

LEONORA AERODROME



AERODROME EMERGENCY PLAN



Version	Issue Date	Description & Location of Revisions Made	Approval		
			Manual Controller	Checked By	Aerodrome Operator Signature
1.	1/01/07	Initial Issue	Jim Epis	AEC/LEMC	_____
2.	1/06/09	Amendment to committee members	Jim Epis	AEC/LEMC	_____
3.	24/01/13	Revised Manual issued For Comment	Jim Epis	AEC/LEMC	_____
4.	29/04/13	Approved for Distribution	Jim Epis	AEC/LEMC	Jim Epis CEO Shire of Leonora
5.	15/11/13	Updated version number and footer, Changed Section 1.3.1.4 Reserved Registration Marks, Revised Section 1.3.2 Review of AEC meeting, Section 1.4 Added Air Service Providers to distribution list, Section 3.2.1 change to ICC location, Section 4.1.2. Revision of role of OSC and Police, Section 4.1.5. Revision of St John Ambulance role, Section 5.2 removed DFES Captain from role of OSC. Section 5.4 change Senior Paramedic to St John Ambulance (Volunteer)	Jim Epis	AEC/LEMC	Jim Epis CEO Shire of Leonora
6.	28/03/14	Updated version number and footer, Section 4.1.5 St John's Ambulance – updated role of personnel and addition of terminology (METHANE) Section 5.4 St John's Ambulance (Volunteer) – Addition of action points to suit St John's Ambulance protocol Addition of METHANE to Appendix D- Glossary. All Sections – removed references to Department of Immigration and SERCO.	Jim Epis	AEC/LEMC	Jim Epis CEO Shire of Leonora
7.	26/08/15	Full review of document with amendments highlighted	Jim Epis	AEC/LEMC	Jim Epis Shire of Leonora CEO
8.	24/09/16	Add Child Protection and Family Support. Appendix A	Jim Epis	AEC/LEMC	Jim Epis Shire of Leonora CEO



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9	14/05/19	Changes marked in "Comments Column" -Changed from Dep of Child Protection and families to Dep of Communities. -3.2.3 & 3.2.4 Removed Dedicated telephone and Facsimile. -Added Wifi and VHF Radios. -3.4.2 Updated DFES Assets -3.5 Changes to Fuel description -ARO details added	Roderick Sprigg	AEC/LEMC	
10	1/10/20	UHF Radios Added to Coms. 2 Ambulances at St John Sub-centre	Roderick Sprigg	AEC/LEMC	
11	7/09/21	Reviewed and Contacts updated	Roderick Sprigg	AEC/LEMC	
12	05/10/22	Contacts Updated	Kiara Lord		
13	30/03/23	<ul style="list-style-type: none"> • Contacts updated. • Inclusion of aircraft fire, medical emergencies and hazmat response. • Westplan to State Hazard Plan. • Facilities and equipment state of readiness. • AEP review timeframe inclusion. • Additional maps for access gates and assembly areas 	Kiara Lord	AEC/LEMC	Jim Epis Shire of Leonora CEO
14	16/10/24	<ul style="list-style-type: none"> • Updated version number and footer • ALL SECTIONS: Removed St. Barbara Ltd and replaced with Genesis Minerals Ltd. • 3.3.3 Updated support ambulance count and details from Genesis Minerals Ltd. • 3.5 Changes to Aerial Services, updated F100 to Boeing 737- Removed 200l Avgas drums and truck dispersal. • Appendix A – Update committee details. ERT, Medic and ARO. 	Shannon Watene	AEC/LEMC	Ty Matson Shire of Leonora CEO

The Person responsible for approving this document shall be the Chief Executive Officer of the Shire of Leonora.



Contents

1. Introduction.....	5
2. Emergency Reporting, Recording and Notifications.....	8
3. Emergency Equipment and Resources	10
4. Command Control and Coordination – Roles and Responsibilities	13
5. Incident Procedure Cards	16
6. Management Systems for Response and Recovery.....	25
7. Appendix A - Contacts	27
8. Appendix B - Crash Reference Map.....	29
9. Appendix C - Aircraft Diagrams	33
10. Appendix D - Glossary	37



1. Introduction

1.1. Authority

The Civil Aviation Safety Authority (**CASA**) requires all aerodrome certificate holders to prepare an Aerodrome Emergency Plan (**AEP**) in accordance with Civil Aviation Safety Authority Regulation 139.210.

This plan has been suitably reviewed prior to use by members of the Leonora Aerodrome Emergency Committee (**AEC**) and is issued under the authority of the Leonora Aerodrome Emergency Plan Chairperson as indicated on the approval page of this document. The AEC responsibilities are a main agenda item of the Local Emergency Management Committee (**LEMC**).

1.2. Scope

This document contains information pertaining to emergency response procedures, tasks, and general information with respect to an aviation emergency at or within a 15 kilometre radius of the Leonora Aerodrome.

This document may be used by Shire of Leonora staff in the field and may be referenced by external agencies as required.

This document should only be used for aviation emergencies and is not suitable for general town emergencies, instead refer to the Local Emergency Management Committee (**LEMC**) procedures.

The key priorities when applying the procedures contained within this plan are;

- Preserve Life and Ensure the Safety of People
- Minimise the Impact on the Environment
- Minimise the Impact on Property
- Minimise the Impact on Business Continuity and Reputation

1.3. Reviewing the plan

Aerodrome emergency exercises shall be held at least every two years with a desktop exercise held every alternate year. These exercises shall be designed to test the Control, Command and Co-ordination of the Local Emergency Service organisations in accordance with the procedures contained in the AEP.

Note: If a real emergency occurs within six months before an emergency exercise is due, CASA may be asked to defer the exercise. However it is important to observe that all agencies must have participated in the incident response.

The Aerodrome Emergency Committee shall meet in conjunction with the LEMC meetings or as required in order to ensure the accuracy of procedures documented in the plan.

1.3.1. Exercise Planning Considerations

1.3.1.1. Planning

Each exercise will be formulated by the AEC and will be planned around a realistic aerodrome scenario.

1.3.1.2. Pre-Briefing

A pre-briefing session will be held prior to the exercise.



1.3.1.3. Referees

Referees or observers will be appointed to provide impartial comment on the plan. Referees comments will be included in the exercise or incident debrief reports.

1.3.1.4. Reserved Registration Marks

Only the following aircraft registration marks are to be used during all emergency exercises.

- VH-RJY for RPT, jet aircraft, Instrument Flight Rule and Visual Flight Rule aircraft
- VH-HXQ for helicopters
- VH-BBV for balloons

1.3.1.5. Debriefing

Each exercise will be followed by a debriefing session where referees provide a critique of the exercise and provide recommendations for Areas of Improvement and Corrective Actions.

1.3.2. Review

The Aerodrome Emergency Committee will review the outcomes no later than 30 days after each AEP activation. The AEC should also consider an additional AEC meeting following each aerodrome exercise and/or real emergency. The purpose of this review or additional AEC meeting is to:

- review the effectiveness of the responses to the exercise or emergency;
- assess the adequacy of the emergency plan; and
- take whatever corrective action is required to ensure that the plan operates properly; and
- consider the report or observations of the referee.

1.3.3. Aerodrome Emergency Plan Records

The minutes of exercise plan, subsequent debriefing, review correspondence and any other meetings are to be filed in the Aerodrome Emergency Plan file.

1.4. Distribution of the Plan

- AEC Chairperson - Aerodrome Manager
- WA Police – Leonora
- Leonora Hospital
- St John Ambulance
- Leonora DFES
- Air BP (Electronic Distribution Only)
- Department of Communities
- Emergency Response Team (ERT) – Genesis Minerals Limited
- Air Service Provider – Skippers Aviation (Electronic Distribution Only)
- Air Service Provider – Alliance Airlines (Electronic Distribution Only)
- Air Service Provider – Network Aviation (Electronic Distribution Only)



1.5. Aerodrome Emergency Committee

- AEC Chairperson - Aerodrome Manager
- WA Police – Leonora
- Leonora Hospital
- St John Ambulance
- Leonora DFES
- Emergency Response Team (**ERT**) – Genesis Minerals Ltd
- Department of Communities

These procedures have been prepared in collaboration with, and have the concurrence of, the Leonora Aerodrome Emergency Committee.

Amendments to this plan shall be issued under the authority of the Leonora Aerodrome Emergency Committee.

The Committee's functions are to monitor and test aviation safety and emergency facilities and procedures at the aerodrome, and advise the aerodrome manager of any improvements considered necessary.

The Aerodrome Emergency Committee representatives will attend the Local Emergency Management Committee meetings (**LEMC**). The Aerodrome Emergency Plan will be a permanent agenda item of the LEMC meeting. It will be the responsibility of each agency representative to confirm the accuracy of the information contained within the most current copy of the AEP.



2. Emergency Reporting, Recording and Notifications

2.1. Reporting

The first person to witness or discover an abnormal event will raise the alarm and notify the Emergency Services

Telephone: 000

Reporting is to occur if either:

- An aircraft approaching the aerodrome is known to be at risk of an accident (local standby); or
- An accident has occurred or is about to occur on the aerodrome (full emergency).

2.1.1. Reporting Information

- Stay calm
- ANSWER ALL QUESTIONS
- Exact place of accident
- What has happened
- Number of persons involved
- Aircraft type / operator
- What injuries if known

DO NOT HANG UP UNTIL YOU ARE INSTRUCTED TO DO SO

Ensure the information you provide is repeated back to you for confirmation.

