



AERODROME EMERGENCY PLAN



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Version	Date	Primary Author
2:01	16/06/16	John Bushell
2.02	10/01/17	David Hayes
2.03	23/10/18	David Hayes
2.04	26/8/19	David Hayes Draft
2.05	26/01/2021	Jacinda Johnston (Final Draft)
2.05	19/2/2021	Finalised PDF

Forward

The Aerodrome Emergency Plan (AEP) forms part of the Safety Management System for Masterton Aerodrome. Other elements of the Safety Organisation include:

1. Hood Safety Committee
2. Hazards and Risk Registers
3. Hood User Group
4. AIP published procedures
5. Masterton District Council safety systems including Workplace Safety policies, hazards and risk management, Contractor and Operator management

Open and honest reporting of incidents and accidents allows both the organisation and individuals to learn from mistakes.

A 'Just Culture' safety culture is promoted at MDC to allow open and honest reporting, fair and robust investigation, and accountability from all levels of the organisation.

All stakeholders in the Hood Aerodrome community are encouraged to raise Hazards, Risks and Incidents to the Safety Committee via the online reporting tool below; or via email to the Aerodrome Management Team:

https://docs.google.com/forms/d/1Xm8YIYymS8YiPf2ZN_j7YenFIXvPonM3GMJERTQ_YG0/viwwform?edit_requested=true

Distribution List

A controlled electronic master copy of this plan is held by Masterton District Council and hard copies by the Masterton Airport Manager. The contents of the AEP will form part of the syllabus for personnel training, and used for reference in operator procedures.

A copy of this AEP will be distributed to representatives of the organisations below. Abbreviated emergency guides may be distributed amongst private hangar sites and other areas of public interest, to promote awareness of individual emergency actions.

Organisation	Representative	Contact Details
Masterton District Council	Andrea Jackson	andrea.j@mstn.govt.nz
Aerodrome Manager	David Hayes	davidhayes@mstn.govt.nz
Civil Aviation Authority		0508 ACCIDENT
Hood Users Group	John McMullan	johnmcmullan@gmail.com
Wairarapa Flying Tigers	Tom Williams	Tom-williams@outlook.co.nz
Wairarapa Aero Club	Marc Brogan	gobrogan@yahoo.co.nz
SkyDive Wellington	Marty Lloyd	ssnz@mac.com
Wairarapa Helicopters	Tim Williams	tim@waihelipters.com
Wanganui Aerowork	Mark Gerritsen	Mark.Gerritsen@aerowork.co.nz
Super Air	Jeremy Traill	Jeremy.trail@superair.co.nz
RNZAF Ohakea	Base Operations	0800 RUNWAY
Life Flight Air Ambulance	Peter Vincent	peter@airopsnz.co.nz
The Vintage Aviator	David Cretchley	dcretchley@xtra.co.nz
Amalgamated Helicopters	Jason Diedrich	office@ahnzl.com
Greytown Soaring Centre	Brian Sharpe	bwsharpe@xtra.co.nz
CR and E Electrical	Murray Callister	murray@cer.net.nz
The Grass Report	Craig Bowyer	crleabowyer@gmail.com
Land Search and Rescue	Murray Johnston	barbmur@xtra.co.nz
Wairarapa Model Aeroclub	Lloyd Dickens	lloyddickens@wise.net.nz
Wings Over Wairarapa	Jenny Gasson	Jenny@wings.org.nz
Wellington Aeroclub	Andrew Sims	CFI@flywellington.co.nz
Zero 6 Aviation	Mark Wilson	Zzero6aviation@icloud.com

Field Code Changed

Local Emergency Organisation	Representative	Contact Details
Fire and Emergency NZ	Masterton Station (24/7)	06 370 9554
Wellington Free Ambulance	Masterton Station (24/7)	04 499 9909
Civil Defence & Emergency Management (Wairarapa Office)	Darry McCurdy (Operational Readiness)	027 446 5628
New Zealand Police	Masterton Station (24/7)	06 370 0300

Amendment Record

Amendment Number	Effective Date	Page Reference(s)	Inserted By (Signature)	Date Inserted
0	1 July 2016	1 through 21		
1	15 Jan 2017	Reviewed full document for minor changes		15 Jan 2017
2	10/10/18	Updated contact details		23/10/18
3	31.01/19	Electrical emergency contacts	David Hayes	31/01/19
4	26/08/19	Full review		
5	26/01/2020	Full review and re-write	J Johnston	26/01/2021
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Page		Amendment	Date
1	Title Page	0	26 Jan 2021
2	Version/Forward	0	26 Jan 2021
3	Distribution	0	26 Jan 2021
4	Amendment Record	0	26 Jan 2021
5	List of Effective Pages	0	26 Jan 2021
6	Contents	0	26 Jan 2021
7	Introduction	0	26 Jan 2021
8	Responsibilities	0	26 Jan 2021
9	Key Info / Contact Details	0	26 Jan 2021

TABBED PAGES:

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Missing/Overdue aircraft

In Flight Emergency/Local Standby

Fire on Aerodrome (surface or structure)

Fuel or Hazardous Substance Spill

Casualty on Aerodrome

Natural Disaster

Runway Incursion

Sabotage/Bomb Threat/Suspicious Package

NZ Police Bomb Threat Checklist

NZ Police Suspicious Package Recognition Guide

Electrical Failure - Including Runway Lights

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Introduction

Masterton Aerodrome is an uncertificated, uncontrolled aerodrome with no resident Rescue Fire Service (RFS). The aerodrome is set in a semi-rural area with a diverse range of activities that occur on (or adjacent to) the aerodrome footprint.

