Airport Emergency Plan (AEP)

Kapiti Coast Airport Holdings Ltd

The Airport Emergency Plan (AEP) is promulgated to ensure the deployment of airport based resources is well co-ordinated with the responses by emergency services and community resources, and that appropriate priority is accorded to ensure the preservation of life and property. The AEP sets out the responsibilities, command, communications and co-ordination functions required of the personnel and agencies involved in dealing with emergencies affecting the airport.

Exposition – Part 2

PREFIX A – Emergency Message Form

EMERGENCY MESSAGE FORM

INSTRUCTIONS:	Notify **Emergency Services** by dialling **111**
LOCATION OF EMERGENCY:	**Kapiti Coast Airport** (Paraparaumu)

(Tick)	PHASE - For All Emergencies		
	CRASH	Spoken: *"CRASH CRASH CRASH"*	🟥
	FULL EMERGENCY	Spoken: *"FULL EMERGENCY FULL EMERGENCY FULL EMERGENCY"*	🟨
	LOCAL STANDBY	Spoken: *"LOCAL STANDBY LOCAL STANDBY LOCAL STANDBY"*	🟩

	EXERCISE	(Spoken Three Times)	**For Non-Emergency Use Only**
	COMMUNICATION CHECK	(Spoken Three Times)	**For Non-Emergency Use Only**

DO NOT delay the initial notification while looking for the information below

1	Location or RWY to be used:	*Give Emergency Plan Grid Map Reference (pages P-3 or P-4)*
2	Type of aircraft:	
3	Aircraft Registration (*if known*):	
4	**Estimated time of arrival (ETA):**	
5	Nature of trouble:	
6	Persons on board (*POB if known*):	
7	Fuel on board (*if known*):	
8	Dangerous goods on board (*if known*):	

READ BACK		(Tick)	**Time of Receipt:** ……………………………………………………. hours.

Dispatched to **AGENCY**	**TIME**

PREFIX B – Contact Telephone Numbers

EMERGENCY CONTACTS	
FIRE AND EMERGENCY, POLICE, AMBULANCE	111

Fire and Emergency NZ		**Phone Number**
Control Room Supervisor	*Non-urgent*	(04) 801 0812
Paraparaumu Fire Station	*Non-urgent*	(04) 296 1162

Police		
Paraparaumu Police Station	*Non-urgent*	(04) 296 6800

Medical		
Wellington Free Ambulance	*Non-urgent*	(04) 472 2999
Capital & Coast DHB	*Non-urgent*	(04) 385 5999

Kapiti Coast Airport Site	**Person**	**Phone Number**
Kapiti Coast Airport Holdings Ltd *– Airport Company*	Simon Lockie *– Airport Manager*	Mobile: 021 354 458 Work: (04) 298 1013, ext. 6
	Chris Simpson *– Chief Executive*	Mobile: 021 922787 Work: (04) 298 5794
	Jan Houston *– Safety Manager*	Mobile: 021 1192405
	Kevin Smith *– Airport Inspections*	Mobile: 027 248 4715
Aerodrome Flight Information Service (AFIS) *– Airways NZ*	Liz Christini *– Team Leader*	AFIS Tower: (04) 297 1170 AFIS Mobile: 021 340 314 VHF Radio: 118.30 MHz Mobile (Liz): 021 0871 3851
Air Chathams *– Scheduled Passenger Service*	Air Chathams Duty Operations Control *(emergencies)*	Mobile: 021 580 221
	Roy Mackereth *– Operations Control Manager*	Mobile: 021 580 178
Sounds Air *– Scheduled Passenger Service*	Andrew Crawford	Mobile: 021 311 994 Work: 0800 505 005
	Keith Andrew	Mobile: 021 072 7688
Kapiti Districts Aero Club *– Flight Training and Club*	Grant Twaddle *– Chief Pilot*	Work: 04 902 6536 Mobile: 027 412 0000
	Tony Quayle – Club President	Mobile: 027 570 0759
	John Harwood *– Chief Flying Instructor*	Mobile: 027 609 0638 Work: (04) 902 6536
Kapiti Heliworx *– Helicopter Operator*	Dennis Young *– Chief Pilot*	Mobile: 027 624 4335 Work: 0508 435 496
Sports Aircraft Association *– Microlight Club*	Tony Quayle	Mobile: 027 570 0759
Airways New Zealand	NOTAMs and Airspace closure	0800 626 756
Civil Aviation Authority	Reporting Incidents	0508 ACCIDENT (222 433)
Paraparaumu Beach Bowling Club *(Evacuation Centre)*	Tom Henderson *– Club President*	Home: (04) 904 1671 Mobile: 027 294 4489

PREFIX C – Response Charts

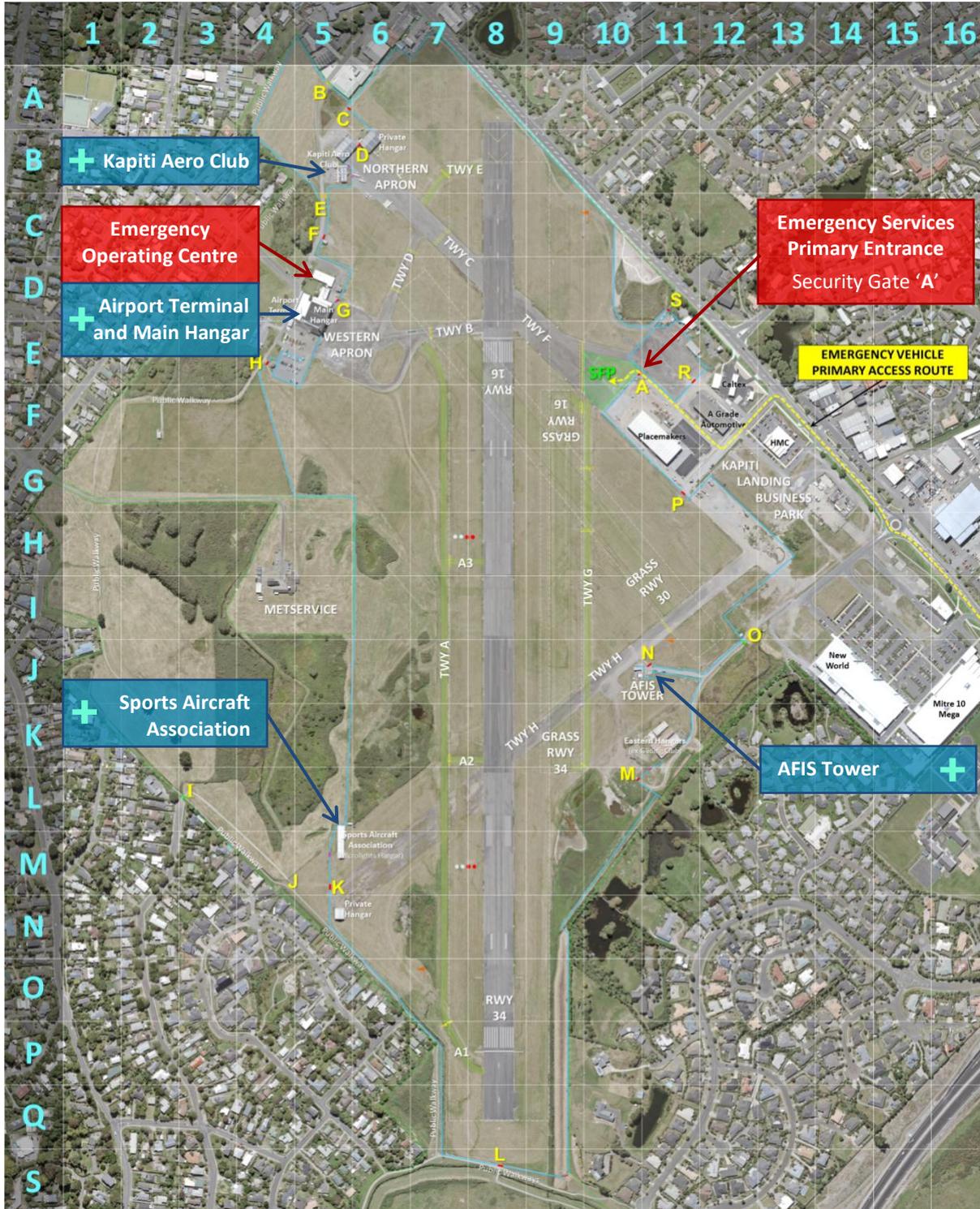## Kapiti Coast Airport Emergency Response Chart - No. 1

Chart 1: On the Airport Grid Map

Key:

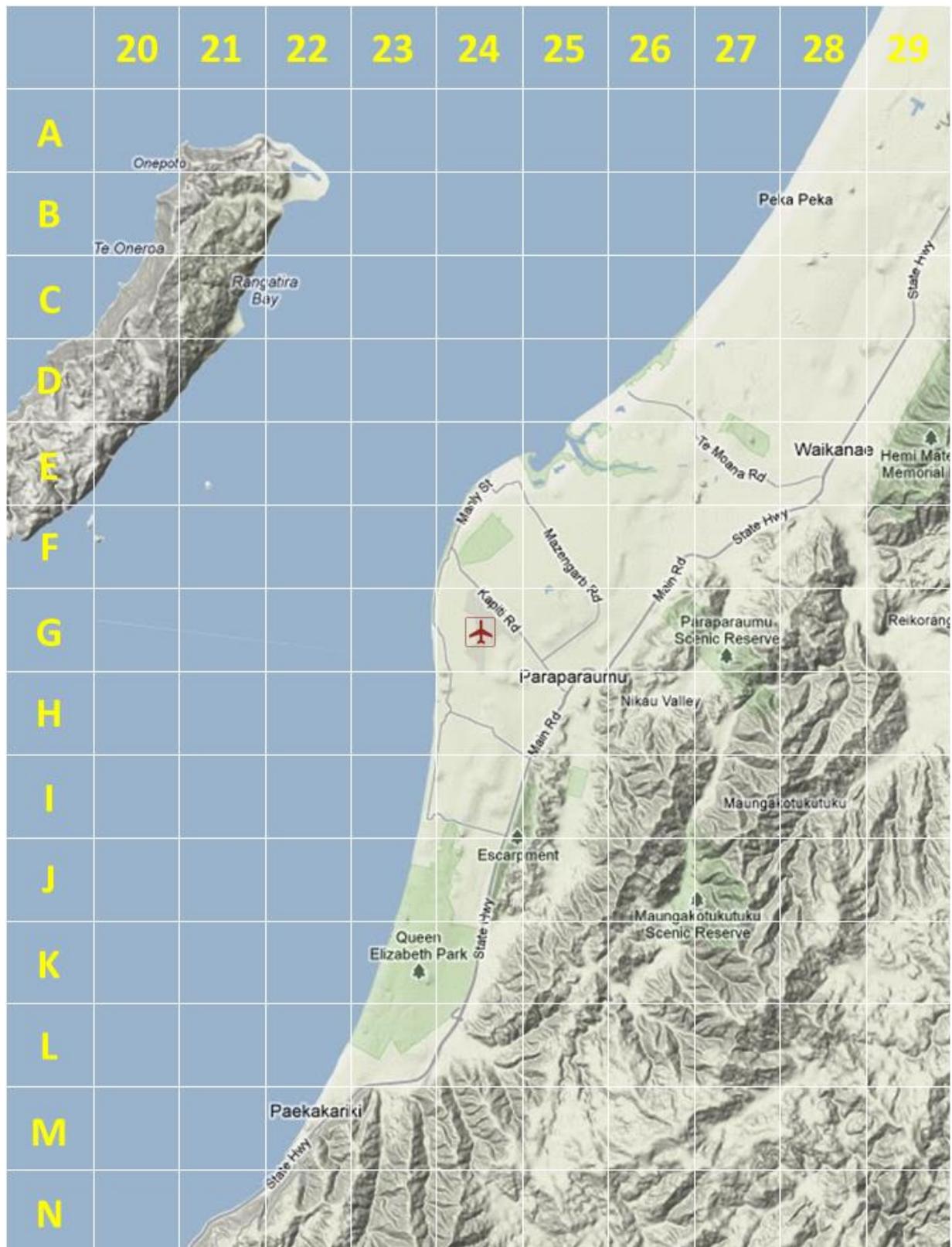|			
SFP	**Safe Forward Point**	/ (red)	**Security Access Gate**
		A	**Gate Reference**
✚	**First Aid and Emergency Equipment Available**	/ (orange)	**Non-Security Access Gate**

Kapiti Coast Airport Emergency Response Chart - No. 2

Chart 2: Off the Airport Grid Map

Kapiti Coast Airport Emergency Response Chart - No. 3

Chart 3: Airport Terminal Evacuation Zones

Kapiti Coast Airport Emergency Response Chart - No. 4
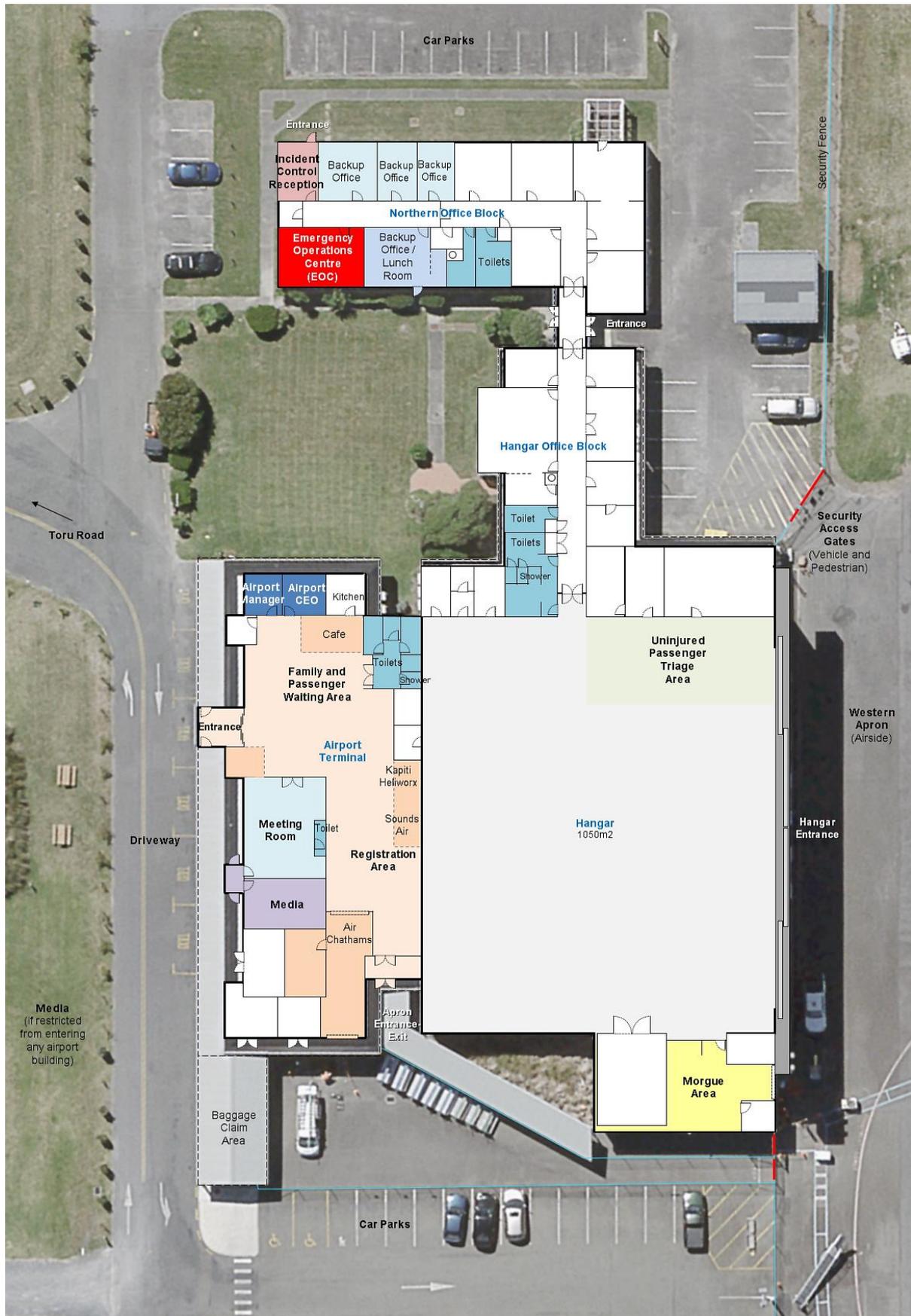
Chart 4: Recommended Emergency and Welfare Services Locations

PREFIX D – Media Statement

Media Statement Template

The following template is provided as a basis for an initial media statement following consultation with the Police.

SUBJECT: Aircraft Incident / Accident [*delete as applicable*]

Time: …………………………………   Date: …………………………………

On ………………………………… at Kapiti Coast Airport, an incident/accident [*delete as applicable*] occurred which is being handled by the ………………………………… and …………………………………………

The incident involves a …………………………………………………………………………………………… operated by …………………………………………………………………………. [*Name of Carrier*]

Aircraft Size/Type …………………………………………………………………

Flight Number …………………….....………..……

The aircraft originated from ……………………………………………….………

At present the airport is ………………………………… [*Open/Closed*]

Schedules for …………………………………….… flights are [*Cancelled/Delayed/Diverted/Unaffected*]

For any public or media enquires call: ………………………………….…… [*NZ Police Media Liaison*]

Kapiti Coast Airport Holdings Limited are providing their full support and assistance to the Police, airlines and operators involved in this incident and will update this statement as further information or media releases are provided by the relevant authorities.

