



Aerodrome Emergency Plan

Prepared By
Mount Isa Airport Pty Ltd
November 2017

Authority

The Mount Isa Airport Aerodrome Emergency Plan (AEP) has been prepared by the Aerodrome Emergency Committee in Compliance with Civil Aviation Regulation 139.210 and in conjunction with the Mount Isa City Council Local Disaster Management Plan, as required by the Disaster Management Act 2003.

Approved:



Nigel Rieck
Airport Manager
Mount Isa Airport Pty Ltd

Document Instructions

The purpose of the Mount Isa Airport Aerodrome Emergency Plan is to minimise the risk of injury to staff and passengers, damage to aircraft or equipment and to provide guidance for the preparation and recovery from a disaster at Mount Isa Airport.

These actions are a guide only. Tenants should develop a staged plan of action to prepare for and recover from a disaster. Implementation of these actions will be based on the threat of the disaster.

The Mount Isa Airport Aerodrome Emergency Plan may be accessed through MIAPLs website at <http://www.mountisaairport.com.au> or hard copies are available from the Management Centre on request.

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Revision Record

As information is updated, you will be sent new pages for this Aerodrome Emergency Plan (AEP) so that it is always current.

Please ensure that as soon as you receive these new pages, they are inserted into the AEP and the old ones removed and destroyed.

This page will help you keep track of all amendments.

Version Number	Revision Number	Revision Date	Section(s)	Page(s)	Actioned By	Action Date
5	2	May 2012	Re-issue	All	MIAPL	May 2012
6	0	June 2013	Re-issue	All	MIAPL	June 2013
6	1	July 2014	1, 2, 3, 5, 8, 11, Attachments A, D, E, F, G, H, J, I	2, 7, 8-12 14, 15, 18, 24-26, 30, 42, 44-64, Attachment O	MIAPL	July 2014
6	2	July 2015	Authority, Contents, Distribution Record, Legislation, Master contact, Attachment P	2, 6, 8, 9, 13 Attachment P	MIAPL	July 2015
6	3	October 2015	Distribution List, Contact List, 8.11	7, 10	MIAPL	October 2015
6	4	July 2016	Distribution List, Contact List	7, 10	MIAPL	July 2016
6	5	February 2017	Offsite evacuation and secondary evacuation point	28	MIAPL	February 2017
6	6	June 2017	Contact list	7,8,9	MIAPL	June 2017
6	7	November 2017	Contact list and GA evac area	7,8	MIAPL	October 2017

Distribution Record

The Mount Isa Airport AEP is made available via the Mount Isa Airport Extranet to the following organisations:

Organisation	Position
Mount Isa Airport Pty Ltd	Airport Manager
Mount Isa Airport Pty Ltd	Aviation Regulatory Compliance Officer
Mount Isa Airport Pty Ltd	Aerodrome Reporting Officer
QAL Services Pty Ltd	Group Manager Regional Airports
Mount Isa City Council	Manager
Queensland Police Service	Superintendent
Queensland Fire and Emergency Service	Area Commander
Queensland Ambulance Service	Officer in Charge
Airside Logistics Pty Ltd	Manager
Royal Flying Doctor Service	Manager
Aero Care	Manager
Mount Isa Hospital	Director of Medical Services
Virgin Australia	Operations Manager
Qantas Link	Operations Manager
State Emergency Services	Local Controller
Toll Priority	Operations Manager
Qantas	Manager
Regional Express	Manager
CASA	Aerodrome Inspector
VIVA Aviation	Manager
Air BP	Manager
Salvation Army	Manager
Marker Aviation	Manager
AA Company	Manager
Savannah Aviation	Manager
Lifeflight	Manager
North Australian Helicopters	Manager
Glencore Mine	Manager
Total Number of Copies 30	

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Section 1 - Introduction

1.1 Aim

The aim of the Mount Isa Airport Emergency Plan (AEP) is to provide a timely and coordinated response for rescue and recovery from an emergency on Mount Isa Airport.

1.2 Scope

The Mount Isa Airport AEP details the arrangements for control and coordination of the response to, and initial recovery from an emergency at Mount Isa Airport involving aircraft and/or airport facilities. The arrangements in this plan are designed to handle an airport emergency which is beyond the capacity of the airport agencies to manage and which requires a significant and coordinated response.

The plan is based on the assumption that each agency with a statutory role in an emergency has in place appropriate operational procedures which detail that agency's response in accordance with this AEP.

1.3 Legislation

Australia has international obligations as a Contracting State to the International Civil Aviation Organisation (ICAO); the Commonwealth has entrusted the enforcement of its obligations to the Civil Aviation Safety Authority (CASA). CASA has enacted Civil Aviation Safety Regulations (CASR 1998) Part 139.095(a) (ii), Appendix 1(b) and Part 139.210 pertaining to AEPs and provides guidance in the Manual of Standards (MOS) Part 139 - Aerodromes, Chapter 10.

Further legislation, plans and procedures were also considered in developing the Mount Isa Aerodrome AEP:

- Emergency Management Acts
- Mount Isa City Council Local Disaster Management Plan 2014

1.4 Response Area Covered by the AEP

The Aerodrome Emergency Committee (AEC) has decided that this AEP will cover aircraft and other emergencies that occur on or in the vicinity of Mount Isa Airport.

The Aerodrome Emergency Committee (AEC) has decided that this AEP will cover that parcel of land known as Mount Isa Airport.

Section 2 - Aerodrome Emergency Committee (AEC)

The Mount Isa Airport AEP is published and distributed independently of the Aerodrome Operations Manual (AOM).

The AEC is responsible for preparing and maintaining the AEP and formulating the relevant procedures that are applicable to its operations and any arrangements that exist with the emergency services.

Mount Isa Airport Pty Ltd (MIAPL) Airport Manager will Chair the AEC. MIAPL will provide a secretarial role and service to the AEC. The AEC comprises representatives of the major agencies involved in the response to and recovery from an emergency on, or in the vicinity of Mount Isa Airport Aerodrome and includes:

- Mount Isa Airport Pty Ltd
- Queensland Police Service
- Queensland Fire & Emergency Service
- State Emergency Services
- Mount Isa Hospital
- Queensland Ambulance Service
- Royal Flying Doctor Service
- Airside Logistics
- Aviation Handling Australia
- Xstrata
- Bureau of Meteorology
- Air BP
- Shell Aviation
- Toll Priority
- North Australian Helicopters
- LifeFlight
- Salvation Army
- Savannah Aviation
- Marker Aviation
- AA Company

The contact details for each member of the AEC are found in the Master Contact List.

The AEP is developed and reviewed by the AEC under the provisions of the CASR. The primary aim of the AEC is to achieve an integrated emergency management response. This is achieved through a consultative planning and review process that is documented in the AEP. The AEP is a sub-plan to the Mount Isa Airport Disaster Management Plan;

- a) The AEC will meet annually and/or when required by the Airport Manager of Mount Isa Airport.
- b) The AEC will review the results of major incidents/emergencies that occur.
- c) The AEC will arrange the conduct of an annual exercise to test the AEP.

Section 3 - Roles and Responsibilities

3.1. Mount Isa Airport Pty Ltd (MIAPL)

- Ensure Queensland Police have been notified.
- Ensure that all other emergency services are contacted.
- Initial establishment of the Forward Command Post (FCP).
- Brief emergency services on arrival.
- Notify/confirm notifications to AirServices Australia.
- NOTAM and markers initiated.
- Site safety and security.
- Provide assistance to survivors.
- Ensure set up of Passenger Reception Centre (PRC).
- Assist response agencies and investigation teams.
- Control and coordinate restoration of Aerodrome facilities.
- Coordinate review of emergency procedures and plans.
- Recovery of the Aerodrome to full serviceability.

3.2. Queensland Police Service (QPS)

- Notification and activation of agencies and resources deemed necessary to manage the emergency.
- Provide on scene management and establish the Forward Command Post (FCP) in support of control authorities and the Emergency Operations Centre (EOC) if required.
- Coordination of resources and flow of information to and from all involved agencies and the public by establishing a media centre and appointing media liaison officers.
- Account for all persons (including crew) on board the aircraft.
- Establish and maintain a secure cordon to protect the site and secure access and egress to and from the site.
- Ensure the orderly evacuation and transportation of uninjured passengers.
- Provide for recovery and management of the deceased including Disaster Victim Identification (DVI).
- Undertake the statutory investigative requirements, particularly for the coroner and assist the Australian Transport Safety Bureau (ATSB).

3.3. Queensland Ambulance Service (QAS)

- Act as control agency for medical response as required.
- Provide triage of the injured.
- Coordination of all Ambulance Services.
- Provision of medical treatment to casualties until hospitalised.
- Transportation of casualties.

3.4. Queensland Fire and Emergency Service (QFES)

- QFES is the combat agency for fire and hazardous material incidents.
- Assist any other response or recovery operations for which the authorities training and equipment is suitable.

3.5. Airline or Handling Agent

- Provide accurate passenger/cargo manifests to assist Emergency Response Coordinator.
- Provide technical assistance to Emergency Response Coordinator and combat agencies.
- Provide specialist support to Aerodrome staff.
- Assist with aircraft recovery and removal, including any debris from incident site.

3.6. Mount Isa City Council

- Implement Mount Isa City Local Disaster Management Plan as required.
- Activate coordination centre if required.

3.7. Australian Transport Safety Bureau (ATSB)

- Liaise with the QPS, Airline or Handling Agent and MIAPL on the removal of the aircraft
- Undertake investigation into the cause of the aircraft accident as required, in conjunction with the QPS and coroner.

3.8. State Emergency Service (SES)

- Provide assistance as requested by QPS, including the coordination of other voluntary organisations

3.9. Royal Flying Doctor Service (RFDS)

- Provide an area for the Passenger Reception Centre if required. This area is identified as the RFDS hangar.
- Provide aero-medical assistance as required, as runway serviceability allows.