2.2. Emergency Call Receiver Log

- Time of reported incident
- Callers name
- Location of caller
- Phone/Contact number
- Nature of incident details
- Location and history details

2.3. Immediate Notifications

After immediately contacting Emergency Services on telephone number: **000** the call receiver shall also notify the Shire of Leonora *Chief Executive Officer*.



2.4. AIIMS Incident Classification

Level Guidance	Description
Level 1 (Incident) Such as small fire, small fuel spill, etc	The Incident is relatively easy to manage and requires no external support or resources. There are no serious or life-threatening injuries and no loss of life. These incidents may be self-managed by the Shire of Leonora.
Level 2 (Emergency) Such as serious fire or explosion, serious fuel spill or small aircraft crash	The incident is large in nature and may be a need for support from external agencies. There are few instances of serious injuries or loss of life.
Level 3 (Crisis) Such as major fire or explosion, major fuel spill or commercial aircraft crash	The incident is catastrophic in nature and requires intense external agency support. The Local Emergency Management Team is involved at an upper level and there is large scale business impact. There are multiple instances of serious injuries and loss of life.

2.5. Aerodrome Access Requirements

Leonora Aerodrome may be accessed via three methods

- Primary – Electronic Apron Access Gate
- Secondary – Two access gate on the south side near threshold of RWY 04, One near threshold of RWY 12, One on Airport Access Rd (Rajah St).
- Tertiary – By any means nominated by the On Scene Commander or WA Police Incident Controller

2.6. Response Classification

- **Local Standby:** An aircraft approaching the aerodrome is known or is suspected to have developed some defect which would not normally involve any serious difficulty in effecting a safe landing; or
- **Full Emergency:** An aircraft approaching the aerodrome is known or is suspected to be in such trouble that there is danger of an accident or an incident has occurred at the aerodrome.
 - A description of the circumstances shall be passed to the appropriate authority during initial notification and the number of persons involved shall be passed on as soon as it is known. The disaster area, if applicable, shall be ascertained and made known.
 - Where there is sufficient time to determine the amount and extent of rescue facilities required, arrangements for their positioning at an appropriate staging point shall be made before the event. This is particularly relevant to the full emergency situation.
 - The OSC may escalate the level of emergency at any time and the Incident Controller shall be notified appropriately. Once activated the Incident Controller assumes control of the event.



3. Emergency Equipment and Resources

3.1. Emergency Communications Systems

3.1.1. Telephone

To contact emergency services in the event of an emergency contact 000 and request fire and police support.

3.2. Incident Control Centre

3.2.1. Control Centre Location

The primary Incident Control Centre (**ICC**) will be located at the passenger terminal building at the aerodrome. However, this location may be revised during an incident depending on the availability of WA Police Resources and access to suitable communication systems.

3.2.2. Control Centre Access

The Incident Control Centre has restricted access. During times of incident management it may be necessary to further restrict access to the ICC room to those with appropriate authorisation.

3.2.3. Control Centre Resources

- Whiteboard / Projector and Computer
- General office supplies
- Regional drawings

3.2.4. Control Centre Communication Resources

- Telephone (mobile)
- Internet (Wi-Fi – public and shire of Leonora staff login)
- VHF Radios
- UHF Radios – vehicle and hand-held

3.3. Medical Facilities / Ambulance Response

3.3.1. Location

The Leonora Hospital is located in the Leonora town and is shown on the Leonora Aerodrome Crash Grid Map contained within the appendices of this plan.

3.3.2. Treatment Rooms

The Leonora Hospital has rooms capable of patient treatment as well as a resuscitation area.

3.3.3. Ambulances

There are two ambulances stationed in Leonora, operated by the volunteer St John Ambulance service.

There is one ambulance stationed at Genesis Minerals' Gwalia site and is operated by the Mine Medic.



There are an additional two ambulances located on Genesis Minerals satellite sites, being 30mins south of Leonora and 50 minutes northeast of Leonora. Operated by the ERT members.

3.4. Leonora DFES

3.4.1. Location

The Leonora Volunteer Fire and Rescue Service is located in the town of Leonora, approximately three kilometres east from the Leonora Aerodrome.

3.4.2. Appliances

X1 4WD Toyota V8 Landcruiser light tanker with a 500 litre water capacity and Aqueous Film Forming Foam (AFFF) capabilities

X1 4WD Isuzu Urban Tanker twin cab with a 3000 litre water capacity and AFFF capabilities

X1 Rescue Trailer with HAZMAT and vehicle cutting tool equipment

3.4.3. Emergency Services Equipment

X4 AFFF 20 litre containers are placed at the apron (under fuel farm fire hose) of the airport

X2 above ground fire water hydrants with x1 in ground hydrant (near gas hub)

X2 fire hose reels

X3 nine kg foam extinguishers

X3 nine kg dry chemical powder extinguishers

3.5. Aerial Services

The Leonora Aerodrome is located 3km west of the town of Leonora and is shown on the Leonora Aerodrome Crash Grid Reference Map.

The Aerodrome may be serviced by fixed wing aircraft up to and including Boeing 737 sized aircraft.

The Aerodrome may also be serviced by rotary wing aircraft.

The Aerodrome holds a supply of Jet A1- which is dispensed via an under-wing or over-wing dispensing system.

3.6. Muster Points

The emergency muster point for persons vacating airport is adjacent to the passenger terminal in the car park.

3.7. Forward Command Post (FCP)

3.7.1. Initial set up

The first emergency services agency will establish the initial Forward Command Post at least 100 m up wind from the incident site until the WA Police arrive. The first vehicle should be well identified to ensure that the location of the On Scene Commander location is known to the responding agencies.



3.7.2. WA Police Forward Command Post

On arrival, the first WA Police Officer will assume the role as the On Scene Commander (**OSC**). This position may be the Incident Controller or the Police Forward Commander. Where the Incident Controller has established an Incident Control Centre (**ICC**) at the terminal or at the Leonora Police Station, then the On Scene Commander will maintain a direct communication link with the Incident Controller.

The FCP will be identified by a blue flashing light. To avoid confusion, all other responding agencies should extinguish their vehicle warning lights unless otherwise instructed by the OSC.

It is important that all agencies have access to the Leonora Emergency Communication Channel VHF 360.

3.8. State of readiness

All emergency facilities and equipment are regularly checked to ensure they are kept in a state of readiness for an emergency.



4. Command Control and Coordination – Roles and Responsibilities

4.1. Role Categories

4.1.1. Incident Controller

During a level 1 event the Shire of Leonora may choose to self-manage the scene with no assistance required from the Local Emergency Management Team, for Level 2 and 3 events the Incident Controller will be the Police.

Prior to the arrival of the Police, the Reporting Officer or Airport Manager will assume the role of an On Scene Commander (**OSC**) and will retain overall control of the event until such time as the Police arrive on site and a handover of procedural responsibility occurs to assume full control of the incident in accordance with the requirements of the Aerodrome Emergency Plan.

4.1.2. WA Police

The Police will respond with adequate or available officer depending on the severity of the emergency incident. Upon arriving on the scene, the incident will be managed in accordance with the procedures contained within this document.

In accordance with the State Hazard Plan – Crash Emergency (Air Crash), the WA Police are the Hazard Management Agency (**HMA**) for all air transport emergencies and therefore will deploy to the aerodrome regardless of the nature of the aviation emergency.

Police will generally respond to level 2 and level 3 events, but may choose to deploy to level 1 events as required.

Unless otherwise determined by the On Scene Commander (ARO/Airport Manager), the Police should proceed initially to the assembly area location adjacent to the apron airport gate. As soon as any police presence is established at the scene of an aerodrome emergency or exercise, the senior police officer is required to assume overall Control and Coordination of the agencies responding to the emergency. Command within each responding agency will be the responsibility of the agency Senior Commander.

The person who initially assumes the OSC responsibility of the incident should hand over the role when the first Police Officer arrives.

The police represent the coroner at a crash site and may be authorised to direct the custody, transport and storage of deceased persons. The coroner is responsible for determining cause of death and in the case of aviation casualties, draws on the specialised skills of the CASA Operational and Flight Crew Licensing Standards Branch and the ATSB. The police are required to account for all people on board a crashed aircraft. In discharging this function it will normally be necessary to secure the crash site area and impose control over persons entering and leaving the site. The police may also be given the responsibility of guarding any aircraft wreckage on behalf of the ATSB.

4.1.3. On Scene Commander

The On Scene Commander (**OSC**) assumes overall control of the incident site and shall be based at the Forward Command Post (**FCP**). Generally, the FCP will be a Shire of Leonora Supervisors vehicle identify by a flashing amber beacon.

The OSC is responsible for all personnel at the incident site. Unless circumstances require otherwise, the OSC shall be the attending Police. However, it should be known that the presence of Police will change the position identification to potentially an Incident Controller, or Police Forward Commander, if the IC should assume a location off the aerodrome and away from the incident site.



In the initial stages of an emergency this role may be undertaken by the Aerodrome Manager or person delegated by the Aerodrome Manager who will hand over to the attending Police when they arrive at the aerodrome.

Upwards communications shall be maintained with the Incident Controller.

Downwards communications shall be maintained with the Local Emergency Management Team and any other agency staff with teams at the incident or in the hot/combat zone.

All agencies responding to the incident/accident site must report to the Forward Command Post on arrival, which will be under the control of the OSC or Incident Controller.

Preserving the safety of the movement area is paramount during an emergency and action taken to preserve safety are undertaken in conjunction with the Airport Reporting Officer.

