



PARKES

It all adds up.

PARKES SHIRE COUNCIL

PARKES AERODROME

EMERGENCY PLAN

MAY 2020

It all adds up. **PARKES**



PARKES SHIRE COUNCIL

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AUTHORITY

The Parkes Aerodrome Emergency Plan has been prepared by the Aerodrome Emergency Committee in compliance with Civil Aviation Safety Regulation 1998 Part 139 - Aerodromes, and is issued under the authority of the State Emergency and Rescue Management Act, 1989 as amended.

Recommended:

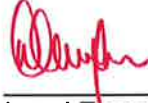


Chair Parkes Local Emergency Management Committee

Approved:

Aerodrome Manager

Endorsed:



Chief Inspector David Cooper

Local Emergency Operations Controller

The Parkes Aerodrome Emergency Plan is issued as a subplan of the Parkes Shire EMPLAN in accordance with State Emergency and Rescue Management Act, 1989 as amended.

GLOSSARY AND ABBREVIATIONS

NOTE: Any term not found should be obtained from the State Emergency Management Legislation, ICAO, CASA and AA Documents or existing Airport Operator Documents.

ABBREVIATIONS:

AA	Airservices Australia
ATS	Air Traffic Services (AA Air Traffic Controllers)
ATSB	Australian Transport Safety Bureau
CASA	Civil Aviation Safety Authority
DVI	Disaster Victim Identification
DVR	Disaster Victim Registration
ICAO	The International Civil Aviation Organisation
AusSAR	Australian Search and Rescue
LEMC	Local Emergency Management Committee

GLOSSARY

AERODROME	A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft
AIR TRAFFIC CONTROL (ATS)	Air traffic control service provided by AA.
AERODROME OPERATOR	Any owner, licensee, Authority or Corporation, or any other body that has legal responsibility for a particular Airport.
AERODROME EMERGENCY PLAN (AEP)	A plan developed by the Aerodrome Operator to coordinate all agencies and their individual Aerodrome Emergency Procedures, State or Supporting area plans for dealing with an Aerodrome emergency.
AERODROME EMERGENCY PROCEDURES (STANDARD OPERATING PROCEDURES)	Individual agency procedures for meeting the Aerodrome Emergency Plan.
AIRCRAFT/AEROPLANE	Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.
AIRSIDE	The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.
ASSEMBLY AREA	A pre-arranged, strategically placed area on or off airport where general airport staff and their vehicles can be assembled in order to be escorted to the Airport during an emergency.
APRON	That part of the Aerodrome to be used for the purpose of enabling passengers to board or disembark from an aircraft, loading of freight onto, or unloading freight from an aircraft, refuelling, parking or carrying out maintenance on aircraft.
COMBAT AGENCY	The agency primarily responsible for controlling the

	response to a particular emergency.
COMMAND	The direction of members and resources within an organisation in the performance of the organisation's role and tasks.
CONTROL	The overall direction of activities across organisations.
COORDINATION	The bringing together of organisations and elements to ensure effective counter-emergency responses, and is primarily concerned with the systematic acquisition and application of resources in accordance with the requirements imposed by the threat or impact of an emergency.
DIRECTOR OF FLYING SAFETY	An appointment within the Royal Australian Air Force charged with all safety matters including the responsibility of investigating all military aircraft accidents.
EMERGENCY/DISASTER	An emergency due to an actual or imminent occurrence which: endangers, threatens to endanger, the safety or health of persons and destroy or damages, or threatens to destroy or damage, property.
FULL EMERGENCY	A condition declared when it is known that an aircraft approaching the aerodrome is, or is suspected to be, in such trouble that there is danger of an accident and requiring the response from off aerodrome agencies. Level I - up to 18 seats (ATC reference - Light) Level II - up to 150 seats (ATC reference - Medium) Level III - up to 450 seats (ATC reference - Heavy)
HAZARDOUS MATERIALS	Means anything that, when produced, stored, moved, used or otherwise dealt with without adequate safeguards to prevent it from escaping, may cause injury or death or damage to property.
INCIDENT	An occurrence, other than an emergency/disaster, associated with the operation of an aircraft which affects or could affect the safety of operation
LANDSIDE	Those parts of an Aerodrome considered Airside, i.e. areas normally accessible to the general public.
LEOCON	A Police Officer stationed within the region, having experience in emergency management. If responsible for controlling the response to a emergency, may issue directions to agencies who have functions in connection with responses to the emergency
LOCAL EMERGENCY OPERATIONS CENTRE (LEOC)	A fixed location used as a centre for coordination and communication during an emergency.
LOCAL STANDBY	A condition declared when an aircraft approaching the aerodrome is known or is suspected to have developed some defect but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing and thus NOT requiring a response by off

	aerodrome agencies.
MANOEUVRING AREA	Those parts of an Aerodrome used for the take-off, landing and taxing of aircraft, excluding Aprons.
NOTAM	A notice to airmen advising of a hazardous condition or situation at the airport.
RECEPTION CENTRE	A location for friends and relatives of victims to assemble and obtain information, and for the aircraft's passengers to assemble.
RESPONSE	The process of combating an emergency and of providing immediate relief for persons affected by the emergency.
SITE CONTROL	The location from which the Site Controller, Agency Commanders and functional areas coordinate the emergency.
SITE CONTROLLER	The senior Police Officer present, responsible for determining the site, establishing site control and controlling the on ground response to an emergency.
STAGING AREA	Area where emergency services assemble at the incident site.
SUPPORTING PLAN	A plan prepared by an agency / organisation or functional area, which describes the support which is to be provided to the controlling or coordinating authority during emergency operations.
SUB PLAN	An action plan required for a specific hazard, critical task or special event
SUSPECT ITEM	An object considered out of place, unattended or unusual for which an explanation cannot be readily determined and which may constitute a threat.
TRIAGE	Sorting and classification of casualties to determine the order of priority for the treatment and transportation.
TRIAGE/TREATMENT AREA	The area where medical staff assembles to provide triage treatment and arrange transportation to hospital for those patients injured in the emergency.
WARNING AGENCY	The agency that has initial information on an emergency or potential emergency and responsibility to advise other agencies.

AMENDMENT RECORD

Number	Date	Pages	Entered by	Signature
8	July 2012	Update Contact list and NSWFB Agency Name and Essential Energy Name	S Ross	
9	November 2012	Update Name NSW Fire & Rescue to Fire & Rescue NSW Update Name Dept Community Services to Family and Community Services Pg 21 (4.4.1) Pg 22 (4.5.1) App A Pg 6 App A Pg 9	S Ross	
10	February 2014	Change of title from DEMO to REMO Appendix A Pages 5 - 7 Contact Listing	S Ross	
11	May 2015	Amendments following recommendation from Exercise Flamingo November 2015	S Ross	
12	August 2015	Change DISPLAN to EMPLAN. Update Distribution List	S Ross	
13	April 2018	Overview Maps of Airport. Updated Distribution List Inclusion Medical Emergency	S Ross	
14	August 2019	Update of Maps	S Ross	
15	February 2020	Total Review in consultation with REMO & LEOCON	S Ross	

DISTRIBUTION LIST

AEP No	POSITION	ORGANISATION
1	LEMO	Parkes Shire Council
2		Southern Zone SES
3	Station Commander	Fire & Rescue NSW
4		Parkes Health Service
5	Office In Charge	Parkes Ambulance Service of NSW
6		NSW Rural Fire Service
7	Operations Manager	Regional Express
8	Local Controller	Parkes SES
9	REMO	Central West Emergency Management Region
10	Communications Centre Manager	Police Communications Centre Tamworth
11	LEOCON	Parkes Police Station

SECTION ONE - INTRODUCTION

1.1 OBJECTIVE

The objective of the Parkes Aerodrome Emergency Plan (AEP) is to provide a timely and effective response to an emergency, particularly in respect of saving lives and maintaining aircraft operations.

1.2 SCOPE

- 1.2.1 The Plan details the arrangements for control and coordination of the response to and initial recovery from an emergency within the boundary of Parkes Aerodrome, and is a Sub Plan to the EMPLAN for any aviation incident within Parkes Shire.
- 1.2.2 This plan is based on the assumption that each agency with a statutory responsibility has in place appropriate supporting Aerodrome Emergency Procedures (or Standing Operating Procedures), which deal with that agency's response in accordance with this Plan.