Section 4 - Activation, Control and Coordination

4.1. Mount Isa Emergency Response Coordinator

In accordance with MOS 139 Section 10.8.7 responsibility for emergency incident control rests with the Queensland Police Service. For incidents at Mount Isa Airport the senior Queensland Police Service (QPS) Officer (Sergeant or above) stationed in Mount Isa is the Incident Site Controller (ISC). The ISC is responsible for the overall control and coordination of the emergency response and initial recovery measures on Mount Isa Airport.

All public information about the emergency must only be released through the QPS and all requests for further resources must initially be directed to the ISC.

4.2. Initial Control

Airport Management, or delegate, assumes initial control of the emergency response on Mount Isa Airport Aerodrome until the arrival of the QPS. Control is then handed over to the Incident Site Controller.

Section 5 - Aerodrome Emergency Facilities

The duty Aerodrome Reporting Officer (ARO) is to check the equipment provided at the Aerodrome for emergencies daily, including the radio in their vehicle and blue flashing lights on the vehicle.

Temporary displaced threshold equipment will be inspected on a regular basis.

Emergency response agencies are responsible for testing their own equipment that may be used when attending an emergency at the Aerodrome.

5.1. Forward Command Post (FCP)

5.1.1 Function

The Forward Command Post (FCP) refers to the location of the Police Incident Site Controller (ISC) and Field Commanders of other response agencies.

The FCP is the focus of emergency control and command for responding agencies. Effective communication channels must be established between the FCP, airport authority and other responding agencies at the Emergency Operations Centre (EOC).

5.1.2 Location

Incident type, scale and weather will influence the location of the FCP though its general position should be upwind of, and at least 100m from the incident site, positioned as close as possible to the access route to be utilised by response agencies.

5.1.3 Set Up

In the event on an on aerodrome incident the initial FCP will be established by MIAPL personnel, (usually the Aerodrome Reporting Officer (ARO)). The initial FCP will be identified by the aerodrome safety vehicle displaying a blue rotating beacon and/or a black and white chequered flag.

The FCP should remain free of non-essential vehicles and personnel with responding agencies escorted/directed to the incident site by MIAPL personnel or delegate.

An idealised arrangement for sitting is located on **Appendix 2, Attachment O**.

The first QPS vehicle that arrives at the FCP will continue to display red/blue flashing beacons. All other external responding emergency service vehicles should extinguish all beacons.

5.1.4 Co-ordination

The first arriving QPS officer (Sergeant or above) will assume the role of ISC. The sitting point for the FCP will be co-ordinated by the ISC.

The Incident Site Controller has the discretionary power to relocate the FCP from its initial location.

The following agencies are required subject to the availability of resources to provide a Liaison Officer at the FCP:

- Aerodrome Operator (MIAPL)
- Queensland Police Service
- Queensland Fire and Rescue Service
- Queensland Ambulance Service
- Airline/Handling Agent
- State Emergency Services

5.1.5 Hand Over

On arrival of QPS representatives the MIAPL ARO (or appropriate officer) will brief the attending officers. The brief should include where possible:

- Aircraft type involved
- Nature of problem
- Aircraft owner/operator
- Estimated arrival time (if en-route)
- Runway to be used by emergency aircraft (if en-route)
- Status of dangerous goods/fuel
- Number of Persons On Board (POB)
- Status of aerodrome operations- runway/airfield closed? Location and access details
- Any other relevant information

5.1.6 Emergency Assembly/Staging Area

The staging area will be established airside of Gate 18, initially identified by the Aerodrome Reporting Officer (ARO) Vehicle displaying a blue beacon and/or black and white checked flag. When the ARO relocates the FCP a MIAPL representative or delegate will control access to the staging area and liaise with the ARO regarding emergency services moving between the staging area and FCP.

5.1.7 Stand Down

The ISC is responsible for terminating the responding agencies at the end of the emergency and standing down the FCP.

5.2. Emergency Operations Centre (EOC)

5.2.1 Function

The EOC provides a location and communication facilities designed to support the on-field, Incident Site Controller (ISC) via the timely acquisition, analysis and dissemination of information and resources related to the emergency response.

5.2.2 Activation

Activation of the EOC will be determined by the ISC and/or the MIAPL Airport Manager and will consider aircraft size, number of passengers involved and the likely disruption to airport operations. Activities in the EOC will be coordinated by a senior QPS representative and the Mount Isa Airport Manager.

5.2.3 Location

The EOC is located in the MIAPL Management Centre office, positioned within the northern end of the terminal building, opposite the passenger check-in counters. The ISC may elect to activate the EOC at an alternative location, depending on the site and scale of the incident.

5.2.4 Set Up

The MIAPL Airport Manager or delegate are tasked with set up of the EOC and its facilities in response to directions from the ISC.

5.2.5 EOC Members

The following organisations, subject to the availability of resources may be required to supply Liaison Officers to the EOC:

- Aerodrome Operator (MIAPL)
- Queensland Police Service
- Queensland Fire and Emergency Service
- Queensland Ambulance Service
- State Emergency Service
- Airline/Handling Agent

5.2.6 Stand Down

Agencies working in the EOC are stood down by the ISC.

5.3. Casualty Processing Area (CPA)

5.3.1 Function

The aim of the CPA is to facilitate:

- triage
- initial pre-hospital treatment
- assessment and classification of injured persons
- onward transportation of injured and uninjured persons

5.3.2 Location/Set Up

In general the CPA will be located adjacent to the FCP and will be coordinated by the Medical Commander. Consideration should be given to helicopter operations and access when locating the CPA.

A green flag or flashing beacon identifies the location of the CPA.

5.3.3 Co-ordination

The interim Medical Commander will be the senior Queensland Ambulance Service (QAS) Officer on site until the arrival of the senior Medical Officer from the Mount Isa Hospital Triage team.

The following agencies are represented at the CPA:

- Queensland Ambulance Service (if available)
- First Aid personnel
- Queensland Police Service (Liaison Officer)
- Clergy (if required)

5.3.4 Stand Down

Agencies working at the CPA are stood down by the Medical Commander in consultation with the ISC.

5.4. Passenger Reception Centre (PRC)

5.4.1 Function

The PRC is used to assemble uninjured and slightly injured passengers, register them and provide basic welfare and support prior to being released and united with friends and relatives.

5.4.2 Location

The preferred location of the PRC is the Royal Flying Doctor Service (RFDS) hangar. If this facility is unavailable then ISC will consider and communicate an alternative location.

5.4.3 Set Up

Initially, MIAPL personnel or delegate will set up the hangar for the reception of passengers on request of the ISC.

5.4.4 Co-ordination

The registration process is the responsibility of the QPS.

Note: The crew of the aircraft should be cared for in a separate area of the Aerodrome if possible.

The following agencies are represented at the PRC:

- Queensland Police Service

- Welfare Agencies
- Queensland Ambulance Service
- Airline/Handling Agent

5.4.5 Stand Down

Agencies working at the PRC are stood down by the ISC.

5.5. Relative Reception Centre (RRC)

5.5.1 Function

The RRC is established in order to provide a location for care, basic welfare and registration of relatives and friends of passengers. The RRC should also facilitate the provision of relevant, timely information to relatives and friends prior to being united with passengers.

5.5.2 Location

The preferred location of the RRC is within the terminal, adjacent to the sterile screening area. If this facility is unavailable then ISC will consider and communicate an alternative location (**Appendix 1, Attachment L**).

5.5.3 Set Up

MIAPL personnel are responsible for the set-up of the RRC if approved by QPS.

5.5.4 Co-ordination

The following agencies may be represented at the RRC:

- Welfare Agencies
- Queensland Police Service
- Queensland Ambulance Service, if requested
- Airline/Handling Agent

5.5.5 Stand Down

Agencies working at the RRC are stood down by the ISC.

5.6. Reuniting Facility

5.6.1 Function

A facility used for reuniting uninjured passengers with relatives and friends. It should be private and offer protection from the weather and media.

5.6.2 Location

The preferred location of the Reuniting Facility is the Sterile Screening Area. If this facility is unavailable the ISC will consider and communicate an alternative location (**Appendix 1, Attachment L**).

5.6.3 Set Up

MIAPL personnel will be responsible for establishing the Reuniting Facility and related resources.

5.6.4 Co-ordination

The following agencies may be represented at the reuniting facility:

- Welfare Agencies
- Queensland Police Service
- Queensland Ambulance Service, if requested
- Airline/Handling Agent

5.6.5 Stand Down

Agencies working at the reuniting facility are stood down by the ISC.

5.7. Facility to Advise Families of Deceased Relatives

5.7.1 Function

A very private location where Police can advise families and friends of the death of a loved one in the incident.

5.7.2 Location

The exact location of this facility will be determined during the incident response. The facility should be in a calm area, removed from the reuniting facility and closed to the media.

5.7.3 Set Up

QPS will establish this facility in consultation with MIAPL personnel.

5.7.4 Co-ordination

The following agencies may be represented at this facility:

- Welfare Agencies e.g., Australian Red Cross, Salvation Army
- Queensland Police Service
- Queensland Ambulance Service, if requested
- Airline / Handling Agent

5.7.5 Stand Down

Agencies working at this facility are stood down by the ISC.

5.8. Crew Reception Facility

5.8.1 Function

The Crew Reception facility should accommodate and separate the uninjured crew from other uninjured passengers and the media to enable airline representatives and emergency services to provide welfare and support.

5.8.2 Location/ Set Up

A suitable reception area will be arranged by the Airline/Handling Agent involved. It should be situated in a secure area of the terminal.

5.8.3 Co-ordination

The Crew Reception Facility will be operated by representatives from the affected airline/handling agent.

