

# **STRAHAN AERODROME**

## **AERODROME EMERGENCY PLAN**

Issued: 09<sup>th</sup> August 2018

Copy No. 1

**Administration****Authority:**

The Strahan Aerodrome Emergency Plan has been prepared by the Aerodrome Emergency Committee.

**Approved:**

Aerodrome Manager  
Strahan Aerodrome  
09<sup>th</sup> August 2018

**Endorsed:**

West Coast Council Emergency Response Coordinator

The Strahan Aerodrome Emergency Plan is issued as a Sub-plan of the West Coast Emergency Management Plan in accordance with the Tasmanian Emergency Management Act.

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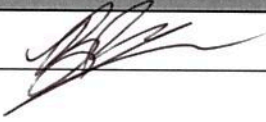
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**Record of Amendments**

As information is updated, you will be sent new pages for this Aerodrome Emergency Plan (AEP) so that it is always current.

Please ensure that as soon as you receive these new pages, they are inserted into the AEP and the old ones removed and destroyed.

This page will help you keep track of all amendments.

Date	Amendment No.	Signature
09 <sup>th</sup> August 2018	New issue	

**Distribution List**

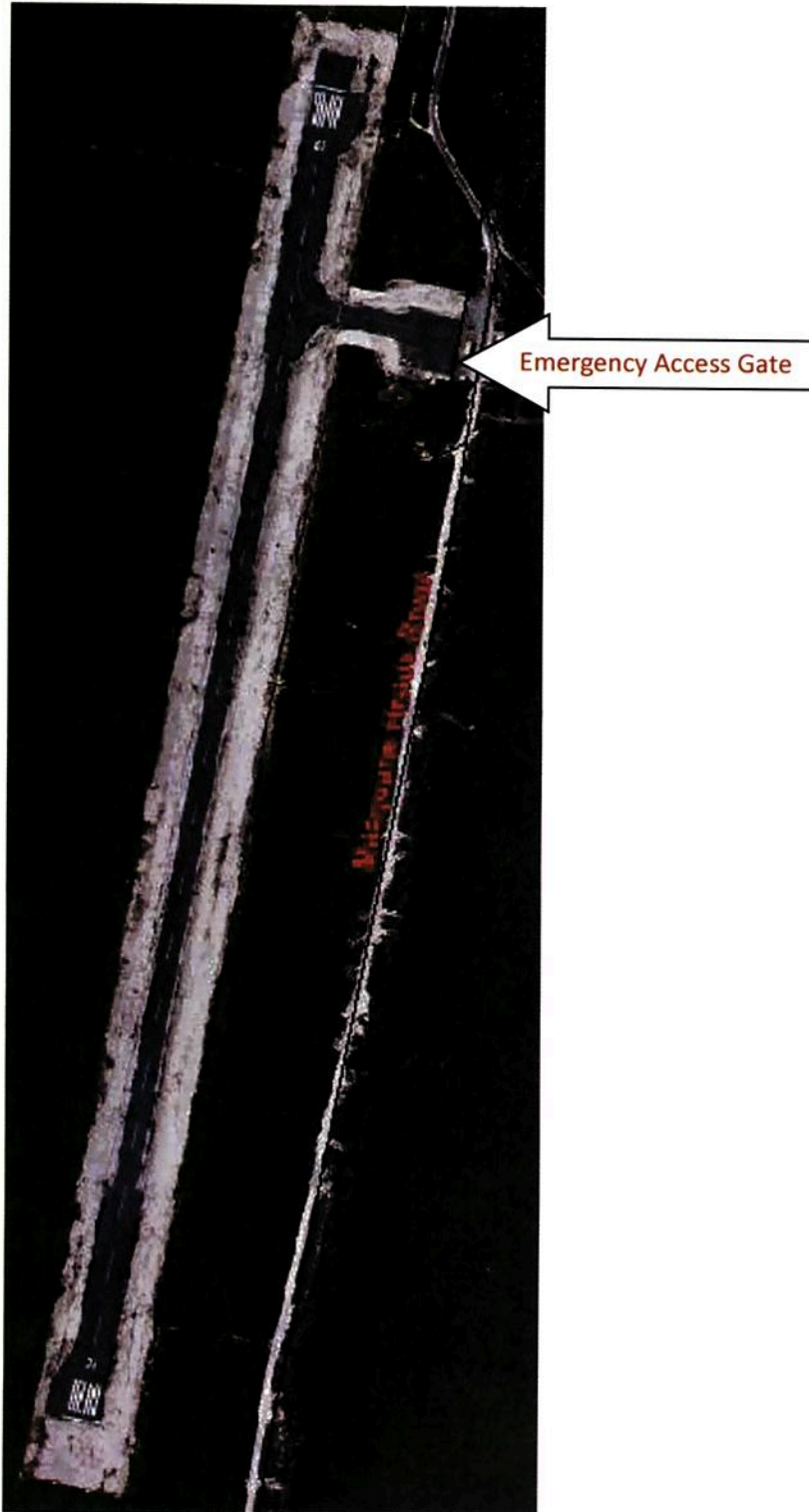
The Strahan AEP is distributed to the following organisations:

<b>Distribution</b>	<b>No. of copies</b>
Aerodrome Manager	2
WCC Council Depot (Strahan and Queenstown)	2
Local Government Authority	1
Tasmania Police (Strahan and Queenstown)	2
Tas Fire Service (NW Region, Strahan, Queenstown)	3
Tas Ambulance Service	1
State Emergency Service (NW region, Zeehan, Queenstown)	3
Queenstown Hospital Service	1
<b>Total number of copies</b>	<b>15</b>

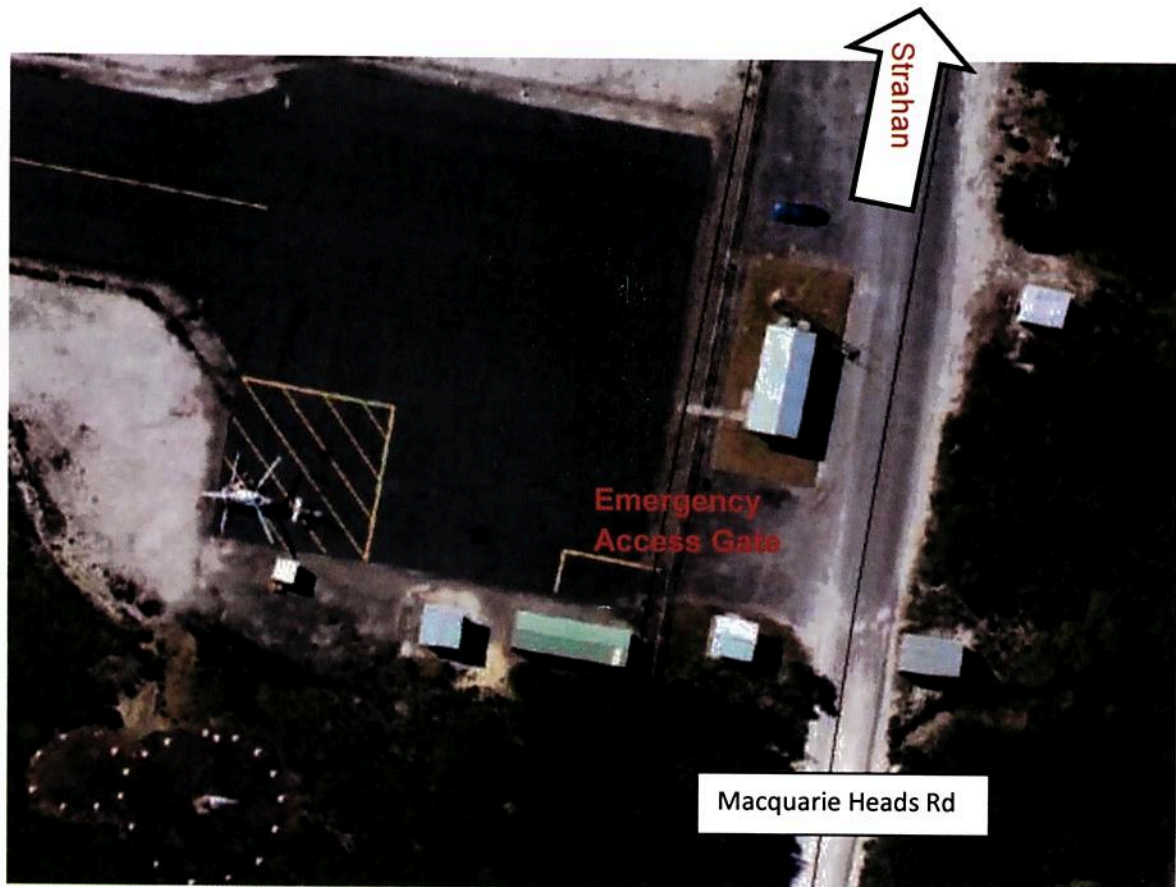
**Contact Telephone Numbers**

<b>Agency</b>	<b>Contact</b>	<b>Telephone</b>
Aerodrome Manager	Brad Perera	0427803711
Aerodrome Staff	Scott Butler	0418527972
Airservices Australia Rescue and Fire Fighting Service		
Local Government Authority	West Coast Council	03 6471 47000
State Police	Tas Police Switchboard	03 6230 2111 URGENT 000
State Fire Service	Tas Fire Service	URGENT 000
State Ambulance Service	Tas Ambulance Service	URGENT - 000 NON URGENT – 1800 008 008
State or Territory Rescue Service	Wayne Richards	03 6477 7293 0427 352 912 Urgent 000
State or Territory SES	Wayne Richards	03 6477 7294 Urgent 000
Medical Service	Strahan General Practice West Coast District Hospital	03 6472 6300 03 6495 1550
Welfare Agencies		
Airline(s)	Paravion	03 62485390
Aerodrome based aircraft operators		
Lions, Rotary etc or a Catering Contractor		
Telecommunications provider		
Australian Transport Safety Bureau (ATSB)	Accident Investigators	24 hrs: 1800 011 034
Civil Aviation Safety Authority (CASA)	Airport Inspector	CASA national 131 757
Airservices Australia	Aeronautical Information Services (AIS) – NOTAM Office	(02) 6268 5063
Search and Rescue Coordination Centre (AusSAR)	Duty Officer	24 hrs: 1800 815 257
Office of Transport Security	Duty Officer	24 hrs: 1300 734 950

**Aerodrome Plan**



**Apron Layout and Access plan**



**SECTION 1 - INTRODUCTION****1.1 Aim**

The aim of the Strahan AEP is to provide a timely and coordinated response to, and initial recovery from, an emergency at Strahan Aerodrome.