1.3 LEGISLATION

State Emergency and Rescue Management Act, 1989 as amended.

1.4 PLAN REVIEW

A review of the Parkes Aerodrome Emergency Plan and Procedures is to be conducted at least annually and/or:

- ◇ Following activation of the plan for an actual emergency.
- ◇ Following an exercise to practice or test the plan
- ◇ When the roles and responsibilities of any agency or organisation change.

The review will be recorded in the minutes of the LEMC which comprises the Aerodrome Emergency Committee, and amendments, if necessary, included on the Amendment Record.

1.5 EXERCISES

The Parkes Aerodrome Emergency Plan and Procedures are to be exercised at the discretion of the LEMC

SECTION TWO - MANAGEMENT ARRANGEMENTS

2.1 AERODROME EMERGENCY COMMITTEE

The Parkes Aerodrome Emergency Committee is a sub-committee of the Local Emergency Management Committee of Parkes Shire.

This Plan and Procedures are a sub-plan of the Parkes EMPLAN.

2.1.1 Terms of Reference

The Committee is required to:

- ◇ Develop the procedures for coordinating the responses of the assisting agencies (Aerodrome Emergency Plan)
- ◇ Review the Aerodrome Emergency Plan at least once every twelve months to ensure that each agency is aware of their responsibility and that all information contained within the AEP is current

2.2 ROLES AND RESPONSIBILITIES

2.2.1 Police

- ◇ Set up initial site control
- ◇ Assume overall coordination of the agencies responding to the emergency
- ◇ Secure the crash site area and impose control over persons entering and leaving the site
- ◇ Represent the Coroner at the crash site and, where authorised, direct the custody, transport and storage of deceased persons
- ◇ Account for all people on board a crashed aircraft
- ◇ Guard any aircraft wreckage on behalf of ATSB where requested
- ◇ Provide liaison officer to the Site Controller and/or to the Local Emergency Operations Centre
- ◇ Media Liaison.

2.2.2 NSW Ambulance

- ◇ Undertake triage, treatment and transport of casualties
- ◇ Provide coordinated communications for all health services involved
- ◇ Through liaison with Ambulance coordination centre including, determine the destination of each casualty and alert hospitals
- ◇ Provide a liaison officer to the Site Controller, **NSW Police** and/or to the Local Emergency Operations Centre.

2.2.3 Fire & Rescue NSW

- ◇ Combat Agency for fires in a Fire District in NSW
- ◇ Combat Agency for hazardous materials incidents on land in NSW
- ◇ Provide fire control services by:
 - (a) dealing with outbreaks of fire and rescue of persons in fire endangered areas;
 - (b) taking such measures as may be practicable to prevent the outbreak of fire;
 - (c) dealing with the escape of hazardous materials or a situation which involves the imminent danger of such an escape
- ◇ Assist in any other response or recovery operations for which the Fire & Rescue NSW's training and equipment is suitable
- ◇ Provide a liaison officer to the Site Controller and/or to the Local Emergency Operations Centre.

2.2.4 Rural Fire Service

- ◇ Combat Agency for fires in a Rural fire District
- ◇ Assist in any other response or recovery operations for which the Rural Fire Services personnel, training and equipment is suitable, for example, the provision of emergency water supplies and pumping equipment, provision of personnel for perimeter control, door knocks etc
- ◇ Provide a liaison officer to the Site Controller and/or to the Local Emergency Operations Centre if required.

2.2.5 State Emergency Service

- ◇ Provide accredited rescue
- ◇ Provide a liaison officer to the Site Controller and/or to the Local Emergency Operations Centre
- ◇ Assist, at their request, members of the Police Service, Fire & Rescue NSW and Ambulance Service, eg provide assistance for perimeter control, searches and door knocks, provide lighting.

2.2.6 Parkes Shire Council

- ◇ Provide personnel, plant and equipment as available and as required to assist in dealing with the incident or emergency
- ◇ Provide expertise and support to:
 - (a) Engineering functional area;
 - (b) Health services functional area;
 - (c) Environmental services functional area
- ◇ Support recovery operations
- ◇ Provide a liaison officer/executive support to the Local Emergency Operations Centre and Site Controller.
- ◇ Assist with reception area
- ◇ Provide information and expertise on the operation of the airport.

2.2.7 Regional Express/Agent

- ◇ Advise Site Controller of persons on board and details of any dangerous cargo carried
- ◇ Assist Police in accounting for occupants
- ◇ Assist with technical advice to the rescue teams
- ◇ Assist with reception centre
- ◇ Provide a liaison officer to the Site Controller and/or to the Local Emergency Operations Centre.

SECTION THREE - COMMAND, CONTROL, CO-ORDINATION ARRANGEMENTS

General

Aerodrome emergency procedures are promulgated to ensure that the response of available community resources are provided so as to ensure that the maximum possible assistance will be provided to rescue the occupants of an aircraft which has, or may subsequently crash on or in the vicinity of the aerodrome.

All available resources shall be dispatched to the scene of the crash as long as there is any possibility of survivors in need of assistance.

These procedures also include agreed arrangements for dealing with aerodrome alerts, bomb warnings and fires on or in the vicinity of the airport.

The procedures seek to make optimum use of all facilities and staff available to assist in an emergency. These include Police, SES, Fire & Rescue NSW, and Ambulance Services etc.

Upon arrival at the crash site, the senior Police Officer present assumes responsibility for the coordination and control of all emergency activities.

3.1 PLAN ACTIVATION

One of the most important issues with the understanding of how the plan works is the activation sequence. The Plan is self activating for Local Standby and Full Emergency, however, partial activation of the Plan may be required in other circumstances.

The ARO will monitor the precinct then notify accordingly.

Airport Hazard Classification	Warning Agency	Action Required
<p>Local Standby Definition: A condition declared when an aircraft approaching the airport is known or is suspected to have developed some defect, but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing.</p>	<p>Airservices Australia Air Traffic Services</p>	<p>Emergency Services notified to attend.</p>
<p>Full Emergency Level 1 - up to 18 seats Level 2 - up to 215 seat Level 3 - up to 560 seat</p> <p>Definition: A condition declared when it is known that an aircraft approaching the airport is, or is suspected to be, in such trouble that there is danger of an accident and requiring the response from off airport agencies. Either the pilot in command or Air Traffic Services declares "Full Emergency"</p>	<p>Airservices Australia Air Traffic Services</p>	<p>Emergency Services notified to attend.</p>

Airport Hazard Classification	Warning Agency	Action Required
<p>Aircraft Crash</p> <p>As above</p>	<p>Airservices Australia Air Traffic Services</p>	<p>Emergency Services notified to attend.</p>
<p>Bomb Threat</p> <p>Definition: A Bomb Scare occurs when a person advises that an explosive device has been or will be placed in an aircraft or facility.</p>	<p>NSW Police Force</p>	<p>NSW Police Force will advise what services are required to attend based on threat assessment.</p>
<p>Disabled Aircraft</p> <p>Definition: If a disabled aircraft cannot be immediately removed from within the runway or runway strip.</p>	<p>Airservices Australia Air Traffic Services</p>	<p>ARO to advise</p>
<p>Unlawful Interference</p> <p>Definition: Air piracy or other hostile act by a person or persons aboard an aircraft that threatens the safety of the aircraft or its passengers.</p>	<p>Airservices Australia Air Traffic Services NSW Police Force</p>	<p>NSW Police Force will advise what services are required to attend based on threat assessment.</p>
<p>Hazardous Material Incident</p> <p>Definition: The most common hazardous material on the airport is AVGAS (aviation gasoline). Other hazardous materials that may occur include radioactive material, biological samples, and blood.</p>	<p>Fire & Rescue NSW</p>	<p>Emergency Services notified to attend.</p>
<p>Fire – Bush / Grass</p> <p>Definition: Bush or Grass fire threatening the Aerodrome grounds or surrounding area and has the potential to affect aircraft operations.</p>	<p>NSW Rural Fire Service Fire & Rescue NSW</p>	<p>Emergency Services notified to attend.</p>
<p>Fire - Aircraft and Structure</p> <p>Definition: Fire or threat of fire, in aircraft or aerodrome structures, that has the potential to affect aircraft operations. This type of fire has the ability to become or result from a hazardous material incident.</p>	<p>NSW Rural Fire Service Fire & Rescue NSW</p>	<p>Emergency Services notified to attend.</p>
<p>Medical Emergency</p> <p>Definition: A serious and unexpected situation involving illness or injury and requiring immediate action.</p>	<p>NSW Ambulance</p>	<p>Emergency Services notified to attend.</p>

3.2 CONTROL AND COORDINATION

3.2.1 Local Emergency Operations Controller (LEOCON)

The LEOCON is responsible for controlling an **aviation** emergency.

