

KING ISLAND AERODROME

AERODROME EMERGENCY PROCEDURES

Version 8

25 August 2011

Record of Amendments

Number	Date	Pages	Entered by	Signature
1	29 Jun 2010	3, 11, 12, 13, 14		
2	25 August 2011	3, 4, 5, 11, 13	J Thorn	
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Distribution of Emergency Procedures

Number	Organisation	Contact Details for Amendments
1	King Island Council (8 copies) Copy Numbers 1,2,3,4,5,6,7,8	PO Box 147, Currie 7256 Airport Manager, General Manager, King Island Airport (2), Reporting Officer (2), King Island Emergency Management Plan copy , File Copy
2	Tasmania Police (3) 9,10,11	Currie Station: Meech Street, Currie 7256 (2) North West Area: 88-98 Wilson St, Burnie 7320
3	Ambulance Service (3) 12,13,14	KI Volunteer Service: Meech Street, Currie 7256 (2) North West Region: PO Box 3132, South Burnie 7320
4	State Emergency Service (2) 15,16	C/- Vin Holthouse, Jaycee Avenue, Currie 7256 North West Region: 88 Wilson St, Burnie 7320
5	King Island Hospital (1) 17	PO Box 126, Currie 7256
6	Currie Fire Brigade (3) 18,19,20	Fire Station, Wharf Road, Currie 7256 (2) North West Region: 48 Alexander St, Burnie 7320
7	District Medical Officer (2) 21,22	C/- King Island Hospital & Health Centre, PO Box 126, Currie 7256
8	Regional Express Airlines (2) 23,24	Box 807, Mascot NSW 1460 PO Box 188, Currie 7256 (David Brewster)
9	King Island Airlines (2) 25,26	PO Box 5077, Cheltenham 3192 PO Box 58, Currie 7256 (Wayne Lovell)
10	Tasair (2) 27,28	GPO Box 451E, Hobart 7001 Edward Street, Currie 7256 (Neil Batey)
11	Tasfast (1) 29,	PO Box 68, Upper Beaconsfield, Vic 3808 Colin Tucker (1)
12	King Island Aero Club (1) 30	C/- Sally Jones, PO Box 188, Currie 7256
13	Community Recovery Co-ordinator (1) 31	C/- Kym Miller, Director of Corporate Services, King Island Council, Currie 7256

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PART I INTRODUCTION

1. General

These Aerodrome Emergency Procedures (AEP) have been prepared for the guidance of those persons and organisations concerned with the landing of an emergency caused by an aircraft crash on King Island.

The Procedures were originally prepared by the King Island Aerodrome Management Committee in May 1993 and have been updated to reflect minor alterations to contact names, telephone numbers etc.

The largest aircraft which operates to King Island on a regular basis is the (SAAB) which carries 34 people.

Attachment 2 provides the details of all organizations and persons which may need to be contacted in the event of an emergency. The contact numbers referred to throughout this document are detailed at Attachment 2 in order to simplify the situation and help to keep the document current.

2. Aircraft Crash of Expected Abnormal Landing

Any person observing or being notified of an aircraft crash or an expected abnormal landing on King Island shall immediately contact the Police (contact number 5 at Attachment 2 on the pink sheet). The Police shall then co-ordinate the response.

Note:

An expected abnormal landing is when advice is received that an aircraft is about to attempt a landing at King Island with a major problem that could result in a crash.

All organisations listed in Section 1 of Part II (page 6) should be notified by the Police of an expected abnormal landing immediately, and these organizations should respond to the extent directed.

Note:

In the event of an aerodrome emergency, a de-brief will be held which will include a review of procedures and this document.

