



BERRIGAN SHIRE

BAROOGA • BERRIGAN • FINLEY • TOCUMWAL



EMERGENCY PLAN


for


Tocumwal Aerodrome

Located at:

205 Burma Road, Tocumwal


PREPARED BY:	Berrigan Shire Council – Emergency Planning Committee
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DATE:	14 June, 2023

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Distribution List

The Aerodrome Emergency Plan (AEP) is issued to all organisations involved with emergency response at the Aerodrome.


Emergency Plan – Tocumwal Aerodrome				
Copy	Issue No.	Name & Address of Holder	Pages	Issue Date
1	5	Civil Aviation Safety Authority Australia	All	14/06/23
2	5	Berrigan Shire Council	All	14/06/23
3	5	Aerodrome Manager – Tocumwal Aerodrome	All	14/06/23
4	5	Tocumwal Aviation Services	All	14/06/23
5	5	Aerodrome Reporting Officer/s	All	14/06/23
6	5	SportsAviation	All	14/06/23
7	5	Southern Riverina Gliding Club	All	14/06/23
8	5	Murray Border Flying Club	All	14/06/23
9	5	BSC - Enterprise Risk Manager	All	14/06/23

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Revision

The Berrigan Shire Council Emergency Planning Committee is responsible for reviewing this plan on an annual basis. In addition, it will be reviewed following emergency evacuation drills or emergency exercises, and as part of the review and investigation process following an on-site emergency situation.

Emergency Response Procedures – Tocumwal Aerodrome – Revision Status					
Section	Description	Page No.	Revision No.	Issue Date	Authorised
17.1	Council contacts	36-37	2	19/11/19	ERM
All	All	All	3	19/02/21	ERM
All	All	All	4	07/02/2023	ERM
All	All	All	5	14/06/23	ERM

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Purpose

This Emergency Management Plan has been developed, incorporating the requirements for emergency planning under AS3745 2010, *“Planning for emergencies in facilities”* as well as requirements under *CASA MOS PART 139 AERODROMES SECTION 10.7.1.1*.

These procedures have been developed to address emergencies within the Aerodrome buildings, as well as ensuring that the maximum possible assistance will be provided to rescue the occupants of an aircraft, which has crashed on or in the vicinity of the Aerodrome.

All available rescue and fire-fighting facilities shall be despatched to the scene of the crash:

- The senior Tocumwal Police Officer on-duty will be responsible for co-ordinating all emergency activities;
- The senior Tocumwal Fire Brigade Officer shall be responsible for directing fire and rescue operations at the scene of the crash;
- Tocumwal Hospital will act as co-ordinating authority on all hospital matters. As per the Murrumbidgee Local Health District – Disaster Management Policy.
- These procedures have complied with the co-operation of, and have been agreed to by:
 - NSW Police Department
 - Tocumwal Fire Brigade
 - NSW Ambulance Service
 - VIC Ambulance Service
 - Tocumwal Hospital
 - Tocumwal Search and Rescue (V.R.A.)
 - Berrigan Shire Rural Fire Brigades
 - Aerodrome Manager

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Site Information

The Tocumwal Aerodrome is owned and operated by the Berrigan Shire Council. The Council is responsible for operating the aerodrome in accordance with the arrangements outlined in the Aerodrome Manual.

The Tocumwal Aerodrome is located on the corner of Babington Road and Burma Road (continuation of Hennessey Street) 5km east of the Tocumwal Post Office. The land on which the aerodrome is sited is open grassland with sealed runways 09-27 and 18-36. (Refer Aerodrome Location Plans in the Appendices).

This aerodrome is used by a flying school, charter aircraft, Air Ambulance, Gliding Club, agricultural aircraft, Maintenance organisations and privately owned aircraft.

Primary runway

East/West direction 09/27 has a sealed pavement 1260 x 30 metres, contained by a grassed runway strip of 1260 x 90 metres delineated by gable markers on its extremities.

Aerodrome lighting

Runway 09/27 has fixed pilot activated low intensity runway lighting (PAL + AFRU frequency 122.9). *Manual override to switch lights on is situated outside John H Williams Aviation office in grey cabinet.*

Secondary runway

North/South direction 18/36 has a sealed pavement 1460 x 30 metres, contained by a grassed runway strip of 1460 x 90 metres delineated by gable markers on its extremities. This runway does not have permanent lighting. (Refer Aerodrome Location Plans in the Appendices).

The apron


The sealed apron is located on the South side of runway 09/27 and is joined to the runway by a taxiway. Landside access to the apron is via EMERGENCY GATE 1 on the Western side of the apron North of the terminal building. (Refer Aerodrome Location Plans in the Appendices).

Fixed Emergency Operations Centre

Tocumwal Terminal Building


The Terminal building facility will be the **Fixed Emergency Operations Centre** and used to coordinate and direct the overall response to all aerodrome emergencies. VHF communications with aircraft will be available on the request of the emergency services.

The Tocumwal Terminal Building is situated next to the EMERGENCY GATE 1 off Burma Road (main aerodrome entrance. (Refer Aerodrome Location Plans in the Appendices).

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Off Site Plan



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1.0 Emergency Management

1.1 Introduction

An emergency can develop from a number of causes such as fire, structural instability, bomb threat, hazardous substances incidents, etc. A risk assessment has been conducted on these premises with consideration to various emergency scenarios. Procedures have been developed for those scenarios considered possible for this facility.

The purpose of the Aerodrome Emergency Plan (AEP) is to ensure that personnel, facilities and equipment are employed to maximum effect, through effective coordination, utilisation, and implementation of resources and activities in support of all organisations responding to an emergency. The AEP allows Emergency Services to familiarise their respective organisations with the Tocumwal Aerodrome and its surrounds in the event of an emergency. The AEP is to promote the safety of passengers and the public, especially in the early stages of an emergency, through timely and effective action. This is vital in respect of saving lives.

