Karratha Airport

Aerodrome Emergency Plan (AEP)

Bayly Avenue
Gap Ridge WA 6714
www.karrathaairport.com.au

p. (08) 9186 8507

airportservices@karratha.wa.gov.au
ABN: 83 812 049 708

THIS PAGE IS INTENTIONALLY BLANK

CONTENTS

1 INTRODUCTION 1

1.1 Conditions of Use 1

1.2 Authorisation Statement 1

1.3 Aim 2

1.4 Objectives 2

1.5 Assumptions 2

1.6 Scope 2

1.7 Response Area Covered by AEP 3

1.8 Legislation 3

1.9 Definitions 4

1.10 Documentation 12

1.10.1 Airport Manuals 12

1.10.2 Copyright 12

1.10.3 Aerodrome Certificates 12

1.11 Plan Amendment Procedures 12

1.12 Document Review 13

1.13 Plan Holders 14

1.14 Record of Amendments 16

1.15 List of Effective Pages 17

2 AIRPORT EMERGENCY COMMITTEE (AEC) 22

2.1 AEC Responsibilities 22

2.2 Chair and Composition of the AEC 22

2.3 Roles and Responsibilities of Agencies 24

2.3.1 Incident Management Team (IMT) 24

2.3.2 Karratha Airport (KTA Airport Staff) 24

2.3.3 City of Karratha 25

2.3.4 WA Police 25

2.3.5 Airservices Australia (ATC - Karratha) 26

2.3.6 Airservices Australia (Melbourne Centre) 27

2.3.7 Airservices Australia (ARFFS) 27

2.3.8 Department of Fire and Emergency Services (DFES) 28

2.3.9 St John Ambulance Services (SJA) 28

2.3.10 Department of Health (Karratha Health Campus) 28

2.3.11 Airport Refuellers 29

2.3.12 Airlines/Airline Representatives 29

2.3.13 ATSB 30
2.3.14 Department of Communities 30
2.3.15 Resource Industry 30
2.3.16 State Coroner 31
2.3.17 Red Cross/Clergy 31
3 INCIDENT RESPONSE 32
3.1 Aircraft Ground Incident (AGI) 32
3.2 Local Standby 33
3.3 Full Emergency 34
3.4 Crash On Airport 36
3.5 Crash Off Airport 37
3.6 Bomb Threat 38
3.7 Hazardous Materials Incident (HAZMAT) 40
3.8 Fire 41
3.9 Medical Emergency 42
3.10 Natural Disaster 43
3.11 Cyclone Plan 43
3.11.1 Airlines/Airline Representatives 45
3.11.2 Other Airport Tenants 45
3.11.3 Refuellers 45
3.11.4 Returning to Work 45
4 AIRPORT EMERGENCY FACILITIES 45
4.1 Incident Control Centre (ICC) 46
4.2 Incident Command Post (ICP) 46
4.3 Emergency Coordination Centre (ECC) 49
4.4 Vehicle Reporting Point (VRP) 50
4.5 Casualty Processing Area (CPA) 51
4.6 Passenger Reception Centre (PRC) 53
4.7 Relative Reception Centre (RRC) 55
4.8 Reuniting Facility 56
4.9 Crew Reception Centre (CRC) 57
4.10 Media Centre 57
5 OPERATIONAL RESPONSE TO AN EMERGENCY 58
5.1 Communication 58
5.2 Airport Access 58
5.3 Primary Emergency Access 59
5.4 Primary Emergency Access 60

5.5 Secondary Emergency Access 61
5.6 Staging Area 62
5.7 Staff Assembly Area 62
5.8 Communication with Airport Community 62
6 RETURNING THE AIRPORT TO OPERATIONAL STATUS (RECOVERY) 63
6.1 Investigations 63
6.2 Recovery of Wreckage/Clean Up 63
6.3 Return to Operational Status 64
6.4 Return to Restricted Aircraft Operations 64
6.5 Return to Unrestricted Operations 64
6.6 Security Control 65
6.7 Critical Incident Stress (CIS) and Post Trauma Management (PTM) 65
7 PLAN REVIEW 66
8 EXERCISES 67
8.1 Aim of Exercises 67
8.2 Types of Exercises 67
8.2.1 Specialty Emergency Exercises 67
8.2.2 Tabletop Exercises 67
8.2.3 Full Field Emergency Exercises 67
8.3 Exercise Frequency 67
8.4 Planning of Exercises 68
8.5 Evaluators 68
8.6 Pre-Briefing 69
8.7 De-Briefing 69
8.8 Post Exercise Report 69
8.9 Airport Emergency Committee Review 69
8.10 Training 70
8.11 Documentation 70
8.12 Exercise Deferment 70
9 APPENDIX A - AIRPORT RESOURCES 71
10 APPENDIX B - AIRPORT SUBPLANS 72
10.1 Sub Plan 1. Disabled Aircraft Recovery Plan (DARP) 72
10.1.1 Agency Roles and functions 72
10.2 Sub Plan 2. Care of the Uninjured 73
10.2.1 Agency Roles and Functions 74
10.3 Sub Plan 3. Care of Relatives Plan 76
10.3.1 Agency Roles and Functions 77

10.4 Sub Plan 4. Media Management 78
10.5 Sub Plan 5. Terminal Evacuation 79
FIGURE 10.5 - Emergency Evacuation Procedure 81
10.5.1 Roles & Responsibilities 82
11 APPENDIX C – AIRCRAFT SPECIFICATIONS (PASSENGER CAPACITY) 84
11.1 Jet Aircraft 84
11.2 Turboprop Aircraft 85
11.3 Helicopters 86
12 APPENDIX D – ASSOCIATED EMERGENCY PLANS AND REFERENCES 87
13 APPENDIX E – AIRPORT COMMUNICATIONS NETWORK 88
13.1 General 88
13.2 Communication with Aircraft 88
13.3 Airport Emergency Coordination Centre (ECC) 88
13.4 Passenger Reception Centre 88
13.5 Combat Agencies, Airport Agencies and Operational Areas 88
13.6 Public Address Systems 88
13.7 Karratha Airport Emergency Radio Channel 89
14 APPENDIX F – MASTER CONTACT LIST 90
15 APPENDIX G – TRANSPORT MASTER CONTACT LIST 93
16 APPENDIX H - KARRATHA AIRPORT EMERGENCY FACILITIES 94
17 APPENDIX H – NOTIFICATION FLOW CHART 95

1 INTRODUCTION

1.1 Conditions of Use

Karratha Airport is owned and operated by the City of Karratha (City). This Aerodrome Emergency Plan (AEP) is issued under the authority of the Chief Executive Officer (CEO) of the City. The Manager Airport is accountable to the CEO for the AEP and is the Airport Authority in regards to the AEP. The AEP contains policies, procedures, instructions, and information required by the Civil Aviation Safety Authority (CASA) necessary to enable the operations personnel to comply with safety requirements and perform their duties safely.

CASA may give a direction to the organisation to include or vary information, procedures and instruction in the AEP at any time, which must be complied with.

This plan shall be made available to airport personnel and other interested parties who shall familiarise themselves with its contents.

Standard operating procedures will be complied with by airport operations personnel and supported where required by workplace instructions.

Where reference is made to the 'Aerodrome Operator', the 'Organisation', and/or the 'Operator', it shall be taken to mean Karratha Airport.

1.2 Authorisation Statement

The Karratha AEP has been written in accordance with Civil Aviation Safety Regulation (CASR) 139 Division 139.100 requirements.

To satisfy the requirements of CASR 139.100 and the Western Australia (WA) Emergency Management Act 2005, Regulations, Policies and Plans, City will operate and maintain the aerodrome in accordance with the procedures of this plan.

The Aerodrome Operator (CEO of the City) is responsible for the approval of this document and supports the policies and procedures contained within this document.

Issued under authority of:

Manager Airport - City of Karratha

Name: Amol Virkar

Signature: _____

Date: 24**/10/2025**

Chief Executive Officer - City of Karratha

Name: Virginia Miltrup

Signature: _____

Date: 24 **/10/2025**

1.3 Aim

The aim of the Karratha Airport AEP is to provide a timely and coordinated response for rescue and recovery from an incident or emergency, and to ensure the health, welfare, safety and security to those who have been involved in an incident or emergency on or near Karratha Airport.

1.4 Objectives

The objectives of the AEP are to:

- Ensure the safety of all persons and the protection of life.
- Emphasise risk management and safety across the full spectrum of prevention, preparation, response and recovery.
- Provide clarity as to command and control, roles and coordination of functions in emergency management Karratha Airport.
- Ensure that the capability and resourcing requirements of these responsibilities are understood.
- Provide a flexible framework within which stakeholders can prepare sub plans and Standard Operating Procedures as appropriate to their roles and responsibilities in regard to emergency management at Karratha Airport.

1.5 Assumptions

This Plan is based on the assumption that each agency with a statutory responsibility has in place appropriate supporting Airport Emergency Procedures or Standard Operating Procedures [SOPs] which deal with that agency's response in accordance with this Plan.

