the Transport Safety Investigation Act 2003, the ATSB may issue a Protection Order for the accident site. When a Protection Order has been issued, relevant personnel including emergency services will be notified. In such cases, no one can enter or interfere with the accident site unless authorised by the ATSB or where necessary to:

- ensure the safety of persons, animals or property;
- remove deceased persons or animals from the accident site (although this should only be done under police supervision);
- move the transport vehicle, or the wreckage of the transport vehicle, to a safe place (if there is a risk that significant evidence could be lost by leaving it in situ); and/or
- protect the environment from significant damage or pollution.

2.4.4 Preventing further damage and unauthorised access

You rarely need to further disturb the aircraft wreckage once survivors or bodies have been removed. The pilot, crew, owner(s), media and insurance representatives will not have access to the site or wreckage unless the ATSB Investigator in Charge, or the DDAAFS OIC AAIT, approves. The aircraft and any of its wreckage at an accident site should be treated as if it were the property of either the ATSB or Defence. You should; therefore, prevent souvenir hunting. As a guide, police should look after the site as if it was a 'crime scene'.

When emergency services and those assisting a coroner to identify and remove the deceased have completed their activities, the ATSB or Defence may use police or other suitable personnel to secure the accident site, pending the arrival of the ATSB or Defence investigation team. If this security is in place, no one can enter or remain on the accident site without the permission of the ATSB Investigator in Charge or Defence OIC AAIT.

2.4.5 Disturbing the wreckage

If the wreckage must be disturbed, such as when freeing survivors or removing bodies, and it is likely that the disturbance may obliterate or alter any marks on the ground or evidence in the wreckage, always try to photograph, sketch, or mentally note the original state of the wreckage to assist with future investigation reference. This also applies to any safety harnesses inhibiting the removal of an individual or switches that need to be moved. As an alternative, safety harnesses can be left fastened and the belt carefully cut some distance from the buckle, thus preserving the evidence. Do not try to restore the wreckage to its original state unless the ATSB investigator, or the DDAAFS OIC AAIT, asks you to do so.

In inclement weather, you can protect and preserve vital areas such as the cockpit, lighter pieces of wreckage and ground scars by covering them with a tarpaulin. If coverings are not available, you can take photographs to record perishable evidence.

Carefully record, as soon as possible, the positions of any survivors/deceased in the aircraft wreckage. Bodies should only be moved under police supervision. If you need to remove a body before the pathologist arrives, first carefully record its position and posture and attach the record to the body.

Please note: It is not essential to the investigation for bodies to be left in situ until the arrival of ATSB investigators or DDAAFS.

Secure the wreckage, including any scattered wreckage away from the main accident site, and any of the aircraft's contents or papers against loss or further damage.

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2.4.6 Flight recorders or dataloggers

Flight recorders provide vital but perishable evidence of a flight's last moments. Unless authorised by ATSB or DDAAFS investigators, these units are not to be moved or accessed.

2.4.7 Preserving electronic evidence

Many modern aircraft systems can include stored electronic information that may be vital to the investigation and should be preserved. This information is carried on computer chips that can be sensitive to heat, shock, and electronic fields.

Portable electronic devices such as computers, telephones and global positioning system (GPS) navigation devices may also contain valuable stored information. Although these devices may appear to have been destroyed by the accident and any subsequent fire, their computer chips may still yield valuable information for the investigation. If possible, don't move this material until an ATSB or DDAAFS investigator can provide technical advice. It is realised, however, that care and respect towards the victims of an accident have immediate priority and this may make it difficult to preserve some evidence.

Remember: If evidence must be disturbed before an ATSB or DDAAFS investigator arrives, any photographs or detailed documentation that can be made available may be vital in determining the factors that led to the accident.

2.4.8 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 or injury, the Coroner and/or COMCARE. 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.

2.4.9 Involved Personnel and 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, DDAAFS, Police, CASA, COMCARE or personnel specifically authorised by AAFC).

Preliminary witness recollections detailing first reactions can be valuable to investigators and will normally be untainted by reflection, rumour or exposure to the news media.

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

- witness names, addresses (telephone numbers)
- 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)
- 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, what the flight path of the Aircraft was 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 Investigator when they arrive at the accident site.

2.5 Site Safety

First responders should familiarise themselves with the content of this part and exercise caution when fulfilling their duties at an accident site.