Examples of aerodrome emergencies include:

- Crash (aircraft accident)
- Disabled aircraft
- Fire and natural disaster
- Terrorist threat that endangers any aircraft or the safety of its crew
- Airside vehicle accident
- Explosion
- Facility accident


1.2 Objective

The AEP is commensurate with the scale and type of aircraft operation that operate into Tocumwal Aerodrome; the surrounding geography, and other activities conducted at the aerodrome. With the assistance of the Berrigan Shire Council Emergency Planning Committee, Council has planned for emergency situations that might conceivably occur with respect to size of aircraft, location, timing and weather.

1.3 Emergency Planning Committee

Berrigan Shire Council has established an Emergency Planning Committee who is responsible for developing the emergency evacuation procedures and plans for Council owned and controlled facilities, testing those procedures and plans through evacuation drills, and reviewing their effectiveness. Those people comprising the Emergency Planning Committee are listed in Appendix 1 of these procedures.

1.4 Emergency Control Organisation (ECO)

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The ECO is usually made up of a Chief Warden, Deputy Chief Warden, Area Wardens and Wardens. These people are responsible for issuing instructions and instigating the safe evacuation of personnel from a facility. However, some facilities under the control of the Berrigan Shire Council, due to their characteristics, mean an ECO is not practical.

It is imperative, therefore that users of these facilities and those managing these facilities read and understand this AEP, and the procedures in place to ensure a safe and effective response to an emergency situation.

1.5 Agencies

Agencies that are vital for assistance in responding to aerodrome emergencies include:

- Police
- Medical and Ambulance services
- Hospitals
- Emergency Services
- Aerodrome Administration
- Australian transport Safety Bureau (ATSB)
- Aircraft Operators

1.6 Planning, Training and Procedures

The best understanding of the AEP is achieved through taking part in the planning process and to observe the most workable procedures. Council seeks the maximum involvement of responding agencies in the Berrigan Shire Local Disaster Plan (DISPLAN) by their endorsement of the procedures so developed, via the Berrigan Shire Council Local Emergency Management Committee (LEMC).

1.7 Emergency Plan Testing and Review

Equipment


Equipment used and supplied by the participating emergency services is tested in accordance with the requirements of that particular body.

Exercises

The AEP will be tested via a table-top exercise by Council’s Emergency Planning Committee, in conjunction with the Aerodrome Manager.

Review

At the end of the exercise the BSC Emergency Planning Committee will evaluate any findings observed during the process and document recommendations to the Aerodrome Manager of any improvements.

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2.0 Crash on or near the Tocumwal Aerodrome

Any person on observing or being notified of an aircraft crash shall immediately render assistance and advise the Police of the following (if able to identify):

- Aircraft type
- Registration
- Company name
- Persons on board
- Dangerous cargo
- Location
- Brief the Police of the action taken.

The police shall coordinate the response.

Australian Search and Rescue (AusSAR)

If a pilot indicates an imminent crash to Airservices Australia, they will notify the Police.

2.1 Police – Overview

The police represent the coroner at the crash site and are authorized to direct custody and transport of deceased persons. The Coroner is responsible for determining cause of death and in the case of aviation casualties draws on the special skills of the CASA Aviation Medicine Branch and the Australian Transport Safety Bureau (ATSB).

Police are required to account for all people on board a crashed aircraft. In discharging this function it will normally be necessary to secure the crash site and impose control over persons entering and leaving the site. It has been found that medical teams are ideally placed to assist the police in this matter without inhibiting the medical function.


Police may also be given or delegate the responsibility of guarding any aircraft wreckage or crash site on behalf of ATSB.

As soon as police presence is established at the scene of an aerodrome emergency, the Senior Police Officer will assume overall control and coordinate the agencies responding to the emergency.


2.2 Police – Action Plan

In the event of a full emergency (crashed aircraft), police will:

1. On receiving advice of an aircraft crash, obtain the following details:
 - Location of aircraft
 - Number of persons on board
 - Aircraft type
 - Aircraft registration
 - Aircraft Company

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2. Contact the Ambulance, Hospital, Fire Brigade and Council;
3. Dispatch officer to the scene of the crash, on arrival, and if applicable, when the aircraft has stopped, isolate the site. Once the fire-fighting unit is in position, set up a coordination point, activate a green flashing light to establish the visual and physical position of the Forward Command Post.
4. Except for fire-fighting, the most senior Police officer will take charge of all operations. Be the coordinator solely responsible for actions at the crash scene, admitting only essential fire-fighting personnel, equipment, and the ambulance.
5. Obtain relevant details such as location, number of people involved, and the severity of the accident. Ensure all persons on the aircraft are accounted for. Direct walking survivors to the assembly area set aside for victims support care. Ensure that the assembly area is located at least 100 metres from and, preferably upwind from the emergency site.
6. Isolate, in case of fire, the crash scene until declared safe by the Fire Brigade. When the scene is safe, restrict entry only to essential persons and equipment. Generally control, supervise and ensure free movement of emergency service vehicles to enter, and assemble to provide appropriate support at the crash site.
7. Notify the Air Traffic Services Centre (ATSC) Brisbane in conjunction with the Aerodrome Reporting Officer (ARO), and:
 - Provide all available information, concerning the accident for forwarding to ATSB; and
 - If aircraft details are not known, seek ARO and ATS assistance in determining which aircraft is likely to be involved and the number of people on board.
8. If the crash is on or near the aerodrome, notify:
 - Aerodrome Manager
 - Aerodrome Report Officer (ARO)
 - Berrigan Shire Council Chief Executive Officer, if unavailable, the ARO will notify the ATSC to wholly or partially close the aerodrome.
9. If a Charter Company aircraft is involved notify the company or their agent if known, and seek details such as aircraft type and the number of persons on board.
10. Check the aircraft for dangerous cargo and arrange for removal. Take charge of all the aircraft papers and guard the wreckage until released by ATSB.


