

THE GLIDING FEDERATION OF AUSTRALIA INC

ABN 82 433 264 489

C4/1-13 The Gateway, Broadmeadows Victoria 3047 Phone: (03) 9359 1613

www.glidingaustralia.org



EMERGENCY RESPONSE PLAN

26th October 2023

Final V1.1

Narromine Aerodrome

**Mitchell Highway,
Narromine,
NSW 2821**

Cell Phone: +61 438 047 985 or PH: +61 2 2889 5338

Site Location

GPS Coordinates - 32 12 52 S

148 13 29 E

CONTENTS

Overview 5

Notification Obligations 5

Incident Command Structure 6

Incident Communication Protocols 6

Response 7

Important Definitions 7

Adaption and Preparedness 7

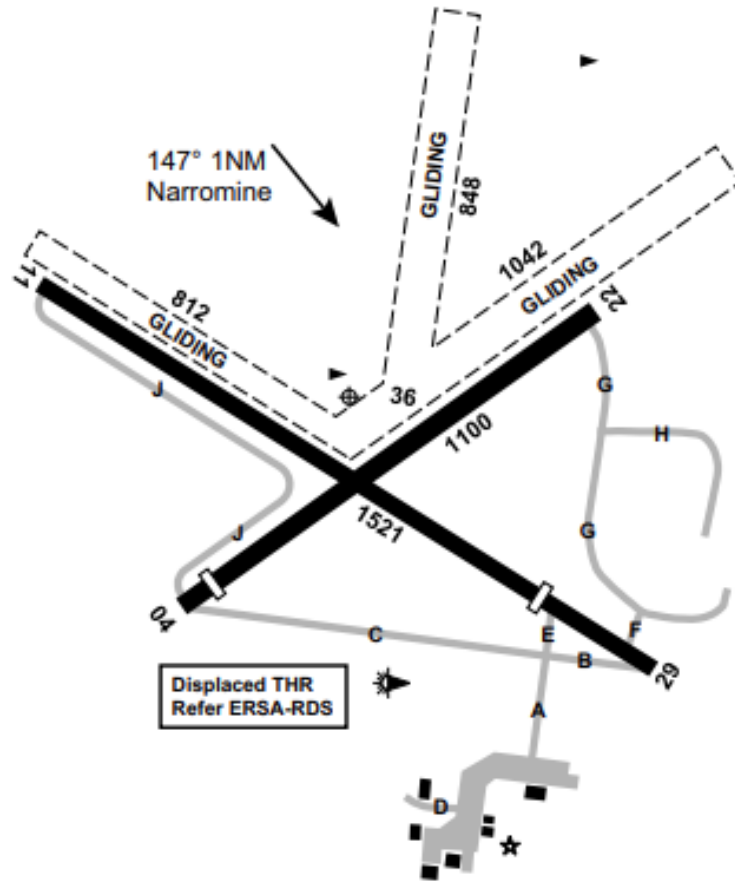
References:..... 8

SCENARIO 1 – ACCIDENT ON OR NEAR AERODROME 9

SCENARIO 2 – ACCIDENT ON TASK REMOTE FROM AERODROME . 12

SCENARIO 3 – MISSING AIRCRAFT / SAILPLANE 15

HIGH PRIORITIES AND RESPONSES..... 18



Airfield Access Gates



Emergency Assembly Point

Overview

This Emergency Response Plan (ERP) is provided for reference by the Team Captains (TC), Competition Director (CD), Operations Director (OD), and Safety Officer (SO) in the event of Emergency Response to accidents, incidents, or serious occurrences during the competition.

The purpose of the ERP is to ensure a rapid, coordinated, and effective response to emergencies to minimise harm.

The Emergency Response Plan describes immediate actions and requirements for notifying external emergency response agencies (police, ambulance, fire) and informing external authorities such as the ATSB and GFA. The ERP also details how on, and off field communications are to take place, reporting hierarchy, scene management and handover with the aim of preserving life and reducing harm while meeting SMS and ERP requirements mandated by GFA.

This document may be read in conjunction with the Aerodrome Operations Manual.

Notification Obligations

Team Captains must report all accidents and incidents to the CD, OD, or SO.

The CD is responsible for mandatory reporting on behalf of the competition should that be required.

