



NOTICE OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

A meeting of the Local Emergency Management Committee will be held on **Monday 20 May 2019, commencing at 4.00pm** in the Training Room at the Shire Administration Building at 70 Wotton Street

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APPENDICES

- Minutes LEMC Meeting 4 February 2019
- Wiluna Aerodrome Emergency Desktop Exercise Report – April 2019

AGENDA:

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE and APOLOGIES

Attendance:

Angela Hoy	(Exc. Manager Technical Services – Shire)
Robert Wiles	(Works Supervisor – Shire)
Julie Greatbatch	(Administration Assistant – Shire)

Apologies

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 Minutes of the LEMC meeting held on the 4 February 2019

3. BUSINESS ARISING FROM THE PREVIOUS MINUTES

4. INFORMATION REPORTS FROM CEO

5. GENERAL BUSINESS

5.1 Endorse the Wiluna Aerodrome Emergency Desktop Exercise Report – April 2019

6. CLOSURE OF MEETING

Local Emergency Management & Airport Committee Meeting Minutes

04 February 2019



NOTICE OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

A meeting of the Local Emergency Management & Airport Committee will be held on **Monday 4 February 2019, commencing at 4.00pm** in the Training Room at the Shire Administration Building at 70 Wotton Street

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APPENDICES

- Minutes LEMAC Meeting 26 November 2019

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AGENDA:

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Executive Manager of Technical Services Angela Hoy welcomed everyone to the meeting with the meeting being opened at 4.10pm.

There was a brief explanation about this committee being part of the Shire's compliance with the Local Government Act.

2. RECORD OF ATTENDANCE and APOLOGIES

Attendance:

Angela Hoy	(Exc. Manager Technical Services - Shire of Wiluna)
Darren Saunders	(Acting OIC Wiluna Police)
Anton Roose	(Ngangganawili Aboriginal Health Service – NAHS)
Joanne McEwan	(Acting Principal of Wiluna Remote Community School)
Keith Shaw	(Depart of Communities - District Emergency Services Officer Geraldton Office – Murchison District)
Kylie Jones	(Dept of Communities – Senior Child Protection Worker Wiluna)
Julie Greatbatch	(Administration Assistant – Shire of Wiluna)

Apologies

Colin Bastow	(Chief Executive Officer – Shire)
Robert Wiles	(Works Supervisor – Shire)

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 Minutes of the LEMC meeting held on the 26 November 2019

3. BUSINESS ARISING FROM THE PREVIOUS MINUTES

There as a general discussion about the possible calendar for future quarterly meetings being the 1st Monday of each month as below was agreed upon.

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04 February 2019

4 February 2019
6 May 2019
5 August 2019
4 November 2019

April being the month for the Desk Top for the Airport (to be managed by Aerodrome Management Services (AMS)).

The Airport Desk Top is a CASSA requirement.

May being the month for the Desk Top – Local Emergency.

The committee was asked to think about the Local Emergency Desk Top scenario and give comment, with the some of the choices being, fire, flood or pandemic.

4. INFORMATION REPORTS FROM CEO

Nil

5. GENERAL BUSINESS

5.1 Update of Members and Contact List

Angela advised that Julie would be completing this task.

Keith Shaw tabled a copy of the Department of Communities Local Emergency Welfare Plan for the Shire of Wiluna and asked that the document be read with necessary updates being sent to him.

The Department of Communities will provide in an Emergency

Emergency accommodation including Welfare Centres
Emergency catering
Emergency clothing and personal requirements
Personal support services
Registration and reunification
Financial Assistance

The Department of Communities have a store in Meekatharra and Geraldton with limited supplies of bedding, camp stretchers, air mattresses, blankets, pillows and some personal items.

The Shire is part of the recovery process with the Police and NAHS being the first responders.

The committee was advised that the Shire will be holding a Traffic Control Course in the future.

Local Emergency Management & Airport Committee Meeting Minutes
04 February 2019

6. CLOSURE OF MEETING

The meeting was closed at 4.25pm

The Wiluna Aerodrome Desktop Emergency Exercise Report

“Buzz the Tower”

Tuesday 9th of April 2019

The Wiluna Aerodrome, Western Australia



AMS Aerodrome Management Services Pty Ltd



Design - Engineering - Construction - Electrical - Management - Inspections - Compliance - Training - Security

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1 Introduction

1.1 Summary

In accordance with Civil Aviation Safety Regulation (CASR) 139.295, The Shire of Wiluna – Wiluna Aerodrome, in conjunction with Aerodrome Management Services (AMS) held a desktop exercise to test the adequacy of the Aerodrome Emergency Plan (AEP). The exercise involved multi agency response (refer to exercise explanation).

AMS, on behalf of The Shire of Wiluna, was to supply one report for later reference by the Wiluna Aerodrome Emergency Committee (AEC), as a function of The Shire of Wiluna – Wiluna Aerodrome.

AMS has extensive experience in the field of Aerodrome Emergency Planning and has worked with Aerodromes throughout Australia to achieve Aerodrome Emergency Plans which represent not only best practice emergency management, but also a tailored plan which reflects the local requirements of the aerodrome and the region. It should be noted that AMS alone does not endorse or effect changes to an Aerodrome Emergency Plan. This report is simply a summary of observations which may be interpreted by the AEC. The AEC is responsible for effecting improvements to the AEP in accordance with CASR 139.210.

2 Review

2.1. Utilising the Report

All observations must be reviewed and disseminated by the Aerodrome Emergency Committee and an action plan formed in order to effect improvements to the AEP. The AEC should meet as soon as practicable in order to undertake this review.

An observation does not necessarily dictate change, but rather the observation should be considered by the AEC and a decision made as to how that observation will be addressed.

A recommendation is formed by AMS for the purpose of demonstrating how the aerodrome operator may go about addressing the observation in question. These recommendations are simply an example of the means to satisfy the exercise outcomes. They do not necessarily represent the most appropriate means of action and only the AEC can ultimately decide upon the best course of action appropriate to local conditions and appropriate to the aerodrome itself. The AEC may decide to ignore an observation if in the committee's view the observation is invalid or of minimal importance. These considerations though can only be made by the committee.