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11. Remain at the Assembly Area which will be the terminal building (if on the aerodrome), control spectator and media access to an area away from the scene of the crash. **Police only to issue press and media releases.**
12. Arrange guard duty at the site of the crash. To assist the ATSB investigators, save and protect evidence, including impact marks on the ground, and other indicators such as debris. The scat location of victims shall be marked, and a photographic record made of the scene, before any wreckage is disturbed and then only with ATSB approval if passengers deceased.
13. Control the media. **Media release and statements made only by Police.** No council representative, aerodrome manager, reporting officers or emergency services personnel are to release any statements to the media.

2.3 Fire Brigade/First Responders – Action Plan

Procedures for the Fire Brigade, on being notified and directed to the crash site at Tocumwal Aerodrome are as follows, unless otherwise directed:

1. Turn out and enter the aerodrome via EMERGENCY GATE 1 (Northern side of Tocumwal Aerodrome Terminal Building) and assemble on the apron. Turn off the vehicle flashing lights unless they (prior to Police arrival on the scene) are the temporary emergency service coordinator.
2. Take charge of rescue and fire fighting operations as appropriate. Extinguish fire or prepare for possible explosion and/or fire. Advise the Forward Command Post Coordinator when the area is safe.
3. Look for the police who will initially establish the Forward Command Post, and assist as required. The police vehicle will display a flashing green light.
4. It is not expected that the Fire Brigade will be met at the gate assembly point. It is advisable that any tender is kept well clear of the runways and taxiway until the subject aircraft has stopped.
5. If runways and taxiways must be crossed it must be done with caution and always give way to aircraft.
6. Call in outside water tankers if necessary.
7. Work in close liaison with all other services involved; and
8. Where the crash is off the aerodrome grounds take charge of rescue and fire fighting operations as required.

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2.4 Rural Fire Brigade – Action Plan

1. Turn out and enter the aerodrome via EMERGENCY GATE 1 (Northern side of Tocumwal Aerodrome Terminal Building) and assemble on the apron. Turn off the vehicle flashing lights.
2. Contain grass fires and assist Urban Fire Brigade.

2.5 Ambulance Service – Action Plan


Procedures for the Ambulance Service, on being notified of an aircraft crash on or in the vicinity of the Tocumwal Aerodrome are as follows, unless otherwise directed:

1. Obtain details of emergency from Police of Council (Aerodrome Manager or ARO).
2. Determine level of response. If required request response from Cobram District Ambulances and a medical team from the Finley and/or Cobram Hospital. Tocumwal staff – not to leave Tocumwal Hospital (refer Murrumbidgee Local Health District – Policy).
3. Dispatch ambulances and crew to the aerodrome, and unless otherwise directed, enter the aerodrome via EMERGENCY GATE 1 (Northern side of Tocumwal Aerodrome Terminal Building) and proceed to the assemble point nearby the scene of the crash.
4. On arrival, report to the Forward Command Post Coordinator, treat casualties as appropriate, provide first aid and recover crash victim/s.
5. Evacuate all casualties as required.
6. Cross runways and taxiways with utmost caution consulting ARO if time permits; always give way to aircraft; and
7. Work in close liaison with the police and the ARO.

2.6 District Hospital Officer in Charge – Action Plan

On being notified of the crash, will:

1. Prepare to dispatch a medical team to the crash site from Finley Hospital (refer Murrumbidgee Local Health District – Policy).
2. Prepare to receive and treat casualties as they arrive; and
3. If required, notify Air Ambulance Service requesting Mobile Intensive Care Ambulance (MICA) (Melbourne/Wollongong).

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2.7 Tocumwal Search and Rescue – Action Plan

On observing or being notified a crash has occurred on or in the vicinity of the airport, will:

1. Dispatch the rescue vehicle and team and proceed to the crash site.
2. On arrival contact the officer in charge at the site, and light the site if required.
3. Assist the ambulance service/fire brigade to rescue and administer first aid, assist in loading and transporting casualties; and
4. Assist the police to search for missing aircraft occupants. Securing off the area from sightseers, media, etc. Locate and mark aircraft wreckage as required by ATSAB. Not to move any debris from its location until photographed and marked.

2.8 Aircraft Owner or Operator – Action Plan

On observing or being notified a crash has occurred on or in the vicinity of the aerodrome, will:

1. Notify if necessary, the police and aerodrome operator, giving the:
 - Location of aircraft
 - Aircraft type
 - Aircraft registration
 - Aircraft company
 - Persons on board, the aircraft manifest if available
 - Details of any dangerous cargo – carried on the flight
2. Aircraft owner or operator to dispatch available staff to the aerodrome emergency services reporting point, giving full details of persons on board and any dangerous goods carried.

2.9 Council – Action Plan

On being notified of a crash, Council will dispatch personnel to the Fixed Emergency Operations Centre (Tocumwal Aerodrome Terminal Building). The Aerodrome Manager or ARO will:

1. Close the aerodrome or part thereof if required;
2. Notify the NOTAM Office of action taken, institute the appropriate NOTAM action; and

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3. Assist and liaise with the police, carry out any duties as directed.
4. Ensure that whether all or part of the runway can be made available after the event, and that prior to opening all or part of the runway that the runway is free of debris, before opening all or part of the runway.
5. Cancel or amend NOTAM affecting the aerodrome as required.

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3.0 Full Emergency including Abnormal Landings

All Services are to follow previous procedures for Crash on or Near Tocumwal Aerodrome.

All persons and services will act in accordance with the relevant sections of the previous procedures except that, on arrival at the Tocumwal Aerodrome they will assemble at the Fixed Emergency Operations Centre – EMERGENCY GATE 1 (Tocumwal Aerodrome Terminal Building) or other such position as may be designated by the police.