AN IMPORTANT REMINDER FOR ALL AIRPORT STAFF:

- **Refer repeatedly to the above statements if questioned by any public or media.**
- **Repeatedly state that our feelings are with the relatives and friends involved.**
- **Affirm that we will be releasing information as it is provided by the Police and authorities.**
- **Do not speculate on any possible causes or reasons for the event, instead emphasise our commitment in helping all authorities with the investigations.**
- **Do not characterise the actions or decisions of other individuals, particularly the actions of the Police, authorities.**
- **Do not reveal the name of any persons involved unless stated above.**

Record of Revisions

Revision Number	Revision Date	Amended By
1 – Initial Issue	3 August 2012	Jason Russell – Airport Manager
2	9 May 2014	Jason Russell – Airport Manager
3	22 October 2014	Jason Russell – Airport Manager
4	5 December 2018	Jason Russell – Airport Manager Robert Binney – Chief Executive
5	7 August 2019	Jason Russell – Airport Manager Robert Binney – Chief Executive
6	23 October 2020	Jan Houston – Safety Manager

Distribution List

Copy	Manual Holder	Location	Hard Copy	Electronic
1	Chief Executive	Paraparaumu	*	*
2	Airport Manager	Paraparaumu	*	*
	Quality Assurance Manager	Paraparaumu	*	*
3	External Auditor	Taupo		*
4	FENZ Central Regional Comms Centre	Wellington		*
5	FENZ – Paraparaumu	Paraparaumu		*
6	NZ Police Central Comms Centre	Wellington		*
7	New Zealand Police – Paraparaumu	Paraparaumu		*
8	Central Emergency Comms Centre	Wellington		*
9	Wellington Free Ambulance	Wellington		*
10	St John Ambulance	Otaki		*
11	Kapiti Coast District Council	Paraparaumu		*
12	Wellington Regional Emergency Management Office (WREMO)	Paraparaumu		*
13	Capital & Coast District Health Board	Wellington		*
14	Regional Public Health	Wellington		*
15	Civil Aviation Authority	Wellington		*
16	Airways Corporation New Zealand	Wellington		*
17	PP Aerodrome Flight Information Service	Paraparaumu	*	*
18	Airways NZ Flight Inspection Unit	Paraparaumu		*
19	Air Chathams	Auckland		*
20	Sounds Air	Picton		*
21	Kapiti Districts Aero Club	Paraparaumu		*
22	The Flying School	Paraparaumu		*
23	Kapiti Heliworx	Paraparaumu		*
24	Sports Aircraft Association	Paraparaumu		*
25	Aviation Ltd	Paraparaumu		*
26	K & A Contractors Ltd	Paraparaumu		*
27	Rent Me Rentals	Paraparaumu		*
28	Choice Pies Ltd (The Landing Café)	Paraparaumu		*
23	Kapiti Warbirds Ltd	Paraparaumu		*
32	A Safe Kapiti (ASK)	Paraparaumu		*

List of Effective Pages

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P – 1	7 August 2019	Version 5	25	7 August 2019	Version 5
P – 2	1 November 2020	Version 6	26	7 August 2019	Version 5
P – 3	7 August 2019	Version 5	27	7 August 2019	Version 5
P – 4	7 August 2019	Version 5	28	7 August 2019	Version 5
P – 5	7 August 2019	Version 5	29	7 August 2019	Version 5
P – 6	7 August 2019	Version 5	30	7 August 2019	Version 5
P – 7	7 August 2019	Version 5	31	7 August 2019	Version 5
1	7 August 2019	Version 5	32	7 August 2019	Version 5
2	7 August 2019	Version 5	33	1 November 2020	Version 6
3	7 August 2019	Version 5	34	7 August 2019	Version 5
4	7 August 2019	Version 5	35	7 August 2019	Version 5
5	7 August 2019	Version 5	36	7 August 2019	Version 5
6	7 August 2019	Version 5	37	7 August 2019	Version 5
7	7 August 2019	Version 5	38	1 November 2020	Version 6
8	7 August 2019	Version 5	39	7 August 2019	Version 5
9	7 August 2019	Version 5	40	7 August 2019	Version 5
10	1 November 2020	Version 6	41	7 August 2019	Version 5
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20	7 August 2019	Version 5	51	7 August 2019	Version 5
21	7 August 2019	Version 5	52	7 August 2019	Version 5
22	7 August 2019	Version 5	53	7 August 2019	Version 5
23	1 November 2020	Version 6	54	7 August 2019	Version 5
24	7 August 2019	Version 5	55	7 August 2019	Version 5

Page Number	Revision Date	Version Number	Page Number	Revision Date	Version Number
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57	7 August 2019	Version 5	74	7 August 2019	Version 5
58	7 August 2019	Version 5	75	7 August 2019	Version 5
59	7 August 2019	Version 5	76	7 August 2019	Version 5
60	7 August 2019	Version 5	77	7 August 2019	Version 5
61	7 August 2019	Version 5	78	7 August 2019	Version 5
62	7 August 2019	Version 5	79	7 August 2019	Version 5
63	7 August 2019	Version 5	80	1 November 2020	Version 6
64	7 August 2019	Version 5	81	7 August 2019	Version 5
65	7 August 2019	Version 5	82	7 August 2019	Version 5
66	7 August 2019	Version 5	83	7 August 2019	Version 5
67	7 August 2019	Version 5	84	7 August 2019	Version 5
68	7 August 2019	Version 5	85	7 August 2019	Version 5
69	7 August 2019	Version 5	86	7 August 2019	Version 5
70	7 August 2019	Version 5	87	7 August 2019	Version 5
71	1 November 2020	Version 6	88	7 August 2019	Version 5
72	7 August 2019	Version 5	89	7 August 2019	Version 5

Table of Contents

SECTION 1 – Introduction

Aim

1.1   This Airport Emergency Plan (**AEP**) has been developed to facilitate the timely and appropriate response to emergencies occurring on or in the immediate vicinity of Kapiti Coast Airport (the **Airport**). The principal objectives of this plan are to render necessary assistance and minimise further injury or damage to persons and property involved in accidents or emergency situations at the Airport.

Legislation

1.2   Kapiti Coast Airport Holdings Limited (**KCAHL**) as a holder of a Civil Aviation Rule Part 139 Aerodrome Operating Certificate (AOC) is required to maintain an approved AEP. The preparation, testing and review of the AEP are the responsibility of KCAHL as the holder of the AOC.

Purpose

1.3   The AEP must ensure that there is:

   a.   orderly and efficient transition from normal to emergency operations;
   b.   delegation of airport emergency authority;
   c.   assignment of emergency responsibilities;
   d.   authorisation for key personnel to take actions contained in the plan;
   e.   co-ordination of efforts to deal with the emergency; and
   f.   the safe continuation of aircraft operations or return to operations as soon as possible.

Authority

1.4   This AEP is prepared and maintained pursuant to the Regulations and Rules contained in the Civil Aviation Act 1990.

Definitions and Abbreviations

1.5   The following table provides definitions of terms referred to within the AEP:

Incident Control Point (ICP)	This is where the Incident Controller and members of the Incident Management Team (IMT) will direct response activities to an emergency (often located in a vehicle).
Emergency Operations Centre (EOC)	Implemented for a major incident, an EOC will normally have established communication, administration and service facilities.
Safe Forward Point (SFP)	A Safe Forward Point from which forward operations can be supported.
Incident Controller	The Incident Controller has responsibility for overseeing response activities to an incident.
Notice to Airmen (NOTAM)	This is issued by AFIS or KCAHL to advise all pilots across the country of specific runways closures, hazards present, or other matters which affect airport operations.

1.6   The following table provides definitions of abbreviations referred to within the AEP:

AA	Assembly Area
AEP	Airport Emergency Plan
AFIS	Aerodrome Flight Information Service (aerodrome tower)
AIPNZ	Aeronautical Information Publication New Zealand
Airport	Kapiti Coast Airport
CIMS	Coordinated Incident Management System
CAA	Civil Aviation Authority
EOC	Emergency Operations Centre
IAP	Incident Action Plan
ICAO	International Civil Aviation Organisation
ICP	Incident Control Point
IMT	Incident Management Team
FENZ	Fire and Emergency New Zealand
KCAHL	Kapiti Coast Airport Holdings Limited (airport company)
KCDC	Kapiti Coast District Council
MCTOW	Maximum Certified Take-off Weight
NOTAM	Notice to Airmen
NZPP	Kapiti Coast Airport (ICAO designator)
POB	Persons On Board
RPH	Regional Public Health
SFP	Safe Forward Point
SOP	Standard Operating Procedures

Overview

1.7   AEP's are promulgated to ensure that the deployment of airport based resources is well co-ordinated with the responses by emergency services and community resources, and that appropriate priority is accorded to ensure the preservation of life and property.

1.8   This AEP provides a framework that can be used to deal with an on-airport or nearby emergency involving an aircraft that has reported a mechanical, structural or control problem affecting the safety of the aircraft; or in the event of an accident or crash.

1.9   A response to an aircraft emergency will involve several agencies and organisations. Co-ordination between these agencies is of paramount importance. For this reason, this AEP is based on the principles, terminology and structure of the New Zealand Co-ordinated Incident Management System (CIMS).

1.10   The 111 Emergency Service responders utilise the "Stand Together, Talk Together, Plan Together" concept. Where several agencies are employed at an incident, the agencies' officers stand together as a group, forming an Incident Control Point. It is here that the incident is analysed, action plans formed, and resolution co-ordinated across the agencies.

1.11   The AEP also incorporates elements of the International Civil Aviation (ICAO) standards and recommended practices relating to airport emergency planning.

1.12   In the event of an off-airport emergency or incident, the AEP can be adopted in part or in full, depending on the nature of the emergency or incident.

Co-ordinated Incident Management System (CIMS)

1.13   CIMS provides the model for command, control, and co-ordination of an emergency response. CIMS provides a means of co-ordinating the efforts of agencies as they work towards the common goals of stabilising an incident, protecting life, property and the environment.

1.14   CIMS principles will be used at all Airport incidents to ensure the emergency response structure and terminology is familiar to responding agencies.

1.15   A feature of CIMS is the appointment of an Incident Controller. The role of the Incident Controller is detailed in Section 2.11 below.

1.16   A CIMS structure contains the following elements:

- Common terminology - consistency between agencies;

- A modular organisation - develops a top-down organisational structure;

- Integrated communications - common communication plan and frequencies, standard operating procedures, and common terminology;

- Consolidated Incident Action Plan (IAP) - should cover all objectives and support activities that are needed during the entire operational period. The plan may be verbal for minor incidents, but will be written for more significant or protracted incidents;

- Designated Incident Facilities - identified facilities with clearly defined functions. Every incident requires one Incident Control Point (ICP) and may require an Assembly Area (AA) where larger numbers of staff are involved.

Validity

1.17   This AEP will remain in continuous operation and will be subject to regular review and update.

Review

1.18   This AEP will be tested by staging a full-scale aerodrome emergency exercise at least every three years, and by holding a "desktop" exercise at least once in the alternate years.

1.19   This AEP will be reviewed after each exercise and following any actual emergency to identify and address any deficiencies found.

Exercises and Training

1.20   A full-scale exercise shall involve all members of the Airport Emergency Committee and will take the form of a call out of personnel and equipment to a simulated emergency situation.

1.21   The exercise will be timed and debriefed, and minutes of the exercise will be recorded.

1.22   The "desktop" exercise will concentrate on deficiencies or points of weakness evident during a full-scale emergency exercise.

1.23   All records, debriefing notes, response times, will be retained and available for audit purposes.

1.24   Any deficiencies found in the AEP shall be rectified.

Associated Organisations

1.25   This AEP has been prepared in consultation with local emergency services and key organisations associated with the operation of the Airport. These are listed as follows:

Name	Organisation
Chanel Chapman	New Zealand Police
David Campbell	Fire and Emergency New Zealand
Glen Worthington	Wellington Free Ambulance
Paul Haigh	St John Ambulance
Maureen Cahill	Capital & Coast DHB
Marie Gibson	Regional Public Health
Jan Haynes	Airways Corporation of New Zealand Ltd
Liz Christini	PP Aerodrome Flight Information Service
Adrian Jenkins	Air Chathams Ltd
Andrew Crawford	Sounds Air Tourism and Travel Ltd
Keith Andrew	Sounds Air Support Crew
Grant Twaddle	Kapiti Districts Aero Club Inc
Richard Bull	The Flying School Ltd
Tony Quayle	Sports Aircraft Association
Dennis Young	Kapiti Heliworx Ltd
Ken Harris	Kapiti Warbirds Ltd
Neil Morris	Aviation Ltd

1.26   Approved as the AEP holders and key contacts for KCAHL are:

Name	Position
Chris Simpson	Chief Executive Officer
Simon Lockie	Airport Manager
Jan Houston	Safety Manager

Airport Information

1.27   The Airport is located at 40°54'17" South 174°59'21" East, approximately 1.6 km west of the Paraparaumu Town Centre. The airport is owned and operated by KCAHL and is certified under Civil Aviation Authority (CAA) Rule Part 139.

1.28   All core emergency services are located within 2km of the airport. There are no emergency services located at the airport.

1.29   An Aerodrome Flight Information Service (AFIS) is provided by Airways NZ during the hours of 0615 – 1950 (Mon-Fri), 0700 – 1700 (Sat) and 0900 – 1930 (Sun).

1.30   On airport a 2,000 litre water tank trailer unit is available for emergency services use should additional emergency water supply be needed. The trailer unit is located in the blue single garage adjacent to the light aircraft parking area on the western aviation core. Access and retrieval is unrestricted.

1.31   On airport 16 x 20 litre containers (320L) of **AFFF** (Angus Tridol-S Aqueous Film – TRI3200 3% foam concentrate) are available for use by emergency services. 8 containers are stored on the water tank trailer and 8 containers stored in the blue single garage adjacent to the light aircraft parking area on the western aviation core. Access and retrieval is unrestricted.

1.32   An AED Defibrillator is located inside the Airport Terminal adjacent to the Airport Managers office and the café.

Airport Layout

1.33   The main sealed runway (1187m) is orientated 16/34 (M) with taxiways leading from the runway to the Airport Terminal and Main Hangar buildings on the western side, the main General Aviation area is to the north of these buildings. A parallel grass runway (Grass 16/34) is located on the eastern side of the main runway. A further grass runway (Grass 30) is available for imperative landings only.

1.34   An aerial photograph of the airport layout and environs is attached in **PREFIX C** (page P-3).

Airport Emergency Access

1.35   The primary Airport Emergency Access is **Security Gate 'A'** located at the western end of the roadway at the north side of the Kapiti Placemakers. <u>Directions to Gate 'A' are to turn off Kapiti Road onto Lodestar Place and take the 2nd road to the right between the Placemakers and A Grade Automotive buildings. Through this gate is the Safe Forward Point (SFP) detailed in Section 3.1</u>

1.36   Security Gate 'A' is automatically controlled requiring a pin code to open. Individual secure pin codes are issued to each emergency response agency. Responding agencies can request their access codes from their respective Communication Centres if unknown.

1.37   Other security gates are positioned around the airport boundary as identified in **PREFIX C**, **Kapiti Coast Airport Emergency Chart No. 1 – On the Aerodrome Grid** (page P-3).

1.38   All security gates other than Security Gate 'A' are padlocked. Security Gate 'S' located on Kapiti Road has 2 padlocks, one with a keypad combination that has been given to the emergency response agencies. Only one of these padlocks requires unlocking.

1.39   All airport operators have access keys to the specific security gates they are authorised to access. KCAHL staff holds access keys to all airport security gates and doors.

1.40   Road access to the airport is available from Kapiti Road, Lodestar Place, Friendship Place, Toru Road and Alexander Road.

Safe Forward Point (SFP)

1.41   The Kapiti Coast Airport Terminal is located on the north-western side of the airport. The Airport Terminal's street address is 60 Toru Road, Paraparaumu Beach. Access is via Toru Road.

1.42   To reduce the response times of emergency services the airport will be accessed in most emergency situations via **Security Gate 'A'**, located at the western end of the roadway at the north side of the Kapiti Placemakers. Directions to Gate 'A' are to turn off Kapiti Road onto Lodestar Place and take the 2nd road to the right between the Placemakers and A Grade Automotive buildings. The SFP is located immediately airside of Security Gate A.

Incident Control Point (ICP)

1.43   The Incident Controller (refer clause 2.1) must establish an ICP at or near the scene of the response or at a base for the coordination of team operations across an extended area.

1.44   Multiple ICPs can be established when a response is required at various or dispersed response sites. In such cases each ICP has an Incident Controller. ICP's can be supported, coordinated or directed by a higher-level response if required.

Emergency Operating Centre (EOC)

1.45   An EOC is usually activated for the purpose of multi-agency or multi-incident coordination. It is staffed and managed by the lead agency, and supplemented by personnel representing, or provided by, other agencies.

1.46   The EOC Incident Controller controls the local level response for the incident, and directs, coordinates, and/or supports all ICP's and any support agencies.

1.47   The location of the EOC will depend on the nature of the incident although in most cases the **FENZ Command Unit** will be utilised *(given the availability of technical equipment and resources on board)*. On airport, the Western Apron (in front of the airport main hangar), or the SFP are suitable areas for the FENZ Command Unit EOC.

1.48   If required, in the event of a large-scale emergency, or in the absence of the FENZ Command Unit, a contingency EOC location is in the Northern Offices building adjoining the Kapiti Coast Airport Main Hangar. Location is shown in **PREFIX C: Kapiti Coast Airport Emergency Chart No. 4** (page P-6). Airport Management will provide key access to these rooms. Alternate access may be available through the A Safe Kapiti (ASK) offices at the eastern end of this building. A Situation/Action Planning whiteboard and supporting equipment is available in this EOC.

Inner and Outer Cordons

1.49   An **inner** cordon is established directly around incident level response operations, and only personnel from the responding agencies operate in this inner cordon. All other people are

evacuated. Typically, the inner cordon will be around the surrounding area of an incident scene.

1.50   An **outer** cordon is established further from the incident level response operations and is used to control access to the area of operations. Typically, the outer cordon will be outside the Airport perimeter security fence, and access managed through the security access gates.

1.51   The SFP and other agency specific facilities are usually sited between the inner and outer cordons.

Casualty Clearance and Reconciliation

1.52   The evacuation of casualties from the scene of an accident and the subsequent reconciliation of persons against manifests or other known information is the primary responsibility of NZ Police. They will be assisted by the Ambulance Service, Capital & Coast DHB, airlines and welfare organisations.

1.53   Triage and casualty clearance may occur at the scene. Casualty treatment (or secondary triage) may occur within the Kapiti Coast Airport Main Hangar (subject to number of persons on board the aircraft requiring treatment) prior to reconciliation in the Airport Terminal building. Patients will be transferred to hospital if required.

1.54   The Airport Terminal shall be used for reconciliation of passengers once cleared by Ambulance staff, NZ Police and/or airline staff.

Preparation of Welfare Areas

1.55   While each emergency is likely to have unique characteristics and require specific responses, it is valuable to have planned responses to form the basis for the emergency response. To this end **PREFIX C: Kapiti Coast Airport Emergency Chart No. 4** (page P-6) sets out a recommended plan for the location of emergency and welfare services. This is a guide and can be amended where necessary during the incident.

1.56   As a guideline the following will apply:

a.   The Kapiti Coast Airport Main Hangar is the principle area for receiving persons evacuated from the accident scene, reconciliation, welfare assistance, and clearance of passengers to waiting family and friends or for onward transfer to hospital if required.

b.   Registration will be carried out in the Airport Terminal.

c.   Welfare and passenger clearance will occur in the Airport Main Hangar.

d.   The Airport Manager will be responsible for clearing and securing the Airport Terminal building, with assistance from NZ Police and airport staff. Further assistance may be requested from the staff of airlines, the airport café or Kapiti District Aero Club.

e.   The Airport Terminal is the principle area for the assembly of family and friends of affected persons. KCAHL will create a secure area by locking the external doors and restricting access to bona fide family and friends.

f.   Family and friends will be directed to a counter/table in the Airport Terminal for registration prior to being escorted to the reconciliation area when required.

g. The welfare agencies will report to the family and friend's assembly area at the Airport Terminal for allocation of duties and may need KCAHL assistance to direct them to their respective work areas.

h. KCAHL or NZ Police will arrange for a guard, if needed, at the Airport Terminal entrance doors to control entry/exit to authorised persons only.

SECTION 2 – Responsibilities

Incident Controller

2.1   Incident level response is the first official level of agency response and is carried out by first responders. Response personnel conduct physical actions such as clearing obstructed roads, treating casualties, fighting fires and conducting rescues. Incident level response might have from one or two personnel to several hundred. Initially, the senior 'first responder' arriving at the scene assumes the role of Incident Controller and also performs all the relevant CIMS functions. As additional responders arrive, control may transfer to the lead agency for the response. As an incident grows in size or becomes more complex, the lead agency may assign a more senior or better qualified Incident Controller, and the Incident Controller may appoint others to perform relevant CIMS functions. An Incident Controller may also be a technical expert, for example, a mine expert in a mining incident. The Incident Controller coordinates and directs the response.

2.2   Prior to the arrival of emergency services, the Incident Controller should be the most competent/experienced person available. In some situations, this person may still be the most suitable person even after the arrival of emergency services.

2.3   The Lead Agency concept is a vital consideration. In simple terms this is the agency responsible for dealing with the incident. In most cases this will be the Police; however, where fire or hazardous substances are involved the Senior Fire Officer present will undertake this role until the situation is under control.

2.4   Support agencies will appoint a liaison officer who stays with the Incident Controller, forming the Incident Management Team (IMT). The Incident Controller commands their own agency personnel, and controls other agency personnel through their internal lines of command. This is the inter-agency team who stand together and manage the incident. They must be far enough away from the incident to be safe, but close enough to manage the incident effectively. They must be prepared to move if necessary.

2.5   As the incident develops or winds down, the Incident Controller can change. There must be a formal hand-over of the incident so that it is clear to everyone who is in charge.

2.6   The Incident Controller is responsible for overseeing the overall direction of the response activities at an incident. The Incident Controller fulfils all management functions and responsibilities until the incident requires additional appointments. Police are trained to assume the role of Incident Controller where no other agency is clearly identified as the lead agency. This ensures there is an appropriately trained Incident Controller at every incident.

2.7   The Incident Controller's major responsibilities include:

- Establishing command and control,

- Establishing the Incident Control Point (ICP), and

- Establishing and maintaining liaison with other organisations, including the Emergency Operations Centre (EOC) when it is activated.

2.8   As an incident grows the Incident Controller may delegate authority for certain functions and may establish the roles of Planning & Intelligence, Operations, Logistics, or Welfare. They join the Incident Management team.

New Zealand Police

2.9   New Zealand Police is responsible for the overall command and control of any emergency specified in this plan; including aircraft emergency, suspect objects, bomb threat (aircraft or building) or sabotage where the safety of persons or property is involved. The only exception is in the case of fire or hazardous substances where the Senior Fire Service Officer will be in charge, until they have declared to the Police that the scene is safe. The Police will be responsible for the direction of rescue services, use of available resources and liaison with the public and media.

