



Emergency Response Plan August 2018

Introduction

The purpose of this Emergency Response Plan (ERP) is to provide a reference tool for actions to be taken in the event of an emergency related to Canterbury Recreational Aircraft Club (CRAC) activities and in particular Club aircraft.

In some instances the same courses of action will apply to emergencies involving other than CRAC operated aircraft or CRAC members own aircraft.

It is intended that members will read and become familiar with this ERP and be able to have quick access to it for reference if an emergency occurs.

Contact Telephone Numbers:

Glenn Martin (President)	021 109 1851
Doug Anderson (Chief Flying Instructor)	021 510 548
Kevin Dore (Safety Officer)	021 766 659
Kevin Dore (Rangiora Airfield Safety Co-ordinator)	021 766 659

Contents:

Introduction and Contact Numbers	1
Contents	2
Overdue Club Aircraft	3
Aircraft Accident <u>on</u> Rangiora Airfield	4
Aircraft Accident <u>Away from</u> Rangiora Airfield	5
Serious Event on Ground (such as prop strike) Involving Injury or Fatality	6
Mid-Air Collision Observed from Another Aircraft	7
Mid-Air Collision Observed from Ground	8
Aircraft Fire on ground	9
Structure Fire	10
Serious Fuel Spillage	11

Overdue Club Aircraft:

Actions:

- *Check Flight Intention details.*
- *Confirm identities of pilot and passenger. Check vehicles in car park to assist with this.*
- *Attempt to make contact by VHF or cell phone*
- *Try different frequencies, seek assistance from other aircraft in the area.*
- *Ask around, phone intended airfields/aero clubs/tourist operators*
- *Phone Police 111 to initiate SAR action*
- *Advise Club President /Safety Officer /CFI*
- *Notification of next of kin should be left to Presidents discretion only*
- *Make no comments to news media. Refer any media enquiries to Club President.*

Aircraft Accident Involving Injury or Fatal:

1) Accident on Rangiora Airfield

Actions:

- *Render assistance to occupants / provide first aid.*
- *Phone Ambulance Fire and Police 111.*
- *Have someone wait for and direct emergency service vehicles.*
- *Make the scene safe.*
- *Observe any fuel leakage.*
- *Have fire equipment standby*
- *Isolate electrics of accident aircraft to reduce the risk of fire.*
- *Close affected runway or runways.*
- *Have someone monitor joining traffic with portable VHF.*
- *Appoint someone to task of crowd control.*
- *Secure the scene, do not remove aircraft or parts and protect all evidence for crash investigators.*
- *Advise Club President /Safety Officer /CFI ,*
- *Take photos of scene for evidence.*
- *Notification of next of kin should be left to Club Presidents discretion only.*
- *Make no comment to news media. Refer any media enquiries to Club President.*

Aircraft Accident Involving Injury or Fatal cont'd:

2) Accident away from Rangiora Airfield.

Actions:

- *Render assistance/ provide first aid.*
- *Confirm specific location for road access by emergency services*
- *Phone Ambulance Fire and Police 111.*
- *Have someone wait for and direct emergency service vehicles*
- *Note GPS coordinates for rescue helicopter*
- *Make the scene safe.*
- *Observe any fuel leakage*
- *Isolate electrics to reduce the risk of fire.*
- *Have fire equipment / extinguishers on standby.*
- *Secure the scene*
- *Appoint someone to the task of crowd control.*
- *Do not remove aircraft or parts and protect evidence for crash investigators.*
- *Advise Club President /Safety Officer /CFI*
- *Take photos of scene for evidence.*
- *Notification of next of kin should be left to Presidents discretion only.*
- *Make no comment to news media. Refer any media enquiries to Club President.*

Serious event on ground (such as prop strike) **involving injury or a fatality**

- *Render assistance/ provide first aid*
- *If aircraft involved Isolate Electrics*
- *Observe any fuel leakage*
- *Confirm specific location for road access by emergency services*
- *Phone ambulance 111*
- *If away from Rangiora Airfield note GPS coordinates for rescue helicopter*
- *Secure the scene*
- *Appoint someone to wait for ambulance and direct them to scene by best route*
- *Protect evidence for crash investigators*
- *Advise Club President /Safety Officer /CFI.*
- *Take photos for evidence*
- *Notification of next of kin if necessary should be left to Presidents discretion only.*
- *Make no comment to news media. Refer any media enquiries to the Club President.*

Mid Air Collision

1) If observed from another Aircraft

- *Note GPS Coordinates.*
- *Send MAYDAY call & Request Fire Ambulance Police*
- *Advise if fire involved.*
- *One aircraft to circle the scene to establish whether there are any survivors.*
- *Observe any assistance being provided on the ground.*
- *If there are a number of aircraft in your group only one to circle to minimise risk of further collision. Other aircraft should fly direct to destination or nearest airfield.*
- *Notification of next of kin if necessary should be left to Presidents discretion only.*
- *Make no comment to news media. Refer any media enquiries to the Club President.*

Mid Air Collision

2) If observed from the ground

- *Note GPS coordinates for rescue helicopter.*
- *Phone Ambulance Fire and Police.*
- *Split into two groups to assess each aircraft and occupants.*
- *Render assistance/ provide first aid.*
- *Secure the scene, do not remove aircraft or parts and protect evidence for crash investigators.*
- *Advise Club President /Safety Officer /CFI*
- *Seek witnesses and record their names for investigators.*
- *Take photos of scene for evidence.*
- *Notification of next of kin if necessary should be left to Presidents discretion only.*
- *Make no comment to news media. Refer any media enquiries to the Club President.*

Before a Fire Incident Occurs

- Know the location of Fire Extinguishers and become familiar with their type and operation.
- Know the location of fire hydrants or water points/storage tanks for fire-fighting.
- Know the types of couplings or pipe fittings. Are the Fire and Emergency couplings compatible with these fittings.
- Become familiar with the location and operation of the fire tractor on the airfield.
- Plan access to airfield and hangars for Fire and Emergency vehicles.
- Liaise with local Chief Fire Officer and arrange a familiarisation/training visit.

Aircraft fire on ground

- *If aircraft is in a hangar remove to outside only if practicable and safe to do so.*
- *Phone 111 ask for Fire and Emergency*
- *Mobilise Airfield Fire Tractor.*
- *Remove any nearby fuel containers from area.*
- *Activate fire extinguishers if necessary*
- *Advise Club President /Safety Officer /CFI ,*
- *Take photos of scene for evidence/insurance purposes.*
- *Advise Club President /Safety Officer /CFI ,*

Structure Fire

- *Ensure all known occupants are clear of the building and accounted for.*
- *Phone 111 ask for Fire and Emergency*
- *Mobilise Airfield Fire Tractor*
- *Do not re- enter a burning building*
- *Have one or more people go to the airfield access road to direct Fire and Emergency services*
- *Advise Club President /Safety Officer*

Serious Fuel Spillage

- *Phone 111 ask for Fire and Emergency*
- *Contain spillage if possible*
- *Identify source of spillage*
- *Control source of spillage- leaking containers-overflowing tanks-close valves*
- *Secure area and cordon off from onlookers*
- *Identify and remove likely ignition sources.*
- *Mobilise Fire Tractor for standby.*
- *Have one or more people go to airfield access road to direct Fire and Emergency services.*
- *Advise Club President /Safety Officer /CFI*