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4.0 Removal of Disabled Aircraft

4.1 Responsibility

1. The Civil Aviation Safety Authority accepts no responsibility to remove any disabled aircraft from any runways, aprons or movement areas at the Tocumwal Aerodrome.
2. Subject to the clearance of ATSB, the operator/owner has sole responsibility for the removal of the disabled aircraft; and
3. The aerodrome licensee accepts no responsibility for the removal of crashed or immobilized aircraft from any Tocumwal Aerodrome movement areas.

Refer the Tocumwal Aerodrome Manual section 2.11 Disabled Aircraft Removal.

4.2 Aerodrome Reporting Officer

The Aerodrome Reporting Officer must:

1. Obtain ATSB approval (if required) before allowing any disabled aircraft to be moved.
2. Inspect aerodrome surface for damage, repair unserviceable area and remove any loose debris.
3. Complete runway and lighting inspection in accordance with the daily inspection check list before re-opening aerodrome or runway.
4. Complete ASIR report and forward to the ATSB within 24 hours.


4.3 Pilot

Before the removal of any disabled aircraft by the aerodrome operator, the Indemnity and release form must be signed by the aircraft owner, operator, pilot or the insurance company.

A faxed copy will be acceptable by the aerodrome operator.

4.4 Police

File report on the emergency and forward a copy to the Tocumwal Aerodrome Manager for CASA Audit.

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5.0 Bomb Threat

Bomb threats have been a serious public nuisance in modern times. Each one could be a prank or a warning of an impending bomb attack. Usually they are committed by individuals seeking to inflict alarm and disruption. The problem can be minimized by adopting the following action plan.

5.1 Action Plan

1. Threats

The threats may be in one of the following forms and should be actioned accordingly:-

- Written threat. If a bomb threat is received in writing, it should be kept, including any envelope or container. Once a message is recognised as a bomb threat, further unnecessary handling should be avoided. Every possible effort has to be made to retain evidence such as possible fingerprints, handwriting or typewriting, paper and postmarks. Such evidence should be protected by placing it in an envelope (preferably a plastic envelope)
- Telephone threat. An accurate analysis of the telephone threat can provide valuable information on which to base recommendations, action and subsequent investigation. The person receiving the bomb threat by telephone should **NOT HANG UP** and, as soon as possible, should complete the information required on a Bomb Threat Check List (See Appendices). A Bomb Threat Check List should be held by persons who regularly accept incoming telephone calls.

2. Notification and Response

Any person becoming aware of a bomb threat to airborne aircraft, are to notify:


- Melbourne Air Traffic Services Manager 03) 9235 7420

Any person becoming aware of a bomb warning to an aircraft on the ground, are to notify:

- AusSAR Officer 1 800 815 257 (24 hours)

Information provided should include:

- Type and registration of aircraft;
- Estimated time of arrival or whether already on the Aerodrome;
- Number of persons on board;
- Any other information available, e.g. cargo, radioactive or toxic material, etc.

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1. The AusSAR Officer, in conjunction with operator or pilot in command, to assess whether or not the aircraft is to be searched. *In the event of an emergency being notified to any of the emergency services by a member of the public, the Police should be notified who shall in turn, immediately notify the AusSAR Officer as above.*
2. If the warning is assessed as genuine, the aircraft must be searched and the AusSAR Officer will advise the relevant law enforcement authorities (State and Federal).

3. Tocumwal Police – Action Plan

If the warning is assessed as genuine, the following procedure applies:

1. Notify:


- Aerodrome Manager and/or Aerodrome Reporting Officer
- Fire Brigade
- Ambulance Service
- Berrigan Shire Council
- Tocumwal Search and Rescue Squad

Police shall include the following details of:-

- a. Type of aircraft and estimated time of arrival, or whether already on Aerodrome;
 - b. Number of persons on board;
 - c. Any other information available
2. Proceed to Aerodrome apron area through EMERGENCY GATE 1.
 3. Prepare to implement full emergency procedures should explosion occur.
 4. Assist in evacuation of aircraft, if applicable.
 5. Conduct search of aircraft, following Search Procedures outlined below.

4. Tocumwal Fire Brigade – Action Plan

1. Proceed to Aerodrome EMERGENCY GATE 1.
2. Standby in a strategic position whilst aircraft is on the search location until danger has passed.
3. If an explosion occurs, the fire office shall assume control of the rescue and fire fighting operations.

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5. NSW Ambulance Service – Action Plan

1. Notify Tocumwal, Cobram and Finley Hospitals.
2. Proceed to Aerodrome car park area and stand by.

5.2 Designated Search Areas

The aircraft search area shall be as remote as possible from public areas, and an aircraft in it shall be at least 200 metres from any structure, refueling installation, equipment, vehicle, other aircraft, or other object that might be damaged by an explosion or fire in the suspect aircraft.

The luggage and freight areas shall be in the vicinity of the aircraft search area. It shall be at least 200 metres from the suspect aircraft and, if not in a protected area suitable for this purpose, shall be at least 200 metres from any structure, refueling installation, equipment, vehicle, other aircraft or other object that might be damaged by an explosion or fire in the material being searched. ARO to work with NSW Police and passengers shall not be allowed in this area.

Search of Mail

If Australia Post staff are not available, bags of mail may be opened by the Police only.

Any article regarded as suspicious by the person in charge of the search will be notified to the bomb disposal authority.

Bags of mail opened and details of articles inspected by bomb disposal authorities without Australia Post's presence will be put aside of their collection.

Bomb Disposal


Any article regarded as suspicious by the person in charge of the search will be notified to the bomb disposal authority.

Until the bomb disposal authority pronounces the article safe or successfully disposes of it, the area will be cleared as far as possible of all essential persons, vehicles and equipment.

5.3 Device Located

If the device is located, the following procedures should be followed:

1. Isolate the scene;
2. Establish a safe perimeter (inner/outer)
3. Evacuate immediate area – police, residents, bystanders, etc.;
4. Set up a command post (safe location, away from possible danger);

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- Alert the fire brigade, ambulance and other authorities (e.g. gas, electricity and transport if appropriate).

What shouldn't you do?

