



Adelaide Soaring Club Inc

# AVIATION OPERATIONS EMERGENCY RESPONSE PLAN

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Revision 6

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### Revision History

Version No.	Date	Author/Originator
1	02/11/2011	ASC
2	N/A	ASC
3	20/10/2014	ASC
4	01/10/2016	ASC
5	01/02/2018	ASC
6	28/10/2018	Andrew Wright (Format Changes)
7	4/10/2020	Andrew Wright (New CFIs)

## Overview

This guide is provided for reference by Duty Instructors, Tug Pilots, Flight Coordinators and all members in the event of accidents or incidents involving Adelaide Soaring Club flying operations. This document describes club requirements for immediate action and will ensure compliance with the official requirements mandated by GFA, RAAus and CASA. It also includes key contacts and phone numbers.

## Abbreviations and Definitions

### ABBREVIATIONS

ASC	Adelaide Soaring Club Inc
ATSB	Australian Transport Safety Bureau
AusSAR	Australian Search and Rescue
CASA	Civil Aviation Safety Authority
CFI	Chief Flying Instructor (Gliding or LSA)
EMO	Executive Manager Operations (GFA)
GFA	Gliding Federation of Australia
LSA	Light Sport Aircraft
OM	Operations Manager (RAAus)
OMS	Occurrence Management System (RAAus)
RAAus	Recreational Aircraft Australia
RMO	Regional Manager Operations (GFA)
SOAR	Safety, Operations and Airworthiness Reports System (GFA)

### DEFINITIONS

The following advice is important. These definitions not only delineate the severity of occurrences but also invoke different levels of required response. In accordance with the Air Navigation Act 1920 Part 2A, accidents and serious incidents (commonly called Immediately Reportable Matters) which affect the safety of aircraft must be notified to the ATSB. These requirements flow into GFA and RAAus mandated requirements. Within the GFA's Soar and RAAus's OMS reporting systems there is provision that enables a copy of the occurrence report to be sent directly to the ATSB.

### Occurrences

**Accident** - An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until all such persons have disembarked, in which:

1. Any person suffers death or serious injury
2. The aircraft incurs substantial damage or structural failure
3. The aircraft is missing or inaccessible

**Serious incident** - An occurrence associated with the operation of an aircraft that affects, or could affect the safety of the operation of the aircraft, or that involves circumstances indicating that an accident nearly occurred. Examples include near-collisions, serious undershoots, pilot incapacitation and like occurrences.

**Incident** - An occurrence, other than an accident or serious incident, associated with the operation of an aircraft that affects, or could affect the safety of operation of the aircraft. In practice this definition is broadly interpreted and the incident reporting system accepts any reports, requests, complaints and suggestions which relate to aviation safety.

Whilst the focus of this document is on accidents, serious incidents and incidents involving any aircraft, it is also possible that accidents and incidents may occur on the airfield with regard to ground operations, motor vehicles, machinery and plant, ground infrastructure or natural hazard. The same principles apply with regard to emergency response, with these requirements tailored to the demands of the situation.

## IMMEDIATE PRIORITIES AND RESPONSES

1. **SAFETY OF LIFE (R.A.C.E.)**
  - **R: REMOVE** people from immediate danger
  - **A: ALERT** Call Emergency Services 000 (police, fire, ambulance)
  - **C: CONTAIN & CONTROL** the emergency  
**ONLY IF SAFE TO DO SO:**
    - Prevent people from putting themselves in danger
    - Provide immediate first aid
    - Fight fire
    - Appoint someone to control the situation until emergency services arrive
  - **E: EVACUATE** to a safe place
2. **ASSIST EMERGENCY SERVICES**
  - Expedite their access to the accident/incident site and any deceased or injured people
  - Escort emergency services if required, ensuring they do not enter active runways
  - Assist in preserving the accident scene
  - Observe police instructions
3. **ENSURE SAFE TERMINATION OF FLYING OPERATIONS**
  - Advise airborne aircraft
  - Provide advice on landing requirements and in particular in relation to blocked runway areas
  - Manage radio communications and safe ground operations
  - Terminate ground operations to ensure no interference to emergency response

### NOTES:

- These immediate priorities and responses are paramount and must take precedence over lower priority responses described below.
- When an accident or serious incident occurs, people will be stressed and will tend to react instinctively, sometimes focusing on lower priority issues.
- Restoring a sense of calm and discipline is very important.
- Clear delegation of tasks to individuals is very important.
- People will respond positively to calm and assured leadership.
- The Duty Instructor is ultimately responsible for managing the response to an accident or serious incident, as he/she is responsible for operational safety and operations supervision.
- If airborne, another instructor may act on his or her behalf.
- Failing that, the tug pilot, flight coordinator or any senior or experienced pilot should act on his or her behalf until the Duty Instructor returns.