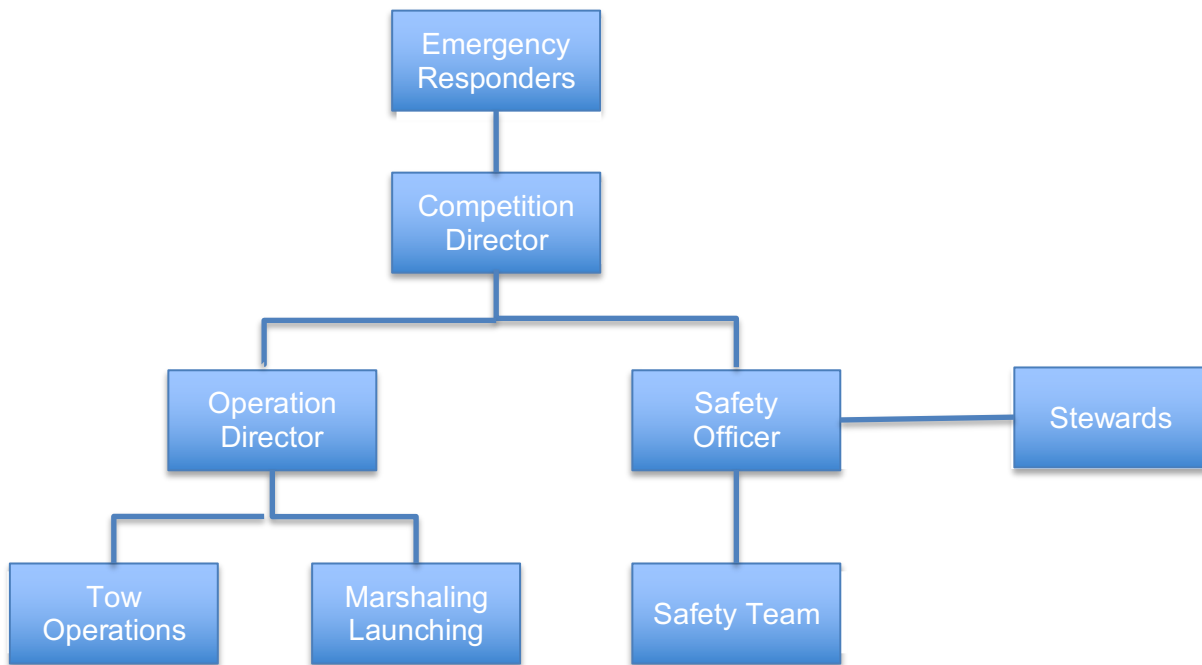
For gliding accidents and occurrences, the Executive Manager Operations (EMO) can assist in notifying ATSB.

EMO is the primary point of contact between Gliding Australia, CASA and ATSB.

For serious safety occurrences during competitions and events, the Competition / Event Director should notify the Chair Soaring Development Panel as soon as practicable after EMO is advised.

If in doubt or other Gliding Australia officers are not contactable, the Gliding Australia Safety Manager should be contacted.

Incident Command Structure



Incident Communication Protocols

VHF radio will be used as the primary source of communication when liaising with the Competition Director and others. Note, all persons with radio will hear the communications so consideration must be given to the information being broadcast.

Once the emergency has been activated, radio silence will be observed on the Safety and CTAF frequencies unless communications directly related to management of the emergency are required.

Team Captains must also contact the Competition Director and/or Safety Officer via mobile phone to advise of any on-task accident or incident advised by their team members (see Emergency Contact Numbers listed below).

The scene response team members will be expected to respond upon request and report to the CD, OD or SO for instructions.

External Communications

Management of an accident or serious incident on or off the airfield is the responsibility of the CD, OD and SO. Information flow from the scene of an accident shared by social media has the potential to do great harm to person/s involved in the incident and their next of kin.

It is everybody's responsibility to have respect to those involved in the incident, all persons attending the competition must restrict their use of social media platforms to not share information in relation to the accident or incident.

No posting on media / public communication, or posting on social media, in relation to an Incident or Accident is allowed without CD approval.

Response

Initial announcement

Person becoming aware of an emergency must call through the Safety and/or CTAF Frequency 122.025Mhz or 130.00Mhz

MAYDAY – MAYDAY - MAYDAY

- Name – identify yourself.
- Nature – type of emergency - accident or incident
- Location – where the emergency has occurred.
- Assistance – number of people involved; equipment required.

Refer to “Scenario cards” for further response actions.

Important 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, it is mandatory to report all **accidents, serious incidents, incidents** involving civil aircraft operations in Australia and Australian-registered aircraft overseas to the Australian Transport Safety Bureau (ATSB).

Accident: an occurrence involving an aircraft where:

- a person dies or suffers serious injury
- the aircraft is destroyed, or is seriously damaged
- any property is destroyed or seriously damaged - *Transport Safety Investigation Act 2003* (TSI Act).

Adaption and Preparedness

Emergency response preparation will be through the processes of event registration and circulation of safety briefings by CD and SO to the competitors and participants.

With respect to the Emergency Response important information about the sailplane, pilots, and emergency contact information will be gathered at registration, scrutineering, task setting and daily briefings.

Sailplane Data: Type, Registration, Tail Markings, Trackers, Emergency Locators, Equipment carried.

Pilot Data: Name, Date of Birth, Mobile Phone, Other contact data, Next of Kin details, Medical Status

Team Captain: Name, Contact Details – the Team Captain is to manage their team’s emergency communication and response management.

The following data will be compiled prior to each day’s flying operations and will be retained for use in the event of an accident or missing aircraft.

Event Data: Daily tasks, Turnpoints, Area of operations, Start time, Sailplane launch times, Tracker data and progress report data.

The CD will ensure contest officials and Team Captains are familiar with this plan, how it will be implemented, and their roles and priorities.

The CD will nominate contest officials to carry out specific roles should an Emergency Response be declared, and that the nominated contest officials are aware of their roles and responsibilities and have available to them Emergency Response “Duty Cards” for guidance.

A radio watch recorder will be maintained at the operating base and recorded to assist in incident investigation.

Immediate emergency response may be complicated by the presence of members of the public and media. Further guidance on managing these media aspects is provided at [OAN 03/12\(1\)](#) The Media and Gliding Accidents Revision 1 July 2022.