This document sets out the actions to be taken in the event of an emergency situation arising at (or near) Masterton Aerodrome. The AEP outlines the procedures for initial reactions, safety considerations, the chain of communications, record keeping and post incident action.

Purpose

The purpose of this AEP is to minimise the effects of an emergency; particularly in respect of saving lives, reducing risk of injury and maintaining safe aircraft operations.

Scope

This AEP applies to both air and ground-based aviation activities at Masterton. It also includes response plans for non-aircraft related incidents that present a risk to public safety or the safe conduct of aviation operations.

Emergencies Involving Aircraft

Aircraft accident/incident – on the airfield or within the circuit area (2km radius)

Aircraft accident/incident – off the airfield and outside 2km radius

Missing or overdue aircraft

In flight emergency or local standby - declared by pilot-in-command

Emergencies Not Involving Aircraft

FIRE (Structural or aerodrome surface, including adjacent land and buildings)

FUEL / HAZARDOUS SUBSTANCE SPILL

CASUALTY ON AERODROME

NATURAL DISASTER

RUNWAY INCURSION

SABOTAGE (Including bomb threats, suspicious packages or civil unrest)

ELECTRICAL FAILURE (RWY LIGHTS)

AERODROME CLOSURE PLAN

Responsibilities

The Aerodrome Manager, on behalf of MDC, is responsible for establishing the AEP and ensuring duty personnel, contractors and operators are appropriately inducted and trained. Revision of content and exercising of the AEP content may be undertaken at MDC direction, or by request through the Hood Safety Committee or Aerodrome Manager.

This plan is to be made available to all operators relevant to the aerodrome, including those visiting or hosting events. The aerodrome does not have resident staff onsite, and as such this plan relies on familiarity of third parties and resident operators.

Procedure

The actions to be taken in the event of any of the above situations are detailed on the following tabbed pages. In responding to any situation, the persons involved are to undertake any additional actions necessary to achieve the following priorities:

1. Saving and preserving Human Life
2. Preventing further injury or harm
3. Preventing further damage to equipment or property
4. Maintaining the safety of Responders and the Public
5. Preserving the crash scene and any wreckage for investigating agencies

In addition, persons responding are to take actions necessary to ensure:

6. Any additional resources required are identified and requested through the appropriate agency
7. Appropriate control of personnel and equipment on the aerodrome
8. A record of events is maintained via the Incident Log (Page 18)

Key Local Information

Masterton Aerodrome Common Frequency	119.10 MHz
Aerodrome Perimeter Access Gate Tumble Lock	9817
Combination to Terminal Building Lockbox (Airside)	2030
Main Gate Remote Activation (TEXT: "GATE OPEN")	020 4133 6876

Contact Details

Position - Name

Number

Emergency contacts

Police/Fire/Ambulance	111
RCCNZ (Missing/overdue aircraft)	0508 472 269
CAA NZ (Accident, serious incident)	0508 222 433 (0508 ACCIDENT)

Aerodrome Manager

David Hayes (Duty Phone/Personal Cell)	0272352229 / 0276 060190
<u>Andrea Jackson (Masterton Council)</u>	<u>027 471 0718</u>
Michael O'Donnell (when rostered)	021 2794415
Jacinda Johnston (when rostered)	027 680 5519
Andrea Jackson (Masterton Council)	027 471 0718

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Hood Aerodrome Users

Flying Tigers (Tom Williams)	06 372 2653 / 027 443 5396
Wairarapa Aero Club – Marc Brogan	021 020 22286
Aero Work – Mark Gerritsen	021874397
Super Air – Jeremy Trail	027 444 6286
Vintage Aviator – Dave Cretchley	021 202 7668
Amalgamated Helicopters – Jason Dietrich	06 379 8600
Greytown Soaring Centre – Brian Sharpe	027 2481780
Wairarapa Helicopters – Tim Williams	06 372 2400
Skydive Wellington - Marty Lloyd	0274436094
The Grass Report – Craig Bowyer	0273 339933
Land Search and Rescue – Murray Johnston	021 1957534
Wings Over Wairarapa – Jenny Gasson	022 0903864
<u>Zero6 Aviation Mark Wilson</u>	<u>0276181741</u>
<u>Lifeflight (Luke Rohloff)</u>	<u>0273413491</u>

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Other useful numbers

Masterton Hospital	06 946 9800
Met Service	04 470 0700
Airways (CH INFO)	03 358 1694
Wellington Control Tower	04 387 1980
Lifeflight (Luke Rohloff)	0273413491

Masterton District Council

Aerodrome Emergency Plan

CE and R Electrical (Murray Callister)

027 4733163

MDC Maintenance/Repairs (Burt Wolland)

027 240 5766

Aircraft Accident/Incident – On Aerodrome or within Circuit Area

☒☒ Call 111 - ask for FIRE

Type of emergency (AIRCRAFT ACCIDENT/INCIDENT – DESCRIBE TYPE)

Location of emergency (ON airfield or VICINITY of airfield – DESCRIBE LOCATION)

☒☒ PAUSE (Provide further details if known, DO NOT SPECULATE!)