2.10   New Zealand Police is also responsible for traffic management off airport and for the provision of dedicated access/egress routes for emergency service vehicles where needed.

Fire and Emergency New Zealand

2.11   Fire and Emergency New Zealand (FENZ) is responsible for the provision of fire fighting and rescue services in the Kapiti Coast Fire District which includes Kapiti Coast Airport. FENZ will assist at emergencies covered by this plan.

2.12   The Senior Fire Officer will oversee any incident involving fire or hazardous substances until the scene is declared safe. At that point the Incident Controller duties will be handed over to the Police.

Wellington Free Ambulance

2.13   Wellington Free Ambulance has responsibility for co-ordination of all responding medical emergency personnel and the management of casualties resulting from any accident. Where needed, Wellington Free Ambulance may enlist the assistance of St John Ambulance from the Horowhenua District.

Life Flight Rescue Helicopter

2.14   The Life Flight Rescue helicopter may be called in by Wellington Free Ambulance, or other responding agencies, to transport critically injured persons direct to hospital, or utilised in search and rescue operations. The Life Flight Rescue helicopter is able to land where needed on the airport in an emergency event.

Kapiti Coast Airport Holdings Limited

2.15   KCAHL is responsible as airport owner for the provision of facilities and logistical support to the emergency services. Following notification from AFIS or any other agency of an 'on-airport' accident, or an 'off-airport' accident within an eight-kilometre radius of the airport, the AEP will be activated.

Airport Chief Executive Officer

2.16   The Chief Executive Officer (CEO), Kapiti Coast Airport will assist the Airport Manager in carrying out his duties per the AEP. In the absence of the Airport Manager, the CEO will assume the Airport Manager's duties.

2.17   The CEO, with the assistance of the KCAHL External Relations GM, will liaise directly with media for any enquiries.

2.18   The CEO will help at the Airport Terminal to ensure meters and greeters are looked after, media are kept clear from entering the terminal, and appropriate security measures are in place.

Airport Manager

2.19   The Airport Manager, Kapiti Coast Airport is responsible for establishing, promulgating, co-ordinating, maintaining, and implementing the AEP.

2.20   The Airport Manager will arrange for the closing of the airport when necessary and the dissemination of relevant safety-related information to aviation users, including NOTAMs.

2.21   The Airport Manager will assist in support operations, including but not limited to; search, inspections, personnel accountability, and actions to protect and secure the Airport.

Aerodrome Flight Information Service (AFIS) - Tower

2.22   The AFIS personal (Airways NZ staff) are the most likely to first become aware of an incident, and first to respond. AFIS will assume responsibility for initial control and co-ordination of response agencies and aerodrome interests until such time as the Senior Fire Officer, Senior Police Officer or designate takes on the Incident Controller position.

2.23   AFIS will contact emergency services about aircraft incidents/accidents providing them with relevant information. This includes providing emergency services with information about the last known position of the accident aircraft, or the best estimate of the location of the incident/accident.

2.24   AFIS will co-ordinate the movement of non-support aircraft away from any area of the airport involved in an emergency.

2.25   AFIS will co-ordinate the movement of support aircraft to/from the emergency scene.

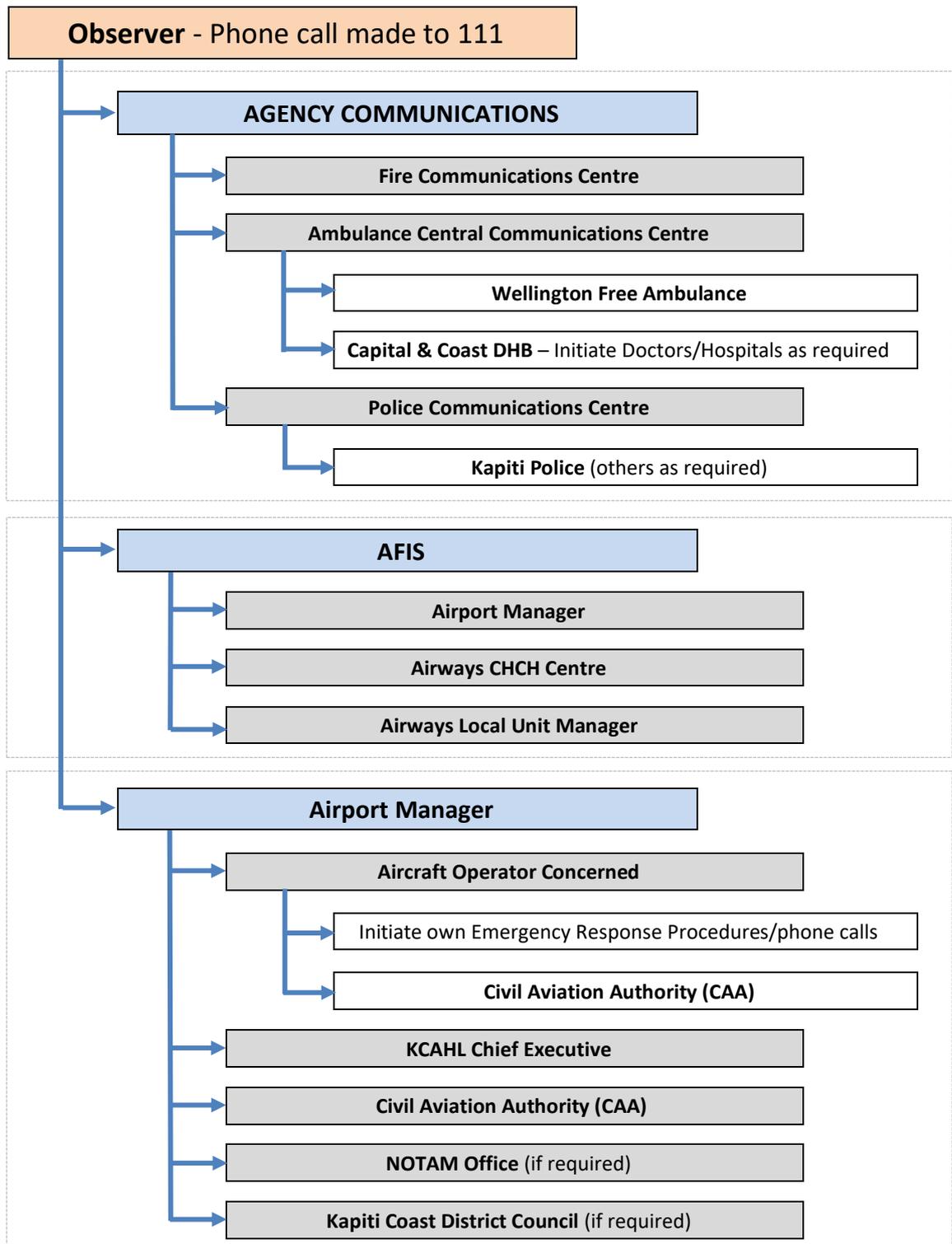2.26   AFIS will assist the Airport Manager to issue NOTAMs.

Aircraft Operator

2.27   The Aircraft Operator involved in an incident is responsible for responding in accordance with this AEP, or in accordance with its own emergency response plan provided it works in conjunction with the KCAHL AEP.

2.28   The Aircraft Operator is responsible for promptly providing full aircraft related information including number of persons on board, fuel carried, and dangerous goods on board.

2.29   The Aircraft Operator will co-ordinate transportation, accommodation, and other arrangements for uninjured passengers.

2.30   The Aircraft Operator will co-ordinate utilisation of their personnel and other supplies and equipment for emergencies occurring at the airport.

SECTION 3 – Operational Responses

Activation

3.1   Activation of any emergency response will depend on who discovers or is alerted to the incident. If AFIS or the Airport Manager is not the instigator of the emergency response, it is vital that they are both informed so they can advise all other relevant organisations and personnel.

3.2   Telephone call-out procedures chart:

Observer - Phone call made to 111

AGENCY COMMUNICATIONS

Fire Communications Centre

Ambulance Central Communications Centre

Wellington Free Ambulance

Capital & Coast DHB – Initiate Doctors/Hospitals as required

Police Communications Centre

Kapiti Police (others as required)

AFIS

Airport Manager

Airways CHCH Centre

Airways Local Unit Manager

Airport Manager

Aircraft Operator Concerned

Initiate own Emergency Response Procedures/phone calls

Civil Aviation Authority (CAA)

KCAHL Chief Executive

Civil Aviation Authority (CAA)

NOTAM Office (if required)

Kapiti Coast District Council (if required)

Emergency Notification

3.3　　The following observers or agencies are to advise their appropriate channels:

a) **Observer:** (airport based person first aware)

　i. On becoming aware of an emergency notify the Fire Service via 111 telephone call

　ii. Provide information as per the Emergency Message Form

　iii. Notify the Aerodrome Flight Information Service (AFIS) on (04) 297 1170 or 021 340 314

　iv. Notify the Airport Manager on 021 876 105 or (04) 298 1013

b) **Fire Communication Centre advise:**

　i. FENZ Paraparaumu Station

　ii. Police Communication Centre

　iii. Ambulance Central Communications Centre

　iv. Any other services as required

c) **Police Communication Centre advise:**

　i. Paraparaumu Police

　ii. Duty Senior Sergeant (if other than a comms exercise)

d) **Ambulance Central Communications Centre advise:**

　i. Wellington Free Ambulance

　ii. Other Ambulance services as required

　iii. Capital & Coast DHB

e) **Wellington Free Ambulance:**

　i. Initiate Major Incident Plan

f) **AFIS:**

　i. On becoming aware of an emergency notify the Fire Service via 111 telephone call

　ii. Provide information as per the Emergency Message Form

　iii. Advises CAA

　iv. Advises Airways Corporation NZ Ltd

g) **Airport Manager:**

　i. On becoming aware of an emergency notify the Fire Service via 111 telephone call

　ii. Provide information as per the Emergency Message Form

　iii. Advises CAA

　iv. Advises KCAHL Chief Executive

　v. Advises Aircraft Operator

　vi. Proceeds to the airport (Accident, Full Emergency, and Exercise only)

Prior to any aircraft or debris being moved or removed from the crash site permission shall be sought from the CAA (Phone: 0508 222 433).

Access

3.4   Access to the scene will be limited to authorised emergency services. All emergency services have an access code for **Security Gate A**. Responding agencies can request their access codes from their respective Communication Centres if unknown.

3.5   FENZ, Kapiti Police and Life Flight Rescue Helicopter also have access keys to all other airport security gates. Forced entry by emergency services may be utilised if required.

Airport Terminal Evacuation

3.6   This emergency phase applies where there is imminent danger to the occupants of the Airport Terminal, Kapiti Coast Airport Main Hangar and adjoining office buildings. A terminal evacuation plan may be implemented as a result of specific declared emergencies near or in the immediate vicinity of the terminal, e.g. security incidents, fire, hazardous substance spillages, or natural disaster etc.

3.7   The Airport Manager and/or Air Chatham's ground support staff will co-ordinate or assist emergency services with the evacuation of the Airport Terminal if required. The assembly area in the event of a terminal evacuation is the large 'Kapiti Coast Airport' entrance sign to the north west of the Airport Terminal on Toru Road.

3.8   Should that assembly area be assessed as too close to the Airport Terminal because of the nature of the emergency then all persons are to be moved to an appropriate Safe Zone Boundary further back (west) along Toru Road as determined by the emergency services. Refer the **Kapiti Coast Airport Emergency Chart No. 3 – Airport Terminal Evacuation Zones** (Page P-5).

3.9   The **Paraparaumu Beach Bowling Club, 17 Toru Road, Paraparaumu Beach** can be accessed for use as an evacuation centre. The Airport Manager and Air Chatham's ground support staff have key and alarm access.

Fuel Spill

3.10   This emergency phase relates to the safe containment and collection of fuels accidentally released onto the ground, and the evacuation of the spill location if required.

Structural Fire

3.11   This emergency phase relates to fires involving buildings or navigational facilities within the airport boundaries.

Bomb Threat (Building)

3.12   This emergency phase applies when a threat has been made, whether specific or non-specific, verbal or written, to the effect that a device has been placed in or near a building.

3.13   A systematic approach to assessing threats – Positive Target Identification (PTI) – is necessary to ensure that, as far as humanly possible, whenever there is a genuine threat to life, injury or damage, the decision making process leads to a **SPECIFIC** assessment and an appropriate response, or similarly, where the threat is determined **NON-SPECIFIC**, the assessment results in minimal disruption.

- **SPECIFIC** refers to a threat considered credible and requiring immediate protective measures.

- **NON-SPECIFIC** refers to a threat which is not credible (i.e. a hoax).

3.14   Nominated PTI Threat Assessors are responsible for making a judgement on the information they have received from the recipient and gathering additional background information to allow them to make a decision in relation to the threat's credibility. The Threat assessors must be trained and competent to undertake a PTI threat assessment process.

Bomb Threat (Aircraft)

3.15   This emergency phase relates to instances where a bomb threat has been made against an aircraft, airline, or passenger; whether it be specific or non-specific, verbal or in written format.

3.16   In accordance with clauses 3.12 and 3.13 above, where possible, Positive Target Identification (PTI) threat assessment is necessary for this emergency phase as well.

Unlawful Seizure (Hijack)

3.17   This emergency phase relates to instances where there is the physical taking over of an aircraft by person or persons by actual force or implied threat thereof for the furtherance of their own aims.

Minor Airport Incident

3.18   This emergency phase generally covers events that occur at the airport which do not necessarily require off airport assistance. Incidents such as minor motor vehicle accidents, minor fuel spills and some minor medical emergencies are examples of airport incidents which can be notified initially to airport based personnel and responses escalated if needs arise.

Medical Emergency

3.19   Potentially serious medical emergencies *in the form of people suffering heart attack, people collapsing, trips & falls, respiratory difficulties, severe air sickness etc.* can occasionally occur at airports. These are usually responded to initially by airport based personnel pending arrival of ambulance paramedics or doctors if required. Normally the AEP is not activated for these types of occurrences. Consideration however needs to be given to medical emergencies involving multiple persons and which are unable to be satisfactorily attended to by airport based personnel.

3.20   An AED Defibrillator is located inside the Airport Terminal adjacent to the Airport Managers office and the café. Certain airport and airline personnel based at the Airport Terminal have been trained in the use of this equipment.

Public Health Risk – Pandemic Response

3.21   In the event of an outbreak of a communicable disease such as COVID19 on a national and international level, air travel will be the focus of much attention due to the potential for aviation to increase the rate at which a disease spreads. Although it is probably not feasible to halt the spread of some diseases, Kapiti Coast Airport have put into place advance preparation to reduce the consequences.

Alert Level 4

Under Alert Level 4, Kapiti Coast Airport operates as an essential services and will remain open for emergency services only (the terminal doors will remain locked to members of the public).   The airport has self-assessed its ability to meet COVID19 restrictions and can operate safely, just as they would normally to meet their duties under the Health and Safety at Work Act.   Essential staff will be encouraged to continue to use the NZ COVID Tracer App to track their journeys to assist with contact tracing. QR Code Posters are displayed throughout the terminal. Hand sanitiser and face masks are also available in several locations within the terminal building.   Regular cleaning of the terminal building will increase including all high touch surfaces i.e. counters, tables, door handles etc. Parking charges will be waived during all alert stages.

Alert Level 3

Under alert level 3 people can travel on domestic air services for only a handful of specific reasons such as if they are travelling to do essential work, facilitating shared caregiving arrangements, relocating a home or business, travelling for medical reasons, because of an emergency or to give effect to a court order.   Safety Officers may be engaged to ensure passengers adhere to contact tracing requirements and areas are marked out throughout the terminal to ensure everyone maintains 2 metres of separation. The terminal conference room rental to externals parties will cease under Level 3 and 4.

Alert Level 2

The Kapiti Coast Airport terminal will remain open to all members of the public at this time. Areas are marked out throughout the terminal to ensure everyone maintains 2 metres of separation. Passengers are encouraged to continue to use the NZ COVID Tracer App to track their journeys to assist with contact tracing. QR Code Posters are displayed throughout the terminal. Hand sanitiser and face masks are also available in several locations within the terminal building. Cleaning of the terminal building has increased to include all high touch surfaces i.e. counters, tables, door handles etc. The airport community, passengers, staff, and contractors are advised to stay home if feeling unwell, to practice good hygiene and to keep track of where they have been.

Alert Level 1

At Alert Level 1, everyone can return to work, school, sports, and domestic travel, and can get together with as many people as wanted. However, at this level the airport needs to be ready in case COVID-19 reappears in our community.   The airport community, passengers, staff, and contractors are advised to stay home if feeling unwell, to practice good hygiene and to keep track of where they have been.

Natural Disaster

3.21   This emergency phase groups natural disasters such as, earthquake, storms or tsunami warnings under one general Natural Disaster heading for the purpose of this AEP.

3.22   Consideration should be given to the fact that occurrences such as earthquakes and significant storms (with high winds) occur with reasonable frequency in New Zealand. This emergency phase should be declared only where there is reasonably anticipated to be or there is an assessed actual threat to human life or safety of the aircraft.

3.23   Earthquakes can cause damage to infrastructure including the Airport Terminal and Kapiti Coast Airport Main Hangar buildings, fuel facilities, visual and navigation aids, and paved manoeuvring areas. An inspection of these facilities should be instigated following any severe occurrence to assess if any damage has occurred and to ensure safe on-going functionality. Airport based operators should be alerted to the emergency phase so that their personnel can conduct appropriate assessments of facilities and services to ensure that aircraft or passenger safety is not compromised.

3.24   Storms can bring high winds and rain which can jeopardise the safety of passengers and others in open areas, as well as aircraft and other equipment on the ground. Normally such occurrences require an escalation of risk mitigation responses as the storm approaches. The emergency phase should be declared when wind speeds have been assessed to present a risk to safe operations. Normally only airport based operators require notification of this specific emergency phase unless injury to person(s) or significant damage to property is predicted or occurs.

Aircraft Accident off the Airport

3.25   This emergency phase is where an aircraft accident or crash has occurred outside the immediate vicinity of the aerodrome, **including at sea**. Declaration of this emergency phase can occur at any location. The actual response to the accident from the aerodrome will differ depending upon the location.

3.26   The NZ Police and Marine Authorities have established SAR plans to activate where an accident has occurred off airport, including at sea.

Local Standby

3.27   This emergency phase is declared when an aircraft approaching the aerodrome is known or suspected to have developed some defect, however the problem is not such as would normally prevent the aircraft carrying out a safe landing. Declaration of the LOCAL STANDBY phase will bring all aerodrome-based emergency services to a state of readiness, FENZ will proceed to the airport under normal traffic configuration unless otherwise required, and other emergency services will be notified and may remain at their posts.

Full Emergency

3.28   This emergency phase is declared when an aircraft approaching the aerodrome is known or is suspected to be in such trouble that there is danger of an accident. Declaration of a FULL EMERGENCY phase will activate all pre-designated facilities, both on the aerodrome and in the community (such as medical centres) to a state of readiness. Emergency services including ambulance, police, and fire services will respond to the SFP or other designated staging area within the aerodrome. A FULL EMERGENCY declaration will also alert the Capital & Coast DHB to prepare for the possible reception of injured people, and for road traffic control (by NZ Police or KCDC) to be instituted to clear the way for emergency vehicles.

Aircraft Accident

3.29   This emergency phase is declared when an aircraft accident or crash has occurred on or in the vicinity of the aerodrome. Declaration of the AIRCRAFT ACCIDENT phase can occur at any location. The actual response to the accident from the aerodrome will differ depending on the location.

3.30   ICAO specifies two general locations to be considered in respect to emergency planning. They are *On-Airport* and *Off-Airport* accidents. Given Kapiti Coast Airports location within a built-up urban area the Airport defines an On-Airport accident as any accident that occurs within the aerodrome boundary security fence; all other accidents meet the Off-Airport criteria.

SECTION 4 – Supporting Plans

Welfare Plan

4.1   Because KCAHL only has a small number of staff on site it is likely it will second staff from other airport operators to assist with the management of survivors and family/friends of travellers affected.

4.2   Aircraft operators will implement their own welfare plans to look after their passengers with alternate travel arrangements, accommodation etc.

Care of Family and Friends

4.3   During the emergency response phase, staff resources will be required to care for the family and friends of affected persons and assist the NZ Police with obtaining passenger information (for identification and reconciliation purposes). KCAHL and aircraft operator staff based on airport will be utilised for this until relieved by emergency personnel.