## FURTHER PRIORITIES AND RESPONSES

Inform Club Operations (CFI) and Club Management (President), or their deputies:

- Contact details are attached
- They will assist in these responses and may mobilise help for duty crew on the scene

If fatality, inform ATSB and GFA or RAAus :

- Contact details are attached
- Either the Duty Instructor (Gliding or LSA), or CFI (Gliding or LSA) should do this

If aircraft overdue or location unknown, call AusSAR:

- Contact details are attached
- Collect accounts or statements of last known movements, radio transmissions, etc
- Consider using towplane and other gliders or LSA airborne as search or radio relay assets
- Ensure listening watch on distress frequency 121.5MHz
- Ensure clubhouse phone and mobile numbers are working and monitored

Manage members of public and limit access:

- Safety of members of the public present on the field is paramount
- Members of the public who are witnesses should be directed to the police or investigation authorities
- Delegate a club member to man the airfield gate to limit access to essential people only, politely decline access to spectators in order to assist duty crew and emergency services to manage the scene, reduce movement of physical evidence, limit exposure to hazards and better manage stress or trauma of those affected
- If there is a fatality, the media and public should be advised it is a coronial issue under investigation by the police

Note: If there is a fatality, the airfield will be closed and technically becomes a crime scene. Police will require strict access controls.

Manage media access or inquiries and limit public comment:

- Commentary with the media relating to the incident should not be undertaken, simply confirm there has been an incident and it is under the control of emergency services
- If media are present at the time, ensure they are escorted by a club member at all times and refer them to President, CFI or Duty Instructor
- Defer comment to senior club officials; either the President or CFI.
- If time permits, draft a very short summary of the key facts regarding the accident or incident
- If there is a fatality, DO NOT release names of victims
- If there is a fatality, media and public should be advised it is a coronial issue under investigation by the police

Manage club members present on the field:

- Focus on the key facts, try to avoid or limit speculation
- Affirm assistance will be provided to deal with any stress or trauma
- Affirm that it is normal for strong emotions to be felt that may require expression and comfort
- Get statements in writing from club members present as to what they did or did not see, what their actions were
- Get a complete list of members present and contact information

NOTES:

- These responses are important but must always be of a lower priority than the immediate Priorities and Responses, i.e., R.A.C.E.
- When an accident or serious incident occurs people will be stressed and will tend to react instinctively, sometimes focusing on lower priority issues.
- After the initial essential responses, people will want to express their emotions and seek out explanations.
- Maintaining a focus on the key facts and most important actions, whilst instilling sense of calm and discipline, is very important.
- Clear delegation of tasks to individuals is very important, noting that many activities here must occur in parallel.
- People will respond positively to calm and assured leadership.
- If there is a fatality, police officers will have authority over many issues on the airfield, but as non-aviators will require expert advice and counsel on what actions are appropriate. The Duty Instructor must therefore establish a direct and clear relationship with the police officer-in-charge on the scene. The airfield must be closed and access controlled.
- If in doubt, seek advice and support from the President or CFI, as appropriate.

## FOLLOW UP ACTIONS

In the follow-on stage after an accident, or serious incident, there will be a transition of focus from on-field activities supervised by the Duty Instructor, to whole-of-club management of responses, both on and away from the airfield.

The follow-on priorities and responses will be unique to each event, but the following checklist should be referred to for guidance and allocation of lead responsibilities. Some are not essential actions, but reminders of issues to be considered.

