

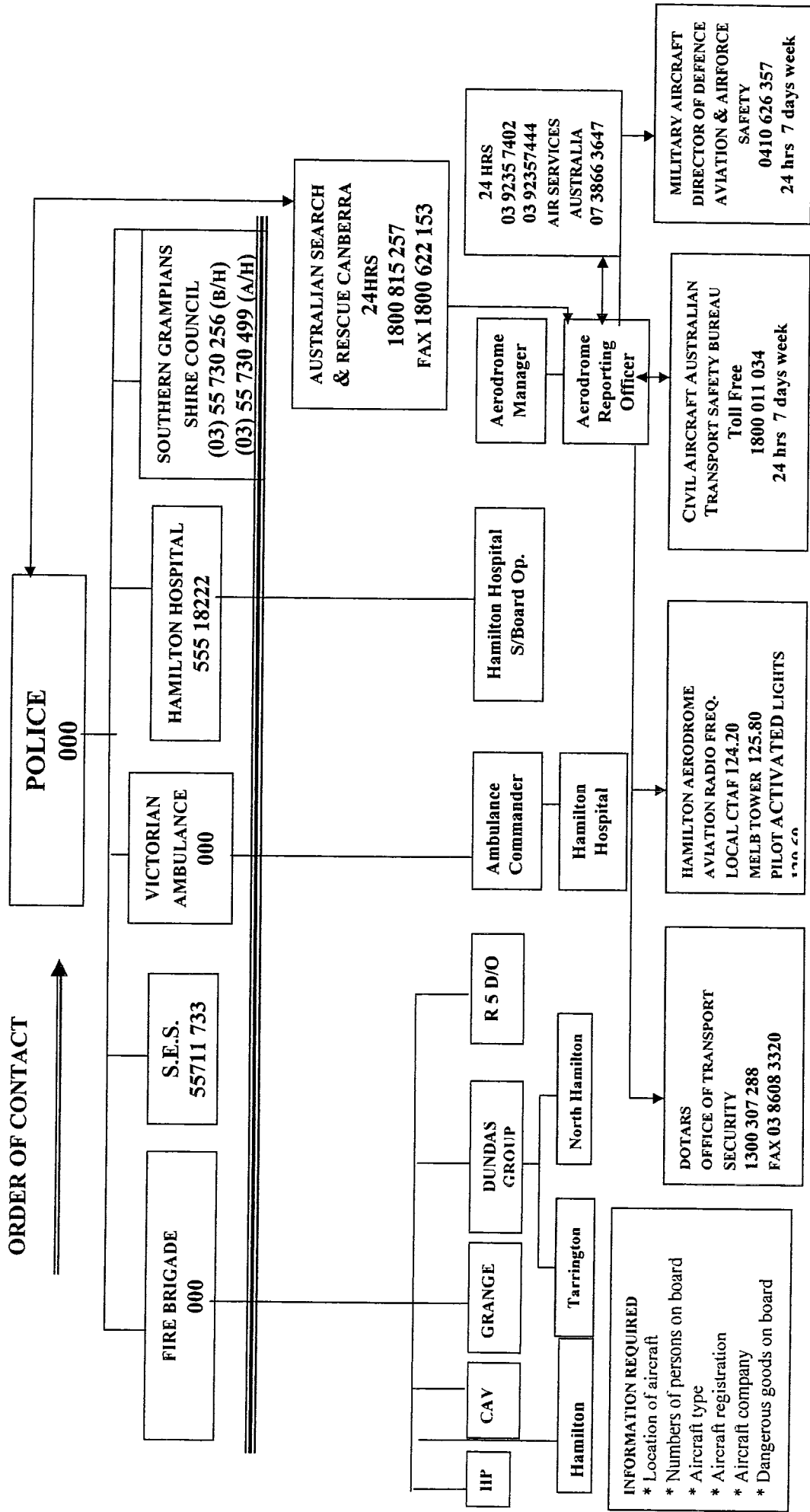
# **HAMILTON AERODROME**

## **EMERGENCY RESPONSE PLAN**

**updated October 2006**

**“These Standing Operating Procedures (SOP’s) are not a stand-alone document and must be used in combination with the Hamilton Aerodrome Manual, Police and other Emergency Operating procedures as well as Municipal Emergency Operating Procedures and Arrangements”**

# HAMILTON AERODROME EMERGENCY RESPONSE PLAN COMMUNICATION FLOW CHART



## SOUTHERN GRAMPIANS SHIRE COUNCIL

### HAMILTON AERODROME EMERGENCY RESPONSE PLAN

**THIS DOCUMENT IS ISSUED SEPARATELY TO ALL PARTICIPATING ORGANISATIONS AS A RINGED FOLDER FOR EASY UPDATING.**

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## CONTACT LIST

### Southern Grampians Shire Council

Locked Bag 685  
HAMILTON VIC 3300

Tel. 55 730 256 (B/H)  
Fax. 55 711 068

### Council After Hours Emergency

**Mob. 0418 528 313**

### Aerodrome Manager

Mr Jim Nolan Tel. 55 730 256 (BH)

### Aerodrome Reporting & Security Contact Officer

Mob. 0417 032 319

Mr Rod Treloar  
Mobile 0417 553 796  
Tel. 55 730 256 (BH)  
Tel. 55 748 220 (AH)

### Assistant Aerodrome & Security Contact Officer

Mr. Steve Gregory Tel. 55 730 256 (BH)  
Mr. Andrew Gallagher (Reliever) Tel. 55 730 256 (BH)  
Mr. Jason Mulley (Reliever) Tel. 55 730 256 (B/H)

### Emergency Services

Police	Tel	000 (24 hrs)
Hamilton Police	Tel.	55 721 999
Ambulance Service	Tel.	000 (24 hrs.)
Hospital	Tel	55 518 222
Fire Emergency	Tel	000 (24 hrs)
C.F.A. Region 5	Tel.	55 11 500 (24hrs)
Hamilton Fire Brigade	Tel	000 (24 hrs)
	Tel.	55 711 070(BH)
State Emergency Service- Hamilton unit	Tel.	55 711 733 (24hrs.)

