

## Emergency Plan for Hawkes Bay and Waipukurau Gliding Club Inc.

(In the event of an emergency use this document as a reference.)

<u>Bridge Pa Aerodrome</u>	Lat S 39 degrees 38 minutes 48 Seconds
	Long E 176 degrees 46 minutes 01 seconds
<u>Waipukurau Aerodrome</u>	Lat S 39 degrees 59 minutes 48 seconds
	Long E 176 degrees 32 minutes 13 seconds

### **1. Taking Charge**

Depending on who is immediately available, in order of preference, the person taking charge should be:

- CFI
- Duty Instructor
- Senior Club member (e.g. other instructor, Committee member, or experienced pilot)

### **2. Priorities (remember effective communication is critical).**

- **1st priority for immediate action is life or property.**
- 2<sup>nd</sup> priority is CAA and Police requirements.
- 3<sup>rd</sup> priority is notifying the Club President and CFI if not on the site.
- Media enquiries are lowest priority, and should be dealt with by the President, Vice President, or CFI. Media should be given facts only – no speculation as to causes, no names of persons involved.

### **3. Emergency on or Near Club Site**

The HB and East Coast Aero club have a MOU with the Hastings Fire and Rescue. If an accident occurs, phone the Hastings Station (111?) and inform them of an accident at Hastings aerodrome and they will send 4 units in response, otherwise follow the procedure below.

- a) If injury is obvious or likely, dial 111 for an ambulance, giving site name and physical location for road access, and GPS co-ordinates for helicopter if appropriate (see top of the page.) A fatality requires police as well.
- b) Take emergency kit and fire extinguisher to site and extinguish any fire. Fire extinguishers are located -

**Bridge Pa** - Dry Powder by the switch board (east wall) in the Club hangar, small Dry Powder extinguisher in the caravan, Dry Powder on the fence by the mogas fuel tank, and by the AvGas pumps, and in the Aero club office. First Aid/Emergency kit located in the Aero club office.

### **Waipukurau**

4.5kg Dry Powder extinguisher on loading deck just inside Gliding Club Hangar.

1<sup>st</sup> Aid kit in the club caravan

### **Dry Powder extinguishers**

4.5kg in hangar next to club hangar (aero club side)

4.5kg in next hangar – 172 Hangar

4.5kg in Aero club office

4.5kg in back of Aero club Hangar

4.5kg at avgas fuel pumps plus emergency plan document.

In the event of an emergency, trained Fire and Rescue/and/or medical personnel should be quickly on the scene and be able to take charge and make the appropriate decisions. In the unlikely event of their delayed arrival club members on the scene may need to be aware of the following paragraphs c) to i), and act accordingly.

- c) Do no more than is necessary to preserve life – if reasonable and spinal injury is not suspected, remove occupants to administer first aid, noting the state of the safety harnesses and positions of the occupants as they are extricated.
- d) All surviving casualties should be transported to hospital or other medical facility for further assessment, regardless of their condition.
- e) If an aircraft is involved, DO NOT move any wreckage unless absolutely necessary, in which case photograph or make notes of the wreckage disposition if possible before disturbing it.
- f) If an aircraft is involved, advise CAA on 0508 ACCIDENT **(0508 222 433)** as soon as practical. Secure the accident site, including all scattered wreckage, as well as other evidence, such as ground scars etc. (Do not attempt to move any scattered wreckage items and do not release any wreckage other than to official investigators/police).
- g) Obtain the names, addresses, phone numbers, and intended movements of witnesses.
- h) Check with the police before any action is taken to remove bodies.
- i) Advise President, Vice President, and CFI if not present – defer all media enquiries to one of them.