Once an action plan has been determined, AMS would recommend that the respective actions be assigned in the Wiluna Aerodrome Safety Management System (SMS) to the appropriate persons if considered appropriate.

The above paragraphs should be considered as recommendations in order to achieve the best compliance outcomes.

AEC meeting minutes should be filed in the Emergency records binder. A copy of this report should be filed within the AEP binder also.

Actions should be included on the meeting minutes in the Emergency records binder. Information about hazards and actions should be included in the SMS records binder. All information regarding emergency exercises should be kept on file for a minimum of three years.

3 Exercise Explanation

3.1. Scenario

At 0920am (AWST) on Monday 8th of April, an Exercise Airlines Dash 8 - 300 aircraft (VH-XXX) announces on the Common Traffic Advisory Frequency (CTAF) that they are on 5-mile final approach for Runway 33 inbound from Perth. On board are 48 passengers and 4 crew. The crew are all from Perth.

Passengers on board are a combination of Fly-In-Fly Out (FIFO) mining employees, Wiluna residents and tourists. It is the intention for the aircraft to drop the 48 passengers at the Wiluna Aerodrome, board 30 outbound passengers and return to Perth via Meekatharra. The on duty aerodrome staff member comprises of 1 Ground Handler from Skippers Aviation. There are also 5 other “meeter & greeters” within the terminal area.

At 0921am upon the aircraft touching down on the runway the main landing gear fails and collapses resulting in the rear fuselage violently hitting the runway. The aircraft fuselage scrapes along the surface of the runway for another 100m before coming to rest approximately 400m from the Runway 33 threshold. Aircraft debris are strewn along the runway between the aircraft and the Runway 33 threshold resulting in the eruption of spot fires amongst the debris. The Skippers Aviation Ground Handler witnesses the incident and raises the alarm.

The cabin crew on the aircraft are uninjured and are able to open both the front left airstair door and right hand side forward cabin emergency exit door. Some of the passengers seated next to the mid cabin emergency exit doors remove these doors and jettison them from the aircraft. Many of the passengers exit the aircraft in a panic stricken frenzy. 4 passengers are unable to exit the aircraft. The Captain is remaining onboard the aircraft with the 4 passengers until help arrives.

Of the passengers that were able to evacuate the aircraft, 8 have suffered injuries ranging from minor to serious.

3.2. Pre-Exercise Briefing

A safety pre-briefing was held with the main stakeholders and the following information was conveyed:

This exercise is designed as part of The Shire of Wiluna – Wiluna Aerodrome Certificate requirements determined by the Civil Aviation Safety Authority (CASA). While it is designed to reflect plausible situations, it is not based on a real incident.

Stakeholder organisations are used to give realism to personnel, regulatory and relationship-based issues. Stakeholders involved in the exercise were engaged. These include but are not limited to:

• Shire of Wiluna
• WA Police – Wiluna
• Ngangganawili Aboriginal Health Service
• Wiluna Volunteer Bush Fire Brigade
• Department of Communities
• Blackham Resources PTY Ltd (Matilda Mine)
• Aerodrome Management Services (AMS)

The Wiluna Aerodrome Emergency Desktop Exercise “Buzz the Tower”

Tuesday 9th of April 2019

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3.3. Sequence of Events

Tuesday 9th of April 2019 pm hours:

Item	Time	Activity	Notes
<i>Sunday 24th of February 2019</i>			
1	1300	Introductions	All involved
2	1305	Safety Orientation – Evacuation, Muster Points, Smoking Areas. Area Orientation – Toilets, Mobile Phones, refreshments etc.	EMTS
3	1310	Setting the scene Guidance of format Details of desktop scenario	AMS
6	1315	Commence – Desktop Exercise Buzz the Tower	AMS
7	1445	End of Exercise	AMS
8	1445	Hot Debrief	All involved

4 Exercise Notation

4.1 Attendees

Jamie Copeland – AMS Exercise Facilitator
Angela Hoy – EMTS, Shire of Wiluna
Kylie Jones – Children Protection Family Services
Stephen Clarke – WAPOL
Anton Roose – NAHS (Paramedic)
Isoa Dakunimata – ARO
Robert Wiles – Shire of Wiluna
John Paulinovich – Blackham Resources
Tevita Vonolagi – ARO
Kavoa Dakunimata – ARO
Bruce Davidson – WAPOL (Bushfire also)



Email: admin@amsaustralia.com

Emergency Exercise Attendance Form

[illegible]

Document Name: AEP Exercise – Practical Observation Checklist
Revision: 3
Revision Date: 03-10-2018
Review Date: 03-10-2019
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Created By: Luke Bruce-Smith
Peer Review: Dave Clynk
Approved By: Julie Randall
Document No: PER-AEP-TEM-0001

4.2 Welcome and Introduction

A welcome and introduction was conducted by Jamie Copeland of AMS. The reason for the Desktop Exercise was explained and all attendees were thanked for attending. Angela Hoy carried out a housekeeping briefing including facilities and evacuation responsibilities. All attendees were then asked to introduce themselves, advise what their role was and how long they have been in Wiluna.

4.3 Desktop Exercise

The exercise commenced following a briefing provided by the facilitator, this included using the electronic whiteboard and props including simulated runway, aircraft, Aerodrome Reporting Officer (ARO) and emergency response vehicles in the middle of the conference room. The scene was set and all attendees were able to visualise the incident and what had just occurred.

Each of the responding agencies were requested to provide approximate times it would take them to respond to the scene following the incident and notification. These timings were placed on the whiteboard.

Unfortunately, the Skippers Aviation Ground Handler representative had taken ill so as the facilitator, Jamie advised the responders on what their actions should be in accordance with the existing Aerodrome Emergency Plan. It was advised that they would call 000 and also call the duty ARO number. They would secure the aerodrome and man the emergency access gate adjacent to the terminal building, recording who attended, how many people entered and also how many departed the airside area.