PART II RESPONSIBILITIES OF ORGANISATIONS

1. Police

The Police on being notified of an aircraft crash or expected abnormal landing shall have primary responsibility for co-ordinating the response and will:

- (a) notify the following with, if possible, relevant details such as location, number of people involved and severity of accident. Direct organizations required to the scene of the accident or to a specified rendezvous:
 1. Ambulance (contact 9);
 2. Emergency Service/Fire Brigade (contact 6 and 6b);
 3. Hospital (contact 7)/District Medical Officer (contact 8); and
 4. Aerodrome Manager (contact 2) or if unavailable one of the Reporting Officers (contact 3).
- (b) notify Airservices Australia (AA) Air Traffic Services Centre in Brisbane (contact 4a),
 - i provide all available information [AA will then notify the Australian Transport Safety Bureau (ATSB)
 - ii if aircraft details are unknown, seek AA assistance in determining which aircraft is likely to be involved and the number of people on board.
- (c) if a regular passenger aircraft is involved, notify the airline (contact 12) or their agent and seek details such as the type of aircraft and the number of people on board;
- (d) dispatch officers and emergency equipment to the crash site, establish a co-ordination point and ensure that all persons in the aircraft are accounted for and given immediate assistance;
- (e) do all possible after taking care of the aircraft's occupants to save and protect evidence, including impact marks on the ground to facilitate ATSB's investigation;
- (f) prepare a photographic record of the scene, preferably before any wreckage is disturbed;
- (g) secure property;
- (h) arrange guard duty at the site of the crash until the aircraft is released by ATSB investigators; and
- (i) control traffic and sightseers.

Note:

In the event that the Police are unable to attend the site, the Municipal Emergency Management Co-ordinator will have overall control of the emergency until Police arrive on the scene.

2. Emergency Service/Fire Brigade

The Emergency Service/Fire Brigade on being advised of an aircraft crash will:

- (a) liaise with the Police controller;
- (b) dispatch officers and equipment to the scene of the crash or to the rendezvous specified by the police;
- (c) provide emergency assistance as directed by the police.

3. District Medical Officer

The District Medical Officer on being advised by the Police of an aircraft crash will:

- (a) proceed to the scene of the crash or the rendezvous specified by the police;
- (b) direct the removal of casualties to hospital;
- (c) provide emergency medical assistance as necessary.

4. Ambulance Service

The Ambulance Service on being notified by the Police of an aircraft crash will:

- (a) dispatch ambulances and VAO's to the scene of the crash or to the rendezvous specified by the police; and
- (b) assess the scene using the Mass Casualty Incident Plan; and
- (c) provide emergency assistance as directed by the Medical Officer/Police.

5. Hospital

The Hospital on being notified of an aircraft crash will:

- (a) prepare to receive and treat casualties;
- (b) request Air Ambulance and medical/paramedic assistance (contact 9) if considered necessary, through the Retrieval Co-ordinator, TAS communication Centre (contact 10);
- (c) advise North West Regional Hospital (contact 11), if considered necessary, due to indications of severe injuries and large number of people involved; and
- (d) contact Community Recovery Co-ordinator.

6. Aerodrome Manager/Reporting Officer

On being advised that an aircraft crash has occurred the Aerodrome Manager or, if unavailable, a Reporting Officer will:

- (a) if crash is on or affecting the aerodrome, provide appropriate advice to AA (contact 4a) for a NOTAM (Notice to Airmen);
- (b) if crash is on or affecting the aerodrome, ensure aerodrome markers are put out to indicate that a runway or the whole aerodrome is closed to aircraft operations;
- (c) consider options to permit emergency flights to use the aerodrome if wreckage affecting normal runway operations;
- (d) provide Council personnel, vehicles and equipment to assist Police as requested;
- (e) transport emergency equipment from the aerodrome maintenance building to the scene of the accident or to the rendezvous;
- (f) switch on aerodrome lighting or set out a flare path if required for emergency flights;
- (g) ensure that the movement area is free of debris or obstacles before reinstated and made available for aircraft operations;
- (h) if applicable, remove unserviceability markers; and
- (i) cancel or amend any NOTAM affecting

7. NOTAMS

All requests for NOTAMS are to be directed to:

The Australian NOTAM Office
Airservices Australia
PO Box 389
HAMILTON CENTRAL QLD 4007