2.5.1 General

Damage to modern aircraft can result in the presence of dangerous materials at an accident site, for example:

- harmful airborne matter such as carbon fibres or asbestos;
- toxic materials that may inadvertently be inhaled or affect the skin;
- potentially explosive devices such as oxygen bottles, high-pressure tyres, hydraulic accumulators and rocket-deployed parachute systems;
- radioactive materials; and
- biological materials such as blood and human tissue.

Only those personnel essential to perform immediate actions to extricate survivors, protect the wreckage from destruction by fire or other causes, and prevent danger to other transport or the public should enter an accident site. Try to disturb the wreckage as little as possible, and if in doubt seek specialist advice from maintenance providers, owners, the ATSB or CASA. Special care should be taken at night when hazards are less visible.

In particular, onsite personnel should make themselves familiar with the publication, “Hazards at Aviation Accident Sites”, Edition 7 2017 or later.

<https://www.atsb.gov.au/publications/2017/hazards-at-aviation-accident-sites/>

2.5.2 Fuel

Aircraft fuels are a primary hazard in case of a post-crash aircraft fire. If ignited they pose danger to survivors, rescue and fire services personnel and others at an accident scene.

Aircraft fuels will come from one of the following groups:

- Avgas is a high-octane aviation petrol suited for piston-engined aircraft. It has a relatively low flash point and is highly flammable/ volatile. Avgas is used in most civil general aviation aircraft.
- Avtur is the kerosene-type fuel used in all jet or turboprop aircraft and does not possess the low flash-point qualities of Avgas. However, when heated its flash point is reduced significantly. This fuel burns longer and more intensely than Avgas.
- Diesel is also used in some general aviation aircraft and has similar characteristics to Avtur.
- Water Methanol can be used in small quantities to provide extra power for some turboprop aircraft (for example Metro aircraft) in certain flight situations, such as take-off. This substance is alcohol-based and burns without a visible flame. If ignited during a crash, alcohol foam may be required to extinguish the flames.

Warning: Water methanol is toxic.

Wear full PPE if this substance is suspected.

2.5.3 Aircraft structures

Materials used in aircraft construction, if subjected to intense heat, can produce hazardous situations or develop toxic side effects.

Metals: Magnesium and aluminium metals in various mixtures are used extensively as structural components in aircraft, particularly where lightweight framing is used. In some aircraft, magnesium is used in wheel rim assemblies. It is also used in pyrotechnics. Magnesium burns with intense heat and radiates powerful light. Water should not be applied as an extinguishing agent to burning magnesium as an explosion may occur. Other hazardous metals such as cadmium, depleted uranium and beryllium are used in small quantities on some aeroplanes and helicopters and can be extremely toxic when exposed to fire or cutting equipment.

Composite materials: Composite materials such as carbon fibre, fibreglass and/or kevlar in epoxy resin are used increasingly in modern aircraft and equipment. When involved in a fire, these materials may give off toxic fumes and fibres may be released in the smoke plume. A significant composite material hazard for first responders is related to burnt carbon fibre, particularly in a high-speed impact associated with a simultaneous explosive fire. The small fibres released in this type of accident can be extremely hazardous if inhaled and have been compared to the effects of breathing asbestos fibres. Only personnel equipped with self-contained breathing apparatus (SCBA) or full-face canister respirators with appropriate cartridges should enter the accident site until all fires are extinguished and loose composite fibres suppressed. Composite materials can be suppressed in the short term by fire-fighting foam, but longer term suppression can be provided by spray-on acrylic floor wax (for example Johnson-Diversey, Vectra) or a similar product or poly-acrylic acid. Be aware that once a suppressant is applied it is only useful until the affected area is again disturbed. It must then be re-applied to that area. Whether burnt or not, damaged composite fibres and shards can easily puncture the skin. Handling of composite materials should be minimised and only undertaken with protective equipment such as leather gloves and safety glasses or a face shield.