References:

- A. MOSP Part 5 Safety Management System (SMS), Revision 0.1 July 2022 Section 10
- B. GFA OPS 0022 Gliding Related Accident Procedures, August 2016 (Guidance)
- C. WGC Risk Assessment
- D. [Investigating Accidents and Incidents](#) – Guidance for CFIs and CSOs (Guidance)
- E. [OAN 03/12\(1\)](#) The Media and Gliding Accidents Revision /1 July 2022. (Guidance)
- F. GFA [MOSP Part 2 Operations](#) Section 21
- G. [Air Navigation Act 1920](#) Part 2A
- H. [Transport Safety Investigation Act 2003](#) Sections 18, 19 and 23

SCENARIOS

1. ACCIDENT ON OR NEAR AERODROME
2. ACCIDENT ON TASK OR IN OPS AREA REMOTE FROM AERODROME
3. MISSING AIRCRAFT

SCENARIO 1 – ACCIDENT ON OR NEAR AERODROME

IMMEDIATE PRIORITIES AND RESPONSES

1. SAFETY OF LIFE

- Ascertain if it is safe to approach the accident site. (SO/CD)
- If safe, contain any fire, spills, attend to flight crew. (Dave Pickles)
- Provide immediate first aid. (Dave Pickles)
- Call Emergency Services (000) – Police, Fire, Ambulance (SO/CD/any other observer)
- Only if required to prevent further injury, remove to safe location clear of immediate hazards, with extreme care. Removal of hazards may be necessary to avoid further injuries. (Peter Gray)
- Ensure participants, members, public are not exposed to further hazards. Peter Gray)
- Establish safe perimeter, enlist assistance to maintain perimeter. (Peter Gray)
- Inform CD and SO – responsible for safety and event management. (Any observer of the incident)

2. ASSIST EMERGENCY SERVICES

- CD, OD, or SO will establish on scene command until Emergency Services arrive.
- Ensure Emergency Services rapid access to the accident site and any deceased or injured people. (Jack Hart)
- Ensure safe crossing of any active runways. (Jack Hart)
- Handover scene to Emergency Services Command, provide relevant information and safety advice. (Peter Gray/Dave Pickles)
- Assist in preserving the accident scene. (Peter Gray)
- Police will require strict access controls. Observe Police instructions. (all parties)

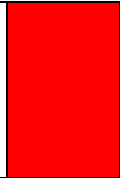
3. ENSURE SAFE TERMINATION OF FLYING OPERATIONS

- The Competition Director may cancel launching, or the task for one or more classes when safe to do so.
- Maintain radio log and safe return log. (Mick Webster)
- Provide radio advice on landing requirements, blocked runway areas. (OD - Jenny Thompson)
- Manage radio communications and safe ground operations. (OD -Jenny Thompson)
- Terminate ground operations without interference to emergency response. (Kerrie Claffey)
- Coordinate actions with Aerodrome Operator, if required. (Beryl Hartley)

NOTES -

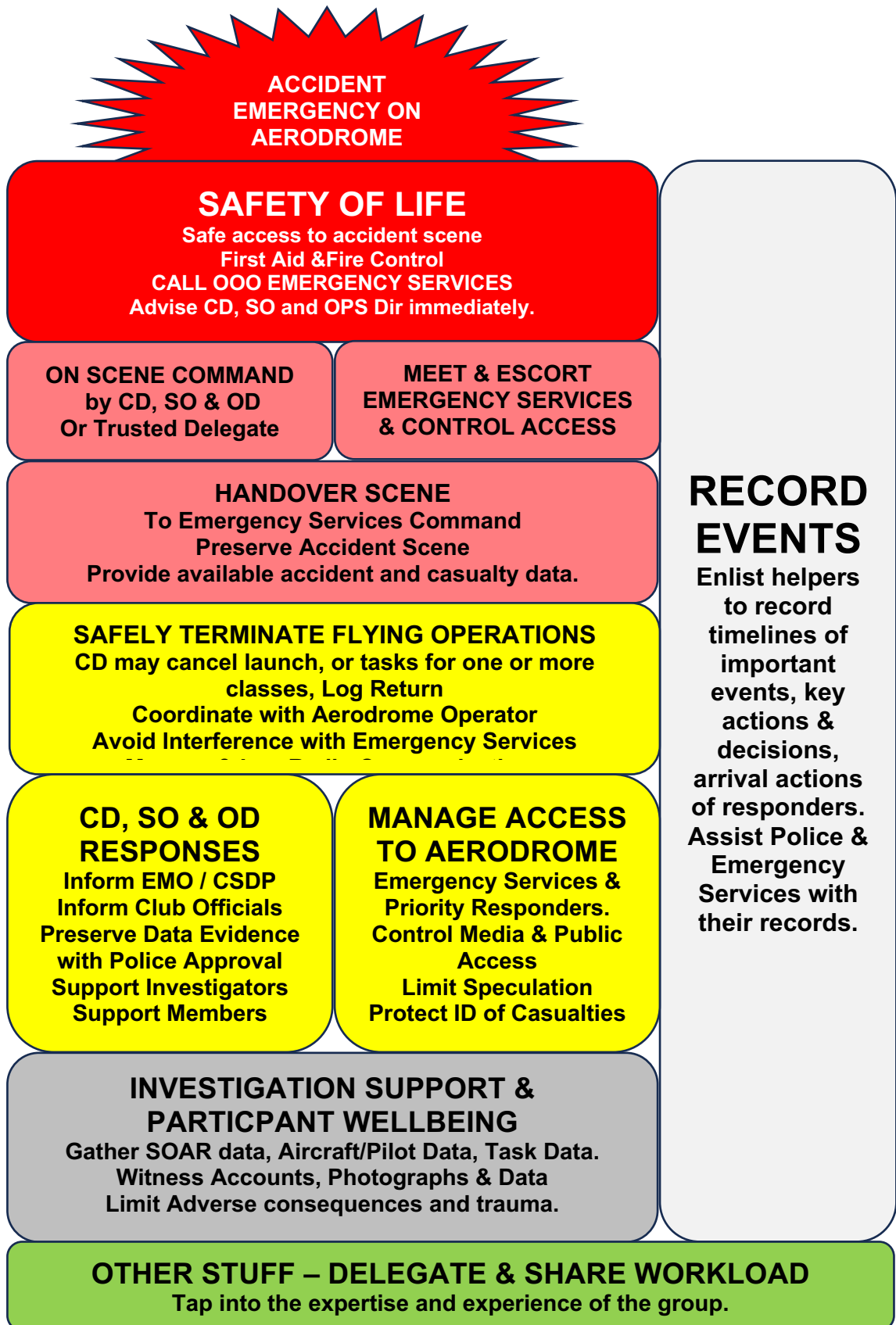
- Immediate priority responses take precedence over lower priority responses described below.
- When an accident or serious incident occurs, people will be stressed and react instinctively, sometimes focusing on lower priority issues.
- Restoring a sense of calm and discipline is very important. People will respond positively to calm and assured leadership. Deliberate actions will usually achieve better and faster responses.