Removal or relocation of evidence at the scene should be avoided where possible until appropriate Police or ATSB clearance has been obtained. Where such evidence does need to be moved to facilitate the rescue process, the use of photography and/or notes should be employed to detail the exact position of objects prior to relocation. Such evidence may include the deceased, aircraft parts, aircraft bodies, or any other item that may be of use during a post incident investigation.

The OSC shall respond to all aviation emergencies regardless of their nature.

4.1.4. Department of Fire and Emergency Services

DFES are responsible for attending to all aviation related emergencies regardless of nature, these may include (but are not limited to) air crash, fuel spill, fire, or injury.

The Leonora Volunteer Fire and Rescue Service (**VFRS**) will attend and secure the combat zone. When the zone has been declared safe for other agency entry, the VFRS Captain, or his instructed delegate, will communicate with the FCP and confirm the status of the incident site.

4.1.5. St John Ambulance

The St John's Ambulance staff shall be responsible for triage, treatment, care and evacuation of casualties from the incident scene. They will be supported by the ambulance service from Genesis Minerals Mine.

The St John's Ambulance staff will split into two units during the initial incident management phase. The first will conduct an initial survey of the incident, use the (METHANE) method and report to the OSC or IC. The second will establish a triage post in a safe zone close to the scene to receive casualties, provide further treatment as required until all casualties are cleared, and any deceased transferred to the care of the WA Police.

At the Forward Command Post the St John Ambulance staff will report to the OSC before entering the incident site, and then liaise with the OSC/IC as required throughout the management of the incident. If required, the paramedic may request further resources from the OSC/IC who will in turn request additional resources from the Genesis Minerals Mine Medics. The Senior Advanced Ambulance Care qualified Officer on scene will assume control of all first aid until relieved by a St John Ambulance Paramedic, and will use the resources appropriately and as directed by the OSC.

The St John Ambulance staff will respond to all events that involve (or may involve) casualties regardless of the severity level and nature of the event. The number of volunteer St John Ambulance staff attending will vary according to availability.

4.1.6. Aerodrome Reporting Officer

The Aerodrome Reporting Officer (**ARO**) is responsible for the initial response and then the management of the Aerodrome. All access gates shall be opened for emergency services teams to enter the Aerodrome perimeter without restriction. Where possible, a sentry should be employed to ensure only emergency personnel access the aerodrome in an emergency. The Shire of Leonora personnel manning the gate will record all entry/egress and time.



The ARO shall ensure that any aerodrome unserviceability is suitably marked and reported in accordance with CASA Part 139 (Aerodromes) Manual of Standards (**MOS**). Where possible the Aerodrome Reporting Officer will facilitate the re-opening of the aerodrome even if this is just a partial re-opening of the runway using a displaced runway threshold method.

The ARO will respond to all air transport emergencies regardless of severity level and nature. Where the event occurs 'off aerodrome', the ARO will remain at the Aerodrome to prepare for responding aircraft.

4.1.7. Airline Operator or Agent

The Airline Operator will actively provide assistance to the Incident Controller. An accurate manifest including dangerous goods information will be delivered to the FCP.

The airline will offer assistance for support to walking wounded and waiting Meeters and Greeters. Other local volunteers may be resourced to assist with the care of the uninjured and relatives and friends.

4.1.8. Other Hazard Management Agencies

Should other HMA's be deployed to Leonora in the event of an incident, they shall act in accordance with the requirements of the Aerodrome Emergency Plan or as directed by the On Scene Commander and Police Incident Controller.

4.2. Position Categories

The following positions are categorised as

- Mandatory or
- Optional

4.2.1. Mandatory Positions

Mandatory positions are those positions required to be mobilised for all Level 2 incidents.

- Incident Controller
- On Scene Commander

4.2.2. Optional Positions

Dependent on the level of incident the Incident Controller may require further personnel to support the Local Emergency Management Team

- Scribes or Assistants
- Shire Liaisons
- Airline Ground Support
- Refuelling Agent
- Catering
- Department of Child Protection

4.2.3. Permanent Positions

- On Scene Commander



5. Incident Procedure Cards

5.1. Aerodrome Reporting Officer

AIR CRASH / FULL EMERGENCY / AIRCRAFT FIRE / HEALTH OR MEDICAL EMERGENCY	✓
Receive emergency call	
Record call details	
Call 000 Provide details of;	
<ul style="list-style-type: none"> • Aircraft operator and type • Registration • Number of people on board • Dangerous cargo (If any) • Location • ETA • Nature of the Problem 	
Notify the Air Service Operator if Possible	
Evacuate area as required	
Open airport access gates	
Post a sentry or security guard at the access gates	
Obtain a copy of the passenger and freight manifests from ground handling agent	
Provide Incident Controller with the manifests	
Notify ATSB (Australian Transport Safety Bureau)	
Inspect – Mark – Report – Repair – Inspect – Cancel NOTAM	
LOCAL STANDBY	✓
Receive emergency call	
Record call details	
Call 000 Provide details of;	
<ul style="list-style-type: none"> • Aircraft operator and type • Registration • Number of people on board • Dangerous cargo (If any) • Location • ETA • Nature of the Problem 	
Notify the Air Service Operator if possible	
Evacuate airport as required (including escorting people off the airport)	
Open airport access gates	
Post a sentry or security guard at the access gates	
Obtain a copy of the passenger and freight manifests from ground handling agent	
Provide Incident Controller with a manifest	
Provide airside escort service to emergency services vehicles	
Continue to relay information from pilot or reporting party to Incident Controller	
Elevate to full emergency as required	
Notify Police of standdown	
Notify the Air Service Operator of stand down	
Attend a de-brief conducted by the Incident Controller immediately following the stand down notification	
AIRCRAFT SEARCH AND RESCUE	✓
If there is doubt or concern about an aircraft due to a lack of information received from that aircraft.	
<ul style="list-style-type: none"> • Obtain / confirm flight details if possible • Contact Air Services Australia switch board and establish whether the aircraft is in communications with Melbourne Centre • Conduct continuous broadcasts for the aircraft on CTAF, 126.8Mhz • Contact 000 	



HAZARDOUS MATERIAL / FUEL SPILL	✓
Stop the fuel flow <ul style="list-style-type: none"> • Press the emergency stop button • Contact 000 If the spill is substantial 	
Alert the Pilot if applicable	
Control the spillage at its origin if possible	
Evacuate personnel in the area unless they are required personnel	
If safe to do so, disconnect hoses and move the vehicle away from the spill area <ul style="list-style-type: none"> • Do not start any vehicle in the area unless approved by On Scene Commander 	
Contain the spillage with booms or by other means as required	
If possible clean up the spillage using a spillage kit	
Contact Air BP fuel emergency for serious events	
Contact Aircraft Owner / Operator and notify of fuel spill event if applicable	
Do not re-commence refuelling until the fuel spill is cleaned up	
Refer to the Air BP Emergency Procedures Manual located in the Office	
BOMB THREAT	✓
Remain Calm Move to a quiet room if possible and note as many of the following details as possible <ul style="list-style-type: none"> ▪ What is it? ▪ When is the bomb going to explode or When will the substance be released? ▪ Where did you put it? ▪ What does it look like? ▪ When did you put it there? ▪ How will the bomb explode? or How will the substance be released? ▪ Did you put it there? ▪ Why did you put it there? ▪ What kind of substance is it? ▪ How much of the substance is there? ▪ How much of the substance will be released? ▪ Is the substance a liquid, powder or gas? ▪ What type of bomb is it? ▪ What is in the bomb? ▪ What will make the bomb explode? ▪ Any impediment ▪ Voice (loud/soft etc) ▪ Speech (fast/slow etc) ▪ Diction (clear / muffled) ▪ Manner (calm / emotional) ▪ Did you recognise the caller ▪ If so who do you think it was ▪ Was the caller familiar with the area ▪ Threat Language and accent ▪ Coherent / Incoherent ▪ Abusive? ▪ Background Noises during the phone call ▪ Background Voices ▪ Local Call/STD ▪ Sex of the caller ▪ Estimated age of the caller ▪ Phone number that wall called to generate the threat ▪ Caller ID? 	
When the call is complete do not hang up the phone, it may be possible to trace the phone call	
If the threat is paper or email based, preserve the evidence by securing or printing out the threat	
Contact Police 000	
If you are in the area that has been threatened, calmly evacuate the area	
For suspect packages / objects <ul style="list-style-type: none"> ▪ Do not tamper with the object ▪ Evacuate the area ▪ Call 000 	
Notify the Air Service Operator if applicable	
Elevate to full emergency as required	
Attend a de-brief conducted by the Incident Controller immediately following the stand down notification	



