



EAA Sun n' Fun Festival – Jack Taylor Airfield – Class D MENTORSHIP AIRSHOW EMERGENCY AND DISASTER RESPONSE PLAN

INTRODUCTION

1. This emergency plan serves to assist all relevant role players of procedures duties and responsibilities should there be an aircraft accident during the air event. This plan will be activated should an aircraft crash be on the airfield or in a 5NM radius of the airfield. This is a small event and as such doesn't have the full usual contingent of Emergency and Fire Services. Medi-Response EMS is however available on the day and will provide support should it be necessary.
2. The Medi-Response EMS services are available on the day of the displays (see attached) and Netcare helicopter is on standby for the event. This plan will only be activated should the aircraft that crashes be participating in the display event or if the aircraft crashes into an aircraft participating in the event.
3. Should there be any other emergency at the airfield during the air event the EAA Safety representative will be responsible for the activation and co-ordination of emergency services.

PRIMARY AIM

4. The aim of the Emergency Plan is to outline a plan of action for the efficient deployment and coordination of the Emergency Services, role players and safety personnel to provide the earliest possible response in order to an aircraft accident or incident.
 - a. Protect and stabilise the pilot.
 - b. Preserve life and prevent further damage to the aircraft.
 - c. Minimize the effects of the emergency or disaster on the Airshow, the airfield and associated property.
 - d. Continue or not with the air displays.

ACTIVATION PROCEDURES - STRUCTURE AND PROCESS

5. Any accidents or incident must be immediately reported to the event organisers.

- a. Activation procedures. Any emergency or disaster that may have an impact on the Air event is the responsibility of the Flight Display Director and the EAA Safety Officer to manage.
- b. The following procedures must be adhered to when an incident or emergency is reported to the Flight Display Director, by a participant or the ATC.
 - i. The Flight Display Director, Flight Display Safety Officer or ATC on duty will activate the First Responders.
 - ii. The Flight Display Director activates all the fire and rescue services (according to the grading of the incident) and manages the incident according to the emergency plan and Disaster Management protocol.

PROTOCOL

FIRST RESPONDERS

- 6. The first responders to any emergency will be positioned as follows (Medi-Response):
 - a. Immediate Responders Fire/Rescue services stationed at the airfield in close proximity to the Display Box and will at all times have direct communication with the FDD of event Safety Officer.
 - b. Paramedics/Ambulance personnel are to be stationed with the First Responder team (Medi-Response).
 - c. Fire and Rescue Service Personnel are to be positioned with the First Responders and must be trained in the awareness of pilot injuries and aircraft compositions.

SECOND RESPONDERS

- 7. The second responders to any emergency will be positioned as follows depending on availability:
 - a. SAPS or security personnel if available must be positioned to be activated.
 - b. The event Safety Officer must be positioned accordingly.
 - c. Standby Doctors for the air event must be immediately called out to the nearest medical facility.
 - d. Aviation Crash Safety Representative (CAA or SAPS if available).
- 8. The first responders will form the On Scene Coordination Area (OSCA) to evaluate and manage the incident scene and to control access to non-command personnel (ie Media). The FDD will determine the extent of external assistance and resources required to manage the scene.

9. The secondary phase the FDD will activate the following role players to assist with the incident according to the Emergency Plan and Protocol.

- a. Disaster Management
- b. Local Fire Brigade
- c. Ambulance Service
- d. SAPS representatives
- e. SACAA and AIID representatives
- f. Any other services deemed necessary by the FDD/FDSO/FCC.

WARNING SYSTEM

10. A crash alarm will be present in the control tower and sounded by the FDD or event Safety Officer on duty.

- a. All applicable event personnel i.e. safety and marshals, will be in contact with one another through air band radio as applicable or two-way radio as applicable.
- b. Marshalls and ground personnel are to maintain calm on the ground and direct people to the appropriate evacuation route and gathering areas should it be necessary.
- c. Any emergency will be announced on the PA system to keep spectators and the general public calm and orderly.

AIRCRAFT ACCIDENT FATALITIES

11. Should a fatal accident occur the scene is under SAPS control until all the deceased remains are removed. An aircraft accident is deemed a non-natural death and as such must be treated as a crime scene until the scene is handed over to the investigation team (SACAA or AIID).