The following agencies may be represented at this facility:

- Welfare Agencies
- Queensland Police Service
- Queensland Ambulance Service, if requested
- Airline/Handling Agent

5.8.4 Stand Down

Agencies working at this facility are stood down by the ISC.

5.9. Media Centre

5.9.1 Function

The Media Centre provides a venue for representatives of the media to obtain regular, official briefings from emergency service, airline and airport representatives involved in the emergency response.

5.9.2 Location

The Media Centre will be located landside, south between the terminal building and the Shell Aviation refuelling facility. If this facility is unavailable the ISC will consider and communicate an alternative location.

5.9.3 Set Up

The Media Centre will be established by QPS and MIAPL management or delegate.

5.9.4 Co-ordination/Responsibilities

The Media Centre will be coordinated by the QPS Media Liaison Officer (MLO) to ensure that timely provision of the release of information on the emergency situation is available for all media outlets.

5.9.5 Roles and responsibilities:

Queensland Police

- Control and coordinate the media handling operation
- Establish, secure and operate the media centre

Mount Isa Airport Management

- Assist the QPS to establish the Media Centre
- Liaise with QPS and the aircraft owner to provide information to Queensland Airports Limited Communications Manager to circulate accurate information.

Airlines/Handling Agent (if involved)

- Liaise with QPS and Airport Management to provide information to the media

The QPS, in consultation with Airport Management and the Airline/Handling Agent following an assessment of the media interest in recovery operations, stand down agencies.

Section 6 - Operational Response to an Emergency

The usual hours of operation for suitably trained Aerodrome staff (Aerodrome Reporting Officer) who will respond initially to an emergency are 0600h until 1930h or 30 minutes following last departure, whichever occurs first week days. The primary access gate is Gate 18. If this access gate is not accessible an alternative access gate will be nominated and communicated to all parties.

6.1. Aerodrome Access

6.1.2 Aerodrome Location

Mount Isa Airport Aerodrome is located in the suburb of Kalkadoon, approximately eight (8) kilometres north from the city of Mount Isa along the Barkly highway (A2).

6.1.2 Primary Emergency Access

Gate 18 is nominated the primary access gate in an emergency and is located on the east side of the airport approximately 300m north of the airport terminal building. Access is adjacent to the Toll Priority building (old fire station), (**Appendix 2, Attachment O**). If this access gate is not accessible an alternative access gate will be nominated and communicated to all parties.

6.1.3 Secondary Access Gate

In the event of emergency services arriving at Mount Isa Airport in the absence of MIAPL personnel, airside access can be gained through the emergency services access Gate 24, to the immediate north of the main airfield access Gate 23. This access gate is chained and locked though can accessed by QFES.

6.2. Activation and Call Out

The AEP is activated on receipt of notification of an occurrence, or impending occurrence, of one or more of the conditions covered by the AEP, i.e., full emergency notified by others etc.

In all cases of emergency the primary notification is to the QPS who shall be responsible for calling out the applicable services, as necessary, including:

- Queensland Fire and Emergency Service
- Queensland Ambulance Service
- Medical Services
- Airport Management
- Airline/Handling Agent
- Mount Isa City Council
- Welfare Agencies

6.3. Emergency Services Assembly Area/ Staging Area

The staging area will be established at the airside of Gate 18. Initially identified by the Aerodrome Reporting Officer (ARO) vehicle displaying a blue beacon and/or black and white checked flag. When the ARO relocates to the FCP a MIAPL representative or delegate will control access to the staging area and liaise with the ARO regarding emergency service resources arriving at the staging area.

6.4. Aerodrome Assembly Area

6.4.1 Function

The Aerodrome Assembly Area is the location used as evacuation point in the event of an emergency. This location also serves as an initial meeting point for aerodrome personnel arriving on site during an emergency.

6.4.2 Location

The main Aerodrome Assembly Area is located opposite the terminal side points, in the RFDS lawn area. This point is on the Northern side of the airport approximately 30 meters east of the aerodrome terminal building (**Appendix 2, Attachment O**).

The General Aviation assembly area is located on the southern side of the GA hangers in the tree groove adjacent to the boundary fence.

If the primary assembly area is unsuitable an alternative aerodrome assembly area is to be nominated by the QPS in conjunction with the AM and alternative location communicated to all parties.

6.5 Communication with Aerodrome Community

It is essential that a communication protocol is established for advising all aerodrome tenants when aircraft emergencies are taking place. This will ensure that facilities that may be required as part of the response to the emergency are accessible and that all resources can be made available.

This communication protocol can also be used to advise the aerodrome community of events and/or accidents that are not directly related to aircraft operations but may have an impact on the operation of the airport.

6.5.1 Communication Methods

Notification of emergency incidents will be delivered by MIAPL personnel to airport tenants and stakeholders via email and/or text message and/or phone call alert as soon as circumstances permit.

Section 7 - Local Standby

7.1 Definition

A condition declared when an aircraft approaching the aerodrome is known or is suspected to have developed some defect but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing and thus **not** requiring response from off aerodrome agencies.

7.2 Declaration

A "Local Standby" may be declared by the pilot of the affected aircraft via radio communications, telephone or through a third party, such as AirServices Australia (air traffic control), on the pilots behalf.

7.3 Response/Co-ordination

At Mount Isa aerodrome there are **no on-aerodrome emergency services**. In the event of a Local Standby declaration the Aerodrome Reporting Officer (ARO) will confirm the pilot is aware on-aerodrome services are unavailable, and obtain the following details as per the Aerodrome Emergency Checklist

- Type of aircraft
- Persons On Board (POB), if available
- Expected time of arrival (ETA)
- Runway/direction of arrival
- Nature of the problem (if known)
- Status of dangerous goods/amount of fuel

The ARO will telephone a QPS representative and inform them of the Standby situation and related details to provide forewarning in the event on an escalation to Full Emergency.

The ARO will telephone QPS and inform them of the cancellation of Local Standby following confirmation from the pilot.

7.4 Activation

Local Standby response will be initiated by the MIAPL Aerodrome Reporting Officer in response to pilot declaration.

7.5 Emergency Services Assembly/Staging Area

The staging area will be established at the airside of Gate 18. Identified initially by the Aerodrome Reporting Officer (ARO) Vehicle displaying a blue beacon and/or black and white checked flag.

7.6 Stand Down

The Local Standby condition will be cancelled by the MIAPL Aerodrome Reporting Officer following advice from the pilot concerned confirming the Standby is no longer required (usually following a safe landing).

IF A CRASH OCCURS, OR IS ABOUT TO OCCUR, IMPLEMENT CRASH ON AERODROME PLAN.

Section 8 - Full Emergencies and Crash

8.1. Full Emergency

8.1.1 Definition

A condition declared when it is known that an aircraft approaching the aerodrome is, or is suspected to be, in such trouble that there is danger of an accident and requiring the response from off-airport agencies.

8.1.2 Declaration

Mount Isa Airport is a non-tower controlled aerodrome. If a pilot declares “mayday” or “emergency” over CTAF or via phone either directly to MIAPL personnel or through a third party such as AirServices Australia, MIAPL personnel will respond with a measured response.

To facilitate the initial measured response one of the following levels will be used in declaring the full emergency to outside services:

Level I	- up to 18 seats	(Light aircraft)
Level II	- up to 215 seats	(Medium aircraft)
Level III	- up to 560 seats	(Heavy aircraft)

The Mount Isa ARO or other MIAPL representative engaged in initial response will endeavour to ascertain and provide the following information to responding agencies as per **Attachment I – Airport Emergency Procedures, Safety One Checklist**.

- Level of full emergency
- Type of aircraft
- Persons On Board (POB), if available
- Expected time of arrival (ETA)
- Runway/direction of arrival
- Nature of the problem (if known)
- Status of dangerous goods/amount of fuel

Each agency assesses the level of staff and equipment to be dispatched to Mount Isa Airport Aerodrome.

8.1.3 Combat Agency

Primary combat agencies are the Queensland Police Service and Queensland Fire and Emergency Service.

8.1.4 Support Agencies

Support agencies assembling at the airport can include all or some of the following:

- Mount Isa Airport Staff
- Queensland Police Service
- Queensland Fire and Emergency Service
- Queensland Ambulance Service

8.1.5 Activation

‘Full emergency’ may be declared by a pilot, an official third party representing the pilot such as AirServices Australia or by MIAPL personnel upon witnessing or being notified of an event. MIAPL personnel responding to the initial declaration must activate the AEP, confirm and pass incident details to emergency service agencies as soon as is practically possible.

8.1.6 Emergency Services Assembly/Staging Area

The staging area will be established at the airside of Gate 18. Identified initially by the Aerodrome Reporting Officer (ARO) Vehicle displaying a blue beacon and/or black and white checked flag.

8.1.7 Co-ordination

The QPS are the coordinating authority during a full emergency.

8.1.8 Stand Down

The ISC will declare stand down following consultation with Mount Isa Management and/or pilot in command.

IF A CRASH OCCURS, OR IS ABOUT TO OCCUR, IMPLEMENT CRASH ON AERODROME PLAN.

8.2. Crash on Aerodrome

8.2.1 Definition

A Crash On Aerodrome is declared following an aircraft impact incident or when an aircraft appears likely to crash within the aerodrome boundary. This may include an aircraft seen to be descending out of control, an aircraft on fire, a mid-air collision or an explosion of or on an aircraft.

8.2.2 Declaration

“Crash on aerodrome” may be declared by the pilot in command of the affected aircraft or by MIAPL personnel upon witnessing the event.

To facilitate the initial measured response one of the following levels will be used in declaring “crash on aerodrome” to outside services:

- | | |
|-----------------------------|-------------------|
| Level I - up to 18 seats | (Light aircraft) |
| Level II - up to 215 seats | (Medium aircraft) |
| Level III - up to 560 seats | (Heavy aircraft) |

8.2.3 Combat Agency

QFES will be the combat authority for all firefighting and rescue of trapped passengers associated with the crash.