Runway (if applicable)

Type of aircraft (LIGHT (20 or less seats)/HEAVY (21 or more seats)/HELICOPTER)

Organisation associated (To obtain further flight details if available)

Number of persons on board (If known)

Number and state of casualties (if known)

Hazardous substances / fuel onboard (If known)

Additional information:

- Hazards on Aerodrome for Emergency Crews (fire/fuel spill/public crowds/Cranes)
- Barriers to ingress (Ditch on eastern side, Roadworks, temporary fencing or gates)

☒☒ MAKE SAFE any immediate risks to the Public or First Responders

- Move crowds or public away from hazards
- Cease flying activities or ground events
- Ensure accessways clear for Emergency Appliances (Unlock/Open gates if able)
- Meet first responders on arrival (if unfamiliar with Aerodrome layout)

☒☒ NOTIFY the following (in order of priority). Refer Page 9 for Contact Details

1. Masterton Aerodrome Manager
2. Masterton District Council
3. RCC NZ
4. CAA
5. Aircraft Owner/Organisation

☒☒ Proceed to Terminal (or other Incident Control Point) with Radio/Hi-Vis/Vehicle Beacon

☒☒ Monitor 119.1, redirect airborne traffic if required. Make AWIB switch – RWY's CLOSED

☒☒ Act as Incident Controller until relieved by emergency services (See page 16)

☒☒ The procedure for aerodrome closure is on Page 16

☒☒ **Maintain incident log (Page 11)**

Refer media enquiries to MDC Communications or NZ Police

Aircraft Accident/Incident – Off Airfield / Outside Circuit Area

Call 111 - ask for FIRE

Type of emergency (AIRCRAFT ACCIDENT/INCIDENT – DESCRIBE TYPE)
Location of emergency (ON airfield or VICINITY of airfield – DESCRIBE LOCATION)

PAUSE (Provide further details if known, DO NOT SPECULATE!)

Type of aircraft (LIGHT (20 or less seats)/HEAVY (21 or more seats)/HELICOPTER)
Organisation associated (To obtain further flight details if available)
Number of persons on board (If known)
Number and state of casualties (if known)
Hazardous substances / fuel onboard (If known)
Additional information (if known – may be provided by local aircraft in-flight)

MAKE SAFE any immediate risks to the Public or First Responders

NOTIFY the following (in order of priority). Refer Page 9 for Contact Details

1. Masterton Aerodrome Manager
2. Masterton District Council
3. RCC NZ
4. CAA
5. Aircraft Owner/Organisation

Proceed to Terminal (or other Incident Control Point) with Radio/Hi-Vis/Vehicle Beacon

Monitor 119.1, gain and relay any information from any aircraft airborne in vicinity.

Remain onsite to coordinate information flow and provide aviation advice to Responders.

Assess the need to close aerodrome to the Public (Refer procedure on Page 16)

Maintain incident log (Page 11)

Refer media enquiries to MDC Communications or NZ Police

Missing or Overdue Aircraft

☒☒ Gain flight details or intentions from owner/organization (if available)

☒☒ Attempt to establish communications with aircraft or pilot (Radio/Cellphone)

☒☒ If unable to establish communications, liaise with:

- Other Pilots or aircraft in vicinity (119.10 MHz)
- Christchurch Information FISCOM (124.20 MHz)
- Wellington Control 122.30 MHz – ADS-B/Radar tracking/SSR
- Wellington Tower (04 387 1980)

☒☒ If still unable to establish communications:

Call RCCNZ (0508 472269)

- Aircraft type and registration
- Last known position
- Intended flight Plan
- Persons on board

☒☒ NOTIFY the following (in order of priority). Refer Page 9 for Contact Details

1. Masterton Aerodrome Manager
2. Masterton District Council
3. Aircraft Owner/Organisation
4. CAA
5. NZ Police

☒☒ Proceed to Terminal (or other Incident Control Point) with Radio/Hi-Vis/Vehicle Beacon

☒☒ Monitor 119.1, gain and relay any information from any aircraft airborne in vicinity.

☒☒ Remain onsite to coordinate information flow and provide aviation advice to Responders.

☒☒ Assess the need to close aerodrome to the Public (Refer procedure on Page 16)

☒☒ **Maintain incident log (Page 11)**

☒☒ **Refer media enquiries to MDC Communications or NZ Police**

In Flight Emergency/Local Standby - Declared by Pilot-In Command

☒☒ Call 111 - ask for FIRE or AMBULANCE and advise

Type of emergency (FULL EMERGENCY or Fire Standby)
Location of emergency (NZMS, Private Airstrip, Papawai etc)
Services or appliances requested by Pilot-In-Command

☒☒ PAUSE (Provide further details if known, DO NOT SPECULATE!)