Telephone: (07) 3866 3647
Facsimile: (07) 3866 3553

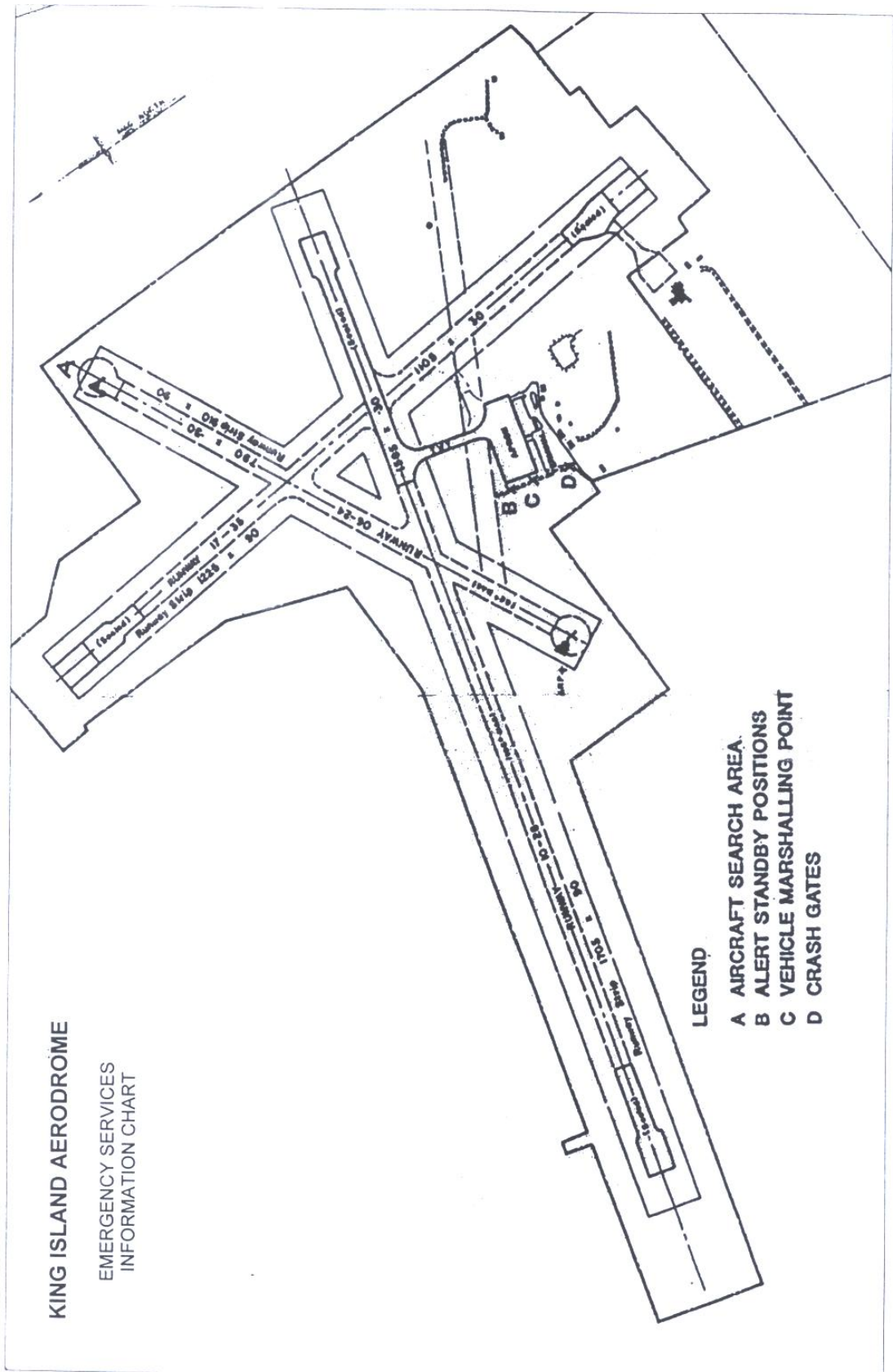
8. Community Recovery

On being advised that an aircraft crash has occurred,

- (a) Contact police for a situation report.
- (b) Where requested on being advised that an aircraft crash has occurred, the Community recovery Co-ordinator will organise counselling and welfare personnel to console the public, family members etc.
- (c) The Community Recovery Co-ordinator will ensure that the Department of Health & Human Services is advised of the need for professional counselling for the public, family members, services etc.