8.1.4 Support Agencies

Support agencies assembling at the airport can include all or some of the following:

- Mount Isa Airport Staff
- Queensland Police Service
- Queensland Fire and Emergency Service
- Queensland Ambulance Service

Each agency is responsible for assessing the level of staff and equipment to be dispatched to Mount Isa Airport aerodrome.

8.2.4 Activation

Response to a “Crash on Aerodrome” is activated MIAPL personnel upon witnessing or being notified of an event. MIAPL personnel activating “Crash on Aerodrome” must confirm and pass on details to emergency service agencies by the communication procedures detailed in this document.

8.2.5 Emergency Services Assembly/Staging Area

The staging area will be established at the airside of Gate 18, initially identified by the Aerodrome Reporting Officer (ARO) Vehicle displaying a blue beacon and/or black and white checked flag.

8.1.7 Co-ordination

The QPS are the coordinating authority during a crash on aerodrome.

8.1.8 Stand Down

The ISC will declare stand down following consultation with MIAPL management.

8.3. Crash off Aerodrome

The MIAPL Aerodrome Emergency Plan (AEP) lacks jurisdiction beyond the airfield boundary, therefore the Mount Isa City Local Disaster Management Plan will be initiated.

Individual agencies may respond to notification of an aircraft crash in the vicinity of Mount Isa Airport Aerodrome through their normal communication channels.

8.3.1 Airport Response

MIAPL personnel will **NOT** automatically respond to a crash off aerodrome however, sections of the MIAPL AEP may be activated for an aircraft involved in a crash that originated or was destined for Mount Isa Airport Aerodrome. This may include welfare, support and co-ordination duties in consultation with responding agencies, affected airlines and other relevant stake holders.

Response action will be taken following consideration of the extent and location of the incident relative to the aerodrome and commitments to other airport activities and aircraft operations.

8.4. Bomb Threat (including buildings)

8.4.1 Definition

A bomb threat is a statement or action, real or implied, indicating interference, or intended interference with an aircraft, associated aerodrome facilities or personnel by use of an explosive device designed with the intention of causing destruction or injury.

A bomb threat emergency may involve two conditions:

- Detection of a suspect device, or
- Information received by telephone or letter, etc.

8.4.2 Combat Agency

If a genuine bomb threat is determined the combat agency is the QPS. Support agencies may include:

- Queensland fire and Emergency Service
- Queensland Ambulance Service
- Airline/company involved
- MIAPL personnel

8.4.3 Activation

Initial assessment of a bomb threat as genuine or hoax is conducted in accordance with agency procedures e.g. company/airline (aircraft bomb threat) or owner/airport authority (buildings and facilities).

A genuine threat automatically activates the MIAPL Transport Security Program - Contingency Plan Bomb Threat; the AEP is placed on standby. Activation of the AEP to “call out” status is by the QPS.

8.4.4 Airport/Stakeholder Response

i. Isolated Parking Position

Immediately a bomb threat against an aircraft on the ground is declared genuine, the aircraft shall be moved to a nominated bomb search position and searched. These locations are indicated on the Mount Isa Airport Crash Map at Appendix 2, Attachment O.

ii. Evacuation

Immediately, a bomb threat against an aerodrome facility is declared genuine, all or part of the facility shall be evacuated. The main Aerodrome Assembly Area is located opposite the terminal entry points, in the open air car park facility. This point is on the East side of the airport approximately 50 meters east of the aerodrome terminal building.

If the primary assembly area is unsuitable an alternative aerodrome assembly area is to be nominated by the QPS in conjunction with the AM and alternative location communicated to all parties.

If passenger may require evacuation to a secondary evacuation point Airside Logistics can be contacted to organise buses for transportation.

Contact Airside Logistics in order as below:

07 47 44 8585	24hrs
0429 111 211	Gary Murray
0417 614 202	Deb McArdle

Buses will be mustered to the most appropriate pick up location as advised by AM or QPS in consultation with Airside Logistics.

Buses will exit where possible via the main airport drive way. If this is not possible a new exit route will be given by the Airport Manager.

A secondary evacuation destination will be advised as soon as possible

iii Secondary Evacuation Point

MIAPL has an informal arrangement with Lake Moondarra Caravan Park as a secondary evacuation point. Large waiting area, food, amenities are all available at the location.

Located at- Moondarra Crossing

Lake Moondarra Caravan Park can be contacted:

07 4743 9780 (all hours)	Moondarra Caravan Park
--------------------------	------------------------

8.4.5 Stand Down

The QPS will declare stand down following consultation with all the agencies involved.

IF A DETONATION OCCURS, ACTIVATE THE CRASH ON AERODROME PLAN

8.5. Disabled Aircraft

8.5.1 Aim

The aim of this section is to provide for a coordinated response to quickly and safely remove an aircraft that has caused temporary closure of a runway or taxiway.

8.5.1 Co-ordination/Responsibilities

The person responsible for coordinating the recovery process is the Airport Manager. The aircraft owner is responsible for recovery and removal of any aircraft wreckage.

Responsibilities At Mount Isa Airport Aerodrome the following agencies may be involved in disabled aircraft recovery:

MIAPL

- Control and coordinate the recovery of the disabled aircraft.
- Secure the site of the operation.

- Liaise with the Airline/Aircraft owner and the investigation teams to obtain clearance to move the aircraft.

Aircraft Operator

- Subject to clearance by the investigating teams, undertake the removal of the disabled aircraft.
- Undertake the removal and disposal of fuel and other hazardous materials associated with the aircraft.

Queensland Police Service (QPS)

- In conjunction with ATSB, authorise the removal of a disabled aircraft when the investigation is completed.

Australian Transport Safety Bureau (ATSB)

- Authorise the removal of the disabled aircraft when the investigation is completed.

Queensland Fire and Emergency Service (QFES)

- Remain on standby to assist with the operations as required, especially during the de-fuelling of the aircraft.

8.5.2 Stand Down

Airport Management will declare a stand down in consultation with the Airline/Aircraft owner.

8.6. Hazardous Material Incident

8.6.1 Definition

A Hazardous Materials Emergency is an accident, leakage or spillage involving materials which, without adequate safeguards, may contaminate the environment to the immediate or subsequent detriment of that environment or human society, and which includes all dangerous goods and many industrial chemicals.

Hazardous materials may include:

- Chemical substances (including fuel)
- Radioactive material
- Biological material

8.6.2 Co-ordination

Mount Isa Aerodrome personnel and the affected party (aircraft operator, ground handler etc.) will respond initially to a hazardous material incident and apply company spill response and containment procedures. Control will be handed to external service if circumstances escalate.

8.6.3 Combat Agency

For incidents requiring emergency response the combat agency is the QFES.

8.6.4 Support Agencies

- QPS
- QAS
- MIAPL

8.6.4 Stand Down

The QPS will declare termination of the emergency response.

8.7. Fire/Structural Fire

8.7.1 Definition

An incident in which a grass or scrub fire starts on, or comes onto the airport, or the loss or disruption to airport infrastructure and assets, caused by fire of intentional, accidental or natural origin.

8.7.2 Activation

In the event of a fire, QFES will be notified by calling 000.

8.7.3 Combat Agency

The primary combat agency is the QFES.

8.7.5 Support Agencies

- QAS
- QPS
- MIAPL

8.7.6 Stand Down

The QPS will declare termination of the emergency response.

8.8. Natural Disaster

8.8.1 Definition

A natural phenomenon likely to cause significant injury or death to persons and damage or destruction to property and infrastructure. Further information is contained in the Mount Isa Airport Disaster Management Plan. Phenomenon may include though not be limited to:

- Gale force winds
- Floods
- Storms
- Earthquake
- Dust storm
- Catastrophic fire
- Cyclone

8.8.2 Activation

The Mount Isa Airport Disaster Management Plan will be activated by the Airport Manager.

8.8.3 Co-ordination

The control agency will be MIAPL with support from the SES, Mount Isa Local Disaster Management Committee and QPS.

Events likely to instigate a natural disaster emergency are unlikely to be isolated to Mount Isa Airport. A limited response from emergency services should be expected in the initial stages.

8.8.4 Support Agencies

- QPS
- QAS
- QFES
- SES

8.8.5 Staging Area

The initial Staging Area will be airside Gate 18. If circumstances and conditions are such that this area is inaccessible a new location will be determined by MIAPL personnel and communicated to responding agencies.

8.8.6 Stand Down

Termination of the emergency response will be declared by the Disaster Coordinator in consultation with participating agencies.

8.9. Medical Emergency

8.9.1 Definition

A medical emergency at Mount Isa Airport may involve a death or serious injury arising from an incident or accident on board an aircraft or anywhere within airport grounds, buildings and facilities. The response applies to all airport users. Including passengers, visitors, employees and other stakeholders.

8.9.2 Combat Agency

The combat agency is QAS.

8.9.3 Support Agencies

Support agencies will attend in accordance with the Medical Emergency Response Plan and may include:

- QPS
- QFES
- MIAPL
- Mount Isa Base Hospital
- Royal Flying Doctors Service

8.9.3 Stand Down

QAS, or the QPS if they are involved, will declare stand down to the emergency response.

8.10. Unlawful Seizure

8.10.1 Definition

An aircraft/facility has suffered Unlawful Seizure when an individual or group have gained, or are seeking to exercise control over that aircraft/facility or the persons on board by means of force, threat or coercion.

8.10.2 Declaration

The pilot-in-command of an aircraft may declare Unlawful Seizure either directly, through the use of transponders or covert signals.

ATC may deem an aircraft to have suffered an Unlawful Seizure if communications cease and/or unauthorised manoeuvres occur.