5.2. On Scene Commander

AIR CRASH / FULL EMERGENCY / AIRCRAFT FIRE / HEALTH OR MEDICAL EMERGENCY	✓
Proceed to incident location or staging point – Assume role of On Scene Commander	
Conduct site recognisance	
Report observations to Incident Controller	
Establish a Forward Command Post (100m upwind from fire or as required) <ul style="list-style-type: none"> • 100m upwind from fire or as required • Ensure Forward Command Post is adequately identified by blue beacons or other means 	
Establish local incident scene communications on local channel VHF 360	
Establish direct communications with the Incident Controller	
Initiate immediate life preserving operations Consider risks <ul style="list-style-type: none"> • PPE • Fire / Smoke • HAZMAT • Explosion • Vehicle speeds and routes to the incident site 	
Manage all personnel at the incident scene OSC to monitor risks to Local Emergency Management Team at the incident location Consider span of control, maximum 5 persons reporting to one person or loss of effective management occurs <ul style="list-style-type: none"> • Ensure personnel are communicating effectively on the field • Retain control of Channel for Incident Controller communications where possible • Keep a log of DFES staff and medical staff at the incident location • Prevent unauthorised access to the incident location • Request additional resources from the Incident Controller if required • Assign an assistant or scribe 	
Ensure paramedics have adequate resources and support	
Provide Police Incident Controller with a detailed hand over upon arrival at site	
Ensure post incident de-brief occurs immediately following incident management completion	
Ensure counselling is offered to all personnel	
Ensure all equipment is returned to it's originating location, serviced, and fuelled	
Ensure incident scene is secured to prevent unauthorised access	
LOCAL STANDBY	✓
Establish an appropriate staging point	
Establish staging point communications on local channel	
Contact the Incident Controller – Advise local standby status and severity level	
Coordinate with the ARO to ensure emergency vehicles are escorted airside and monitor reporting party / aircraft intentions / notifications	
Brief the arriving Local Emergency Management personnel, review the 'Full Emergency Procedure' and ensure all staff are prepared to initiate a full emergency procedure plan with little notice	
Consider risks <ul style="list-style-type: none"> • PPE • Fire / Smoke • HAZMAT • Explosion • Vehicle speeds and routes to the incident site 	
Manage all personnel at the incident scene OSC to monitor OHS risks at the staging area <ul style="list-style-type: none"> • Consider span of control, maximum 5 persons reporting to one person or loss of effective management occurs • Ensure personnel are able to communicate effectively on the field • Retain control of Channel for Incident Controller communications where possible • Keep a log of DFES staff and medical staff at the staging point location • Prevent unauthorised access to the staging area • Assign an assistant or scribe 	
Ensure paramedic has adequate initial resources and support	



Prepare additional recourses as required	
Elevate to Full Emergency as required	
Ensure de-brief occurs immediately following stand down regardless of response outcome	
Ensure all equipment is returned to its originating location, serviced, and fuelled upon stand down	
HAZARDOUS MATERIAL / FUEL SPILL	✓
Proceed to hazardous material / fuel spill location	
Conduct site recognisance	
Report observations to Incident Controller for Level 2 events	
Establish a Forward Command Post for hazmat / major fuel spills (100m upwind or as required) 100m upwind from spill /hazmat location or as required	
Ensure Forward Command Post is adequately identified by blue beacons or other means	
Establish local incident scene communications on local channel	
Establish direct communications with the Incident Controller	
Initiate immediate life preserving and fuel containment operations Consider risks <ul style="list-style-type: none"> • PPE • Fire / Smoke • HAZMAT • Explosion • Vehicle speeds and routes to the incident site 	
Manage all personnel at the incident scene OSC to monitor risks at the incident location <ul style="list-style-type: none"> • Consider span of control, maximum 5 persons reporting to one person or loss of effective management occurs • Ensure personnel are communicating effectively on the field • Retain control of Channel for communications where possible • Keep a log of DFES staff and medical staff at the incident location • Prevent unauthorised access to the incident location • Request additional resources from the Incident Controller • Assign an assistant or scribe 	
Ensure paramedic has adequate resources and support	
Request additional resources from the as required	
Provide Police Incident Controller with a detailed hand over upon arrival at site	
Ensure post incident de-brief occurs immediately following incident management completion	
Ensure counselling is offered to all personnel	
Ensure all equipment is returned to its originating location, serviced, and fuelled	
Ensure incident scene is secured to prevent unauthorised access	
BOMB THREAT	✓
Establish an appropriate staging point well away from the threat location	
Establish staging point communications on local channel	
Contact the Incident Controller – Advise local standby status and severity level	
Brief the arriving, review the 'Full Emergency Procedure' and ensure all staff are prepared to initiate a full emergency procedure plan with little notice	
Coordinate the establishment of a security perimeter surrounding the threat location	
Consider risks <ul style="list-style-type: none"> • Explosion • Fire / Smoke • Chemicals / HAZCHEM • Vehicle speeds and routes 	
Manage all personnel at the incident scene OSC to monitor at the staging area Consider span of control, maximum 5 persons reporting to one person or loss of effective management occurs Ensure personnel are able to communicate effectively on the field Retain control of communications where possible Keep a log of DFES staff and medical staff at the staging point location Prevent unauthorised access to the staging area Assign an assistant or scribe	
Ensure paramedic has adequate initial resources and support	



Prepare additional resources as required	
Elevate to Full Emergency as required	
Ensure de-brief occurs immediately following stand down regardless of response outcome	
Ensure all equipment is returned to its originating location, serviced, and fuelled upon stand down	
AIRCRAFT SEARCH AND RESCUE	✓
Establish an appropriate staging point	
Establish local staging point communications on local channel	
Contact the Incident Controller – Advise local standby status and severity level	
Brief the arriving, review the 'Full Emergency Procedure' and ensure all staff are prepared to initiate a full emergency procedure plan with little notice	
Coordinate the Search and Rescue effort locally and in accordance with Police instructions where required	
<p>Consider risks</p> <ul style="list-style-type: none"> • Staff become lost • EPIRB / Satellite Phone / Water / Supplies • Heat Stress • Snake Bite • Vehicle Crash / Damage / Bogged 	
<p>Manage all personnel at the incident scene</p> <p>OSC to monitor risks to at the staging area</p> <ul style="list-style-type: none"> • Consider span of control, maximum 5 persons reporting to one person or loss of effective management occurs • Ensure personnel are able to communicate effectively on the field • Retain control of communications where possible • Keep a log of DFES staff and medical staff at the staging point location and in the search area • Prevent unauthorised access to the staging area • Assign an assistant or scribe 	
Ensure paramedic has adequate initial resources and support	
Prepare additional recourses as required	
Elevate to Full Emergency as required	
Ensure de-brief occurs immediately following stand down regardless of response outcome	
Ensure all equipment is returned to its originating location, serviced, and fuelled upon stand down	



5.3. Police

The Western Australian Police are the Hazard Management Agency (**HMA**) for all air transport emergencies.

Police will generally attend site for all air transport emergencies.

The Aerodrome Reporting Officer shall manage the event locally until such time as POLICE arrive on site

AIR CRASH / FULL EMERGENCY / AIRCRAFT FIRE / HEALTH OR MEDICAL EMERGENCY	✓
<ul style="list-style-type: none"> • Obtain information about crash location, aircraft type, aircraft registration, number of persons and hazardous cargo. • Notify Aerodrome Operator (Shire of Leonora) • Notify Local Emergency Services if not already alerted. • Notify Police Communications section. • Dispatch sufficient officers to crash site. • Proceed to the Forward Command Post if it is already established. • If the Forward Command Post has not yet been activated, establish this now at least 100m upwind from the crash site. • Coordinate access for specialists and ensure a casualty collection and clearing area is established. • Establish area / airport security • Coordinate with the On Scene Commander and supply assistance where able to do so. • Establish an information area at the passenger terminal, seek assistance from Airline staff, Airport staff to do this. • If the runway is urgently required for medivac, consider scene / evidence preservation and supervise the removal of aircraft. • If runway or crash area is not urgently required, preserve the evidence for ATSB crash investigation • Coordinate with reporting officer regards the restoring of the runway and emergency access routes to the scene. • Notify Police communications section when operations are complete. 	
LOCAL STANDBY EMERGENCY	✓
<ul style="list-style-type: none"> • Obtain information about nature of emergency, aircraft type, aircraft registration, number of persons, and hazardous cargo. • Consider dispatching staff to the area of concern. • Alert the local emergency services if not already notified. • Be prepared to elevate to full emergency with little notification. • Coordinate with reporting officer or person reporting emergency. 	
BOMB THREAT	✓
<ul style="list-style-type: none"> • Notify local emergency services if not already notified. • Dispatch officers to scene for evacuation / crowd control. • Notify Police Operations • Liaise with Airport Operator (Shire of Leonora) / Aircraft Operator • Notify Police Operations when operations are complete. 	
AIRCRAFT SEARCH AND RESCUE	✓
<ul style="list-style-type: none"> • Obtain information about the aircraft in question, registration, number of persons, hazardous cargo, time of last known contact with aircraft. • Contact Air Services Australia switch board (See Contacts Page) to see if the aircraft is in communications with Air Traffic Control. • Contact SES • Advise local emergency services if not already advised. • Coordinate search and rescue effort together with local emergency services. 	