Intended Runway or landing location
ETA of aircraft
Type of aircraft
Number of persons on board (If known)
Number and state of casualties (if known)
Hazardous substances / fuel onboard (If known)
Additional information (if known)

☒☒ MAKE SAFE any immediate risks to the Public or First Responders

☒☒ NOTIFY the following (in order of priority). Refer Page 9 for Contact Details

1. Masterton Aerodrome Manager
2. Masterton District Council
3. RCC NZ
4. CAA
5. Aircraft Owner/Organisation

☒☒ Proceed to Terminal (or other Incident Control Point) with Radio/Hi-Vis/Vehicle Beacon

☒☒ Monitor 119.1, redirect traffic to give priority to declared emergency.

☒☒ Act as Incident Controller until relieved by emergency services

☒☒ Remain onsite to relay information from Pilot-In-Command to emergency services.

☒☒ Assess the need to close aerodrome to the Public (Refer procedure on Page 16)

☒☒ **Maintain incident log (Page 11)**

☒☒ **Refer media enquiries to MDC Communications or NZ Police**

FIRE ON AERODROME SURFACE (OR STRUCTURE)

☒☒ YELL “FIRE, FIRE, FIRE - FIRE IN LOCATION _____”

Activate Fire Alarm (If fitted)
Remove people or casualties from the scene of Fire or smoke
Use First Aid Fire appliances IF SAFE TO DO SO

☒☒ Call 111 - ask for FIRE

Type of Fire (Building Fire, Fuel fire, grass fire, Electrical fire, etc)
Location and size of Fire
Wind direction and speed

☒☒ PAUSE (Provide further details if able)

Number and state of casualties (if known)
Hazardous substances / Electricity/ Fuel in vicinity (if known)
Additional information:
- Hazards on Aerodrome for Emergency Crews (fuel spill/public crowds/Cranes, etc)
- Barriers to ingress (Ditch on eastern side, Roadworks, temporary fencing or gates)

☒☒ MAKE SAFE any immediate risks to the Public or First Responders

- Move persons and equipment away (Upwind) from Fire and smoke hazards
- Ensure accessways clear for Emergency Appliances (Unlock/Open gates if able)

☒☒ CONTINUE to fight or contain the fire IF SAFE TO DO SO

☒☒ NOTIFY (in order of priority). Refer contact details on Page 9.

1. Masterton Aerodrome Manager
2. Masterton District Council
3. Aircraft Owner/Organisation
4. Masterton Hospital (If mass burns/ smoke inhalation apparent)
5. NZ Police
6. Adjacent/Surrounding property owners

☒☒ Proceed to Terminal (or safe Incident Control Point) with Radio/Hi-Vis/Vehicle Beacon

☒☒ Monitor 119.1, redirect airborne traffic if required. Make AWIB switch – RWY’s CLOSED

☒☒ Act as Incident Controller until relieved by emergency services (See page 16)

☒☒ The procedure for aerodrome closure is on Page 16

☒☒ **Maintain incident log (Page 11)**

☒☒ **Refer media enquiries to MDC Communications or NZ Police**

FUEL OR HAZARDOUS SUBSTANCE SPILL

☒☒ YELL “FUEL SPILL, FUEL SPILL, IN LOCATION _____”

Clear persons away from the area to a safe location (Upwind)
Apply Fuel/Oil Spill Kit if available (AND SAFE TO DO SO)
Apply layer of foam/Sand/Sawdust if available (AND SAFE TO DO SO)
REMOVE any ignition sources and switch Cell Phones OFF

☒☒ Call 111 - ask for FIRE

Type of Substance spilled (If known)
Location and size of Spill
Actions taken to contain (if any) and Wind Direction/Speed

☒☒ PAUSE (Provide further details if able)

Number and state of casualties (if known)
Other hazardous substances in vicinity (if known)
Additional information:
- Hazards on Aerodrome for Emergency Crews (Public crowds/Cranes, etc)
- Barriers to ingress (Ditch on eastern side, Roadworks, temporary fencing or gates)

☒☒ MAKE SAFE any immediate risks to the Public or First Responders

- Move persons and equipment away from Spill and Fumes (Upwind)
- Treat any casualties (Decontaminate skin contact with fresh water).
- Ensure accessways clear for Emergency Appliances (Unlock/Open gates if able)

☒☒ CONTINUE to contain spillage if still occurring (AND SAFE TO DO SO)

☒☒ NOTIFY (in order of priority). Refer contact details on Page 9.