- Do not touch, tilt or tamper with the device;
- Do not attempt to open;
- Do not immerse in water;
- Do not place in a confined space;
- Do not transport;
- Do not use radio transmitters or mobile phones within 25m of a suspected device.

What safety precautions should be taken?


- Do not transmit in close proximity;
- Do not smoke near the object;
- Do not talk excessively loud;
- When the object is in the open, consider an evacuation area of 100 metres;
- Do not take identification markings for granted – they may have been falsified.

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6.0 Unlawful Seizure of Aircraft

Any information relating to hijacking or unlawful seizure of aircraft should be immediately notified to:-


- (a) AusSAR Officer (24 hours) – refer contact list in Appendices;**
- (b) EMERGENCY SERVICES – 000 – Ask for Police.**

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7.0 Hazardous Material Incident

If the situation is beyond the operator or reporting officer, call the emergency services and/or experts.

- 1. Contact Emergency Services – by dialing 000**
- 2. Aerodrome Reporting Officer – Action Plan**
Mark area off with unserviceable cones and issue NOTAM stating hazard.
- 3. Fire Brigade – Action Plan**
Contain spillage and monitor situation for fire risk then clean up site.
- 4. Police – Action Plan**
Report on aircraft damage and call Environmental Protection Authority (EPA).
- 5. Aerodrome Manager**
 1. Assess the situation after hazardous materials removed and cancel NOTAM;
 2. Report incident to CASA within 48 hours.

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8.0 Standard Evacuation Procedures

The following are standard evacuation procedures to be applied to Council buildings. These procedures and the following emergency response plans reflect emergencies within Council controlled buildings at the aerodrome.

8.1 Action Plan

The decision to evacuate should be made by a person with authority, and following an assessment of the situation.

1. Discovering an emergency situation

- Upon discovery of an emergency situation, notify the appropriate personnel, if possible.

2. Evacuation


- If after assessing the situation, an evacuation is considered necessary, the person who has assumed responsibility will:-
 - Advise people to evacuate the building or area;
 - Advise people on exit routes
 - Arrange assistance for any mobility impaired people;

3. Accounting for people

- In an evacuation it is essential that all people are cleared from the buildings. Only where it is possible, and without risk to their own health and safety should appropriate personnel conduct an area check.
- Areas to check include:-
 - Offices
 - Toilets
 - Tea Rooms
 - Storage Areas

4. Emergency Assembly Areas

- Advise people to assemble in the designated Emergency Assembly Areas.
- If it has been determined that the normal Emergency Assembly Area is not appropriate for an evacuation, an

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alternative assembly point will be identified and communicated.

5. Notify Emergency Services

- Dial 000
- Provide Emergency Services with the necessary information including:-
 - Location of the site
 - The type of emergency
 - Any casualties or injuries
 - What assistance is required
 - Any hazards that may be encountered
 - Your name and telephone number

6. Safe Guard Valuables

- Only if possible to do so, safe guard valuable items. However, it is imperative that all people understand that personal safety is paramount and under no circumstances should items be retrieved if there is clear and present danger, or the building/area has been evacuated.

7. Floor Diagrams


- Diagrams showing details of buildings and immediate areas are shown in the Appendix section of this manual, and are also displayed throughout the buildings.

8.2 Recovery Activities

Following confirmation from emergency services that their operations are complete, the Aerodrome Manager, in consultation with the Chief Executive Officer of the Berrigan Shire Council (or delegate) will initiate recovery procedures.

An investigation of the incident will be initiated by the BSC Emergency Planning Committee immediately following the incident. Copies of the investigation report will be provided to emergency services, as requested. The investigation will also determine if counselling services are required for affected personnel.

The Chief Executive Officer will be responsible for making any public announcements regarding the emergency.

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9.0 Fire – Internal

Fire procedures embrace four essential steps, which in most cases would need to be initiated concurrently.

9.1 Action Plan

1. Life safety

- Ensure the immediate safety of anyone within the vicinity of the fire.

2. Notify the Fire Brigade

- The fire brigade is to be called in all incidents of fire or suspicion of fire (e.g. smell of smoke). There will be no criticism of any person who uses initiative in this respect nor will such action need another person's permission.

3. Evacuation

- In the event of evacuation, evacuation procedures should be followed.

4. Fight the Fire

- All buildings and areas have portable fire extinguishers, and/or fire hose reels, fire blankets and should be used where possible.
- Evacuation plans outline where firefighting equipment is located, and information is provided as to the type of extinguisher available, and in what situation this should be used.
- However, immediately when it becomes obvious that there are unnecessary risks associated with attempts to control a fire, occupants should withdraw, closing but not locking doors behind them.

a) Fire Detection

- In the event of any outbreak of fire
 - Alert persons nearby and request assistance
 - Call the Fire Brigade by dialing 000
 - Summon the appropriate personnel, and inform them of the nature and location of the fire.

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- Use fire extinguishers or hose reels if safe to do so
- Evacuate if necessary, closing doors to confine fire.
- Check areas if safe to do so
- Proceed to the emergency assembly area with any mobility-impaired persons.
- Ensure that all mobility-impaired persons are present
- Maintain a calm atmosphere, and wait for emergency services.
- Follow emergency services instructions.

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10.0 Building Invasion/Armed Intrusion/Civil Disturbance

Due to the nature of the facility and the types of activities and events held, situations may arise where people find themselves threatened by a member of the public. Threats may involve angry verbal abuse or violence.

10.1 Action Plan

1. Attempt to resolve the disturbance

- Assess the situation. Attempts to resolve the disturbance should be made, but only if this appears possible, with no danger to members of the public.

2. Retreat from the situation


- If the situation cannot be resolved, or there is an obvious threat of violence, immediately retreat from the situation.
- If possible restrict the disturbance to an area by locking doors, etc.
- If the situation is within the grounds and involves violence, notify the Police by dialing 000.