Care of Survivors

4.4   Assistance will be needed with the care of survivors with non-urgent injuries, including obtaining personal information for identification and reconciliation, and obtaining contact information for family and friends. KCAHL and aircraft operator staff based on airport will be utilised for this until relieved by emergency personnel.

Aircraft Recovery Plan

4.5   Aircraft can become immobilised on the manoeuvring area for reasons including due to accident, excursion from the runway or taxiway, mechanical failure through loss of hydraulic pressure or blown tires etc. The aircraft operator is responsible for removal of the aircraft in a timely manner. Once the area is assessed to be clear of hazard it will be returned to active service.

4.6   Aircraft operators must be prepared for the recovery of their aircraft if necessary.

4.7   In the event of an accident or incident aircraft must not be moved until clearance has been received from the Incident Controller after their consultation with the CAA. The exception to this is to save lives or prevent further injuries.

Media and Information Management Plan

4.8   Aerodrome emergencies, particularly aircraft accidents, draw a great deal of public attention including from the media. Family and friends will also require information concerning the emergency. These information requests must be carefully managed with factual information provided in a controlled manner.

4.9   The NZ Police Media Officer, KCAHL CEO, or KCAHL External Public Relations will deal with initial media information requests. Accepted practice in New Zealand is for the lead agency (normally the NZ Police), and the party directly affected (e.g. airline or airport operator) to hold media briefings throughout the period of the emergency.

4.10   It is important to provide brief factual information to satisfy the immediate requirements of the media.

Media Communications – In the Event of an Emergency

4.11   Where there is a significant airport related emergency NZ Police will take control of the situation. NZ Police is responsible for the release of all information, including media releases, about the emergency on behalf of NZ Police and the other affected parties (e.g. airline or airport operator).

4.12   KCAHL's role is to assist the NZ Police including to distribute information as directed by them.

4.13   As soon as practicable after KCAHL receives notification of the incident, KCAHL will release a short statement relating to the operational status of the airport for front line staff, including Airport Terminal building tenants. *(The purpose of the statement is to ensure that all front-line staff repeats a consistent and factual message to any enquiries received by them).* **Importantly this statement will not make any specific comment relating to details of the event.**

4.14   Where an aircraft is involved in the emergency, the NZ Police, after consultation with the airline, will issue a statement providing the name of the aircraft carrier, type, flight number and where it has come from. *(This is to allay concerns from family, friends and interested parties travelling on another flight or airline and will reduce overloading of Police and airport phone lines).*

4.15   The statement will be updated at regular intervals as further information comes to hand. Either the KCAHL Chief Executive, KCAHL External Relations GM, or Airport Manager, as applicable to day and time, will liaise directly with the NZ Police communications department to ensure the latest information is distributed.

Media Centre

4.16   Subject to the nature of an incident, media will be permitted to gather on the grass lawn in front of the Airport Terminal. The area has enough room for parking of media vehicles. The small office adjacent (south side) to the Airport Terminal meeting room may be made available to the media if necessary. This office is accessed directly from the front of the Airport Terminal.

4.17   A security guard or member of the NZ Police will manage access to the Airport Terminal by the media.

4.18   Should the Airport Terminal and surrounding area be evacuated, the grass bank on the hill adjacent to the Aviation Museum at 237 Kapiti Road may be used as an alternate media site, subject to the nature of the incident.

4.19   When required, and depending on the nature of the incident, a Media Centre may be set up at any other site designated appropriate by the Incident Controller or Airport Manager to provide briefings to the media. The other pre-identified sites are the Paraparaumu Beach Bowling Club or Kapiti Districts Aero Club.

4.20   **There is to be no communication relating to any type of emergency between any airport services staff and media. <u>ALL media releases will come from the NZ Police Media Officer, or authorised KCAHL personnel</u>** (clauses 4.11 and 4.22).

Activation of the Media Centre

4.21   At the direction of the NZ Police, and subject to the nature of an incident, a KCAHL representative will direct media to the chosen media centre location being either the nominated room at the Airport Terminal, the Paraparaumu Beach Bowling Club, or the Kapiti Districts Aero Club.

Media Spokespersons

4.22   The following have been designated as KCAHL spokespersons in the event of an airport accident or incident.

- Primary Spokesperson: **KCAHL Chief Executive – Chris Simpson 021 922 787**

- Alternate Spokesperson: **KCAHL External Public Relations Dani Simpson 021 225 0012**

- Alternate Spokesperson: **KCAHL Director – Andrew Webster, 09 218 4581**

Media Statement Template

4.23   A Media Statement template is provided as a basis for an initial media statement to be made by KCAHL following consultation with NZ Police. Refer to **PREFIX D** (page P-7) for the **Media Statement** template.

SECTION 5 – Emergency Kits and Equipment

Emergency Kits for Aircraft Operators

5.1　　Each aircraft operator shall ensure emergency kits are readily available to its personnel during all hours of operations. All aircraft operator staff shall have knowledge of the location and contents of the emergency kit. The kit must contain writing pads or forms on which to list the following information:

　　a.　name, address, and home telephone number of each passenger;
　　b.　name and telephone number of a person to be notified of each passenger's condition;
　　c.　accommodation request of each passenger
　　　　(i.e. future flight, hotel transportation within the local area; etc.);
　　d.　where each person can be contacted in the next 72 hours.

The kit should contain adhesive-type name tags to identify processed passengers and those for whom accommodation has been found.

5.2　　The following telephone numbers should be available in the emergency kit:

　　a.　doctors to attend to minor injuries. Each aircraft operator should have a letter of agreement with a physician(s) who will respond to a designated holding area;
　　b.　hotel/motel where passengers can be billeted. It is beneficial to place passengers in the same hotel/motel or at least in groups at hotels/motels;
　　c.　linguists, who should be available on a 24-hour basis and who preferably are people who work on or nearby to the airport, for quick response. Local schools and private language departments can also be contacted;
　　d.　caterer (if commissary items are required);
　　e.　all local aircraft operator reservations offices;
　　f.　Ambulance Central Communications Centre;
　　g.　taxicab companies;
　　h.　emergency telephone numbers to be broadcast on radio and television so that families of the casualties may telephone and receive information.

5.3　　A current copy of a recognised airline guide should be available in the emergency kit. Local airline schedules would be helpful for persons wishing to book future flights.

Emergency Kits for Aircraft over 5,700 kg MCTOW

5.4   Each Operator of aircraft over 5,700 kg MCTOW and seating 10 or more passengers should provide or have access to an **Aircraft Operator's Emergency Equipment Kit** with contents as below:

     a.   Emergency Kit containing:

         1 x   Copy of Duties and Responsibilities of Passenger Holding Area Staff.

         3 x   Arm Bands (Identification)

         1 x   Torch

         1 x   Clipboard

         Pads and Pens.

         Enough registrar and identification tags for passengers and crew of largest aircraft they operate.

     b.   **2** x   Transport "Emergency" Placards

     c.   **2** x   Grid maps of airport and surrounding locality

     d.   AED Defibrillator

     e.   List of Telephone Numbers (as per relevant section of the AEP).

     f.   Technical information on operator's aircraft types.

         (In case required by Fire and Police Personnel)

Contents of Emergency Medical Kits

5.5   KCAHL holds emergency medical kits at the Airport Terminal consisting of the following equipment:

- **First Aid Kit** (red bag) located in the First Aid cupboard located inside the Airport Terminal adjacent to the Airport Manager's office and the café:

         1 x   Pro Med Industrial First Aid Kit

         1 x   Bag mask resuscitator and set of emergency airway tubes

         1 x   Flashlight

         2 x   Clipboards

         6 x   Pencils

         1 x   Plastic sheet with four spikes

         1 x   Roll of stickers

         2 x   Blankets

- A second first aid kit containing basic medical supplies is in the Airport Inspection Vehicle (White Ford Ranger Ute).

- An **AED Defibrillator** is located inside the Airport Terminal adjacent to the Airport Manager's office and the café.

Location on Aerodrome of Emergency Equipment

Aerodrome Flight Information Service (AFIS Tower)
- 2 x Portable fire extinguishers (CO2 and dry powder)
- 2 x Basic First Aid Kits
- VHF Radio
- Emergency cell phone
- Signal Lamp

Kapiti Aero Club
- CO2 and dry powder fire extinguishers
- Basic First Aid Kit
- VHF Radio
- Airside water hydrant for fire fighting

Air Chatham's Ground Support
- CO2 and dry powder fire extinguishers
- Basic First Aid Kit
- VHF Radio

Airport Main Hangar
- Fire extinguishers and fire hoses
- Water hydrants
- Fuel spill kits
- Storm water drain sealing mats and 2.4m block sock (to contain fuel spills entering storm water drain)

Office Building adjoining the Airport Main Hangar
- First Aid Kit at reception
- 2 x Portable fire extinguishers (both CO2)
- One building mounted fire reel by apron gate

Airport Inspection Vehicle
- Basic First Aid Kit
- VHF Radio

Airport Terminal
- Fire extinguishers and fire hoses
- First Aid Kit (refer Section 6.5)
- AED Defibrillator
- VHF Radio (Airport Manager's office)

Blue Single Garage (located between Airport Terminal and Aero Club)
- 2,000 litre water trailer and 320 litres AFFF foam

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AIRPORT TERMINAL EVACUATION

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Initial Response

An Airport Terminal evacuation is declared when there is an imminent danger to persons inside the Airport Terminal, Kapiti Coast Airport Main Hangar and adjoining office buildings. The Airport Terminal evacuation plan can be expected to be implemented in event of a declared emergency at or near to the terminal, e.g. security incidents, fires, hazardous substance spillages, or natural disaster etc.

Responsibilities Where Assessment Requires Subsequent Action:
- Air Chatham's ground staff and/or Airport Management are responsible for the immediate directing and co-ordinating all on ground actions once the alarm has been raised through until the arrival of emergency services.
- FENZ or NZ Police once on site are responsible for the on-going direction and co-ordination of all on ground actions following due assessment.
- Where a building inspection is necessary, FENZ or NZ Police will organise and co-ordinate the inspection, with advice and/or assistance from Airport Management. FENZ or NZ Police are responsible for subsequent actions including declaring the building safe, and the stand-down of emergency services including where appropriate through the EOC.
- On receipt of the all clear from FENZ or NZ Police, Airport Management will inform tenants and the public that it is safe to re-enter the Airport Terminal.
- Airport Terminal tenants may need to enter before members of public to help set up their services before public access.

Evacuation Zones:
- Air Chatham's ground staff, Airport Management, FENZ or NZ Police will order the evacuation of all persons to a safe distance, as indicated by the relevant Safe Zone Boundaries on the **Kapiti Coast Airport Emergency Chart No. 3 – Airport Terminal Evacuation Zones** (Page P-5).

> **ZONE 1 –** 100 meters
>> ➢ All persons are to evacuate to a point no closer than the **western end of the airport driveway on Toru Road**, adjacent to the first residential properties.

> **ZONE 2 –** 200 meters
>> ➢ All persons are to evacuate to a point no closer than the **intersection of Teoti Street and Toru Road**.

> **ZONE 3 –** 300 meters
>> ➢ All persons are to evacuate to a point no closer than the **intersection of Ocean Road and Toru Road**.

> **ZONE 4 –** 400 meters
>> ➢ All persons are to evacuate to a point no closer than the **Paraparaumu Beach Bowling Club, 17 Toru Road**. The bowling club would be used as an evacuation centre (refer below).

In the event of poor weather or when required:

- The Paraparaumu Beach Bowling Club can be used as an evacuation centre. Air Chatham's ground staff and the Airport Manager hold key access to this facility.
- The Paraparaumu Beach Bowling Club is located at 17 Toru Rd.

DIAL 111 - FIRE SERVICE	
Details: • Incident description • Location	**Equipment:** • Land line phone, or • Cell phone

FIRST RESPONSE	
Details: • Respond to incident or emergency if required • Assist with personal safety and prevention of further incidents • Order evacuation of Airport Terminal Buildings to appropriate Safe Zone Boundary	**Equipment:** • Fire Extinguisher • Medical Kit **EVACUATION SAFE ZONE BOUNDARIES:** ZONE 1 • 100 meters ZONE 2 • 200 meters ZONE 3 • 300 meters ZONE 4 • 400 meters

REPORT to designated SAFE FORWARD POINT	
Details: • Rendezvous with Emergency Services at designated location or by Cell phone • Clear access for Emergency Services • Ensure access within the required boundary is prohibited.	**Equipment:** • Cell phone • VHF Radio

After ARRIVAL of EMERGENCY SERVICES	
Details: • Phone KCAHL Airport Manager • Phone Operator involved • NOTAM advice if required • Co-ordinate Aerodrome interests • Co-ordinate third party operators for airport occupants, passengers etc.	**Third Party Support:** • Airfield Operators *- Page P-2 for contact no's* • Kapiti Shuttles **(04) 298 3335** • Paraparaumu Beach Bowling Club **027 294 4489** (President) **(04) 298 6660** (Club rooms)

Actions by Agencies

AFIS: Upon receipt of advice from Airport Manager or person raising initial alarm

- Confirm emergency services have been contacted.
  - If not call **111**, ask for **Fire Service**. Advise location and nature of incident, if known, at the Airport Terminal.
- Advise any aircraft that may be impacted due to the location of the evacuation (i.e. smoke, fire-fighting appliances or airline operations areas). Direct away from the vicinity of the Airport Terminal and Kapiti Coast Airport Main Hangar buildings.
- Notify the Kapiti Coast Airport Manager.
- On arrival of emergency services advise them whether safe to enter operational area.
- Call NOTAM briefing office to issue NOTAM if necessary – 0800 626 756.

AIRPORT MANAGER:

- Confirm emergency services have been contacted.
  - If not, call **111**. Ask for **Fire Service**. Alert them of the incident.
  - Advise aviation fuel facilities adjacent to buildings.
    - *Remember the recipient is <u>writing down</u> this information.*
      If your cell phone is available, offer your number to the emergency operator.
- Notify AFIS.
- If required:
  - Report to Incident Controller to co-ordinate access to site and closing of aerodrome or restriction of airspace if needed.
  - Notify Kapiti Districts Aero Club office requesting backup staff and personnel to assist.
  - Notify Air Chathams office requesting backup staff and personnel to assist.
  - Direct relief staff (and helpers) to the Evacuation Centre (Paraparaumu Beach Bowling Club) to set up and assist with a Passenger Reception and Welfare Area. Provide copy of any passenger manifest list, mobile radio & emergency kit.
- On arrival of emergency services advise whether safe to enter operational area.
- Advise airport operators if necessary.
- Advise KCAHL Chief Executive.
- Advise CAA if airport operations impacted.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Notify Kapiti District Council if necessary.
- Media enquiries are to be referred to Police or KCAHL Chief Executive.
- Public enquiries are to be referred to Police / Aircraft Operator.
- Liaise with Incident Controller, Passenger Holding Area and Aircraft Operator.
- **Avoid careless talk. Staff must not discuss details of the incident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

FIRE AND EMERGENCY NZ:

- Proceed under 'Emergency Traffic' configuration to the incident scene.
- The Senior Fire Officer will be the Incident Controller until any risk of fire or hazardous substance is under control and NZ Police have arrived.
- If there is a delay in NZ Police arriving the Senior Fire Officer should continue with those duties until they arrive. It is important to establish and maintain a secure cordon in order to prevent onlookers and unauthorised persons from entering the area.
- Assess and treat emergency.
- Ensure all persons are evacuated from the buildings.

POLICE:

- Dispatch all available staff and proceed to the incident scene.
- On arrival assume duties as Incident Controller from Senior Fire Officer (if present) once any risk of fire or hazardous substance has been eliminated.
- Assume traffic control duties. Provide safe access routes for services at the airport, accident scene, and if possible key intersections for other emergency services vehicles.
- Establish Emergency Operations Centre/Area.
- Secure site.
- It is important to establish and maintain secure inner and outer cordons:
  - **Inner Cordon** – to only allow personnel and vehicles from responding agencies to operate in this inner cordon;
  - **Outer Cordon** – to prevent onlookers and unauthorised persons from entering the area.

AMBULANCE:

- Proceed to the incident scene.
- Report to Incident Controller.
- Assess and treat emergency.
- First ambulance crew to arrive to assess medical requirements and advise Ambulance Central Communications Centre. They will notify Capital & Coast DHB of incident details.
- Co-ordinate efforts of any additional medical staff if required.
- Liaise with Airport Manager.
- Do not enter the inner cordon/fire area until cleared by the Incident Controller.

AIRCRAFT OPERATOR:

- Initiate response actions in accordance with SOPs.
- Nominate delegate to report to EOC to liaise with Airport Manager and Incident Controller, and to assist with providing further information.
- Provide Airport Manager or Incident Controller with estimated number of persons in buildings, including if children/infants.
- If Airport Manager unavailable, liaise directly with Incident Controller.
- If required, notify CAA – **0508 ACCIDENT** (222 433).
- Aircraft Operator's obligation in the case of an Airport Terminal evacuation will mainly be required for:
  - Transport
  - Direction and management of evacuated persons
  - Welfare, documentation and 'onward' arrangements i.e. accommodation, re-booking of travel etc. of passengers.
- Most of the aircraft operator's personnel should be channelled to the Evacuation Centre.
- The aircraft operator/agent should ensure staff is available to be contacted by the Incident Controller and the Airport Manager until the emergency is over.
- **Avoid careless talk. Staff must not discuss details of the incident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

IF REQUIRED – EVACUATION CENTRE PERSONNEL:
Likely to be Air Chatham's ground staff or Kapiti Districts Aero Club staff where available.

- Under the direction of the Incident Controller set up an Evacuation Centre at the Paraparaumu Beach Bowling Club, 17 Toru Road. The Airport Manager has key access.
- Establish communications with Incident Controller or Airport Manager.
- Where possible, ensure first aid kits and essential items for the care of evacuated persons are taken to the Evacuation Centre.
- After consideration to the cause of the Airport Terminal evacuation, persons affected, including those who appear to have minor or no injuries, may need to be assessed by medical personnel prior to being processed through this area.
- It is likely that all injured persons will be transported to a hospital or other medical facility for assessment regardless of the seriousness of their apparent condition.
- **Avoid careless talk. Staff must not discuss details of the incident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

CANCELLATION OF AIRPORT TERMINAL EVACUATION:

- Incident Controller will advise emergency services, AFIS, Airport Manager and Aircraft Operator of cancellation of the incident, and if/when it is safe to re-enter the buildings.
- Airport Manager to ensure cancellation of NOTAM and re-opening of airspace and/or aerodrome if applicable.

FUEL SPILL

Initial Response

A fuel spill emergency event is where a significant quantity of fuel has spilt or is continuing to be spilt from an aircraft, fuel tanker or fuel pump and the safe containment and collection of fuels accidentally released on to the ground is required.

Evacuation Zones will be put in place without delay (refer below). The actual response to the evacuation from the spill location will differ depending upon the nature of the incident.

Responsibilities Where Assessment Requires Subsequent Action:
- Air Chatham's ground staff and/or Airport Management are responsible for the immediate directing and co-ordinating all ground action once the alarm has been raised through until the arrival of emergency services.
- FENZ and NZ Police are responsible for the on-going direction and co-ordinating of all on ground action in relation to the present danger following due assessment.
- Spills from a fuel tanker will require the tanker operator to set up containment measures to isolate the fuel spill and prevent it from entering any drains or waterways. These may include, but are not limited to, fuel spill kits, super soaker snake, absorbent mats, fire hoses, storm water drain seals etc.
- FENZ will also provide containment measures.

Evacuation Zones:
- Air Chatham's ground staff, Airport Management, FENZ or NZ Police will order the evacuation of all persons to a safe distance dependant on threat to nearby persons, the amount of fuel spillage, and type of fuel.
- A spill or leak area should be isolated immediately for at least **30 meters** in all directions.
- Consider initial downwind evacuation of areas within **300 meters**.
- A large-scale spill of **AVGAS** or **Jet A1** fuel, or the presence or risk of fire requires an immediate evacuation zone of at least **400 meters** from the spill location in all directions.

In the Event of an Airport Terminal Evacuation:
- The Response Plan for Airport Terminal Evacuation (page 29) will be initiated.