1. Masterton Aerodrome Manager
2. Masterton District Council (+ Environmental Health Officer)
4. Masterton Hospital (If mass fumes / contamination apparent)
5. CAA and NZ Police (For major spillage)
7. Adjacent/Surrounding property owners

☒☒ Proceed to Terminal (or safe Incident Control Point) with Radio/Hi-Vis/Vehicle Beacon

☒☒ Act as Incident Controller until relieved by emergency services (See page 16)

☒☒ The procedure for aerodrome closure is on Page 16

☒☒ **Maintain incident log (Page 11)**

☒☒ **Refer media enquiries to MDC Communications or NZ Police**

CASUALTY ON AERODROME

☒☒ YELL “CASUALTY, CASUALTY, CASUALTY IN LOCATION _____”

Remove Casualty from Immediate Danger
Apply First Aid

☒☒ Call 111 - ask for AMBULANCE

Number and location of casualties
Nature of injury/accident (if known)

☒☒ PAUSE (Provide further details if able)

Hazards on Aerodrome for Ambulance Crews (Fuel spill, Crowds/Cranes, etc)
Barriers to access (Ditch on eastern side, Roadworks, temporary fencing or gates)
Arrange to meet Ambulance on arrival if medical crew are unfamiliar with Aerodrome

☒☒ MAKE SAFE any immediate risks to the Public or First Responders

- Ensure accessways clear for Ambulance (Unlock/Open gates if able)

☒☒ CONTINUE to apply first aid (if required) and remain with casualty until higher aid arrives.

☒☒ REPORT Minor Incidents to the Aerodrome Manager at earliest possible opportunity.

In event of MASS CASUALTIES or MAJOR INJURY/ACCIDENT

☒☒ NOTIFY (in order of priority). Refer contact details on Page 9.

1. Masterton Aerodrome Manager
2. Masterton District Council
4. Masterton Hospital (If mass casualties)
5. CAA and NZ Police
7. Adjacent/Surrounding property owners

☒☒ Proceed to Terminal (or safe Incident Control Point) with Radio/Hi-Vis/Vehicle Beacon

☒☒ Monitor 119.1, redirect airborne traffic if required. Make AWIB switch – RWY's closed

☒☒ Act as Incident Controller until relieved by emergency services (See page 16)

☒☒ The procedure for aerodrome closure is on Page 16

☒☒ **Maintain incident log (Page 11)**

☒☒ **Refer media enquiries to MDC Communications or NZ Police**

NATURAL DISASTER (Earthquake/Severe Weather Event)

☒☒ SEEK IMMEDIATE SHELTER:

If inside - Drop, Cover Hold

If outside - remain clear of buildings, trees and falling hazards

☒☒ WHEN EVENT HAS STOPPED:

CHECK for Casualties and Damage (IF SAFE TO DO SO)

EVACUATE to a safe area

NOTIFY Masterton Aerodrome Manager (with any).

Aerodrome Manager To:

☒☒ Proceed to Terminal (or safe ingress point) with Radio/Hi-Vis/Vehicle Beacon

☒☒ Undertake Full Aerodrome Inspection IAW Published SOP

- PRIORITISE assessment of landing surfaces for aerial delivery of aid/supplies

☒☒ MAKE SAFE any immediate hazards/risks

☒☒ MONITOR 119.10MHz, and redirect airborne traffic if required

☒☒ COMPILE RAPID DAMAGE ASSESSMENT and NOTIFY (in order of priority)

1. Masterton District Council (+CDEM Office)
2. RCC NZ
3. CAA NZ
4. NZ Fire Service
3. NZ Police (If mass burns/ smoke inhalation apparent)
5. Affected Property Owners

☒☒ Remain onsite to coordinate information flow or access for emergency services

☒☒ The procedure for aerodrome closure is on Page 16

☒☒ **Maintain incident log (Page 11)**

☒☒ **Refer media enquiries to MDC Communications or NZ Police**

RUNWAY INCURSION

☒☒ Upon observation (or notification) of Persons/Stock/Vehicles/Dogs on Runway:

Approach Vehicle or Persons and direct them VACATE
Chase stock or animals off landing surface (IF SAFE TO DO SO)
Contact MDC Animal Control (06 378 7752) or NZ Police

☒☒ NOTIFY Masterton Aerodrome Manager and Other Users on Aerodrome

☒☒ PROCEED to Terminal to collect Radio/Hi-Vis/Beacon

☒☒ MONITOR 119.10 MHZ, and re-direct aircraft if required

☒☒ ESCORT Police or Animal Control onto Aerodrome with Hazard Lights ON

☒☒ CLEAR Immediate Area if firearms to be used

☒☒ ASSESS need to close Aerodrome (Procedure on Page 16)

☒☒ CONDUCT Post-Incident Damage Inspection IAW Published SOP

☒☒ **Maintain incident log (Page 11)**

☒☒ **Refer media enquiries to MDC Communications or NZ Police**

SABOTAGE: Bomb Threat/Unlawful Interference/Suspicious Package

☒☒ On receipt of threatening call refer " Bomb Threat Check List" (Page 20)

☒☒ On discovery of 'Suspicious Package' refer 'Mail Bomb Recognition Guide (Page 21)

☒☒ CALL 111 - ask for POLICE and advise of situation.

