



**GLIDING NEW ZEALAND INCORPORATED**

***ADVISORY CIRCULAR***  
***AC 1-05***

**EMERGENCY PLANS**

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## 1 Introduction

- 1.1 Emergency planning is the process of preparing the operator of a gliding site to cope with an emergency, not necessarily involving an aircraft, occurring at the site or in its vicinity, with the objective of saving lives, protecting those involved, minimising property damage and maintaining site operations, in that order.
- 1.2 All GNZ affiliates should have an Emergency Plan and ensure that its instructors and other senior members are familiar with its contents.
- 1.3 The purpose of this Advisory Circular is to provide guidance on what an Emergency Plan should contain, what on-site equipment should be available, how to contact response agencies in an emergency; and post-emergency actions.

## 2 Contents of an Emergency Plan & Contact List

- 2.1 Appendix 1 contains a model outline of an emergency plan. This model is generic, and each affiliate needs to develop its own plan suited to their site, locality and availability of local resources. In developing the plan, it is a good idea to consult the local first-response services (police/fire/ambulance) to ensure that procedures potentially involving them will be effective.
- 2.2 A contact list should be maintained at the airfield operational base (eg field caravan) and in the club house. See the example at Appendix 2.

## 3 On-Site Emergency Equipment and Signage

- 3.1 **Equipment.** Basic medical supplies and fire extinguishers should be available in the club-house and/or hangar and/or control caravan. Their location should be well sign-posted. A procedure needs to be established to ensure that items held do not exceed their use-by dates. A couple of blankets should be available as part of the emergency kit.
- 3.2 **Signage.** In some circumstances an instructor or other senior member may not be immediately available on site to initiate an emergency response, so this may fall to someone not familiar with the site or its operation. Consideration should be given to displaying a sign in a prominent position, detailing who to telephone and providing details of the site name and physical location for road access.

## 4 Running a Search & Rescue Operation

Appendix 4 provides practical steps for assisting RCC and the Police with a search & rescue operation.

## 5 Post-Emergency Reporting and Follow-Up

- 5.1 **Aircraft accident.** Within the 10 days after an aircraft accident, a form CA005 and flight-crew statements must (by law) be submitted to the CAA. This is a P-i-C responsibility or, if the pilot has been killed or incapacitated, the aircraft operator must report instead. For more information, see GNZ AC 2-08 Accidents and Incidents.
- 5.2 **Debrief:** Soon after the event, a comprehensive de-brief with all those involved should be held to review the Emergency Plan and correct any deficiency found.

## 6 Training and Testing

- 6.1 **Training.** Consideration should be given to organising first-aid courses for club members.
- 6.2 **Updating the plan.** All items that can regularly change, such as contact personnel, phone numbers etc, should be updated at least annually.
- 6.3 **Simulated emergency exercise.** The Emergency Plan should be tested periodically by holding a simulated emergency exercise. This does not have to be complex – a simple table-top exercise or a walk-through exercise to simulate a specific component of the response will generally be sufficient. It can also be useful for debriefing to have one or more observers, not directly taking part in the exercise itself.

<b>Table-top exercise</b>	<b>Walk-through exercise</b>
Conducted in a briefing room using a whiteboard to help participants talk through the procedures in response to given scenarios.	Conducted in the field, and may involve volunteers who play-act the victims of the emergency. The sequence of events can be stopped at any point during the exercise to assess/analyse particular actions by participants.
<b>Debrief</b> Following the exercise, an oral debriefing session should be held to obtain feedback from the participants, any play-actors, and observers to determine if the objectives of the exercise were met, what worked well and what could be improved upon.	

## Appendix 1    Model Emergency Plan

**ABC GLIDING CLUB XYZ ROAD**  
**LAT dd.mm.ss S LONG ddd.mm.ss N**  
**Phone nn nnn nnnn**

### EMERGENCY PLAN

#### 1. *Taking Charge*

Depending on who is immediately available, in order of preference, the person taking charge should be:

- CFI
- Duty Instructor
- Senior Club member (eg other instructor, Committee member, or experienced pilot).

#### 2. *Priorities (Remember, effective communication is critical)*

- 1<sup>st</sup> Priority for immediate attention is life or property
- 2<sup>nd</sup> priority is CAA and Police requirements
- 3<sup>rd</sup> priority is notifying the club President and CFI if not on site
- Media enquiries are lowest priority, and should be dealt with by the President, Vice President or CFI. Media should be given facts only – no speculation as to causes, no names of persons involved.