### Airservices Australia (AA)

Air Traffic Services Centre (ATSC)	Tel.	(07) 3866 3647
NOTAM Office Brisbane	Fax.	(07) 3866 3553
Systems Centre Melbourne	24hrs	(03) 92 35 7402
Maintenance Centre Melbourne	24hrs	(03) 9235 7444

**Civil Aviation Safety Authority (CASA)**

District Aerodrome Inspector Melbourne	Tel.	9927 5355
Bill Hilliger	Fax.	9927 5336

**Australian Transport Safety Bureau (ATSB)**

Duty Officer (Australia wide)	Tel.	1800 011 034
Melbourne Office BH/AH 24hrs		

DDAAFS	Tel	0410626 357
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**Department of Transport & Regional Services (DOTARS)**

Office of Transport Security	Tel	1300 307 288
(Vic/Tas State Office	Fax	03 8608 3320
(DOTARS) office		

**Electrical Repairs**

KJ & AM Creek, 8 Kent rd Hamilton	Tel.	55 712 711
	Mob.	0418 593 326

**Regular Public Transport Operators**

Sharp Airlines	Tel	55 748 216
	Mob	0419 874 535 (AH)
	Fax	55 748 258

**Significant General Aviation Operators**

Sharp Airlines	Tel.	55 748 216
	Mob.	0419 874 535 (AH)
	Fax.	55 748 258

**Resident Aircraft Operators at Hamilton Aerodrome**

Hamilton Aero Club	Tel.	55 748 251
	Mob.	0428 504 403
Sharp Airlines	Tel.	55 748 216
	Fax.	55 748 258

(A/H list private and residential held at ARO's office)

**Fuelling Agent**

BP Australia (Hamilton Aero Club)	Tel.	55 748 251
	Mob.	0428 504 403

## AERODROME EMERGENCY RESPONSE PLAN

### HAMILTON AERODROME

#### INTRODUCTION

This information is a part of the Aerodrome Emergency Plan and should be studied by all concerned with the AEP.

#### AERODROME DESCRIPTION

Hamilton Aerodrome is located 11km. north of Hamilton along Hensley Park Road in open grazing land. The Aerodrome site covers approximately 176 hectares. CFA Map Reference 432 C 24.

##### Use of Aerodrome.

The Aerodrome is used by:-

- Local Operators: -
  - \* Sharp Airlines – Regular Passenger Transport (RPT) - Charter and Training
  - \* Hamilton Aero Club – Club / Aviation Activities
- Air Ambulance
- Occasional VIP and Military Aircraft
- Government Departments – Police, Department of Conservation & Resources and Environment, C.F.A.
- Agricultural Aircraft
- Private Local Pilots
- Visiting Charter Operators
- Visitors during holiday periods and sporting events.
- Visiting commercial aircraft as stop over for their final destination

Typically 160 movements per week

## Runway Details

### *Primary Runway*

North South Direction, Runway 17/35. Has a bitumen pavement 1404 x 30 metres contained by a graded Runway strip of 1524 x 150 metres delineated by white gable markers on its extremities. The Runway is lit to provide for night landing and takeoff operation. The pavement strength is classified as PCN 10 (medium strength sub-grade). It is an ICAO Code 3C runway.

The Runway lights are pilot activated at a frequency of 120.6 KHz. The runway is equipped with T-Vasis. Other aviation radio frequencies applicable include local CFAF 124.20 KHz and Melbourne Tower 125.80 KHz. Note:- An appropriate license is required to transmit on these channels.

An illuminated wind indicator (white) is located near the north end of the Apron adjacent to the primary runway with a secondary non-illuminated wind indicator (yellow) located at on the eastern side of the aerodrome..

### *Secondary Runway*

East West Direction; Runway 10/28. Has a gravel pavement 1233 x 30 metres contained by a graded Runway strip of 1353 x 90 metres, delineated by white gable markers on its extremities. The pavement strength is classified as PCN 6 (medium strength sub-grade). It is an ICAO Code 3C runway.

### *Apron Details*

The sealed apron is located on the West side of Runway 17/35 towards the centre of the runway. Two taxiways provide access to both Runway 17/35 and 10/28. Each taxiway has an 18 metre wide sealed pavement. The northern taxiway is equipped with lights to allow night access to Runway 17/35. The southern taxiway is weight limited to 5,700kg MTOW.

The Apron is floodlit and has hangar, fueling facilities, passenger terminal, public toilets, public toilets, telephone (STD) and aircraft parking areas with some tie down facilities.

## PURPOSE

This AEP has been prepared to identify resources available and the procedures in place to provide assistance to: aircraft in distress; to search for, provide aid to and organise the rescue of survivors of aircraft accidents and forced landings as well as any Aviation Security Alert / breach / or incident at or near the Hamilton Aerodrome. Planning, discussions and agreement on the AEP have been reached by the Municipal Emergency Committee and the aerodromes Transport Security Program (TSP) committee. The Committees comprise the following organisations:



- Police
- Hamilton Base Hospital
- Ambulance Services
- Country Fire Authority
- Victorian State Emergency Service
- Council
- Hamilton Fire Brigade
- Aerodrome User representatives

## PART ONE

### CRASH OR IMMINENT CRASH ON OR NEAR THE AERODROME

#### CRASH/FIRE SITE

There are extremely important areas which should immediately be defined.

##### 1. CONTAINMENT ZONE

The containment zone is to be determined as soon as possible by the "Incident Controller" considering primary information at hand and in consultation with other Agencies. Bearing in mind the location and type of the crash/fire. The full particulars of the containment zone location and dimensions should be immediately communicated to all persons involved with particular regard to hazards and safety.

##### 2. CONTROL POINT

The "Incident Controller" will also determine the location of the control point.

Normally the first police officer on the scene of the crash should become the "Incident Controller". This officer is not connected with the operation of the fire fighting and is responsible for putting into effect very critical crash procedures, enabling a speedy and orderly evacuation of victims from the crash site.

To identify incident control, once the site is established, will be by displaying flashing lights on the roof of the car designated at/as the control point. It must be ensured that only these flashing lights remain in operation at the control point. Other vehicles must have their flashing lights turned off.

The importance of the officers who will ultimately take up positions at the command post cannot be stressed enough. After establishing an Emergency management Team (EMT), at any crash site, there are three basic functions:-

1. A rescue and medical function
2. A fire control function, and
3. A coordination function

Any other function will be supplementary to one of the above areas, and can easily be coordinated through the 'Incident Controller'.