These assumptions, in general are:

- On awareness of developing incidents or realised emergencies, notifications are made without delay.
- Emergency responders have the capacity and capability to respond to the emergency within the expectations of governance and the community.
- Agencies and organisations should conduct their operations consistent with the general principles of the Australasian Inter Service Incident Management System (AIIMS) and the Incident Control System (ICS).
- Airlines and other aviation industry participants have practiced plans that consider the arrangements specific to Karratha Airport.
- Without these interdependencies, the implementation of this plan may be compromised.

1.6 Scope

This plan details the arrangements for control, command and co-ordination of the response and initial recovery from an emergency within the boundary or in the vicinity, as defined, of Karratha Airport.

The AEP takes a comprehensive risk based 'all-hazards-all agencies' approach. This includes the development of its arrangements for the effective management, coordination of resources and activities for the prevention, preparedness, response and recovery of incidents, emergencies and disasters at Karratha Airport.

1.7 Response Area Covered by AEP

In accordance with the relevant regulations the AEP will cover aircraft and other emergencies that occur within Karratha Airport boundary and 1000 metres beyond the aerodrome boundary.

The area known as the Karratha Airport defines the scope of this AEP. The area covered by the Karratha Airport is administered by City and extends beyond the perimeter fence which is known as the Airport Reserve (currently the reserve is not fenced). This AEP does not impinge on other plans or arrangements for off airport incidents or emergencies.

This plan will, however, identify the response capability to the difficult terrain immediately to the East and West of the Airport.

The Aviation Rescue and Fire Fighting (ARFFS) has discretion to operate more than 1000 metres beyond the aerodrome boundary for aviation - related incidents but must prioritise incidents on or within 1000 metres of the aerodrome. State Hazard Plan - Crash Emergency will cover areas outside the above-mentioned areas (Refer to Appendix E for relevant plans).

1.8 Legislation

Australia has international obligations as a Contracting State to International Civil Aviation Organisation (ICAO); the Commonwealth has entrusted the enforcement of its obligations to the CASA. CASA has enacted CASR Part 139.095(a) (ii), Appendix 1(b) and Part 139.100 pertaining to AEPs and provides guidance in the Manual of Standards (MOS) Part 139 – Aerodromes, Chapter 10.

The relevant legislation considered in developing the Karratha Airport AEP includes but is not limited to:

COMMONWEALTH	
Air Navigation Act 1937	*Aviation Transport Security Act 2004*
Civil Aviation Act 1988	*Aviation Transport Security Regulations 2005*
Civil Aviation Safety Regulations 1998	*Environment Protection and Biodiversity Conservation Act 1999*
MOS Part 139 - Aerodromes	
STATE, (WA)	
WA Emergency Management Act 2005	*Work Health and Safety Act 2020 (WA)*
WA Emergency Management Regulations 2006	*Work Health and Safety Regulations 2022 (WA)*
WA State Emergency Management Plan 2019	*Environmental Protection Act 1986*
WA Policy Statements	*Environmental Protection Regulations 1987*
WA State Aviation Strategy 2020	
LOCAL	
City Local Emergency Management Arrangements	

1.9 Definitions

ACCIDENT	An accident means an investigable matter involving a transport vehicle (aircraft, helicopter, drone) where: • a person dies or suffers serious injury as a result of an occurrence associated with the operation of the vehicle; or • the vehicle is destroyed or seriously damaged as a result of an occurrence associated with the operation of a vehicle; or • any property is destroyed or seriously damaged as a result of an occurrence associated with the operation of the vehicle.
AERODROME	A defined area of land or water including buildings, installations and equipment intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
AGENT	The name, address and contact details of the person who is authorised to act on behalf of an applicant and where all correspondence should be sent if this person and address is different to the entity.
AIR TRAFFIC CONTROL	A generic term meaning, variously, air traffic advisory service, area control service, approach control service or Airport control service.
AIRPORT GROUND INCIDENT	An AGI is when an aircraft on the ground is involved in an incident of a lesser nature than an aircraft accident. The incident may have caused aircraft damage, have potential to result in aircraft damage, or put the passengers and crew at risk.
AIRCRAFT/ AEROPLANE FIXED and ROTARY WINGS	A powered flying vehicle with fixed wings or rotary wings and a weight greater than that of the air it displaces.
AIRCRAFT OPERATOR	A person, organisation or enterprise engaged in or offering to engage in aircraft operation.
AIRPORT	A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
AIR TRAFFIC CONTROL	Air traffic control service provided by Airservices Australia to control aircraft and vehicular movement on Airports.
AIRPORT OPERATOR	Any owner, licensee, Authority or Corporation, or any other body, which has legal responsibility for a particular Airport. (At Karratha - “City of Karratha”).
AERODROME EMERGENCY PLAN	A plan developed by the Aerodrome Emergency Committee to co-ordinate all agencies/organisations and their individual Airport Emergency Procedures, State or supporting area plans for dealing with an Airport emergency.

AIRPORT REPORTING OFFICER/S	Airport staff responsible for the management of works, safe operations, regulatory reporting of Airport requirements, and ensuring general compliance with airport standards that Movement Areas and associated Obstacle Limitation Surfaces are safe for aircraft operations.
APRON	That part of an airport to be used for: • The purpose of enabling passengers to board or disembark from an aircraft • Loading of cargo onto, or unloading cargo from, an aircraft • Refuelling, parking or carrying out maintenance on aircraft.
ASSEMBLY AREA *(Also referred to as a Staging Area)*	A pre-arranged, strategically placed area on or off airport, where general staff and their vehicles can be assembled in order to be escorted to the Airport during an emergency
ASSESSMENT	An activity to determine whether or not a reported hazard is in fact a risk to aerodrome safety in any way. The outcome of an assessment is to classify all reported hazards, incidents and accidents as a risk of a certain magnitude. Assessment involves transitioning reported hazards and events into risks so that they can be dealt with in a meaningful way.
AUTHORITY	Means the Civil Aviation Safety Authority.
AIRSERVICES	The provider of Air Traffic Control & Aviation Rescue Fire Fighting services.
AUSTRALIAN MARITIME SAFETY AUTHORITY - AVIATION RESCUE	Australia's national agency responsible for maritime aviation search and rescue.
AUSTRALIAN TRANSPORT SAFETY BUREAU	An independent body within Department of Infrastructure, Transport, Regional Development, Communications, sports and the Arts.
CRITICAL INFRASTRUCTURE SECURITY CENTRE (CISC)	The CISC is part of the Department of Home Affairs and helps protect Australia's airports and other vital services. For aviation, it works with airports and airlines to make sure security risks are managed, threats are reduced, and compliance with national aviation security laws is maintained.
COMBAT AGENCY	The agency primarily responsible for responding to a specified or potential emergency.
COMMAND	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.

CONTROL	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
CASUALTY PROCESSING AREA	The area where health and ambulance staff assemble to provide triage, treatment and arrange transportation to hospital for those persons injured in the emergency.
CITY OF KARRATHA (the City)	The local government Authority responsible for the management of all aspects of the Karratha Airport.
COORDINATION	The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, human and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources and operates vertically within an organisation as a function of the authority to command, and horizontally across organisations as a function of the authority to control.
DEFENCE AVIATION SAFETY AUTHORITY	Responsible for enhancing and promoting the safety of military aviation and investigating Australian military aircraft accidents.
EXERCISE	Simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people working together.
EMERGENCY/DISASTER	An emergency due to an actual or imminent occurrence which • endangers, or threatens to endanger, the safety or health of persons; and • destroys or damages, or threatens to destroy or damage, property. Emergency is sometimes used interchangeably with the term disaster, as, for example, in the context of biological and technological hazards or health emergencies, which, however, can also relate to hazardous events that do not result in the serious disruption of the functioning of a community or society.
EMERGENCY GATE	The gate used for airside access by agencies/organisations responding to an 'On Airport' emergency. At Karratha Airport – Gate 6 (In the ARO Workshop yard).
EMERGENCY COORDINATION CENTRE	A fixed location established on or near the airport as a centre for control, co-ordination, or communication during an emergency.
FACILITY	Premises being used, or to be used, for the operation of an aircraft on an aerodrome. These premises may be fixed or portable and may include communications facilities.

FULL EMERGENCY	A condition declared when it is known that an aircraft approaching the airport is, or is suspected to be, in such trouble that there is danger of an accident and requiring the response from off airport agencies. • LEVEL I – up to 18 seats (ATS reference – Light) • LEVEL II – up to 215 seats (ATS reference – Medium) • LEVEL III – up to 560 seats (ATS reference – Heavy)
FULL-SCALE EMERGENCY EXERCISE	Assembling and utilisation of all the resources that would be available and used in a real emergency (Also known as Field Exercise).
HAZARD	A source of potential harm or a situation with a potential to cause loss.
HAZARD MANAGEMENT AGENCY	That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken.
HAZARDOUS MATERIALS/DANGEROUS GOODS	Articles or substances that are capable of posing significant risk to health, safety or property when transported by air.
HAZARDOUS MATERIALS (HAZMAT) INCIDENT	HAZMAT incident is defined as 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 goods and many industrial chemicals. HAZMAT procedures will be implemented also with incidents that involve a threat or potential threat to Chemical, Biological, Radiological and Nuclear materials.
INCIDENT	An Emergency, which impacts upon a localised community or geographical area, but not requiring the coordination and significant multi-agency emergency management activities at a District or State level.
INCIDENT COMMAND POST	The ARO usually establishes this point (on Airport). This area is denoted by an Airport Vehicle with a flashing beacon and then a Police Vehicle with a single blue rotating beacon and is under the Control of the Incident Controller upon his/her arrival.
INCIDENT CONTROL CENTRE (ICC)	The centre that manages the overall incident response and where the Incident Controller is located along with senior agency and organisational staff required for the effective resolution of the incident.
INCIDENT CONTROLLER	The individual designated by the Hazard Management Agency responsible for the overall management and control of an incident, and the tasking of agencies.
INVESTIGATION	A process conducted to improve transport safety through, among other things, independent investigations of transport accidents and the making of safety action statements that draw on the results of those investigations. It is not the purpose of ATSB investigations to lay blame or provide a means of determining liability.