#### 3. *Emergency on or near club site*

- a) If injury obvious or likely, dial 111 for ambulance, giving site name and physical location for road access, and GPS coordinates for helicopter if appropriate (see top of page). Fatality requires police as well.
- b) Take emergency kit and fire extinguisher to site and extinguish any fire.
- c) Do no more than is necessary to preserve life – if reasonable and spinal injury not suspected, remove occupants to administer first aid, noting the state of safety harnesses and positions of occupants as they are extricated.
- d) All surviving casualties should be transported to hospital or other medical facility for further assessment, regardless of their condition.
- e) If an aircraft is involved, DO NOT move any wreckage unless absolutely necessary, in which case photograph or make notes of the wreckage disposition if possible before disturbing it.
- f) If an aircraft is involved, advise CAA on 0508 ACCIDENT (**0508 222 433**) as soon as practicable. Secure the accident site, including all scattered wreckage, as well as other evidence, such as ground scars etc. (Do not attempt to move any scattered wreckage items and do not release any wreckage other than to official investigators/police.)

- g) Obtain the names, addresses, phone numbers, and intended movements of witnesses. Note any witnesses who may have photographic or video evidence of the occurrence.
- h) Check with the police before any action is taken to remove bodies.
- i) Advise President, Vice President and CFI if not present – defer all media enquiries to one of them.

#### **4. *Emergency away from club site involving aircraft that club is flight-following***

- a) A possible scenario is the pilot of another aircraft witnessing an aircraft accident and reporting this by radio back to base. Ask the reporter to provide LAT/LONG, *carefully noting whether the minute format is decimal (which is usual) or mm and ss.*
- b) Dial 0508 ACCIDENT (**0508 222 433**) and pass on all information available, particularly the LAT/LONG, if known, to facilitate helicopter rescue.
- c) Dial 111 for police, advising situation and that you have already called CAA.
- d) If feasible, consider dispatching a tow plane to land near the emergency site to provide assistance and/or to relay information. Note that the tow plane transponder (via ATC) may be a means of pinpointing the site for emergency services.
- e) If feasible, despatch responsible persons with emergency kit to the site by road to provide assistance to pilot(s) or police.
- f) If the site is reached before the police, follow the steps in 3 above regarding removal of occupants and securing wreckage. Take photographs and make notes of anything you think could be of assistance in the subsequent investigation.
- g) Advise the landowner of the situation, including preliminary advice of any property damage.

#### **5. *Overdue glider***

- a) This procedure should be initiated when:
  - More than 60 minutes has passed since the position of a competition glider has been shown by satellite (eg SPOT) or reported via an “Ops Normal” call; or
  - During normal cross country flying activities, a responsible person (eg duty instructor) considers the glider to be overdue, having regard to information about pilot intentions, experience level, conditions and/or contacts reported by other pilots, weather conditions, time of day, nature of terrain, SPOT position, ATC radar etc.
- b) Call the Rescue Coordination Centre (RCC) on **0508 472 269** to establish an alert phase. (See Appendix 3 for the information required.)
- c) Request radio assistance from other pilots still airborne in the area and call mobile phones of overdue pilot and crew members.
- d) Establish an area of probability for glider location.
- e) If the glider is not located within 30 minutes of initial call to RCC, call again to declare glider overdue and advise details of any aerial search resources immediately to hand.
- f) Appendix 4 provides practical steps for assisting RCC and the Police with a search & rescue operation.

**6. *Aerial searches***

- a) RCC will make any decisions regarding aerial searches for overdue aircraft, so any decision to commit club or club member resources to the aerial effort must have RCC prior approval and specific tasking.
- b) If the club is tasked with assisting in an aerial search, try and include observers who are experienced cross-country pilots familiar with the area. Subject to RCC tasking, check airstrips and possible land-out areas first. *Do not put people at risk.*

**7. *Returning to normal operations after emergency stand-down***

- a) The club President (or his nominee) should telephone the GNZ President and the ROO or NOO to advise them about the emergency and the “state of play”.
- b) Consider whether any persons involved might need counselling and, if so, contact Victim Support on 0800 VICTIM (**0800 842 846**).
- c) If club assets are lost or damaged, the relevant insurance company should be promptly advised in order not to prejudice any subsequent claim.

## Appendix 2    Contact List

**ABC GLIDING CLUB XYZ ROAD**  
**LAT dd.mm.ss S LONG ddd.mm.ss N**  
**Phone nn nnn nnnn**

		<b>Land Line</b>	<b>Mobile</b>
Club President	(Name)		
CFI	(Name)		
Vice President	(Name)		
Chief Tow Pilot	(Name)		
<b><i>Police/Fire/Ambulance</i></b>		111	
Report aircraft accident	CAA	0508 222 433	
Search & Rescue	RCCNZ	0508 472 269	
Medical Centre	(Name)		
Air Traffic Control	(Unit Name)		
Victim Support		0800 842 846	
GNZ President	(Name)		
National Operations Officer	(Name)		
Regional Operations Officer	(Name)		
Club insurance company	(Name)		

## **Appendix 3 Initial Notification of Missing Aircraft**

Have as much of this information as possible ready when you make contact with RCC.