- Clear delegation of tasks to individuals is very important.
- Record keeping and photography is important.
- Seek advice. Tap into others expertise and experience.



EMERGENCY RESPONSE FLOWCHART

SCENARIO 1 – ACCIDENT ON OR NEAR AERODROME



SCENARIO 2 – ACCIDENT ON TASK REMOTE FROM AERODROME

IMMEDIATE PRIORITIES AND RESPONSES

1. **SAFETY OF LIFE**
 - Gather information on nature of accident, location, aircraft involved. (SO/CD)
 - Call Emergency Services (000) – Police, Fire, Ambulance (SO/CD/any other observer)
 - Call AMSA (1800 815 257) (CD/SO)
 - Ascertain if other pilots can provide immediate accident site support, first aid, communications. (Mick Webster) (briefing note, pilots to contact on CTAF 126.7)
 - Inform CD and SO – responsible for safety management. (any observer)
 - Any support personnel leaving the airfield to assist must inform the CD or SO to ensure safety of all personnel involved. (Action)
 - Only if required to prevent further injury, remove to safe location clear of immediate hazards, with extreme care. Removal of hazards may be necessary to avoid further injuries. (First Responders)

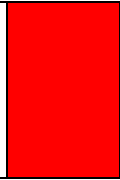
2. **ASSIST EMERGENCY SERVICES**
 - CD and SO will establish on scene command and communications relay until Emergency Services arrive on scene.
 - Support Emergency Services rapid access to the accident site and any deceased or injured people. (Off site no organisers available unless Arnie flies out)
 - Provide handover advice to Emergency Services Command, provide relevant information and safety advice.
 - When practicable, CD will send a support team to accident site to assist authorities. (To be determined at time of incident)
 - Provide advice on preserving the accident scene and important evidence. (CD/SO)
 - Note: If there is a fatality, the crash site becomes a crime scene. (Note)
 - Police will require strict access controls. Observe Police instructions. (Note)

3. **ENSURE SAFE TERMINATION OF FLYING OPERATIONS**
 - The task for one or more classes may be cancelled at the discretion of the Competition Director if safe to do so.
 - Maintain radio log and safe return log. (Mick Webster)
 - Manage radio communications and safe ground operations. (OD - Jenny Thompson)
 - Terminate ground operations without interference to emergency response (Kerrie Claffey).
 - Coordinate actions with Aerodrome Operator, if required. (Beryl Hartley)