Toxic gases and chemicals: Toxic gases are given off when some plastics and adhesives are burnt. After any fires have been extinguished, loose fibres should be avoided. Bear in mind that some materials used in aircraft construction may be rendered harmful after heating in a fire and then being extinguished with water. Their products may be strongly acidic (for example, fluoro polymers such as Viton O-rings used in some engines, which yield hydrofluoric acid), or dangerous to ingest (for example, some magnesium alloys or depleted uranium). It is imperative that all personnel at the accident site wash all exposed areas of skin before eating, drinking or smoking. Dust (or paper) masks cannot protect against toxic gases. Should emergency services personnel at the site exhibit respiratory distress or skin irritation, they should evacuate the site and institute HAZMAT (hazardous material) procedures.

Asbestos: Asbestos can be present in wheel brake pads and, in some older aircraft, as a heat shield such as in a firewall behind an engine or packed around the exhaust of a jet engine. It was also used in smaller quantities in high-temperature plastics and electrical wire insulation. It is uncommon in newer aircraft. Asbestos poses a risk when it is in the form of airborne particles so suppression with floor polish or similar wetting products limits the risk.

High-pressure containers: When subjected to heat or damage, pressure containers and vessels may produce secondary explosions. These may include oxygen bottles (fixed and handheld), liquid oxygen and nitrogen containers, hydraulic accumulators, landing gear struts and tyres, fire extinguisher bottles (fixed and handheld), emergency equipment inflation devices, and pressurised Nightsun spotlight bulbs. Oxygen lines can run the length of an aircraft, and if broken or cut, can cause an explosion or fire. Tyres may be inflated to over 200 psi (1400 kPa).

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Electrical: Carbon fibres and some other composite materials are electrically conductive. Therefore, you should take care when operating portable electrical appliances near the accident site. It is possible that loose fibres may cause short circuiting of electronics and electrical equipment if disturbed. Aircraft batteries also represent an ignition source at an accident site, especially when large quantities of fuel have been liberated from the aircraft fuel tanks. If appropriately trained, disconnect the battery. Where the aircraft has contacted powerlines, live wires may be present on the site and may be in contact with the wreckage.

2.5.4 Fire extinguisher types and their uses

Using inappropriate fire extinguishers on certain types of fires can be ineffective or exacerbate a fire, increasing danger to personnel and equipment. Rescuers should seek expert guidance from trained firefighters before applying firefighting equipment directly onto aircraft fires.

2.5.5 Use of portable communications equipment

Due to the possible ignition of fuel or damaged ordnance by radio emissions, portable communications equipment should not be used in the immediate vicinity of the accident site.

2.5.6 Agricultural and aerial application aircraft

The chemicals carried by agricultural aircraft are normally secured in a hopper, located forward of the pilot's position. You should be aware that this chemical can spill in an accident. The chemicals carried are generally diluted, most often with water but some chemicals are diluted with spray oil, which may be flammable. Some chemicals are poisonous and can react with water to form poisonous gases. Often the presence of chemicals at the site is denoted by the strong smell and a coating on the surface of the ground along the accident trail.

Approach the aircraft cautiously from upwind and from the opposite direction to the aircraft's flight path. Be aware of powerlines that may have caused the accident. These may still be live and may pose a threat to people at the scene.

Chemicals are packaged with a label and a Safety Data Sheet (SDS)— it is common for a pilot to carry the name of the chemical on the load sheet inside the cockpit; however, it is more likely to be with the loader-mixer (support crew) who may be nearby, or with the farmer. Both the label and the SDS will contain relevant information for emergency situations, including decontamination procedures and first aid.

Fertiliser is generally not a concern in terms of creating a hazard for emergency personnel. Seed is also not a concern to the safety of emergency personnel, other than as a fire risk. Some poisons are carried as bait pellets or granules that can be mistaken for fertiliser.

Aircraft engaged in firebombing operations may be carrying a red product called Phos-Chek or water and surfactant. Neither product should pose a threat to emergency personnel.

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2.5.7 Civil aircraft fitted with rocket-deployed emergency recovery parachutes

Some civil general aviation aircraft types are fitted with rocket-deployed emergency recovery parachute systems. These parachute systems are designed to recover the aircraft and passengers to the ground if a serious in-flight emergency arises.

The parachute rocket units contain rocket propellant and are a hazard at an accident site if the system has not been activated.

Mishandling or misidentifying these systems could prove fatal.

There is little consistency across aircraft types about warning markings on parachute systems and they are not always readily identifiable as a warning. Some carry black text warnings on the external fuselage while others have warning decals on windows adjacent to the parachute exit point.

