

Canterbury Recreational Aircraft Club (CRAC) – Emergency Response Plan

Version 1.0 – [Insert Month, Year]

Applies to: All CRAC members, instructors, visitors, and event participants

Primary Location: Rangiora Airfield (and any other CRAC flight/activity zones)

1. Key Contacts

In the event of an emergency, the following contacts should be notified immediately, in addition to calling emergency services:

- **Emergency Services (Fire/Ambulance/Police):** 111
- **CRAC President:** [Full Name] – [Mobile/Email]
- **Chief Flying Instructor (CFI):** [Full Name] – [Mobile/Email]
- **Safety Officer:** [Full Name] – [Mobile/Email]
- **Airfield Operator (if applicable):** [Contact Person] – [Phone/Email]

Keep this section updated regularly and ensure all committee members have a printed and digital copy.

2. Types of Emergencies Covered

This plan applies to a wide range of incidents that may occur during CRAC activities:

- **Aircraft accidents or crashes** (on-site or off-site)
 - **Medical emergencies**, whether aviation-related or general health issues
 - **Fires**, including aircraft fires, hangar fires, fuel spills, or grass fires
 - **Missing or overdue aircraft**
 - **Severe weather**, including strong winds, storms, flooding, or earthquakes
 - **Facility or structural emergencies**, such as roof damage, power outages, or fuel system failure
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3. General Emergency Response Procedure

1. **Ensure your own safety first** – do not place yourself at risk
2. **Call 111** – request appropriate emergency services
3. **Assist others only if it is safe** to do so
4. **Notify the CRAC chain of command** (CFI, Safety Officer, or President)
5. **Secure the area** – prevent unauthorised access or further harm

6. **Document details:**
 - Names of those involved
 - Time, date, and location of the incident
 - Description of the emergency
 - Witness names and contact info
 7. **Do not speak to media** – refer all external communication to the CRAC President
 8. **Submit an internal incident report** to the committee within 24 hours
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4. Aircraft Incident or Crash (On-Site or Off-Site)

- Immediately call **111** and request the necessary emergency services
 - Use **What3Words** or **GPS** to provide an exact location if remote
 - Notify the **CFI, Safety Officer, and President**
 - **Do not move the wreckage** unless needed for safety or rescue
 - If it's a club aircraft, preserve the scene and gather evidence (photos, flight logs, statements)
 - Record:
 - Aircraft registration
 - Pilot and passenger names
 - Flight plan, departure time, and destination
 - Cooperate fully with **emergency services** and **CAA investigators**
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5. Medical Emergency

- Dial **111** immediately
 - Provide **first aid only if trained and safe** to do so
 - Assign someone to guide emergency services to the scene
 - Inform the **Safety Officer and President**
 - Log details and submit a report (include name, condition, treatment given, and timeframes)
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6. Fire or Fuel Emergency

- Dial **111** – specify the type of fire (e.g. fuel, aircraft, structural)
 - Use **fire extinguishers** only if you're trained and safe to do so
 - Immediately **evacuate the area** and assist others
 - Inform the **committee** and **airfield operator**
 - Stay clear until **Fire Service declares the site safe**
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7. Weather or Environmental Emergency

- Cease or delay all **flight operations**
 - **Secure aircraft:** tie-downs, close hangar doors, check fuel vents and covers
 - **Communicate promptly** via Friendly Manager, email, text, and Facebook
 - Monitor Civil Defence updates or airport advisories
 - Assess the field and buildings post-event for damage or hazards
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8. Post-Incident Procedures

- Submit a written **incident report** to the CRAC committee within 24 hours
 - The committee will:
 - Review and log the response
 - Notify the **CAA** if required
 - Determine if a **Safety Stand-Down** or retraining is appropriate
 - **Support affected members**, including access to counselling if needed
 - Conduct a **debriefing session** and update this plan if necessary
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9. Regular Checks & Responsibilities

Safety Officer:

- Maintain stocked **first aid kits** and fire extinguishers
- Ensure **emergency signage and exits** are clearly marked and unobstructed
- Lead annual **safety reviews and drills**

Chief Flying Instructor (CFI):

- Conduct regular **safety briefings and scenario training**
- Oversee **incident investigations** and recommend operational improvements
- Keep instructors updated on **CAA safety protocols**

Committee:

- Review and update this Emergency Plan **annually**
- Maintain an **emergency contact list** and circulate to members
- Ensure incidents are properly documented and reported

All Members:

- Be familiar with this plan
- Know who to contact
- **Report hazards, near misses, or incidents** promptly to the committee