**1.2 Scope**

This AEP details the arrangements for control and coordination of the response to and the initial recovery from an emergency on or within the vicinity of Strahan Aerodrome.

This AEP is based upon the assumption that each individual agency with a statutory responsibility has in place appropriate supporting Aerodrome Emergency Procedures or Standard Operating Procedures (SOPs) which deal with that agency's response in accordance with this AEP.

**1.3 Legislation**

Legislation, plans and procedures that were considered in developing the Strahan Aerodrome AEP:

- Tasmanian Emergency Management Acts
- The West Coast Emergency Management Plan

**1.4 Response Area Covered by the AEP**

The West Coast Council has decided that this AEP will cover aircraft emergencies that occur on or in the vicinity of Strahan Airport.

Other emergencies on or in the vicinity of the aerodrome are addressed in the West Coast Emergency Management Plan.

**SECTION 2 - AERODROME EMERGENCY PLAN MANAGEMENT**

- 2.1 The West Coast Emergency Management Committee is responsible for preparing and maintaining the AEP and formulating the relevant procedures that are applicable to its operations and any arrangements that exist with the emergency services.
- 2.2 The Strahan Aerodrome Manager is responsible for maintaining the Plan on behalf of the Committee.
- 2.3 The Committee members and their contact details are contained in the West Coast Emergency Management Committee.

**SECTION 3 - ROLES AND RESPONSIBILITIES****3.1 West Coast Council**

- Ensure Tas Police have been notified.
- Ensure that all other emergency services are contacted.
- Initial establishment of forward command post.
- NOTAM and markers initiated.
- Site safety and security.
- Provide assistance to survivors.
- Implement the West Coast Emergency Management Plan as required.
- Activate the co-ordination centre if required.

- Assist response agencies and investigation teams.
- Control and coordinate restoration of Aerodrome facilities.
- Coordinate review of emergency procedures and plans.
- Recovery of the Aerodrome to full serviceability.