PART III ATTACHMENTS

Attachment 1A - Airport Map

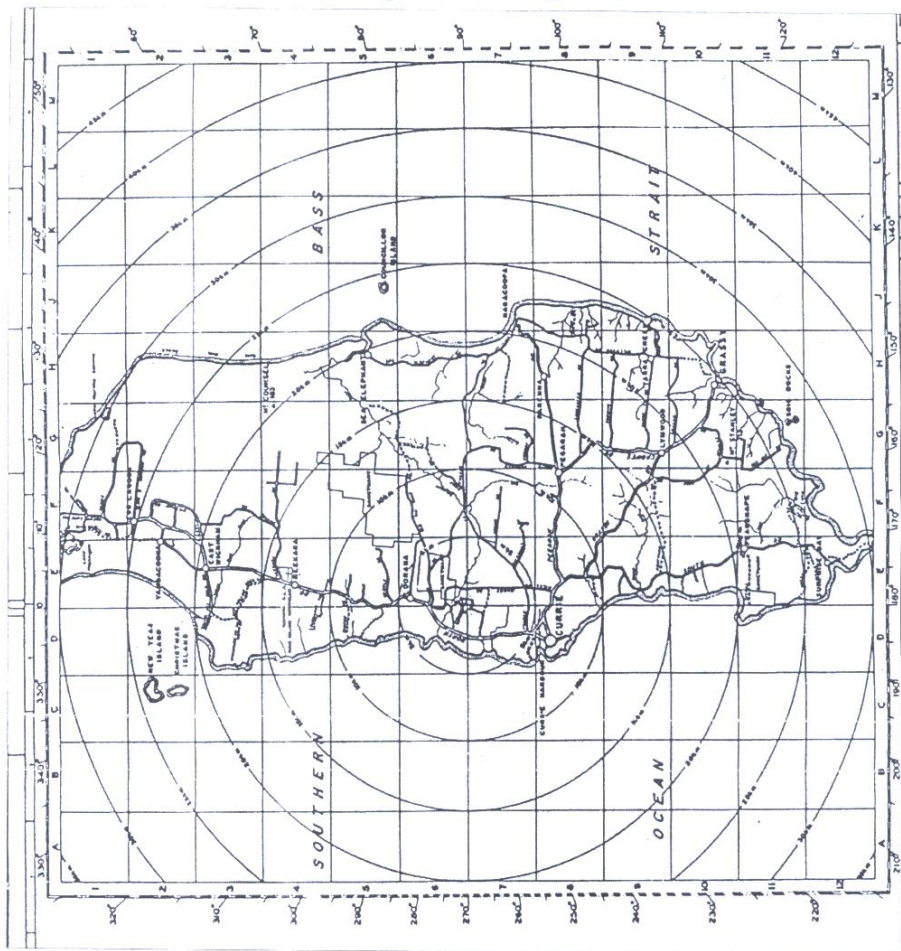


ATTACHMENT 3a

Not strictly to scale

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Attachment 1B – King Island Map



KING ISLAND AERODROME

CRASH REFERENCE MAP

LEGEND

NOTE THE GRATICULE ON THE MAP IS ORIENTED ON GRID NORTH THROUGH THE APRON.

THE REFERENCE GRID CONSISTS OF 5KM SQUARES.

MAIN ROADS
 SECONDARY ROADS
 GRAVEL ROADS
 AIRPORT BOUNDARIES

REFERENCE GRID

TO GIVE A REFERENCE TO ANY POINT USE THE ALPHABETICAL INDEX OF THE SQUARE THEN THE NUMERICAL INDEX.