Declaration of an Unlawful Seizure of an aircraft on the apron may be communicated by apron staff/ground crew.

8.10.2 Combat Agency

The combat agency is the QPS

8.10.3 Airport Response

Details on the response to Unlawful Seizure at Mount Isa Airport are detailed in the MIAPL Transport Security Program (TSP)

8.11 Active Offender

8.11.1 Definition

Active Offender is the term used for a person armed with a firearm(s), edged weapon or other type of modified weapon who is actively engaged in killing or attempting to cause serious harm to multiple people in a populated location or area of mass gathering.

8.11.2 Declaration

Automatic activation of the AEP is immediate as soon as the incident occurs.

8.11.3 Combat Agency

The combat agency is the QPS

8.11.4 Airport Response

Details on the response to Active Offender at Mount Isa Airport are detailed in the MIAPL Active Offender SOP.

8.11.5 Stand Down

The QPS will declare stand down to the emergency response.

Section 9 - Returning the Aerodrome to Operational Status

It is essential that the need for recovery operations is assessed and planned during the early stages of an emergency response operation. MIAPL Management, in conjunction with the Emergency Response Coordinator, is responsible for ensuring this occurs.

9.1. Investigations

Following an emergency at the Aerodrome, investigations will be required. Until preliminary investigations have been completed, or the relevant authority gives approval, the Airport Operator should not commence the recovery process with the Aircraft Operator.

The following agencies have a statutory responsibility to investigate the cause of the emergency:

- ATSB - in the event of an emergency involving an aircraft incident.
- State Coroner/QPS - in the event of an emergency involving a death or serious injury.
- OTS/QPS - in the event of unlawful seizure or bomb detonation.
- Airline/aircraft operator and its insurers.
- Mount Isa Airport Pty Ltd and its insurers.

9.2. Recovery of Wreckage/Clean Up

Recovery is the process of returning the Aerodrome to its operational status by the removal of wreckage, clean up and inspection processes.

Subject to clearance by the Investigating Teams, the owner of the aircraft/facility is responsible for the removal of wreckage and the clean-up of facilities. The owner is also responsible for the removal and disposal of fuel and hazardous materials.

The Airport Manager accepts no responsibility for the removal of crashed or immobilised aircraft on Mount Isa Aerodrome.

9.3. Security Control

Site security may be required on an incident by incident basis where, for example, an investigation is not complete.

Responsibility for coordinating this function will be the QPS.

9.4. Return to Operational Status

Once the investigation and removal of wreckage/clean-up are completed, the next stage of the recovery phase is to bring the aerodrome back to full operational status in a safe, efficient and orderly manner. The following tasks must be undertaken prior to return of the aerodrome to full operations:

- Aerodrome serviceability inspection.
- All debris must be removed and pavements repaired.
- Security control inspected.
- Restricted aircraft operations if required.
- Any NOTAM initiated will be cancelled/amended
- Unrestricted aircraft operations if possible.

The person responsible for inspecting the airport and declaring it safe for aircraft operations is the Airport AM and/or the duty ARO.

9.5. Critical Incident Stress (CIS) and Post Trauma Management (PTM)

Most agencies will have their own procedures, systems to deal with CIS and PTM for their own staff. There is a need, however, to detail the control, coordination, activation and stand down procedures for other agency's staff and personnel involved, but not otherwise covered.

The person responsible for arranging resources to deal with CIS and PTM for MIAPL staff is the AM.

9.6. Emergency Relief

The Mount Isa City Local Disaster Management Plan details all emergency relief available.

Section 10 - Plan Review

10.1. The arrangements for periodic review of the AEP by the AEC

In order to ensure that the Mount Isa Airport AEP continues to meet its aim, a review of the AEP by the AEC will be conducted annually or after the following:

- the activation of the AEP for an emergency other than local standby
- an exercise testing primary aspects of the AEP
- changes to the roles or responsibilities of participating agencies

Deficiencies and/or changes resulting from the review/s will be addressed as amendments to the AEP. All records of review need to be kept for a minimum of three (3) years.

Section 11 - Exercises

The AEP will be tested by holding one (1) tabletop exercise and one (1) realistic full field exercise, alternating annually.

If a real emergency occurs within six (6) months before an emergency exercise is due, CASA can be requested to defer the exercise.

Exercises will address all parts of the AEP, but not necessarily at the same time and should test facilities for the largest size aircraft operating at the airport from time to time. A debrief of the exercise will be conducted and any recommendations be forwarded to the AEC for their consideration. All AEP activity will be held in printed form for at least three years. Where practicable the exercise will be timed so that all emergency response organisations can provide members who can participate.

Exercises are to be notified to participants by the Airport Manager through the publication of a detailed exercise brief. During an emergency exercise, referees will be used to evaluate the exercise.

Each organisation is responsible for the training of its personnel to enable that agency to perform its role and responsibilities under the AEP. However, MIAPL will assist organisations where it can by providing familiarisation tours of the aerodrome.