**3.2 *Tasmania Police***

- Notification and activation of agencies and resources deemed necessary to manage the emergency.
- Provide on scene management and establish forward command post in support of control authorities and EOC if required.
- Coordination of resources and flow of information to and from all involved agencies and the public by establishing a media centre and appointing media liaison officers.
- Account for all persons (including crew) on board the aircraft.
- Establish and maintain a secure cordon to protect the site and to secure access and egress to and from the site.
- Ensure the orderly evacuation and transportation of uninjured passengers.
- Provide for recovery and management of the deceased including DVI.
- Undertake the statutory investigative requirements particularly for the coroner and assist the ATSB.

**3.3 *Airservices Australia***

- If a pilot advises of a crash or an emergency on board to Air Traffic Services (ATS) the ATS will notify the Tasmania Police.
- In most instances ATS will remain in radio contact with the pilot and convey information to the Tasmania Police by telephone.
- The radio frequency used by ATS in the Strahan area is 123.95 Mhz.

**3.4 *Tasmania Fire Service***

- Act as combat agency for fire and hazardous material incidents.
- Assist any other response or recovery operations for which the authorities training and equipment is suitable.

**3.5 *State Emergency Service***

- Provide assistance to the Police, arranging provision of resources and establishing a communications network between the responding agencies.

**3.6 *Ambulance Tasmania***

- Act as control agency for medical response as required.
- Provide triage of the injured.
- Coordination of all medical services.
- Provision of medical treatment to casualties until hospitalised.
- Transportation of casualties.

**3.7 *Aircraft Operator***

- Provide accurate passenger/cargo manifests to assist Emergency Response Coordinator.
- Provide technical assistance to Emergency Response Coordinator and combat agencies.
- Provide specialist support to Aerodrome staff.
- Aircraft recovery and removal.

**SECTION 4 - ACTIVATION, CONTROL AND COORDINATION**

The AEP can be activated by Aerodrome staff, Airservices Australia, Airlines and the public by calling "000". The AEP is activated on receipt of notification of an occurrence of ANY EVENT covered by this AEP, ie. full emergency notified by others, etc.

**4.1 *West Coast Emergency Response Management Authority for Aviation Incidents***

The senior Police Officer stationed in Strahan is the Incident Controller. The Police officer is responsible for the overall control and coordination of the emergency response and initial recovery measures on Strahan Aerodrome.

All public information about the emergency must only be released through the Police and all requests for further resources must initially be directed to the Emergency Response Coordinator.

**4.2 *Site Control***

The first Police officer on site will assume control of the emergency response on Strahan Aerodrome.

**SECTION 5 - AERODROME EMERGENCY FACILITIES**

There are no facilities provided at the aerodrome.

Emergency response agencies are responsible for testing their own equipment that may be used when attending an emergency at the Airport.

**5.1 *Forward Command Post (FCP)***

The FCP is established upwind near the accident site to act as a coordination point for ALL responding agencies.

The first Police vehicle that arrives at the site is to leave its red/blue flashing light activated and the Aerodrome vehicle flashing lights are to be extinguished.

The Senior Police Officer on site will be the Forward Commander and may also be the Incident Controller. That person will command and coordinate the incident from the FCP and shall establish it wherever the officer deems appropriate.

The following agencies are required to provide a Liaison Officer at the FCP:

- West Coast Council
- Tas Fire Service
- SES
- Ambulance Tasmania
- Aircraft operator (if available)

Police are responsible for terminating the responding agencies at the end of the emergency.

**5.2 Casualty Processing Area (CPA)**

In general, the CPA on the aerodrome will be located adjacent to the FCP and will be coordinated by the Ambulance Tasmania. This area is to facilitate triage, assessment and classification of injured persons so that suitable transportation can be arranged. Consideration should be given when locating the casualty clearing area that suitable helicopter landing areas are available close by.

The coordinating agency for the CPA will be ambulance officers when available.

Ambulance or medical officers will provide the triage of injured persons when available.

Consideration should be given to the location of a temporary morgue.

If an Ambulance Commander is available then that person will take over the command and coordination of the CPA.

The following agencies are represented at the CPA:

- Medical Services
- Ambulance Tasmania
- First Aid personnel
- Tas Police (Liaison Officer)
- Clergy (if required)

Agencies working at the CPA are stood down by the Ambulance Commander.

**5.3 Other Facilities**

Other emergency facilities, such as the EOC and reception centres are detailed in the **West Coast Emergency Management Plan**.

**SECTION 6 - OPERATIONAL RESPONSE TO AN EMERGENCY**

Emergency agencies will need to gain access to the airside of the aerodrome through the primary access gate.