3.2.2 Operational Response

Operational control and coordination relationships for the response to an emergency and initial recovery operations are as outlined in Section Four - Operations Response.

3.2.3 Recovery Operations

Parkes Council is responsible for the long-term recovery operation following an emergency. (Refer Section 5)

3.3 LOCAL EMERGENCY OPERATIONS CENTRE (LEOC)

3.3.1 Function

The Local Emergency Operations Centre (LEOC) is established as a centre of communications during an emergency to support the on-scene Site Controller at the Site Control.

Depending on the scale of the emergency the LEOCON may elect to activate the Local Emergency Operations Centre. If the LEOC is activated it shall be operated in accordance with the Parkes Shire EMPLAN.

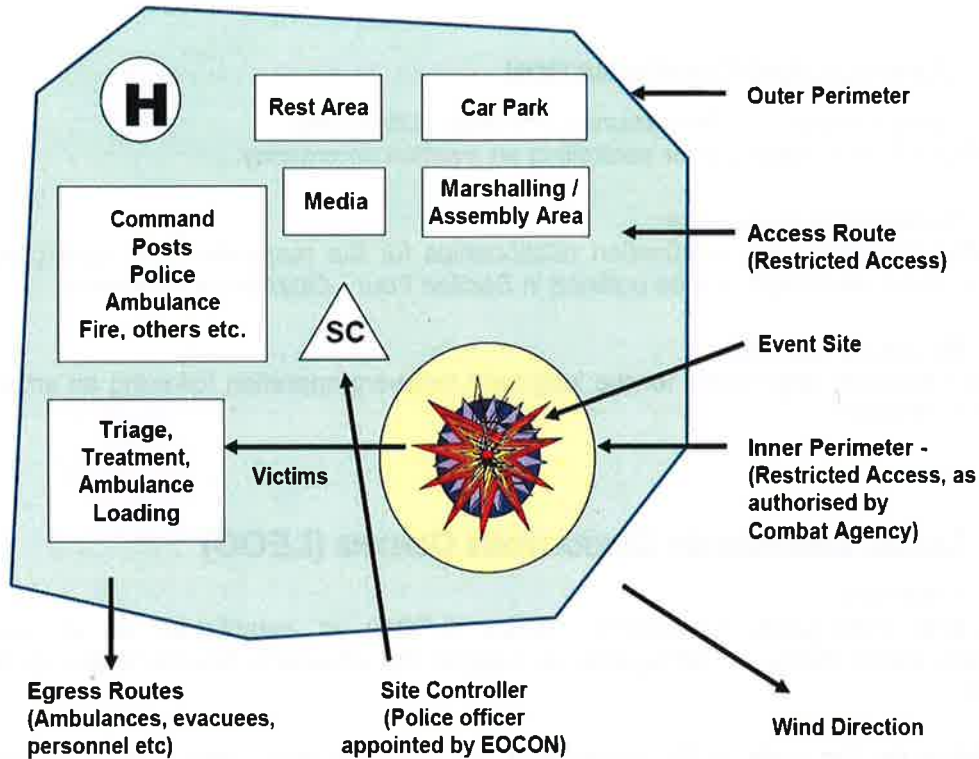
The LEOCON will be located at the LEOC and may assume overall control of the operation.

3.3.2 Location

The location of the LEOC is in the Coventry Room; Parkes Shire Council Library and Cultural Centre, Bogan Street Parkes. **The alternative location is the Training Room at the Water Treatment Plant, Webb Street, Parkes.**

3.4 SITE CONTROL

Site Control (or Site Control Point) is the location from which the Site Controller operates. All agencies in attendance should be informed of its location. Site Control should be established in a safe area near the event and preferably near the Incident Commander or combat agency, e.g., uphill, upwind, to allow the Site Controller to have an overview of the operation.



Idealised Site Control Diagram

3.5 TRIAGE/TREATMENT AREA

3.5.1 Function

The function of the Triage/Treatment Area is to:

- ◇ Triage casualties
- ◇ Provide first aid/medical attention.
- ◇ Link for transportation of injured persons to hospital.

3.5.2 Triage/Treatment and Ambulance Loading Area

In consultation with medical authorities, designate a treatment/triage area and ambulance loading area if required.

Depending upon the type of event this may simply be the back of an ambulance or could be a tent or other facility to act as the treatment area.

Site Controller to maintain liaison with the Ambulance Service to determine their needs.

3.5.3 Deceased Persons

To allow for effective DVI by the NSW Police Force, it is paramount that the deceased are not moved unless absolutely necessary.

If bodies are moved DVI teams require the original position to be photographed, marked and numbered.

The Site Controller will arrange for temporary morgue facilities. (The DVI team is responsible for supervising the movement of deceased to the mortuary).

3.6 RECEPTION CENTRES

3.6.1 Function

The Reception Centres will provide a location for the friends and relatives of victims to assemble and obtain information, and also for waiting passengers.

3.6.2 Location

Passengers - located in the Council Workshop (Airside).

Friends and relatives of the victims - Terminal Building.

3.6.3 Set-up

It is the responsibility of Regional Express/Agent (Passengers) and Parkes Council (friends and relatives) to set up the Reception Centres.

3.6.4 DVR

The Site Controller is responsible for initiating DVR.

3.6.5 Stand Down

Stand down will be implemented on a progressive basis once all casualties are cleared and recovery is in hand.

3.7 MEDIA

The Site Controller is responsible for media liaison.

SECTION FOUR - OPERATIONS RESPONSE

TYPES OF EMERGENCIES

Aerodrome emergencies are classified as:

- ◇ Aircraft Crash
- ◇ Local Standby (Aerodrome Call Out)
- ◇ Bomb Scare
- ◇ Fire
- ◇ Hazardous Materials Incident.
- ◇ Medical Emergency

The person becoming aware of the circumstances shall make the first classification. Normally aerodrome alert situations will be notified to the local Police by Air Traffic Services, as the result of an enroute defect notified by the pilot in command. In other cases, the situation shall be referred to Air Traffic Services for action. The following guidelines enable Staff to classify an emergency and take appropriate action.

Response shall be regulated by the circumstances and the number of persons on board the aircraft or involved in the emergency. Advice of the circumstances shall be passed to the appropriate authority during the initial notification and the number of persons on board shall be passed as soon as it is known. The disaster area, if applicable, shall be ascertained and made known.

This section contains detailed information, in the form of action checklists, for each of the various types of emergencies that may occur.

AIRPORT ACCESS

AIRPORT LOCATION	The Aerodrome is located approximately five kilometres from Parkes towards Orange.
PRIMARY EMERGENCY ACCESS	An emergency access gate has been nominated for primary access to airside or the Aerodrome. The gate is referred to as Gate 1 and is located on the left side of the carpark to the west of the Terminal. Permanent red and white direction signs are erected on the gate. The location of the gate is shown on the Aerodrome Plans in Appendix B.
SECONDARY EMERGENCY ACCESS	Access to an incident may be through other gates on the Aerodrome. Shown as Gate 2 and Gate 3 on the Aerodrome Plan in Appendix B.

SITE SPECIFICS

- ◇ Traffic Flow - gates are to be one directional (eg. In Gate 1, out Gate 2) to avoid congestion.
- ◇ Some Hydrants deliver raw water. One hydrant (signposted) is airside located near the terminal building, other hydrants located landside.
- ◇ All raw water hydrants to be identified with "not drinking water" signage.
- ◇ Access Road from Gate 3 although gravel is all weather.
- ◇ White Gables - Runway area
- ◇ Yellow Gables - Movement and Apron Areas
- ◇ Red and White Cones - Unserviceable Areas. Indicate no go zones.