☒☒ EVACUATE area around threat location to 100 metre radius

☒☒ NOTIFY (Refer Page 9 for Contact Details)

1. Masterton Aerodrome Manager
2. Masterton District Council
3. Aerodrome Users on location
4. CAA NZ

☒☒ ACT on instructions from NZ Police or Explosive Ordnance Disposal Team

☒☒ MONITOR 119.10MHz, and redirect airborne traffic if required

☒☒ Remain onsite as Incident Controller until relieved by Emergency Services

☒☒ The procedure for aerodrome closure is on Page 16

☒☒ **Maintain incident log (Page 11)**

☒☒ **Refer media enquiries to MDC Communications or NZ Police**



Place this card under your telephone

**BOMB THREAT CHECK LIST
QUESTIONS TO ASK:**

1. When is the Bomb going to explode?
2. Where is the Bomb?
3. What does the Bomb look like?
4. What kind of Bomb is it?
5. What will make the Bomb explode?
6. What is the Explosive Type and Quantity?
7. Why did you place the Bomb?
8. What is your name?
9. Where are you?
10. What is your address:

EXACT WORDING OF THREAT:

ACTION

Report call immediately to: _____

Phone Number: _____

Trace 111 _____

Police Advised: _____

Date/Time: _____

Members name: _____

CALLER'S VOICE

Accent (specify): _____

Any impediment (specify): _____

Voice (loud, soft, etc): _____

Speech (fast, slow, etc): _____

Diction (clear, muffled): _____

Manner (calm, emotional, etc): _____

Did you recognize the voice? _____

If so, who do you think it was? _____

Was the caller familiar with the area? _____

THREAT LANGUAGE

Well spoken: _____

Incoherent: _____

Irrational: _____

Taped: _____

Message read by caller: _____

Abusive: _____

Other: _____

BACKGROUND NOISES

Street noises: _____

House noises: _____

Aircraft: _____

Voices: _____ Standard Call: _____

Music: _____ 111/Cellular: _____

Machinery: _____ STD: _____

Vehicle (Cellular): _____

Other: _____

OTHER

Sex of caller: _____

Estimated age: _____

CALL TAKEN

Date: ____ / ____ / ____ Time: ____

Duration of call: _____

Number called: _____

RECIPIENT

Name (print): _____

Telephone number: _____

Signature: _____

POL 910
11/02

 <p>New Zealand POLICE <i>Nga Pirihimana O Aotearoa</i></p>	<h2 style="text-align: center;">Suspicious Letter or Package</h2>
<p>MAIL BOMB RECOGNITION POINTS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> EXCESSIVE WEIGHT FOR ITS SIZE <input type="checkbox"/> RIGID ENVELOPE <input type="checkbox"/> LOPSIDED OR UNEVEN ENVELOPE OR PACKAGE <input type="checkbox"/> EXCESSIVE SECURING MATERIAL <input type="checkbox"/> PROTRUDING WIRES, STRING, TINFOIL etc <input type="checkbox"/> OILY STAINS OR DISCOLOURATION <input type="checkbox"/> SOURCE UNKNOWN <input type="checkbox"/> VISUAL DISTRACTIONS <input type="checkbox"/> UNEXPECTED OR UNSOLICITED MAIL, BOTH LOCAL AND FOREIGN <input type="checkbox"/> EXCESSIVE POSTAGE ON LOCAL MAIL <input type="checkbox"/> RESTRICTIVE MARKINGS (I.E. PRIVATE, PERSONAL) <input type="checkbox"/> HANDWRITTEN OR POORLY TYPED ADDRESS <input type="checkbox"/> NO RETURN ADDRESS <input type="checkbox"/> INCORRECT TITLES <input type="checkbox"/> TITLES, BUT NO NAMES <input type="checkbox"/> MISSPELLING OF COMMON WORDS/NAME/ADDRESS 	<p>ACTION</p> <p>DO NOT OPEN OR CUT STRINGS GENTLY LOWER TO A LEVEL SURFACE – DO NOT DISTURB</p> <p>DO NOT PLACE IN WATER – SAND OR IN ANY CONFINED SPACE</p> <p>CLEAR IMMEDIATE AREA OF ALL PEOPLE</p> <hr/> <p>THREATENING OR 'CRANK' LETTER</p> <p>Handle all documents by edges only, do NOT place further fingerprints or indentations on them.</p> <p>Place the letter and envelope in a plastic bag or large envelope and preserve them for the Police.</p> <p>Note who has handled the correspondence.</p> <hr/> <p>NOTIFY THE SECURITY OFFICER OR POLICE.</p>

ELECTRICAL FAILURE – Including Runway Lights

☒☒ If electrical fire is suspected (or there is smell of burning)

☒☒ CALL 111 and ask for FIRE

☒☒ DISCONNECT Power to Runway Lights at the Transformer on the eastern side of the ~~Circuit Breaker Panel~~ inside Terminal Building.
Alternatively access the Terminal Building on Airside (code is 3630) and switch off power in the circuit board cupboard. If the fire is from the PAPI lights these can also be turned off at the controller in the coffee room in the Terminal Building.