INNER PERIMETER	The area which is secured to allow effective command, control, coordination and communication, and to allow for safe operations to deal with an emergency, including the immediate ingress and egress needs of an emergency response personnel and vehicles.
KARRATHA AIRPORT (KTA)	The area of land known as Karratha Airport including the reserve area.
LANDSIDE	Those parts of an Airport not considered Airside, that is, areas normally accessible to the general public and not controlled.
LIKELIHOOD	Used as a qualitative description of the probability of frequency.
LOCAL EMERGENCY MANAGEMENT ARRANGMENTS	The plan that is managed by City to mitigate identified risks in City's area of responsibility.
LOCAL STANDBY	A condition declared when an aircraft approaching the airport 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 a response by off airport agencies.
MANOUVERING AREA	Those parts of an airport used for the take-off, landing and taxying of aircraft, excluding Aprons.
MITIGATION	The actions taken to control, reduce or remove a hazard or to reduce the probability or the severity of a risk. The result of an action to make milder or less severe.
MONITOR	To check, supervise, observe critically, or record the progress of an activity or system on a regular basis in order to identify change.
NOTICE TO AIR MISSION (NOTAM)	A NOTAM is filed with an aviation authority to alert aircraft pilots of any hazards enroute or at a specific location. The authority in turn provides a means of disseminating relevant NOTAMs to pilots
OUTER PERIMETER	That area outside of the inner perimeter which is secured for immediate-support operational requirements, free from unauthorised or uncontrolled interference.
OWNER	The legal entity holding the Karratha Aerodrome Certificate.
PASSENGER RECEPTION CENTRE	This is the reception area located on airport for those passengers not taken to hospital, where Disaster Victim Registration is commenced prior to any reunification with waiting family.
PASSENGER REGISTRATION AREA	The area within the Passenger reception Centre that is utilised to provide Disaster Victim Registration and initially obtain information for additional care and re-unification purposes.

PROBABILITY	The likelihood of a specific outcome.
RELATIVE RECEPTION CENTRE	The centre used for the provision of assistance to the families and to the survivors of an aircraft accident. This centre is managed by the Airline and Department of Communities and is a place for the management of the affected personnel AFTER they have been processed through the Passenger Reception Centre.
RECOVERY	The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.
REGISTER.FIND.REUNITE	Red Cross activates and administers Register.Find.Reunite under direction from the State Relief and Support Coordinator.
RESPONSE	The process of combating an emergency and of providing relief to persons affected by the emergency.
RISK	The chance of something happening that will have an impact upon objectives. It is measured in terms of consequence and likelihood.
SAFETY MANAGEMENT SYSTEM	A Safety Management System is an integrated set of management practices, beliefs and procedures for monitoring and improving the safety and health aspects of the organisation.
STAGING AREA	A pre-arranged, strategically placed area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency (At Karratha Airport - Emergency Gate 6).
STANDARD OPERATING PROCEDURES	Individual agency procedures for meeting an Airport Emergency Plan.
SUPPORTING-PLAN	A plan complete in itself, for the emergency management of a special or high risk hazard or event.
TRIAGE	The systematic process of assessing and categorising casualties during an emergency or disaster to determine the priority of treatment and evacuation, based on the severity of injuries and the likelihood of survival.
TRIAGE AREA	Location where triage operations are carried out.
VICTIM	Is an occupant of a civil aircraft, or any person outside the aircraft, who is unintentionally directly involved in the aircraft accident or incident.
WARNING AGENCY	The agency that has initial information on an emergency or potential emergency and responsibility to advise other agencies.
WELFARE AGENCIES	Emergency Personal Support Services and an agency that provides assistance and advocacy services to impacted individuals under the coordination of Department of Communities

Acronyms

ACRONYMS	MEANING
ABF	Australian Border Force
ADF	Australian Defence Force
AEC	Aerodrome Emergency Committee
AEP	Aerodrome Emergency Plan
AGI	Aircraft Ground Incident
AIIMS	Australasian Inter-Service Incident Management System
ARFF	Aviation Rescue and Fire Fighting
ARO	Airport Reporting Officer
ASIC	Aviation Security Identification Card
ATC	Air Traffic Control
ATS	Air Traffic Services
ATSB	Australian Transport Safety Bureau
CASR	Civil Aviation Safety Regulations
CASA	Civil Aviation Safety Authority
CIS	Critical Incident Stress
City	City of Karratha
CPA	Casualty Processing Area
CRC	Crew Reception Centre
CTAF	Common Traffic Advisory Frequency
DAMP	Drug and Alcohol Management Plan
DARP	Disabled Aircraft Recovery Plan
DASA	Defence Aviation Safety Authority
DFES	Department of Fire and Emergency Services
DVI	Disaster Victim Identification
DVR	Disaster Victim Registration
ECC	Emergency Coordination Centre

ACRONYMS	MEANING
ERT	Emergency Response Team
HAZMAT	Hazardous Material
HMA	Hazard Management Agency
HUM	Human Remains
ICAO	International Civil Aviation Organisation
ICC	Incident Control Centre
ICP	Incident Command Post
IMT	Incident Management Team
KTA	Karratha Airport
LEMC	Local Emergency Management Committee
LEP	List Of Effective Pages
MOS	Manual of Standards
NOTAM	Notice to Air Missions
PFC	Police Forward Commander
PRC	Passenger Reception Centre
PTM	Post Trauma Management
RFDS	Royal Flying Doctor Service
RRC	Relative Reception Centre
SES	State Emergency Service
SMS	Safety Management System
SOP	Standard Operating Procedure
UHF	Ultra High Frequency
VFRS	Volunteer Fire Rescue Services
VRP	Vehicle Reporting Point
VHF	Very High Frequency
VFR	Visual Flight Rules
WA	Western Australia

1.10 Documentation

1.10.1 Airport Manuals

The Karratha Airport Manual Suite consists of the following manuals that include the Aerodrome Manual.

KARRATHA AIRPORT MANUALS
Aerodrome Manual
Aerodrome Emergency Plan (AEP)
Airside Vehicle Control Handbook (AVCH)
Bird and Wildlife Management Plan
Drug and Alcohol Management Plan (DAMP)
Safety Management Manual (SMM)
Transport Security Plan (TSP)

1.10.2 Copyright

Any documentation concerning the operation of the airport remains the private property of Karratha Airport and written permission must be obtained before reproducing any of its contents. Airport personnel are exempted for study purposes only during their employment.

1.10.3 Aerodrome Certificates

A link to a copy of the Aerodrome Certificate is contained in the Aerodrome Manual.

1.11 Plan Amendment Procedures

The Manager Airport is responsible for the content, ongoing development, maintenance, distribution and amendment of the AEP. The Manager is also responsible for the safe custody, maintenance and conscientious amendment of the manual.

Displayed in the footer of all pages is the plan name, with the revision/amendment number and the effective date of that particular page displayed in the footer.

The first issue of this plan is shown in the footer as “Revision No: 01-00”, and subsequent revisions are shown as Revision 02-00, 03-00, etc.

Amendments to a current revision are numbered consecutively and are shown immediately after the revision number and separated by a hyphen, e.g. Revision 01-01, 01-02, 01-03, etc; or 02- 01, 02-02, 02-03 etc.

When a revision or amendment to the plan has been made, the Manager Airport will forward a Change Advice Notice and a corresponding set of replacement pages to each plan holder and to the CASA office that is responsible for the oversight of the airport operation. The correspondence will be sent to the relevant CASA office no later than 30 days from the time of publication.

Each Change Advice Notice has a unique number and includes the applicable revision and amendment numbers and the details of all pages to be removed, replaced or added in that revision or amendment.

It is the responsibility of the plan holder to remove and/or replace all pages in the plan as indicated in the Change Advice Notice, and to ensure that they are consistent with the List of Effective Pages (LEP). This must be done promptly on receipt of an amendment. Any discrepancy between the LEP and the actual plan pages should be brought to the attention of the Manager Airport immediately.

A "Confirmation of Receipt" form is attached to each Change Advice Notice. This form is to be filled in and promptly returned to the Manager Airport to confirm that the amendment has been received and incorporated.