NOTES -

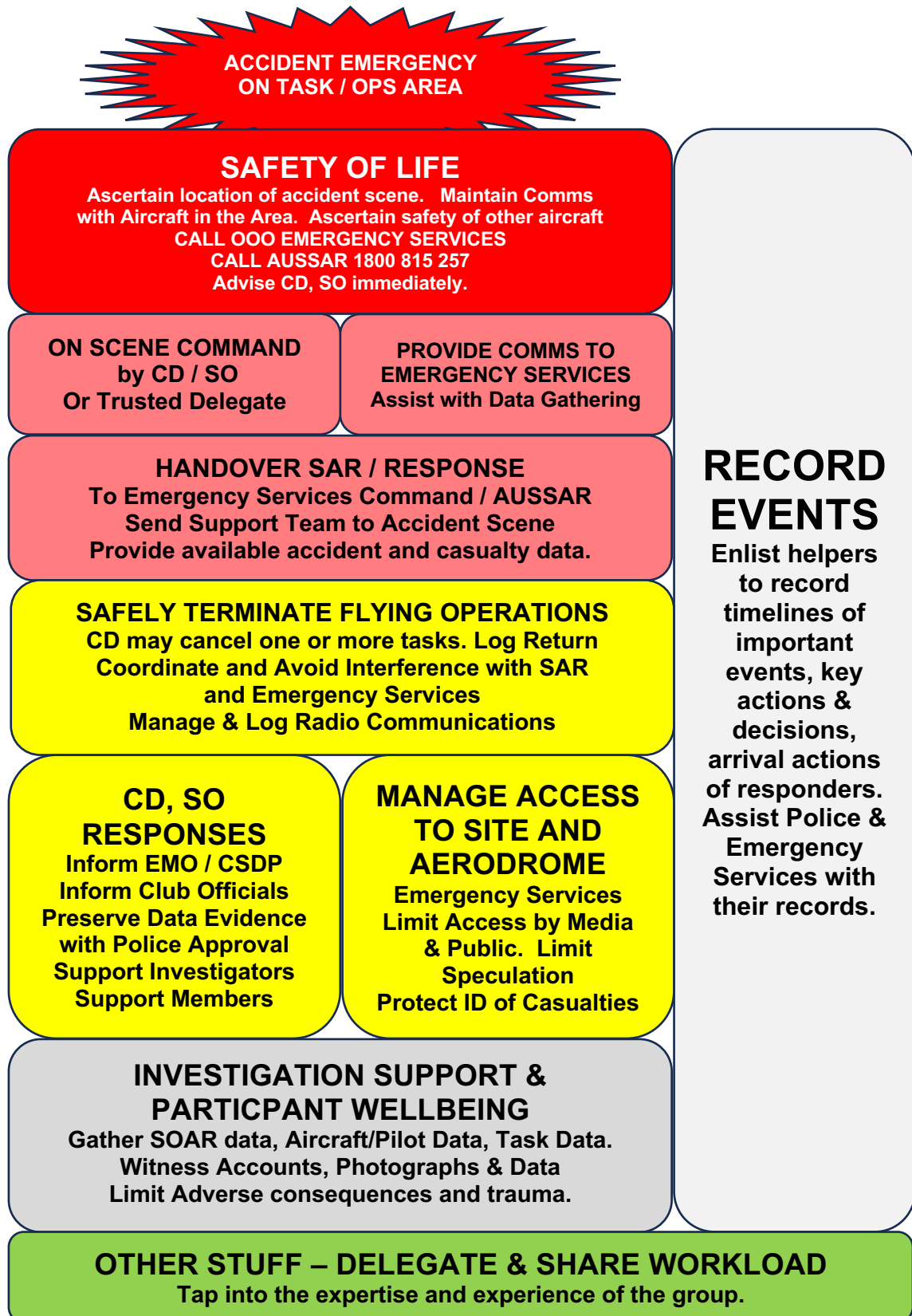
- Immediate priority responses take precedence over lower priority responses described below.
- When an accident or serious incident occurs, people will be stressed and react instinctively, sometimes focusing on lower priority issues.
- Restoring a sense of calm and discipline is very important. People will respond positively to calm and assured leadership. Deliberate actions will usually achieve better and faster responses.

- Clear delegation of tasks to individuals is very important.
- Record keeping and photography is important.
- Seek advice. Tap into others expertise and experience.



EMERGENCY REPOSE FLOWCHART

SCENARIO 2 – ACCIDENT ON TASK / OPS AREA REMOTE FROM AERODROME



SCENARIO 3 – MISSING AIRCRAFT / SAILPLANE

IMMEDIATE PRIORITIES AND RESPONSES

1. SAFETY OF LIFE

- Team Captain will gather information on aircraft / pilot involved, last known position. (and /or the organisers via tracking data??)
- Team Captain will verify aircraft, sailplane, pilot who has not returned.
- Team Captain will ascertain last known position, time, intentions of pilot, weather, possible deviations. . .
- CD will utilise live tracking data(to assist in locating the missing pilot (Roger Perret)
- Inform CD and SO – responsible for safety and event management. (anybody)
 - CD or SO will call Emergency Services (000) – Police, Fire, Ambulance
 - CD or SO will call AMSA (1800 815 257)
- CD or SO will ascertain if other pilots are able to provide immediate SAR support, relay communications.
- If available, CD will task tow planes to assist in the search.

2. ASSIST EMERGENCY SERVICES

- CD and SO will establish on scene command and communications relay until Emergency Services / AMSA arrive on scene.
- CD and SO will support Emergency Services rapid access to information.
- CD and SO will provide handover advice to Emergency Services Command, provide relevant information and safety advice.
- When practicable, CD and SO will assist SAR authorities in airborne and ground searches, communications watch.
- Observe Police instructions. (Note)

3. ENSURE SAFE TERMINATION OF FLYING OPERATIONS

- Maintain radio log and safe return log. (Mick Webster)
- Manage radio communications and safe ground operations. (OD - Jenny Thompson)
- Terminate ground operations without interference to emergency response. (Kerrie Claffey)
- Coordinate actions with Aerodrome Operator, if required. (Beryl Hartley)