12. The SAPS will handle all the applicable removal of the body or remains of the deceased. Judicial or legal requirements must be respected at all times where applicable (Crime scene investigations).

13. All media related enquiries will be directed to the EAA media representative at all times. Adverse publicity must be avoided at all costs as this can have a direct effect on the success of the event.

CULTURAL ASPECTS

14. Cultural aspects and family respect must at all times be taken into account e.g. Muslims and certain groupings of Judaism must for example be buried before sunset.

DISASTER MANAGEMENT PROTOCOL

15. The purpose of this protocol is to define and describe the essential elements and procedures of the Air Show. The purpose of the Disaster Management protocol is to provide structure and coordination for the pre- and post-management of emergencies and disasters. This is in order to provide for an effective and efficient response that will: -

- a. Save lives
- b. Reduce Risk
- c. Reduce suffering
- d. Protect Property
- e, Protect the environment.
- f. Reduce economic and social losses; and
- g. Provide for the safety and health of all responders.
- h. The incident command system shall integrate risk management into the regular functions.

16. Risk management provides a basis for the following:

- a. Standard evaluation of any emergency or disaster or the potential for such a situation.
- b. Strategic decision-making.
- c. Tactical planning.
- d. Planning evaluation and revision; and
- e. Operational command and control

17. This protocol is to be used by trained individuals and applied in a manner that meets the needs of each particular situation.

18. The many different and complex situations encountered by emergency responders require a considerable amount of judgment in the application of the protocol.

19. Emergency responders shall apply the protocol in a manner that is appropriate for the circumstances of each specific situation.

IMPLEMENTATION

20. The protocol must be applied to all incidents (public disturbance to aviation accidents), even to routing and traffic incidents, in order to provide for familiarity with the system and processes to be prepared for any eventuality.

REPORTING

21. The Incident Command system must make provision to identify on-scene the restrictions of the role players so that the necessary information can be given through to the Event Organiser to assist where possible. The principle is of the utmost importance as the Management of any emergency situations starts at this point.

22. All details and incoming information must be made available to the FDD and Air Show Management.

23. The OSCA commander will be activated and functional. The commander will refer any queries on scene to the FDD will act as the information centre and help desk for the duration of the disaster emergency, depending on the seriousness of the incident.

COMMUNICATION

24. The effectiveness of any relief activities will be seriously restricted without effective communication. The FDD will require the use of FM band radios. Each section shall make available any resources relating to communications. The FDD will act as a nodal communication point. Radio and cell phones communication will also be used. (Contact list will be available) Telephone numbers of all the external role players must be available by all times. {Note: do not only use cell numbers and disregard radios as the cell net can become saturated during an incident/accident}

AIR EVENT COMMUNICATION NETWORKS

25. An internal communication plan must be developed to facilitate good communications with all the air event staff. The security manager must develop this plan in conjunction with the relevant rescue support services.

PUBLIC RELATIONS (MEDIA CO-ORDINATOR)

26. The public must be informed at all times regarding pending and immediate dangers as well as all actions underway. The FDD will assume full responsibility for all press releases and related communications, with the Flight Display Director or Safety Officer. The Air Event announcer will be tasked to communicate with all the members of the public on the airfield and the Flight Director/Safety Officer will communicate with the press. FDD/ Safety Officer will brief VIP'S at all times.

NB. No press releases will be done without the consent of the Event Organiser, Flight Display Director or the Safety Officer.

CONTROL AND CORDONING OFF AT THE SCENE.

27. If required, the scene of the incident will be cordoned off to protect all involved. The SAPS, Fire Brigade and Disaster Management as applicable will take responsibility for securing the scene and surrounding area. They will also declare the scene safe and clear away any debris etc. The police and emergency services will also take joint responsibility for maintaining the situation and safety of all present that might have been affected by the incident.

ACCIDENT SCENE

28. The area where the incident took place will be cordoned off with barrier tape. No person may enter or exit the cordoned areas without the permission from the FDD or the OSCA Commander. Any person without a specific task must be immediately escorted away from the scene. The grid reference for the incident will be used as the password for the scene.