### 3. ACCESS GATES AND STAGING AREAS

When considering access at the Aerodrome refer to Appendix B - Hamilton Aerodrome Access Gates and Staging Areas.

There are three main access gates numbers one (1), two (2) and three (3). Number one is considered the primary gate.

With each gate there is an adjacent Staging Area numbers one (1) two and three respectively.

The standing area should be used for the formation of emergency vehicles.

It is the responsibility of the incident controller to nominate the Access Point and Staging Area.

However, it may initially, be nominated by the Airport Operator or his representative to allow access to the first unit/s on the scene.

The gates initially will be locked by means of manual push button security coded locking devices. The code can be supplied by the Aerodrome Reporting Officer if Agencies have not previously been given same.

There will be numbered signs on access gates and staging areas at the aerodrome.

**SUMMARY**

The overall control of the Crash / Accident / Incident is the responsibility of the 'Incident Controller' in consultation with other Agencies.

The following points are significant:-

1. The staging area clearly defines parking areas for police vehicles, ambulances, fire units, buses and other emergency vehicles (See Appendix B)
2. Near each staging area are buildings with various facilities i.e. landline phone, computer, aviation radios. These buildings such as works site office / shed, Aero Club and Passenger terminal may be used as a 'Control Point' as determined by the 'Incident Controller'.
3. Subject to specific direction of the 'Incident Controller' all emergency service vehicles (ambulances, fire units, police, S.E.S. etc.) must report, as soon as practicable, on arrival to the staging area and will then be deployed to the appropriate area as required.
4. Approval is required from the 'Incident Controller' before entry to the containment zone.
5. The Emergency Management Team (EMT) must establish appropriate communications for all phases of the operation.

**NOTE:** In the advent of using mobile phones as a source of communication. It has previously been identified that mobile phone reception is suspect at and in vicinity of the Hamilton Aerodrome.

However commanders /coordinators should be aware that the following is available at various buildings.

**WORKS SITE OFFICE SHED (Near Staging Area 1)**

- Landline phone
- Limited internet / computer access
- CDMA type mobile phone via ARO/SCO
- Aviation portable radio

**AERO CLUB (Near Staging Area 2)**

- Landline phone
- Aviation base radio
- Emergency wash / show near fuel facility

**PASSENGER TERMINAL (Near Staging Area 3)**

- Landline phone
- Internet / computer access
- Aviation base radio

**NOTE:** CFA field operation vehicle may be considered to resource a control point especially regarding communications.

6. All personnel must wear their High Vis Safety Vests or safety clothing appropriate to their Agency.
7. If runways, taxiways and aircraft movement areas need to be crossed / used, for the purpose of safety, consultation must be considered, where practicable with the aerodrome operator or his authorised representative.
8. All personnel need to bear in mind aircraft may carry a various assortment of items including hazardous materials / chemicals, blood etc. Safety First Principles are to apply.
9. The aerodrome area is prone to 'sink holes' which may be a danger for vehicle movement off paved areas. Especially in wet weather. Guidance in respect to this and other seasonal conditions should be sort from Aerodrome Personnel. In particular the Aerodrome Reporting Office (ARO).
10. Following an incident, agencies shall attend a debrief of the incident conducted by the Control Agency to consider issues and identify improvements to emergency procedures.
11. Where an incident involves an Aerodrome security matter this shall be referred to the Aerodrome Transport Security Program Committee.

It is most important that all service organizations should be actively involved in the training of staff likely to become involved in this form of emergency situation.

Whilst these procedures may be far more complicated and difficult in an actual emergency situation, it is worth reflecting that they are procedures which, if administered properly will provide a framework for an effective crash / incident plan. If proper control is established at the outset, these procedures will ensure a smooth operation, with minimum confusion and maximum efficiency.

## RESPONSIBILITIES:

### Agencies – General

Any agency that is notified of an emergency should notify the police to enable the police to co-ordinate the response.

In general primary responsibilities / roles are as follows:

- |        |   |  |
|--------|---|--|
| Police | - | Aircraft Accident / Security Incident Control                                  |
| C.F.A. | - | Aircraft / Structure Fire (Not resulting from an accident)<br>Incident Control |
|        | - | Hazardous Material Incident Control  |

EMERGENCY	RATING	CONTROL AGENCY	SUPPORT AGENCY
Aircraft Accidents	L	Victoria Police	C.F.A. Ambulance VICSES Hamilton Base Hospital Southern Grampians Shire Council
Aircraft/Structure Fire Hazardous Material Incident	L	C.F.A.	Victoria Police S.E.S. Ambulance Hamilton Base Hospital Southern Grampians Shire Council
Aerodrome Security Alert / Breach/Incident	L	Victoria Police	DOTARS RRDT Southern Grampians Shire Council

## OVERVIEW

### AIRSERVICES AUSTRALIA

If a pilot indicates an emergency to the Australia Search And Rescue (AUSSAR), Canberra AUSSAR will notify the Police or Aerodrome Reporting Officer (ARO)

Airservices Australia's main role, in general, is of a supportive nature.

### DOTARS

DOTARS role in general is a supporting function except in the case of an aircraft accident where the Australian Transport Safety Bureau (ATSB) will liaise / investigate, where applicable with the Police and other Agencies.

As well as in, the case of a matter of Aerodrome security, the Office of Transport Security will liaise / investigate with the Police and other Agencies.

**POLICE**

**In the event of an emergency the Police role will be conducted in accordance with their Standing Operating Procedures (SOP's) and**

- (1) on receiving advice of an aircraft crash or crash alert will consider the following details:
  - \* location of aircraft
  - \* number of persons on board
  - \* aircraft type
  - \* aircraft registration
  - \* aircraft company
  - \* Dangerous goods on board
- (2) immediately notify the Fire Brigade, Ambulance, Hamilton Base Hospital, , State Emergency Service and Council; to respond as required. See Communications Flow Chart
- (3) in the case of an aircraft accident consider the Australian Transport Safety Bureau (ASTB) prompt (See Appendix E)
- (4) Subject to the direction of the Incident Controller and Police Standing Operating Procedures (SOP's) will ensure that the following is addressed, if required.
  - Building evacuation
  - Investigation
  - Scene preservation and security
  - Evidence gathering and retention
  - Media and spectator management

**FIRE BRIGADE**

the Fire Brigade on being notified of Emergency at Hamilton Aerodrome will unless otherwise directed:

- (a) turn out and proceed to the nominated aerodrome staging area and report to the 'Incident Controller' unless in the case of an aircraft or structure fire / hazardous material incident where they will establish incident control.
- (b) take charge of fire fighting operations as appropriate extinguish fire or prepare for possible explosion and/or fire. Advise the Incident Controller when the area is safe;
- (c) Comply with Fire Brigade Standard Operating Procedures (SOP's).