COMMUNICATION

Back-Channel based "inter-agency GRN radio communications" will experience operational issues in the GATE 4 area of the Airport.

Agency main radio channels are to be used for all operations on the "airside" as "back channel/inter agency liaison channels" may experience operational issues on the north-east corner of the airport environment.

ACTION CHECKLIST - AIRCRAFT CRASH

This self-evident situation applies to any circumstances in which an aircraft is seen to have crashed or is about to crash, for example:

- ◇ An aircraft descending out of control or other forced descent close to the ground
- ◇ An aircraft evidently on fire
- ◇ A mid-air collision etc.

Action to be taken by each respondent is as follows:

AUTHORITY RECEIVING REPORT OF A CRASH

Notify

- a) Police 000 and advise impact or disaster area, actual or approximate persons on board.

POLICE

Notify

- a) Fire & Rescue NSW and Rural Fire Service and advise impact or disaster area or approximate persons on board
- b) Ambulance and advise impact or disaster area, actual or approximate persons on board
- c) Parkes SES Unit
- d) AusSAR 1800 815 257 and advise of situation in detail
- e) Parkes Health Service
- f) Parkes Shire Council ph 6861 2343 during office hours or after hours:
 - Manager Facilities - Mobile 0419 239 995,
 - Aerodrome Groundsman - Mobile 0427 282062
- g) Airline Operator or Agent

Site Control

- a) Establish Site Control and assume control
- b) Establish communications
- c) Ascertain from Senior Fire Officer in case of fire and/or hazmat when the area is safe for other Emergency Services to enter
- d) Protect property
- e) Organise search for survivors and protect bodies
- f) Establish perimeter control
- g) Facilitate parking of essential vehicles
- h) Arrange Triage/Treatment Area in conjunction with Ambulance
- i) Arrange coordination and liaison with other services
- j) Arrange temporary morgue
- k) Initiate DVR (Disaster Victim Registration - live people)
- l) Arrange DVI (Disaster Victim Identification - forensics) if required
- m) Guard wreckage until the Department of Transport and Regional Services (DoTaRs) or the Australian Transport Safety Bureau (ATSB) assumes responsibility.

FIRE & RESCUE NSW

- a) Report to Site Control
- b) Provide Liaison Officer if requested
- c) Proceed to scene of crash
- d) Establish fire control
- e) Define 'Fire Ground'
- f) Notify the Site Controller when the area is "SAFE"
- g) Assist in accounting for those on board

RURAL FIRE SERVICE

- a) Report to Site Control
- b) Provide Liaison Officer if requested
- c) Proceed to scene of crash
- d) Assist the Fire & Rescue NSW as required.

AMBULANCE SERVICE OF NSW

- a) Report to Site Control
- b) Notify Parkes Health Service of impact or disaster area, and persons on board
- c) Proceed to scene of crash
- d) Provides Medical Liaison Officer to Site Controller
- e) When area declared safe assist in rescue operations
- f) Effect triage
- g) Provide first aid and treatment as required
- h) Notify hospitals of requirements for patients being transported.

PARKES SES

- a) Report to Site Control
- b) Provide Liaison Officer if requested
- c) Proceed to scene of crash
- d) Assist as directed by Site Controller

PARKES SHIRE COUNCIL

- a) **Close runway or aerodrome**
- b) Issue NOTAM (Notice to Airmen) advising of situation
- c) Provide Liaison Officer if requested
- d) Assist with technical advice on the aerodrome operation
- e) Set up the reception centre for friends and relatives of victims
- f) Assist as directed by Site Controller with manpower and equipment including airside road closures.

AIRLINE OPERATOR OR AGENT

- a) Report to Site Control, advise Site Controller of persons on board and details of any dangerous cargo carried
- b) Provide Liaison Officer if requested.
- c) Assist Police in accounting for occupants
- d) Assist with technical advice to the rescue teams
- e) Assist as directed by Site Controller
- f) Assist with the setup of the reception centre for passengers.

PARKES HEALTH SERVICE

- a) Dispatch Emergency Medical Team (if required)
- b) Provide Liaison Officer if requested.
- c) Prepare to receive casualties.

EMERGENCY MEDICAL TEAM (IF REQUIRED)

- a) Proceed to and report at the Site Control
- b) Provide Liaison Officer if requested.
- c) Supervise treatment and removal of casualties.

ACTION CHECKLIST - LOCAL STANDBY (CALL OUT)

A Local Standby is declared when an aircraft approaching the aerodrome is known or is suspected to have developed some defect but the trouble is not such as would normally involve serious difficulty in effecting a safe landing and thus NOT requiring a response by off aerodrome agencies.

A state of alert is applicable to circumstances that may result in a crash, for example:

- ◇ Tyre or wheel defects in a single wheel undercarriage. It should be noted that the performance of most modern aircraft is such that an engine failure in a multi-engined aircraft or a single wheel defect in a multi-wheeled undercarriage bogey presents no significant operational problem
- ◇ Directional guidance or braking difficulty which may cause the aircraft to leave the runway
- ◇ Notified or observed defects in undercarriage lowering or locking systems,
- ◇ Fire warning
- ◇ Any occasion when Air Traffic Services has advice from the pilot or other reason to anticipate a crash occurring on the aerodrome
- ◇ Loss of power to the extent that a forced landing is imminent.

Note: The distance of the aerodrome from the emergency services base would create problems in response time. A **Local Standby** is therefore deemed to be a **Call Out** situation requiring Emergency Services to respond as if a Full Emergency has been declared.

AIR TRAFFIC SERVICES

- a) Air Traffic Services, or other person reporting the incident shall notify:
 - a) Police 000
 - b) Parkes Shire Council (02) 6861 2343 (bh) or after hours:
 - Manager Facilities - Mobile 0419 239 995,
 - Aerodrome Groundsman - Mobile 0427 282 062.
- b) Advise Police of aircraft type, estimated time of arrival, persons on board, details of dangerous cargo on board, etc.

POLICE

- a) Notify Fire & Rescue NSW and Rural Fire Service (and other emergency services as deemed necessary) giving aircraft type, persons on board, dangerous cargo, etc.
- b) Notify Ambulance, hospital, providing estimated time of arrival, persons on board, etc

PARKES SHIRE COUNCIL

- a) Consider the need for the runway or aerodrome to be closed.
- b) Issue NOTAM (Notice to Airmen)
- c) Place crosses if runway closed, place red and white horizontal striped "unserviceable cones" if only part runway closed.

SUPPORTING EMERGENCY SERVICES

- a) Proceed to airport and take up Standby Position at the Staging Area.
- b) Begin implementation of full emergency procedures.

STAGING AREAS

The Staging Areas for Local Standby (Call Out) situations shall be as follows:

- ◇ **Airside (forward) Staging Area:** The Police, Fire & Rescue NSW, Rural Fire Service units, Ambulances and SES will take up a position on the airside of the emergency access gate adjacent to the western hanger (see Crash Gate 1 on Plan Aerodrome Facilities - Emergency Plan in Appendix B – Aerodrome Plan Diagrams).
- ◇ The Staging Area shall be regarded as the standard position for all Local Standby (Call Out) situations, irrespective of operational runway. New positions may be allocated as the situation develops or as directed by the Site Controller.
- ◇ **Landside Staging Area:** The LEOCON and delegated liaison officers of supporting agencies may, at the discretion of the Site Controller, set up a Landside Staging Area situated at the Monument located within the Main Entrance Way.

ACTION CHECKLIST - BOMB SCARE OR THREAT

A Bomb Scare or Threat occurs when a person advises that an explosive device has been or will be placed in an aircraft or facility. When a threat has been received it is treated as if it is genuine until all assessment procedures have been completed.

PROCEDURES (GENERAL)

- a) Any person becoming aware of a bomb threat shall notify AusSAR on 1800 815 257.
- b) AusSAR, who for the purpose of this procedure is the responsible departmental officer, upon receipt of bomb warnings shall:
 - a) Advise the pilot in command of the details without delay
 - b) Advise the relevant Company representative (if not advised by them)
 - c) Advise the Police
 - d) Advise the appropriate Regional Officer.