REASONS FOR CORDONING OFF THE SCENE

- a. Scene safety and security.
- b. Safety implications (HAZMAT and safety of emergency personnel).
- c. Protection of evidence and wreckage
- d. Rescue of all the injured.
- e. Fire fighting.
- f. Emergency treatment of the seriously injured.
- g. Prevention of ransacking or looting.
- h. Uninformed persons can cause panic and spread incorrect information or rumours.
- j. Prevention of loss of valuable evidence.

INITIATION OF A TRANSPORT PARK

29. The Safety Officer must erect and monitor a transport park should it be necessary from a safe area for all emergency support vehicles. All official vehicles will be parked in the allocated parking area. Emergency vehicles (fire engines or ambulances) must be parked separate.

REASONS FOR VEHICLE PARK

- a. To prevent exposure of personnel and vehicles to further explosions, fires and unstable buildings or structures.
- b. To keep the hampering of rescue actions and investigations to a minimum.

- c. For the provision of vehicles on request for the transportation of the injured.
- d. To protect vehicles and equipment.
- e. And to expedite vehicle movements.

PREVENT ENTRY TO PERSONNEL ON THE SCENE

30. All the injured on the scene must be evacuated by trained personnel to a first aid post once stabilised. The evacuation should take place immediately with the minimum amount of personnel. The first aid post is the concentration point of medical equipment and trained emergency personnel. Any personnel or public from any institution not being utilized in any rescue, evacuation; or investigation pertained to the scene must immediately leave or be escorted from the scene. All participating institutions must minimize entrance to the inner circle; until all high priority tasks are completed.

REASONS

- a. To prevent possible incidents from explosions, fires, contamination, unstable structures etc.
- b. To prevent the removal or damage to evidence.

EMERGENCY MEDICAL POST

31. It may be necessary to establish an emergency medical post at the scene or close by. This service will be rendered by the ambulance Services and assisted by the Fire Brigade. Further medical assistance will be called upon should it be deemed necessary.

32. Initiate a first aid post that can treat minor as well as serious injuries. A first aid post will be initiated in a safe as well as comfortable area as designated by the OSCA Commander. All injured as far as possible will be moved to the first aid post. People not injured will be classified as walking patients. The remains of any deceased may not be removed until the necessary photos have been taken and is purely the task of the SAPS as evidence.

REASONS

33. The following medical reasons are given as priorities to the emergency:

- a. To classify the injured.
- b. To stabilise the injured.
- c. To treat the injured.
- d. For documentation and administration.

- e. For treatment and transportation of patients according to priority.
- f. To prevent further injury.
- g. To get leads for the investigation and protection of those still on the scene.

IDENTIFICATION OF INJURED AND REMAINS

34. It is critically important that all injured and remains are clearly and correctly marked with identification cards. The positions of the identified remains must also be carefully marked and recorded. All the injured must be supplied with a medical card once stabilised. The position of all lying patients must be marked and numbered with the same number on the medical card.

REASONS

35. The following medical reasons are given as priorities to the emergency investigation:
- a. That it can be established what patient lay where.
 - b. To reconstruct the scene on a later stage.
 - c. Contact the coordinating hospitals in the area the incident has taken place and give as much information as possible.
 - d. Advanced warning to the hospital will give the personnel at the hospital sufficient time to make arrangements to receive patients (Waiting areas, admin etc.).
 - e. It is absolutely necessary that a list of the injured be obtained as soon as possible.
 - f. SAPS need the information.
 - g. Disaster Management need the information.
 - h. The public need the information.
 - j. Record must be held of the destination of each patient.

DOCUMENTATION

36. This is essential to the effective management of any situation. The event Safety Officer will ensure that all aspects are documented during and after the event. Air event management must appoint a specific person that is responsible for the minutes of all meetings and assist in the documentation preparation and control. Such documentation will be required in an evaluation after the event.

RECOVERY AND REHABILITATION

37. The normalization process after an event will take a short period of time but it is very crucial. This includes any cleaning up, repairs or related work to the area. The event Safety Officer and Air Event Management will coordinate this.

RESOURCE MANAGEMENT

38. Each functionary will be in control of his own resources, but a central resource list must be kept. This will ensure that all resources are managed centrally. Each functionary will be responsible for the maintenance of equipment and support personnel. The main principle being that all resources are centrally coordinated, but with decentralized management.