#### **4. Emergency away from club site, involving aircraft that the club is flight-following.**

- a) A possible scenario is the pilot of another aircraft witnessing an aircraft accident and reporting this by radio back to base. Ask the reporter to provide LAT/LONG, carefully noting whether the minute format is decimal (which is usual) or mm and ss.
- b) Dial 0508 ACCIDENT (**0508 222 433**) and pass on all information available, particularly the LAT/LONG if known, to facilitate helicopter rescue.
- c) Dial 111 for police, advising the situation and that you have already called CAA.
- d) If feasible, consider dispatching a tow plane to land near the emergency site to provide assistance and/or to relay information. Note that the tow plane transponder (via ATC), may be a means of pinpointing the site for emergency services.
- e) If feasible, dispatch responsible persons with emergency kit to the site by road to provide assistance to pilot(s) or police.
- f) If the site is reached before the police, follow steps in the previous section, regarding removal of occupants and securing the wreckage. Take photographs and make notes of anything you think could be of assistance in the subsequent investigation.
- g) Advise the landowner of the situation, including preliminary advice of any property damage.

## **5. Overdue Glider**

- a) This procedure should be initiated when:
  - More than 60 minutes has passed since the position of a competition glider has been shown by satellite (e.g. SPOT), or reported via "Ops Normal" call; or
  - During normal cross country flying activities, a responsible person (e.g. the duty instructor) considers the glider to be overdue, having regard to information about pilot intentions, experience level, conditions and/or contacts reported by other pilots, weather conditions, time of day, nature of terrain, SPOT position, ATC radar etc.
- b) Call the Rescue Co-ordination Centre (RCC) on **0508 472 269** to establish an alert phase (see Appendix 2 for the information required).
- c) Request radio assistance from other pilots still airborne in the area and call mobile phones of pilot and crew members.
- d) Establish an area of probability for glider location.
- e) If the glider is not located within 30 minutes of initial call to RCC, call again to declare glider overdue and advise details of any aerial search resources immediately to hand.
- f) Appendix 3 provides practical steps for assisting RCC and the Police with a search and rescue operation.

## **6. Aerial Searches**

- a) RCC will make any decisions regarding aerial searches for overdue aircraft, so any decision to commit club or club member's resources to the aerial effort must have RCC prior approval and specific tasking.
- b) If the club is tasked with assisting in an aerial search, try and include observers who are experienced cross- country pilots familiar with the area. Subject to RCC tasking, check airstrips and possible land out areas first. Do not put people at risk.

**7. Returning to normal operations after emergency stand down.**

- a) The Club President should (or his nominee) should telephone the GNZ President and the ROO or NOO to advise them about the emergency and the "state of play."
- b) Consider whether any persons involved might need counselling, and if so, contact Victim Support on 0800 VICTIM (**0800 842 846**).
- c) If Club assets are lost or damaged, the relevant Insurance Company should be promptly advised in order not to prejudice any subsequent claim.

**Appendix 1 – Contact List**

	Landline	Mobile
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Club President	Graham White	06 877 6073	021 709 332
CFI	Neil Faulknor	06 281 2306	0274966372
Vice President	Richard Keir	06 855 4817	
Chief Tow Pilot	Bruce Chambers		027 244 9896
<b>Police/Fire/Ambulance</b>		111	
Report Aircraft Accident	CAA	0508 222 433	
Search & Rescue	RCCNZ	0508 472 269	
Medical Centre	Hastings		Waipukurau (06)858 7767
Air Traffic Control	Napier Tower	835 7584	021574096
Victim Support		0800 842 846	
GNZ President	Karen Morgan	03 418 4262	027 299 0301
NOO	Steve Care	07 843 7654	027 349 1180
ROO	David Hirst		021 493 349
Insurance Company			

**Appendix 2 Initial Notification of Missing Aircraft**

Have as much of this information as possible ready when you make contact with RCC

**RCC 0508 472 269**

Your name		
Your Location		
Your Contact Details		
The missing Aircraft	Type	Registration
Pilot in Command	Full Name	Age
Crew/Passenger	Full Name	Age
Place of Launch		
Time and Type of Launch		
Intended destination		
Intended/declared task/route		
Last known position and time		
Lat/Long/time		
Details of any tracking device		
Carried, e.g. SPOT, Flarm		
(Include details of links to		
Host website/log-on/pass word		
Or tracking device		
Other Equipment on aircraft		
Radio type, parachute(s)		
ELB/PLB, cell phone with		
Contact numbers		
Distinguishing features of aircraft		