Discussion ensued following call-outs. The 000 Communications Centre would contact the Police, Ambulance and Bushfire Services in Wiluna. The ARO would advise the Shire of Wiluna and they would start mobilising personnel to the aerodrome as required. The Police would call Blackham Resources (mine adjacent to the Wiluna Aerodrome) Emergency Services to attend once they were advised of a crash at the airport. The Wiluna Hospital would be notified by the ambulance service (NAHS) and the hospital would advise the Department of Child Protection Services.

Recommendation: *The existing AEP does not clearly outline that the ambulance service would advise the hospital, or that the Police would call out Blackham Resources and that the hospital would advise the Department of Child Protection Services. It would be worth considering including this information in the plan as a prompt for each of the emergency response services.*

Recommendation: *Once mobilised, the different emergency response agencies have limited means of communication. Those that have each other's mobile phones can communicate via them but there is no common radio frequency. The Shire of Wiluna is just installing a large UHF (Ultra High Frequency) repeater on the roof of their new building, The Shire of Wiluna Administration Office, which should provide better communication to within a 20km radius around town. It could be utilised as a means of different agencies being able to communicate also and should be investigated further once it has been installed.*

Upon arrival at the aerodrome, the need for responding agencies to confirm with the ARO that the aerodrome is safe for them to access and confirm that no aircraft are on approach or able to interfere

with the incident was discussed. This could be completed via mobile phone if the ARO has not yet arrived as the ARO is able to contact the NOTAM office as soon as they have been advised of a crash.

A discussion was held in regards to the very high importance of the need to track who has entered and departed the airside area of the aerodrome when an emergency occurs. Capturing this information at the start of the incident will greatly assist with tracking movements of both responders and casualties. As a bare minimum, numbers are to be recorded but it would be advantageous to record names if possible to do so.

Recommendation: *The existing plan does detail the need to capture and record personnel that enter and leave the airside area. This is completed by the Ground Handler in the first instance. It is recommended that a file be available at the aerodrome with clear instructions of what their role is in an emergency including a blank record sheet for recording vehicles and personnel accessing the aerodrome during an emergency. This should be easily identifiable and quick to access.*

Once the emergency vehicles attend the incident, a Forward Command Post (FCP) needs to be set up. In this instance the location was approximately 200m upwind from the scene. We discussed that this could be a vehicle with flashing lights, or at least something that it is easily identifiable. This is the location that all responders need to go to prior to performing their duties at the scene.

It was discussed that not many people are able to ascertain whether or not a crashed aircraft is safe to approach or not. It was agreed that it has to be assumed to have some risk even if you cannot see any fuel leaking or fire. It was ascertained that fire services need to be in attendance if there is any indication of a fuel leak, fire or any other heat source. It was determined that by the time the Forward Command Post was designated and vehicles had arrived at the scene, the fire service or Blackham Resources Matilda Mine Emergency Services would be en-route. They would then be able to position a fire appliance appropriately and have lines available charged with water in case any fire activity impacted the aircraft. The Matilda Mine ERT have foam available if a fuel leak had occurred and a suppression blanket for fumes is necessary.

Ambulance services advised that the hospital has 4 small busses available and that they would be mobilised in the case of a multi-casualty incident. These could be used to transport walking wounded personnel and bystanders away from the scene quickly. Police also have access to the school bus if necessary and the mine has coaster busses available that could also be utilised. These resources may be required for any mass casualty incident.

Recommendation: *The location, contact numbers and seating numbers for each of the busses could be included in the AEP under a resources section. This will work well to provide response agencies prior knowledge of available resources as opposed to trying to ascertain what resources are available during a stressful emergency incident.*

Dealing with many casualties and bystanders is difficult and it was discussed that at the start of the incident, managing all of these people will be challenging. Setting up a Forward Command Post and having an ambulance in attendance may have the ability to work as a beacon for personnel that are unsure of where to go (even if it isn't safe for the ambulance personnel to approach the aircraft / scene yet). Walking wounded and non-injured personnel may start making their way towards the ambulance / emergency response vehicle.

Once triage has commenced and injured people are being managed and transported away from the scene, rescue from the aircraft would begin. This would include mine and town emergency responders. A discussion ensued in regards to managing suspected spinal injury casualties and

potentially allowing them to move themselves if possible. If not, working out a way to get them out of the aircraft would depend on the nature of the injury and the accessible exit options. Minimal treatment would occur in the field with the high priority being placed on transporting casualties to medical aid as soon as possible.

One of the casualties listed was not breathing and it is assumed that this casualty died at the scene. Scene preservation was discussed highlighting the need to disrupt as little as possible. This would include the debris on the runway and also inside the aircraft. Police did advise that the first priority was looking after those that were still alive but that recording any changes is very important. Once personnel are moved away from the scene, it would be secured for investigators to attend from Perth.

There was some discussion regarding where casualties and bystanders may be transported to once they leave the aerodrome. During the discussion, the hospital was suggested. It isn't detailed in the Aerodrome Emergency Plan where this location in town will be to manage those that may have minor injuries, shock or just to make sure that people are looked after.

Recommendation: *As it's noted that the town location for mustering / looking after people is not prominently detailed within the AEP, it should be discussed at the next AEC meeting and this location be further highlighted and emphasized in the updated AEP.*

Following discussions about the mine resources available, it was mentioned that there is a gate between the back of the mine and the aerodrome. The location of the key, how this gate is opened was not known as part of the exercise but it was agreed that this information should be ascertained.

Recommendation: *Ascertain the location of the locks and keys for this gate and the protocols for using it. It should be noted that water carts may be necessary to attend the scene and it should be reviewed whether this access gate is large enough for those type of machines to fit through this space.*

Resources at the patient care area in town were discussed with Department of Child Protection Services who were unsure of how much emergency response resources were available in town. This may include camping stretchers, beds, blankets etc to keep people secure and looked after. We were advised that a lot of equipment may be available in Meekatharra but it would take time to mobilise this equipment to Wiluna.