The aerodrome is located within a button grass swamp and all vehicles must at all times remain on the paved and gravel surfaces of the aerodrome.

**6.1 Aerodrome Access**

Strahan Aerodrome is located on Macquarie Heads Road and has one access gate located on the southern side of the Terminal Building.

**6.2 Activation and Call Out**

The AEP is activated on receipt of notification of an aircraft emergency or crash.

In all cases of emergency, the primary notification is to the Police who shall be responsible for calling out the applicable services, including as necessary:

- Tas Fire Service
- Ambulance Tasmania
- SES
- West Coast Council
- Welfare Agencies

### **6.3 Aerodrome Assembly Area**

The Assembly Area is located on the apron

If the primary assembly area is not used an alternative aerodrome assembly area is to be nominated by the Police in conjunction with the West Coast Council.

## **SECTION 7 - FULL EMERGENCY AND CRASH**

### **7.1 Full Emergency**

A condition declared when it is known that an aircraft approaching the aerodrome is, or is suspected to be, in such trouble that there is danger of an accident and requiring the response from off airport agencies.

When the various agencies are notified through the normal communication channels all or some of the following information will be given if it is known:

- level of full emergency
- type of aircraft
- passengers on board (POB), if available
- expected time of arrival (ETA)
- nature of the problem

Each agency assesses the level of staff and equipment to be dispatched to Strahan Aerodrome.

The staging area will be the apron area.

Support agencies assembling at the airport can include all or some of the following:

- West Coast Council Aerodrome Staff
- Tas Police
- Tas Fire Service
- SES
- Ambulance Tasmania

The Police are the coordinating authority during a full emergency.

The Police will declare stand down following consultation with Air Traffic Services and/or pilot in command.

IF A CRASH OCCURS, OR IS ABOUT TO OCCUR, IMPLEMENT CRASH ON AERODROME PLAN.

### **7.2 Crash on Aerodrome**

A crash is declared following an aircraft impact emergency on Strahan Aerodrome.

The Combat Agency will be the Tas Fire Service for all fire associated with the crash and for the rescue of all trapped passengers.

Support agencies will include:

- West Coast Council staff
- Ambulance Tasmania
- SES
- Aircraft operator (if available)

The **Response Management Authority** is the Tasmania Police.

The staging area will be the apron area.

When the various agencies are notified the following information would try to be given:

- Type of aircraft
- Passengers On Board (POB)

Each agency is responsible for assessing the level of staff and equipment to be dispatched to Strahan Aerodrome.

The Senior Tasmanian Police Officer, the Incident Controller, will declare stand down following consultation with all the agencies involved

### **7.3 Crash off Aerodrome**

Individual agencies may respond to notification of an aircraft crash in the vicinity of Strahan Aerodrome through their normal communication channels. The West Coast Emergency Management Plan may be initiated.

The AEP may also be activated for any aircraft crash in the vicinity of Strahan Aerodrome.

The **Response Management Authority** is the Tasmania Police.

The Senior Tasmanian Police Officer, the Incident Controller, will declare stand down following consultation with all the agencies involved.

### **7.4 Disabled Aircraft**

The person responsible for coordinating the recovery process is the West Coast Council, Manager Works and Operations. The aircraft owner is responsible for recovery and removal of any aircraft wreckage.

The aim of this section is to provide for a coordinated response to quickly and safely remove an aircraft that has caused the temporary closure of a runway or taxiway.

At Strahan Aerodrome the following agencies may be involved in disabled aircraft recovery:

#### **West Coast Council, Manager Works and Operations**

- Control and coordinate the recovery of the disabled aircraft.
- Secure the site of the operation.

- Liaise with the Airline/Aircraft owner and the Investigation Teams to obtain clearance to move the aircraft.

**Aircraft Owner**

- Subject to clearance by the Investigating Teams, undertake the removal of the disabled aircraft.
- Undertake the removal and disposal of fuel and other hazardous materials associated with the aircraft.

**Tasmania Police**

- In conjunction with ATSB, authorise the removal of a disabled aircraft when the investigation is completed.

**Australian Transport Safety Bureau (ATSB)**

- Authorise the removal of the disabled aircraft when the investigation is completed.

**Directorate of Defence Aviation and Air Force Safety**

- In the event of an emergency involving ADF aircraft, will authorise the removal of the disabled aircraft.