5.4. St John Ambulance (Volunteer)

AIR CRASH / FULL EMERGENCY / AIRCRAFT FIRE / HEALTH OR MEDICAL EMERGENCY	✓
Pack Ambulance with Mass Casualty Kit as per MCK Loading and Transport Instruction	
Provide METHANE to Ambulance Control and use the SMART Incident Command System	
Proceed to Forward Command Post	
Obtain Brief from OSC	
Deploy 1 st aid teams into the field to conduct triage according to OSC instruction Consider 1 st Aid OHS Risks <ul style="list-style-type: none"> • Do not enter incident location without OSC approval • PPE • Electricity / Electrocutation • Fire / Smoke • HAZMAT • Explosion • Vehicle speeds and routes to the incident site 	
Request additional resources from the OSC	
Establish a casualty collection / clearing area near the Forward Command Post	
Assess casualties and deploy them back to the hospital according to condition and priority. Where there are deceased, ensure the deceased are transferred to WA Police care	
Ensure all patient treatment records are completed as fully as possible and transferred to hospital staff	
Provide patient transport services as designated by the Hospital Ambulance Liaison Officer	
Upon completion of triage, return to the hospital and assist staff	
Attend post incident de-brief with Local Emergency Services staff	
LOCAL STANDBY	✓
Pack Ambulance with Mass Casualty Kit as per MCK Loading and Transport Instruction	
Proceed to Staging Point	
Obtain Brief from OSC	
Brief the 1 st Aid Teams	
Attend a de-brief conducted by the OSC immediately following the stand down notification	
HAZARDOUS MATERIAL / FUEL SPILL	✓
Pack Ambulance with Mass Casualty Kit as per MCK Loading and Transport Instruction	
Provide METHANE to Ambulance Control and use the SMART Incident Command System	
Proceed to Forward Command Post	
Obtain Brief from OSC	
Deploy 1 st aid teams into the field to conduct triage according to OSC instruction Consider 1 st Aid OHS Risks <ul style="list-style-type: none"> • Do not enter incident location without OSC approval • PPE • Electricity / Electrocutation • Fire / Smoke • HAZMAT • Explosion • Vehicle speeds and routes to the incident site 	
Request additional resources from the OSC	



Establish a casualty collection area near the Forward Command Post	
Assess casualties and deploy them back to the hospital according to condition and priority. Where there are deceased, ensure the deceased are transferred to WA Police care	
Upon completion of triage, return to the hospital and assist staff	
Ensure all patient treatment records are completed as fully as possible and transferred to hospital staff	
Provide patient transport services as designated by the Hospital Ambulance Liaison Officer	
Upon completion of triage, return to the hospital and assist staff.	
Attend post incident de-brief with Local Emergency Services staff	
BOMB THREAT	✓
Pack Ambulance with Mural Bag, Esky, Defibrillator, Triage Box etc	
Proceed to Staging Point	
Obtain Brief from OSC	
Brief the 1 st Aid Teams	
Attend a de-brief conducted by the OSC immediately following the stand down notification	
AIRCRAFT SEARCH AND RESCUE	✓
Pack Ambulance with Mural Bag, Esky, Defibrillator, Triage Box etc	
Proceed to Staging Point	
Obtain Brief from OSC	
Brief the 1st Aid Teams	
Attend a de-brief conducted by the OSC immediately following the stand down notification	



5.5. Leonora Hospital

AIR CRASH / FULL EMERGENCY / AIRCRAFT FIRE / HEALTH OR MEDICAL EMERGENCY	✓
Prepare hospital with doors open ready for patient receivals	
Obtain an assistant to answer phones, take notes etc	
Request additional resources from the Incident Controller	
Receive casualties and provide treatment or dispatch to the alternate treatment locations as required	
Contact RFDS to evacuate casualties as required	
Advise the Incident Controller about casualties leaving site or when condition significantly changes	
Attend the post incident de-brief with Local Emergency Services staff	
LOCAL STANDBY	✓
Prepare hospital with doors open ready for patient receivals	
Obtain an assistant to answer phones, take notes etc	
Review and prepare for full emergency procedure	
Attend a de-brief conducted by the OSC immediately following the stand down notification	
HAZARDOUS MATERIAL / FUEL SPILL	✓
Prepare hospital with doors open ready for patient receivals	
Review and prepare for full emergency procedure	
Obtain an assistant to answer phones, take notes etc	
BOMB THREAT	✓
Prepare hospital with doors open ready for patient receivals	
Obtain an assistant to answer phones, take notes etc	
Attend a de-brief conducted by the OSC immediately following the stand down notification	
AIRCRAFT SEARCH AND RESCUE	✓
Prepare hospital with doors open ready for patient receivals	
Obtain an assistant to answer phones, take notes etc	
Attend a de-brief conducted by the OSC immediately following the stand down notification	



6. Management Systems for Response and Recovery

6.1. Incident Management

6.1.1. AIIMS

The Australasian Inter-Service Incident Management System (AIIMS) is a framework for Incident Management and is used by the majority of Emergency organisations throughout Australia including the Police, SES, and relevant fire and emergency services organisations. Shire of Leonora adopts the AIIMS concept into its operations and response plans for the purpose of effective Incident Management and enhanced Inter-Service Communications.

6.1.2. Functional Management

The Incident Controller is responsible for assigning the management roles to the appropriate personnel. The Incident Controller shall generally select the most appropriate person for each management task dependent upon their existing role.

6.1.3. Management by Objectives

The objectives of incident control shall be prioritised by the Incident Controller during all phases of an incident. The objectives should be clear and well communicated to all persons involved in the incident so that all personnel are aiming to achieve the same task objectives.

The Incident Controller shall employ the use of a large white board to display and re-enforce to the Local Emergency Management members the current objectives through use of an Incident Action Plan or by other means.

6.1.4. Span of Control

Span of control relates to the number of personnel or groups of personnel that can be effectively managed by one person.

Ideally the span of control should not exceed 5, whereby no one person responding to or managing an incident is responsible for more than 5 people.

The Incident Controller is responsible for monitoring span of control throughout all parts of the Incident Management Hierarchy and appropriately scaling the management both upwards and downwards in order to achieve effective span of control. The Incident Controller shall assess effective span of control on a frequent and periodical basis.

6.1.5. Incident Management Strategies

Work continuously using individual timeouts for breaks and periodic team updates subject to the personal style of the Incident Controller.

- Decide on the intervals between updates at the outset. Updates may need to be more frequent in the early stages of the response. Updates should take no more than 5 minutes.
- Give all team members a warning prior to each update.
- At the appointed time, call for phones to be diverted or handed over to assistant staff so that the nominated personnel can move away from what they have been doing and focus upon the briefing.



- Ensure a scribe is ready to update white board. Invite each member to report progress on tasks and identify any new issues. Do not allow questions or debate until everyone has reported.
- Summarise the update, set priorities and allocate responsibilities for actions. Set the time for the next update.
- Un-divert the phones and distribute messages taken in the interim.
- Maintain contact with the OSC by obtaining a situation report every 10-15 minutes and provide the OSC with support and guidance.
- Follow and continue to complete the incident status board and display the Incident Action Plan.
- Brainstorm and prioritise key emergency tasks relating to saving life, protecting property and minimizing damage to the environment.
 - Assistance to people, families, employees and contractors? Impact on neighbours? Morale and stress?
 - Property Tasks. Make assets safe?
 - Environment Tasks. Management of the environmental impact? Pollution response?
- Implement an Incident Action Plan (IAP) to regain control of the event. Give specific instructions to the Local Emergency Management team and external stakeholders.
 - Ensure the IAP is displayed for all to view, this will ensure well defined objectives are identified to the team.
 - Ensure the IAP details are communicated to the OSC.
- Continuously repeat the team problem-solving and decision-making process until the site can return to line management and normal daily routine.



7. Appendix A - Contacts

AEP Committee			
Organisation	Details	Phone	Email Address
Shire of Leonora	Switchboard	08 9037 6044	admin@leonora.wa.gov.au
WA Police – Leonora		000 08 9037 6100	
Leonora St John Ambulance	Community Paramedic	000 08 9037 6002 0405 339 898	NGCP@stjohnambulance.com.au
DFES Leonora		000 08 9037 6046	
Leonora District Hospital		08 9080 4300	
Department of Communities	Crisis Care AH	08 9022 0700 1800 199 008	
Genesis Minerals ERT	ERT office	08 9037 2020 0427 081 046	leonoraeso@genesisminerals.com.au
	Medic	0459 866 777	medicals@genesisminerals.com.au
Airport Reporting Officers	Paul Dingo	0428 376 154 0439 173 279	paul.warner@leonora.wa.gov.au aro@leonora.wa.gov.au
External Contacts			
Police/Fire/Medical	Switchboard	000	
APA Group	Gary Stephens	0861894430	Gary.stevens@apa.com.au
Police Operations Centre (WAPOC)		08 9374 4025	
RFDS Perth	Operations Centre	1800 625 800	
Rescue Coordination Centre	Australian Search and Rescue	1800 815 257	
SES		1300 130 039	
ATSB	Australian Transport Safety Bureau	1800 011 034	
CASA	Civil Aviation	131 757	