Following Containment of the Fuel Spill:
- FENZ, the Airport Manager, and the fuel tanker operator (if applicable) will liaise with the Kapiti Coast District Council (KCDC) and the fuel company to remove the contained fuel and act to mitigate any environmental impact.
- If required, KCDC will deploy environmental clean-up agencies once the fuel leak is isolated, contained, and residual hazards properly managed.
- A cordon around the spill area will be maintained until the all clear is given by KCDC and/or emergency services.

DIAL 111 - FIRE SERVICE

Details:	• Incident description • Location	**Equipment:**	• Land line phone, or • Cell phone

FIRST RESPONSE

| **Details:** | • Respond to incident or emergency if required
 • Assist with personal safety and prevention of further incidents
 • Immediately isolate area for at least 30m in all directions.
 • If required, order evacuation of fuel spill location to appropriate Safe Zone Boundary
 • Where possible, establish fuel containment equipment to isolate the fuel spill and prevent from entering drains and waterways. | **Equipment:**

 Refer page 26 | • Fire Extinguisher
 • Medical Kit
 • Fuel Spill Kit
 • Storm water drain seals |

EVACUATION SAFE DISTANCE:

Immediate Isolation:	• Evacuate at least **30m** in all directions
Large Scale Spill, or Risk of Fire:	• Evacuate at least **400m** in all directions

REPORT to designated SAFE FORWARD POINT

Details:	• Rendezvous with Emergency Services at designated location or by Cell phone • Clear access for Emergency Services • Ensure access within the required boundary is prohibited.	**Equipment:**	• Cell phone • VHF Radio

After ARRIVAL of EMERGENCY SERVICES

Details:	• Phone KCAHL Airport Manager • Phone operator involved • NOTAM advice if required • Notify Kapiti Coast District Council (KCDC) • Notify fuel company involved • Coordinate aerodrome interests • Coordinate third party operators for airport occupants, passengers etc.	**Third Party Support:**	• Kapiti Coast District Council **(04) 296 4700** • Airfield Operators *- Page P-2 for contact no.s* • Kapiti Shuttles **(04) 298 3335** • Paraparaumu Beach Bowling Club **027 294 4489** (President) **(04) 298 6660** (Club rooms)

Actions by Agencies

AFIS: Upon receipt of advice from Airport Manager or person raising initial alarm

- Confirm emergency services have been contacted.
    - If not call **111**, ask for **Fire Service**. Advise location and nature of the fuel spill if known.
- Inform aircraft that may be impacted due to the location of the fuel spill (i.e. fumes, fire-fighting appliances or airline operations areas). Direct them away from the vicinity of the fuel spill.
- Notify the Airport Manager.
- On arrival of emergency services advise whether safe to enter operational area.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.

AIRPORT MANAGER:

- Confirm emergency services have been contacted.
    - If not, call **111**. Ask for **Fire Service**. Advise location and nature of the fuel spill if known.
    - Advise aviation fuel facilities adjacent to buildings.
        - *Remember the recipient is <u>writing down</u> this information.*
          If your cell phone is available, offer your number to the emergency operator.
- Notify AFIS.
- If required:
    - Report to Incident Controller to coordinate access to site; closing of the aerodrome or restriction of airspace if needed; and facilitate the establishment of an EOC as soon as practicable.
    - Notify Kapiti Districts Aero Club office requesting backup personnel to assist.
    - Notify the Air Chathams office requesting backup personnel to assist.
    - Direct relief staff (and helpers) to the Evacuation Centre (Paraparaumu Beach Bowling Club) to set up and assist with a Passenger Reception and Welfare Area. Provide copy of any passenger manifest list, mobile radio & emergency kit.
- On arrival of emergency services advise whether safe to enter operational area.
- Advise airport operators where necessary.
- Advise KCAHL Chief Executive.
- Advise CAA if airport operations impacted.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Notify Kapiti Coast District Council (KCDC).
- Media enquiries are to be referred to NZ Police or KCAHL Chief Executive.
- Public enquiries are to be referred to NZ Police / Aircraft Operator.
- Liaise with Incident Controller, Passenger Holding Area and Aircraft Operator.
- **Avoid careless talk. Staff must not discuss details of the incident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

	FIRE AND EMERGENCY NZ:

- Proceed under 'Emergency Traffic' configuration to the incident scene.
- The Senior Fire Officer will be the Incident Controller until any risk of fire or hazardous substance is under control and NZ Police have arrived.
- If there is a delay in NZ Police arriving the Senior Fire Officer should continue with those duties until they arrive. It is important to establish and maintain a secure cordon in order to prevent onlookers and unauthorised persons from entering the area.
- Assess and treat emergency.
- Ensure all persons are evacuated from the buildings.

	POLICE:

- Dispatch all available staff and proceed to the incident scene.
- On arrival assume duties as Incident Controller from Senior Fire Officer (if present) once any risk of fire or hazardous substance has been eliminated.
- Assume traffic control duties. Provide safe access routes for services at the airport, accident scene, and if possible key intersections for other emergency services vehicles.
- Establish emergency Operations Centre/Area.
- Secure site.
- It is important to establish and maintain secure inner and outer cordons:
  - **Inner Cordon** – to only allow personnel and vehicles from responding agencies to operate in this inner cordon;
  - **Outer Cordon** – to prevent onlookers and unauthorised persons from entering the area.

	AMBULANCE:

- If response required, proceed to the incident scene.
- Report to Incident Controller.
- Assess and treat emergency.
- First ambulance crew to arrive to assess medical requirements and advise Ambulance Central Communications Centre. They will notify Capital & Coast DHB of incident details.
- Coordinate efforts of any additional medical staff if required.
- Liaise with Airport Manager.
- Do not enter the inner cordon/fire area until cleared by the Incident Controller.

FUEL TANKER OPERATOR – IF APPLICABLE:

- Assess response with due regard to personal safety and prevention of further incidents.
- Immediately initiate response actions in accordance with SOPs.
- Deploy fuel containment equipment to isolate the fuel spill with care to prevent fuels from entering drains and waterways.
- Call **111**. Ask for **Fire Service**. Advise location and nature of the fuel spill.
- Liaise with emergency services and Airport Manager.
- Liaise with Kapiti Coast District Council (KCDC) for environmental clean-up.

AIRCRAFT OPERATOR:

- Initiate response actions in accordance with SOPs.
- Nominate delegate to report to EOC to liaise with Airport Manager and Incident Controller, and to assist with providing further information.
- Provide Airport Manager or Incident Controller with estimated number of persons in buildings, including infants.
- If Airport Manager unavailable, liaise directly with Incident Controller.
- If required, notify CAA – **0508 ACCIDENT** (222 433).
- Aircraft Operator's obligation in the case of an Airport Terminal evacuation will mainly be required for:
  - Transport.
  - Direction and management of evacuated persons.
  - Welfare, documentation and 'onward' arrangements i.e. accommodation, rebooking of travel etc. of passengers.
- Most of the aircraft operator's personnel should be sent to the Evacuation Centre.
- The aircraft operator/agent should ensure staff is available to be contacted by the Incident Controller and the Airport Manager until the emergency is over.
- **Avoid careless talk. Staff must not discuss details of the incident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

IF REQUIRED – **EVACUATION CENTRE PERSONNEL**:
Likely to be Air Chatham's ground staff or Kapiti Districts Aero Club staff where available.

- Under the direction of the Incident Controller set up an Evacuation Centre at the **Paraparaumu Beach Bowling Club, 17 Toru Road**. The Airport Manager has key access.

- Establish communications with Incident Controller or Airport Manager.

- Where possible, ensure first aid kits and essential items for the care of evacuated persons are taken to the Evacuation Centre.

- With regard to the cause for the Airport Terminal evacuation, all persons, including those who appear to have minor or no injuries, should be assessed by medical personnel prior to being processed through this area.

- In many instances it is likely that all injured persons will be transported to a hospital or other medical facility for assessment regardless of their apparent condition.

- **Avoid careless talk. Staff must not discuss details of the incident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

CANCELLATION OF FUEL SPILL EVACUATION:

- Incident Controller will advise emergency services, AFIS, Airport Manager and Aircraft Operator of cancellation of the incident, and if safe to re-enter any buildings.

- Airport Manager to ensure cancellation of NOTAM and re-opening of airspace and/or aerodrome if applicable.

STRUCTURAL FIRE

Initial Response

Any fire that involves buildings or facilities located within the airport boundaries.

Note: Structural fires are 'normal' fire incidents under the full jurisdiction of FENZ.

DIAL 111 - FIRE SERVICE			
Details:	• Location • Nature of fire	**Equipment:**	• Land line phone, or • Cell phone

ATTEMPT TO EXTINGUISH FIRE			

Details:	• Attempt to extinguish fire **ONLY** with due regard to personal safety and of others, and the prevention of further incidents
	   o Consider location
	   o Consider nature of fire
		Equipment:	• Fire Extinguisher
			• Hose

REPORT to designated SAFE FORWARD POINT			
Details:	• Rendezvous with Emergency Services at designated location or by Cell phone • Clear access for Emergency Services	**Equipment:**	• Cell phone • VHF Radio

After ARRIVAL of EMERGENCY SERVICES		
Details:	• Phone KCAHL Airport Manager • Phone Operator if involved • Co-ordinate Aerodrome interests	

Actions by Agencies

PERSON DISCOVERING FIRE:
- The person discovering the fire should raise the alarm.   - Call **111**. Ask for **Fire Service**. Advise location and nature of the fire.   - Advise Airport Manager.   - Advise AFIS.

AFIS: Upon receipt of advice from Airport Manager or person raising initial alarm
- Confirm emergency services have been contacted.   - If not call **111**, ask for **Fire Service**. Advise location and nature of fire.   - Advise any aircraft that may be impacted due to the location of the fire (i.e. Smoke, fire-fighting appliances or airline operations areas). Direct away from the vicinity of the fire.   - Notify Airport Manager.   - On arrival of emergency services advise whether safe to enter operational area.   - Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.

AIRPORT MANAGER: Upon notification or discovery of fire
- Confirm emergency services have been contacted.   - If not call **111**, ask for **Fire Service**. Advise location and nature of fire.   - Advise AFIS.   - On arrival of emergency services advise whether safe to enter operational area.   - Advise airport operators if necessary.   - Advise KCAHL Chief Executive.   - Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.   - Advise CAA if airport operations impacted.

FIRE AND EMERGENCY NZ:
- Respond in accordance with SOPs.   - Structural fires are 'normal' fire incidents under the full jurisdiction of FENZ.   - Liaise with Airport Manager.   - Liaise with AFIS if necessary.

CANCELLATION OF STRUCTURAL FIRE:
Incident Controller will advise emergency services, AFIS, Airport Manager and Aircraft Operator of cancellation of the structural fire.

BOMB THREAT (BUILDING)

Initial Response

Action is required when a bomb threat has been made, whether it be SPECIFIC or NON-SPECIFIC, verbal or in written format, to the effect that a device has been placed in or near a building, or on the airport, which through its action will pose imminent danger to the occupants. All threats must be treated seriously and assessed accordingly by a nominated Threat Assessor or by NZ Police.

- The Airport Manager is a nominated and trained Threat Assessor.
- Airlines may have nominated/trained Threat Assessors available as well (on-site or off-site).
- The NZ Police have the responsibility for the protection of persons and property in New Zealand and accordingly will be responsible for instituting appropriate procedures to meet any bomb threat or sabotage action relating to a building at Kapiti Coast Airport or relating to persons or other property at the airport.

Responsibilities Where Assessment Requires Subsequent Action:
- The NZ Police are responsible for directing and co-ordinating all on ground action in relation to the threat including threat assessment, search of any building, land and/or aircraft as applicable.
- Where an aircraft or building search is needed the NZ Police will organise and co-ordinate the search, normally with advice and/or assistance from the Airport Manager. NZ Police are responsible for subsequent actions including the declaring of the building clean and safe, and declaring the stand-down of emergency services through the EOC.

IF THREAT DETERMINED **SPECIFIC** – **DIAL 111 - POLICE**		
Details:	• Bomb Threat in a Building • Location	**Equipment:** • Land line phone • **DO NOT USE Cell phone** • **DO NOT USE VHF Radio**

STANDBY FOR INSTRUCTION FROM POLICE		
Details:	• Follow instructions from Police	**Equipment:** • **DO NOT USE Cell phone**

PREPARE for FULL EMERGENCY if needed		
Details:	• Be ready for initiation of FULL EMERGENCY procedures • Assist with personal safety & prevention of incidents	**Equipment:** • Fire Extinguisher • Medical Kit

REPORT to designated SAFE FORWARD POINT		
Details:	• Rendezvous with Emergency Services at designated location • Clear access for Emergency Services	**Equipment:** • **DO NOT USE Cell phone** • **DO NOT USE VHF Radio**

Actions by Agencies

WARNING: RESTRICTIONS ON USE OF RADIOS AND CELL PHONES

There is a risk of DETONATION of an improvised explosive device from energy radiated by a radio transmitter or cellular phone. To minimise this risk, use of hand held or mobile radio transmitters or cellular phones is not permitted within 50 metres of an aircraft or building which is subject to a 'SPECIFIC THREAT'.

Cellular phones must always be switched off within 50 metres of a suspect aircraft, building, or improvised explosive device.

AIRPORT MANAGER:

- Carry out threat assessment and advise AFIS whether **SPECIFIC** or **NON-SPECIFIC**.

If the threat is determined as SPECIFIC –

- Confirm if emergency services have been contacted.
  - If not, call **111**. Ask for **Police**. Alert them of the threat.
    - *Remember the recipient is <u>writing down</u> this information.
      If your cell phone is available, offer your number to the emergency operator.*

- Standby for instruction from the NZ Police.

- Give the order to evacuate all persons from building vicinity and surrounding areas.

- If relevant at the Airport Terminal, direct all persons to the Evacuation Point by the 'Kapiti Coast Airport' entrance sign on Toru Road. If this point is considered to be too close to the terminal all persons are to be moved to a position further back along Toru Road at the discretion of the emergency services.

- Be ready to initiate FULL EMERGENCY procedures if requested to do so.

- Carry out threat assessment and advice to AFIS whether Specific or Non-specific.

- Notify Aircraft Operator where applicable.

- Notify KCAHL Chief Executive.

- Notify CAA – **0508 ACCIDENT** (222 433).

- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.

- Media enquiries are to be referred to NZ Police or KCAHL Chief Executive.

- Public enquiries are to be referred to NZ Police / Aircraft Operator.

- Liaise with Incident Controller, Passenger Holding Area and Aircraft Operator.

> **AFIS**: Upon receipt of bomb threat or advice from the Airport Manager

- On receipt of a bomb threat, AFIS shall notify the Airport Manager of details and nature of the threat. The Airport Manager will determine if the threat is SPECIFIC or NON-SPECIFIC.

If the threat is determined as SPECIFIC, or in the absence of the Airport Manager carrying out a threat assessment –

- Call **111**. Ask for **Police**. Alert them of the threat.
  - *Remember the recipient is <u>writing down</u> this information.*
    If your cell phone is available, offer your number to the emergency operator.
- Commence keeping a timed record of events/subsequent actions as soon as possible.
- Notify the Aircraft Operator if applicable.
- Notify Local Unit Manager.
- Carry out further instructions as directed by the Police.
- Prepare emergency form for FULL EMERGENCY if needed.
- If needed inform any aircraft that may be impacted due to the location of the incident (i.e. smoke, fire-fighting appliances or airline operations areas). Direct away from the vicinity of the threat.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Take-off clearance or landing clearance shall not be issued until an assessment of the threat has been made by NZ Police.

> **POLICE**:

- Despatch all available staff to incident scene.
- Standby to establish inner and outer cordons for emergency staff.
  - **Inner Cordon** – to only allow personnel and vehicles from responding agencies to operate in this inner cordon;
  - **Outer Cordon** – to prevent onlookers and unauthorised persons from entering the area.
- Proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- If needed establish an ICP at the office building adjoining the Kapiti Coast Airport Main Hangar. If bomb threat is at this building, use the AFIS tower.

After risk assessment take following action:
- NON-SPECIFIC Threat
  - Cancel alert. No further action required.
- SPECIFIC Threat
  - Alert Emergency Services.
  - Alert Police Comms or NZDF Improvised Explosive Device Disposal (IEDD) and request explosives experts to attend the scene.
  - Assume traffic control duties. Provide safe access routes for services.
  - Establish emergency Operations centre/Area.
  - Secure site.

	FIRE AND EMERGENCY NZ:

- Proceed under 'Normal Traffic' configuration to 'Standby' at the Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- It is important to establish and maintain a secure cordon in order to:
  - o Prevent onlookers and unauthorised persons from entering the area.
- Alert Police.
- Alert Ambulance.
- Liaise with Police Incident Controller; assist with provision of ICP resources.

	AMBULANCE:

- Proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- Report to Police Incident Controller.
- Assist as directed.
- Coordinate efforts of any additional medical staff.
- Notify Capital & Coast DHB of incident details.
- Do not enter the inner or outer cordon areas until cleared by the Incident Controller.

	AIRCRAFT OPERATOR:

- If applicable, initiate response actions in accordance with SOPs.
  - o Utilise CAA Bomb Threat Checklist if applicable.
- Nominate delegate to report to EOC to liaise with Airport Manager and Incident Controller, and to assist with providing further information.
- Provide Airport Manager with number of persons on board, including infants, and four hard copy lists of:
  - o The verified passenger manifest;
  - o Details of any handicapped, blind, deaf or disabled passengers;
  - o Fuel on Board (if known); and
  - o Any dangerous goods on board.
- If Airport Manager unavailable, liaise directly with Incident Controller.
- Notify CAA – **0508 ACCIDENT** (222 433).
- **Avoid careless talk. Staff must not discuss details of the incident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

	CANCELLATION OF BUILDING BOMB THREAT:

- Incident Controller will advise emergency services, AFIS, Airport Manager and Aircraft Operator of cancellation of the bomb threat.
- Airport Manager to arrange runway and aerodrome inspection prior to cancellation of NOTAM and re-opening of airspace and/or aerodrome if applicable.

BOMB THREAT (AIRCRAFT)

Initial Response

Where a bomb threat has been made against an aircraft, airline or passenger, whether it be specific or non-specific, verbal or in written form. All threats must be treated seriously and assessed accordingly by a nominated Threat Assessor or by NZ Police.

- The Airport Manager is a nominated and trained Threat Assessor.

- Airlines may have nominated/trained Threat Assessors available as well (on-site or off-site).

- NZ Police have the responsibility for the protection of persons and property in New Zealand and accordingly will be responsible for instituting appropriate procedures to deal with any bomb threat or sabotage action relating to an aircraft at or approaching Kapiti Coast Airport or relating to persons or property at the airport.

Responsibilities Where Assessment Requires Subsequent Action:
- NZ Police are responsible to assess the threat, direct and co-ordinate all on-ground action in response to the threat, including the search of any aircraft.

- Where an aircraft search is needed NZ Police will organise and coordinate the search, normally with advice and/or assistance from an airline engineer. NZ Police are responsible for subsequent actions including the declaring the aircraft clean and safe, and declaring the stand-down of emergency services through the EOC when appropriate.

IF THREAT DETERMINED **SPECIFIC** – **DIAL 111 - POLICE**		
Details: • Bomb Threat on Aircraft • Location	**Equipment:**	• Land line phone, or • Cell phone

STANDBY FOR INSTRUCTION FROM POLICE		
Details: • Follow instructions from Police	**Equipment:**	• Cell phone • **DO NOT USE - VHF Radio**

PREPARE for FULL EMERGENCY if needed		
Details: • Be ready for initiation of FULL EMERGENCY procedures • Assist with personal safety and prevention of further incidents	**Equipment:**	• Fire Extinguisher • Medical Kit

REPORT to designated SAFE FORWARD POINT		
Details: • Rendezvous with Emergency Services at designated location or by Cell phone • Clear access for Emergency Services	**Equipment:**	• Cell phone • **VHF Radio only if cleared by Police**

Actions by Agencies

WARNING: RESTRICTIONS ON USE OF RADIOS AND CELL PHONES
There is a risk of DETONATION of an improvised explosive device from energy radiated by a radio transmitter or cellular phone. To minimise this risk, use of hand held or mobile radio transmitters or cellular phones is not permitted within 50 metres of an aircraft or building which is subject to a 'SPECIFIC THREAT'.
Cellular phones must always be switched off within 50 metres of a suspect aircraft, building or improvised explosive device.