3. Notify appropriate personnel

- Notify appropriate personnel responsible for the management of the event, or the facility.

4. Notify Police.

- In extreme cases, contact the Police by dialling 000.

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11.0 Storms and Storm Damage

Severe storms usually occurring during Spring and Summer have the potential to cause serious damage. These natural hazards may be land gales (continuous winds of 60km/h or more) or thunderstorms with damaging winds, intense rain and large hail.

Don't leave loose objects lying around, such as sheets of iron or other unstable items, as they could become missiles. Keep under cover preferably in a building or a vehicle and avoid using telephones during violent electrical storms.

Whilst aircraft is parked at the aerodrome at the owner's risk, there is provision at the aerodrome for aircraft to be tied down with cables, or parked on the grass.

11.1 Action Plan

1. Outside during a storm

- If you are outside during a storm, find emergency shelter, preferably in a vehicle and not under a tree.

2. Inside during a storm


- If you are inside during a storm, stay where you are and do not attempt to leave the building. Shelter clear of windows, preferably in a hallway or amenity block if possible.


3. Following storm activity

- After the storm has passed, notify the appropriate personnel or Chief Executive Officer of the Berrigan Shire Council as soon as possible. If you are assessing storm damage to the building, remain vigilant and be aware of fallen power lines, damaged building structure, trees and flooded drains.

4. Evacuating the area

- If you are required to evacuate the area, follow normal evacuation procedures, or instructions given to you by the appropriate personnel.

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12.0 Facility Accident

If you are presented with a medical emergency, it is imperative that you assess the situation - utilise any first aid skills; or contact a nearby first aid officer; or Dial 000 for an ambulance.

12.1 Action Plan

1. Assess the area for any dangers

- If too dangerous to attend to the casualty, dial '000'.

2. Assess the casualty

- Is the casualty conscious?
- If they are responding, apply first aid to life threatening injuries.
- Ask bystander to call '000'.

3. Check breathing

- If breathing, place in recovery position and call '000'
- If the casualty is not breathing, call '000' then begin CPR.
- Continue CPR until the ambulance arrives.

4. Continue to manage the casualty

- Follow the instructions of the emergency service.
- Keep the casualty comfortable and calm until the ambulance arrives.
- If someone else is present ask them to contact the appropriate personnel.

5. Remote location

- If you are in a location where access is difficult or it is hard to find, arrange for someone to meet the ambulance at an appropriate location to guide them in.

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13.0 Structural Failure

Structural failure or damage refers to collapsed buildings or other structures. This may be as a result of storm damage, or other unknown causes. All structural failure should be reported to the Council as soon as reasonably practicable.

13.1 Action Plan

1. Dial 000

2. Attend to injuries and watch for hazards

- Do not attempt to enter partially collapsed structures, or move injured people. Only enter and move injured people, if safe to do so.

3. Evacuate

- Follow evacuation procedures and evacuate to the Emergency Assembly Area.


4. Administer First Aid

5. Turn off utilities:

- Only turn off utilities if applicable and if possible.

6. Stay Calm

- Try to maintain a clam atmosphere and wait for Emergency Services to arrive.

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14.0 Gas Explosion – Internal

A gas leak associated with an equipment failure or damage has the potential to impact on the safety of facility users.


If a gas leak is detected:

1. Do not smoke;
2. Do not introduce any other ignition sources (such as naked flames, electrical equipment or other sparking devices);
3. Do not use a mobile phone in the immediate area;
4. Evacuate following evacuation procedures;
5. Contact Emergency Services;
6. Report the incident to the Council as soon as reasonably practicable.

If the gas leak results in an explosion:

14.1 Action Plan

- 1. Dial 000**
- 2. Attend to injuries and watch for hazards**
 - Do not attempt to enter partially collapsed structures, or move injured people. Only enter and move injured people, if safe to do so.
- 3. Evacuate**
 - Follow evacuation procedures and evacuate to the Emergency Assembly Area.
- 4. Administer First Aid**
- 5. Stay Calm**
 - Try to maintain a clam atmosphere and wait for Emergency Services to arrive.


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15.0 Electrocution

Avoid direct contact with the affected person while they are in contact with the current.

15.1 Action Plan

1. If the contact is from **Low Voltage**, break the contact by switching off the current.
2. If the above action is not possible, stand on something dry (blanket, rubber mat, newspapers) and break the contact by pushing the affected person free with a wooden pole or board, or pulling with a loop of rope around their arm or leg.
3. Dial 000
4. Provide First Aid until Emergency Services arrive.
5. If the contact is from **High Voltage**, immediately disconnect the power source;
6. Only permit First Aid after the current has been switched off. Injuries due to high voltage contact may be very severe – even fatal, involving burns to skin and possible internal organs.
7. Dial 000 and keep the affected person isolated from others until Emergency Services arrive.

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16.0 Vehicle Accident

This procedure is for vehicle accidents occurring within the facility.

16.1 Action Plan

1. Ascertain if any person/s are injured – if yes, Dial 000 for Emergency Services, and provide First Aid if possible;
2. Determine if vehicle/s pose a hazard to people nearby (.e.g leaking fuel) – if yes, advise Emergency Services and evacuate people from the immediate area;
3. If no person is injured and no danger, determine if vehicle/s pose/s an obstruction to normal vehicular traffic flow. If yes, request driver/s to move vehicles off the road, and if unable to be moved, advise the driver/s they must arrange immediate tow truck assistance;
4. Obtain particulars from drivers and witnesses involved;
 - Names
 - Addresses
 - Telephone Numbers (Home and Work)
 - Details of registered owner/s of vehicles involved (if different from driver/s)
 - Vehicle details (Reg. No, type, make, colour)
 - Brief description of events
5. Confirm if driver/s require Police to be called. If person/s are injured, Police must attend.
6. Advise Council as soon as reasonably practicable.