OPERATIONAL PROCEDURES

FORWARD COMMAND POST

39. The role player first on the scene, assisted by other role players who will render support services, will establish the Forward Command Post.

INCIDENT COMMANDER

40. The Safety Officer will act as the Incident Commander of the OSCA up to the stage that a more senior person arrives at the scene to take command. The Fire Brigade or SAPS or any other suitable role player report to the scene that will take the responsibility of the Incident Commander.

41. The investigator on duty will be responsible to the AIID to conduct a preliminary investigation should the incident be flying related. A member of the AIID will relieve the investigator on duty in such a case. The role players within the Forward Command Post will manage the emergency up to a stage where additional resources are needed.

42. The role player in command of the Forward Command Post will request the FDD or the Control Centre to activate the relevant role players to assist them with the incident.

INCIDENT COMMANDER (EMERGENCY SITE COORDINATOR)

43. The Incident Commander will be appointed by Air event Safety Officer and if necessarily by the JOC from the lead role player involved in the specific type of emergency. The IC shall report directly to the JOC/ Safety Officer. Selection of the Incident Commander will take into consideration the following:

- a. Availability and approval of Personnel.
- b. Training and field experience; and
- c. Knowledge of responding role players, responsibilities and resources.

44. The Incident commander, upon appointment by the JOC if necessary, has the authority to:
 - a. Call meetings of the responding departmental commanders for information sharing, establishing objectives in the site management, and prioritizing limited resources where applicable.
 - b. Mediate conflicts between role players and to contact the JOC should he/she be unable to resolve the matter.
 - c. Requesting assistance from responding role players for communications and other emergency site management tools.

45. The Incident commander is responsible for:
 - a. Ensuring that priorities, tasks and tactics have been established to contain the problem.
 - b. In consultation with the responding Emergency service role players define the inner and outer perimeters.
 - c. Ensuring role players address the needs of their staff with regards to stress, fatigue, food, shelter and relief, and treatment of injured.
 - d. Maintaining a communication link with the JOC for the flow of accurate information and assistance in management of the emergency.
 - e. Ensuring that responding role players meet to update/exchange information.
 - f. And/or re-evaluate on a regular basis.
 - g. Monitoring the operation of the site management and make suggestions where appropriate.
 - h. Exercising foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc.
 - j. Understanding laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency.
 - k. Where possible, conserving resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the JOC is managing the day-to-day operations.
 - l. Participating in a debriefing and assisting the Emergency Plan Coordinator and JOC in the preparations of a report on the Emergency.

SPECIFIC EMERGENCY PROCEDURES

46. The procedures set out here are provided for the aircrafts on the airport or within 5NM of the air event. These emergency procedures will take place in accordance with the emergency protocols within the emergency plan for the air event.

EMERGENCY NUMBERS; (See Emergency Contact List)

47. Emergency Contact List:

Event Organiser	- Laura McDermid	083 604 0582
FDD	- Keith Fryer	083 306 0433
Ramp Director	- Keith Andrew	082 439 6244
Medi-Response	- TBA	087 330 3911
SAPS	- TBA	
Disaster Management	- Medi-Response attached	

HOSPITAL LIST:

48. Hospital Lists

MAJOR PUBLIC HOSPITALS:

Dr Yusuf Dadoo Hospital - 10.4 km (18 Minutes)

Leratong Hospital - 20.6 km (30 Minutes)

MAJOR PRIVATE HOSPITALS:

Life Robinson Hospital - 16.6 km (23 Minutes)

Netcare Krugersdorp Hospital - 9.3 km (15 Minutes)

FIRE AND RESCUE SERVICE

GRADING OF INCIDENTS:

49. The Senior Fireman on duty in whose area the accident occurred shall grade all incidents. The incidents shall be graded as follows:

- a. **GRADE 1**
An incident occurring on the air event terrain that can be handled by the Fire and Rescue Services. Outside organizations need not respond.
- b. **GRADE 2**
An incident in which it is anticipated that outside assistance may be required and the relevant organizations will be placed on standby. The Disaster management will activate Joint Operations Centre.
- c. **GRADE 3**

A major incident requiring FULL emergency procedures and all the relevant organizations would be called out. Joint Operations Centre will be activated.