If the parachute has not been deployed during an accident, a deformed fuselage can put the activation cable under abnormally high tension. This results in the activation device being ready to trigger by any further movement of the wreckage.

Personnel attending an accident involving an aircraft fitted with a rocket-deployed emergency recovery parachute system should always take appropriate measures to ensure their own safety. This may mean leaving the aircraft on site and cordoning it off until appropriate personnel arrive.

2.6 Stand Down

The CO/OC is responsible for stand down of the AERP. Stand down procedures will normally be implemented on a progressive basis as the emergency winds down.

2.7 Legal and coronial matters

Coronial enquiries

The ATSB and Defence will always assist, when requested, in a coronial inquiry relating to an aviation accident. ATSB investigators will attempt to contact the coroner through the attending police officer during the early stages of the investigation.

Coroners may request wreckage custody and any other item carried on the aircraft at any stage of their investigation. If custody is requested in writing, the requested items would normally be released on completion of the ATSB's investigation.

The Coroner's Office should be contacted on all matters relating to an inquest or inquiry. Coronial services can also offer face-to-face assistance and advice and some coronial jurisdictions provide grief counselling and other support by trained professionals.

Police officers preparing material for a coronial inquiry should be aware that it may be some time before the ATSB and Defence complete their investigations and the findings of the investigation are released. For most investigations, the ATSB will generally release a web update covering verified factual information, usually within 30 days of the accident.

Coordinating with police enquiries

The ATSB report is for the purpose of safety and prevention of recurrence of accidents and cannot be used in civil or criminal proceedings.

Aviation safety information attracts substantial protection under the TSI Act. For example, sensitive safety information known as Restricted Information cannot be disclosed for the purpose of a criminal inquiry. This is because, in the interest of future safety, the ATSB requires ready access to all evidence and if used for the purposes of blame, or to determine a liability, such information or evidence may not be so fully available in the future. Organisations that ascribe blame or liability must undertake their own separate investigation. If necessary, the ATSB may appear as an expert witness in any coronial inquiry.

If an aircraft accident is subject to other police inquiries (for example, for the information of a coroner or a criminal investigation), the ATSB will assist where possible, within the constraints of the legislation, provided this does not compromise its own investigation. If early evidence suggests the accident was the result of unlawful interference such as sabotage, the police would normally direct the investigation and the ATSB would not investigate.

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2.8 Media

The media have a job to do and deserve access to certain information in order to do that job. 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 unauthorised AAFC personnel are to make comment to the media.

Media representatives must remain outside the secured area. Information about the names of casualties is only released by the appropriate authorities and this will happen only after next of kin have been informed by those authorities. The media should not be provided with access to take photographs of the survivors or the deceased. Care should be exercised in the use of mobile telephones, social media or radios to discuss the accident or the personnel involved, as the media may be capable of monitoring communications frequencies and channels. The news media may be prevented from flying over or hovering over the accident site in the interests of safety. A temporary restricted area (no-fly zone) may be established in accordance with section 44 of the TSI Act. This no-fly zone restricts flight above and around the site and is promulgated 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 a civil aviation 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's media unit (telephone 1800 020 616). Police or other organisations should confine their comments to their own work and follow the advice of their own media departments.

The ATSB will not release the names of the crew, passengers, or the aircraft owner. You can obtain the name of the aircraft owner from the Australian Aircraft Register on CASA's website at www.casa.gov.au. The coroner releases the names of the deceased persons and will often use the police as agents.

When information is released, the person releasing the information should only release factual information and should avoid making conclusions or inferences and speculating about possible causes.

2.9 Recovery and salvage of the wreckage

After the on-site investigation is completed or if the ATSB decides that no on-site investigation will take place, the ATSB's Chief Commissioner through the Investigator in Charge (IIC) will advise the owner when the ATSB no longer requires control over the aircraft wreckage. The owner can then begin salvage or site clean-up. Often, the aircraft insurer is responsible for removing the wreckage and debris from the accident site.

If the coroner or any federal, state or territory government requires any item of wreckage for the purpose of their investigation, they must make a written request to the ATSB prior to the ATSB relinquishing control of the wreckage. In any case, the ATSB will offer the wreckage to the coroner and the Civil Aviation Safety Authority (CASA) prior to releasing it back to the owner.