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17.0 Appendices

17.1 Appendix 1 : Emergency Contacts

Emergency Contact Numbers	
Dial 000 for Emergency Services	
Police (Tocumwal Station)	Tel. 03) 5874 9399 Fax 03) 5874 9311
Police (Finley Station)	Tel. 03) 5883 1044 Fax 03) 5883 1614
Ambulance Service: Control Centre Finley Station Cobram Station	131 233 (bookings) Tel. 03) 5883 1423 Tel. 03) 5872 1677
Tocumwal Hospital	Tel. 03) 5874 2166
Finley Hospital	Tel. 03) 5883 9100
Cobram Hospital	Tel. 03) 5871 1888
Urban Fire Brigade (Tocumwal Station) Merv Reed	Tel. 03) 5874 2406
Rural Fire Service	Tel. 02) 6033 4550
Fire Control Officer (Patrick Westwood)	Mobile 0428 691 625
NSW Fire and Rescue (Denis Sutton)	Tel. 03) 5874 2406
State Emergency Services (SES)	Tel. 03) 5874 2102
24 hour contact (Justin Greatorex)	Mobile 0413 631 045
Volunteer Rescue Association (VRA) Tocumwal	Tel. 03) 5874 2400 (Emergency Only)
Headquarters	Tel. 03) 5874 2102

Berrigan Shire Council Contacts		
Chief Executive Officer	Karina Ewer	Mobile : 0456 802 006
Deputy CEO	Matthew Hansen	Mobile : 0427 635 396
Director Infrastructure	Rohit Srivastava	Mobile : 0459 933 994
Director Corporate Services		

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Berrigan Shire Council - Emergency Planning Committee	
Michael Millar	03 5888 5100
Michelle Koopman	0418 466 720
Customer Experience Officer	

Tocumwal Aerodrome Contacts	
Aerodrome Manager	Darron Freund Tel. 03) 5888 5100 Mobile 0407 069 764
Aerodrome Reporting Officers	Eddie Madden Mobile 0427 534 122 Darron Freund Tel. 03) 5888 5100 Mobile 0407 069 764
SportsAviation	Eddie Madden Tel. 03) 5874 2734
Tocumwal Aviation Services	Tim Beecroft Tel. 03) 5874 2478
Aviation Composite Engineering	Peter Corkery Tel. 03) 5874 2255


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Aviation Contacts	
Air Services Australia	
Australian NOTAM Office (NOF)	Tel. 02) 6268 5063
Aeronautical Information and Data Systems Section	Tel. 02) 6268 4434 02) 6268 5667 02) 6268 5689
Civil Aviation Authority (CASA) (Melbourne)	
Aerodrome Inspector (Kevin Gould)	Tel. 03) 9927 5355
Australian Transport Safety Bureau (ATSB)	Tel. 1 800 011 034
Fuelling Agent	Aero Refuellers Mobile 0413 003 808
Airport Survey Consultants	Paul Fitzgerald Tel. 03) 5962 4440 Mobile 0409 230 650
Airways Engineering Services	PALC lighting Jeff Gribble Tel. 03) 9735 4271 Mobile 0409 930 798
24/7 – Vodafone Network Management Centre	Tel. 1 800 683 683


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17.2 Appendix 2 - Bomb Threat Checklist

REMEMBER DON'T HANG UP AFTER CALL	
Exact Wording of Threat:	Threat Language
	<i>Well Spoken:</i>
	<i>Incoherent:</i>
Bomb Threat Checklist Questions to Ask	<i>Irrational:</i>
<i>When is the bomb going to explode?</i>	<i>Taped:</i>
<i>In which building?</i>	<i>Message read by caller:</i>
<i>Where did you put the bomb?</i>	<i>Abusive:</i>
<i>When did you put it there?</i>	<i>Other:</i>
<i>What does the bomb look like?</i>	Background Noises
<i>What kind of bomb is it?</i>	<i>Street noises:</i> <i>House noises:</i>
<i>What will make the bomb explode?</i>	<i>Aircraft:</i> <i>Local call:</i>
<i>Did you place the bomb?</i>	<i>Voices;</i> <i>Long distance:</i>
<i>Why did you place the bomb?</i>	<i>Music:</i> <i>STD:</i>
<i>What is your name?</i>	<i>Machinery:</i>
<i>Where are you?</i>	<i>Other:</i>
<i>What is your address?</i>	Other
Record Calling Line Identification – Don't Hang Up	<i>Sex of caller:</i>
Action	<i>Estimated age:</i>
<i>Report call immediately to:</i>	Call Taken
<i>Phone number:</i>	<i>Date:</i> <i>Time:</i>
Caller's Voice	<i>Duration of call:</i>
<i>Accent (specify):</i>	<i>Number called:</i>
<i>Any impediment (specify):</i>	Recipient
<i>Voice (loud, soft, etc.):</i>	<i>Name (print):</i>
<i>Speech (fast, slow, etc.):</i>	<i>Telephone number:</i>
<i>Diction (clear, muffled):</i>	
<i>Manner (calm, emotional, etc.):</i>	<i>Signature:</i>
<i>Did you recognise the voice?</i>	
<i>If so, who do you think it was?</i>	
<i>Was the caller familiar with the area?</i>	