**AMBULANCE SERVICE**

On being notified of an aerodrome emergency the ambulance service will unless otherwise directed:

- (a) obtain details of emergency
- (b) determine the level of response
- (c) dispatch appropriate number of resources to the aerodrome, and unless otherwise directed, enter the aerodrome via the nominated access gate and proceed to the nominated staging area (See appendix B). On arrival turn off the vehicle flashing lights;
- (d) As soon as possible, report to the Incident Controller and be directed him in treating casualties as appropriate, providing first aid and recovering crash victims;
- (e) evacuate all casualties as required; Notify Hamilton Base Hospital of requirements
- (f) operate within Ambulance Standing Operating Procedures (SOP's)

After taking up his position at the Control Point, the Ambulance Commander should:-

- a) Liaise with other emergency services.
- b) Maintain regular contact with communications centre.
- c) Ensure safety for personnel and patients.
- d) After consulting with the 'Incident Controller' if required:
  - i) assist with establishing a position for casualty collection.
  - ii) assume role or liaise with Area Medical Co-coordinator.
  - iii) arrange for the triage of casualties and notifying of hospital(s) etc
  - iv) ensure appropriate communication with other medical services and vehicles.

## STATE EMERGENCY SERVICES

On being notified of a crash or emergency will:

- (a) as directed dispatch the appropriate number of resources and proceed to the nominated staging area via the nominated access gate (see appendix B) and proceed to the crash site;
- (b) on arrival as soon as possible report to and be directed by the 'Incident Controller'. If required, assist in such matters as rescue, lighting, first aide etc.;

**NOTE** The State Emergency Services (SES) primary support function is rescue

## COUNCIL

On being notified of a crash/ or emergency will dispatch personnel, if not already there, and

- (a) if it is an immediate safety concern close the aerodrome and after obtaining first instant information notify the Police;
- (b) institute the appropriate NOTAM action if required;
- (c) assist and liaise with the 'Incident Controller' and carry out any duties as directed.
- (d) notify ATSB and;
  - (i) provide all available information, concerning the accident to ATSB; and
  - (ii) if aircraft details are not known, seek ATSB or Airline assistance in determining which aircraft is likely to be involved and the number of people on board.
- (e) after liaising with 'Incident Controller' consider whether all or part of the runway can be made available after the event, and that prior to opening all or part of the runway with the consent of Incident Controller or ASTB ensure that the runway is free of debris, by performing an Aerodrome Serviceability Inspection;
- (f) cancel or amend NOTAM affecting the aerodrome as required.
- (g) when assisting with re-opening all or part of the aerodrome, with the minimum of delay, subject to clearance of the 'Incident Controller and ATSB, the owner/operator of a crashed or disabled aircraft has sole responsibility for its removal.

**HAMILTON BASE HOSPITAL OFFICER IN CHARGE**

On being notified of a crash will:

- (a) Notify Hamilton Base Hospital Switchboard Operator (03 55 710 222) of

Type  
Emergency Location  
Number of expected casualties

- (b) Hamilton Base Hospital will activate appropriate Hospital Response
- (c) Prepare to dispatch appropriate resources and accompanying staff / vehicles to nominated staging area via nominated access gate (see appendix B).
- (d) Notify Incident Controller through police if suitable resources are not available.
- (e) Assist controlling agencies in arranging post incidental trauma counselling for persons involved in the incident, as required.

**AIRLINE OR AIRCRAFT OPERATOR**

On being notified by the aerodrome operator that a crash has occurred or is imminent on or in the vicinity of the airport, will:

- (a) notify, if known, the police or aerodrome operator the following information:
- \* location of aircraft
  - \* Aircraft type
  - \* aircraft registration
  - \* aircraft company
  - \* persons on board, the aircraft manifest if available
  - \* dangerous cargo
- (b) assist, as far as practicable, if required the 'Incident Controller'.

**PART TWO****IMMINENT CRASHES OR ABNORMAL LANDINGS****ALL SERVICES**

All persons and services will act in accordance with the relevant sections of **PART ONE** and their Standing Operating Procedures.

**REMOVAL OF DISABLED AIRCRAFT****Responsibility:**

- (a) the Civil Aviation Safety Authority accepts no responsibility to remove any crashed aircraft from the surface at the aerodrome;
- (b) subject to the clearance of ATSB, the operator/owner has sole responsibility for the removal of the crashed or disabled aircraft; and
- (c) notwithstanding (a) and (b) above, Council may, where necessary initiate salvage action so that the aerodrome may be re-opened with the minimum delay.

**PART THREE****SECURITY / ALERT / BREACHES / INCIDENTS**

Any person or service on being notified or detecting a security alert / breach or incident shall immediately notify the Police relaying as much information as can be gained under the circumstances.

In the event that person is an ARO / SCO that person shall comply with the Hamilton Aerodrome Aviation Security Threat / Incident Reporting procedures held at the aerodrome ARO site office and director physical services, Southern Grampians Shire Council office.

The Police will then act and investigate in accordance within their security procedures and direct other services, as applicable, to the type / level of the security alert / breach / incident.

All services will take guidance and direction from the Police depending on the type / level of any security alert / breach or incident that is reported to them.

Bearing in mind that any such alert / breach or incident may come hand in hand with an emergency of the type in PARTS ONE AND TWO of the Hamilton Aerodrome Emergency Response Plan. In which case all services will act in accordance with the relevant sections of those Parts.

All services will consider and act in accordance with this emergency response plan and the Hamilton Aerodrome Transport Security Program in their entirety.

All information contained and concerning the Hamilton Aerodrome Transport Security Program is "CONFIDENTIAL" and will be released only in accordance with that program.

In the case of an emergency a copy of the TSP is held by Hamilton Police and Hamilton Aerodrome Reporting officer.

**PART FOUR****BUILDING EVACUATION**

Any person or occupier of a building who becomes aware of an emergency or perceived emergency shall, as soon as possible, make steps to notify the relevant emergency service by telephoning 000 bearing in mind concerns for their own safety and that of other occupiers present. An emergency situation may include such circumstances as a fire or threat of harm to person/s, buildings or structures.