If the ATSB needs all or part of the wreckage for off-site examination, the IIC will work with the owner to arrange for recovery. The ATSB is normally only responsible for costs that directly arise from the investigation.

2.10 Return to Operational Status

Following an activation of the AERP, the aviation is to remain at stand down, with respect to any further flying operations, until the squadron is returned to an operational status by the OC AOW.

Depending upon the nature of the emergency, a return to operational status risk assessment may be required and the applicable CFI would need to demonstrate that it is safe for operational flying activities to resume. This decision will be made by the NMAS and the OC AOW.

In reaching his or her decision to resume flying activities, the OC AOW will need to consult with the officer in charge of the investigation to ensure that no significant systemic concerns have been identified in the course of the investigation so far, that would indicate that the resumption of flying activities should continue to be suspended.

2.11 Post Trauma Management

All squadrons are responsible for providing a critical incident stress management program for their staff. For some time after the emergency, emergency service personnel, victims, NOK, relatives and the public may wish to visit the accident site.

The squadron commander should make a suitable area available for these people and issue details to all squadron personnel so that they can give necessary directions.

Squadron commanders should supervise these areas to ensure that assistance can be made available if any of these people are distressed and to avoid any possible disruption to other unit operations. Provision of amenities must be considered.

3 Statutory Reporting Requirements

The AAFC is required to meet statutory reporting requirements under the Transport Safety Investigation Act 2003. Reportable matters are categorised as Immediately Reportable Matters (IRM) and Routine Reportable Matters (RRM). IRM and RRM are required to be reported to the ATSB.

3.1 Immediately Reportable Matters

The following matters are immediately reportable matters and are required to be notified to the ATSB (s 18 of the TSI Act 2003) and the AAFC (AOW and HQAAFC), by telephone, immediately:

- death or serious injury* to a person on board the aircraft or in contact with the aircraft or anything attached to the aircraft or anything that has become detached from the aircraft;
 - or a person who has been directly exposed to jet blast;
- the aircraft being missing;
- the aircraft suffering serious damage, or the existence of reasonable grounds for believing that the aircraft has suffered serious damage;
- the aircraft being inaccessible and the existence of reasonable grounds for believing that the aircraft has been seriously damaged; and
- breakdown of separation standards, being a failure to maintain a recognised separation standard (vertical, lateral or longitudinal) between aircraft that are being provided with an air traffic service separation service.

Note (*) – The ATSB requirement for notification of the death of, or a serious injury to, a person does not include:

- death or serious injury resulting from natural causes (except to a flight crew member); or
- death or serious injury that is intentionally self-inflicted; or
- death or serious injury that is intentionally caused by another person; or
- death or serious injury suffered by a stowaway in a part of the aircraft that is not usually accessible to crew members or passengers after take-off; or
- death occurring more than 30 days after the occurrence that caused the death, unless the death was caused by an injury that required admission to hospital within 30 days after the occurrence;

however these even must still be reported immediately to the AAFC (AOW and HQAAFC).

Once the immediate report has been completed by telephone, a written report must be submitted to the ATSB (s 19 of the TSI Act 2003) and the AAFC, via the AIRS safety database, as soon as possible and at most within 72 hours of the occurrence.

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3.2 Routine Reportable Matters

The following matters are routine reportable matters and are required to be notified to the ATSB (s 18 of the TSI Act 2003) and the AAFC (AOW and HQAAFC), by means of written report, via the ATSB website and the AAFC AIRS safety database, as soon as possible and at most within 72 hours of the occurrence:

- an injury, other than a serious injury, to a person on board the aircraft;
- a flight crew member becoming incapacitated while operating the aircraft;
- airprox;
- an occurrence in which flight into terrain is narrowly avoided;
- the use of any procedure for overcoming an emergency;
- an occurrence that results in difficulty controlling the aircraft, including any of the following occurrences:
 - an aircraft system failure;
 - a weather phenomenon;
 - operation outside the aircraft's approved flight envelope;
- fuel exhaustion;
- the aircraft's supply of useable fuel becoming so low (whether or not as a result of fuel starvation) that the safety of the aircraft is compromised;
- a collision with an animal, including a bird, on a licensed aerodrome.