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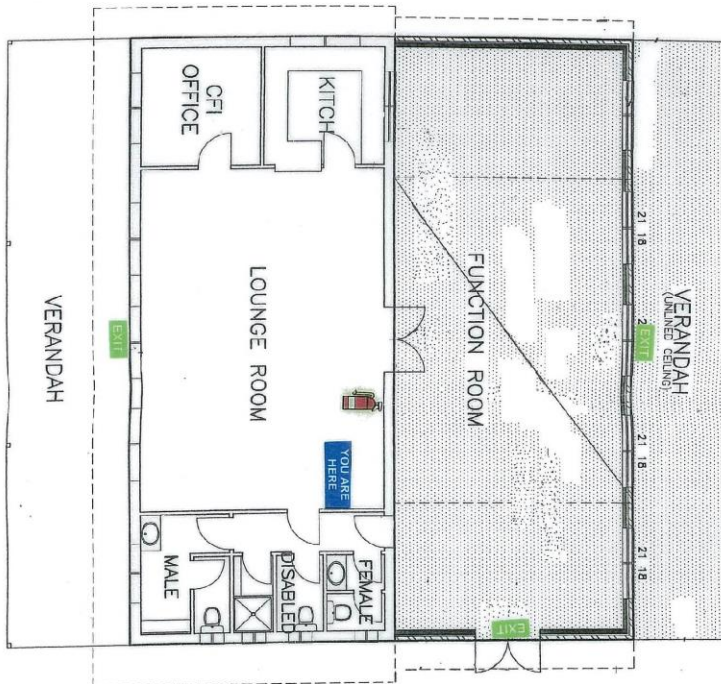
17.3 Appendix 3 – Aerodrome Location Plan (included in Aerodrome Manual)














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17.4 Appendix 4 – Evacuation Diagram Terminal Building




EVACUATION DIAGRAM
Tocumwal Aerodrome Function Rooms



LEGEND	
	Dry Chemical Powder Extinguisher
	Carbon Dioxide Extinguisher
	EXIT
	First Aid Kit
	Breathing Apparatus
	Water Extinguisher
	Fire Alarm
	Fire Alarm
	Fire Blanket
	Fire Alarm
	Break Glass Alarm
	Fire Alarm
	Fire Blanket

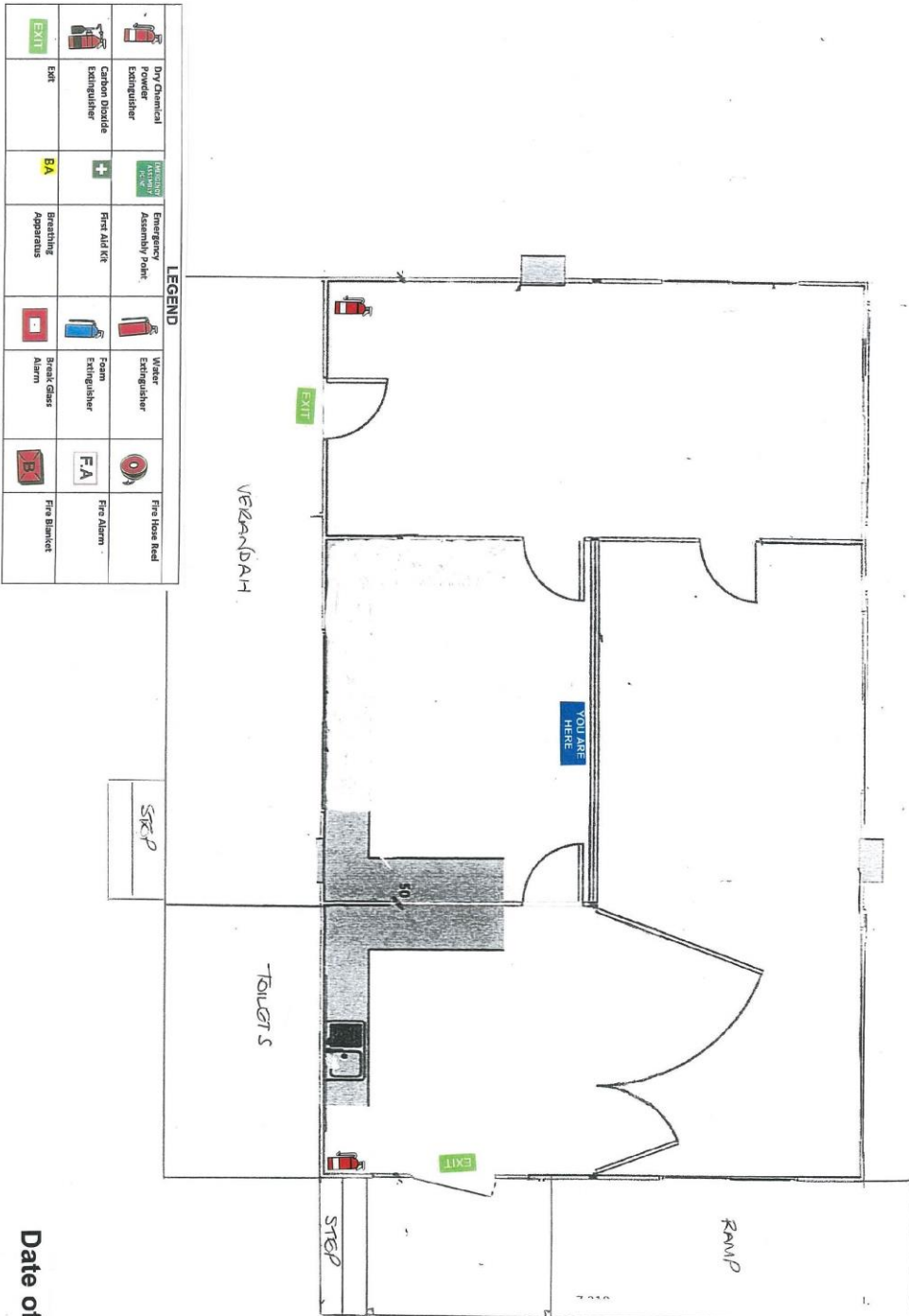
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






17.5 Appendix 5 – Evacuation Diagram Aerodrome Offices



EVACUATION DIAGRAM
Tocumwal Aerodrome Offices



LEGEND

	Dry Chemical Powder Extinguisher		First Aid kit		Water Extinguisher		Fire Blanket
	Carbon Dioxide Extinguisher		Emergency Assembly Point		F.A.		Fire Alarm
	EXIT		Breathing Apparatus		Foam Extinguisher		Fire Blanket
	EXIT		BA		Break Glass Alarm		Fire Alarm

Date of Issue : 17/02/2015