In the initial stage of an emergency situation the person or occupier present shall inform, to the best of their ability, considering the circumstances at the time, all people present to vacate the building and assemble at the Assembly area nominated below until the relevant emergency service attends and deals with the situation.

Under these procedures "the Appropriate Authority" means the emergency service dealing with the situation at the time.

In the event of an emergency or a perceived emergency whereby a decision by persons/occupiers in the first instance or the appropriate authority to evacuate a building or a number of buildings the following procedures are to be undertaken:-

1. On being notified of evacuation all persons must immediately leave the building by the quickest and safest exit under the circumstances.
2. All persons shall then proceed to the nominated Assembly Area. (In this case either number 1 or 2.)
3. The Assembly areas are situated in the following positions at the Aerodrome and are signed posted.

Number 1 – is situated on the western side of the main car parking area in front of the Terminal Building and is preferred in cases of fire or threat of fire. (See Appendix D).

Number 2 – is situated north of the exit driveway near the exit gate onto Hensley Park Road and is preferred in all cases except that of fire. (See Appendix D).

4. At the Assembly area all persons will remain until their name and details are taken.
5. All persons must remain at the Assembly area until they are notified by the appropriate authority that the emergency is over and/or can now leave.

Emergency instructions and Assembly area sites will be displayed in strategic positions in all Aerodrome Buildings. (See Appendix C & D).

## GLOSSARY AND DEFINITIONS

**Definitions of "Command, Control and Co-ordination"** as adopted by the Australian Emergency Management Institute:

**"Command"** is the direction of members and resources of an organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within organisations.

**"Control"** is the overall direction of activities. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and co-ordinating other organisations in accordance with the needs of the situation. In context, tasking means telling people what to do, but not how to do it. Control relates to situations and operates horizontally across organisations.

**"Co-ordination"** is 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 (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency.

Co-ordination relates primarily to resources and operates:

- (a) vertically within an organisation as a function of the authority to command; and
- (b) horizontally across organisations as a function of the authority to control.

An agency of the Department of Transport and Regional Services (DOTARS) is responsible to the Minister for the investigation of all civil aircraft accidents and incidents within Australian flight information regions.

**"Abnormal landing"** is one when it is known or suspected that the operating efficiency of an aircraft is impaired and there is sufficient time to prepare for any landing accident that may result.

**"Accident"** an occurrence associated with the operation of an aircraft in which:

- a. any person suffers death or serious injury;
- b. the aircraft incurs substantial damage or structural failure; or
- c. the aircraft is missing or inaccessible.

**"Agency"** means either government or non government organisation.

**"Alert"** the period when the CASA, DOTARS or Emergency Response co-coordinator believes that an emergency is about to occur. An alert requires all services in the Municipal Emergency Management Plan to be prepared to cope with the emergency.

**"Australian Transport Safety Bureau (ATSB)"**

**"Control agency"** the agency identified in Municipal Emergency Management Plan as primarily involved for responding to a specified emergency.

**"Control Point"** an area established by the Incident Controller in proximity to the emergency.

**"Commander"** the person appointed by an agency to command that agencies personnel and direction of resources.

**"Custody"** when an accident occurs the aircraft is deemed to come into the custody of ATSB. It is permissible to extricate persons, animals or mail and to take such action as is necessary to: protect the wreckage from further damage; and to prevent danger to the aircraft, other transport or the public. Goods and baggage may only be removed under the supervision of the police or an authorised officer.

**"Imminent crash"** is a landing or take-off which is, or seems, certain to result in a crash.



**"Incident"** is an occurrence, other than an accident associated with the operation of an aircraft or aerodrome that affects or could affect the safety of the operation of the aircraft or aerodrome.

**"Investigation"** the investigator ATSB of an aircraft accident is empowered to demand evidence documents and components such as copies of flight plans, logs, and briefing plans as is required.

**"Movement area"** the part of an aerodrome used for take-off and landing by aircraft and for the surface movement of aircraft. At Hamilton Aerodrome this comprises of runways 10/28 and 17/35, associated taxiways and apron area.

**"Staging area"** an area where all emergency vehicles and personnel will respond to initially, prior to reporting to the Control Point.

**DECLARATION**

We, on behalf of the Municipal Emergency Planning committee, Hamilton Aerodrome Transport Security Program committee have read and adopted the attached "**AERODROME EMERGENCY RESPONSE PLAN**" for the Hamilton Aerodrome and agree to periodically review the plan so as to be of a current and accurate standard.

**Police**

**Ambulance Service**

.....  
.....

**Fire Brigade**

**Hamilton Base Hospital**

.....  
.....

**State Emergency Service**

**Hamilton Aerodrome Transport Security Program Committee**

.....  
.....

We the undersigned representatives of the Southern Grampians Shire Council have read and adopted the attached "**AERODROME EMERGENCY RESPONSE PLAN**" for the Hamilton Aerodrome. The procedures have been recorded and passed through Council on ..... day of .....**200**.....