These is no order of precedence:

- “Hot Debrief” – as soon as possible hold a debrief of all members and visitors involved in the occurrence
- Report the occurrence through either GFA’s SOAR, or RAAus’s OMS, with a copy to the Club Safety Officer and Gliding CFI or LSA CFI
- If appropriate report to the ASTB. This can be easily done through the GFA’s SOAR or RAAus’s OMS reporting systems.
- Prepare a briefing for the club Instructor Panel meeting
- Accident and incident analysis with Instructor Panel and Safety Committee
- Media point of contact which is either the President or the CFI
- Liaison with families of affected people
- Insurance responses and claims management
- Liaison with police or Coroner
- Liaison with the GFA’s EMO and RMO and RAAus’s OM
- Record keeping
- Legal risks and liaison, representation issues
- Hospital / family / funeral attendance and liaison
- Document changes to Safety Management System
- Reputation management, media and local community relations
- Further advice to GFA or RAAus
- Information flow and containment of speculation
- Arrange follow-on GFA or RAAus Operations Status Check
- Review and amendment of this Emergency Response Plan

## Supporting Documents

### List of supporting documents

Document Name	Revision Date
Emergency Response Checklist	October 2016
Overdue Aircraft Reporting	October 2016
Gawler Airfield Emergency Contact Numbers	October 2016

## Emergency Response Checklist

### Initial Response Actions

**REMEMBER: R.A.C.E.**

- **R: Remove people from immediate danger.**
- **A: Alert. Call 000 police, fire, ambulance.**
- **C: Contain & Control**  
**ONLY IF SAFE TO DO SO:**
  - Prevent people from putting themselves in danger.
  - Provide immediate first aid.
  - Fight fire.
  - Appoint someone to control the situation until emergency services arrive.
- **E: Evacuate to a safe place.**

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### Post Initial Response Actions

- Suspend Flying Operations
- Advise all airborne aircraft
- Quarantine all operational documents relating to the incident flight
- Report the incident through the GFA or RAAus occurrence reporting system

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### Notifications

Refer to Emergency Contact List

- CFI and request that they notify GFA's RMO and EMO or RAAus's OM
- President and Club Safety Officer
- Light Regional Council as the property owner
- ATSB
- AusSAR if a distress beacon has been activated

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### Hot Debrief

Once Initial responses are complete and the survivors have been looked after, where ever possible conduct a "Hot Debrief" while events are fresh in everyone's mind and ensure the occurrence has been loaded to the GFA's or RAAus's occurrence reporting system.

## Overdue Aircraft Reporting

**1. Assess Overdue Report**

Is aircraft overdue or not accounted for? The majority of overdue reports are due to a lack of communication between the pilot and those who are looking out for them.

**2. Check**

- With other club members
- Hangar
- Car Park
- Trailer Park

**3. Collect the following details**

AusSAR will ask for them (AusSAR 1800 815257)

Aircraft Call Sign and Type – a photo if you have one	
Number of people on board	
Name, Age, Mobile phone	
Name, Age, Mobile phone	
Point of Departure	
Time of Departure	
Pilot's Intentions	
Last Known position and time and how derived	
Survival and communications equipment carried (including GPS trackers)	
Weather at the time of the report	
Current weather	

AusSAR will take over managing the incident, but ensure open lines of communication are maintained to enable cross check and follow-up of their intelligence and search planning.

**4. Notifications**

Refer to Emergency Contact List

- CFI and request that they notify the GFA's RMO and EMO or the RAAus's Operations Manager
- Club President
- Club Safety Manager.

**Gawler Airfield - Emergency Contact Numbers**

<b>Emergency Phone - 000</b>	<b>Be prepared to provide information in the following order:</b> <ul style="list-style-type: none"> <li>• Who you are - Including a contact phone number</li> <li>• Where you are – Gawler Airfield, 1 Ward Belt Road, Ward Belt SA 5118</li> <li>• Situation or what the problem is</li> <li>• Required response</li> </ul>
<b>Emergency Text - 106</b>	
<b>Mobile any network - 112</b>	
<b>Be prepared to stay on the line to assist emergency responders</b>	

**Additional Emergency Contact Phone Contacts**

Local fire/police/ambulance	000
Police for attendance	131 444
Australian Transport Safety Bureau (ATSB)	1800 011 034
Local hospital, Gawler Health Service	08 8521 2000
Airfield auditor: Peter Francis	08 8172 2090
Light Regional Council	08 8525 3200
Safework SA	1800 777 209
Poison Centre	131 126
Power	131 366
AusSAR (lost or overdue aircraft)	1800 815 257

**ASC Phone Contacts**

General Airfield Manager: Tom Leech	0400 900 903 / 08 8522 1877
Club Safety Officer: Andrew Wright	0487 802 045
Airfield Reporting Officer: Rob Richter	0427 005 492 / 08 8522 4709
CFI Gliding: Paul Marshall	0427 394 841
CFI LSA: Ian McDonald	0419 867 517
President: Richard Skinner	0419 818 024
Airworthiness Officer: Paul Clift	0418 804 740 / 08 8523 2995