AFIS: Upon receipt of bomb threat or advice from Pilot in Command

- On receipt of a bomb threat, AFIS shall notify the aircraft captain details of the threat and the basis of concern.
- Call **111**. Ask for **Police**. Alert them of the threat.
  - *Remember the recipient is <u>writing down</u> this information.*
    If your cell phone is available, offer your number to the emergency operator.
- Commence keeping a timed record of events/subsequent actions as soon as possible.
- Notify the Airport Manager.
- Notify the Aircraft Operator.
- Notify other ATS units, if affected.
- Carry out further instructions as directed by the NZ Police.
- Receiving from the pilot in command the decision as to further action required and passing that decision to NZ Police and the operator.
- Prepare emergency form for FULL EMERGENCY if needed.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Take-off clearance shall not be issued until an assessment of the threat has been made by NZ Police.

AIRPORT MANAGER:

- Carry out threat assessment and advise AFIS whether **SPECIFIC** or **NON-SPECIFIC**.

If the threat is determined as SPECIFIC –

- Confirm if emergency services have been contacted by AFIS.
    - If not, call **111**. Ask for **Police**. Alert them of the threat.
        - *Remember the recipient is <u>writing down</u> this information.*
          If your cell phone is available, offer your number to the emergency operator.

- Standby for instruction from NZ Police.
- Be ready to initiate FULL EMERGENCY procedures if requested to do so.
- Notify Aircraft Operator.
- Notify KCAHL Chief Executive.
- Notify CAA – **0508 ACCIDENT** (222 433).
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Media enquiries are to be referred to NZ Police or KCAHL Chief Executive.
- Public enquiries are to be referred to NZ Police / Aircraft Operator.
- Liaise with Incident Controller, Passenger Holding Area and Aircraft Operator.
- **Avoid careless talk. Staff must not discuss details of the incident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

POLICE:

- Despatch all available staff to incident scene.
- Standby to establish inner and outer cordons for emergency staff.
    - **Inner Cordon** – to only allow personnel and vehicles from responding agencies to operate in this inner cordon;
    - **Outer Cordon** – to prevent onlookers and unauthorised persons from entering the area.
- Proceed to Safe Forward Point (SFP) – western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- If needed establish an ICP at the Northern Office building adjoining the Airport Main Hangar. If the bomb threat is in an aircraft near this building, use AFIS tower.

After assessment take the following action:

- Non-specific Threat
    - Cancel alert. No further action required.

- Specific Threat
    - Advise pilot in command and request intentions.
    - Alert Emergency Services.
    - Alert Police Comms or NZDF Improvised Explosive Device Disposal (IEDD) and request explosives experts to attend the scene.
    - Assume traffic control duties. Provide safe access routes for services.
    - Establish emergency Operations centre/Area.
    - Secure site.

FIRE AND EMERGENCY NZ:

- Proceed under 'Normal Traffic' configuration to 'Standby' at the Kapiti Coast Airport Safe Forward Point (SFP).
- It is important to establish and maintain a secure cordon in order to:
  - Prevent onlookers and unauthorised persons from entering the area.
- Alert Police.
- Alert Ambulance.
- Liaise with Police Incident Controller; assist with provision of ICP resources.

AMBULANCE:

- Proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- Report to Police Incident Controller.
- Assist as directed.
- Co-ordinate efforts of any additional medical staff.
- Notify Capital & Coast DHB of incident details.
- Do not enter the inner or outer cordon areas until cleared by the Incident Controller.

AIRCRAFT OPERATOR:

- Initiate response actions in accordance with SOPs.
  - Utilise CAA Bomb Threat Checklist if applicable.
- Nominate delegate to report to EOC to liaise with Airport Manager and Incident Controller, and to assist with providing further information.
- Provide Airport Manager with number of persons on board, including infants, and four hard copy lists of:
  - The verified passenger manifest;
  - Details of any handicapped, blind, deaf or disabled passengers;
  - Fuel on Board (if known); and
  - Any dangerous goods on board.
- If Airport Manager unavailable, liaise directly with Incident Controller.
- Notify CAA – **0508 ACCIDENT** (222 433).
- **Avoid careless talk. Staff must not discuss details of the incident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

CANCELLATION OF AIRCRAFT BOMB THREAT:

- Incident Controller will advise emergency services, AFIS, Airport Manager and Aircraft Operator of cancellation of the bomb threat.
- Airport Manager to arrange runway and aerodrome inspection prior to cancellation of NOTAM and re-opening of airspace and/or aerodrome if applicable.

UNLAWFUL SEIZURE (HIJACK)

Initial Response

An event where there is a physical taking over of an aircraft by person or persons by actual force or implied threat thereof for the furtherance of their own aims.

- NZ Police have the responsibility for the protection of persons and property in New Zealand and accordingly will be responsible for instituting appropriate procedures to meet any bomb threat or sabotage action relating to an aircraft at or approaching Kapiti Coast Airport or relating to persons or property at the airport.

Responsibilities Where Assessment Requires Subsequent Action:
- NZ Police are responsible for directing and co-ordinating all on-ground action in relation to the threat following assessment, including an armed forced entry and/or search of any aircraft.
- Where an aircraft search is necessary NZ Police will organise and co-ordinate the search, normally with advice and/or assistance from an airline engineer. Police are responsible for subsequent actions including the declaring the aircraft/building clean and safe, and declaring the stand-down of emergency services through the EOC when appropriate.

DIAL 111 - POLICE			
Details:	• Hijack of Aircraft • Location	**Equipment:**	• Land line phone, or • Cell phone

STANDBY FOR INSTRUCTION FROM POLICE			
Details:	• Follow instructions from Police	**Equipment:**	• Cell phone • **DO NOT USE - VHF Radio**

PREPARE for FULL EMERGENCY if needed			
Details:	• Be ready for initiation of FULL EMERGENCY procedures • Assist with personal safety and prevention of further incidents	**Equipment:**	• Fire Extinguisher • Medical Kit

REPORT to designated SAFE FORWARD POINT			
Details:	• Rendezvous with Emergency Services at designated location or by Cell phone • Clear access for Emergency Services	**Equipment:**	• Cell phone • **VHF Radio only if cleared by Police**

Actions by Agencies

AFIS: Upon receipt of unlawful seizure or advice from Pilot in Command

- Call **111**. Ask for **Police**. Alert them of the threat.
    - *Remember the recipient is <u>writing down</u> this information.*
      If your cell phone is available, offer your number to the emergency operator.
- Commence keeping a timed narrative of events/subsequent actions as soon as possible.
- Notify the Airport Manager.
- Notify the Aircraft Operator.
- Notify other ATS units, if affected.
- Carry out further instructions as directed by the Police.
- Receiving from the pilot in command the decision as to further action required and passing that decision to the operator, and the Police.
- Prepare emergency form for FULL EMERGENCY if needed.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- If applicable, take-off clearance shall not be issued until an assessment of the threat has been made by Police.

AIRPORT MANAGER:

- Confirm if emergency services have been contacted by AFIS.
    - If not, call **111**. Ask for **Police**. Alert them of the threat.
        - *Remember the recipient is <u>writing down</u> this information.*
          If your cell phone is available, offer your number to the emergency operator.
- Standby for instruction from the Police.
- Be ready to initiate FULL EMERGENCY procedures if requested to do so.
- Report to Incident Controller to coordinate access to site; closing of the aerodrome or restriction of airspace if needed; and facilitate the establishment of an EOC as soon as practicable.
- Notify Aircraft Operator.
- Notify KCAHL Chief Executive.
- Notify CAA – **0508 ACCIDENT** (222 433).
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Media enquiries are to be referred to Police or KCAHL Chief Executive.
- Public enquiries are to be referred to Police / Aircraft Operator.
- Liaise with Incident Controller, Passenger Holding Area and Aircraft Operator.
- **Avoid careless talk. Staff must not discuss details of the threat with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

FIRE AND EMERGENCY NZ:

- Proceed under 'Normal Traffic' configuration to 'Standby' at the Kapiti Coast Airport Safe Forward Point - western side of Placemakers. Entry through **Security Gate A**.
- It is important to establish and maintain a secure cordon in order to:
  - Prevent onlookers and unauthorised persons from entering the area.
- Alert Police.
- Alert Ambulance.
- Liaise with Police Incident Controller; assist with provision of ICP resources.

POLICE:

- Despatch all available staff to incident scene.
- Standby to establish inner and outer cordons for emergency staff.
  - **Inner Cordon** – to only allow personnel and vehicles from responding agencies to operate in this inner cordon;
  - **Outer Cordon** – to prevent onlookers and unauthorised persons from entering the area.
- Proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- If needed establish an ICP at the Northern Office building adjoining the Kapiti Coast Airport Main Hangar. If the hijacked aircraft is near this building, use AFIS tower.

Following assessment take following action:

- Non-specific Threat
  - Cancel alert. No further action required.
- Specific Threat
  - Where appropriate, advice to pilot in command and request intentions.
  - Alert Emergency Services.
  - Alert Police Comms or NZDF Improvised Explosive Device Disposal (IEDD) and request explosives experts to attend the scene.
  - Assume traffic control duties. Provide safe access routes for services.
  - Establish emergency Operations centre/Area.
  - Secure site.
- Liaise with Airport Manager.
- Liaise with AFIS if necessary.

AMBULANCE:

- Proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- Report to Police Incident Controller.
- Assist as directed.
- Coordinate efforts of any additional medical staff.
- Notify Capital & Coast DHB of incident details.
- Do not enter the inner or outer cordon areas until cleared by the Incident Controller.

AIRCRAFT OPERATOR:

- Initiate response actions in accordance with SOPs.
  - Utilise CAA Bomb Threat Checklist if applicable.
- Nominate delegate to report to EOC to liaise with Airport Manager and Incident Controller, and to assist with providing further information.
- Provide Airport Manager with number of persons on board, including infants, and four (4) hard copy lists of:
  - The verified passenger manifest;
  - Details of any handicapped, blind, deaf or disabled passengers;
  - Fuel on Board (if known); and
  - Any dangerous goods on board.
- If Airport Manager unavailable, liaise directly with Incident Controller.
- Notify CAA – **0508 ACCIDENT** (222 433).
- **Avoid careless talk. Staff must not discuss details of the incident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

CANCELLATION OF AIRCRAFT UNLAWFUL SEIZURE:

- Incident Controller will advise emergency services, AFIS, Airport Manager and Aircraft Operator of cancellation of the unlawful seizure.
- Airport Manager to arrange runway and aerodrome inspection prior to cancellation of NOTAM and re-opening of airspace and/or aerodrome if applicable.

MINOR AIRPORT INCIDENT

Initial Response

An event which does not necessarily require off airport assistance, such as minor motor vehicle accidents, or minor medical emergencies.

ADVISE AFIS AND AIRPORT MANAGER

Details:	• Incident description • Location	Equipment:	• Land line phone, or • Cell phone

FIRST RESPONSE

Details:	• Respond to incident or emergency • Assist with personal safety and prevention of further incidents	Equipment:	• Fire Extinguisher • Medical Kit

REPORT to designated SAFE FORWARD POINT

Details:	• If required, rendezvous with Emergency Services at designated location or by Cell phone • Clear access for Emergency Services	Equipment:	• Cell phone • VHF Radio

After ARRIVAL of EMERGENCY SERVICES

Details:	• Phone KCAHL Airport Manager • Phone Operator involved • NOTAM advice if required • Coordinate Aerodrome interests		

Actions by Agencies

AFIS: Upon receipt of advice of incident

- Confirm if emergency services are required. If required, confirm emergency services have been contacted.
    - If not call **111**, ask for **Fire Service**. Advise location and nature of incident.
- If necessary, advise any aircraft that may be impacted due to the location of the incident. Direct away from the vicinity of the incident.
- Notify Kapiti Coast Airports Airport Manager.
- On arrival of any emergency service advise whether safe to enter operational area.
- Advise other aircraft traffic of location to ensure they are kept clear.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.

AIRPORT MANAGER:

- If required, confirm emergency services have been contacted.
    - If not call **111**, ask for **Fire Service**. Advise location and nature of fire.
- Advise AFIS.
- On arrival of any emergency service advise whether safe to enter operational area.
- Advise airport operators if necessary.
- Advise KCAHL Chief Executive.
- Advise CAA if airport operations impacted.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.

FIRE AND EMERGENCY NZ:

- If required, and unless nature of incident serious, proceed under 'Normal Traffic' configuration to 'Standby' at Kapiti Coast Airport Safe Forward Point (SFP) -
- Respond in accordance with SOPs.
- Liaise with Airport Manager.
- Liaise with AFIS if necessary.

POLICE:

- If required, proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- On arrival assume duties as Incident Controller from Senior Fire Officer (if present) once any risk of fire or hazardous substance has been eliminated.
- Assume traffic control duties if required. Provide safe access routes for services.
- Secure site.
- Liaise with Airport Manager.
- Liaise with AFIS if necessary.

AMBULANCE:

- If required, proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- Report to Incident Controller.
- Assess and treat emergency.
- First ambulance crew to arrive to assess medical requirements and advise Ambulance Central Communications Centre. If required, they will notify Capital & Coast DHB of incident details.
- Coordinate efforts of any additional medical staff if required.
- Liaise with Airport Manager.

AIRCRAFT OPERATOR:

- Initiate response actions in accordance with SOPs.
- Nominate delegate to report to EOC to liaise with Airport Manager and Incident Controller, and to assist with providing further information.
- If Airport Manager unavailable, liaise directly with Incident Controller.
- Liaise with AFIS if necessary.
- If required, notify CAA – **0508 ACCIDENT** (222 433).

CANCELLATION OF AIRPORT INCIDENT:

- Incident Controller will advise emergency services, AFIS, Airport Manager and Aircraft Operator of cancellation of the incident.
- Airport Manager to arrange runway and aerodrome inspection prior to cancellation of any NOTAM and re-opening of airspace and/or aerodrome if applicable.

MEDICAL EMERGENCY

Initial Response

Medical emergencies such as people suffering a heart attack, people collapsing, trips and falls, respiratory difficulties, severe air sickness etc.

These are normally responded to by airport based personnel pending arrival of local ambulance service paramedics or doctors if required.

IF NECESSARY - DIAL 111 - AMBULANCE		
Details: - Incident description - Location	**Equipment:**	- Land line phone, or - Cell phone

FIRST RESPONSE		
Details: - Respond to medical emergency - Assist with personal safety and prevention of further incidents	**Equipment:**	- Medical Kit - AED Defibrillator *- adjacent to the Airport Managers office and café*

REPORT to designated SAFE FORWARD POINT		
Details: - If required, rendezvous with Emergency Services at designated location or by Cell phone - Clear access for Emergency Services	**Equipment:**	- Cell phone - VHF Radio

After ARRIVAL of EMERGENCY SERVICES	
Details: - Phone KCAHL Airport Manager - Phone Operator involved - Co-ordinate Aerodrome interests - Complete an incident investigation including required Health and Safety reports.	

Actions by Agencies

PERSON DISCOVERING MEDICAL EMERGENCY:

- The person first attending to a medical emergency should raise the alarm if possible.
- Call **111**. Ask for **Ambulance**. Advise location and nature of the emergency.
- Advise Airport Manager.

AFIS: Upon advice from Pilot in Command, Airport Manager or person raising initial alarm

- Confirm emergency services have been contacted.
  - If not call **111**, ask for **Ambulance**. Advise location and nature of the medical emergency.
- Advise any aircraft that may be impacted due to the location of the medical emergency (i.e. ambulances or airline operations areas). Direct away from the vicinity of the emergency.
- Notify Airport Manager.
- On arrival of emergency services advise whether safe to enter operational area.
- Advise Local Unit Manager.

AIRPORT MANAGER: Upon notification or discovery of the medical emergency

- Confirm emergency services have been contacted.
  - If not call **111**, ask for **Ambulance**. Advise location and nature of the medical emergency.
- Advise AFIS.
- On arrival of emergency services advise whether safe to enter operational area.
- Advice to airport operators if necessary.
- Advise KCAHL Chief Executive.
- Advise CAA if airport operations impacted.

AMBULANCE:

- Respond in accordance with SOPs.
- Assess and treat emergency.
- Medical Emergencies are 'normal' emergencies under the full jurisdiction of the Regional Ambulance Service or FENZ.
- First ambulance crew to arrive to assess medical requirements and advise Ambulance Central Communications Centre. If required, they will notify Capital & Coast DHB of emergency details.
- Coordinate efforts of any additional medical staff if required.
- Liaise with Airport Manager.

KAPITI COAST AIRPORT

FIRE AND EMERGENCY NZ:

- If required, respond in accordance with SOPs.
- Medical Emergencies are 'normal' emergencies under the full jurisdiction of the Regional Ambulance Service or FENZ.
- Liaise with Airport Manager.
- Liaise with AFIS if necessary.

POLICE:

- If required, respond in accordance with SOPs.
- On arrival assume duties as Incident Controller from Senior Fire Officer (if present) once any risk of fire or hazardous substance has been eliminated.
- Assume traffic control duties if required. Provide safe access routes for services.
- Secure site.
- Liaise with Airport Manager.
- Liaise with AFIS if necessary.

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PUBLIC HEALTH RISK

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Initial Response

A **public health risk** means the likelihood that an event may adversely affect the health of human populations, with an emphasis on one which may spread internationally and/or may present a serious and direct danger.

A **public health emergency of international concern (PHEIC)** means an extraordinary event which is determined by the World Health Organisation in accordance with the International Health Regulations 2005 to;

1. constitute a public health risk to other countries through the international spread of disease; and
2. has potential to require a co-ordinated international response.

The response will be determined by one of **five types** of event or incident:

- **Communicable Disease** - **Non-quarantinable** diseases but meets IATA definition of a suspected communicable disease.
- **Communicable Disease** - **Quarantinable** diseases
- **Chemical – FENZ** lead.
- **Radiological -** National Centre for Radiation Science lead.
- **Biological,** being a non-communicable disease (e.g. pests, vectors, fomites) - Ministry for Primary Industries (MPI) lead.

The following infectious diseases are **Quarantinable** under Part Three of Schedule Two of the Health Act 1956;

- Avian influenza (capable of being transmitted between human beings),
- Cholera,
- Plague,
- Yellow fever,
- Non-seasonal influenza (capable of being transmitted between human beings – note this requires activation by the Ministry of Health),
- Middle East Respiratory Syndrome,
- Viral haemorrhagic fevers (capable of being transmitted between human beings – e.g. Ebola).

With scheduled passenger flights bringing passengers to the Airport that may have originated from connecting international flights, there is potential for a pandemic type event or incident that may require passengers to be placed in quarantine.

- In a **Chemical** incident FENZ will be the lead agency. A fuel spill response is already covered by current contents of this AEP.

- In a **Radiological** incident the National Centre for Radiation Science (located within Environmental Science and Research) will be the lead agency, with Regional Public Health (RPH) staff being the agents. The response is covered under New Zealand National Radiation Guidelines.

- In a **Biological** incident the Ministry for Primary Industries (MPI) is the lead agency.

IF NECESSARY - DIAL 111 - AMBULANCE

Details:	• Symptoms of concern • Location • Numbers of affected people	Equipment:	• Land line phone, or • Cell phone

FIRST RESPONSE

Details:	• **In flight discovery;** captain to notify airline ground staff of unwell traveller(s) in first instance, or AFIS if unable to contact ground staff. **Aircraft doors must remain closed, and passengers and crew must remain on board until ambulance paramedics or Regional Public Health permits disembarkation.** • **Discovery post disembarkation;** Airport staff recognises unwell traveller(s) and notifies ambulance services, Regional Public Health, Police, and the Airport Manager.	Equipment:	• Medical Kit
		Agencies to notify if required:	• Regional Public Health on-call Health Protection Officer **(04) 570 0044** **(04) 570 9007** *(a/hrs)* *Ask to speak to the Health Protection Officer on call.* • Regional Public Health (RPH) **(04) 570 9002** • Capital & Coast DHB **(04) 385 5999** **To ensure timely response and minimise delays, notify as soon as symptoms identified by crew or staff.**

WHEN TO NOTIFY REGIONAL PUBLIC HEALTH

Public Health is to be notified if a passenger or crew has a suspected quarantinable disease or has:

- A fever (if associated with a measured temperature of 38°C (100°F) or greater, the likelihood that the passenger is suffering from a communicable disease is increased)

and two or more of the following symptoms*

- Appearing obviously unwell
- Persistent coughing
- Impaired breathing
- Persistent diarrhoea
- Persistent vomiting
- Skin rash
- Abnormal bleeding
- Confusion of recent onset

* The case definition of a communicable disease of International Concern, as defined by the International Air Transport Association (IATA)

Follow directions of ambulance paramedics or the Regional Public Health Officer.