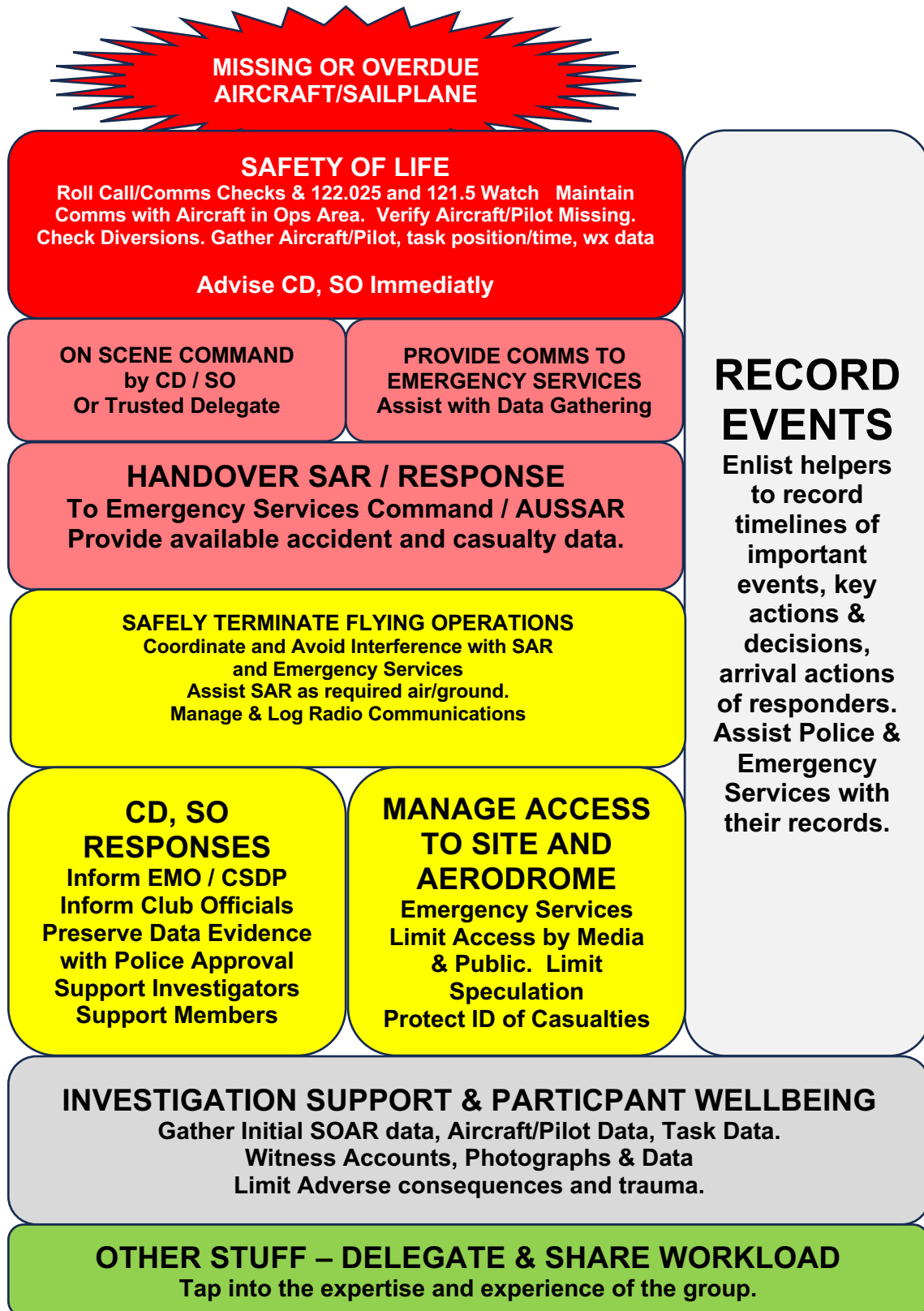
NOTES -

- Immediate priority responses take precedence over lower priority responses described below.
- When an accident or serious incident occurs, people will be stressed and react instinctively, sometimes focusing on lower priority issues.
- Restoring a sense of calm and discipline is very important. People will respond positively to calm and assured leadership. Deliberate actions will usually achieve better and faster responses.
- Clear delegation of tasks to individuals is very important.
- Record keeping and photography is important.
- Seek advice. Tap into others expertise and experience.

EMERGENCY REPOSE FLOWCHART

SCENARIO 3 – MISSING OR OVERDUE AIRCRAFT / SAILPLANE

(Emergency Response for Visual Thinkers)



HIGH PRIORITIES AND RESPONSES

Having ensured that the immediate priorities and responses are being or have been undertaken, the following high priority actions should be pursued.

Refer to Emergency Contact List.

If fatality or serious injury, or missing aircraft / sailplane(s), inform GFA Executive Manager Operations. EMO is primary GFA point of contact with ATSB, CASA and Emergency Authorities.

If aircraft missing, overdue or location unknown, call AMSA on 1800 815 257

- refer to ERP Missing Glider / Aircraft Checklist page 19.
- collect accounts of last known movements, radio transmissions
- consider using towplane and gliders airborne as SAR or radio relay assets.
- ensure listening watch on safety frequency 122.025 and distress frequency 121.5MHz
- ensure outlanding office and competition office phone and mobile numbers are monitored.

Ensure preservation of physical evidence:

- assist Police and investigation authorities.
- aircraft or wreckage may have to remain in-situ if no further safety hazard.
- photographs are important before any physical evidence is moved.
- covering or protection of evidence may be required

Once the Police assume On-Scene Emergency Services Command, they will have the lead on collection of evidence. Ensure Police permission is sought to assist in collecting any information and evidence.