1.12 Document Review

The Manager Airport shall conduct a review of this plan at least annually. The results of the review shall be recorded, and the review signed and dated in the designated Master Copy of this plan (see Distribution Record).

The review shall consist of at least the following:

REGULATION	REQUIREMENT
Part 139 MOS 24.01.3(d)	Review the plan: (i) following a test, an exercise or a real activation of the aerodrome emergency plan for the aerodrome; and (ii) if subparagraph (i) does not apply, at least annually.
AC 139-7 (0) Aerodrome Emergency Planning	Section 11 AEP Review

REVIEW DATE	AMENDMENT REQUIRED (Y/N)	DETAILS OF AMENDMENT	AM MANUAL CONTROLLER SIGNATURE
01 March 2017	Y	Full Revision	Brian Joiner
24 April 2020	Y	Full Revision (V 9.0)	Amol Virkar
12 June 2020	Y	8.3 Exercise Frequency restored to align with MOS Part 139, section 24.05(1)(a) – AEC approve	Amol Virkar
September 2021	Y	Appendix F – Master Contact List	Amol Virkar
September 2022	Y	Full Revision (V10.0)	Amol Virkar
May 2023	Y	ICC location moved to ARO workshop; vehicle access moved to gate 6	Amol Virkar
October 2024	Y	Full Revision (V11-0)	Amol Virkar
October 2025	Y	Full Revision (V12-0)	Amol Virkar

1.13 Plan Holders

AEP COPY	AEP HOLDER NAME	PRINT (P) ELECTRONIC (E)
Master Copy	Karratha Airport Document Holder	P/E
Copy 2	Manager Airport	E
Copy 3	Chief Executive Officer	E
Copy 4	Director Strategic Projects and Infrastructure	E
Copy 5	Airport Operations and Assets Coordinator	E
Copy 6	Airport Commercial and Terminal Coordinator	E
Copy 7	Airport Compliance and Safety Lead	E
Copy 8	Airport Reporting Officers	E
Copy 9	Karratha Airport Workshop	P/E
Copy 10	Civil Aviation Safety Authority (CASA)	E
Copy 11	Airservices (ARFFS)	E
Copy 12	Airservices (ATC)	E
Copy 13	WA Police - Karratha	E
Copy 15	DFES Fire Service - Pilbara	E
Copy 16	DFES VFRS - Karratha	E
Copy 17	DFES VFRS - Dampier	E
Copy 18	St John Ambulance - Karratha	E
Copy 19	DFES State Emergency Services - Karratha	E
Copy 20	Royal Flying Doctor Service	E
Copy 21	Qantas Airways (Corporate - Sydney)	E
Copy 22	Virgin Australia (Corporate - Brisbane)	E
Copy 23	Offshore Services Australasia	E
Copy 24	CHC	E
Copy 26	Aspen Medical	E
Copy 27	Aviair	E

AEP COPY	AEP HOLDER NAME	PRINT (P) ELECTRONIC (E)
Copy 28	North West Aviation Services (Ground Handlers)	E
Copy 29	Menzies Aviation (Ground Handlers)	E
Copy 30	Department of Communities	E
Copy 31	Alliance Airlines	E
Copy 32	Lagardere AWPL	E
Copy 33	Air BP	E
Copy 34	Viva Energy	E
Copy 35	Woodside	E
Copy 36	Auriga Aviation	E
Copy 37	LASTS	E
Copy 38	Nexus Airlines	E

1.14 Record of Amendments

CHANGE ADVICE	REVISION(S)	EFFECTIVE DATE	DATE ENTERED	ENTERED BY
	1.0	Sep-2005		
	2.0	Jan-2007		
	2.1	Dec-2008		
	2.2	Mar-2009		
	3.0	Sep-2009		
	4.0	Oct-2010		
	5.0	Jun-2012		
	6.0	Dec-2013		
	7.0	Jun-2014		
	7.1	Aug-2014		
	7.2	Sep-2015	10 September 2015	Adam Kett
	7.3	Nov-2016	18 November 2016	Adam Kett
	8.0	Mar-2017	01 March 2017	Brian Joiner
	9.0	Apr-2020	14 April 2020	Amol Virkar
	9.1	June-2020	12 June 2020	Amol Virkar
	10.00	Sep-2022	19 September 2022	Amol Virkar
1	**10.10**	May-2023	03 May 2023	Phillip Halligan
	11.0	October - 2024	05 October 2024	Jake Polkinghorne
	12.0	October - 2025		Jake Polkinghorne

1.16 List of Effective Pages

SECTION	DATE
Cover Page	
Contents	
Part 1	
Section 1	
Section 2	
Section 3	
Section 4	
Section 5	
Section 6	
Section 7	
Section 8	
Section 9	
Section 10	
Section 11	
Section 12	
Section 13	
Section 14	
Section 15	
Section 16	
Part 2	
Section 1	
Section 2	
Section 3	
Part 3	
Section 1	
Section 2	
Section 3	
Section 4	
Section 5	
Section 6	
Section 7	
Section 8	
Section 9	
Section 10	
Section 11	

SECTION	DATE
Part 4	
Section 1	
Section 2	
Section 3	
Section 4	
Section 5	
Section 6	
Section 7	
Section 8	
Section 9	
Section 10	
Part 5	
Section 1	
Section 2	
Section 3	
Section 4	
Section 5	
Section 6	
Section 7	
Part 6	
Section 1	
Section 2	
Section 3	
Section 4	
Section 5	
Section 6	
Section 7	
Part 7	
Section 1	
Part 8	
Section 1	
Section 2	
Section 3	
Section 4	
Section 5	

SECTION	DATE
Section 6	
Section 7	
Section 8	
Section 9	
Section 10	
Section 11	
Section 12	
Part 9	
Section 1	
Part 10	
Section 1	
Section 2	
Section 3	
Section 4	
Section 5	
Part 11	
Section 1	
Section 2	
Section 3	
Part 12	
Section 1	
Part 13	
Section 1	
Section 2	
Section 3	
Section 4	
Section 5	
Section 6	
Section 7	
Part 14	
Section 1	
Part 15	
Section 1	

2 AIRPORT EMERGENCY COMMITTEE (AEC)

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 Karratha Airport AEP is a sub plan of the Karratha Local Emergency Management Arrangements, is published as a component of the Safety Management System (SMS) and distributed independently of the Aerodrome Manual. The AEP is developed, reviewed and accepted by the AEC under the provisions of the CASR.

The AEC will meet following:

- An activation of the AEP
- A planned AEP Emergency Exercise
- Any other circumstances where the currency and procedural validity of the AEP needs to be addressed
- Or at least every six months or when required by the Manager Airport (AEC Chair) of Karratha Airport.

The AEC meeting agenda and minutes are recorded as evidence of compliance. These records are maintained for a period of at least three years.

2.1 AEC Responsibilities

The AEC is responsible for:

- Preparing, reviewing and maintaining the AEP, supporting plans and procedures applicable to its operations and any arrangements that exist with the emergency services, at least annually.
- The AEC will review the results of de-briefs from major incidents/emergencies or exercises, that occur, within 30 days of the occurrence.
- Ensuring adherence to all regulatory requirements outlined in section 6.4.
- Scheduling and planning exercises yearly in which:
    - An emergency situation will be tested as a table top; and
    - The alternative year a full-scale aerodrome emergency exercise will be held.
- Ensuring participating agencies review their internal SOPs relevant to the AEP.

2.2 Chair and Composition of the AEC

The Manager Airport - Karratha Airport (or their delegate) chairs the AEC. The AEC comprises of a core group of representatives of the major agencies involved in the response to and recovery from an emergency on or in the vicinity of Karratha Airport. In order to run an AEC meeting the below core group of members must be present:

- City – Manager Airport – Karratha Airport (Chair)
- City – Airport Operations and Assets Coordinator
- City – Airport Commercial and Terminal Coordinator
- City – Airport Compliance and Safety Lead
- MSS Security Supervisor
- Airservices (Air Traffic Control [ATC])

- Airservices (ARFFS)
- WA Police – Pilbara District
- Department of Fire and Emergency Services (DFES) - Pilbara
- St John Ambulance – Karratha
- Department of Communities
- Australian Border Force (ABF)
- North West Aviation Services
- Menzies Aviation

Agencies welcome to, but not required to attend AEC meetings and receive all correspondence are:

- WA Police Airwing
- Karratha Health Campus
- City – Airport Reporting Officers (AROs) – Karratha Airport
- City - Director Strategic Projects and Infrastructure
- Viva Energy
- Air BP
- Rio Tinto
- Rio Tinto - Dampier Salt
- Citi Pacific
- Bristow Helicopters
- PHI International Australia Pty Ltd
- Offshore Services Australasia
- CHC Helicopters
- Aspen Medical
- Red Cross – Karratha
- Aviair
- Woodside Heliport
- Airline Representatives - Virgin Australia
- Airline Representatives - Qantas Airways
- Airline Representatives - Qantas Link
- Airline Representatives - VARA Airlines (Australia)
- Airline Representatives – Alliance Airlines
- Airline Representatives – NEXUS
- Auriga Helicopters

The contact details for each member of the AEC are found in the Master Contact List (Appendix F)

2.3 Roles and Responsibilities of Agencies

This section broadly outlines the roles and responsibilities of participating agencies which may be involved in a response at Karratha Airport.