Recommendation: *As per the observation above regarding busses, consider updating the resources section in the AEP to include items such as available blankets, camping beds etc that are available in town. There was suggestions that the school may have some of these types of items available.*

It was discussed that an unsealed runway is available at a nearby property. Exercise attendees were not sure of the state of the runway or whether the Royal Flying Doctors Service (RFDS) could land at this location. It was suggested that this runway be investigated with the owners of the property to ascertain if this could be a back up location for RFDS to land if the Wiluna runway was unserviceable.

Recommendation: *It is suggested that this alternative runway be investigated and if in a suitably usable condition speak to the owner of the property about the possibility of using it as an alternative RFDS landing point in case of emergency. This would be very advantageous in some circumstances for emergency medical personnel to gain access to the scene.*

The mine site watercarts were discussed and the ability for emergency vehicles to be able to access the water from these resources. There was some confusion on whether all the watercarts or just some of them have compatible British Instantaneous Couplings (BIC) fittings.

Recommendation: *It could be investigated whether or not all the mine site watercarts do have BIC's or not. If it is limited to a certain amount of trucks, then these need to be identified as such and only these trucks be utilised as fire support if necessary.*

Looking after the welfare of witnesses and emergency responders was also discussed at the end of the exercise. Some of the attending agencies have their own internal management systems for looking after personnel that have attended high stress scenes. It is suggested that the AEP include a section for capturing the names of responders and ARO's etc who were involved in the incident and putting a system in place to ensure that they are cared for in regards to any post traumatic stress.

Recommendation: *Review the AEP and include a section for capturing the personnel involved in an incident and implementing a system for checking on them and making sure that they are cared for following the end of the incident.*

4.4 Summary of Desktop Exercise Recommendations

Summary of Desktop Exercise Recommendations
Please consider the following:
1. The existing AEP does not clearly outline that the ambulance service would advise the hospital, or that the Police would call out Blackham Resources and that the hospital would advise the Department of Child Protection Services. It would be worth considering including this information in the plan as a prompt for each of the emergency response services.
2. Once mobilised, the different emergency response agencies have limited means of communication. Those that have each other's mobile phones can communicate via them but there is no common radio frequency. The Shire of Wiluna is just installing a large UHF (Ultra High Frequency) repeater on the roof of their new building, The Shire of Wiluna Administration Office, which should provide better communication to within a 20km radius around town. It could be utilised as a means of different agencies being able to communicate also and should be investigated further once it has been installed.
3. The existing plan does detail the need to capture and record personnel that enter and leave the airside area. This is completed by the Ground Handler in the first instance. It is recommended that a file be available at the aerodrome with clear instructions of what their role is in an emergency including a blank record sheet for recording vehicles and personnel accessing the aerodrome during an emergency. This should be easily identifiable and quick to access.
4. The location, contact numbers and seating numbers for each of the busses could be included in the AEP under a resources section. This will work well to provide response agencies prior knowledge of available resources as opposed to trying to ascertain what resources are available during a stressful emergency incident.
5. As it's noted that the town location for mustering / looking after people is not prominently detailed within the AEP, it should be discussed at the next AEC meeting and this location be further highlighted and emphasized in the updated AEP.
6. Ascertain the location of the locks and keys for this gate and the protocols for using it. It should be noted that water carts may be necessary to attend the scene and it should be reviewed whether this access gate is large enough for those type of machines to fit through this space.
7. As per the observation above regarding busses, consider updating the resources section in the AEP to include items such as available blankets, camping beds etc that are available in town. There was suggestions that the school may have some of these types of items available.
8. It is suggested that this alternative runway be investigated and if in a suitably usable condition speak to the owner of the property about the possibility of using it as an alternative RFDS landing point in case of emergency. This would be very advantageous in some circumstances for emergency medical personnel to gain access to the scene.
9. It could be investigated whether or not all the mine site watercarts do have BIC's or not. If it is limited to a certain amount of trucks, then these need to be identified as such and only these trucks be utilised as fire support if necessary.
10. Review the AEP and include a section for capturing the personnel involved in an incident and implementing a system for checking on them and making sure that they are cared for following the end of the incident.

5 AEP Review

A review was conducted of the Wiluna Aerodrome Emergency Plan – taken from CASA website Aerodrome manual self-check below.

5.1 Civil Aviation Safety Regulations (CASR) Aerodrome Emergency Plan (AEP) Checklist

Section	Notes/information	Legislation	AEP	Action
Aerodrome Emergency Plan	Does the manual contain details of the composition of the aerodrome emergency committee and contact details for the emergency service organisations represented on the committee?	139.095 (a) (ii) Appendix 1(b) (i)	4.2 2.2.1	
	Does the committee include a representative from all emergency services that would be likely to be asked to assist in an emergency?	139.205 (3)	4.2	
	Does it contain a description of the role of each emergency service organisation involved in the plan?	139.095 (a) (ii) Appendix 1 (b) (ii)	5.4 – 5.10	
	And details of the activation, control and coordination of the emergency service organisations during an emergency?	139.095 (a) (ii) Appendix 1 (b) (iii) and 139.210 (2) (a)	6.1 – 6.5	
	And the aerodrome's emergency facilities and arrangements for keeping them in readiness?	139.095 (a) (ii) Appendix 1 (b) (iv)	8.1 – 8.5	
	And the operational response to an emergency including arrangements for aerodrome access and assembly areas?	139.095 (a) (ii) Appendix 1 (b) (v)	7.1 – 7.4	
	And the response to a local stand-by call out?	139.095(a)(ii) Appendix 1 (b) (vi)	9.1	
	And the response to a full emergency call out?	139.095 (a) (ii) Appendix 1 (b) (vii)	9.2	
	And the arrangements to return the aerodrome to operational status after an emergency?	139.095 (a) (ii) Appendix 1 (b) (viii)	12.1 – 12.3	
	And the arrangements for a periodic review (at least once per year) in consultation with the organisation referred to in the plan?	139.210 (3)	13.2	
	And arrangements for reviewing actual emergencies or exercises as soon as practicable to assess the plan's adequacy and take corrective action?	139.210 (5)	13.2.5	
	And keeping records of each review for at least 3 years?	139.210 (6)	14.	