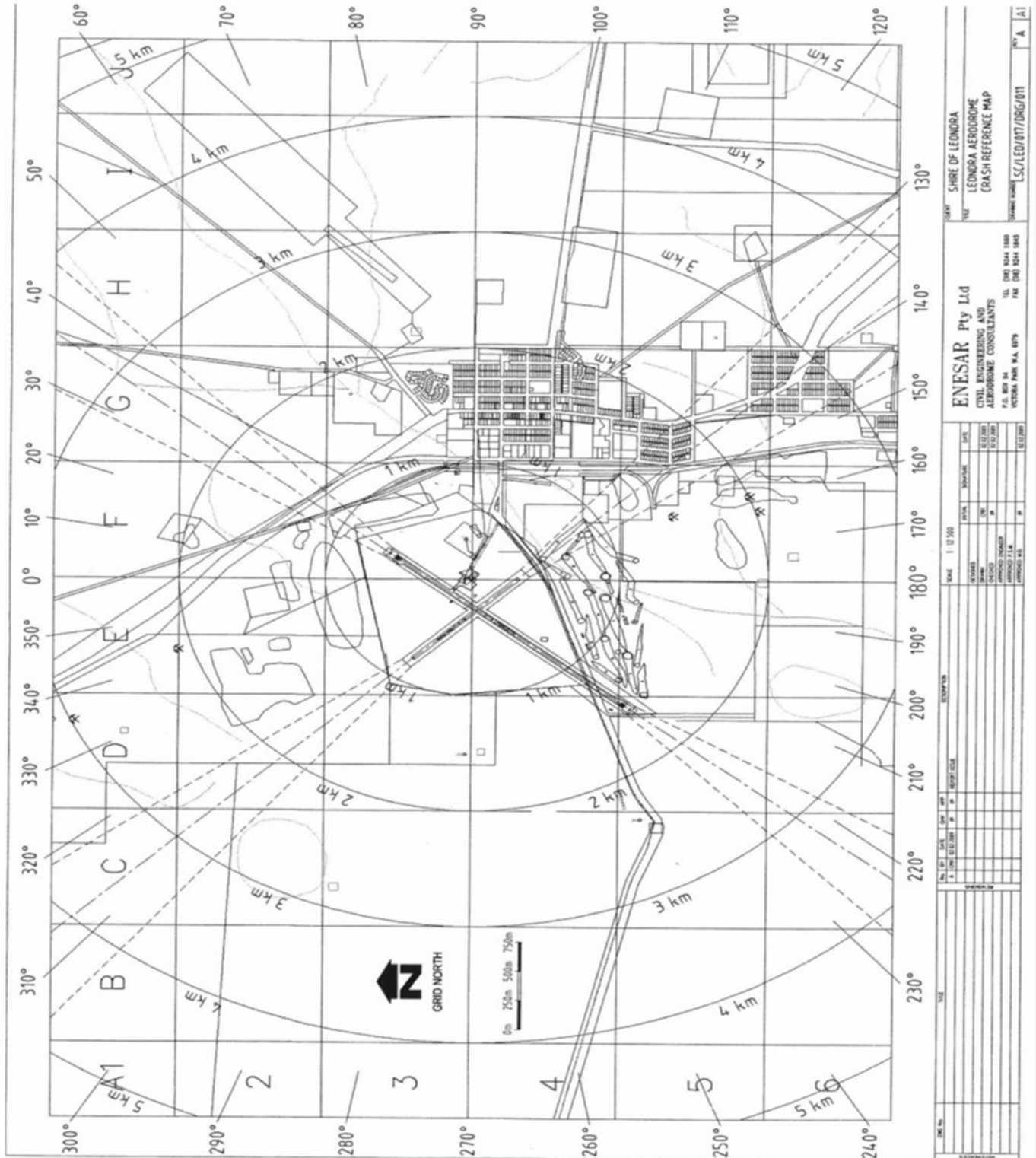


	Safety Authority		
Air Services Australia	Switch Board	1300 301 120	
NOTAM Office	Notice to Airmen	02 6268 5063	
Air BP Agent, Leonora	Shire of Leonora Paul	9037 6044 A/H 0428 376 154	paul.warner@leonora.wa.gov.au
Skippers Aviation Agent	Chelsea Taylor	0437 795 929	chelseataylor@leonoraairside.com.au
Air Service Operator – Skippers Aviation		08 9478 3989	skippers@skippers.com.au
Air Service Operator – Alliance Airlines	Operations	08 9373 0900 07 3212 1532	
Air Service Operator – Cobham	Chelsea Taylor	0437 795 929	chelseataylor@leonoraairside.com.au