.....  
**Municipality Mayor**

.....  
**Councillor**

.....  
**Councillor**

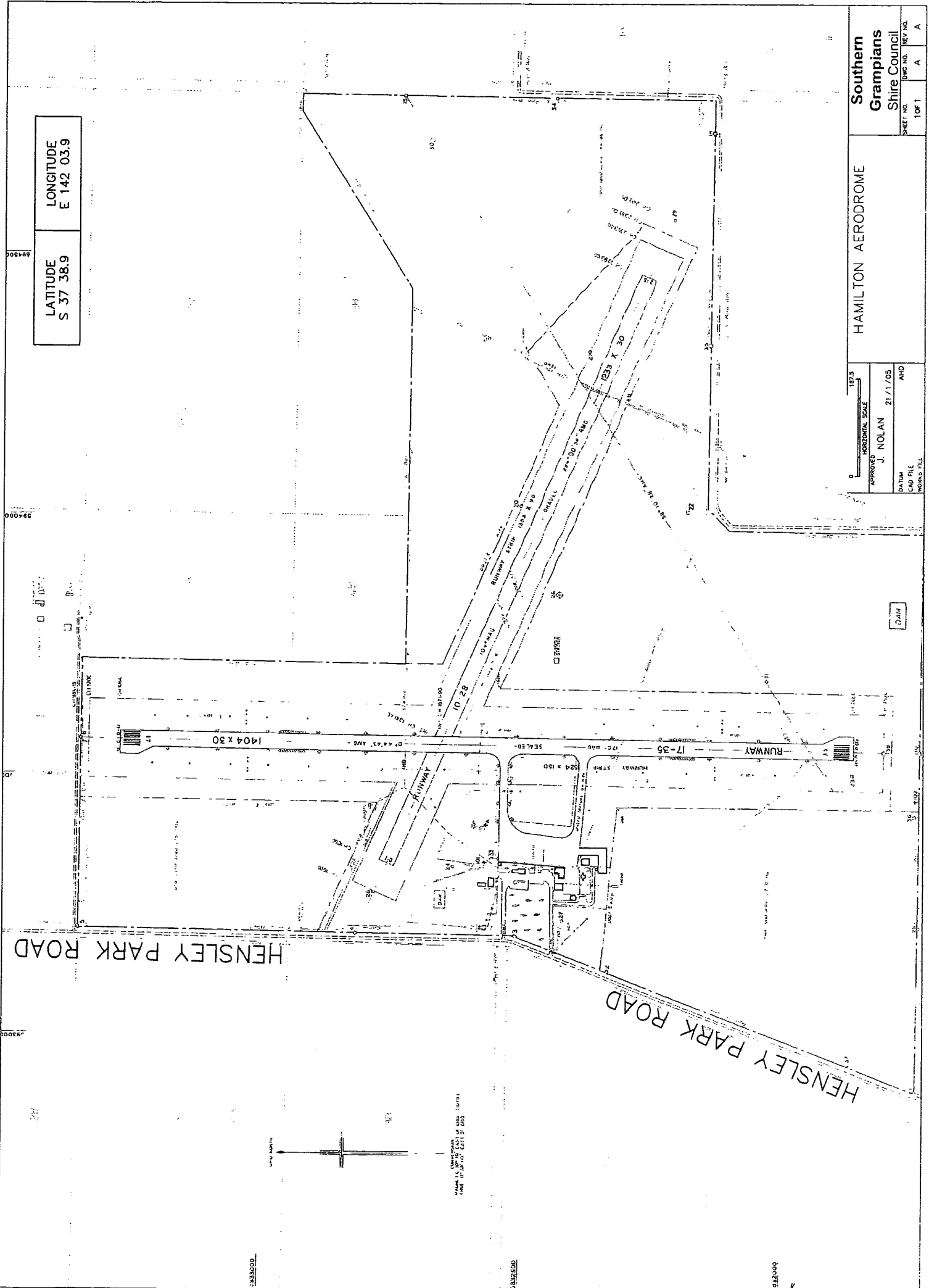
**Hamilton Aerodrome**  
**EMERGENCY RESPONSE PLAN**

**Record of Amendments**

No:	Date of Amendment	Date Entered	Entered by
1	23/05/96	23/05/96	D. Wallace
2	19/08/98	19/08/98	G. Van Driel
3	20/09/99	20/09/99	G Van Driel
4	Nov 2000	Nov 2000	G. Van Driel
5	11/4/2001	11/4/2001	G. Van Driel (following exercise)
6	20/12/2002	20/12/2002	G. Van Driel (following exercise)
7	23/06/06	23/06/06	R.W. Treloar
8	5/10/06	5/10/06	R.W. Treloar
9			
10			
11			
12			
13			
14			
15			
16			
17			

## Hamilton Aerodrome Distribution of Aerodrome Emergency Response Plan

No:	Organisation	Contact Details for Amendments
1	Southern Grampians Shire Council	Locked Bag 685 Hamilton Vic 3300 Aerodrome Manager Aerodrome Reporting Officer
2	Hamilton Police	Hamilton Police Station Thompson Street Hamilton Officer in Charge
3	Hamilton Base Hospital	Foster Street, Hamilton Vic 3300 Chief Executive Officer
4	Civil Aviation Safety Authority	District Aerodrome Inspector Melbourne P O Box 558 Collins Street West, Vic 8007 Tel. 9927 5355; Fax 9927 5336.
5	Ambulance Service	Manager Operations, Ambulance Service Victoria, South West Region Western Area Office P.O. Box 337, WARRNAMBOOL VIC. 3280
6	State Emergency Service	Regional Director Vic. S.E.S. P.O. Box 471 Hamilton Vic 3300
7	State Emergency Service Hamilton Unit	c/o Regional Director Vic. S.E.S. P.O. Box 471 Hamilton Vic 3300
8	Country Fire Authority	Officer in Charge Regional Officer Region 5 Coleraine Road Hamilton
9	Medical Officer	Dr. Dale Ford Hamilton Medical Group Tel. 55 722 422 BH Tel. 55 18222 AH Or 55 712 554 AH
10	Hamilton Fire Brigade	P.O Box 60, Hamilton Vic 3300
11	Hamilton Ambulance Station	Cnr Foster and Clarendon sts Hamilton



LATITUDE  
S 37 38.9

LONGITUDE  
E 142 03.9

Southern  
Grampians  
Shire Council

SHEET NO. 1 OF 1  
DWG NO. A  
REV NO. A

HAMILTON AERODROME

APPROVED BY: J. NOLAN  
DATE: 21/1/05

DRAWN BY: [Name]  
CHECKED BY: [Name]