The Wiluna Aerodrome Emergency Desktop Exercise “Buzz the Tower”

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Section	Notes/information	Legislation	AEP	Action
	Does the manual include the arrangements for testing the aerodrome emergency plan with an exercise at least every 2 years?	139.215 (1)	13.1	
	And arrangements to ensure that the exercise tests the coordination of the emergency services and the adequacy of the procedures and facilities provided for in the plan?	139.095 (a) (ii) Appendix 1(b) (ix)	13.1	
	Does the manual include arrangements to ask CASA to defer an exercise if an actual emergency occurs?	139.215 (2)	13.1	.

5.2 Manual of Standards (MOS) – 139 Aerodrome Emergency Plan (AEP) Checklist.

Section	Notes/information	Standard	Comments	Action
Aerodrome Emergency Planning	The aerodrome operator must establish and chair an Aerodrome Emergency Committee (AEC), including agencies on and off the aerodrome that could assist in an emergency. The AEC must develop the Aerodrome Emergency Plan (AEP), including procedures for coordinating the responses of assisting agencies.	10.7.1.1	4.2 4.4	
	Currency and adequacy of the AEP must be reviewed at least once every twelve months.	10.7.1.2	4.3	
	Emergency exercises must be carried out at least once every two years, commensurate with the size and scale of operations at the airport, unless the emergency plan was activated in a real emergency within the two-year period.	10.7.1.3	4.3 13.1	.
	AEP must include organisational and procedural arrangements for responding to at least the following emergencies: (a) aircraft crash; (b) local standby and full emergency; (c) bomb scare; (d) disabled aircraft; (e) hazardous material incident; (f) fire and natural disaster; or (g) medical emergency.	10.7.1.4	9.1 – 9.2 10.1 – 10.8	
	The AEP must clearly define the activation sequence including call out arrangements for Local Standby and Full Emergency. For instance, Local Standby does not require a response from off-aerodrome agencies whereas a Full Emergency does. The activation plan will detail the Action Required for each type of emergency.	10.7.1.5	9.1 – 9.2 11.1	
	The aerodrome operator must produce a grid map (or maps) of the aerodrome and its immediate vicinity, to include detailed location of primary and secondary access gates; this information to be made available to all responding agencies.	10.7.1.6	Appendix 5. Appendix 6.	
	CASA does not regulate AEP responding agencies and how they conduct their functions. It is the responsibility of the AEC to ensure that the level and availability of emergency equipment and services are adequate for the aerodrome.	10.7.1.7	4.3	
	At those aerodromes located near water, the AEP must include as far as practicable, arrangements for water rescue.	10.7.1.8	n/a.	
	Records of reviews and exercises including real emergencies must be kept and retained for at least 3 years.	10.7.2.1	14.	

Section	Notes/information	Standard	Comments	Action
	Disabled Aircraft Removal. The Disabled Aircraft Removal Plan (DARP) must include a list of equipment and personnel that would be available for timely aircraft recovery and removal.	10.7.3.1	10.4	
	The Plan must identify a coordinator designated to implement the DARP, when necessary.	10.7.3.2	10.4	
	The Plan must be based on the characteristics of the aircraft that may normally be expected to operate at the aerodrome.	10.7.3.3	4.3	
Guidelines for Aerodrome Emergency Plans	Aerodrome emergency planning is the process of preparing an aerodrome to cope with an emergency occurring at the aerodrome or in its vicinity. The objective of the planning is to ensure a timely and effective response to an emergency, particularly in respect of saving lives and maintaining aircraft operations.	10.8.1.1	Statement.	
	Examples of aerodrome emergencies are: crash (aircraft accident), bomb scare, disabled aircraft, spillage of hazardous material, fire and natural disaster.	10.8.1.2	Statement.	
	The aerodrome emergency plan should be commensurate with the scale and type of aircraft operations, the surrounding geography and other activities conducted at the aerodrome. With the assistance of the Aerodrome Emergency Committee, the aerodrome licence holder should plan for the worse type of emergency situations that might conceivably occur with respect to size, location, timing and weather.	10.8.1.3	4.3	
	Examples of agencies that could be of assistance in responding to aerodrome emergencies are: (a) on-aerodrome agencies: air traffic services units, rescue and fire fighting units, airport administration, aircraft operators, security services; and (b) off-aerodrome agencies: fire brigades, police, medical and ambulance services, hospitals, defence forces, Australian Transport Safety Bureau (ATSB), State emergency services, transport authorities, volunteer rescue services, welfare agencies, Government authorities (Customs, Health, Immigration, etc), maritime services and refuelling agents.	10.8.1.4	Statement.	
	Where a rescue and fire fighting service (RFFS) is established at an aerodrome, the aerodrome operator and the rescue and fire fighting service provider must work together to ensure that they achieve the required outcome identified in MOS Part 139H – Standards Applicable to the Provision of Aerodrome Rescue and Fire Fighting Services.	10.8.1.4A	n/a.	
	The off-aerodrome responding agencies will have been established to deal with most, if not all, emergency situations occurring in the community. Therefore the aerodrome emergency procedures should have the highest degree of similarity with the procedures used in the community generally.	10.8.1.5	5.5 – 5.8 11.1.3 – 11.1.5	

