



Fly in Emergency Response Plan
(ERP)

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Contact List:

Agency	Contact	Telephone
<u>Aerodrome Owner/Operator</u>		
<u>Australian Search & Rescue</u>	<u>Duty Officer (Aviation)</u>	<u>1800 815 257 (24hrs)</u>
<u>Australian Transport Safety Bureau (ATSB)</u>	<u>Accident Notification</u>	<u>1800 011 034 (24hrs)</u>
<u>State Police.</u>		<u>000</u>
<u>State Fire & Emergency Services</u>		<u>000</u>

Reference doc.

- 1) CASA AC 91.21
- 2) AIP ENR 1.14
- 3) <https://www.atsb.gov.au/aviation-reporting-requirements>

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Introduction:

RV Aircraft Australian Inc (RVAA) conduct fly in meetings aimed at social gatherings and safety enhancement. These fly in events attract numerous aircraft from locations based all over Australia. Before each fly in event a formal review of the airfield's ERP is required.

Prior to a fly in event a review will be carried out by the RVAA Committee per the RVAA Hosting Guidelines. Part of this review includes;

1. Review of the suggested fly in airfield and its facilities.
2. Review of the ERP as applicable to the event
3. The appointment of an event Duty Operations (Ops.) Officer by the President.

Ideally, the RVAA will use the selected airfield's ERP if it is deemed fit for purpose. An initial review of the Airfield's current ERP will be carried out. (Certified airfields are required to have an approved ERP and should be OK.) ALA while not formally required to have an ERP but may have some if not all the elements in place.

Aim:

The aim of an ERP is to provide a structured and comprehensive plan and list of instructions to be followed in the event of an accident, incident, or occurrence at an air display or fly in.

Purpose of an effective ERP is to:

1. Provide focus and structure that can be easily followed in stressful situations and assign and/or delegate responsibilities –
2. Save and protect lives through timely, effective and coordinated response and recovery.

3. Manage the risk of further injury to persons and damage or loss of property
4. Inform the appropriate persons and organisations in a timely manner to manage the external components of the emergency.
5. Record and preserve data/information and identify witnesses and participants for investigation purposes
6. Recover and restore operations.

When should the ERP be activated?

The ERP should be activated whenever any of the following occur:

1. An accident or serious incident
2. A fatality or serious injury
3. an event, or potential event, identified as catastrophic.
4. If physical or mental wellbeing of other persons is affected.

What should occur when the ERP is activated?

The instructions in the ERP will depend on the activity and risks/threats that are present, however the following should be considered as the priority actions:

1. Assist and treat injury/s,
2. Call for assistance, (call 000)
3. Stop all associated activity (if applicable)
4. Advise relevant responsible persons
5. Advise relevant authority

Handover of responsibilities to authorities

Once Police and other first responders are on site and the situation is stabilised and the three (3) Phase Actions (**see Appendix B**) have been completed, in consultation with all the relevant authorities in attendance start to handover the functions of the ERP.

Standby to assist Police and ATSB with their information gathering.

Do not make any statements to media or social media without clearance from the RVAA President.

Return to normal operations.

Post incident/accident the responsibility for clearing the airfield to return to normal operations rests with the Airfield Operator.

This decision depends on the occurrence and the severity, but normally would consider at least the following:

1. Operational Safety
2. Wellbeing
3. Reputation.

Post emergency actions

Post ERP actions generally relate to reporting and clean up if necessary. Dependant on the occurrence, this is normally managed by relevant authorities (Refer to <https://www.atsb.gov.au/aviation-reporting-requirements> and AIP ENR 1.14) and may include:

1. Quarantine of documents, video and phone photos footage, and data
2. Wreckage management and removal
3. Identifying witnesses
4. Providing witnesses statements if required.
5. Dealing with media/public comments
6. Counselling and mental health considerations.
 - o As a minimum people involved in the incident should be debriefed with a focus on their welfare.
 - o Depending on the scale of the incident, there may be a requirement for crisis care, bereavement, mental health, suicide prevention, trauma counselling?