Appendix 1 - Notification Charts

Attachment A - Operational Relationships

Attachment B - Casualty Processing Area

Attachment C - Local Standby

Attachment D - Crash On Airport

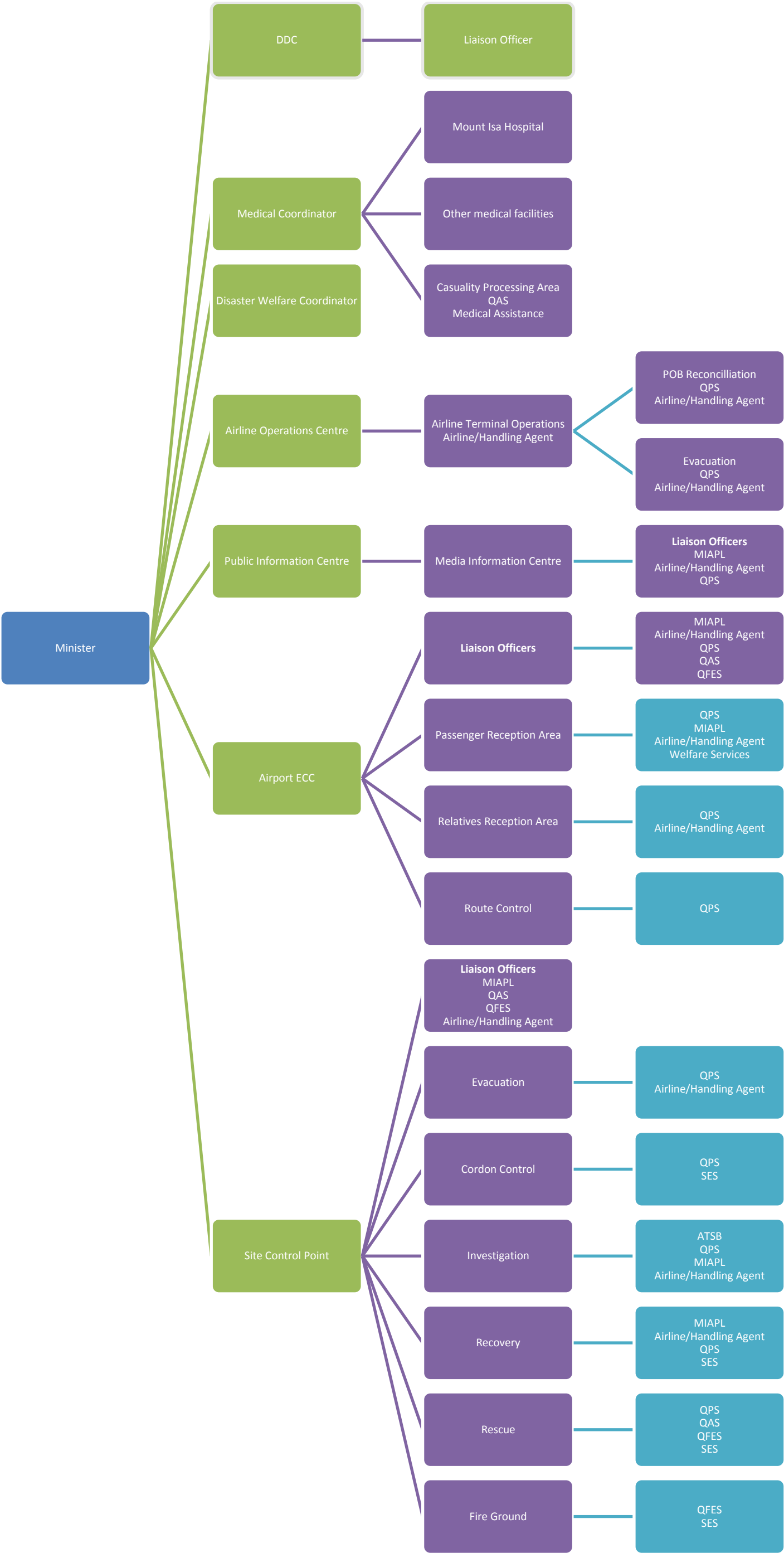
Attachment E - Crash Off Airport

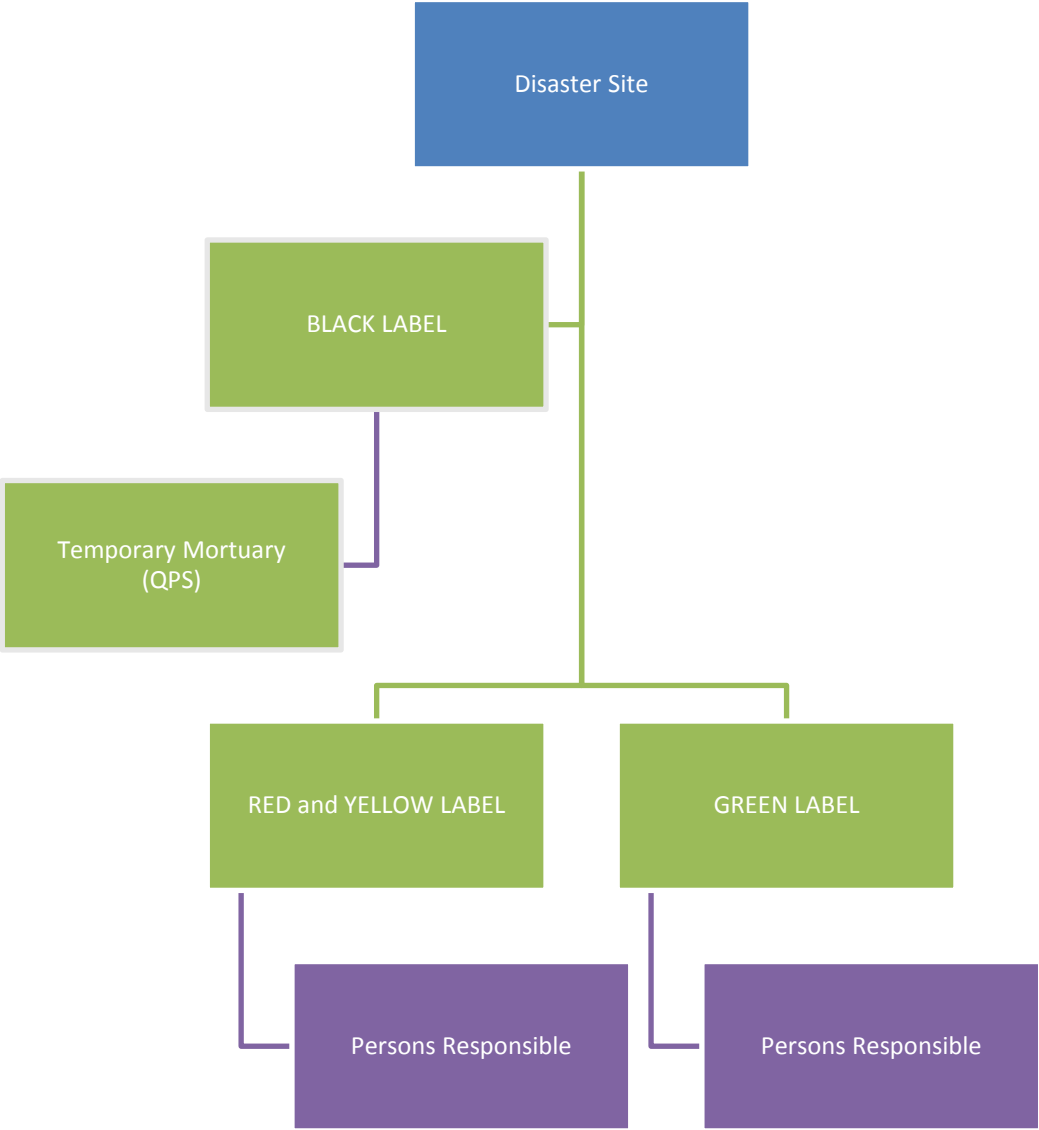