### **Appendix 3 Practical Steps for Assisting RCC and the Police in Running a Search and Rescue Operation**

1. As soon as an aircraft is considered missing (see section 5a) the RCC in Wellington should be called on **0508 472 269**. Be ready with as much of the information on the Initiation Notification of Missing Aircraft form as possible (Appendix 2).
2. Then call the NZ Police. Police will turn up relatively quickly and will have forms etc. required for SAR ops. The police will have overall local command but will most likely use experienced gliding personnel to assist in the search and liaise with RCC to best utilise their experience and knowledge of where the missing aircraft may be.
3. Set up a base area, ideally a room with radio communications, telephone and computer with internet access (with google earth) and a colour printer. Get maps that cover the possible search area. A white board is very helpful for briefing and sharing important information.
4. Immediately try to contact the missing aircraft. This should include making calls from other aircraft in the air. Check with STC and have calls made on any other area frequencies, MBZ etc. of chat frequencies. Also try the missing pilot's cell-phone.
5. Immediately check for any tracking devices the aircraft may have been using (e.g. SPOT).
6. Ascertain as much information about the flight as possible. This should include any declared intentions by the pilot in command and may be known by friends, other pilots, family or those who assisted the pilot with pre-flight preparation. If possible get the pilots log book, and get a feel for what flying has been done recently and where the pilot may go. Use this information to plot the possible search area and the possible flight track taken in the prevailing conditions. Ascertain what other aircraft have been flying during the time the missing aircraft has been flying and gather information from other pilots about the conditions during their flight.
7. Gather contact details of potential helpers and possible search aircraft available and their capabilities. Organise delegation of duties such as spotters, radio ops, search pilots (note these need to be CPL qualified pilots for search flights to be paid by RCC) and advise a time and place to meet for an Initial Search Briefing.
8. NOTE: Searches are ultimately authorised from RCC and co-ordinated on site by the Police. This can take a bit of time to set up with available aircraft and CPL qualified pilots.
9. Initial searches can be done by the club and should focus on the most likely places the missing aircraft would be, including local strips, but this may be at the expense of the club unless authorised by the RCC.
10. The search area should be refined in liaison with RCC and plotted on available maps. Establish a computer link with RCC.
11. The use of SPOT type flight following devices and Nano flight recorders in the search aircraft is extremely helpful in overlaying tracks of where search aircraft have been. The tracking code/aircraft registration associated with beach SPOT and Nano in the search aircraft should

be made available to RCC, and search aircraft track plots sent to RCC as soon as possible after the aircraft lands.

12. Hold an Initial Search Briefing. Time is critical; avoid unnecessary delays but do ensure the briefing of search crews is adequate, so each group knows exactly where they are assigned to search.
13. Provision for printing maps of each of the search areas should be considered if possible, also to layout search areas for each search aircraft. Ensure there is effective communication with each aircraft.
14. Brief the spotters on what they may see, as a crashed aircraft may be broken up and not look like an aircraft from a distance. Look for anything unusual or out of place. Reflections etc. white in green. Specific guidance for spotters is available in the NZ SAR Air Observers Manual.
15. At the end of any search sortie, debrief where each search has been and keep records, print tracks on maps and pass this to the RCC.
16. Do not assume that area searched has been completely done. It is easy to miss seeing a downed aircraft due to sun angles, slope of terrain, or simply looking in the wrong direction at a particular instant. Snow covered ground is particularly difficult with a white glider.
17. If an aircraft is sighted, get the search aircraft to relay the GPS co-ordinates or accurate map position to the base. Take aerial photographs of the scene so as to make it easy to re-locate for the rescue team.
18. If the aircraft is found it is likely the RCC will dispatch a helicopter to the site with a local rescue team.
19. Consideration for the performance of each search aircraft should be considered if higher altitude areas need to be searched.