Records:

- if possible, safely save data and power down in-cockpit devices to retain relevant data and imagery as soon as possible.
- assist in safe removal of batteries and devices, as required.
- assist in collecting independent written statements from witnesses and those attending the scene, having briefed them on the importance of recording their own observations and actions, with minimum discussion with others – Witness Statement Pro Forma is attached.
- take and retain photographs.
- take measurements and prepare diagrams.
- retain meteorological forecast printouts and data.

Note: If Police officers retain any records and documents, recommend delegating someone to accompany officers to the station to collect electronic copies of those documents, and retrieve data from electronic devices and loggers.

Note: Physical evidence may be collected by Police or other authorities. If this occurs, keep an inventory of what evidence is collected.

Manage members of public, limit access

- Safety of public present on the field is paramount.
- Members of the public who are witnesses should be carefully debriefed and contact information retained for follow-on contact.
- Delegate an organisation team member to limit access to essential people only, politely decline or limit spectator access, provide priority access for duty crew and emergency services to manage the scene.
- Explain the necessity to reduce movement of physical evidence, limit exposure to hazards, and better manage stress or trauma of those affected.
- If there is a fatality, media and public should be advised it is a Coronial issue under investigation by the Police. The airfield will be closed as a crime scene. Police will require strict access controls.

Manage media access or inquiries, limit uninformed public comment.

- If media are present, ensure they are escorted by a CD at all times.
- Defer comment to CD as the designated Point of Contact
- If time permits, draft a very short statement of the key facts regarding the accident or incident, offer a statement at an appropriate time and setting.
- Avoid speculation. Everything is on the record.
- If there is a fatality, DO NOT release names of victim/s. Media and public should be advised it is a Coronial issue under investigation by the Police
- Refer to [OAN 03/12\(1\)](#) The Media and Gliding Accidents Revision 1 dated 6th July 2022

Manage Competitors and volunteers present on the field.

- Focus on key facts, maintain confidentiality of sensitive information including names of any fatalities, 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.
- Request statements in writing from witnesses present as to what they did or did not see, what their actions were.
- Get a complete list of witnesses present and contact information.

FOLLOW-ON RESPONSES

The follow-on priorities and responses will be unique to each event.
This checklist should be used for guidance and allocation of lead responsibilities.
These actions and considerations are not in any order of precedence.

- Provide counselling and support for stress or trauma, support to families (Who has the skills??)
- Hot Debrief – as soon as possible hold a debrief of all participants. (CD)
- Prepare a briefing for CD and SO use (Incident attendee's)
- Submit initial SOAR report (within 24hrs for ATSB notifiable fatal or serious accident) (SO)
- Initial accident summary with Event Safety Committee, provide assistance to appointed investigators (CD/SO)
- Manage insurance claims. (Paul Mathews ??)
- Maintain liaison with Police, Coroner, EMO, on provision of data and evidence (CD/SO)
- Meet to capture lessons, changes to Competition Safety Management System, Event Emergency Response Plan and resources for support teams. (Comp organisation with direction from the CD)
- Manage reputation and media contacts, local community relations (Beryl / GFA)
- Provide support to competition organisation office bearers. (External Resources GFA?)
- Holler if you need help!

Competition Emergency Contact Numbers

Current at 30th July 2023

Emergency Phone - 000	Be prepared to provide information as follows: 1. Who you are - Include Contact phone number 2. Where you are (Airfield Location & Access) 3. Situation - Emergency description 4. Required Response	
Local Police -		
Be prepared to stay online to assist emergency responders		
Emergency Radio Frequency: 122.025		Local Area Frequency: 130.00
Competition Director Coordination and Management of Organisation		Michael Durrant 0438 047 985
Competition Safety Officer (SO) Primary Contact on Emergency Response		Peter Gray 0414 564 358
Operations Director Primary Operations Contact		Jenny Thompson 0417 629 782
GFA Executive Manager Operations (EMO) Primary Contact with ATSB and CASA		David Boulter 0417 705 997 emo@glidingaustralia.org
GFA Chair Soaring Development Competition Management Advice		Craig Vinal 0416 236 662
GFA Safety Manager (SM) ERP Response & Support Advice		Drew McKinnie 0447 655 717 safety@glidingaustralia.org
GFA Chair Operations Panel Advice and support; liaison with EMO		Aaron Stroop 0412 867 672

Additional Emergency Phone Contacts

Narromine Police Station	000
Narromine Ambulance Service	000
Narromine Rural Fire Service	000
ATSB Hotline (Reportable accidents and incidents)	1800 011 034
AMSA Joint Rescue Coordination Centre (JRCC)	1800 815 257
Tugmaster	Bill Bartlett 0439 820 635
Narromine Club Contact	Beryl Hartley 0407 459 581
NSW Regional Manager Operations (RMO)	David McIlroy 0423 788 263
NSW Regional Manager Airworthiness (RTOA)	Arnie Hartley 0407 459 581

AIRCRAFT / GLIDER MISSING OR OVERDUE CHECKLIST

1. Assess Overdue Report

Is glider or aircraft overdue, or not accounted for?

Most overdue reports are due to lack of communication between pilot and organisation.