☒☒ NOTIFY (Refer Page 9 for Contact Details)

1. Masterton Aerodrome Manager
2. Masterton District Council
3. CE & R Electrical (Murray Callister)
4. Life Flight (Operations Controller - Mark Innes)

☒☒ NOTIFY Aerodrome Users if Night Flying is planned/anticipated

☒☒ ISSUE NOTAM (If lights unable to be rectified by Evening Civil Twilight)

☒☒ **Maintain incident log (Page 11)**

☒☒ **Refer media enquiries to MDC Communications or NZ Police**

Procedure for Aerodrome Closure

In order to appropriately manage an incident (or reduce harm to the public) it may be necessary to evacuate and close the aerodrome. This may also allow freedom of movement for emergency services, and reduce risk to those unfamiliar with aerodrome layout and facilities.

There are **three** stages to the closure.

1. Communication Notify Masterton Aerodrome Manager, and locate someone else on the aerodrome with access to a radio on 119.1 MHz. If required, a hand-held radio is available inside the Terminal Building. The radio can then be used co-ordinate any aircraft in the circuit that need to land or any emergency takeoffs. Aircraft should be directed to land immediately where possible; or diverted to other aerodromes where not possible. Activate the AWIB switches that state 'Runways Closed'.
2. Physical Closure Lay out white crosses 100m in from the end of each runway to be closed. These indicate to pilots the runway is unavailable. White crosses for this purpose are kept in a box on the side of the Old Stick & Rudder Co. hanger opposite the Air Training Corp building. The white crosses will need to be pinned or weighted down. Orange road cones can be used for this purpose. Note there are three runways; the sealed runway 06/24, the parallel Grass runway 06/24 and a cross runway 10/28 which starts by South Road and diagonally crosses the sealed runway.
3. Formal Closure Arrange issue of a NOTAM through Airways NZ, formally closing the runways or the whole aerodrome. If Airport Manager cannot be reached, contact the deputy management team or call Airways directly for assistance.
4. Reopening Once the incident area is cordoned off and an access route established to and from the site, some runways may be able to be re-opened. This should occur as soon as possible but is at the discretion of the Emergency Services Incident Controller, in discussion with the Aerodrome Manager.

Role of Incident controller

Following activation of an emergency call out and prior to the arrival of the emergency services, a representative of the operator making the emergency call out must assume the role of 'Incident Controller'. He/she will need to have a good knowledge of the aerodrome, able to respond quickly and take control.

The Incident Controller is responsible for the overall direction of response activities in an emergency situation and is the person in charge at an incident. Major responsibilities and considerations are outlined on Page 8.

Upon arrival of Emergency Service the aerodrome personnel will work under the direction of the emergency services Incident Controller. NZ Police generally have jurisdiction for all domestic emergency responses.

Post-Incident Considerations

Once the incident has been fully contained and all dangers removed, the focus will shift to cleanup and post action activities. The Aerodrome Manager (or appointed representative) may seek advice from CAA and NZ Police to ensure the following are undertaken:

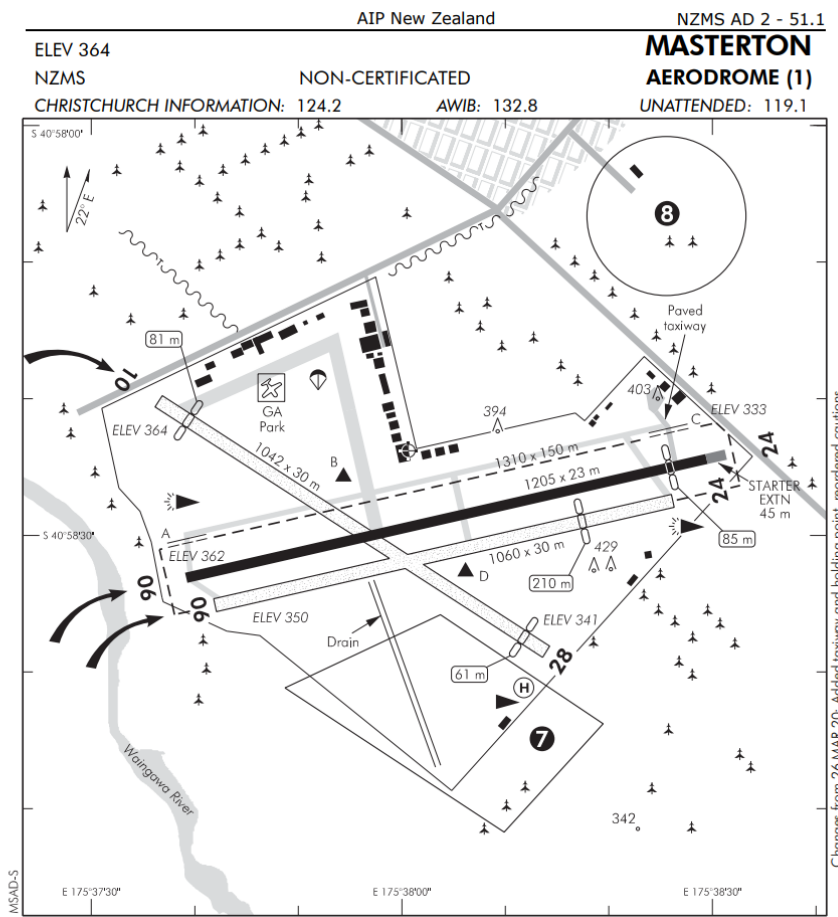
- ☐☐ Crash Site/Wreckage is preserved and secured for accident investigation.
- ☐☐ Evidence is collated, including incident log, witness statements, photographs etc
- ☐☐ Areas of damage are overhauled, decontaminated, repaired or cordoned off as required.
- ☐☐ After-action reporting is undertaken within MDC channels
- ☐☐ NOTAM or Communications are promulgated to advise Users of aerodrome status
- ☐☐ Reconstitute as required (replace used extinguishers, First aid kits, AED, safety equipment)
- ☐☐ Identify any lessons learned to effect changes to Health and Safety SOPS/Response Plans
- ☐☐ Consider a team debrief and impact on mental health and wellbeing of those affected.