Operational response to an Emergency:

Should the nominated Duty Ops. Officer become aware of an emergency incident they should make immediate contact with the emergency response agency who will in turn on arrival at the incident site, assume responsibility for incident management. Nominally the State Police Service will assume that role, contact to be made via 000 telephone contact.

Pending the arrival of the incident controllers nominated Duty Ops. Officer and or RVAA member/s may be required to take action to assist in the initial containment and safety of the incident. Use the Phase 1, 2, & 3 Action Plan cards see **Appendix A and B.**

Coordinated Action Plan in the event of an Accident.

Note; Only assist if it is safe to do so and use all available personal Protection Equipment” (PPE).

1) Communications

Make a 000 call advise situation and incident location,

- A. **First Respondent (FR)**, call 000 request either Fire brigade or Ambulance or Police or all three if necessary. Maintain phone contact until told to 'hang up' by the 000 Incident Controller, then assist, if there is a fire use Dry powder Firex.
The first objective is to preserve life and limb initially.
- B. **Second respondent, (SR)** check with FR re action taken then support as required, stand by with a Firex and use it if required.
- C. **Third Respondent (TR)** assist as directed and relieve the FR who will follow up with Communications to 000 as required.

2) Hazardous Installations

- A. First respondents to advise all persons (particularly the Fire Brigade officers) to be aware of;
 - (a) the possibility Ballistic Parachute System (BPS) installations in any aircraft wreckage.
 - (b) Location of fuel tanks;
 - (c) Location of batteries

3) Response Times

Given an initial call to 000 may activate multiple Fire Brigades

It is important as mentioned in the Communications that progressive 'sitreps' be advised to 000 whenever the situation either improves or worsens. This will allow the incident controllers to manage the assets.

4) Isolation and containment of area of incident.

- 1) Identify safe access route to scene and convey advice to emergency responders.
- 2) In the absence of any assistance from Fire and Emergency services consider the following;
 - a. First objective is to preserve life and limb initially, assist pilot and crew exit aircraft. Use all available tooling and PPE. See Appendix B

- b. Isolate/deactivate power and fuel supply/s.
- 3) Establishment of an Emergency Assembly point or area
- 4) Identify possible shelter locations to protect personal from weather.
- 5) Organisation of recovery equipment (undercarriage Dolley) for removal of aircraft from runway.
- 6) Notification of ATSB.

Roles & Responsibilities:

Initially, the RVAA the Duty Ops. Officer and in turn, the Police Service

1. Notify Fire Services, Ambulance, Hospital, Airfield operator, aircraft operator/s.
 - a. Maintain communications and update relevant first responders whenever there is an escalation or de-escalation of the incident.
2. Proceed to the scene of the crash and assume command and control of the area
3. Establish a danger area in conjunction with the Senior Fire Officer
4. Establish a Forward Command Post
5. Establish and control an assembly area for all other services
6. Establish communications with all other services.
7. Isolate and secure the site, admitting only essential emergency service personnel and equipment
8. Arrange for unrestricted passage of emergency vehicles to and from the site
9. Ascertain from the Senior Fire Officer when the area is safe for emergency services to enter
10. Direct walking survivors to the triage area and account for all persons involved
11. Secure the area until investigations are underway by relevant authorities.
12. Notify the Search and Rescue Officer (SARO) from AusSAR to respond to specific requests as appropriate. (if applicable)
13. Notify the Search and Rescue Officer (SARO) from AusSAR when the emergency has concluded (if applicable)
14. Declare stand down or handover to Fire Service or other competent agency following consultation with all the agencies involved

15. Aerodrome Reporting Officer, if applicable & on duty or the nominated RVAA event Duty Ops. Officer.

- 1) As above advise Police, fire services and ambulance if first at the scene
- 2) Provide radio equipped Marshall or a member at the Staging Area

If applicable.