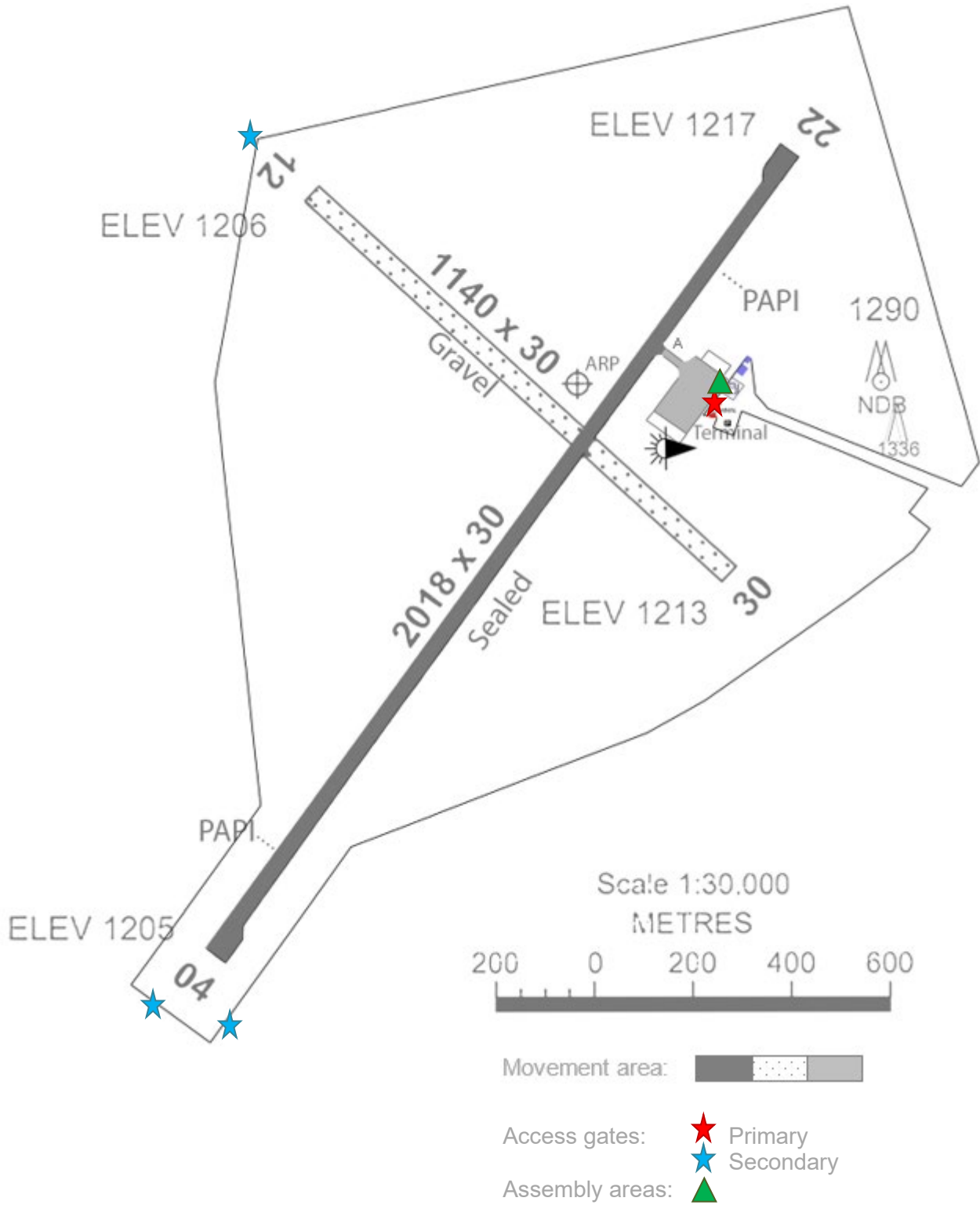
8. Appendix B - Crash Reference Maps

B1. Crash Map





B2. Access Gates and Assembly Areas Map





B3. Primary access gate and assembly area image

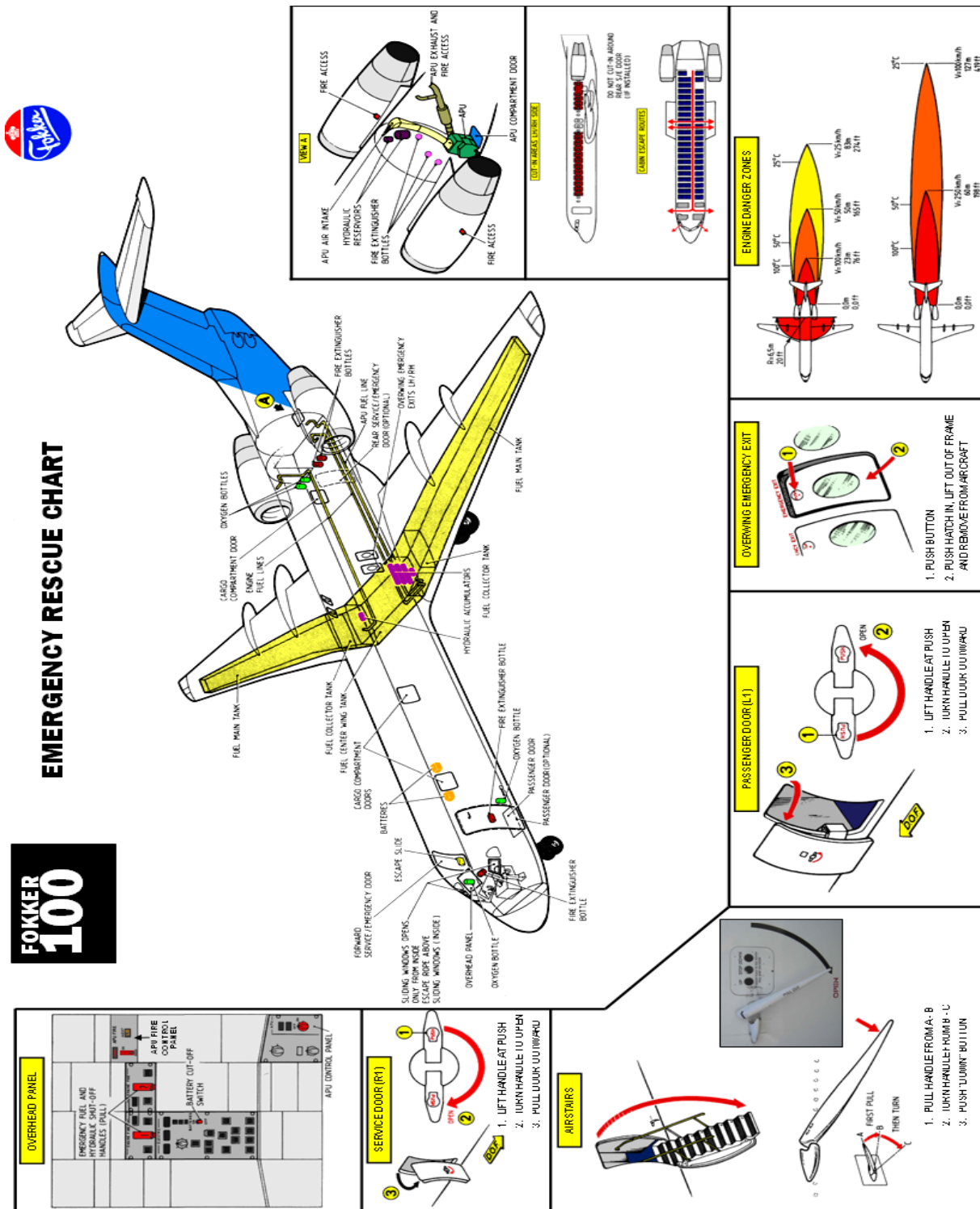




B4. Secondary access gate images



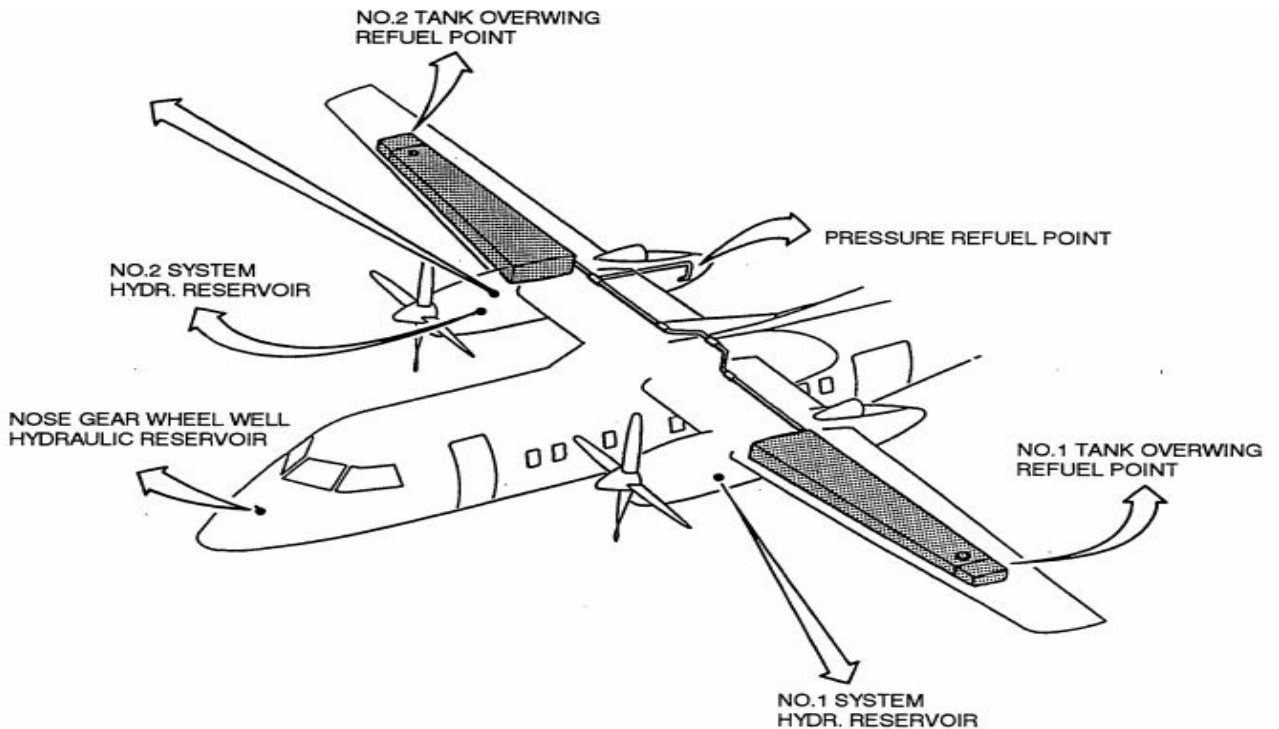
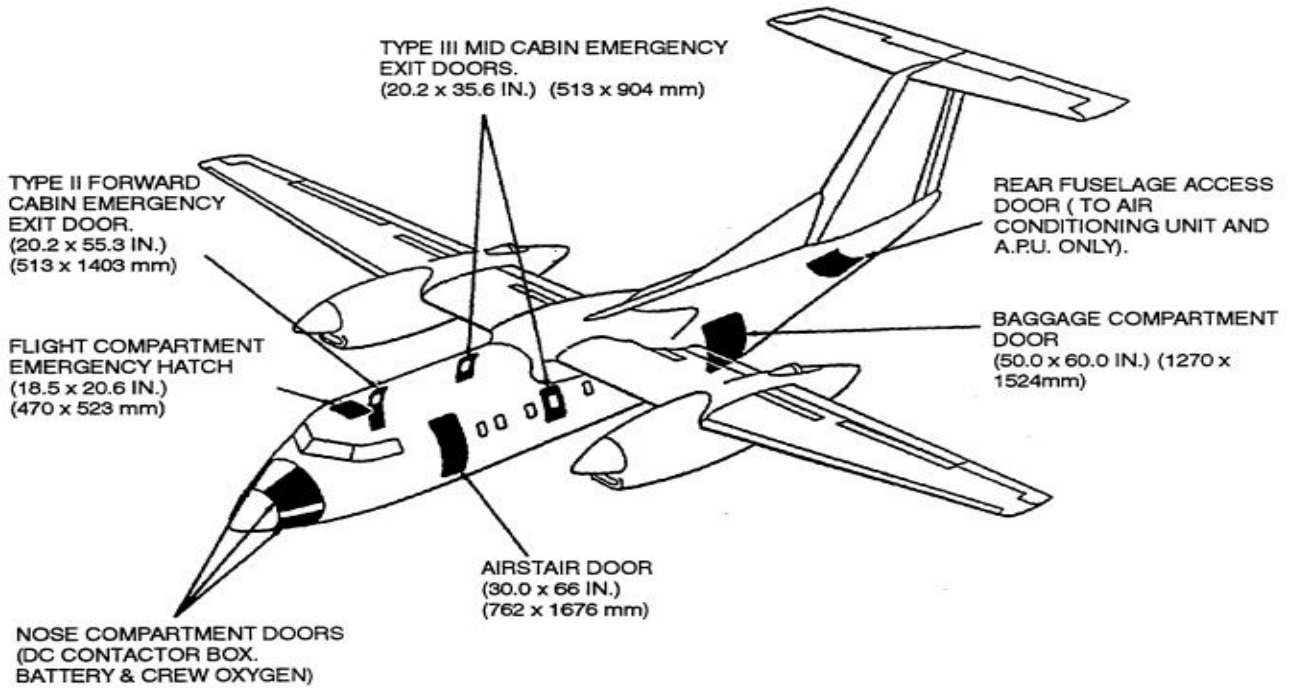
9. Appendix C - Aircraft Diagrams