Attachment F - Full Emergency

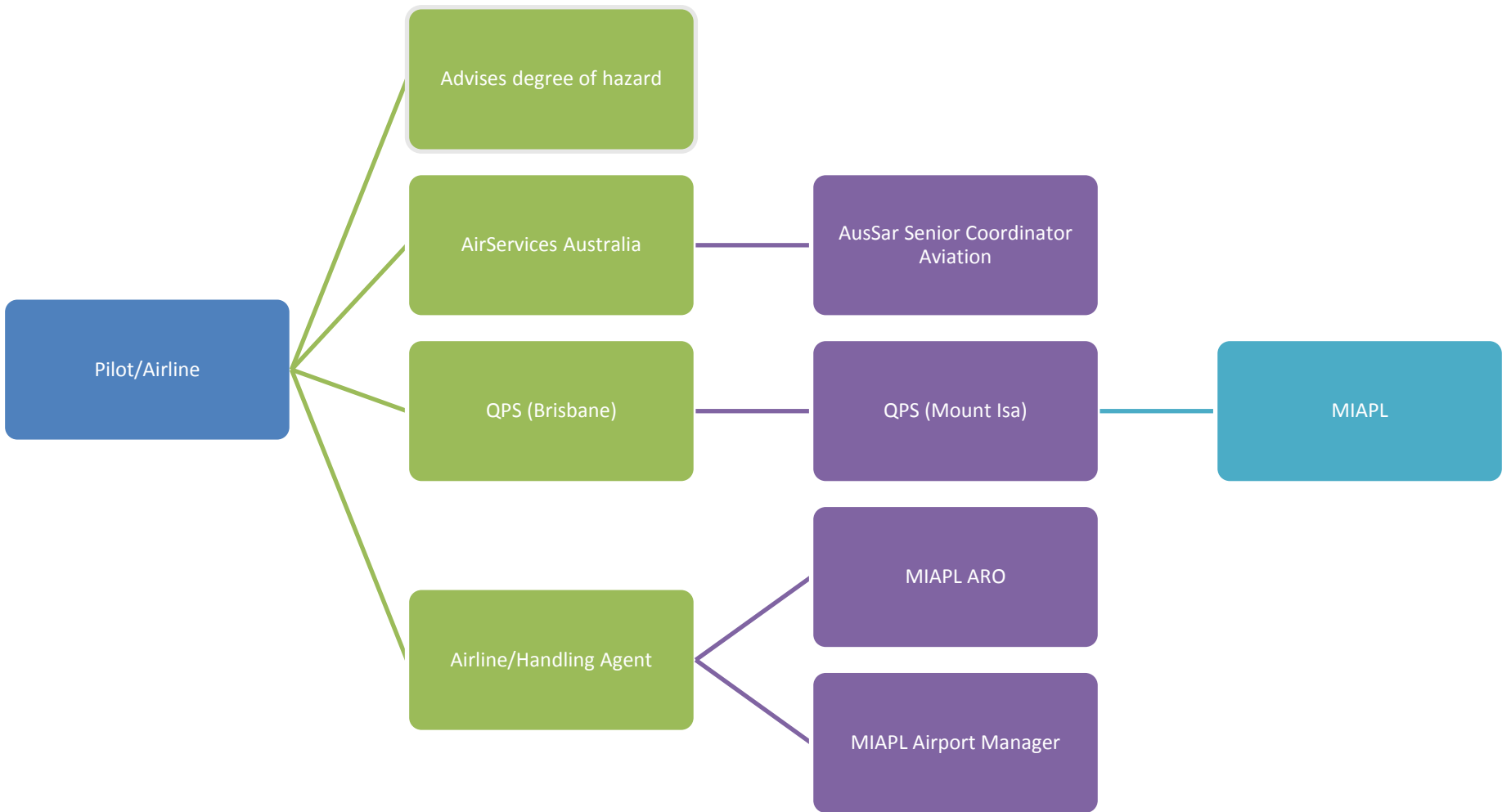
Attachment G - Unlawful Seizure

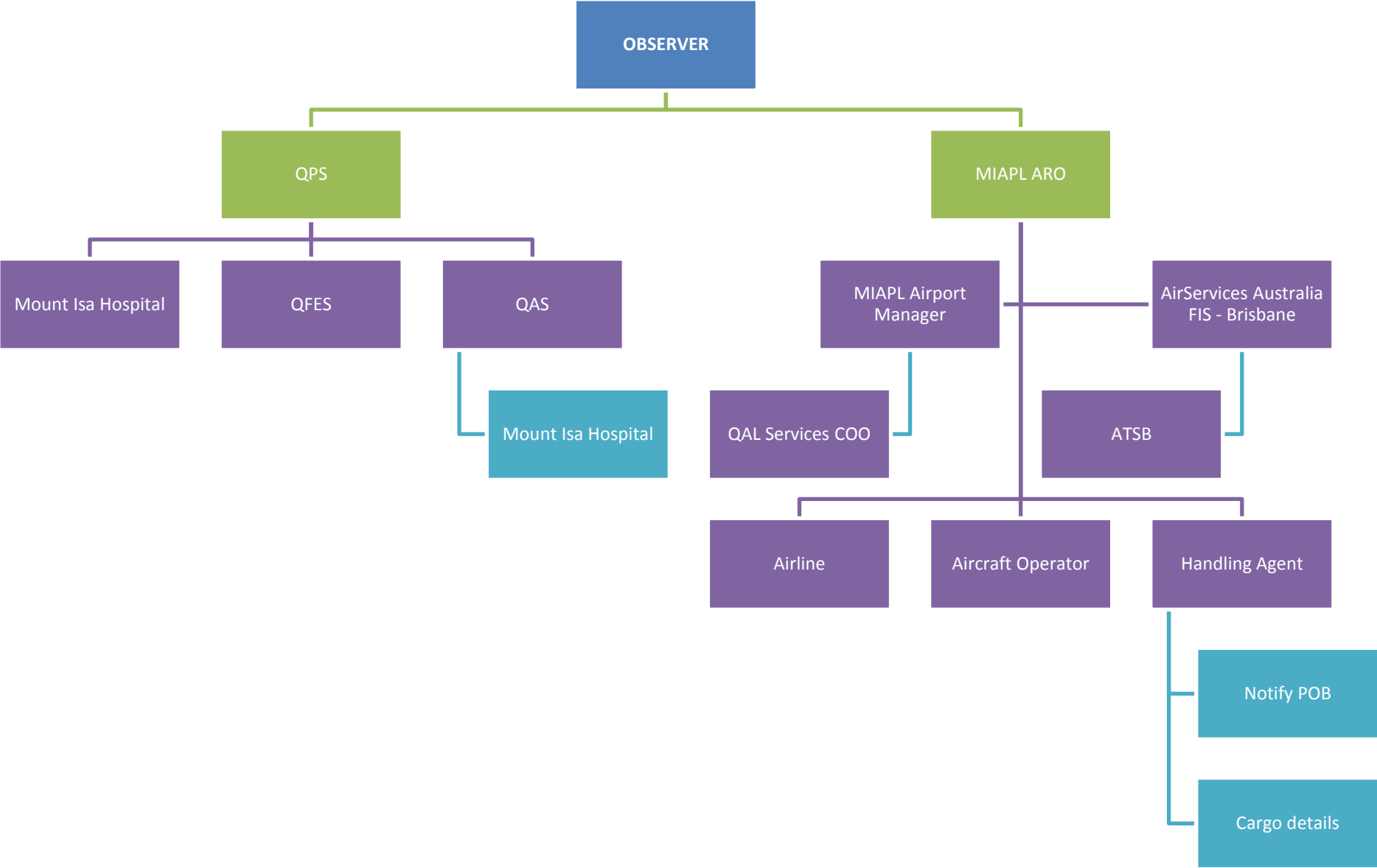
Attachment H - Bomb Threat

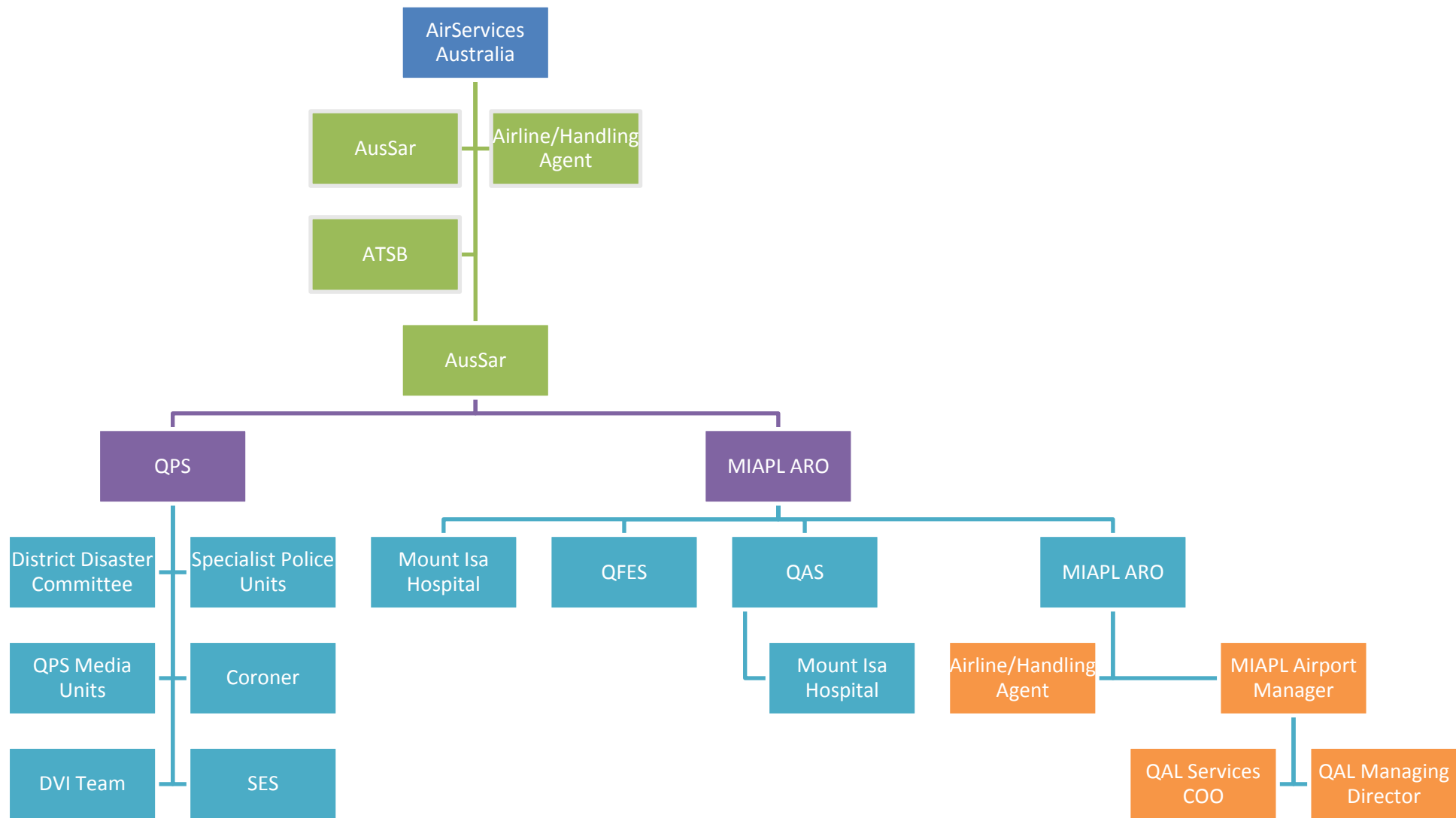
Attachment I – Airport Emergency Procedures, Safety One Checklist