SEARCH PROCEDURES

When an aircraft is required to be searched, AusSAR shall:

- a) Divert or direct the aircraft to a suitable aerodrome and/or suitable search area. For landing aircraft liaise with the Captain in the event of a possible emergency evacuation
- b) Notify Police who will be in overall control of the operation and arrange for bomb disposal authorities to be notified
- c) Arrange with the operator for the control and transportation of passengers
- d) Consider whether the services of an aircraft engineer are required for technical guidance

SEARCH AREA

- ◇ A search area shall be remote from public areas and at least 400m from any structure, refuelling installation, equipment, vehicle, other aircraft or other objects that may be damaged by explosion or fire in the suspect aircraft. The designated area is shown on Plan No..... in Appendix B – Aerodrome Plan Diagrams
- ◇ Luggage and freight, if subject to search, will be removed from the aircraft to a position at least 400m distant and at least 400m from any structure, refuelling installation, equipment, vehicle, other aircraft or other objects that may be damaged by explosion or fire.

RESPONSIBILITY FOR SEARCH

- ◇ The decision to search an aircraft rests with the owner, operator or the pilot of the aircraft.
- ◇ The owner, operator, or pilot advises AusSAR when the aircraft is considered safe to resume operations.

POLICE

Shall be responsible for:

- a) The overall co-ordination of the emergency operation
- b) Arrange for bomb disposal authorities to be notified
- c) Conducting the search

- d) Maintaining crowd control.

AIRLINE OPERATOR, PILOT IN COMMAND OR AGENT

Shall be responsible for:

- a) Moving the aircraft to the search area
- b) Evacuating the aircraft
- c) The decision to search the aircraft, freight, luggage, hand luggage etc.
- d) Notifying AusSAR when the search is completed.

ACTION ON FINDING A BOMB (OR SUSPECTED BOMB)

- ◇ The person in charge of the search shall notify the Police.
- ◇ The Police shall clear the area of all but essential persons, vehicles and equipment, until the bomb disposal authority declares the article safe.

ACTION CHECKLIST - FIRE

The types of fire possible on the aerodrome are bush (grass), aircraft, structure and fuel. Grass fire is under the control of the RFS Fire Control Officer. Other fires are under the control of the Fire & Rescue NSW.

Action to be taken by each respondent is as follows:

THE PERSON BECOMING AWARE OF FIRE

- ◇ Notify 000 of the location and nature of fire.

COMMUNICATION CENTRE (000)

- ◇ Notify the Fire & Rescue NSW and Rural Fire Service of the location and nature of fire.

FIRE & RESCUE NSW

- a) Respond to the fire and act as the combat agency for an aircraft or structure fire
- b) Notify Parkes Shire Council of the location and nature of the fire.

RURAL FIRE SERVICE

- a) Notify RFS brigades to respond to the fire and act as the combat agency for bush fire
- b) Assist the Fire & Rescue NSW for an aircraft or structure fire
- c) Notify Parkes Shire Council of the location and nature of the fire.

PARKES SHIRE COUNCIL

- ◇ If a hazard to aircraft exists because of smoke haze, raise a NOTAM advising of the situation.

ACTION CHECKLIST - HAZARDOUS MATERIAL INCIDENT

The most common hazardous materials on the airport are AVTUR (aviation kerosene) and AVGAS (aviation gasoline). These materials are stored at a number of locations (see Plan No..... in Appendix B – Aerodrome Plan Diagrams) as well as being transported around the airport in mobile tankers.

Other hazardous materials that may arise include radioactive materials, biological samples, and blood samples.

Attending the spillage of these materials can vary from a surface spill that has stayed on the surface to one that has run off the surface and entered part of the airport underground stormwater drainage system.

Action to be taken by each respondent is as follows:

THE PERSON BECOMING AWARE OF HAZARDOUS MATERIAL

- ◇ Notify 000 of the location and nature of the hazardous material.

PARKES SHIRE COUNCIL

- a) When made aware of a hazardous material spill, the Groundsman/Reporting Officer is to notify 000
- b) Restrict access to the affected area
- c) Assist Fire & Rescue NSW if possible
- d) If a hazard to aircraft exists, raise a NOTAM advising of the situation.

FIRE & RESCUE NSW

- a) Respond to the emergency and notify Rural Fire Services if required to assist.
- b) Render 'safe' as per the Fire & Rescue NSW Act.

ACTION CHECKLIST - MEDICAL EMERGENCY

Action to be taken by each respondent is as follows:

AUTHORITY RECEIVING REPORT OF A MEDICAL EMERGENCY

Notify

- a) 000 and advise details of medical emergency.

NSW AMBULANCE

- a) Report to Site Control
- b) Notify Parkes Health Service of nature of medical emergency attending
- c) Proceed to Airport
- d) When area declared safe assist in rescue operations
- e) Effect triage
- f) Provide first aid and treatment as required
- g) Notify hospitals of requirements for patients being transported.

AIRLINE OPERATOR OR AGENT

- a) Report to NSW Fire & Rescue details of persons on board and details of any dangerous cargo carried
- b) Assist with technical advice to the rescue teams

SECTION FIVE - RECOVERY & RETURN TO OPERATIONAL STATUS

MANAGEMENT - GENERAL

There is no clear delineation between Response and Recovery operations, and some recovery measures are undertaken during the Response phase.

As soon as the need for coordinated recovery resources are identified, they must be planned.

The Council will generally retain control over operations, although significant support may be required.

The Guidelines contained within the NSW Recovery Plan may assist with recovery.

5.1 RECOVERY OF WRECKAGE/CLEAN UP

5.1.1 Roles of the Aerodrome Operator and the Holder of the Aircraft's Certificate of Registration

The pilot of a disabled aircraft is expected to immediately notify the Aerodrome Operator's Reporting Officer if the aircraft is within a runway strip or otherwise significantly affecting operations at the aerodrome.

The pilot is expected to have the authority of the holder of the aircraft's certificate of registration to immediately remove an aircraft that is obstructing operations on the movement area of the aerodrome.

The holder of the aircraft's certificate of registration is responsible for providing, by the fastest means practicable, any special equipment that may be necessary to permit removal of a disabled aircraft.

5.1.2 Arrangements for Notifying the Holder of the Certificate of Registration

The pilot of a disabled aircraft is expected to notify the holder of the aircraft's certificate of registration.

5.1.3 The Arrangements for Liaison with Air Traffic Services

If a disabled aircraft cannot be immediately removed from within the runway or runway strip, a Reporting Officer will display unserviceability crosses on the runway and the Australian NOTAM Office notified of the runway closure.

5.1.4 Arrangements for Obtaining Equipment and Persons to Remove the Aircraft

The holder of the aircraft's certificate of registration is expected to provide by the fastest means practicable any specialised equipment and personnel required to remove a disabled aircraft.

As far as practical, Council employees and equipment will be made available at a reasonable charge to assist in removing a disabled aircraft that is obstructing operations at the aerodrome.

5.2 DAMAGE ASSESSMENT

The Aerodrome Operator will undertake damage assessment of the aerodrome.

5.3 FULL RECOVERY

Once the investigation and removal of wreckage/clean up are completed, the next stage of the recovery phase is to bring the Aerodrome back to full operational status in a safe, efficient and orderly manner.

The following tasks may be required prior to return of Aerodrome to full operations.

(i) Airport Inspections

Inspection of Aerodrome manoeuvring areas, aprons, aircraft navigation facilities, and Aerodrome lighting to determine the damage, if any, resulting from the emergency.

(ii) Return to Restricted Aircraft Operations

Return to restricted aircraft operations means the re-commencement of some aircraft operations using those parts of the Aerodrome manoeuvring areas that are not affected by the emergency or the rescue operations. This activity is undertaken with extreme care so as not to endanger any emergency personnel or hinder the emergency rescue and initial recovery operation.

(iii) Return to Unrestricted Aircraft Operations

Return to unrestricted aircraft operations means the re-commencement of normal aircraft operations.

5.4 SECURITY CONTROL

5.4.1 Definition

Returning to the Aerodrome to normal operations will require the gradual handing back of control of the Aerodrome and security to the Aerodrome operator.

5.4.2 Activation

The Aerodrome Operator activates this process.

5.4.3 Control

The Aerodrome Operator is in control of this process.