All personnel are encouraged to continuously review their role within the AEP to ensure they understand their responsibilities and they are current

2.3.1 Incident Management Team (IMT)

When activated the IMT will be responsible for the functions of operations, planning and logistics of an emergency, under the command, control and coordination of an Incident Controller.

2.3.2 Karratha Airport (KTA Airport Staff)

Role:

To ensure unobstructed access paths from the emergency gates, direct emergency services to the Incident Command Post (ICP), maintain security, and provide assistance to the HMA.

Responsibilities:

- Implement Karratha AEP as required.
- Ensure emergency services are notified through a 000 call.
- Assist with the activation and coordination of airport emergency facilities and ensure amenities and resources are available (Section 9).
- Preserve the safety of the movement area during an emergency.
- Initial establishment of ICP.
- Confirm (with WA Police or HMA) that all other emergency services are notified.
- Assist the Incident Controller with on airport resource requirements. (E.g. flare path, Helipad, recovery equipment).
- Manage and provide access to Emergency vehicles at Gate 6.
- Provide response agencies with on airside communications and movement.
- Initiate Notice to Airmen (NOTAM) and unserviceability markers if required.
- Activate the Terminal Emergency Coordination Centre (ECC) if required.
- Site safety and security.
- Injured persons.
- Ensure set up of Passenger Reception Centre (PRC).
- Assist response agencies and investigation teams including Air Traffic Safety Bureau (ATSB).
- Activation of the Airport Disabled Aircraft Recovery Plan (DARP) (if applicable).
- Assist in activating the Airport Recovery Plan and in returning the Airport to full serviceability.
- Control and coordinate restoration of Airport facilities.
- Coordinate review of emergency procedures and the AEP.

- Check the equipment provided at the Airport for emergencies is functional daily, including the radio in their vehicle and flashing lights on the vehicle (Duty ARO).
- Recovery of the Airport to full serviceability.

2.3.3 City of Karratha

Role:

Assist Karratha Airport by providing resources and coordinating airport recovery.

Responsibilities:

- Activate the Local Emergency Management Committee (LEMC) (as/if required).
- Activate the Local Recovery Committee.
- Implement the Airport Recovery Plan Coordinate with the Airport to assess the recovery assistance required.

2.3.4 WA Police

NOTE: It is essential that all WA Police officers are familiar with the contents of the Australian Government Department of Defence and Australian Transport Safety Bureau (ATSB) *'Hazards at Aviation Accident Sites, Guidance for Police and Emergency Personnel'*

Role:

To provide overall control of responding agencies and resources for those incidents that they are designated as Hazard Management Agency (HMA) for.

The Senior Police Officer stationed in Karratha is the designated 'Incident Controller' for the hazards identified within the *WA EMERGENCY MANAGEMENT Act 2005* and the associated regulations and policy statements.

Responsibilities:

- Notification and activation of agencies and resources deemed necessary to manage the emergency.
- During Control Tower Hours: activate relevant 'off airport' agencies, as required, on notification of a 'Full Emergency' or 'Crash' from ATC.
- Outside of Control Tower Hours: activate the AEP, as required, on notification from Airservices – Melbourne Centre or upon receipt of other information requiring the activation of the AEP i.e. information received regarding an aircraft in distress.
- Provide an on-scene Incident Controller (Senior Officer) and establish, coordinate and provide resources for the Incident Control Centre (ICC), (ICP) in support of control authorities and an ECC Manager, if required. Emergency Facilities (Section 9).
- Establish and control an assembly area of all other services.
- Establish communications with all other services.
- 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 (Media Management). Ascertain from ARFFS on scene when the area is safe for other emergency services to enter.

- Account for all persons (including crew) on board the aircraft.
- Establish and maintain:
    - A secure inner cordon to protect the site, the wreckage if any, passengers, cargo and personal effects and to permit the other agencies to work unobstructed
    - A secure outer perimeter to prevent unauthorised access by personnel, vehicles and equipment to the site.
    - Roadblocks to the airport and implement traffic diversion. Airport staff carrying appropriate identification to be permitted through.
    - Access route to and from the Karratha Health Campus.
    - Crowd and sightseer's control.
- Coordinate the water rescue agencies in response to a crash on water.
- Guard aircraft wreckage on behalf of ATSB.
- Ensure the orderly evacuation and transportation of uninjured passengers.
- Provide officers at hospitals to details admissions.
- Facilitate Disaster Victim Registration (DVR) and notification of relatives.
- Where possible, photograph and mark position of deceased prior to removal.
- Provide for recovery and management of the deceased including Disaster Victim Identification (DVI) and represent the Coroner at a crash site by directing the custody, transport and storage of deceased persons if required.
- Control of property, as required.
- Undertake the statutory investigative requirements particularly for the coroner and ATSB.
- Maintain and test equipment that may be required when attending an emergency at the Airport.

2.3.5 Airservices Australia (ATC - Karratha)

Role:

To provide ATC Services and act as the alerting post for notified incidents during Tower hours.

Responsibilities:

- Act as the warning agency for activations during specified Tower hours.
- Advise any declarations of Local Standby to the AROs and ARFFS.
- Advise any declarations of Full Emergency to AROs, ARFFS and WA Police.
- Liaise with primary response agencies as specified by AEP and provide assistance to locate the incident site.
- Provide Aerodrome Control Services to aircraft operating on and in vicinity of Karratha Airport and restrict airfield movements to allow adequate response by agencies Assist in the raising of NOTAMs with the NOTAM Office, as requested by Karratha Airport Staff.

- If a pilot advises of a crash or an emergency on board to Air Traffic Services (ATS) the ATS will notify the WA Police via 000.
- In most instances ATS will remain in radio contact with the pilot and convey information to the WA Police by telephone.
- The radio frequencies used in the Karratha Airport area are:
    - ATS - 127.35 MHz
    - Common Traffic Advisory Frequency (CTAF) - 127.35
    - Ground frequency – 123.55
    - Melbourne Centre (on Ground) – 122.4

2.3.6 Airservices Australia (Melbourne Centre)

Role:

Provide coordinated communication support across all agencies.

Responsibilities:

Act as a warning agency outside of Karratha Tower Hours.

- Provide advice to WA Police (000) of any situations requiring activation of the AEP.
- Advise the Australian Maritime Safety Authority – Aviation Rescue of the details of the aircraft in distress.

2.3.7 Airservices Australia (ARFFS)

Role:

The ARFFS are the primary combat agency for fire control and rescue of crew and passengers and provide first response rescue for an aircraft crash and incident within the response area.

Responsibilities:

- Provide initial Incident Control of an incident on or in, the vicinity of the aerodrome during operational hours. **Out of operational hours ARFFS will attend if available**. Provide rescue and firefighting services during operational hours.
- Render the site safe and continue to monitor the site
- Declare the 'Area Safe" and hand over overall incident command and control to the Police Incident Commander on site.
- Provide a liaison to the ICP
- Designate combat authority for rescue and firefighting operations.
- Provide difficult terrain, firefighting and Hazardous Material (HAZMAT) capability.
- Coordinate response with DFES VFRS.
- Maintain and test equipment that may be required when attending an emergency at the Airport.

2.3.8 Department of Fire and Emergency Services (DFES)

Role:

To assist ARFFS at an aircraft incident in combating the fire, and the rescue of passengers and crew within and up to 1000 metres of Karratha Airport.

Act as HMA for hazards identified within the State Emergency Management Plan

Responsibilities:

- DFES Volunteers to liaise with ARFFS and support operations.
- DFES Manager to seek a functional role within the IMT.
- Act as the controlling agency for fire and HAZMAT incidents.
- DFES Volunteers to Assist SJA in the establishment of the Casualty Processing Area (CPA) including the erection of tents and temporary morgue.
- The supply of personnel for stretcher-bearers, search teams, first aid providers, and radio communications support.

2.3.9 St John Ambulance Services (SJA)

Role:

To carry out triage and provide first aid and medical treatment to the injured.

Responsibilities:

- Notify Karratha Health Campus of Incident details including casualty numbers and injury assessments.
- Act as control agency for medical response as required.
- Establish the CPA with assistance from City staff.
- Take directions from the Ambulance Coordinator.
- Provide triage of the injured.
- Coordinate all Ambulance Services.
- Provision of medical treatment to casualties until hospitalised.
- Provision of transport for casualties to hospital (if required).
- Maintain and test equipment that may be required when attending an emergency at the Airport.

2.3.10 Department of Health (Karratha Health Campus)

Role:

To provide medical treatment for the injured at the Hospital and coordinate additional assistance from the Disaster Preparedness Management Unit.

Responsibilities:

- Provide a liaison staff member to the Incident Controller.
- Assess the need for ‘Code Brown’ status at the Hospital.

- Arrange for Medical Teams to attend the incident site and aid Ambulance staff.
- Arrange for transport by Royal Flying Doctor Service (RFDS) (if required).
- Due to the possibility of up to 300 injured persons at one incident, the Hospital Executive should identify alternative accommodation. Advise the Police Incident Controller as soon as possible of this event.