3.3 AAFC Reportable Matters

The following matters are AAFC reportable matters and are required to be notified to the AAFC(AOW), via the AIRS safety database, as soon as possible and at most within 72 hours of the occurrence:

- Any near occurrence that could reasonably cause an incident or accident as defined within the definition of a IRM or a RRM;
- the aircraft suffering damage, or the existence of reasonable grounds for believing that the aircraft has suffered damage;
- any exposure to LASER radiation; or
- Any aviation safety related concern, not covered by any descriptor given above.

If there are any doubts with respect to the need to report, please contact the NMAS for clarification.

3.4 Confidentiality

In accordance with the AAFC Just Culture guidelines, reporters of aviation safety incidents and accidents may choose to submit their reports in a confidential manner. Details of reporters who submit a report in this manner, will not be disclosed to any AAFC member, apart from the NMAS, without the consent of the reporter. Reporters seeking confidentiality should mark their report as confidential within AIRS safety database system.

Reports provided under the Transport Safety Investigation Act, to the ATSB, will also be confidential, however details of the occurrence, without the name of the reporter, will be passed onto CASA, by the ATSB.

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4 Event Checklists

The following checklists are to be followed depending upon the nature of the actual emergency. As an emergency evolves, it may be necessary to transfer to another checklist, to suit the emergency.

Any suggestions for amendments to these checklists, should be sent to the NMAS for consideration.

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4.1 Initial Details

| | |
|-----------------------------------|--------------------------------|
| Who | Aircraft registration etc |
| When | Time / Date |
| Where | Location |
| What | Brief details of what happened |
| Occupants / Injuries / Fatalities | |
| Source or Informant | Name and phone number |
| Details received by | Name |
| Date / Time | |

4.2 ATSB Aviation Accident Notification Requirements

If the event is an Immediately Reportable Matter, as defined in s 3.1, call the ATSB and provide the following details:

- Your name, organisation, function and location;
- Your phone contact numbers (mobile, office, home);
- Location of the accident, including direction on how to reach the scene;
- Date and time of the accident;
- Aircraft type and its side fuselage registration letters and/or numbers; and
- Extent of injuries to occupants.

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4.3 Local Standby

| Event | |
|---|--|
| Date / Time | |
| Site Controller | |
| Log Keeper | |
| Task | |
| Time Completed | |
| Notify CO and/or CFI | |
| Hold aircraft currently on the ground | |
| Land or hold or divert airborne aircraft as appropriate | |
| Organise ground staff to provide support to the aircraft on landing as required | |
| Provide assistance to aircraft as required | |
| Refer to other checklists, if required | |
| Complete AIRS report | |

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4.4 Full Emergency

| Event | |
|---|--|
| Date / Time | |
| Site Controller | |
| Log Keeper | |
| Task | |
| Time Completed | |
| Notify CO and/or CFI | |
| Hold aircraft currently on the ground | |
| Land or hold or divert airborne aircraft as appropriate | |
| Call emergency services | |
| Organise ground staff to provide support to the aircraft on landing as required | |
| Ensure airfield gate/s is/are open | |
| Provide assistance to aircraft as required | |
| Refer to other checklists, if required | |
| Notify OC AOW | |
| Notify NMAS | |
| Complete AIRS report | |
| | |

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4.5 Crash on Airfield

| Event | |
|---|--|
| Date / Time | |
| Site Controller | |
| Log Keeper | |
| Task | |
| Time Completed | |
| Call emergency services | |
| Hold aircraft currently on the ground | |
| Land or hold or divert airborne aircraft as appropriate | |
| Notify CO and/or CFI | |
| Organise ground staff to provide assistance to aircraft and personnel as required | |
| Ensure airfield gate/s is/are open | |
| Notify OC AOW | |
| Notify CDR-AAFC | |
| Notify DCDTAIROPS-AF | |
| Notify NMAS | |
| Notify ATSB | |
| Notify NSA | |
| Notify COMCARE | |
| Notify Aerodrome ARO or Emergency Contact | |
| Secure accident site | |
| Quarantine documentation and records | |
| Isolate directly involved personnel | |
| Brief staff and cadets | |
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| Refer to other checklists, if required | |
| Complete AIRS report | |