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	The best understanding of the procedures is achieved through taking part in the planning process and the most workable procedures are the ones derived by those who have to carry them out. Therefore in the development of the procedures, licence holders should seek the maximum possible involvement of responding agencies and obtain their endorsement of the procedures so developed.	10.8.1.6	4.2	
	Medical Subcommittee. On larger aerodromes it is usual to delegate the preparation of the medical plan to a sub-committee. When established, the medical sub-committee should: (a) plan the deployment of medical personnel called to an aircraft emergency; (b) develop procedures for triage, emergency treatment and movement of casualties; and (c) nominate a co-ordinator of crash site medical resources.	10.8.2.1	n/a.	
	Testing Facilities and Reviewing Roles. Facilities used in the responses by the various agencies including communications systems should be tested at intervals not exceeding one year.	10.8.3.1	13.1	WAPOL, NAHS, Wiluna VBFB, Blackham Resources and Dept of Communities utilise their facilities at intervals not exceeding one year.
	Individual participants in the aerodrome emergency plan should be encouraged to continuously review their roles (for example on a particular day each month) to ensure that they know their responsibilities and that all the information in the plan is current. It is important that all personnel who may be required to act in an emergency should develop the correct mental attitude to aerodrome emergency planning. To that end and in spite of their self-evident nature, it is worthwhile noting that the salient lessons to be gained from those who have experienced an airport emergency are that: (a) people do best in an emergency what they have been trained to do; (b) emergencies happen with little or no warning; and (c) emergencies happen to anybody.	10.8.3.2	n/a.	
	Aerodrome Emergency Exercises. The minimum frequency of full-scale aerodrome emergency exercises of two years has been set after considering international practice and the cost of mounting such exercises. However, such exercises should be held annually.	10.8.4.1	13.1	Full scale exercises are held every two years with a desktop exercise held every other year.
	Speciality emergency exercises aimed at testing and reviewing the response of individual responding agencies, such as rescue and fire fighting services, as well as parts of the emergency plan, such as the communications system, should be held at more frequent intervals than the full-scale exercise.	10.8.4.2	13.1	Full scale exercises are held every two years with a desktop exercise held every other year.

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	Aerodrome licence holders should conduct 'table-top' exercises involving the Aerodrome Emergency Committee annually or whenever there is a change of major participants, provided such exercises do not conflict with the full-scale or speciality exercises.	10.8.4.3	13.1	Full scale exercises are held every two years with a desktop exercise held every other year.
	Experience to be gained from exercises should be shared by inviting other aerodrome licence holders to attend as observers. Operators of major aerodromes should notify the relevant pilot and cabin attendant staff associations of each planned emergency exercise to enable representatives of those organisations to observe the exercise and participate in the review should they so desire.	10.8.4.4	n/a.	Northern Star – Jundee Aerodrome is part of the AEC. Primary air operator invited to attend exercises.
	Emergency Operations Centre and Mobile Command Post. A fixed emergency operations centre and a forward mobile command post should be available for use in an emergency. The fixed emergency operations centre should be a part of the aerodrome facilities and be used to co-ordinate and direct the overall response to the emergency. The location of the emergency operations centre should be clearly identified in the plan. The forward mobile command post should be an easily recognisable structure capable of being moved rapidly to the scene of an emergency, when required, and should be used to control the on-scene agencies responding to the emergency.	10.8.5.1	7.3 7.4 5.4	
	The aerodrome emergency plan should clearly set out the discrete roles of the emergency operations centre and the forward command post, highlighting the physical location of the police co-ordinator.	10.8.5.2	7.3	
	The definitions of 'command', 'control', and 'co-ordination' which have been adopted by the Australian Emergency Management Committee and which should be used in the context of aerodrome emergency planning are given below.	10.8.6.1	See below.	
	Command. 'Command' is the direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within organisations.	10.8.6.2	Not sighted.	Consider adding definition to AEP.
	Control. 'Control' is the overall direction of activities. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and co-ordinating other organisations in accordance with the needs of the situation. In this context, tasking means telling people what to do, but not how to do it. Control relates to situations and operates horizontally across organisations.	10.8.6.3	Not sighted.	As above.
	Coordination. 'Coordination' is the bringing together of organisations and elements to ensure effective counter-emergency responses, and is primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in	10.8.6.4	Not sighted.	As above.

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	accordance with the requirements imposed by the threat or impact of an emergency. Co-ordination relates primarily to resources and operates: (a) vertically within an organisation as a function of the authority to command; and (b) horizontally across organisations as a function of the authority to control.			
	Role of the Police. The person who initially assumes co-ordination of the situation should hand over the role when police arrive.	10.8.7.1	Not sighted.	Consider adding wording to AEP.
	The police represent the Coroner at a crash site and may be authorised to direct the custody, transport and storage of deceased persons. The Coroner is responsible for determining cause of death and in the case of aviation casualties draws on the specialised skills of the CASA Operational and Flight Crew Licensing Standards Branch and the ATSB.	10.8.7.2	7.4.3	
	The police are required to account for all people on board a crashed aircraft. In discharging this function it will normally be necessary to secure the crash site area and impose control over persons entering and leaving the site.	10.8.7.3	11.1.3	Add wording requirement to AEP regarding securing the crash site.
	The police may also be given the responsibility of guarding any aircraft wreckage on behalf of ATSB.	10.8.7.4	Not sighted.	Consider adding wording to AEP regarding guarding the aircraft wreckage.