- i) Prepare to implement full emergency or crash on aerodrome procedures.
- ii) Ensure closed-runway markers are in place,
- iii) Position airside vehicle in full view of the landing and observe aircraft until it stops,
- iv) Conduct runway and taxiway inspections after landing for serviceability,

Appendix A:

HOST AERODROME DETAILS:

Host Aerodrome Name	Details
Description of Aerodrome	Insert details. <ul style="list-style-type: none"> • Physical location of aerodrome • Lat & Long • Describe runways.
Address	Insert Physical address.
Contact Details	Owner / Operators details
Person Responsible	Insert name & Contact details.
Refuelling	Insert details for refueller.

Airfield map;

Appendix B

Confirm phone numbers are current before fly in - Date / / .

Duty Ops. Officer Incident /Accident Phase 1 Actions			
Action	Responsibility	Details	Record time & details
Call EMS	<ul style="list-style-type: none"> • Police • Fire brigade • Ambulance 	<ul style="list-style-type: none"> • 000 • 000 • 000 	
Aircraft Missing?	AUSAR	1800815257	
STOP Flying	Display Coordinator	VHF radio on CTAF frequency, divert arriving aircraft.	
Public Announcements	Media Person	Prepared statement	
Public and helpers		Prevent access to incident area, orderly departure	

Duty Ops. Officer Incident /Accident Phase 2 Actions			
Action	Responsibility	Details	Record time & details
Record	Appoint a senior Marshall or member to this task.	Start making a record of events, use a timeline type document or a phone notes and supporting photos..	
Report	Police site Commander	Record details Name / position etc	
Consider		<ul style="list-style-type: none"> • Dangerous goods including undeployed aircraft parachute/s. • PPE hazardous fumes and smoke 	
Advise ATSB	Duty Ops. Officer To review https://www.atsb.gov.au/aviation-reporting-requirements & if applicable advise ATSB	1800 011 034	
Identify & Quarantine		<ul style="list-style-type: none"> • Documents • Data • Witnesses • Wreckage • Radio recordings 	

Ops. Officer Incident /Accident Phase 3 Actions			
Action	Responsibility	Details	Record time & details
Review & debrief.	Duty Ops. Officer.	Documents, records, data, photos. Ensure accuracy.	
Consider post incident welfare of key personal.	Duty Ops. Officer.	As a minimum people involved in the incident should be debriefed by someone not directly involved in the incident. Depending on the scale of the incident, there may be a requirement for crisis care, bereavement, mental health, suicide prevention, trauma counselling?	
Review	Duty Ops. Officer.	ERP all actions taken	
Brief	Duty Ops. Officer.	<ul style="list-style-type: none"> • All Key personnel, review all tasks completed. • Consider further operations or cease. • PA announcements, 	
Media & public statements		<ul style="list-style-type: none"> • Review media plan's prepared statements etc. • Only to be made with approval of the RVAA President. 	

Appendix B: Suggested Basic Emergency Equipment list;

- 1 Two First aid kits.
- 2 A slab of bottled water eg 20 x 500ml plastic bottles.
- 3 At least 4 face masks, and
- 4 4x pairs of leather 'linesman' gloves
- 5 4 x 5 kg Dry chemical Fire extinguishers
- 6 2 x Fire blankets
- 7 2 Knapsacks – for grass fires
- 8 A crash kit comprising.
 - i. A set of bolt cutters
 - ii. An axe
 - iii. A shovel
 - iv. A mattock
 - v. A hacksaw
 - vi. Crow bar
 - vii. Crash access tool (big can opener)
 - viii. Grass fire beaters
 - ix. Woollen Blanket or a 'Space Blanket'
 - x. 2 sets of firefighting overalls and suitable boots, gloves, helmets and face shields for members to use in the first response phase of assisting injured persons.