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4.6 Crash off Airfield / Aircraft Missing

| Event | |
|---|--|
| Date / Time | |
| Site Controller | |
| Log Keeper | |
| Task | |
| Time Completed | |
| Notify AusSAR | |
| Call emergency services | |
| Hold aircraft currently on the ground | |
| Land or hold or divert airborne aircraft as appropriate | |
| Notify CO and/or CFI | |
| Organise ground staff to provide assistance to aircraft and personnel as required | |
| Notify OC AOW | |
| Notify CDR-AAFC | |
| Notify DCDTAIROPS-AF | |
| Notify NMAS | |
| Notify ATSB | |
| Notify NSA | |
| Notify COMCARE | |
| Secure accident site, if found | |
| Quarantine documentation and records | |
| Isolate directly involved personnel | |
| Brief staff and cadets | |
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| Refer to other checklists, if required | |
| Complete AIRS report | |

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4.7 Unlawful Seizure

| | | |
|-----------------|---|-----------------------|
| Event | | |
| Date / Time | | |
| Site Controller | | |
| Log Keeper | | |
| | Task | Time Completed |
| | Call emergency services | |
| | Notify CO and/or CFI | |
| | Hold aircraft currently on the ground | |
| | Land or hold or divert airborne aircraft as appropriate | |
| | Notify OC AOW | |
| | Notify CDR-AAFC | |
| | Notify DCDTAIROPS-AF | |
| | Brief staff and cadets | |
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| | Refer to other checklists, if required | |

4.8 Bomb Threat

| | |
|---|-----------------------|
| Event | |
| Date / Time | |
| Site Controller | |
| Log Keeper | |
| Task | Time Completed |
| Call emergency services | |
| Notify CO and/or CFI | |
| Hold aircraft currently on the ground | |
| Land or hold or divert airborne aircraft as appropriate | |
| Isolate staff and cadets from any hazards | |
| Notify OC AOW | |
| Notify CDR-AAFC | |
| Notify DCDTAIOPS-AF | |
| Brief staff and cadets | |
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| Refer to other checklists, if required | |

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4.9 Hazardous Material

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|---|--|
| Event | |
| Date / Time | |
| Site Controller | |
| Log Keeper | |
| Task | |
| Time Completed | |
| Call emergency services | |
| Notify CO and/or CFI | |
| Isolate staff and cadets from any hazards | |
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| Refer to other checklists, if required | |

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4.10 Fire

| Event | |
|---|----------------|
| Date / Time | |
| Site Controller | |
| Log Keeper | |
| Task | Time Completed |
| Call emergency services | |
| Notify CO and/or CFI | |
| Hold aircraft currently on the ground | |
| Land or hold or divert airborne aircraft as appropriate | |
| Isolate/evacuate staff and cadets from any hazards | |
| Notify OC AOW | |
| Notify CDR-AAFC | |
| Notify DCDTAIOPS-AF | |
| Brief staff and cadets | |
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| Refer to other checklists, if required | |

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4.11 Natural Disaster

| Event | | |
|-----------------|---|----------------|
| Date / Time | | |
| Site Controller | | |
| Log Keeper | | |
| | Task | Time Completed |
| | Hold aircraft currently on the ground | |
| | Land or hold or divert airborne aircraft as appropriate | |
| | Isolate/evacuate staff and cadets from any hazards | |
| | Call emergency services, if assistance is required | |
| | Notify OC AOW | |
| | Notify CDR-AAFC | |
| | Notify DCDTAIROPS-AF | |
| | Brief staff and cadets | |
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| | Refer to other checklists, if required | |

5 Key Personnel Checklists

5.1 Squadron Officer Commanding / Site Controller

| | | |
|----------|---|-----------------------|
| Position | Squadron Officer Commanding / Site Controller | |
| Name | | |
| | Task | Date / Time Completed |
| | Ensure staff and cadets are protected from harm | |
| | Call emergency services, if assistance is required | |
| | Manage aircraft on the ground | |
| | Manage aircraft in the air | |
| | Account for all staff and cadets | |
| | Notify key staff as per the event checklists | |
| | Delegate responsibilities as required | |
| | Ensure that the details of the event are appropriately documented and reported, including AIRS, ATSB, GFA and COMCARE | |
| | Brief staff and cadets | |
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5.2 National Manager Aviation Safety

| | | |
|----------|--|-----------------------|
| Position | National Manager Aviation Safety | |
| Name | | |
| | Task | Date / Time Completed |
| | Collate incident / accident details | |
| | Ensure that the event has been documented within AIRS | |
| | Ensure that the ATSB has been notified, as applicable. | |
| | Determine level of investigation required | |
| | Organise investigation team | |
| | Commence onsite or desktop investigation, as applicable. | |
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5.3 Office Commanding – Aviation Operations Wing