Actions by Agencies

PERSON DISCOVERING PASSENGER EXHIBITING COMMUNICABLE DISEASE SYMPTOMS OF CONCERN:

- Maintain a record of all staff involved in the response.
- Call **111**. Ask for **Ambulance**. Advise location and nature of the symptoms of concern.
- Liaise with Regional Public Health on-call Health Protection Officer (HPO) or Medical Officer of Health (MOH) of the health status of ill traveller(s) when initial assessment has been completed.
- Notify Airport Manager.

AFIS: Upon advice from Pilot in Command, Airport Manager or person raising initial alarm

- If required, confirm emergency services have been contacted.
  - If not call **111**, ask for **Ambulance**. Advise location and nature of the symptoms of concern.
- Notify Airport Manager.
- On arrival of emergency services advise whether safe to enter operational area.
- Advise Local Unit Manager.

AIRCRAFT OPERATOR:

- Initiate response actions in accordance with SOPs.
- Notify Regional Public Health on-call Health Protection Officer (HPO) of unwell traveller(s) on board inbound flight.
- Inform Airport Manager of unwell traveller(s) on board inbound flight.
- Isolate any unwell passengers.
- Maintain a record of all staff involved in the response.
- Facilitate access of Regional Public Health staff or ambulance paramedics airside.
- Provide the airline, flight number, origin, estimated time of arrival and if possible, seat number of unwell traveller, age, sex, his/her temperature, symptoms and other relevant information.
- Produce passenger list (manifest) at Regional Public Health request.
- Provide details of previous countries traveller has visited in previous 14 days where possible.
- Arrange appropriate area for assessment of ill passenger(s).
- Restrict entry to terminal,
- Assist with crowd and passenger control; provide an appropriate area for family and friends.
- Relocate aircraft as appropriate.
- Next of kin inquiries – family and friends.
- Provides the reconciliation of luggage from hold with quarantine traveller(s).
- Maintain communication with Airport Manager.

AIRPORT MANAGER: Upon notification or discovery of the public health concern

- If required, confirm emergency services have been contacted.
    - If not call **111**, ask for **Ambulance**. Advise location and nature of the symptoms of concern.
- Advise AFIS.
- On arrival of emergency services advise whether safe to enter operational area.
- Report to Incident Controller to coordinate access to site and facilitate the establishment of an EOC as soon as practicable if required.
- Advise airport operators if necessary.
- Advise KCAHL Chief Executive.
- Advise CAA if airport operations impacted.

AMBULANCE:

- Provide an appropriate ambulance response to the incident.
- Assess and treat emergency.
- Liaise with ground staff or Airport Manager to triage, treat and transport patient(s) to an appropriate medical facility using established counter measure procedures.
- Liaise with Regional Public Health on-call Health Protection Officer (HPO) providing information in relation to the diagnosis and treatment of the patient(s).
- First ambulance crew to arrive to assess medical requirements and advise Ambulance Control Centre. If required, they will notify Capital & Coast DHB of emergency details.
- Ensure that all equipment and vehicles used are cleaned in accordance with the Control of Infection procedures.
- Coordinate efforts of any additional medical staff if required.
- Maintain communication with Airport Manager.

POLICE:

- If required, respond in accordance with SOPs.
- On arrival assume duties as Incident Controller until arrival of Regional Public Health on-call Health Protection Officer (HPO).
- Assume traffic control duties if required. Provide safe access routes for services.
- Secure site.
- Liaise with Airport Manager.
- Liaise with AFIS if necessary.

CANCELLATION OF PUBLIC HEALTH RISK:

- Regional Public Health will advise Airport Manager and Aircraft Operator of cancellation of the public health risk. Access to quarantined areas will only be provided once approved.
- Airport Manager to arrange aerodrome inspection prior to cancellation of any NOTAM and re-opening of airspace and/or aerodrome if applicable.

NATURAL DISASTER

Initial Response

Any natural event which may result in a threat to human life or the safety of aircraft or cause damage to infrastructure such as Airport Terminal, fuel facilities, navigation aids and runways. This includes significant storms with high winds.

DIAL 111 - FIRE SERVICE

Details:	• Disaster description • Location	Equipment:	• Land line phone, or • Cell phone

TAKE CONTROL of AERODROME

Details:	• Clear other aircraft in aerodrome circuit to land if possible and to remain clear of accident scene • Recommend other aircraft to divert to Wellington or Palmerston North airports	Equipment:	• Cell phone • VHF Radio

FIRST RESPONSE

Details:	• Respond to emergency • Assist with personal safety and prevention of further incidents	Equipment:	• Fire Extinguisher • Medical Kit

REPORT to designated SAFE FORWARD POINT

Details:	• Rendezvous with Emergency Services at designated location or by Cell phone • Clear access for Emergency Services	Equipment:	• Cell phone • VHF Radio

After HANDOVER of CONTROL

Details:	• Phone Operator involved • Phone KCAHL Airport Manager • NOTAM advice if required • Coordinate Aerodrome interests	Command and Control to be established Incident Control Point and Emergency Operations Centre to be established at office building adjoining the Airport Main Hangar and Airport Terminal

Actions by Agencies

AFIS: Upon receipt of advice from Airport Manager or person raising initial alarm

- If required, confirm emergency services have been contacted.
  - If not call **111**, ask for **Fire Service**. Advise location and nature of disaster.
- If necessary, advise any aircraft that may be impacted due to the location of the disaster (i.e. Smoke, fire-fighting appliances or airline operations areas). Direct away from the vicinity of the disaster.
- Notify the Aircraft Operator if applicable.
- Notify Local Unit Manager.
- On arrival of emergency services advise whether safe to enter operational area.
- Carry out further instructions as directed by the Police.
- Prepare emergency form for FULL EMERGENCY if needed.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- If applicable, take-off clearance or information to an aircraft to support a landing shall not be issued until an assessment of the disaster has been made by Police.

AIRPORT MANAGER: Upon notification or discovery of natural disaster

- If required, confirm emergency services have been contacted.
  - If not call **111**, ask for **Fire Service**. Advise location and nature of disaster.
- Give the order to evacuate all persons from building vicinity and surrounding areas.
- Subject to type of natural disaster event, if relevant at the Airport Terminal, direct all persons to the Evacuation Point by the 'Kapiti Coast Airport' entrance sign on Toru Road. If this point is considered to be too close to the terminal all persons are to be moved to a position further back along Toru Road at the discretion of emergency services.
  - Tsunami alerts may require access airside for immediate evacuation away from the coast to higher ground.
- Advise AFIS.
- On arrival of emergency services advise whether safe to enter operational area.
- Be ready to initiate FULL EMERGENCY procedures if requested to do so.
- Notify airport operators if necessary.
- Notify KCAHL Chief Executive.
- Advise CAA if airport operations impacted.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Liaise with Incident Controller, Passenger Holding Area and Aircraft Operator.

FIRE AND EMERGENCY NZ:

- Proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A**.
- Respond in accordance with SOPs.
- Liaise with Airport Manager.
- Liaise with AFIS if necessary.

POLICE:

- Proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- On arrival assume duties as Incident Controller from Senior Fire Officer (if present) once any risk of fire or hazardous substance has been eliminated.
- Assume traffic control duties if required. Provide safe access routes for services.
- Secure site.
- Liaise with Airport Manager.
- Liaise with AFIS if necessary.

AMBULANCE:

- Proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- Report to Incident Controller.
- Assess and treat emergency.
- First ambulance crew to arrive to assess medical requirements and advise Ambulance Central Communications Centre. They will notify Capital & Coast DHB of disaster details.
- Coordinate efforts of any additional medical staff if required.
- Liaise with Airport Manager.

AIRCRAFT OPERATOR:

- Initiate response actions in accordance with SOPs.
- Nominate delegate to report to EOC to liaise with Airport Manager and Incident Controller, and to assist with providing further information.
- If Airport Manager unavailable, liaise directly with Incident Controller.
- Liaise with AFIS if necessary.
- If required, notify CAA – **0508 ACCIDENT** (222 433).

CANCELLATION OF NATURAL DISASTER:

- Incident Controller will advise emergency services, AFIS, Airport Manager and Aircraft Operator of cancellation of the natural disaster.
- Airport Manager to arrange runway and aerodrome inspection prior to cancellation of any NOTAM and re-opening of airspace and/or aerodrome if applicable.

AIRCRAFT ACCIDENT OFF THE AIRPORT

Initial Response

An AIRCRAFT ACCIDENT OFF THE AIRPORT emergency is declared when an aircraft accident or crash has occurred outside the immediate vicinity of the aerodrome, **including at sea**. Declaration of this emergency phase can occur at any location. The actual response to the accident from the aerodrome will differ depending upon the location.

Alert/dispatch suitable fixed-wing and rotary Search and Rescue (SAR) aircraft in consultation with the NZ Police.

- **Note:** A set SAR plan has been adopted by the Police and Marine Authorities and this procedure will be activated by the Police when notified of any emergency in the sea.

DIAL 111 - FIRE SERVICE			
Details:	• Incident description • Location	**Equipment:**	• Land line phone, or • Cell phone

FIRST RESPONSE			
Details:	• Respond to incident or emergency if required • Assist with personal safety and prevention of further incidents	**Equipment:**	• Fire Extinguisher • Medical Kit

REPORT to designated SAFE FORWARD POINT			
Details:	• If required, rendezvous with Emergency Services and/or Search and Rescue at designated location or by Cell phone • Clear any access for Emergency Services if applicable	**Equipment:**	• Cell phone • VHF Radio

After ARRIVAL of EMERGENCY SERVICES		
Details:	• Phone KCAHL Airport Manager • Phone Operator involved • NOTAM advice if required • Coordinate Aerodrome interests	

Actions by Agencies

	AFIS: Upon receipt of advice from Pilot in Command

- Call **111**. Ask for **Fire Service**. Alert them using the standard format as follows:

    > *"Kapiti Coast Airport,*
    > ***Emergency – AIRCRAFT CRASH***, *
    > *Aircraft type,*
    > *Location (use grid reference if known), - **Important to note Off the Airport***
    > *Nature of event,*
    > *Number of persons on board (POB – if known),*
    > *Fuel on board (if known),*
    > *Any dangerous goods (if known)."*

    - *Remember the recipient is <u>writing down</u> this information.*
      If your cell phone is available, offer your number to the emergency operator.

- Commence keeping a timed narrative of events/subsequent actions as soon as possible.

- Advise all aircraft to remain clear of the accident scene and if necessary, divert to another aerodrome until airport reopens.

- Notify Airport Manager. If unavailable notify Aircraft Operator.

- Assume role of Incident Controller until the arrival of the emergency services.

- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.

- Advise Airways CH Centre.

- Advise Local Unit Manager.

AIRPORT MANAGER:

- Confirm emergency services have been contacted by AFIS.
  - If not, call **111**. Ask for **Fire Service**. Alert them using the standard format as follows:

    "Kapiti Coast Airport,

    Emergency – AIRCRAFT CRASH,

    Aircraft type,

    *Location (use grid reference if known, - **Important to note Off the Airport***

    Nature of event,

    Number of persons on board (POB – if known),

    Fuel on board (if known),

    Any dangerous goods (if known)."

    - *Remember the recipient is <u>writing down</u> this information.*
      If your cell phone is available, offer your number to the emergency operator.

- Notify Aircraft Operator.
- If required, obtain from the Aircraft Operator the number of persons on board, including infants, and **4** hard copy lists of:
  - The verified passenger manifest;
  - Details of any handicapped, blind, deaf or disabled passengers;
  - Fuel on Board (if known); and
  - Any dangerous goods on board.
- Provide the passenger and cargo information to the:
  - Incident Controller,
  - Senior Fire Officer, and
  - Senior Medical Officer.
- If required:
  - Report to Incident Controller to coordinate access to site; closing of the aerodrome or restriction of airspace if needed; and facilitate the establishment of an EOC as soon as practicable.
  - Notify Kapiti Districts Aero Club office requesting backup staff and personnel to assist.
  - Notify Air Chathams office requesting backup staff and personnel to assist.
  - Direct relief staff (and helpers) to the Uninjured Passengers Triage Area (reception in office building adjoining the Airport Main Hangar) to set up and assist with a Passenger Reception, Registration and Welfare Area. Provide copy of passenger manifest list, mobile radio & emergency kit.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Notify KCAHL Chief Executive.
- Notify CAA – **0508 ACCIDENT** (222 433)
- Notify Kapiti District Council if necessary.
- Media enquiries are to be referred to Police or KCAHL Chief Executive.
- Public enquiries are to be referred to Police / Aircraft Operator.
- Liaise with Incident Controller, Passenger Holding Area and Aircraft Operator.
- **Avoid careless talk. Staff must not discuss details of the accident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

FIRE AND EMERGENCY NZ:

- Proceed under 'Emergency Traffic' configuration to the accident scene.
- The Senior Fire Officer will be the Incident Controller until any risk of fire or hazardous substance is under control and Police have arrived.
- If there is a delay in the Police arriving the Senior Fire Officer should continue with those duties until they arrive. It is important to establish and maintain a secure cordon in order to:
    - Prevent passengers and aircrew from wandering off unaccounted for, and
    - Prevent onlookers and unauthorised persons from entering the area.
- Assess and treat emergency.
- If resources available, provide assistance to Ambulance personnel to help manage inventory of passengers/injured persons etc.

POLICE:

- Dispatch all available staff and proceed to the accident scene.
- On arrival assume duties as Incident Controller from Senior Fire Officer (if present) once any risk of fire or hazardous substance has been eliminated.
- Assume traffic control duties. Provide safe access routes for services at the airport, accident scene, and if possible key intersections for other emergency services vehicles.
- Establish emergency Operations Centre/Area.
- Secure site.
- It is important to establish and maintain secure inner and outer cordons:
    - **Inner Cordon** – to only allow personnel and vehicles from responding agencies to operate in this inner cordon; and to prevent passengers and aircrew from wandering off unaccounted for.
    - **Outer Cordon** – to prevent onlookers and unauthorised persons from entering the area.
- Ensure all persons on board are accounted for.
- If resources available, provide assistance to Ambulance personnel to help manage inventory of passengers/injured persons etc.
- Maintain guard over crashed aircraft until released by either CAA or TAIC air accident investigator.
- Establish an information centre, if appropriate to:
    - Prepare casualty lists.
    - Co-ordinate with the air operators' agents to notify next of kin and supply press releases.
    - Maintain a timed narrative log of events/subsequent actions.

AMBULANCE:

- Proceed to the accident scene.
- Report to Incident Controller.
- Assess and treat emergency.
- First ambulance crew to arrive to assess medical requirements and advise Ambulance Central Communications Centre. They will notify Capital & Coast DHB of incident details.
- Co-ordinate efforts of any additional medical staff.
- If location difficult to access, request Rescue Squad.
- Transport casualties from scene. Do not enter the inner cordon/fire area until cleared by the Incident Controller.

AIRCRAFT OPERATOR:

- Initiate response actions in accordance with SOPs.
- Nominate delegate to report to EOC to liaise with Airport Manager and Incident Controller, and to assist with providing further information.
- Provide Airport Manager or Incident Controller with number of persons on board, including infants, and four (4) hard copy lists of:
  - The verified passenger manifest;
  - Details of any handicapped, blind, deaf or disabled passengers;
  - Fuel on Board (if known); and
  - Any dangerous goods on board.
- If Airport Manager unavailable, liaise directly with Incident Controller.
- Notify CAA – **0508 ACCIDENT** (222 433).
- Aircraft Operator's obligation in the case of an accident will mainly be required for:
  - Transport.
  - Direction and management of evacuated persons.
  - Welfare, documentation and 'onward' arrangements i.e. accommodation, rebooking of travel etc. of uninjured passengers.
- Most of the aircraft operator's personnel should be directed to the Uninjured Passengers Triage Area.
- The aircraft operator/agent should ensure staff is available for contact with the Incident Controller and the crew of the incident aircraft until the emergency is over.
- **Avoid careless talk. Staff must not discuss details of the accident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

> *IF REQUIRED –* **EVACUATION CENTRE PERSONNEL**:
> Likely to be Air Chatham's ground staff or Kapiti Districts Aero Club staff if available.

- Under the direction of the Incident Controller set up Uninjured Passenger Triage Area in the office building adjoining the Airport Main Hangar.
- Establish communications with Incident Controller.
- All passengers, including those who appear to have minor or no injuries, should be assessed by medical personnel prior to being processed through this area.
- In many instances it is likely that all passengers will be transported to a hospital or other medical facility for assessment regardless of their apparent condition.
- All passengers should be registered on arrival. Registration is VITAL and all passengers and crew are not to be allowed to wander off. If possible, passengers and crew should be processed separately.
- All passenger details should be reconciled with the passenger manifest.
- Identification stickers should be made and attached to each passenger, **and not removed**.
- Passengers should remain in a welfare area for supervision and observation (possible delayed signs of injury).
- Passengers are only to be released under the specific instruction of the Incident Controller.
- **Avoid careless talk. Staff must not discuss details of the incident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

CANCELLATION OF AIRCRAFT ACCIDENT OFF THE AIRPORT:

- Incident Controller will advise emergency services, AFIS, Airport Manager and Aircraft Operator of cancellation of the incident.
- Airport Manager to ensure cancellation of NOTAM and re-opening of airspace and/or aerodrome if applicable.

LOCAL STANDBY

Initial Response

A Local Standby phase is declared when an aircraft approaching the aerodrome is or is suspected to have developed some problem such as would not normally prevent it from affecting a safe landing.

DIAL 111 - FIRE SERVICE		
Details: - Incident description - Location	**Equipment:**	- Land line phone, or - Cell phone

MAINTAIN CONTROL of AERODROME		
Details: - Clear other aircraft in aerodrome circuit to land if possible and to remain clear of accident scene - Recommend other aircraft to divert to Wellington or Palmerston North airports	**Equipment:**	- Cell phone - VHF Radio - Note Book – record event with timeline

PREPARE for FULL EMERGENCY if needed		
Details: - Prepare for possible upgrade to Full Emergency - Assist with personal safety and prevention of further incidents	**Equipment:**	- Fire Extinguisher on standby - Medical Kit on standby

REPORT to designated SAFE FORWARD POINT		
Details: - If required, rendezvous with Emergency Services at designated location or by Cell phone - Clear access for Emergency Services	**Equipment:**	- Cell phone - VHF Radio

After ARRIVAL of EMERGENCY SERVICES		
Details: - Phone KCAHL Airport Manager - Phone Operator involved - Coordinate Aerodrome interests		

Actions by Agencies

AFIS: Upon receipt of advice from Pilot in Command

- Call **111**. Ask for **Fire Service**. Alert them using the standard format as follows:

  "Kapiti Coast Airport,
  ***LOCAL STANDBY**,*
  Aircraft type,
  Estimated time of arrival,
  Nature of problem,
  Number of persons on board (POB – if known),
  Fuel on board (if known),
  Any dangerous goods (if known)."

  - *Remember the recipient is <u>writing down</u> this information.*
    If your cell phone is available, offer your number to the emergency operator.

- Note: Services must be informed that it is a Local Standby only, i.e. Services other than FENZ are not required to proceed to the airport.
- Remain in readiness for possible upgrade to FULL EMERGENCY or until LOCAL STANDBY is cancelled.
- Commence keeping a timed narrative of events/subsequent actions as soon as possible.
- Advise all aircraft, airborne and on the ground, to keep the airport clear of traffic if necessary.
- Notify Airport Manager. If unavailable notify Aircraft Operator.
- Assume role of Incident Controller until the arrival of emergency services.
- On arrival of emergency services advise whether safe to enter operational area.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Advise Local Unit Manager.

	AIRPORT MANAGER:

- Confirm emergency services have been contacted by AFIS.
    - If not, call **111**. Ask for **Fire Service**. Alert them using the standard format as follows:

        "Kapiti Coast Airport,
        ***LOCAL STANDBY**,*
        Aircraft type,
        Estimated time of arrival,
        Nature of problem,
        Number of persons on board (POB – if known),
        Fuel on board (if known),
        Any dangerous goods (if known)."