2.3.11 Airport Refuellers

Role:

To provide expert assistance in the handling and control of hazards associated with aircraft fuels and oils.

Responsibilities:

- Close down airport fuel farms and associated plumbing.
- Provide vehicles for de-fuelling and refuelling aircraft as required. Conduct monitoring of fuel fumes.
- Assist with the retrieval of spilt fuels.

2.3.12 Airlines/Airline Representatives

Airline Representatives – i.e. Ground Handling Agents (GHA), Aircraft Operators

Role:

Liaise with WA Police and assist with the PRC and Relative Reception Centre (RRC) and the Crew Reception Centre (CRC).

Responsibilities:

- Provide accurate passenger and cargo manifests and technical assistance to the Incident Controller and combat agencies.
- Provide specialist support to Airport staff.
- Assist with aircraft recovery and removal.
- Manage the PRC and CRC In collaboration with Department of Communities (if activated).
- Provide support and assist with the welfare of friends and families In collaboration with Department of Communities.
- Assist in the Terminal building with crowd assistance and control.
- Provision of personal needs for passengers, crew, relatives and friends as appropriate which may include:
    - food and refreshments
    - emergency clothing
    - financial assistance
    - interpreters
    - travel documentation, arrangements
    - accommodation

2.3.13 ATSB

Role:

To investigate the incident, in order to determine the circumstances, cause, identify any safety issues, and encourage relevant safety action.

Responsibilities:

- Attendance at the scene (if required).
- Liaison with the Police Forward Commander (PFC).
- Coordinate the accident investigation.
- Authorise removal of the disabled aircraft.
- Assume control over the wreckage and control release of the aircraft and all physical evidence for removal in conjunction with Karratha Airport and the aircraft owner.

2.3.14 Department of Communities

Role:

Coordinate welfare services at the PRC and RRC in consideration of the immediate capability of airlines.

Responsibilities:

- Provide Liaison to the Incident Support Group or Operational Area Support Group.
- Activate and coordinate emergency relief and support partners where required. This may include activating the Australian Red Cross to deliver personal support services and Register.Find.Reunite.
- Coordinate emergency relief and support services for passengers and relatives impacted by an emergency.
- Provide resources for the establishment of the Emergency Reception Centre.
- Source interpreters as required.
- Implement the administrative systems required to reunite uninjured passengers with relatives and friends.
- Maintain support for passengers after registration and reunification as required

NOTE: Department of Communities are only to provide information to persons directly affected **AFTER** approval from the Incident Controller.

2.3.15 Resource Industry

Role:

To provide assistance upon request from the Incident Controller.

Responsibilities:

Where able:

- Provision of staff.
- Provision of requested equipment.

2.3.16 State Coroner

Role:

- Initiate an inquiry to establish the cause of death and the identification of all deceased persons. In the case of aviation casualties, draw on the specialised skills of the CASA Operational and Flight Crew Licensing Standards Branch and ATSB.
- The Coroner has complete control over deceased persons.

Responsibilities:

- The coroner or their representative may respond to the incident site.
- Authorise the release of information relating to the deceased.

2.3.17 Red Cross/Clergy

Role:

To assess passenger needs and provide personal support and assistance in Incident. To register relatives and friend's enquiries at the relative reception centre or at other locations. Coordinated by Department of Communities

Responsibilities:

- Assist in the establishment of the Emergency Reception Centre, in consultation with Communities.
- Register relative and friends inquiries register by using the Register, Find, Reunite process passengers and relatives in Reception Centers.
- Provide Department of Communities with details of matched registration & inquiries.
- Assist Passengers & Communities with provision of personal support

3 INCIDENT RESPONSE

The AEP can be activated to effectively respond to the following incidents.

3.1 Aircraft Ground Incident (AGI)

Definition	An AGI is when an aircraft on the ground is involved in an incident of a lesser nature than an aircraft accident. The incident may have caused or have potential to result in aircraft damage, or put the passenger and crew at risk (passengers, technical crew or cabin crew).
Notification	Initially contact the Duty ARO on – **0418 799 460** If there is no contact on this number and the incident is escalating (i.e. threat of danger is increasing) – call 000.
Activation	The process for activating the Karratha response capabilities to attend an AGI are as follows: During Tower Hours – Via VFR if aircraft related whilst under power. • During Tower Hours - ARFFS Fire Line **08 9183 6299** • Outside of Tower Hours – contact Duty ARO on **0418 799 460**
Command, control and coordination	The HMA will be designated dependent upon the type of incident. The Combat Agency will vary depending upon the incident i.e. Fire = ARFFS, Fuel Spill = DFES.
Support Agencies	• Airline Representatives • WA Police • ARFFS
Stand Down	Initiated by the nominated Incident Controller when the cause of the incident no longer presents a threat to an aircraft, passengers or equipment located in the vicinity of, is known to be safe. Close coordination must occur between the Incident Controller and the Combat Agency prior to the declaration of 'Stand Down'. Examples: • A pallet loader or other equipment servicing an aircraft catches fire. • A major fuel spill (greater than 200L) occurs adjacent to an aircraft that has any crew or passengers on board. • A vehicle damages an aircraft that has crew or passengers on board. • An aircraft undercarriage catches fire whilst crew or passengers are onboard or the aircraft is parked at the Terminal. • An aircraft suffers an incident that causes the emergency evacuation of the aircraft. • An aircraft under tow is subject to an incident that endangers the aircraft or any crew (including maintenance personnel) on board.

	• An Engine or Auxiliary Power Unit catches fire during start up procedures. **NOTE:** The above are examples but in no way cover all possible scenarios that may result in an AGI.

3.2 Local Standby

Definition	A condition declared when an aircraft approaching the airport is known or is suspected to have developed a problem that may result in a hazardous landing. Airport resources may be placed on 'Local Standby' at the request of the Pilot in Command. For the purposes of activating the Airport Emergency Plan, a PAN call from an aircraft will result in the declaration of no less than a Local Standby.
Notification	During Tower Hours – contact ATC on 9186 8921 Outside of Tower Hours – contact Duty ARO on 0418 799 460 Information may be received from a variety of sources i.e. ATS (Melbourne Centre, Karratha ATC, Members of the public etc.). It is important that, regardless of the method the information is received, that key organisations are alerted and then they employ their SOP.
Activation	At the request of the Pilot in Command, ATC, ARFFS or the Duty ARO will implement their local stand by procedures.
Command, control and coordination	ARFFS – in operating hours or if available outside hours. DFES VFRS - outside of hours.
Support Agencies	In Hours – the ARFFS Commander will determine if any support agencies are required. Outside of hours - DFES District Officer will determine if support agencies will be required.
Staging Area	A Staging Area will be established adjacent to Gate 7 known as the Vehicle Reporting Point (VRP). Vehicles and equipment will be organised here by a person delegated by the IC, in the order they will be required at the emergency site. The person delegated by the IC to this role continually relays information to agencies at the Staging Area.
Stand Down	The incident controller, in consultation with the pilot and airport staff will stand down assembled response agencies/organisations services when the incident no longer presents a threat.

3.3 Full Emergency

Definition	A 'FULL EMERGENCY' is a condition declared when it is known that an aircraft approaching the airport is, or is suspected to be, in such trouble that there is danger of an accident and requiring the response from off airport agencies. Either the pilot in command or ATS can declare a FULL EMERGENCY. In order to provide an initial measured response, one of the following levels will be used by ATS in declaring the Full Emergency to outside services: • Level I - up to 18 seats (ATS - Light) • Level II - up to 215 seats (ATS - Medium) • Level III - up to 560 seats (ATS - Heavy) Additionally, ATS will provide the following information: • Level of emergency • Type of Aircraft. • Call sign. • Estimated time of arrival • Persons on board • Any Dangerous Goods being carried. • Remaining fuel on board
Notification	The person or organisation receiving the information will act in accordance with their organisational SOP. Additionally, the following agencies/organisations shall be notified: • ATC • ARFFS • Duty ARO • WA Police
Activation	Response to a full emergency is automatically activated on receipt of information from the Pilot in Command or Air Traffic Services that a Full Emergency exists. ATS, the company or a fixed base operator may convey the request.
Command, control and coordination	Once the aircraft touches down the ARFFS have complete control of the area for the purposes of fire control and rescue. The Incident Controller will be the ARFFS Commander (in hours) or the Karratha Airport Duty ARO (outside of hours) until Control is formally transferred to the designated HMA. The designated HMA will assume the role as Incident Controller after receipt of appropriate briefings and the Fire Commander is satisfied there is no more danger.

Combat Authority	The Combat Agency will be the ARFFS (or DFES VFRS if outside of operating hours). The Karratha Airport ARO will escort emergency response vehicles from the Emergency Gate to a forward staging area nominated by the Incident Controller.
Support Agencies	• WA Police. • DFES VFRS. • St John Ambulance. • Department of Health. • Red Cross. • Department of Communities • Resource Industry ERT (if available).
Stand Down	The Incident Controller will stand down services following consultation with the Combat agencies and the Airport Management.