5.4.4 Tasks to be Undertaken

- ◇ Audit of security on the area(s) where operations will be resumed
- ◇ Isolation of area(s) still affected by the rescue or recovery activities
- ◇ Resumption of perimeter access control by Airport owner
- ◇ Resumption of terminal access controls
- ◇ Setting up of systems to provide access to emergency sites by essential personnel.

APPENDIX A



PARKES SHIRE COUNCIL

AERODROME EMERGENCY

TELEPHONE CONTACT NUMBERS

COMPREHENSIVE AERODROME CONTACT LIST

NAME	All numbers are local (02) unless an STD code is shown.
Parke Aerodrome Operations Officer (Brian Smith)	Mobile - 0427 282 062 Fax - 6862 1710
Aerodrome Manager (S Ross)	(W) - 6861 2344 (M) - 0419 239 995 (F) - 6863 5931
Aerodrome Technical Inspector (Ben Howard)	(W) - 6861 2343
Reporting Officers: Brian Smith Dan Morgan Luke Byrnes	(M) - 0427 282 062 (W) - 6862 1710 (F) - 6862 1710
Airservices Australia Australian NOTAM Office (AA) Air Traffic Control (AA)	(W) - 02 6268 5063 (F) - 02 6268 5111 (W) - 03 9339 2476 (F) - 07 3866 3560
Civil Aviation Safety Authority District Aerodrome Inspector (CASA) Slavica Despotovic	(O) - 131757 (W) - 8651 3046 (F) - 8651 3071
Search and Rescue (AusSAR)	(W) - 1800 815 257 (F) - 1800 622 153
Facilities (NDB, VOR, DME)	(W) - 1800 44 35 50 (E) - service.desk@airways@airservicesaustralia.com
Police Parke	(W) - 6862 9999 (F) - 6862 9911
State Emergency Service Lachlan Division HQ Parke Unit	(W) - 6863 8100 (F) - 6863 8139 (W) - 6863 5033
Fire & Rescue NSWs Parke Pumper 417	(W) - 6863 5951 (M) - 0427 000 997
Parke Health Centre	(W) - 6861 2440
NSW Rural Fire Service Forbes Fire Control Centre	(W) - 6851 1541 (F) - 6851 1840

Ambulance Service of NSW	(W) - 000
	(W) - 131 233 (if EOC activated)
Parkes Ambulance Station	(W) - 6862 1402 (station only)
RPT Operator / Regional Express	(W) - 9693 2819
Network Operations (5.30am - 10.00pm)	(F) - 9023 3556
Australian Transport Safety Bureau	(W) - 1800 011034
	(F) - 6274 6434
Fuelling Agent	(W) - 6862 5676
ARCAV AIR Pty Ltd	(M) - 0418 634 997
	(F) - 6862 6198
Electrical Repairs	
WJ White Electrics	(W) - 6862 1341 (24 hr)
Nutley's Electrical	(W) - 0428 624 697
Mark Seigert	(W) - 0418 273 484
Dept of Infrastructure, Transport, Regional Development & Local Government	(M) - 0419 984 233 (24 hr)
Operations Centre Canberra	(W) - 1300 307 288
Duty Officer	(W) - 9963 5990