RESPONSIBILITIES

SAFETY OFFICER

50. The Display Box will act as the Emergency Command Post (CCP) and will alert the Air Event Safety Officer and supply the following information:

- a. Grid reference number (According to emergency grid map).
- b. Nature of the emergency.
- c. Type of aircraft.
- d. Number of persons on board.
- e. In case of a grade 2 or 3 incident Contact FDD or Event Organiser to activate JOC.
- f. The ATC & Safety Officer may decide to close the airport.
- g. Should a Grade 2 or Grade 3 be declared:
 - i. FDD will activate JOC if necessary.
 - ii. The Safety Officer will take up his post as commander of the Field Control Post to until AIID relieves them if available.

FIRE & RESCUE

51. The Fire and Rescue Service & NPA will:

- a. Take control of fire fighting, rescue and medical services.
- b. Establish a Field Control Post (FCP).
- c. Maintain two-way radio communication with FDD.
- d. The Air Event Safety Officer is to take control at the CCP.

FIRE SECTION

52. The Fire Station will dispatch the appropriate local Fire and Rescue Units and will rendezvous with the Field Command Post and proceed to carry out fire, rescue & command duties and will become the JOC in the case of a grade 2 or 3 being declared.

TRAUMA RESCUE EMS: AMBULANCE

53. Trauma Rescue (Medi-Response) shall dispatch ambulance(s) to the scene in accordance with the number of persons involved. On arrival at the scene, they shall report to the Field Command Post and co-ordinate with Safety Officer. Regarding an accident on the airfield:

- a. On arrival, report to the Emergency Command Post
- b. On departure shall leave via Remote Command Gate

SOUTH AFRICAN POLICE SERVICES

54. On arrival at the scene they shall cordon off the area and maintain crowd control. They will also be responsible for:

- a. The protection of victim's personal belongings.
- b. Aircraft wreckage and property.
- c. Arranging for the transportation of bodies.
- d. Recording the accident details (in conjunction with AIID).
- e. Securing the entire scene.

TRAFFIC POLICE

55. Shall arrange and control the evacuation and provide assistance to emergency vehicles, both incoming & outgoing. Should there be an incident on the airfield the evacuation route will be as indicated on the emergency map.

{Note: this may change with local procedures}

THE AIR EVENT SAFETY OFFICER

56. The Air Event Safety Officer (Chief Air Marshal) will report to the Central Command Post (CCP) and act as the Command Officer at the CCP. Until clearance from the Air event Safety Officer all flying activities will be stopped. When the event is cleared to continue the Standby Safety Officer would proceed to the Command Tower to take post as Safety Officer with flying activities.

THE DOCTOR AND FIRST AID PERSONNEL

57. The standby paramedic/doctor (ILS) shall proceed to the scene of the accident and co-ordinate medical and first aid in the triage area if necessary. The First Aid and rescue personnel shall proceed to the scene and assist the Doctor and ambulance personnel as necessary.

THE DUTY AIR TRAFFIC CONTROLLER (if available)

58. Co-ordinate the dispatch of the necessary accidents reports to AIID and CAA Head Office and /or CAA representative. He or she will then divert all relevant traffic to the emergency airfield at Bloemfontein/Ladysmith Airfields should the runways be blocked.

FLIGHT DISPLAY DIRECTOR

59. The Flight Display Director is to remain in the Display Box to coordinate the emergency procedures in conjunction with the Safety Officer and the JOC if available with the event organiser.

AIREVENT ANNOUNCER (Commentator)

60. The air event announcer if available shall assist with crowd control and make announcements for the public to remain calm and not to proceed to the crash site etc. assisted by the SAPS.

GRID REFERENCE:

61. The grid reference number shall also be used as the password for rescue organizations to enter the accident site. The Security Manager is to ensure all needed fire and rescue personnel get the grid reference number.

MEDIA LIASON:

62. The Flight Director/Safety Officer in the case of a grade 1 incident will handle all Media releases in coordination with the EAA Organiser. In the case of a grade 2 or 3 incident all media releases will be handled by the event organisers.



(K.A.FRYER)
Flight Display Director



(C.Hugo)
Fidelity Secure Fire