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|----------|---|-----------------------|
| Position | Officer Commanding – Aviation Operations Wing | |
| Name | | |
| | Task | Date / Time Completed |
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6 Emergency Contact List – National

| Name | Position | Number |
|---|-----------------|---------------|
| Police, Fire (including HAZMAT) & Ambulance | | 000 |
| GPCAPT Ian Watts | DDGSOA-AF | 0419 442 875 |
| WGCDR Matthew Drummond | DCDTAIROPS-AF | |
| GPCAPT (AAFC) Mark Dorward | CDR-AAFC | 0476 854 711 |
| WGCDR (AAFC) Stephen Pepper | OC AOW | 0408 462 599 |
| SQNLDR (AAFC) David Adkins | NMAS | 0414 910 569 |
| A/SQNLDR (AAFC) Dennis Medlow | HOO-G | 0423 124 555 |
| SQNLDR Gary Presneill | HOO-P | 0413 594 453 |
| ATSB | Duty Officer | 1800 011 034 |
| DDAAFS | Duty Officer | 02 6144 9199 |
| COMCARE | | 1300 366 979 |
| AusSAR | | 1800 815 257 |
| Defence Media Operations Centre | SOPAC | 02 127 1999 |

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6.1 Emergency Contact List – Regional

| Name | Position | Number |
|--|-------------------|------------------------------|
| 901 SQN | | |
| SQNLDR (AAFC) Shane Edwards | CO | 0409 871 752 |
| PLTOFF (AAFC) Grant Harper | CFI | 0417 076 482 |
| ABCP (TVL) | | 0418 405 945 |
| 902 SQN | | |
| SQNLDR (AAFC) Leigh Cremin | CO | 0437 187 472 |
| | DETCDR / OIC | 0473 500 408 |
| FLTLT (AAFC) Ivor Harris | CFI | 0499 536 963 |
| 903 SQN | | |
| FLTLT (AAFC) Bradley Lochrin | CO | 0429 102 001 |
| SQNLDR (AAFC) Billy Gleeson-Barker | CFI | 0408 443 009 |
| 904 SQN | | |
| SQNLDR (AAFC) Scott Wiggins | CO | 0407 750 664 |
| FLGOFF (AAFC) John Rule | CFI | 0417 553 286 |
| CPT Andy McDougal | BASO YPCK | 0407 797 165 |
| | Duty Chaplin YPCK | 0429 781 525 |
| 905 SQN | | |
| SQNLDR (AAFC) David Walsh | CO | 0419 387 551 |
| 906 SQN | | |
| SQNLDR (AAFC) Nicolaas Robbertse | CO | 0416 502 120 |
| WOFF Stephen Shuck | CFI | 0409 011 610 |
| 907 SQN | | |
| SQNLDR (AAFC) Mark Richardson | CO | 0434 220 568 |
| | CFI | |
| 908 SQN | | |
| SQNLDR (AAFC) Craig McPherson | CO | 0427 273 103 |
| Elementary Flying Training School – RAAF Williams | | |
| | Deputy HOO-P | |
| | | |
| Elementary Flying Training School – RAAF Richmond | | |
| | Deputy HOO-P | |
| | | |
| Elementary Flying Training School – RAAF Amberley | | |
| | Deputy HOO-P | |
| | | |
| YAMB ATC | | 07 5361 3346 07 5361 3349 |
| YAMB Fire Service | Duty Supervisor | 07 5361 2333 |
| | SATCO-AMB | 0488 276 369 |
| | SADFO-AMB | 07 5361 2888 |

7 Training

Each aviation squadron is to ensure that key staff are familiar with the contents of this manual and their individual responsibilities.

Aviation squadrons are to conduct an annual exercise to test their readiness to respond to a real emergency situation. Where the ERP is exercised in a real situation, the use of ERP procedures in this situation will satisfy this requirement. When the ERP is exercised, either within a test or a real situation, the squadron is to complete a written report, detailing how the squadron performed in the event, in order to provide information that can be used to improve the squadron's emergency response. A copy of these reports is to be provided to the Aviation Operations Wing.