APPENDIX B

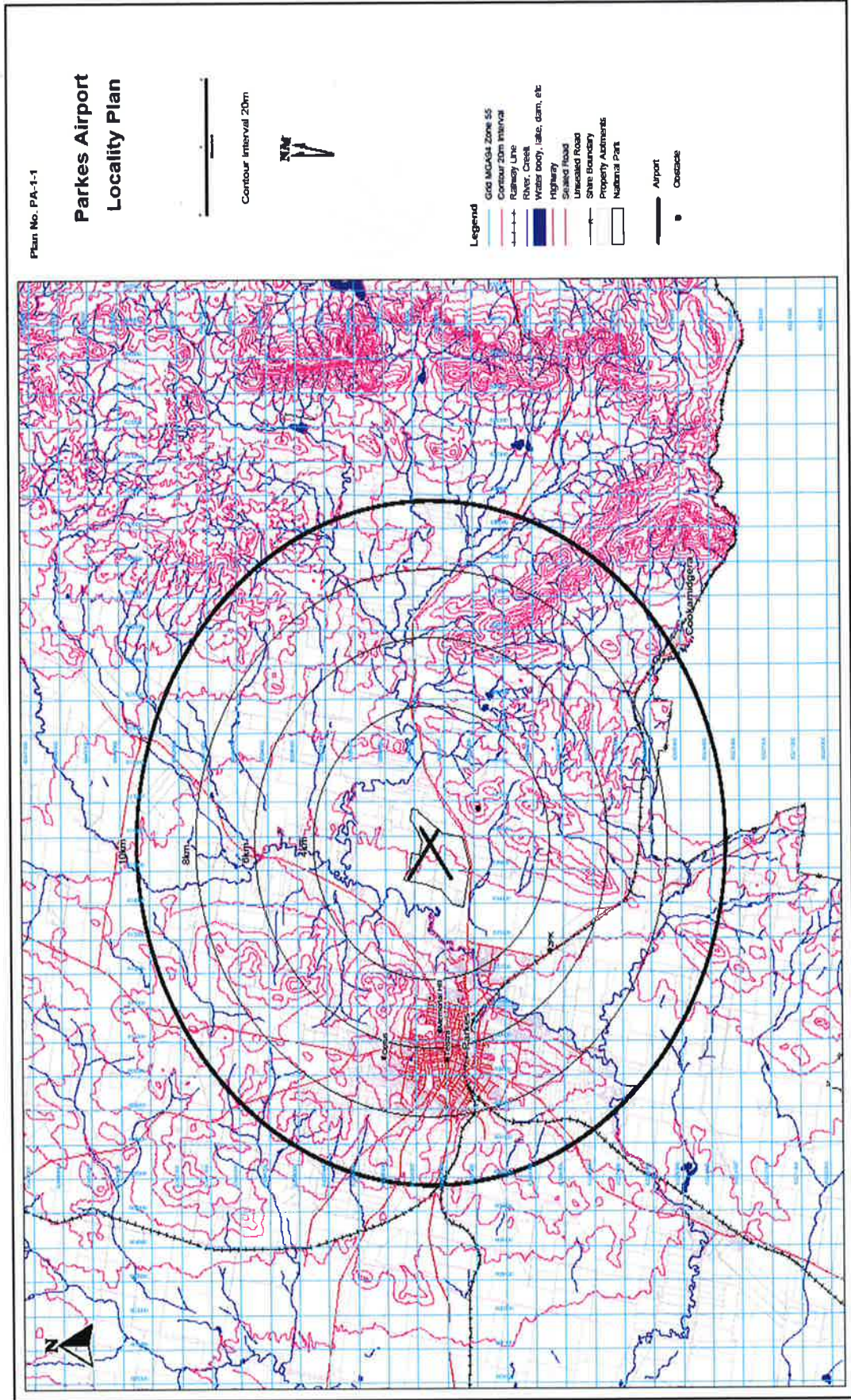


PARKES SHIRE COUNCIL

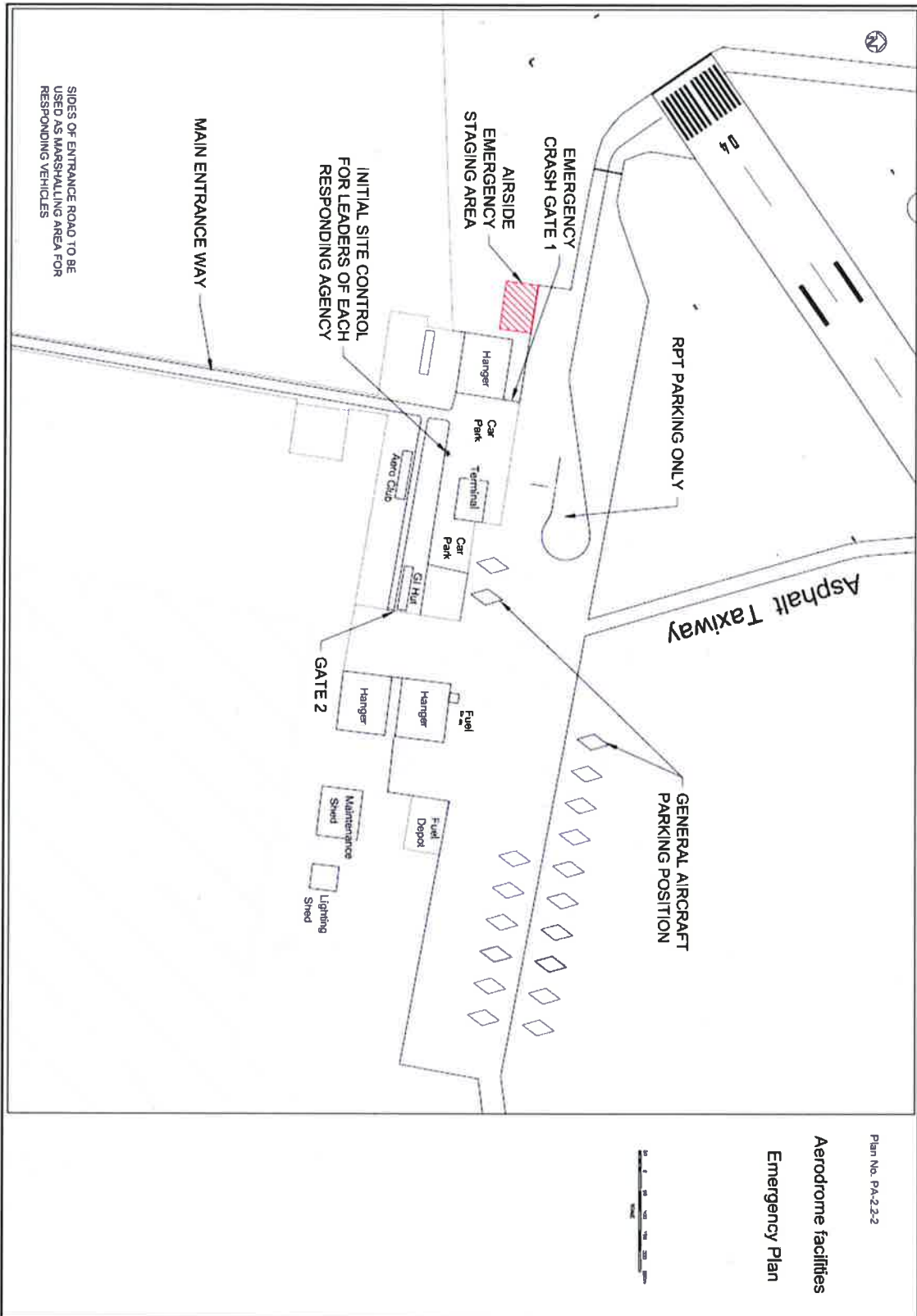
AERODROME PLAN DIAGRAMS

- (1) Crash Ref grid - Plan No. PA-1-1
- (2) Aerodrome Facilities Emergency Plan (Gate Access)
- (3) Aerodrome Facilities Gate Locations
- (4) Aerodrome Facilities Overview

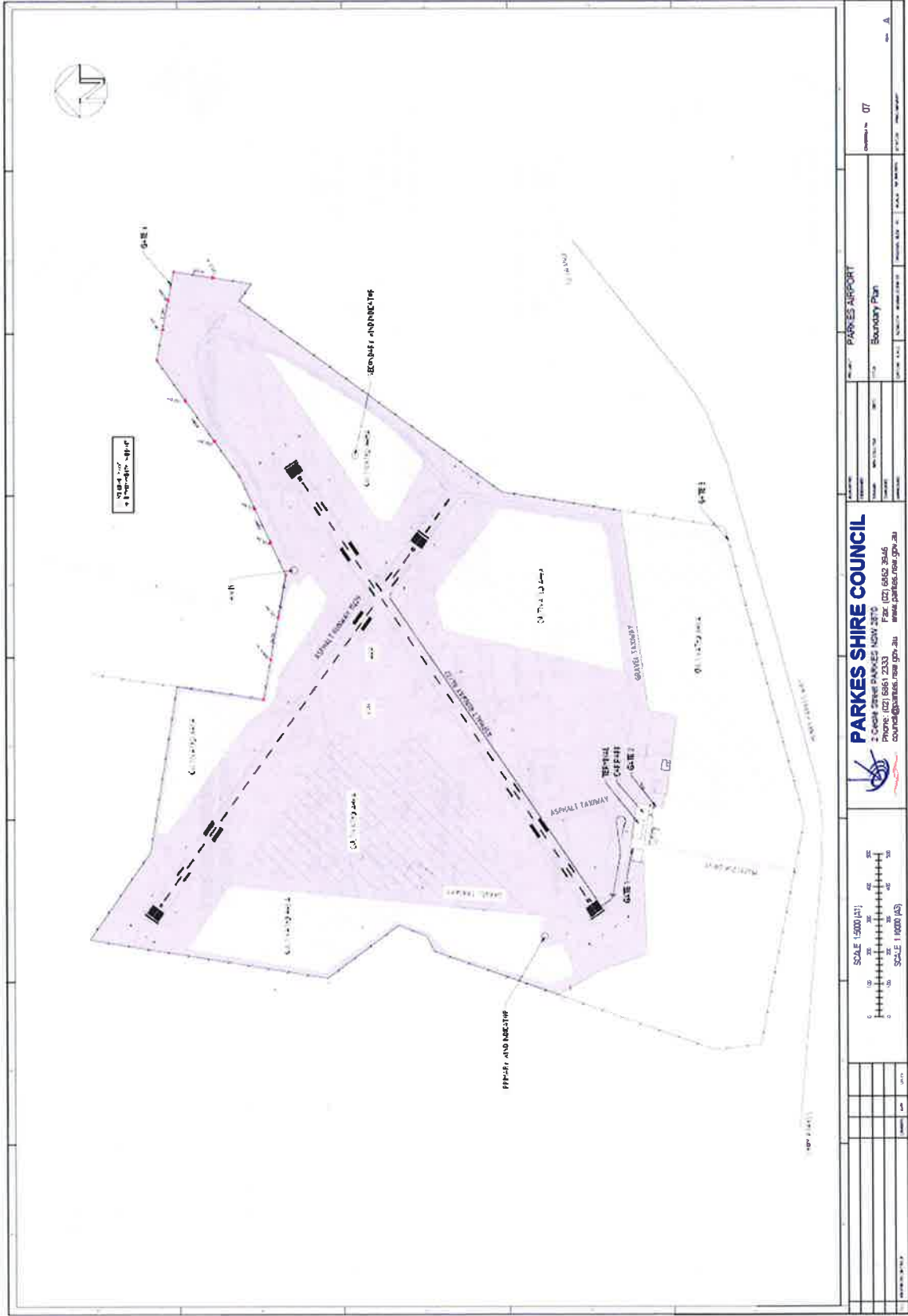
PARKES AIRPORT CRASH GRID REFERENCE



AERODROME FACILITIES EMERGENCY PLAN (GATE ACCESS)