3.4 Crash On Airport

Definition	An aircraft CRASH is a self-evident situation where an aircraft is seen to crash or is about to crash. This may include an aircraft descending out of control, an aircraft on fire, a mid-air collision or an explosion of or on an aircraft.
Notification	The notification should be made through '000' or WA Police.
Activation	Activation of the response to a crash is initiated by the person becoming aware of the incident.
Command, control and coordination	The Incident Controller will be the ARFFS Commander (in hours or outside hours if available), or the designated Airport Staff member (outside of hours) until Control is formally transferred to the designated Senior WA Police Officer. The designated Senior WA Police Officer will assume the role as Incident Controller after receipt of appropriate briefings and the time to obtain situational awareness regarding the control of the incident. For military aircraft, until the Military Commander relieves either of the former.
Combat Authority	The primary Combat Agency in an on-airport crash is the ARFFS (in hours and outside hours if available) and the DFES VFRS (outside of hours if ARFFSs are not available).
Support Agencies	• Airlines • Red Cross • ATSB • Coroner • Department of Communities • DFES VFRS • DFES State Emergency Services • Department of Health • WA Police • St John Ambulance • City - Karratha Airport Staff • Resource Industry Emergency Response Teams (ERTs) (if available)
Stand Down	The Incident Controller is responsible for stand down of the incident and all agencies. Stand down procedures will normally be implemented on a progressive basis once the situation is under control and all casualties are cleared.

3.5 Crash Off Airport

Definition	• Crash – An aircraft crash is a self-evident situation where an aircraft is seen to crash or is about to crash. This may include an aircraft descending out of control, an aircraft on fire, a mid-air collision or an explosion of or on an aircraft. • Off-Airport – Outside area covered by Plan
Area Covered by Plan	The area covered by the Plan is known as Karratha Airport. It includes the area inside the security fence and associated land owned by City (Including the reserve boundary). The agreed 'FULL ATTENDANCE' by all agencies (to an emergency incident) includes the area inside the Security Fence. Additionally, a response may be deployed to an area up to 1000m outside of the designated airport reserve boundary after consideration is given to other operational requirements and current Air Traffic. The City has no jurisdiction outside the area covered by the Plan i.e. Karratha Airport. This type of event will activate the 'State Emergency Plan Crash Emergency'.
Activation	Response to a crash may be initiated by the Airservices – ATC or any other person becoming aware of the event by calling 000.
Airport Response	The Airport emergency response described in this document will not automatically respond to an "Off-Airport" aircraft emergency outside the boundaries described above. Response action beyond this boundary will be taken after consideration of the extent and location of the emergency incident relative to the Airport and Airport commitments to other Airport activities and aircraft traffic.
Difficult Terrain	The area to the east of Karratha Airport (out to 1000m from the Airport Boundary) is designated as 'Difficult Terrain' (for Rescue purposes). The ARFFS is provisioned with limited equipment for the rescue of persons from an aircraft accident in difficult terrain. Under the provisions of State Hazard Plan, the WA Police will assume Incident control for this area.

3.6 Bomb Threat

Definition	A bomb threat is a statement or action, indicating interference to an aircraft, associated airport facilities or personnel by use of an explosive device designed with the intention of causing destruction or injury. It should be noted that Security Regulations make it mandatory to report any threat or act of unlawful interference involving civil aviation as soon as possible. The responsibility for assessment of the bomb threat rests with the Management of the facility that have received the threat, in the case the threat is made against an aircraft that assessment will fall to the Airlines Assessment Team.
Assessment	Management authority (of the facility that receives the threat) has initial assessment responsibility for the threat. If threat is not assessed as non – genuine (hoax) within 30 minutes, the threat is determined as genuine. Incident must be reported to: • Airport Management • Department of Home Affairs (Cyber and Infrastructure Security Centre)
Aircraft Repositioning	If a bomb threat is made against an aircraft on the ground at Karratha Airport, all movement of the aircraft will be at Pilot in Command's decision. The aircraft will be repositioned to one of the aircraft bomb search positions. If the bomb threat is made against an aircraft in flight, then the aircraft can land and taxi to an aircraft bomb search position.
Notification	**NOTE:** This notification process should not commence until an appropriate level of assessment has occurred by the facility management and the threat is declared to be 'genuine'. Contact '000' then contact the Airport Authority. Airport Authority must advise the Department of Home Affairs (Cyber and Infrastructure Security Centre).
Activation	Response to a bomb threat is initiated by the recipient of the threat.
Command, control and coordination	Incident Control responsibility for bomb threats rests with the Airport Management until relieved by the designated WA Police Incident Controller.
Combat Authority	The initial combat agency is the Karratha Airport Management (and ARFFS – if required) or the person responsible for the management of the facility. If a real or likely device is identified, the responsibility will be transferred to the WA Police.
Support Agencies	• ARFFS • Airline(s)/operator involved

	• Airservices (ATS) • St John Ambulance • DFES VFRS
Stand Down	Stand down procedures are controlled by the Incident Controller, in consultation with participating authorities.
Department of Home Affairs – Transport Security	Detailed procedures for bomb threat response are contained in the National Aviation Security Program.

3.7 Hazardous Materials Incident (HAZMAT)

Definition	A HAZMAT incident is defined as 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 goods and many industrial chemicals. HAZMAT may also include a threat or potential threat to Chemical, Biological, Radiological and Nuclear materials. A range of HAZMAT (Dangerous Goods) may be irregularly transported through Karratha Airport. HAZMAT may also be stored at Karratha Airport.
Notification	Initial Activation will be through the ARFFS. Additional notification shall be made to all persons that may be impacted by the incident. This may include, but not be limited to: • Main Roads • Local Businesses • Local Accommodation • City • Airport Tenants
Activation	Activation of the emergency plan will be by Karratha Airport or through a call to 000. **NOTE:** IMMEDIATELY ONCE THE AEP IS ACTIVATED, ALL OR PART OF THE FACILITY INVOLVED IS TO BE ASSESSED FOR EVACUATION OR ISOLATION.
Command, control and coordination	Incident Control is the responsibility of ARFFS (in hours) until a handover to DFES VFRS occurs. Outside of ARFFS operational hours, DFES VFRS will adopt Incident Control. Disposal of contaminated materials can be arranged by calling Transpacific Cleanaway on 1800 774 557 (1800 SPILLS).
Combat Authority	• ARFFS • DFES VFRS
Support Agencies	• Department of Health • Environmental Protection Authority • Worksafe • Department of Water and Environment Regulation • St John Ambulance • DFES VFRS • WA Police • Water Corporation
Response	Karratha Airport has fuel/oil spill prevention capabilities (for spill less than 200L) AROs have response procedures for staff to follow.

Stand Down	The Incident Controller in consultation / coordination with the combat authority will issue stand down orders.

3.8 Fire

Definition	A fire incident may include: An airport ground or structural fire is a situation where a grass or scrub fire starts on / or comes onto the airport, or an ignition occurs within the confines of a building. Or an aircraft fire: • within a location that would affect the safety of other aircraft. • on the movement area.
Notification	Notification shall be made to all persons that may be impacted by the incident. This may include, but not be limited to: • City • Airport Tenants
Activation	Response to a fire at the airport will be initiated by the person or organisation that becomes aware of the situation. This notification may occur by electronic (automated) or manual means. ARFFSs Fire Line **08 9183 6299**
Command, control and coordination	During operational hours – ARFFS, outside of operational hours, the DFES VFRS is the Incident Controller for all airside fires and any fires landside with an imminent threat to life, property or airport operations (e.g. under flight paths or approaching the airside due to wind conditions).
Combat Authority	• ARFFS • DFES VFRS
Support Agencies	• Karratha Airport Management • WA Police • St John Ambulance
Stand Down	Authorised by the Incident Controller.

3.9 Medical Emergency

Definition	A medical emergency is an injury or illness that is acute and poses an immediate risk to a person's life or long term health.
Notification	If life threatening - the notification of the incident is to be St John Ambulance through '000'. After St John's Ambulance has been called, ARFFS can be contacted on 9183 6299 as first responders for life threatening emergencies only. The Airport Reporting Officer (ARO) 0418 799 460 must be notified of all emergencies/incidents. It is the employer's responsibility to advise the next-of-kin of the incident and the location of the staff member EXCEPT where the accident has then resulted in the death of the employee. Consideration must also be given to notifying Worksafe and any other required interested parties.
Activation	Initially, the assessment will be from the person becoming aware of the incident, and/or to the severity of the incident.
Command, control and coordination	The control agency will be St John Ambulance.
Incident Management	Generally, the Incident Manager will be from the organisation responsible for the injured person (e.g. employer, airline or agency). The circumstances where this may differ are too broad to list here but some examples of when this may differ are: • An incident/accident resulting in death of a human. A Mass Casualty Incident. • An incident occurring Airside and requiring first aid by the ARFFS with support from AROs.
Combat Authority	• St John Ambulance • ARFFS
Support Agencies	• Karratha Airport Management • Worksafe • St John Ambulance • WA Police
Stand Down	St John Ambulance Service, or the WA Police (if they are involved), will declare stand down to the emergency response in consultation/coordination with the combat authority. **NOTE:** APPROPRIATE DEBRIEFS AND REPORTS MUST OCCUR FOLLOWING THIS TYPE OF INCIDENT.