5.3 Summary of AEP Manual Recommendations

Summary of AEP Manual Recommendations
Please consider the following CASR regulatory/MOS requirements:
<ul style="list-style-type: none"> Consider adding Command, Control and Coordination definitions to the AEP Manual.
<ul style="list-style-type: none"> Consider adding the following statement from 10.8.7.1 to the AEP Manual: <i>“The person who initially assumes co-ordination of the situation should hand over the role when police arrive.”</i>
<ul style="list-style-type: none"> Add the following statement from 10.8.7.3 to the AEP Manual: <i>“The police are required to account for all people on board a crashed aircraft. In discharging this function it will normally be necessary to secure the crash site area and impose control over persons entering and leaving the site.”</i>
<ul style="list-style-type: none"> Consider adding the following statement from 10.8.7.4: <i>“The police may also be given the responsibility of guarding any aircraft wreckage on behalf of ATSB.”</i>
<ul style="list-style-type: none"> Consider including Aircraft Emergency Maps for Skippers Aviation Dash 8, E120 Brasilia and Metro 23 aircraft to the AEP.
AEP Contacts List
<ul style="list-style-type: none"> Replace SES Kalgoorlie with Department of Fire and Emergency Services (DFES) Regional Office – Kalgoorlie.
<ul style="list-style-type: none"> Include SES Western Australia contact details as 132 500. Remove 08 9026 4100.
<ul style="list-style-type: none"> Remove Blackham Resources Emergency Response landline number as it is not always manned.
<ul style="list-style-type: none"> Update Air Service Operator – Skippers Aviation mobile 24hr contact number to 0417 988 562.

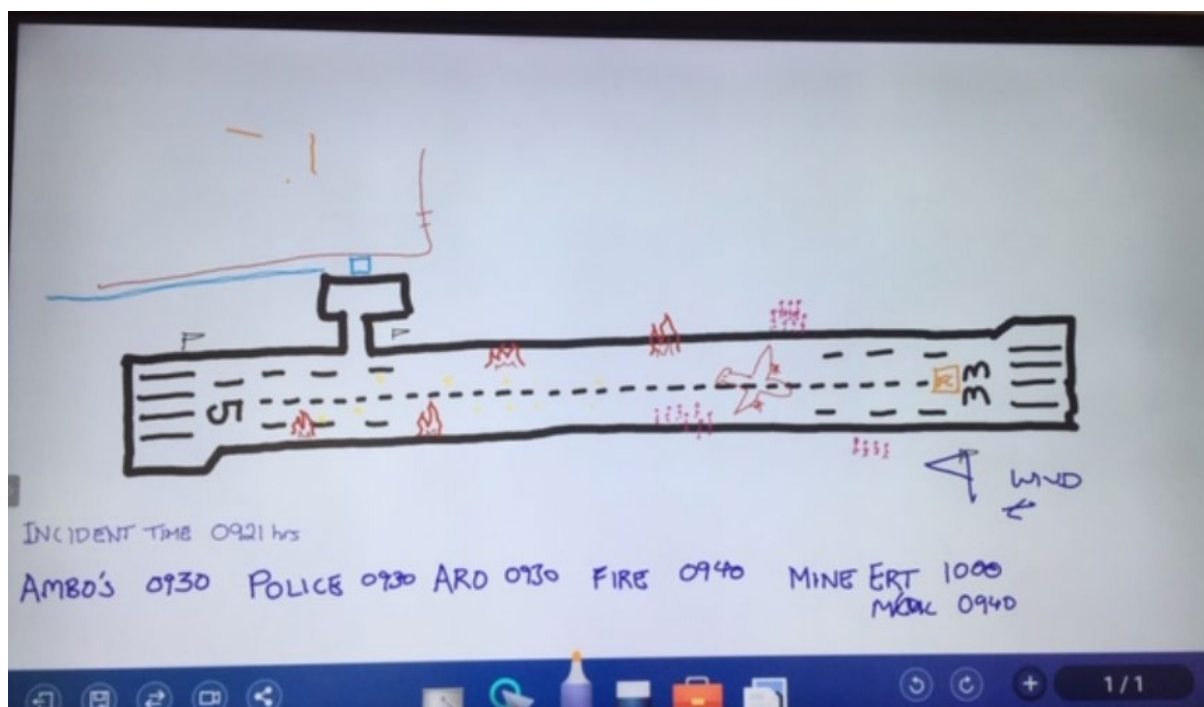
6 Photos



Prop utilisation.



Exercise location - Wiluna Council Chambers.



Electronic whiteboard utilisation.



Exercise participants.

7 Loyalty of the Exercise to the Aerodrome Emergency Plan

7.1 Interpretation

Compliance with respect to the AEP and the applicable regulations and standards should be analysed by the Aerodrome Emergency Committee. In some instances, the regulation does not specify level of emergency support to be provided but rather it is the responsibility of the Aerodrome Emergency Committee and the Aerodrome Operator to determine and provide for an adequate Aerodrome Emergency Plan.

7.2 Adequacy of the Exercise Regulation

CASR139 and MOS139 do little to say how the plan must be tested though a recent release of CASA Advisory Circular 139-07 specifies the following;

The Part 139 MOS requires that emergency exercises are commensurate with the size and scale of operations at an aerodrome. The term 'commensurate' should be considered in context. The aerodrome operator shall assess the most demanding aircraft type and ensure that their AEP field exercise and/or tabletop exercise caters for that size and type of aircraft.

The Aerodrome Emergency Committee should ensure that the exercises are in 'spirit' with the above extract. It is very demanding on small communities to undertake such large-scale exercises and this is felt across the industry, however the operator should be making its best effort to achieve the above requirements wherever possible to ensure the plan is durable in the event of an actual emergency.

Advisory Circular AC-139-07

<https://www.casa.gov.au/files/139c07pdf>

8 Review

The exercise outcomes must be reviewed by the Aerodrome Emergency Committee as soon as practicable in accordance with CASR 139.215. Where appropriate, the Safety Management System (SMS) can be used to implement improvements to the AEP at the direction of the Committee. These can be through standalone actions or hazard actions which are documented in the Airport SMS. This method creates an auditable path of improvement methodology which is beneficial for compliance demonstration purposes.

With reference to the regulatory compliance, the Civil Aviation Safety Regulations 1998 states:

139.205 Aerodrome emergency committee

- (1) The operator of a certified aerodrome must establish an aerodrome emergency committee. Penalty: 10 penalty units.
- (2) An offence against sub regulation (1) is an offence of strict liability.
- (3) The committee must include a representative from any fire, police or other emergency service that, having regard to the location of the aerodrome, would be likely to be asked to assist if there were an emergency at the aerodrome.