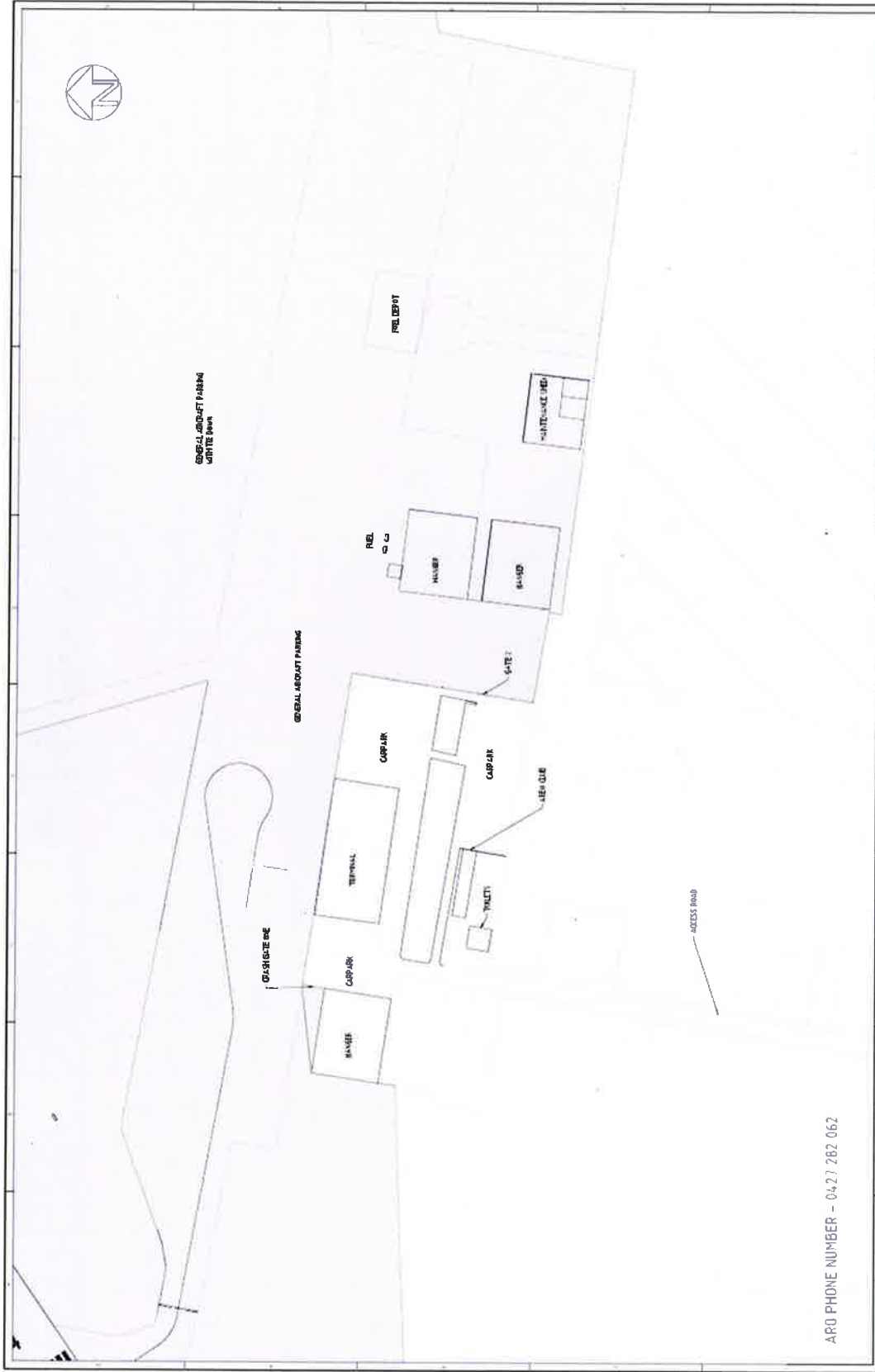


EMERGENCY PLAN - GATE LOCATIONS



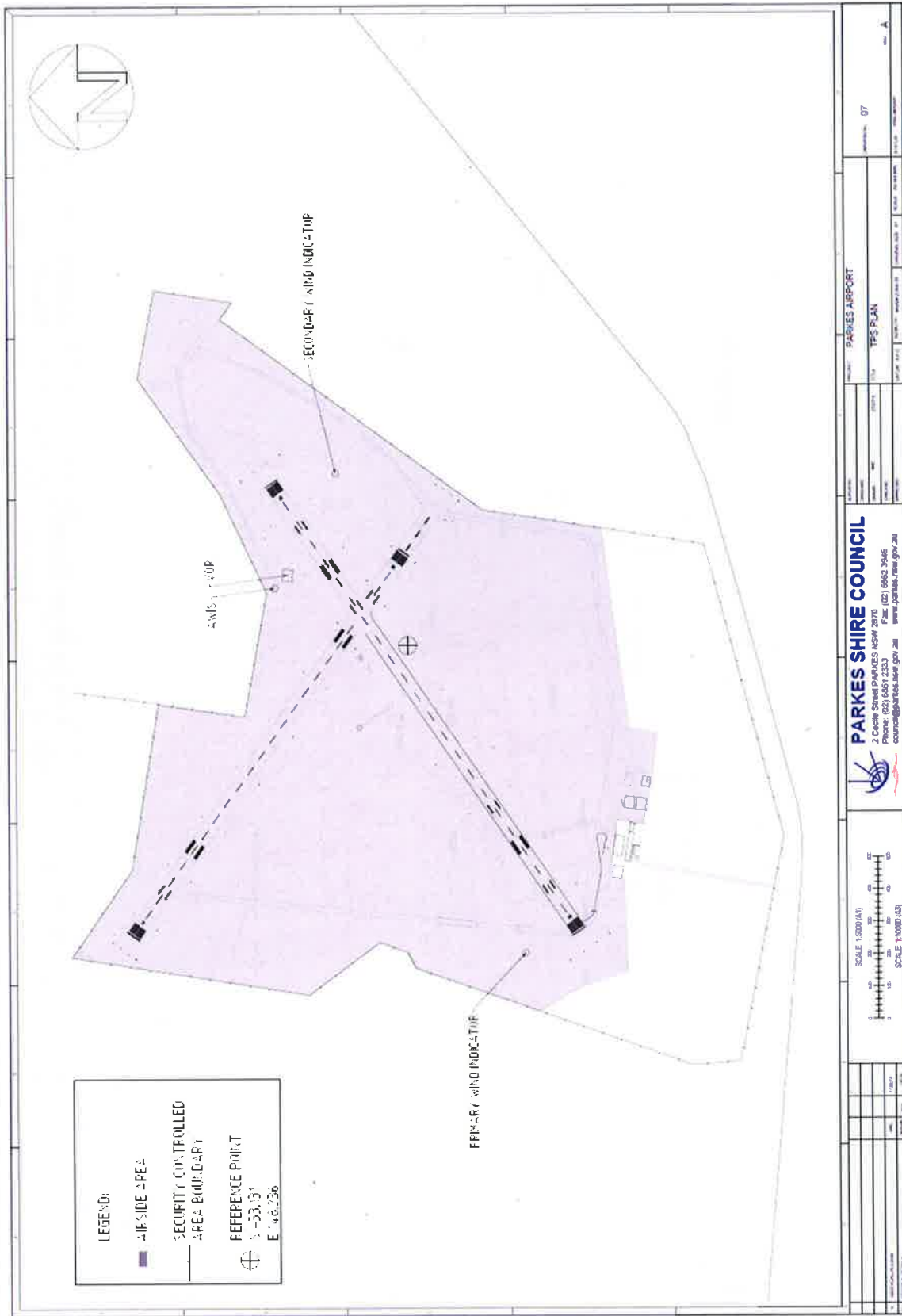
<p>PARKES SHIRE COUNCIL 2 Creek Street PARKES NSW 2870 Phone: (02) 6861 2333 Fax: (02) 6860 3646 council@parkes.nsw.gov.au www.parkes.nsw.gov.au</p>		<p>PARKES AIRPORT Boundary Plan</p>	<p>Drawn by: [] Date: []</p>	<p>Drawn to: DT</p>
<p>Scale: 1:5000 (A1) 0 10 20 30 40 50 60 70 80 90 100</p>	<p>Scale: 1:1000 (A3) 0 10 20 30 40 50 60 70 80 90 100</p>	<p>Sheet: [] of []</p>	<p>Project: []</p>	<p>Revision: []</p>

EMERGENCY PLAN - FACILITIES OVERVIEW



ARO PHONE NUMBER - 0427 262 062

 <p>PARKES SHIRE COUNCIL 2 COLLEGE STREET, PARKES NSW 2812 Phone: (02) 6947 2333 Fax: (02) 6945 3345 council@parkes.nsw.gov.au www.parkes.nsw.gov.au</p>		<p>Project: PARKES AIRPORT</p> <p>Title: Terminal View</p> <p>Revision: 08</p>
<p>Scale 1:500 (A3)</p> <p>Scale 1:250 (A4)</p>	<p>Scale 1:500 (A3)</p> <p>Scale 1:250 (A4)</p>	<p>Author: _____</p> <p>Check: _____</p> <p>Date: _____</p>



LEGEND:

- AIRSIDE AREA
- SECURITY CONTROLLED AREA BOUNDARY
- ⊕ REFERENCE POINT
S 33.81°
E 148.236°



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PROJECT: PARKES AIRPORT		DATE: 07
TITLE: TFS PLAN	DATE: 07	SCALE: 1:1000
PROJECT NO: 10000000000000000000	PROJECT CODE: 10000000000000000000	PROJECT NAME: 10000000000000000000