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ATTACHMENT 3b

Attachment 2 - COMPREHENSIVE AIRPORT CONTACT LIST**Contact Number**

1. **King Island Airport**
 - Tel (03) 6462 1499
 - Fax (03) 6462 1509

2. **Aerodrome Manager**
 - Work Tel (03) 6462 9000
 - Fax (03) 6462 1613
 - Home Tel (03) 6462 1789
 - Mobile 0477 621 789

Director of Works & Engineering
Michael Brown

3. **Reporting Officers**
 - a Victor Cook
 - Work Tel (03) 6462 1499
 - Fax (03) 6462 1509
 - Home Tel (03) 6462 1152
 - Mobile 0447 621 790

 - b Michael Brown
 - Work Tel (03) 6462 9000
 - Fax (03) 6462 1613
 - Home Tel (03) 6462 1889
 - Mobile 0447 621 789

 - c Jenni Watson
 - Work Tel (03) 6462 9000
 - Fax (03) 6462 1613
 - Home Tel (03) 6462 1592
 - Mobile 0428 969 333

4. **Airservices Australia**
 - a Australian NOTAM office
 - Tel (07) 3866 3647

 - b Aeronautical Information and Data Systems Section
 - Tel (02) 6268 5667
 - Fax (02) 6268 5689

 - c District Aerodrome Inspector
(Darren Angelo)
 - Tel (03) 9927 5355
 - Fax (03) 9927 5336

5. **Police 000**
 - a Currie Station
 - Tel (03) 6462 1211
 - Fax (03) 6462 1755

6. **Emergency Service**
 - a SES (Unit Manager Vin Holthouse)
 - Tel (03) 6462 1561 (h)
 - Mob 0427 822 963

 - b Fire Brigade
 - 000

7. **King Island Hospital & Health Centre**
 - Manager/DON
 - Tel (03) 6462 9900

8. **District Medical Officer**
 - Tel (03) 6462 9900

9. **Ambulance**
 - 000

- 10. Retrieval Co-ordinator TAS Communications Centre** Tel 1800 008 008
Fax (03) 6230 666
- 11. North West Regional Hospital** Tel (03) 6430 6666
- 12. RPT Operators**
- a Regional Express Airlines Tel (02) 9023 3536
(David Brewster) Tel (03) 6462 1882 (h)
Mob 0428 621 880
- b King Island Airlines M'rbn Tel (03) 9580 3777
(Wayne Lovell) Tel (03) 6462 1558 (h)
Mob 0427 727469
- c Tasair Currie Tel (03) 6462 1070
(Neil Batey) D'port Tel (03) 6427 9777
Hobart Tel (03) 6428 5088
Tel (03) 6461 1133 (h)
Mob 0427 611 133
- d Tasfast Air Freight P/L Tel (03) 8586 7473
Colin Tucker Mob 0412 203 439
- 11. Welfare**
- a Community Recovery Co-ordinator Work Tel (03) 6462 1837
(Sarina Laidler) Home Tel (03) 6462 1331

Attachment 3 - MEMBERSHIP OF AERODROME EMERGENCY COMMITTEE

King Island Council

Airport Manager (Chairman)

Aerodrome Supervisor

Tasmania Police (Currie)

OIC Station

Ambulance Service

Currie Fire Brigade

State Emergency Service

District Medical Officer

Tasair

Regional Express Airlines

King Island Airlines

Tasfast Air Freight

(Refer to Comprehensive Airport Contact List Page 11)

Attachment 4 - SIGNIFICANT ITEMS AVAILABLE FOR AIRCRAFT ACCIDENTS

ORGANISATION	LOCATION	EQUIPMENT
POLICE	Currie	2 4x4 vehicles 1 rescue boat
KING ISLAND COUNCIL	Aerodrome	1 front end loader 1 truck
	Currie	earth moving equipment
AMBULANCE	Currie	1 4x4 2 berth ambulance 1 2x4 3 berth ambulance
FIRE BRIGADE	Currie	1 tender 1 4x4 water carrier
SES	Currie	road rescue equipment
R Williams 6462 1539	Currie	1 20 tonne crane