DASH – 8 100/200

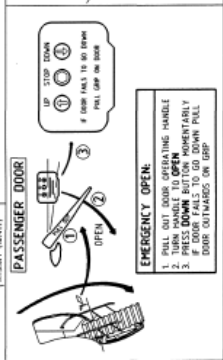
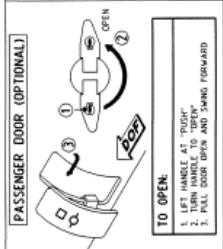
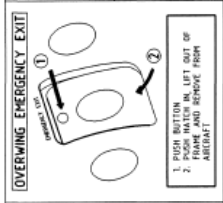
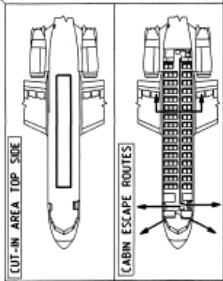
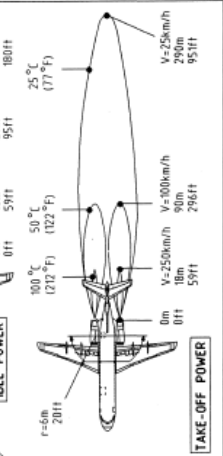
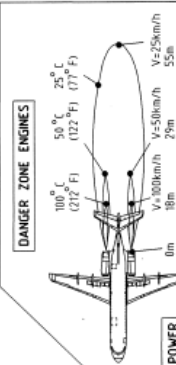
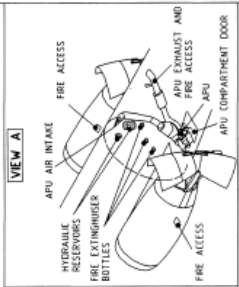
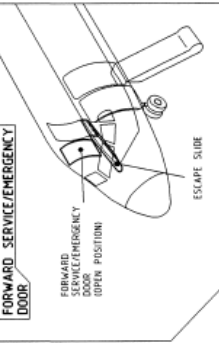
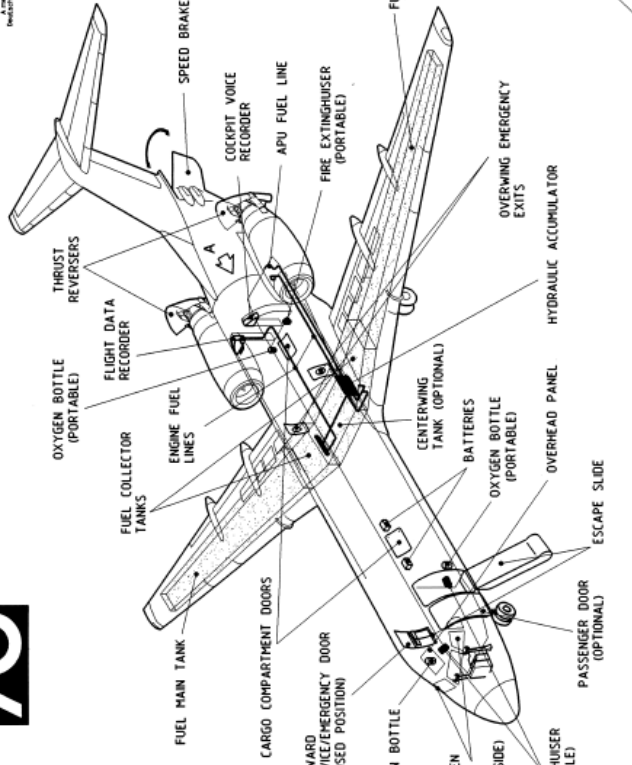
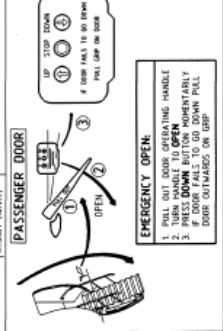
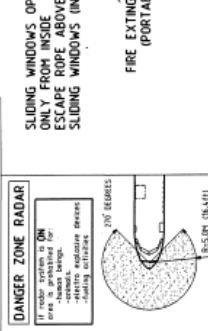
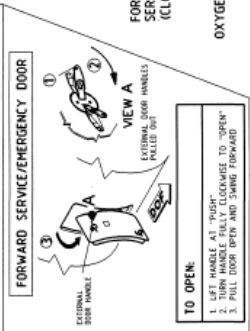
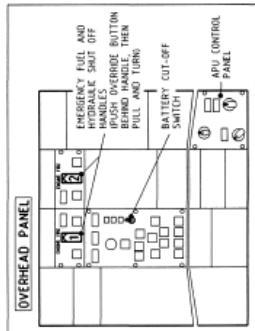


TOTAL FUEL CAPACITY					
BASED ON JET A-1 S.G. OF 0.816 (SINGLE TANK DIVIDE BY 2)					
	LB	KG	IMP GAL	US GAL	LITRES
STANDARD FUEL TANKS	5765	2614	705	846	3203
EXTENDED RANGE TANKS	10,433	4732	1276	1532	5800



000	ISSUE	DATE

EMERGENCY RESCUE CHART



60V1001#



10. Appendix D - Glossary

ACCIDENT – An accident is defined as the occurrence or imminent occurrence of an air crash, where an aircraft is destroyed or seriously damaged at any time between departure and arrival, and is associated with:

the death or serious injury of a person and/or

destruction of, or damage to, property or any part of the environment.

AEP - (Aerodrome Emergency Plan). A plan developed by the airport operator to coordinate all agencies and their individual Airport Emergency Procedures, State or supporting plans for dealing with an aerodrome emergency.

AIIMS – Australasian Inter-Service Incident Management System is an operational management system adopted by Police in the management of all emergency operations.

AIRSERVICES AUSTRALIA - Federal Government agency providing:

- Air traffic services including in-flight emergency response for aircraft declaring an emergency.
- Aviation Rescue Fire Fighting Services at major airports.

ATSB - (Australian Transport Safety Bureau) - A division of the Federal Department of transport and Regional Services responsible for air transport safety investigations.

CERTIFIED AERODROME (AIRPORT) - An airport owned by a person or organisation licensed by the Civil Aviation Safety Authority (CASA) and operated according to an approved Airport Manual.

COMBAT AGENCY - An organisation, which because of its expertise and resources is responsible for performing a task or activity such as firefighting. An emergency operation may involve a number of Combat Agencies.

COMMAND - The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an organisation. Command relates to organisations and operates vertically, within an organisation.

COMMANDER – A single-agency term. A commander has authority only within that agency. Responsibilities include the direction and coordination of the activities of that agency. A commander operates vertically within the agency and cannot command members of another agency. Individual agencies may refer to this position as a Manager, Controller etc.

CONTROL - The overall direction of emergency management activities in a designated emergency. Authority for control is established in legislation or in an emergency management plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally, across organisations.

CONTROL AREA - The total area within the outer perimeter, and includes the combat area, all aircraft wreckage and triage area.

COORDINATION - The bringing together of organisations and elements to ensure effective emergency management response and is primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates vertically, within an organisation as a function of the authority to command; and horizontally, across organisations, as a function of the authority to control.



CRISIS - The event is large in scope, beyond the control of local authorities and requires significant input from external agencies in order to control the event. The event comprises of many casualties or deceased, or / and significant impact to environment and community, or / and significant impact to company and reputation.

EMERGENCY - An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

EVENT – An irregular and urgent situation which requires a response which is not typical of day to day operation. The response comprises of some form of incident management personnel.

EMERGENCY COORDINATOR - That person designated by the Commissioner of Police to be the District or Local Emergency Coordinator for the purpose of coordinating all support to the designated Incident Controller. At State level this is the Commissioner of Police. At District level it is the District Police Officer. At the local level it is the Senior Police Officer responsible for the police sub-district.

INCIDENT MANAGEMENT TEAM (IMT) – This is the Incident management team typically activated for the incident management relating to serious and crisis events. The IMT is led by the Incident Controller.

FIELD CONTROL POST - A facility, where the Police Incident Controller is located, at or near the scene of an emergency. It is also the location where Agency Commanders assemble to receive and disseminate information and make operational decisions on the immediate rescue operation.

FORWARD COMMAND POST (FCP) – This is a non-specific location where the On Scene Commander is located and conducts on scene incident management activities. It serves as a reporting position for all emergency services personnel responding to the incident scene. The Forward Command Post (FCP) location will be dictated by the scale and type of accident but will typically be up to 100 metres away when fire control and rescue activities are necessary.

The Forward Command Post location is signified by the vehicle with the BLUE rotating beacon/s and shall be appropriately sign posted.

FULL EMERGENCY - An aircraft approaching the aerodrome is known or is suspected to be in such trouble that there is danger of an accident or an incident has occurred at the aerodrome.

HAZARD MANAGEMENT AGENCY (HMA) - That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken.

INCIDENT - An emergency that impacts upon a localised community or geographical area, but not requiring the coordination and significant multi-agency emergency management activities at a District or State level.

INCIDENT CONTROL CENTRE (ICC) – The place where all agencies convene and consequently manage an incident. There is both a primary and alternate ICC as defined in this Aerodrome Emergency Plan.

INCIDENT CONTROLLER - The person responsible for the overall management and control of an incident, and the tasking of agencies. The Incident Controller may be required to assume overall control of the event until the HMA arrives on site.

INCIDENT AREA - The area, defined by the Incident Controller, incorporating the localised community or geographical area impacted by the incident.

INCIDENT SITE / INCIDENT SCENE – Similar to Incident Area, the actual position of the incident and its immediate surrounding area.

LOCAL STANDBY - An aircraft approaching the aerodrome is known or is suspected to have developed some defect which would not normally involve any serious difficulty in effecting a safe landing

INCIDENT CONTROLLER– The Incident Controller assumes overall control of the incident until such time as the Western Australian Police arrive on site and resume control of the incident where Police attendance is forthcoming. Following Police attendance, the Incident Controller will continue to act in the role to provide support to the On Scene Commander.



METHANE- Abbreviated St John Ambulance term: **M**ajor incident confirmed; **E**xact Location; **T**ype of incident; **H**azards present; **A**ccess; **N**umber and type of Casualties; **E**mergency Services present/required.

ON SCENE COMMANDER (OSC) – The On Scene Commander is based at the Forward Command Post and assumes command of all personnel at the incident scene.

OPERATION - An incident (or multiple incidents) that impacts, or is likely to impact beyond a localised community or geographical area.

POLICE FORWARD COMMANDER (PFC) - Is the most senior Police Officer at the Forward Command Post if the Police Incident Controller has decided to establish an Incident Control Centre at another location other than the incident site. Generally, the PFC will assume the role of the On Scene Commander.

POLICE COMMUNICATIONS CENTRE - The facility from which the day-to-day operational management of the Police Service is coordinated.

REGISTERED AIRCRAFT - Aircraft on the Australian register of the Civil Aviation Safety Authority (CASA) will display a 5-letter registration commencing with the letters VH

TERRORIST ACT - is an act or threat, intended to advance a political, ideological or religious cause by coercing or intimidating an Australian or foreign government or the public, by causing serious harm to people or property, creating a serious risk of health and safety to the public, disrupting trade, critical infrastructure or electronic systems. (Criminal Code Act 1995 [Commonwealth])

TRIAGE - Means the process of sorting people based on their need for immediate medical treatment as compared to their chance of benefiting from such care. Triage is done in emergency departments, disasters and wars when limited medical resources must be allocated to maximize the number of survivors.