SCALE: 1:1000

DAM

HENSLEY PARK ROAD

HENSLEY PARK ROAD

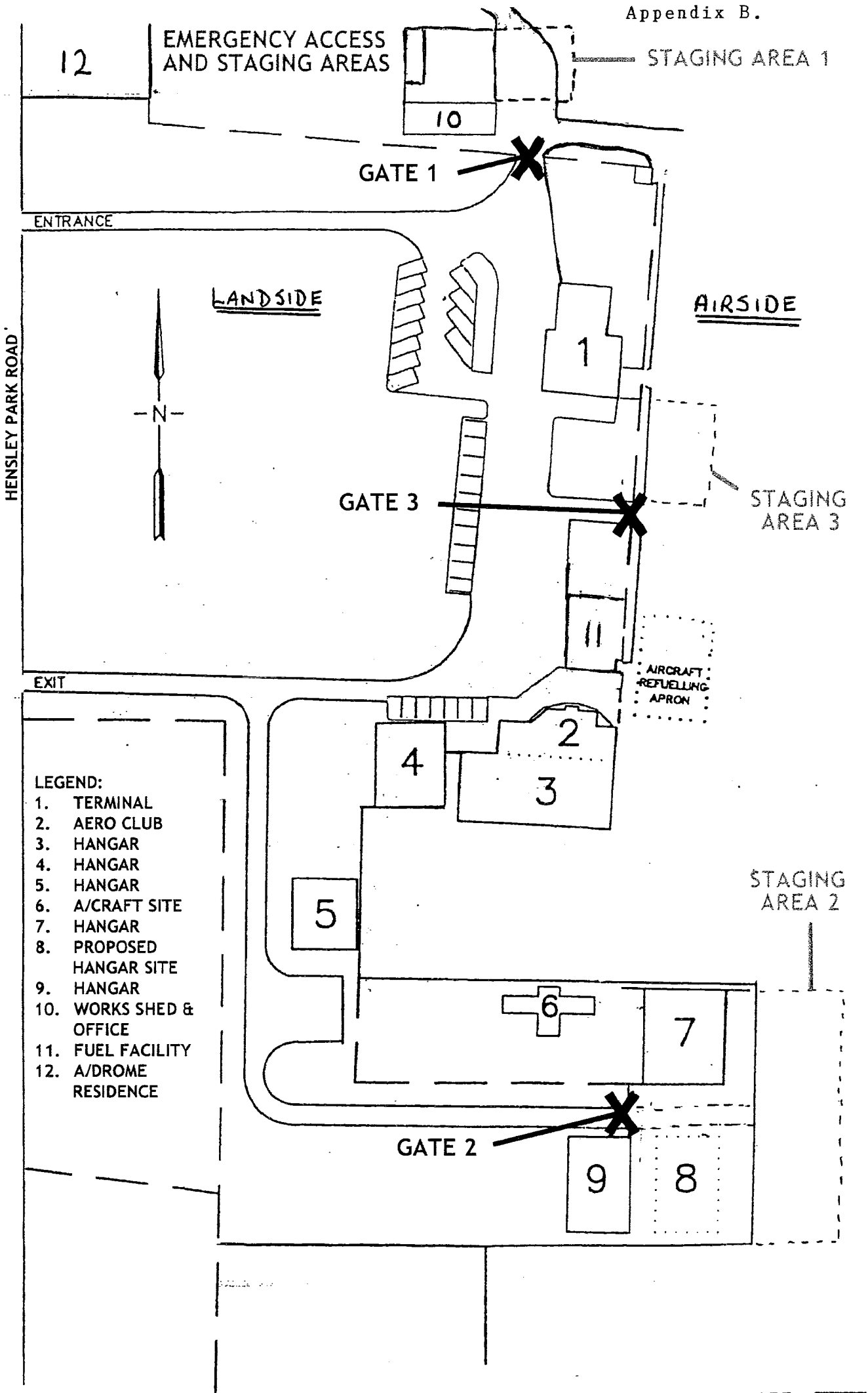


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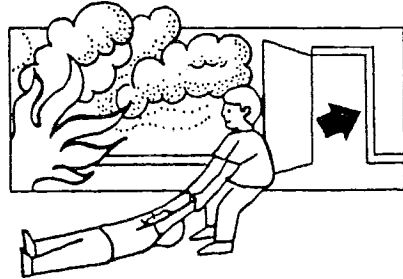