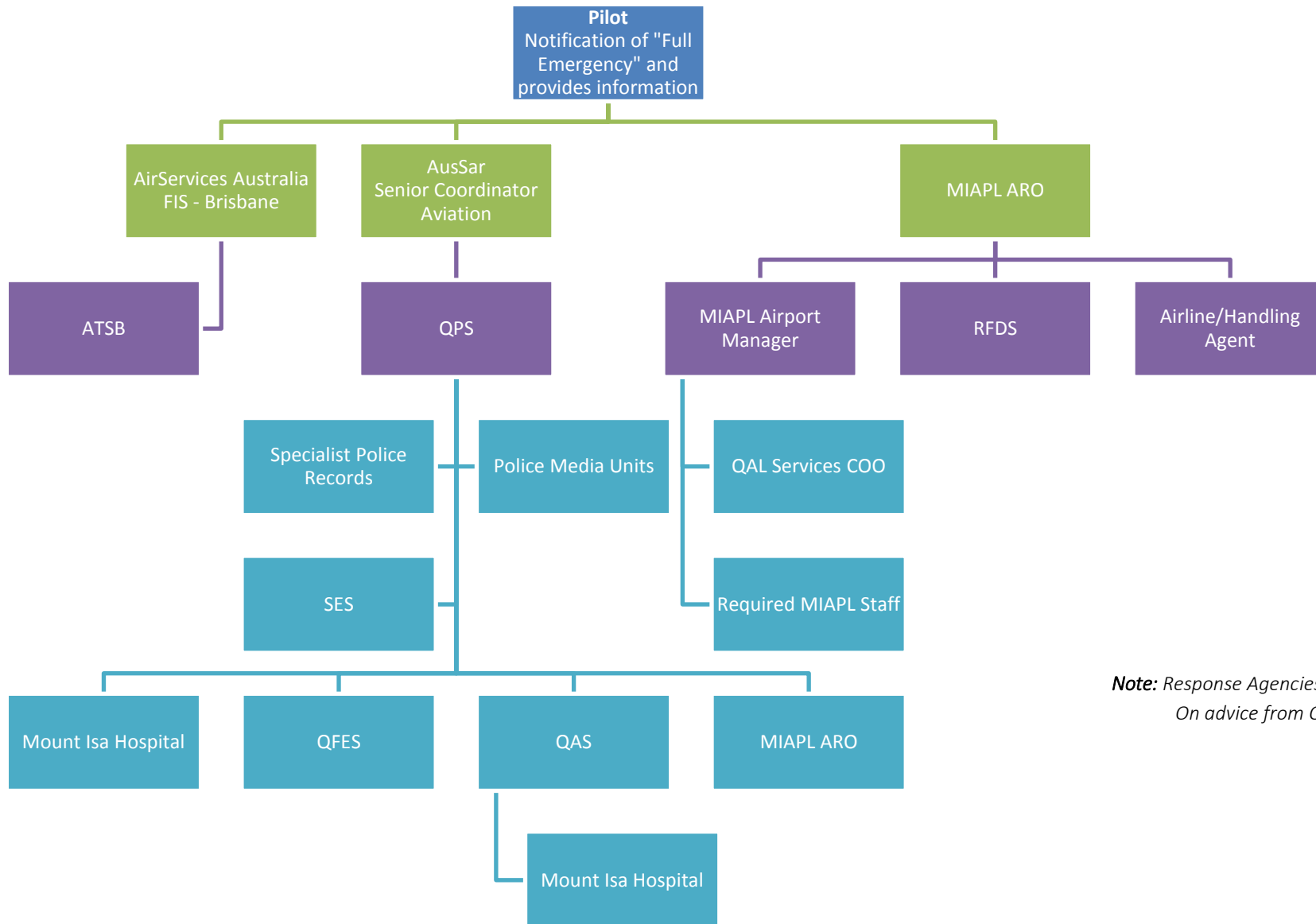




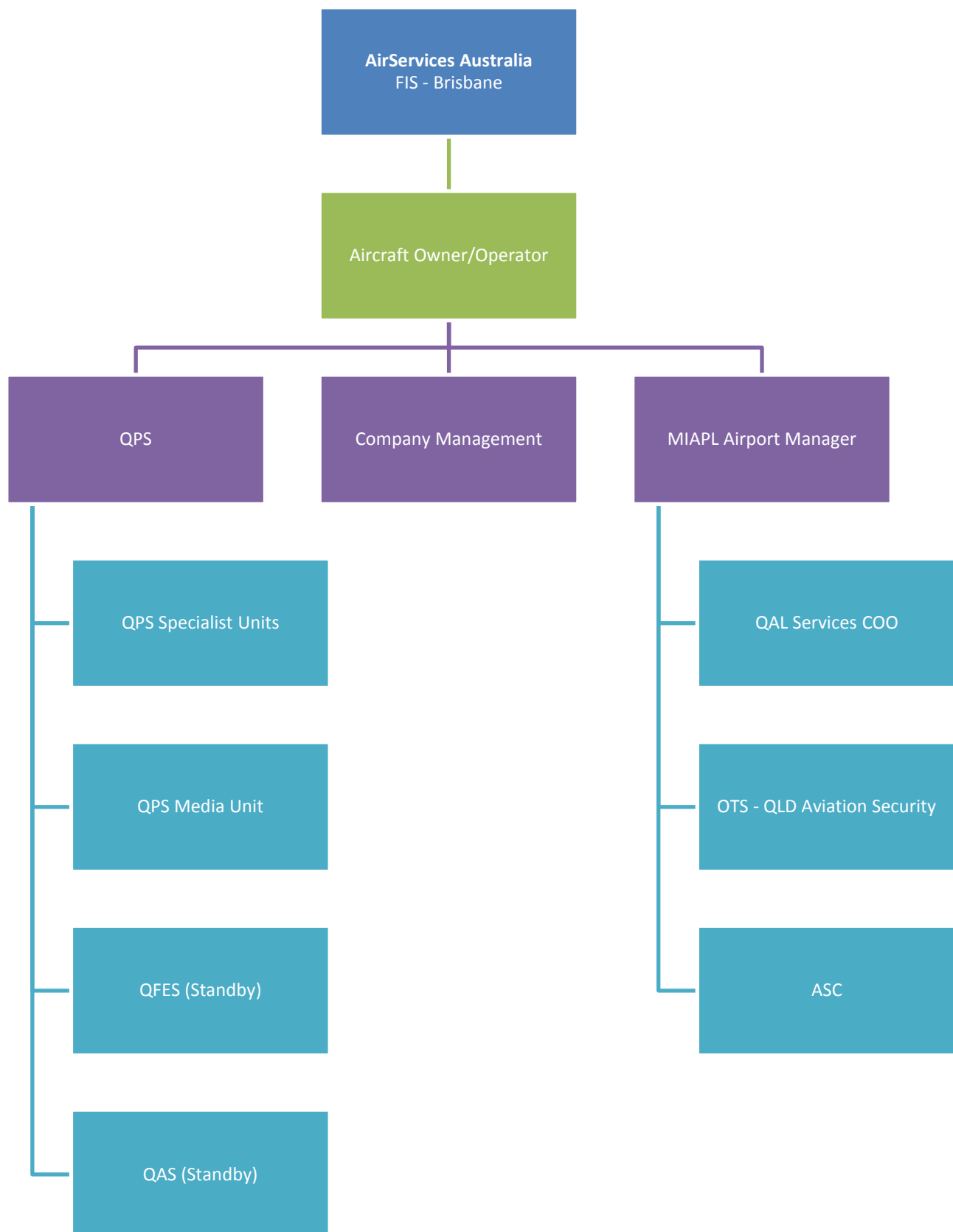




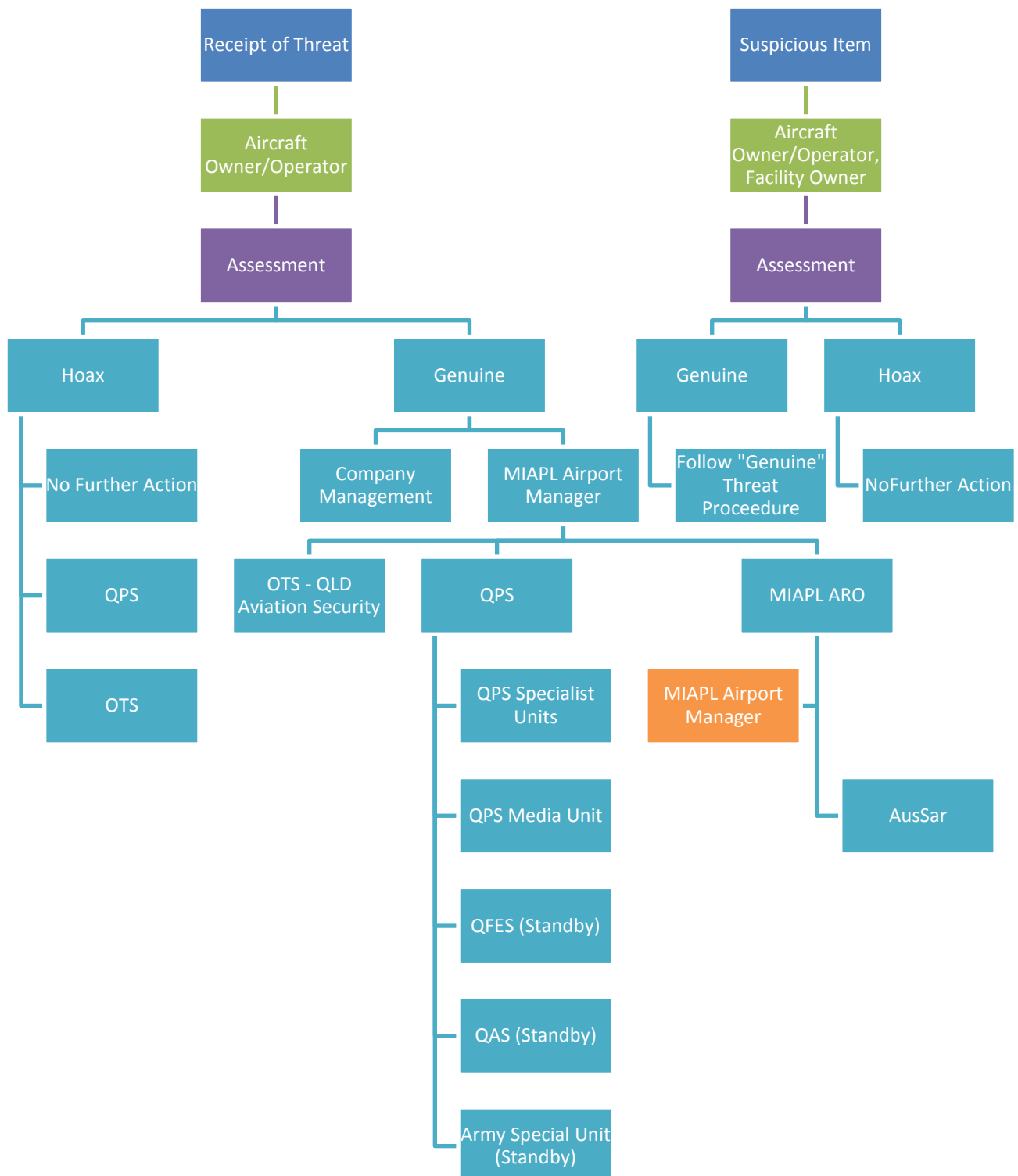
Attachment F - Full Emergency



Note: Response Agencies to decide response level
On advice from Queensland Police Service
Level 1: Up to 18 Seats
Level 2: Up to 215 Seats
Level 3: Up to 560 Seats



Attachment H - Bomb Threat



Attachment I – Airport Emergency Procedures, Safety One Checklist

EMERGENCY NOTIFICATION					
Date		Time (24 hour)			
Notification From		On Duty ARO			
Aircraft Type		Rego/Call Sign/Flight #			
Company		Destination:			
ETA		Passenger Count (POB)	Crew		
Departure Point:			Pax		
Runway Entry		Dangerous Cargo?			
RWY 34 <input type="checkbox"/>	RWY 16 <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Nature of emergency:	Crash on Airport <input type="checkbox"/>	Full Emergency <input type="checkbox"/>	Local Standby <input type="checkbox"/>		
Notes:					
Civil Agency Arrival Information (24 hour)					
QPS		Briefing Time		Name	
QFRS		Briefing Time		Name	
QAS		Briefing Time		Name	
Notifications (24 hour)					
1	Airport Manager	Name:		Time:	
2	ARO 2	Name:		Time:	
3	Airline	Name:		Time:	
Aircraft Landed/Phase Cancelled:		Time:			
ARO Name		Signature		Date	
Manager Name		Signature		Date	

Appendix 2 - Aerodrome Maps

Attachment I - MIAPL AEP Correction Sheet

Attachment J - Typical Operating Aircraft Specifications

Attachment K - Aerodrome Facilities Plan

Attachment L - Passenger Reception Plan

Attachment M- Aerodrome Locality Plan

Attachment N - Forward Command Post Layout

Attachment O - Mount Isa Airport Crash Map

Attachment I - MIAPL AEP Correction Sheet

Proposals for an amendment or addition to the contents of the Mount Isa Airport AEP should be entered below and forwarded to:

Airport Manager
Mount Isa Airport Emergency Committee
Mount Isa Airport Pty Ltd
PO Box 2305
MOUNT ISA, QLD 4825

The following change(s) is proposed to the Mount Isa Airport AEP:

Signed: _____

Name: _____

Company: _____

Date: _____

MIAPL USE ONLY	Date received:	Reviewed by:	Date addition made:

To be attached in AEP Manual.

Attachment J - Typical Operating Aircraft Specifications

Aircraft	Maximum Seat Capacity
Airbus A320	150
B737-300	116
B737-400	139
B737-800	164
Bombardier Dash 8 Q100	36
Bombardier Dash 8 Q400	72
Beechcraft 1900	19
Beechcraft King Air 200	13
Beechcraft King Air 300	12
Beechcraft King Air 350	12
Embraer 170	108
Embraer 190	108
Embraer Brasilia	30
Fairchild Metro Merlin 4	14
Fokker 50	50
Fokker 70	70
Fokker 100	100
Hawker 700	14
Hawker 800	14
Pilatus PC-12	9
SAAB 340	34