2. Check and record last contact information

- Aircraft airborne / TP data / Tracker data
- With Team Members
- Car Park
- Trailer Park

3. Collect the following for AMSA – Joint Rescue Coordination Centre and GFA EMO

Sailplane 1 Call Sign, Comp Markings and Type – colour, markings, photo	
Name, Age, Mobile phone	
Sailplane 2 Call Sign, Comp Markings and Type – colour, markings, photo	
Name, Age, Mobile phone	
Point of Departure	
Time of Departure	
Task, Turnpoints, Ops Area	
Last Known Position, time and how derived.	
Survival and communications equipment carried (including GPS, trackers, EPIRBs, EC/ADS-B)	
Weather at the time of the report	
Possible Diversions / Alternates / Outlandings	
Aircraft airborne in area and SAR assets deployed	

EMERGENCY RESPONSE WITNESS REPORT LIST

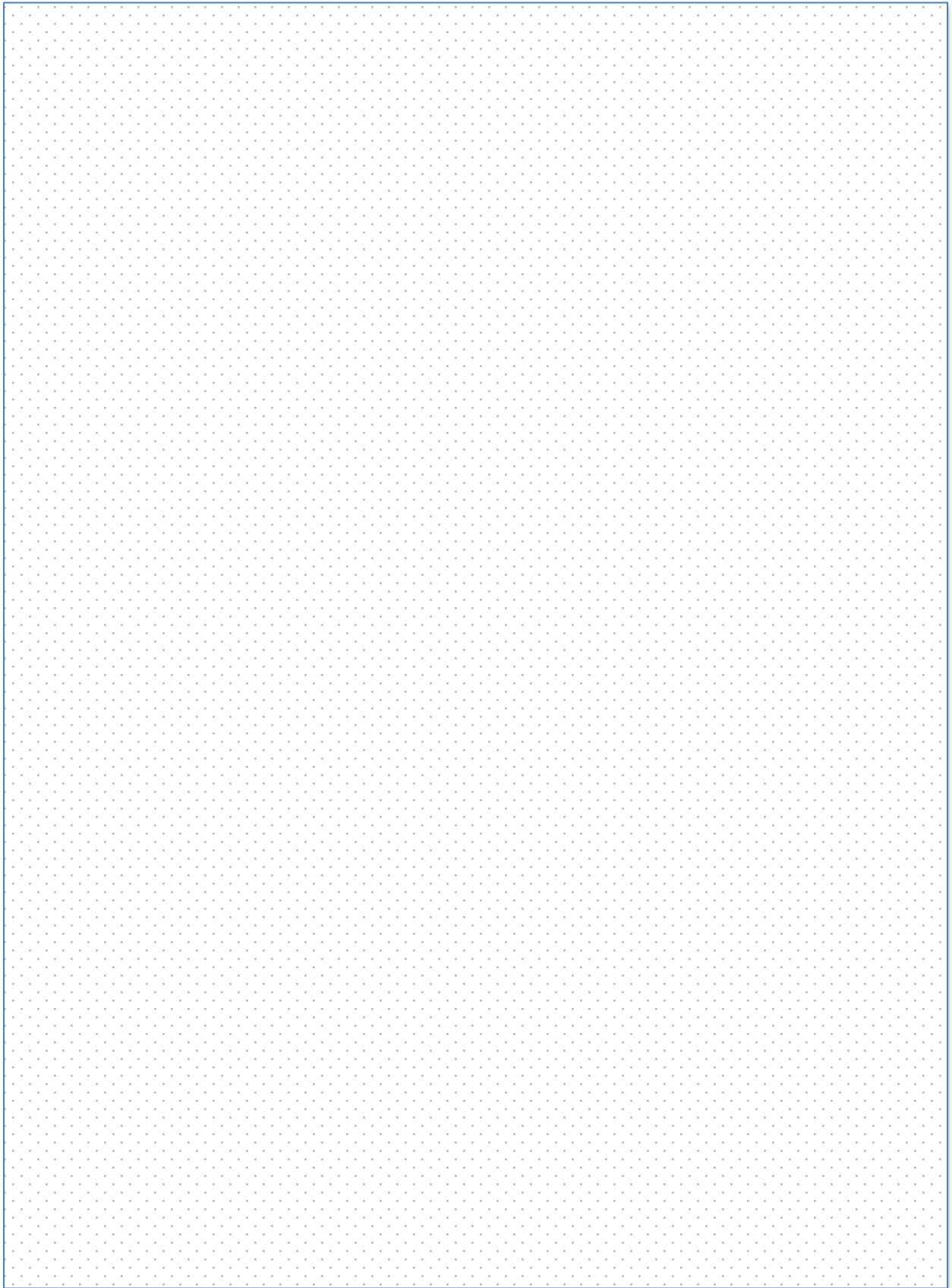
Incident..... **Date** **Time**

List of involved parties and witnesses requested to provide written witness reports

WITNESS NAME	PHONE	EMAIL	ADDRESS

Witness Coordinator Phone.....
Email.....

Witness Diagrams



POST-EVENT EMERGENCY RESPONSE REVIEW CHECKLIST

Lessons on Emergency Response from Accidents & Incidents since last competition or event

Significant safety decisions and changes since last competition or event

Other ERP change issues

Significant Hazards / Risk Factors in Current Environment, Risk Mitigation Intentions

Competition Director

Safety Officer

Host Club CFI

Current ERP Version _____ Date Reviewed / Issued _____