# FIRE orders

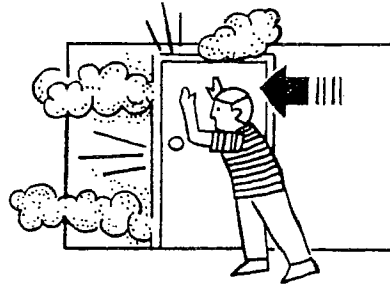
1

Assist any person in immediate danger – if safe to do so



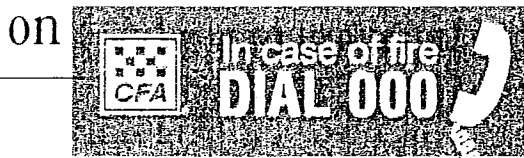
2

Close the door



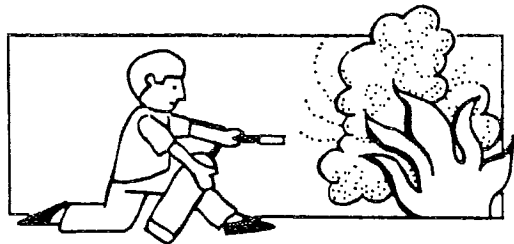
3

Call the Fire Brigade



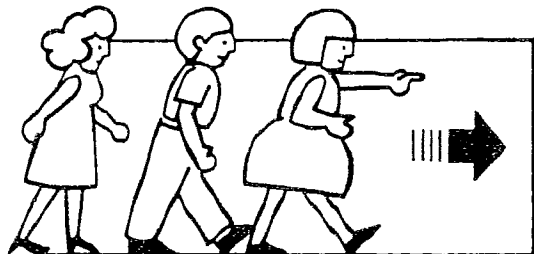
4

Attack fire if safe to do so



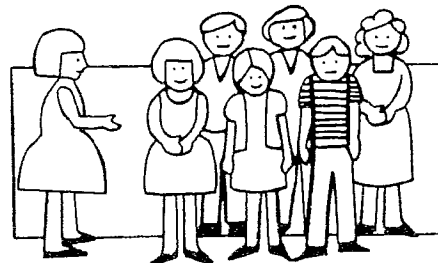
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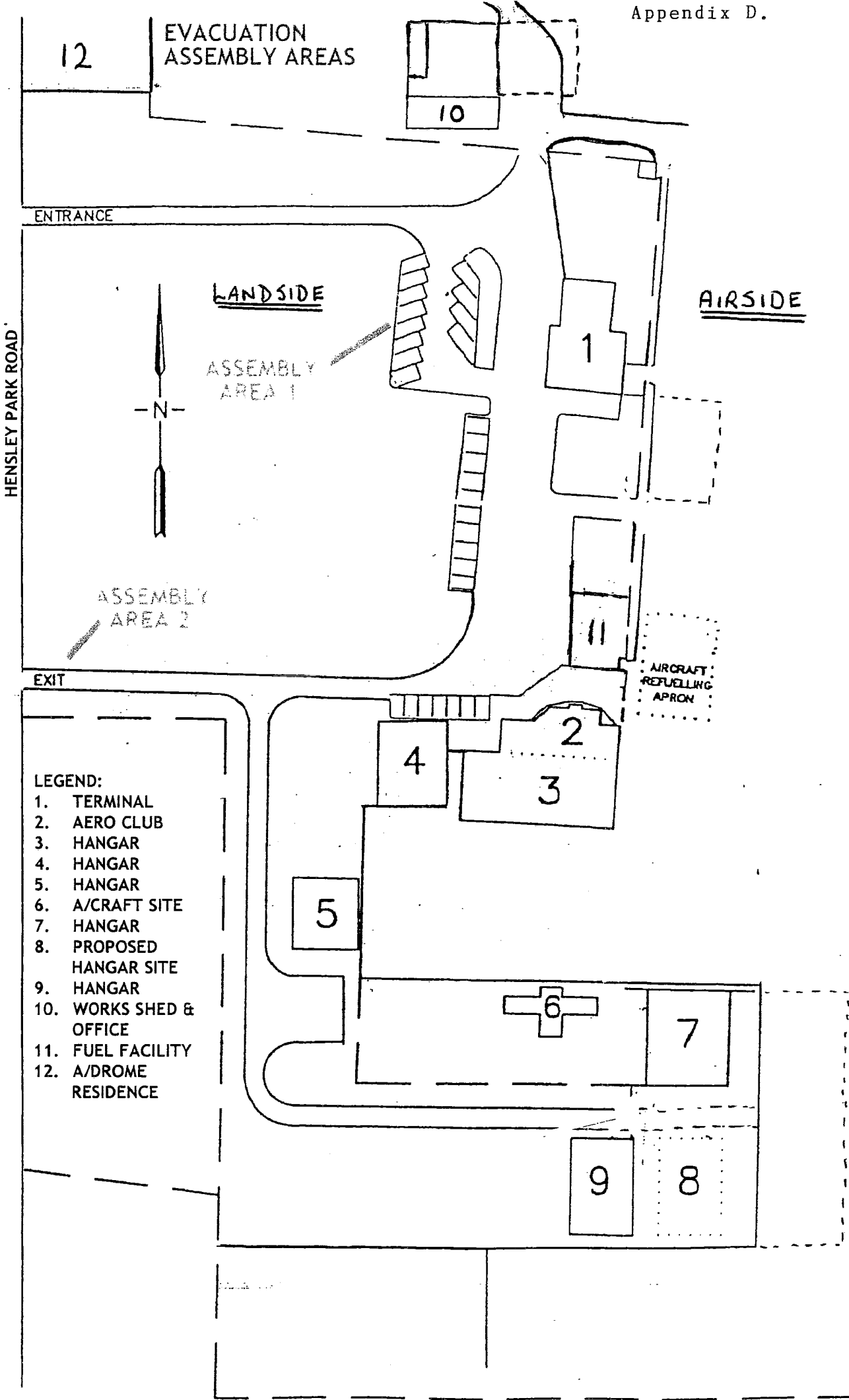
Evacuate to assembly area (insert location)



6

Remain at assembly area and ensure everybody is accounted for





- LEGEND:**
- 1. TERMINAL
  - 2. AERO CLUB
  - 3. HANGAR
  - 4. HANGAR
  - 5. HANGAR
  - 6. A/CRAFT SITE
  - 7. HANGAR
  - 8. PROPOSED HANGAR SITE
  - 9. HANGAR
  - 10. WORKS SHED & OFFICE
  - 11. FUEL FACILITY
  - 12. A/DROME RESIDENCE





**WHAT TO DO:**

**Emergency response**

Ensure normal emergency response notifications are completed: police, fire (including HAZMAT), ambulance (000), ATSB 1800 011 034 or DFS-ADF 0410 626 357.

**Remember:**

- Exercise extreme caution: aviation accident sites contain potential hazards including flammable and toxic materials and may also contain explosives.
- Do no more than is necessary to preserve life without endangering your own, before seeking advice from ATSB or Defence on any hazards that may be present.
- NOTHING should be disturbed other than that necessary to rescue survivors or preserve life and suppress post-crash fires.
- Within the limits imposed by actions necessary to preserve life, photograph, sketch or make mental notes of wreckage before disturbing it. DO NOT become a casualty yourself!
- Note the location and condition of safety harnesses and positions of survivors before they are moved.
- Every piece of the aircraft, its location and exact position, is important in determining the sequence of events and the contributing factors that led to the accident.
- Secure the accident site by placing a cordon around all scattered wreckage, as well as other evidence such as marks made by the aircraft, and ground scars.
- Important evidence can be gained from instrument readings, control positions, soot and fire patterns, location of fatalities, ground scars etc.
- Obtain names, addresses, contact numbers and intended movements of witnesses, and note in particular any witnesses who may have photographic or video evidence of the accident.

**If fatalities have occurred:**

- Check with the coroner or their representative (usually the police) before taking any action to remove bodies.
- Check with the ATSB or DFS-ADF Investigator in-charge to ascertain whether there are any special requirements for in-situ pathological examination before removing bodies.

**If bodies are removed before an ATSB or Defence Investigator arrives:**

- Carefully record the posture and position of each victim, with photographs and/or sketches.
- Photograph or sketch any marks on the ground or wreckage that may be affected by removal of any victims or the actions of attending emergency services personnel.
- Leave the wreckage as undisturbed as possible when removing victims.
- Ensure bodies are decontaminated of hazardous substances prior to removal from accident site.

Supplement to Civil and Military Aircraft Accident Procedures for Emergency Services Personnel, Edition 1 2002

**WARNING**

Be aware that an accident site may contain potential hazards. Do no more than is necessary to preserve life without endangering your own, before seeking advice from ATSB or Defence on any hazards that may be present.

**Do not:**

- Assume that the ATSB will attend all aviation accidents, ie, occurrences involving serious injury or substantial damage. (However, a DFS-ADF Investigator will attend all military accidents involving serious injury, death or substantial damage.)
- Try to restore disturbed wreckage to its original state.
- Release the wreckage or any part of it, to anyone until the ATSB or DFS-ADF Investigator in-charge confirms the release of custody of the wreckage.

**NOTES**