**Tas Fire Service**

- Remain on standby to assist with the operations as required, especially during the de-fuelling of the aircraft.

The West Coast Council, Manager Works and Operations will declare a stand down in consultation with the Airline/Aircraft owner.

**SECTION 8 - RETURNING THE AERODROME TO OPERATIONAL STATUS**

It is essential that the need for recovery operations is assessed and planned during the early stages of an emergency response operation. West Coast Council, Manager Works and Operations, in conjunction with the Tasmania Police Incident Controller, is responsible to ensure that this occurs.

**8.1 Investigations**

Following an emergency at Strahan Aerodrome, investigations will be required. Until preliminary investigations have been completed, or the relevant authority gives approval, the airport operator should not commence the recovery process with the aircraft owner.

The following agencies have a statutory responsibility to investigate the cause of the emergency.

- ATSB – in the event of an emergency involving an aircraft incident.
- State Coroner/Police – in the event of an emergency involving a death or serious injury.
- RAAF Director of Flying Safety – in the event of an emergency involving RAAF aircraft.
- Police – in the event of unlawful seizure or bomb detonation.
- Airline/aircraft operator and its insurers.
- Aerodrome operator and its insurers.

**8.2 Recovery of Wreckage/Clean Up**

Recovery is the process of returning the aerodrome to its operational status by the removal of wreckage, clean up and inspection processes.

Subject to clearance by the Investigating Teams the owner of the aircraft/facility is responsible for the removal of wreckage and the clean up of facilities. The owner is also responsible for the removal and disposal of fuel and hazardous materials.

The West Coast Council accepts no responsibility for the removal of crashed or immobilised aircraft on Strahan Aerodrome.

**8.3 Security Control**

Site security may be required on an incident by incident basis where, for example, an investigation is not complete.

Responsibility for coordinating this function will be the Police.

**8.4 Return to Operational Status**

Once the investigation and removal of wreckage/clean-up are completed, the next stage of the recovery phase is to bring the aerodrome back to full operational status in a safe, efficient and orderly manner. The following tasks must be undertaken prior to return of the aerodrome to full operations:

- Aerodrome inspection.
- All debris must be removed and pavements repaired.
- Security control inspected.
- Restricted aircraft operations if required.
- Any NOTAM initiated will be cancelled.
- Unrestricted aircraft operations if possible.

The person responsible for inspecting the airport and declaring it safe for aircraft operations is the West Coast Council, Manager Works and Operations and/or the duty Aerodrome Reporting Officer.

**8.5 Critical Incident Stress (CIS) and Post Trauma Management (PTM)**

Most agencies will have their own procedures, systems to deal with CIS and PTM for their own staff. There is a need, however, to detail the control, coordination, activation and stand down procedures for other agency's staff and personnel involved, but not otherwise covered.

The person responsible for arranging resources to deal with CIS & PTM for West Coast Council staff is the West Coast Council, Manager Works and Operations.

**8.6 Emergency Relief**

The West Coast Emergency Management Plan details all emergency relief available.

**SECTION 9 - PLAN REVIEW****9.1     *The arrangements for periodic review of the AEP***

In order to ensure that the Strahan Aerodrome AEP continues to meet its aim a review of the AEP by the West Coast Council, Manager Works and Operations will be conducted annually or following:

- the activation of the AEP for an emergency other than local standby
- an exercise testing primary aspects of the AEP
- changes to the roles or responsibilities of participating agencies

Deficiencies and/or changes resulting from the review/s will be addressed as amendments to the AEP. All records of review need to be kept for a minimum of three years.

All reviews and amendments will be submitted to the West Coast Emergency Management Committee for endorsement.

**SECTION 10 - EXERCISES**

- 10.1 The AEP may be tested by holding a realistic field exercise whenever the Committee determines an exercise is require.
- 10.2 Familiarisation inspections of the aerodrome will be provided by West Coast Council when required by any emergency service
- 10.3 Exercises will address all parts of the AEP, but not necessarily at the same time and should test facilities for the largest size aircraft operating at the airport from time to time. A debrief of the exercise will be conducted and any recommendations be forwarded to the Committee for their consideration. All AEP activity will be held in printed form for at least three years. The exercise will be timed so that all emergency response organisations can provide members who can participate.

**ATTACHMENTS - Communication flow charts.**

# WEST COAST COUNCIL AERODROME INCIDENT PROCEDURE

