Airport Emergency Sub Plan

Document Control

Amendment Control

The Airport Emergency Sub Plan is a controlled document. The controller of the document is the Burdekin Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

Local Disaster Coordinator  
Burdekin Shire Council  
PO Box 974  
Ayr Qld 4807

The LDC may approve inconsequential amendments to this document. The LDC will ensure that any changes to the content of the document will be submitted to the Burdekin Local Disaster Management Group (LDMG) for approval and be endorsed by the Burdekin Shire Council.

Amendment Register

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<tr>
<td>Version No.</td>
<td>Issue Date</td>
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### Abbreviation List

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<tr>
<td>LDC</td>
<td>Local Disaster Coordinator</td>
</tr>
<tr>
<td>CHAIR</td>
<td>Local Disaster Management Group Chair</td>
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<tr>
<td>LDMG</td>
<td>Local Disaster management Group</td>
</tr>
<tr>
<td>ATSB</td>
<td>Australian Transport Safety Bureau</td>
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<tr>
<td>RPT</td>
<td>Regular Public Traffic</td>
</tr>
<tr>
<td>DDAAFS</td>
<td>Directorate of Defence Aviation and Air Force Safety</td>
</tr>
<tr>
<td>ADF</td>
<td>Australian Defence Force</td>
</tr>
<tr>
<td>AAIT</td>
<td>Aircraft Accident Investigation Team</td>
</tr>
<tr>
<td>NOTOM</td>
<td>Notice to Airmen</td>
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### Aerodrome categories under CASR part 139

It is important to note that all aerodromes within the Burdekin Region are considered in the following aerodrome category:

- Other Aerodromes – operations under proposed CASR 135.

The maximum level of service provided for these aerodromes is as follows:

- Not certified or registered but served by Regular Public Traffic (RPT) or by charter operations at least once per week.

### Aircraft (Aviation) Accidents

It is important to notify the Chair of the Local Disaster Management Group (LDMG) or the Local Disaster Coordinator (LDC) of any accidents or incidents at any of the aerodromes within our Shire. Contact number for the Burdekin Shire Council is – 07 4783 9800.

The Burdekin Shire Council has a dedicated Aerodrome Officer and they can always be contacted. Please refer Burdekin Shire Council Emergency Contact List for numbers (not available for public release).

The Australian Transport Safety Bureau (ATSB) is an independent Commonwealth Government statutory Agency. The Bureau is governed by a Commission and is entirely separate from transport regulators, policy makers and service providers.

The booklet, *Civil and Military Aircraft Accident Procedures for Police Officers and Emergency Services Personnel (Edition 7, June 2017)*, jointly produced by the Australian Transport Safety Bureau (ATSB) and the Directorate of Defence Aviation and Air Force Safety (DDAAFS), assists anyone in an emergency services role to better understand the essential procedures as well as the many hazards on aircraft accident sites.

The booklet also provides guidance to civil authorities, the military, or others arriving at an aircraft accident site and is available from the site. Civil Aircraft

To report aviation accidents and incidents (also known as *immediately reportable matters*), the Australian Transport Safety Bureau (ATSB) can be contacted at any time, toll-free on 1800 011 034.

An ‘immediately reportable matter’ is a serious transport safety matter that covers occurrences such as accidents involving death, serious injury, destruction or serious damage of vehicles or property or when an accident nearly occurred. Under Part 3 Section 18 of the Transport Safety Investigations Act 2003, ‘immediately reportable matters’ must be reported to a nominated official by a responsible person as soon as is reasonably practical. The reason
for such a requirement is the need for The Australian Transport Safety Bureau (ATSB) investigators to act as quickly as possible in order to preserve valuable evidence and thus to determine the proximal and underlying factors that led to a serious occurrence.

The list of immediately reportable matters for each mode of transport is contained in the Transport Safety Investigations Regulations 2003. “Immediately reportable matters” are the only transport safety matters that need to be reported for the marine and rail modes of transport. In aviation where the Commonwealth, and hence the Australian Transport Safety Bureau (ATSB), has more comprehensive responsibilities for the investigation of transport safety matters there is also a list of routine reportable matters.

Military Aircraft

The Directorate of Defence Aviation and Air Force Safety (DDAAFS) manage safety for all military aircraft. All military aircraft accidents are required to be reported to the DDAAFS Duty Officer on 0410 626 357 and, IF PRACTICABLE, the nearest military base on 1300 DEFENCE (1300 333 362).