139.210 Aerodrome emergency plan

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- (1) The aerodrome emergency committee for a certified aerodrome must prepare an aerodrome emergency plan.
- (2) The plan must include:
 - (a) procedures for coordinating the responses of all emergency service organisations referred to in the plan; and
 - (b) any other matters that are required to be included in the emergency plan by the Manual of Standards.
- (3) The committee must review the emergency plan at least once a year and make any changes to the plan that are necessary to ensure that it operates properly.
- (4) The review must be carried out in consultation with the emergency service organisations referred to in the emergency plan.
- (5) As soon as practicable after an emergency exercise has been carried out at the aerodrome or if an emergency has occurred at the aerodrome, as soon as practicable after the emergency, the operator of the aerodrome must arrange for the committee to:
 - (a) review the effectiveness of the responses to the exercise or the emergency; and
 - (b) assess the adequacy of the emergency plan to deal with emergencies at the aerodrome; and
 - (c) take such corrective action as is necessary to ensure that the plan operates properly.
- (6) The operator must ensure that:
 - (a) records of each review of the emergency plan carried out under this regulation are kept; and
 - (b) each record is retained for at least 3 years after the review to which the record relates was carried out.

Penalty: 10 penalty units.

- (7) An offence against sub regulation (6) is an offence of strict liability.

139.215 Testing of aerodrome emergency plan

- (1) Subject to this regulation, the operator of a certified aerodrome must conduct an emergency exercise at least once every 2 years to test:
 - (a) the coordination of the emergency service organisations referred to in the aerodrome's emergency plan; and
 - (b) the adequacy of the procedures and facilities provided for in the plan. Penalty: 10 penalty units.
- (2) If a real emergency occurs at the aerodrome within 6 months before an emergency exercise is due, the operator may ask CASA to extend the period within which the next emergency exercise must be conducted.
- (3) CASA must grant the request if it is satisfied that:
 - (a) all emergency service organisations referred to in the plan responded to the real emergency; and
 - (b) the real emergency adequately tested the plan.
- (4) In granting the request, CASA may extend the period until the end of 2 years after the real emergency occurred.

The Manual of Standards states:

10.8.4 Aerodrome Emergency Exercises

- 10.8.4.1 The minimum frequency of full-scale aerodrome emergency exercises of two years has been set after considering international practice and the cost of mounting such exercises. However, such exercises should be held annually.
- 10.8.4.2 Specialty emergency exercises aimed at testing and reviewing the response of individual responding agencies, such as rescue and firefighting services, as well as parts of the emergency plan, such as the communications system, should be held at more frequent intervals than the full-scale exercise.
- 10.8.4.3 Aerodrome licence holders should conduct ‘table-top’ exercises involving the Aerodrome Emergency Committee annually or whenever there is a change of major participants, provided such exercises do not conflict with the full scale or specialty exercises.
- 10.8.4.4 Experience to be gained from exercises should be shared by inviting other aerodrome licence holders to attend as observers. Operators of major aerodromes should notify the relevant pilot and cabin attendant staff associations of each planned emergency exercise to enable representatives of those organisations to observe the exercise and participate in the review should they so desire.

The purpose for testing the plan is to review and assess the “Command, Control and Coordination” of those responsible in responding to an emergency on or near an aerodrome.

The Wiluna AEP was activated and furthermore provided an opportunity to activate the Emergency Services Incident Management and Crisis Management protocols and procedures in dealing with a catastrophic event.

The Aerodrome Emergency Committee must review all documentation and observations to assess if the Aerodrome Emergency Plan was in fact tested and responses were concurrent with the plan, and if any changes to the plan are considered necessary

9 Abbreviations and Definitions

Abbreviation	Definition
AC	Advisory Circular Documentation created by CASA in consultation with industry to promote recommended practices as a means of complying with legislation.
AEC	Aerodrome Emergency Committee Required under the CASR139 for the purpose of formulating, testing, improving, and monitoring the aerodrome emergency plan.
AEP	Aerodrome Emergency Plan Required under the CASR139. Contains procedures in relation to aerodrome emergency response arrangements.
AIIMS	Australasian Inter-Service Incident Management System

	A 'best practice' system of incident management commonly used across Australia.
AMS	Aerodrome Management Services
ARO	Aerodrome Reporting Officer A position required under the Regulation CASR139 for the purpose of inspecting reporting on the aerodrome condition and advising aerodrome users in relation to the changes of the aerodromes condition.
CASA	Civil Aviation Safety Authority
CASR139	Civil Aviation Safety Regulations Part 139
DFES	Department of Fire and Emergency Services (Formerly) FESA
Combat Agency	Western Australian Emergency Management Regulations 2006 – An organisation responsible for incident intervention in a defined area. DFES generally serve as the fire / rescue combat agency for air crash scenarios.
GHA	Ground Handling Agent (On behalf of the airline) Represents the airline locally for the purpose of customer liaisons, check in, aircraft handling, baggage handling, etc. In this instance the GHA is contracted to Skippers Aviation.
HMA	Hazard Management Agency Western Australian Emergency Management Regulations 2006 – An organisation responsible for incident management in a defined area. WA Police serve as the HMA in WA for the purpose of civil air crash scenarios
IC	Incident Controller AIIMS and Emergency Management Terminology to describe the role of the person responsible for overall control of the incident
MOS139	Manual of Standards Part 139 Operating standards for aerodromes as required by the CASR139
NOTAM	Notice to Airmen Notices published to air crew for the purpose of communicating changes to the aerodrome condition
OHS	Occupational Health and Safety / Occupational Safety and Health
OIC	Officer in Charge
SITREP	Situation Report
SMS	Safety Management System Required in accordance with the CASR139 for use at certified aerodromes such as The Granites. A holistic system of safety management at the aerodrome with features including (but not limited to); Risk Management, Training, Incident Reporting, Hazard Reporting, Safety Performance, Documentation Management, and Safety Promotion