**RCC 0508 472 269**

Your name		
Your location		
Your contact details		
The missing aircraft	Type	Registration
Pilot in Command	Full Name Age	
Crew /Passenger	Full Name Age	
Place of launch		
Time and type of launch		
Intended destination		
Intended / declared task / route		
Last known position and time Lat/long and time		
Details of any tracking device carried. e.g. SPOT, Flarm (Include details of links to host website / log-on / password or tracking data)		
Other equipment on aircraft: Radio type, parachute(s), ELB /PLB, cellphone with contact number(s)		
Distinguishing features of acft		



## **Appendix 4    Practical Steps for Assisting RCC and the Police in Running a Search & Rescue Operation**

1. As soon as an aircraft is considered missing (see section 5a of the model emergency plan), the RCC in Wellington should be called **0508 472 269**. Be ready with as much of the information on the Initial Notification of Missing Aircraft form as possible, Appendix 3.
2. Then call the NZ Police. Police will turn up relatively quickly and will have forms etc required for SAR ops. The police will have overall local command but will most likely use experienced gliding personal to assist in the search and liaise with RCC to best utilise their experience and knowledge of where the missing aircraft may be.
3. Set up a base area, ideally a room with radio communications, telephone and computer with internet access (with Google Earth) and a colour printer. Get maps that cover the possible search area. A white board is very helpful for briefing and sharing important information.
4. Immediately attempt to contact the missing aircraft. This should include making calls from other aircraft in the air. Check with Air Traffic Control and have calls made on any other area frequencies, MBZ etc or chat frequencies. Also try the missing pilot's cell phone.
5. Immediately check for any tracking devices the aircraft may have been using (eg SPOT).
6. Ascertain as much information about the flight as possible. This should include any declared intentions by the pilot in command and may be known by friends, other pilots, family or those who assisted the pilot with pre-flight preparation. If possible get the pilot's log book and get a feel for what flying has been done recently and where the pilot may go. Use this information to plot the possible search area and the possible flight track taken in the prevailing conditions. Ascertain what other aircraft have been flying during the time the missing aircraft has been flying and gather information from other pilots about the conditions during their flights.
7. Gather contact details of potential helpers and possible search aircraft available and their capabilities. Organise delegation of duties such as spotters, radio ops, search pilots (note these need to be CPL qualified pilots for search flights to be paid by RCC) and advise a time and place to meet for an Initial Search Briefing.
8. NOTE: Searches are ultimately authorised from RCC and coordinated on site by the Police. This can take a bit of time to set up with available aircraft & CPL qualified pilots.
9. Initial searches can be done by the club and should focus on the most likely places the missing aircraft would be, including local strips, but this may be at the expense of the club unless authorised by the RCC.
10. The search area should be refined in liaison with RCC and plotted on available maps. Establish a computer link with RCC.

11. The use of SPOT type flight following devices and Nano flight recorders in the search aircraft is extremely helpful in overlaying tracks of where search aircraft have been. The tracking code/aircraft registration associated with each SPOT and Nano in the search aircraft should be made available to RCC, and search aircraft track plots sent to RCC as soon as possible after the search aircraft lands.
12. Hold an Initial Search Briefing. Time is critical; avoid unnecessary delays but do ensure the briefing of search crews is adequate, so each group knows exactly where they are assigned to search.
13. Provision for printing maps of each of the search areas should be considered if possible, also to layout search areas for each search aircraft. Ensure there is effective communication with each aircraft.
14. Brief the spotters on what they may see, as a crashed aircraft may be broken up and not look much like an aircraft from a distance. Look for anything unusual, or out of place. Reflections etc, white in green. Specific guidance for spotters is available in the NZ SAR Air Observer Manual.
15. At the end of any search sortie, debrief where each search has been and keep records, print tracks on maps and pass this to the RCC.
16. Do not assume that any area searched has been completely done. It is easy to miss seeing a downed aircraft due sun angles, slope of terrain or simply looking in the wrong direction at a particular instant. Snow covered ground is particularly difficult with a white glider.
17. If an aircraft is sighted, get the search aircraft to relay the GPS coordinates or accurate map position to the base. Take aerial photographs of the scene so as to make it easy to re-locate for the rescue team.
18. If the aircraft is found it is likely the RCC will dispatch a helicopter to the site with a local rescue team.
19. Consideration for the performance of each search aircraft should be considered if higher altitude areas need to be searched.