Incident Log: The Airport Manager to be provided a copy and these will be transferred to the master electronic register to assess and incorporate mitigations for future

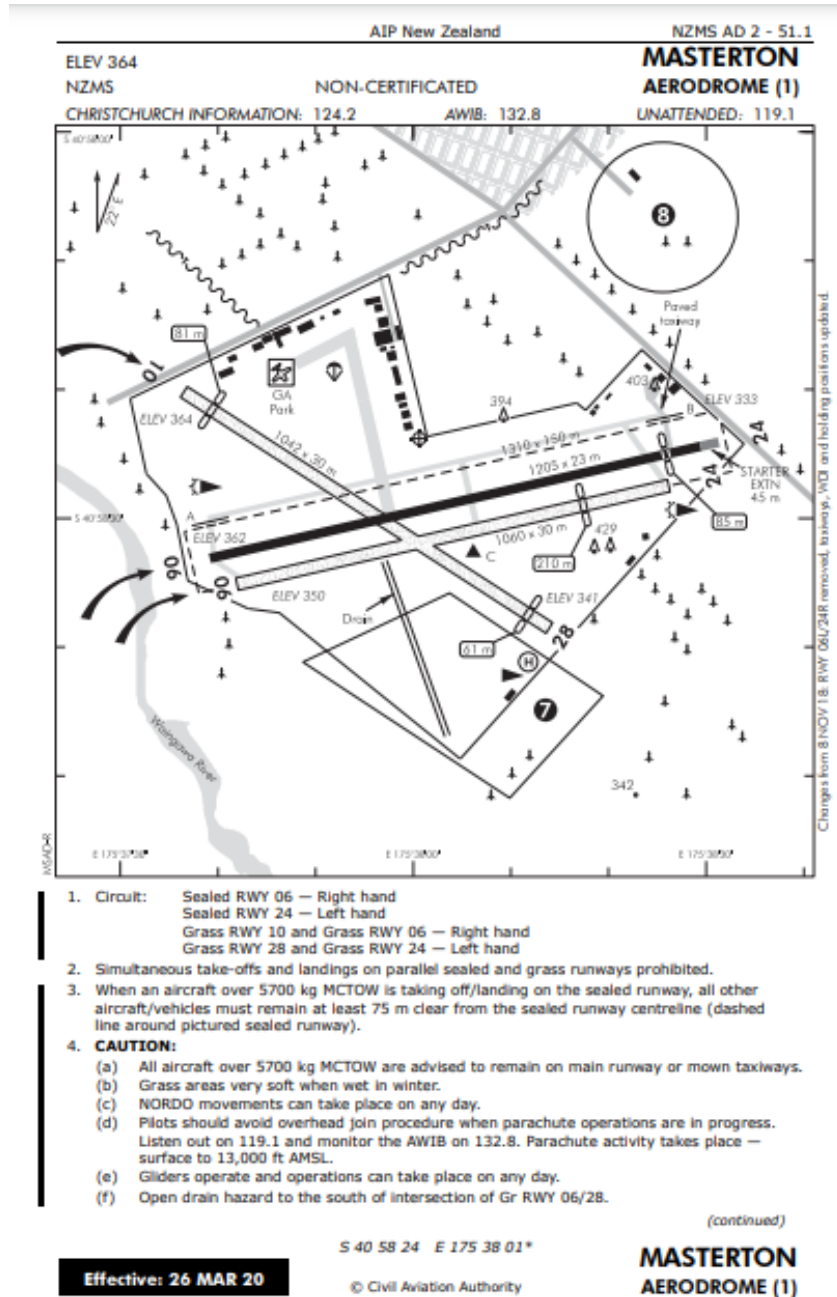
Date _____

Time	Detail
	Maintained as a separate Spreadsheet

Appendix 1 – Hood Aerodrome layout: Please refer to the AIP for updated versions



Formatted: Centered, Indent: Hanging: 1.75 cm



Appendix 1 – Hood Aerodrome Layout (Satellite View)