        - *Remember the recipient is <u>writing down</u> this information.*
          If your cell phone is available, offer your number to the emergency operator.

- Note: Services must be informed that it is a Local Standby only, i.e. Services other than FENZ are not required to proceed to the airport.
- Remain in readiness for possible upgrade to FULL EMERGENCY or until LOCAL STANDBY is cancelled.
- Notify Aircraft Operator.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Notify KCAHL Chief Executive.
- Advise CAA if airport operations impacted.
- **Avoid careless talk. Staff must not discuss details of the accident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

	FIRE AND EMERGENCY NZ:

- Unless otherwise required, proceed under '**Normal Traffic**' configuration to the Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- Assess situation in accordance with SOPs.
- Liaise with Airport Manager.
- Liaise with AFIS if necessary.
- Remain in readiness for possible upgrade to FULL EMERGENCY or until LOCAL STANDBY is cancelled.

	POLICE:

- Remain in readiness for possible upgrade to FULL EMERGENCY or until LOCAL STANDBY is cancelled.

AMBULANCE:

- Remain in readiness for possible upgrade to FULL EMERGENCY or until LOCAL STANDBY is cancelled.
- Notify Capital & Coast DHB.

AIRCRAFT OPERATOR:

- Initiate response actions in accordance with SOPs.
- Remain in readiness for possible upgrade to FULL EMERGENCY or until LOCAL STANDBY is cancelled.
- Nominate delegate to liaise with Airport Manager and Incident Controller, and to assist with providing further information.
- If Airport Manager unavailable, liaise directly with Incident Controller.
- **Avoid careless talk. Staff must not discuss details of the accident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

CANCELLATION OF LOCAL STANDBY:

- Incident Controller will advise emergency services, AFIS, Airport Manager and Aircraft Operator of cancellation of the incident.
- Airport Manager to arrange runway and aerodrome inspection prior to cancellation of NOTAM and re-opening of airspace and/or aerodrome if applicable.

FULL EMERGENCY

Initial Response

A Full Emergency phase is declared when an aircraft approaching the aerodrome is, or is suspected to be, in such trouble that there is danger of an accident.

DIAL 111 - FIRE SERVICE	
Details: - Incident description - Location	**Equipment:** - Land line phone, or - Cell phone

MAINTAIN CONTROL of AERODROME	
Details: - Clear other aircraft in aerodrome circuit to land if possible and to remain clear of accident scene - Recommend other aircraft to divert to Wellington or Palmerston North airports	**Equipment:** - Cell phone - VHF Radio - Note Book – record event with timeline

FIRST RESPONSE	
Details: - Prepare for possible upgrade to Aircraft Accident - Assist with personal safety and prevention of further incidents	**Equipment:** - Fire Extinguisher on standby - Medical Kit on standby

REPORT to designated SAFE FORWARD POINT	
Details: - Rendezvous with Emergency Services at designated location or by Cell phone - Clear access for Emergency Services - Hand over CONTROL of emergency	**Equipment:** - Cell phone - VHF Radio

After HANDOVER of CONTROL	
Details: - Phone KCAHL Airport Manager - Phone Operator involved - NOTAM advice if required - Coordinate Aerodrome interests	Command and Control to be established Incident Control Point and Emergency Operations Centre to be established at office building adjoining the Airport Main Hangar and Airport Terminal

Actions by Agencies

AFIS: Upon receipt of advice from Pilot in Command

- Ascertain degree of hazard from Pilot in Command, and where the pilot advises that his/her aircraft will not be endangered ask him/her to consider:

  o Diversion to another airport with full crash facilities; or

  o The possibility of remaining airborne until the emergency services arrive and are in position.

- If committed to attempting a landing: Call **111**. Ask for **Fire Service**. Alert them using the standard format as follows:

  > *"Kapiti Coast Airport,*
  > ***Emergency – FULL EMERGENCY**,*
  > *Aircraft type,*
  > *Estimated time of arrival,*
  > *Planned runway to be used,*
  > *Nature of problem,*
  > *Number of persons on board (POB – if known),*
  > *Fuel on board (if known),*
  > *Any dangerous goods (if known)."*

  > - *Remember the recipient is <u>writing down</u> this information.*
  >   *If your cell phone is available, offer your number to the emergency operator.*

- Remain in readiness for possible upgrade to AIRCRAFT ACCIDENT or until FULL EMERGENCY is cancelled.
- Commence keeping a timed narrative of events/subsequent actions as soon as possible.
- Advise all aircraft to remain clear of the aircraft or runway and if necessary, divert to another aerodrome until airport reopens.
- Notify Airport Manager. If unavailable notify Aircraft Operator.
- Assume role of Incident Controller until the arrival of emergency services.
- On arrival of emergency services advise whether safe to enter operational area.
- Notify Kapiti Districts Aero Club office requesting backup staff and personnel to assist.
- Notify Air Chathams office requesting backup staff and personnel to assist.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Advise Main Trunk Duty Manager.
- Advise Local Unit Manager.

AIRPORT MANAGER:

- Confirm emergency services have been contacted by AFIS.
  - If not, call **111**. Ask for **Fire Service**. Alert them using the standard format as follows:

    "Kapiti Coast Airport,

    Emergency – FULL EMERGENCY,

    Aircraft type,

    Estimated time of arrival,

    Planned runway to be used,

    Nature of problem,

    Number of persons on board (POB – if known),

    Fuel on board (if known),

    Any dangerous goods (if known)."

    - *Remember the recipient is <u>writing down</u> this information.*
      If your cell phone is available, offer your number to the emergency operator.

- Notify Aircraft Operator.
- Request Aircraft Operator to prepare details of the number of persons on board, including infants, and four hard copy lists of:
  - The verified passenger manifest;
  - Details of any handicapped, blind, deaf or disabled passengers;
  - Fuel on Board (if known); and
  - Any dangerous goods on board.
- If required, provide the passenger and cargo information to the:
  - Incident Controller,
  - Senior Fire Officer, and
  - Senior Medical Officer.
- Report to Incident Controller to coordinate access to site; closing of the aerodrome or restriction of airspace if needed; and facilitate the establishment of an EOC as soon as practicable.
- Remain in readiness for possible upgrade to AIRCRAFT ACCIDENT or until FULL EMERGENCY is cancelled.
- Notify Kapiti Districts Aero Club office requesting backup staff and personnel to assist.
- Notify Air Chathams office requesting backup staff and personnel to assist.
- Direct relief staff (and helpers) to set up Uninjured Passenger Holding Area (reception in office building adjoining the Airport Main Hangar). Issue support staff in charge with 'Emergency' Kits and **2** copies of NAMES lists if available.
- Notify KCAHL Chief Executive.
- Notify CAA – **0508 ACCIDENT** (222 433).
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Notify Kapiti District Council if necessary.
- Media enquiries are to be referred to Police or KCAHL Chief Executive.
- Public enquiries are to be referred to Police / Aircraft Operator.
- Liaise with Incident Controller, Passenger Holding Area and Aircraft Operator.
- **Avoid careless talk. Staff must not discuss details of the accident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

KAPITI COAST AIRPORT

FIRE AND EMERGENCY NZ:

- Proceed under 'Emergency Traffic' configuration to Kapiti Coast Airport Safe Forward Point (SFP).
- Remain in readiness for possible upgrade to AIRCRAFT ACCIDENT or until FULL EMERGENCY is cancelled.
- The Senior Fire Officer will be the Incident Controller until any risk of fire or hazardous substance is under control and Police have arrived.
- If there is a delay in the Police arriving the Senior Fire Officer should continue with those duties until they arrive. It is important to establish and maintain a secure cordon in order to:
  o Prevent passengers and aircrew from wandering off unaccounted for, and
  o Prevent onlookers and unauthorised persons from entering the area.
- Assess and treat emergency.

POLICE:

- Dispatch all available staff and proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- On arrival assume duties as Incident Controller from Senior Fire Officer (if present) once any risk of fire or hazardous substance has been eliminated.
- Assume traffic control duties. Provide safe access routes for services.
- Establish emergency Operations Centre/Area if required.
- Secure site.
- It is important to establish and maintain secure inner and outer cordons:
  o **Inner Cordon** – to only allow personnel and vehicles from responding agencies to operate in this inner cordon;
  o **Outer Cordon** – to prevent onlookers and unauthorised persons from entering the area.
- Remain in readiness for possible upgrade to AIRCRAFT ACCIDENT or until FULL EMERGENCY is cancelled.
- Maintain a timed narrative log of events/subsequent actions.

AMBULANCE:

- Proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- Report to Incident Controller.
- Assess and treat emergency.
- First ambulance crew to arrive to assess medical requirements and advise Ambulance Central Communications Centre. They will notify Capital & Coast DHB of incident details.
- Coordinate efforts of any additional medical staff.
- Remain in readiness for possible upgrade to AIRCRAFT ACCIDENT or until FULL EMERGENCY is cancelled.

AIRCRAFT OPERATOR:

- Initiate response actions in accordance with SOPs.
- Nominate delegate to report to EOC to liaise with Airport Manager and Incident Controller, and to assist with providing further information.
- Prepare details of number of persons on board, including infants, and four (4) hard copy lists of:
    o The verified passenger manifest;
    o Details of any handicapped, blind, deaf or disabled passengers;
    o Fuel on Board (if known); and
    o Any dangerous goods on board.
- If Airport Manager unavailable, liaise directly with Incident Controller.
- Notify CAA – **0508 ACCIDENT** (222 433).
- Aircraft Operator's obligation in the case of an accident will mainly be required for:
    o Transport.
    o Direction and management of evacuated persons.
    o Welfare, documentation and 'onward' arrangements i.e. accommodation, rebooking of travel etc. of uninjured passengers.
- Most of the aircraft operator's personnel should be directed to the Uninjured Passengers Triage Area.
- The aircraft operator/agent should ensure staff are available for contact with the Incident Controller and the crew of the incident aircraft until the emergency is over.
- **Avoid careless talk. Staff must not discuss details of the accident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

UNINJURED PASSENGER TRIAGE AREA PERSONNEL:
Likely to be Kapiti District Aero Club staff if available.

- Under the direction of the Incident Controller set up Uninjured Passenger Triage Area in the office building adjoining the Airport Main Hangar.
- Establish communications with Incident Controller.
- Prepare staff with instructions as required.
- Prepare emergency equipment as required including the means of recording all passenger details to be reconciled with the passenger manifest, and identification stickers to be made and attached to each passenger.
- **Avoid careless talk. Staff must not discuss details of the accident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

CANCELLATION OF FULL EMERGENCY:

- Incident Controller will advise emergency services, AFIS, Airport Manager and Aircraft Operator of cancellation of the incident.
- Airport Manager to arrange runway and aerodrome inspection prior to cancellation of NOTAM and re-opening of airspace and/or aerodrome if applicable.

AIRCRAFT ACCIDENT

Initial Response

An Aircraft Accident phase is declared when an aircraft accident or crash has occurred on or in the vicinity of the aerodrome. Declaration of the AIRCRAFT ACCIDENT phase can occur at any location. The actual response to the accident from the aerodrome will differ depending upon the location.

DIAL 111 - FIRE SERVICE

Details:	• Incident description • Location	Equipment:	• Land line phone, or • Cell phone

TAKE CONTROL of AERODROME

Details:	• Clear other aircraft in aerodrome circuit to land if possible and to remain clear of accident scene • Recommend other aircraft to divert to Wellington or Palmerston North airports	Equipment:	• Cell phone • VHF Radio • Note Book – record event with timeline

FIRST RESPONSE

Details:	• Respond to emergency • Assist with personal safety and prevention of further incidents	Equipment:	• Fire Extinguisher • Medical Kit

REPORT to designated SAFE FORWARD POINT

Details:	• Rendezvous with Emergency Services at designated location or by Cell phone • Clear access for Emergency Services • Hand over CONTROL of emergency	Equipment:	• Cell phone • VHF Radio

After HANDOVER of CONTROL

Details:	• Phone KCAHL Airport Manager • Phone Operator involved • Coordinate Aerodrome interests	Command and Control to be established Incident Control Point and Emergency Operations Centre to be established at office building adjoining the Airport Main Hangar and Airport Terminal

Actions by Agencies

	AFIS: Upon observation, or receipt of advice from Pilot in Command

- Call **111**. Ask for **Fire Service**. Alert them using the standard format as follows:

  > *"Kapiti Coast Airport,*
  > ***Emergency – AIRCRAFT CRASH**,*
  > *Aircraft type,*
  > *Location (use grid reference if known),*
  > *Nature of event,*
  > *Number of persons on board (POB – if known),*
  > *Fuel on board (if known),*
  > *Any dangerous goods (if known)."*

  - *Remember the recipient is <u>writing down</u> this information.*
    If your cell phone is available, offer your number to the emergency operator.

- Commence keeping a timed narrative of events/subsequent actions as soon as possible.
- Advise all aircraft to remain clear of the aircraft or runway and if necessary, divert to another aerodrome until airport reopens.
- Notify Airport Manager. If unavailable notify Aircraft Operator.
- Assume role of Incident Controller until the arrival of emergency services.
- On arrival of emergency services advise whether safe to enter operational area.
- Notify Kapiti Districts Aero Club office requesting backup staff and personnel to assist.
- Notify Air Chathams office requesting backup staff and personnel to assist.
- In the absence of the Airport Manager, AFIS staff has authority to close the Airport if required.
- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.
- Advise Main Trunk Duty Manager.
- Advise Local Unit Manager.

AIRPORT MANAGER:

- Confirm emergency services have been contacted by AFIS.
  - If not, call **111**. Ask for **Fire Service**. Alert them using the standard format as follows:

    "Kapiti Coast Airport,

    ***Emergency – AIRCRAFT CRASH**,*

    Aircraft type,

    Location (use grid reference if known),

    Nature of event,

    Number of persons on board (POB – if known),

    Fuel on board (if known),

    Any dangerous goods (if known)."

    - *Remember the recipient is <u>writing down</u> this information.*
      If your cell phone is available, offer your number to the emergency operator.

- Notify Aircraft Operator.

- Obtain from the Aircraft Operator the number of persons on board, including infants, and four (4) hard copy lists of:
  - The verified passenger manifest;
  - Details of any handicapped, blind, deaf or disabled passengers;
  - Fuel on Board (if known); and
  - Any dangerous goods on board.

- Provide the passenger and cargo information to the:
  - Incident Controller,
  - Senior Fire Officer, and
  - Senior Medical Officer.

- Report to Incident Controller to coordinate access to site; closing of the aerodrome or restriction of airspace if needed; and facilitate the establishment of an EOC as soon as practicable.

- Notify Kapiti Districts Aero Club office requesting backup staff and personnel to assist.

- Notify Air Chathams office requesting backup staff and personnel to assist.

- Direct relief staff (and helpers) to the Uninjured Passengers Triage Area (reception in office building adjoining the Airport Main Hangar) to set up and assist with a Passenger Reception, Registration and Welfare Area. Provide copy of passenger manifest list, mobile radio and emergency kit.

- Notify KCAHL Chief Executive.

- Notify CAA – **0508 ACCIDENT** (222 433).

- Call NOTAM briefing office to issue NOTAM if necessary – **0800 626 756**.

- Notify Kapiti District Council if necessary.

- Ensure all passengers and crew do not wander off.

- Media enquiries are to be referred to Police or KCAHL Chief Executive.

- Public enquiries are to be referred to Police / Aircraft Operator.

- Liaise with Incident Controller, Passenger Holding Area and Aircraft Operator.

- **Avoid careless talk. Staff must not discuss details of the accident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

	FIRE AND EMERGENCY NZ:

- Proceed under 'Emergency Traffic' configuration to Kapiti Coast Airport Safe Forward Point (SFP).
- The Senior Fire Officer will be the Incident Controller until any risk of fire or hazardous substance is under control and Police have arrived.
- If there is a delay in NZ Police arriving the Senior Fire Officer should continue with those duties until they arrive. It is important to establish and maintain a secure cordon in order to:
    - Prevent passengers and aircrew from wandering off unaccounted for, and
    - Prevent onlookers and unauthorised persons from entering the area.
- Assess and treat emergency.
- If resources available, provide assistance to Ambulance personnel to help manage inventory of passengers/injured persons etc.

	POLICE:

- Dispatch all available staff and proceed to Safe Forward Point - western side of Placemakers. Entry through **Security Gate A** at end of common access way via Lodestar Place, off Kapiti Road.
- On arrival assume duties as Incident Controller from Senior Fire Officer (if present) once any risk of fire or hazardous substance has been eliminated.
- Assume traffic control duties. Provide safe access routes for services at the airport, accident scene, and if possible key intersections for other emergency services vehicles.
- Establish Emergency Operations Centre/Area.
- Secure site.
- It is important to establish and maintain secure inner and outer cordons:
    - **Inner Cordon** – to only allow personnel and vehicles from responding agencies to operate in this inner cordon; and to prevent passengers and aircrew from wandering off unaccounted for.
    - **Outer Cordon** – to prevent onlookers and unauthorised persons from entering the area.
- Ensure all persons on board are accounted for.
- If resources available, provide assistance to Ambulance personnel to help manage inventory of passengers/injured persons etc.
- Maintain guard over crashed aircraft until released by CAA or TAIC air accident investigator.
- Establish an information centre, if appropriate to:
    - Prepare casualty lists.
    - Co-ordinate with the air operators' agents to notify next of kin and supply press releases.
    - Maintain a timed narrative log of events/subsequent actions.

AMBULANCE:

- Proceed to Safe Forward Point (SFP) - western side of Placemakers. Entry through **Security Gate A**.
- Report to Incident Controller.
- Assess and treat emergency.
- First ambulance crew to arrive to assess medical requirements and advise Ambulance Central Communications Centre. They will notify Capital & Coast DHB of incident details.
- Co-ordinate efforts of any additional medical staff.
- If location difficult to access, request Rescue Squad.
- Transport casualties from scene. Do not enter the inner cordon/fire area until cleared by the Incident Controller.

AIRCRAFT OPERATOR:

- Initiate response actions in accordance with SOPs.
- Nominate delegate to report to EOC to liaise with Airport Manager and Incident Controller, and to assist with providing further information.
- Provide Airport Manager with number of persons on board, including infants, and four (4) hard copy lists of:
  - The verified passenger manifest;
  - Details of any handicapped, blind, deaf or disabled passengers;
  - Fuel on Board (if known); and
  - Any dangerous goods on board.
- If Airport Manager unavailable, liaise directly with Incident Controller.
- Notify CAA – **0508 ACCIDENT** (222 433).
- Aircraft Operator's obligation in the case of an accident will mainly be required for:
  - Transport.
  - Direction and management of evacuated persons.
  - Welfare, documentation and 'onward' arrangements i.e. accommodation, rebooking of travel etc. of uninjured passengers.
- Most of the aircraft operator's personnel should be directed to the Uninjured Passengers Triage Area.
- The aircraft operator/agent should ensure staff are available for contact with the Incident Controller and the crew of the incident aircraft until the emergency is over.
- **Avoid careless talk. Staff must not discuss details of the accident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

UNINJURED PASSENGER TRIAGE AREA PERSONNEL:
Likely to be Kapiti District Aero Club staff if available.

- Under the direction of the Incident Controller set up Uninjured Passenger Triage Area in the office building adjoining the Airport Main Hangar.
- Establish communications with Incident Controller.
- All passengers, including those who appear to have minor or no injuries, should be assessed by medical personnel prior to being processed through this area.
- In many instances it is likely that all passengers will be transported to a hospital or other medical facility for assessment regardless of their apparent condition.
- All passengers should be registered on arrival. Registration is VITAL and all passengers and crew are not to be allowed to wander off. If possible, passengers and crew should be processed separately.
- All passenger details should be reconciled with the passenger manifest.
- Identification stickers should be made and attached to each passenger, **and not removed**.
- Passengers should remain in a welfare area for supervision and observation (possible delayed signs of injury).
- Passengers are only to be released under the specific instruction of the Incident Controller.
- **Avoid careless talk. Staff must not discuss details of the accident with, or within earshot of the general public. Note: This includes using discretion when making radio transmissions.**

CANCELLATION OF AIRCRAFT ACCIDENT:

- Incident Controller will advise emergency services, AFIS, Airport Manager and Aircraft Operator of cancellation of the incident.
- Airport Manager to arrange runway and aerodrome inspection prior to cancellation of NOTAM and re-opening of airspace and/or aerodrome if applicable.