The Australian Defence Force (ADF) maintains a multi-tiered aviation safety organisation, including a 24-hour rapid response Aircraft Accident Investigation Team (AAIT). Qualified personnel are available at all military bases where aviation activity takes place; these personnel will usually be the first to arrive at an accident site until they are relieved by qualified AAIT personnel.

Who must report an aviation accident?

The owner, operator or crew of the aircraft must report the accident immediately. If members of the public, emergency services personnel or Council Officers witness an aircraft accident, they too are required to report the incident in the event that the owner, operator or crew are unable to report to The Australian Transport Safety Bureau (ATSB). The police will normally co-ordinate the aircraft accident investigation.

It is essential the Australian Transport Safety Bureau (ATSB) be notified of all aviation accidents and serious incidents. In the event of a Military Aircraft accident, the DDAAFS Duty Officer will take your call and activate the military aircraft accident response plan.

What the ATSB or DDAAFS need to know

Please immediately report the following details where possible:

Civil Aircraft

Aircraft type and its registration letters normally begins with VH- followed by three letters. If the aircraft has no VH prefix, it may be a foreign civil or sports aviation aircraft, although beware fire may have consumed any VH prefix. The registration normally appears on the side of the fuselage (main body) the fin/rudder combination and the wings. There may also be operator details and aircraft type identification printed on the aircraft. For a foreign civil aircraft provide as much information as possible. In any case, provide as much information as possible. All information may be useful.

Military Aircraft

Aircraft type, the serial number and side number. There may be a N prefix (Navy) or A prefix (Air Force or Army) on the side of the fuselage as well as some form of squadron or unit identification. It may be difficult to identify a foreign military aircraft, but as a rule military aircraft serial numbers are painted on either side of the fuselage.
Accident Site Coordination and Security

The emergency organisation which arrives first at the aircraft accident site may well be a volunteer or permanent fire brigade or a Defence fire brigade unit. In any case, initiative and liaison will be needed particularly in the early stages when fire control is critical. A key consideration at accident sites is that the rescue personnel do not themselves become casualties. Individuals sometime place themselves at considerable risk of injury or death. Caution is be practised and an awareness of hazards at hand.

All accident sites must be secured to prevent unauthorised persons from entering the area. This is based on common sense and respect for casualties, protection of valuable, important or classified equipment, the preservation of evidence to establish factors that contributed to the accident and the prevention of unnecessary exposure to hazards.

Protection of Aircraft Wreckage

The Australian Transport Safety Bureau (ATSB) and The Australian Defence Force understand that police and emergency services personnel have a duty to act immediately they arrive at the scene, however, it is important for determining the factors that contributed to the accident that wreckage, ground scars and the accident site are disturbed as little as possible.

Authorisation is not required to:

- ensure safety of persons, animals or property; or
- protect the environment from significant damage or pollutions.

There is also a requirement to:

- prohibit the removal of fatalities until the arrival of police, coroners representative and medical authorities;
- prevent interference with rescue and associated operations;
- admit only authorised personnel to the accident site; and
- keep bystanders outside the established zone of safety.

Aviation Accident - Checklist

LDMG personnel and Emergency Services personnel are specifically requested to follow the checklist provided by the Australian Transport Safety Bureau (ATSB) on their web site when and wherever possible.

Dangerous Materials and Hazards

Both civil and military aircraft may contain dangerous materials, hazardous fuels, explosives, magnesium and aluminium metals, composite materials, toxic gases, high pressure containers, oxygen and other dangerous cargo that can harm the assisting personnel. All care must be taken not to interfere with dangerous or hazardous materials. Some materials may become dangerous when involved in a fire.

Re-opening of Airport

In the event of an aircraft accident on the runway or on any other part of the aerodrome where aircraft land, taxi and park, there is to be a comprehensive checklist inspection by certified personnel for full serviceability prior to re-opening the airport. It may be necessary to sweep the runway for foreign matter or debris that could cause damage to other aircraft at some time in the future. This re-open advice is sent out in the form of a Notice to Airmen (NOTAM). The Airport Reporting Officer shall liaise with police, fire services and any other organisation investigating the crash site prior to any decision.
Debriefing
It is important for all personnel involved in assisting and rescue services at an aviation accident site to attend a full debriefing session.

Counselling Services
Some personnel may require counselling services.