3.10 Natural Disaster

Natural disasters other than Cyclones are covered by current State, District and Local Plans. The designated HMA will manage the incident.

City has specific plans that have been developed from the risk register. The airport is included within those plans and would be involved with the response to and recovery from a 'Natural Disaster' as a component of the broader community.

- The HMA will be defined by the type of incident.

Termination of the emergency response will be declared by the HMA and the Incident Controller.

3.11 Cyclone Plan

Bureau of Meteorology cyclone information line on - **1300 659 210.**

Objective:

To apply a clearly defined and consistent approach to the cessation and reactivation of the Karratha Airport preceding and following the impact of a cyclonic event.

General Outline:

There are three stages of Alert applicable to a cyclone as defined by DFES:

STATUS	DESCRIPTION	ACTION
Advice An incident is active but there is no immediate threat to lives or homes. Be aware and keep up to date.	• Prepare now • Stay informed • Monitor conditions • Stay informed • Avoid the area • Return with caution • Avoid smoke • Threat is reduced	• Airport Management to meet and discuss the issues associated with the Threat. • Airport Management to disseminate information to all tenants. • All Aircraft operators/Ground Handling Agents or their representatives are to disseminate information to Airlines / owners. • Staff are to prepare the Airport for the impact from a Cyclone.
Watch and Act There is a possible threat to lives or homes. Take action now to protect yourself and others.	• Prepare to leave/evacuate • Leave/evacuate now (if you are not prepared) • Prepare to take shelter • Move/stay indoors • Stay near shelter	• Airport Management to disseminate information to all tenants. • All Aircraft operators or their representatives are to disseminate information to Airlines / owners.

	• Monitor conditions as they are changing • Be aware of ember attack • Move to higher ground (away from creeks/rivers/coast) • Limit time outside (cyclone, heat, asthma) • Avoid the area/avoid the flooded area • Stay away from damaged buildings and other hazards • Prepare for isolation • Protect yourself against the impacts of extreme heat • Do not enter floodwater • Not safe to return • Prepare your property (cyclone/storm)	• Staff are to commence the close down of the airport and prepare for departure to their residences or to shelters. • Airport Management in conjunction with the Dept Fire and Emergency Services (DFES) will decide when to proceed to Emergency Warning. 60 minutes prior to this time a NOTAM is to be issued. **NOTE:** NOTAM is to identify that the runway is unavailable to all but emergency traffic. • Refuelling and ground handling services will remain available until 60 minutes prior to the declaration of an Emergency Warning, or until the cessation of RPT flights whichever occurs first unless otherwise directed by DFES
Emergency Warning There is a threat to lives and homes. You may be in danger and need to take immediate action.	• Leave/evacuate (immediately, by am/pm/hazard timing) • Take shelter now • Shelter indoors now • Too late to leave	• Airport not available except for declared Emergency Traffic. **NOTE:** declared emergency traffic are those aircraft that have declared an emergency, are suffering from an in-flight emergency, are assisting people that have been/are involved in an emergency situation. This area also applies to stated 'Mercy' Flights.

Whilst each organisation may differ slightly, the general practice is for staff to be dismissed from duty as soon as practicable after the Watch and Act is declared (This period shall be no later than 1 hour prior to the declaration of an Emergency Warning or sooner if Regular Public Transport flights are cancelled). The decision to remove services to all but emergency traffic and to dismiss staff will be made by individual operators in consultation with the manager Airport and following advice from the State Emergency Service.

NOTE: Once the decision is made for organisations to cease operating on the ramp, due to safety concerns, ONLY Emergency traffic may be assisted.

There are some staff that may be required to work during the early stages of a Watch and Act, these staff include but are not limited to those listed below:

- Manager Airport
- Airport Operations and Assets Coordinator
- Airport Commercial and Terminal Coordinator
- Airport Compliance and Safety Lead
- Airport Compliance and Technical Officer

- Airport Operations Team Leader
- ARO's
- Maintenance staff

These staff will only be required to work on essential tasks and will be dismissed from duty at the discretion of the Manager Airport with the decision based on safety for the staff in question.

3.11.1 Airlines/Airline Representatives

All Airlines/Airline Representatives will be provided with appropriate communication and consultation to ensure that appropriate level of information is provided to the key operations staff remotely located from Karratha.

The operators will decide based on State Emergency Service's advice and in consultations with the Manager Airport when it will be unsafe for staff to be operating on or within the vicinity of the Airport and will provide details to the Airline representatives on the cessation of operations outside the Terminal or administrative buildings.

3.11.2 Other Airport Tenants

The Airport management will disseminate the required warning and other pertinent operational information to all airport tenants and will attempt to pass information to the owners/operators of any itinerant aircraft.

3.11.3 Refuellers

Refuelling services will remain available during Watch and Act. These services will cease 60 minutes prior to the declaration of an Emergency Warning, or upon the cessation of RPT flights whichever occurs first unless otherwise directed by DFES.

The Airport refuellers and fuel storage management will advise the Manager Airport when it is able to commence operations following the declaration of 'Watch and Act' from 'Emergency or the declaration of All Clear with Caution.

3.11.4 Returning to Work

Staff are required to return to work once after a Watch and Act or Emergency Warning is downgraded to Advice.

If there is a Watch and Act current at the start of a workday then staff should not come into work and staff should contact their supervisor for advice. If a supervisor cannot be reached, contact the Manager Airport or Director Project and Infrastructure for further advice.

NOTE: Aircraft Operations may not resume immediately but staff may be required to assist in the re-establishment of the Airport to an Operational Status.

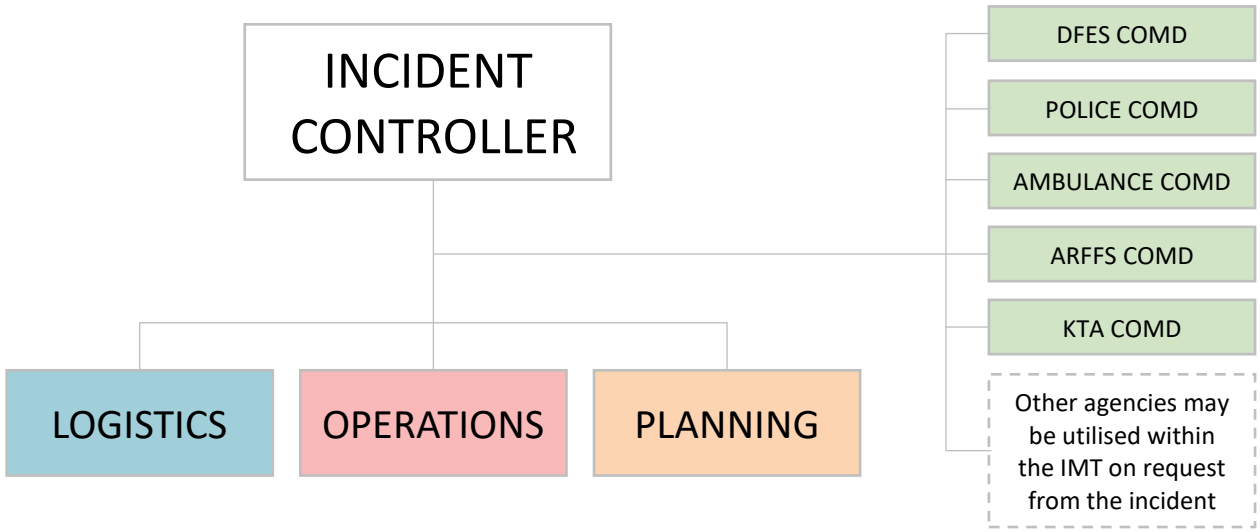
4 AIRPORT EMERGENCY FACILITIES

The following Emergency Facilities may be established depending on the type of incident as required. A map outlining the Karratha Airport Emergency Facilities can be found in Appendix G. All Team Leaders are to wear tabards that clearly identify their role to all personnel present at the incident site.

4.1 Incident Control Centre (ICC)

Function	The ICC is the point where the Incident Controller assembles the IMT to provide overall control and resolution to the specified incident.
Location	The primary designated location for the ICC is at the ARO Workshop (Gate 6). The alternate location will be designated by the Incident Controller.
Set Up	The initial setup of the ICC will be the responsibility of the ARFFS Incident Controller. An ARO will pick up the nominated Ultra High Frequency (UHF) radio from the Fire Station and will deliver to the IMT at the ICC.
Command, Control and Coordination	The ARFFS (in hours) will initially conduct Incident Control duties until the formal handover to the designated Incident Controller.
Stand Down	The Incident Controller, in consultation with the other responding agencies/organisations will determine when the stand down should occur. Stand down procedures will be implemented on a progressive basis once the situation is under control, all casualties are cleared, and recovery is in hand.
Structure	Figure 4.1 is for the provision of understanding in relation to the preferred model for Incident Control at Karratha Airport. **NOTE:** This model, in no way restricts the Incident Controller from expanding or contracting their IMT as required, nor does it outline all of the required components of the IMT.

FIGURE 4.1



4.2 Incident Command Post (ICP)

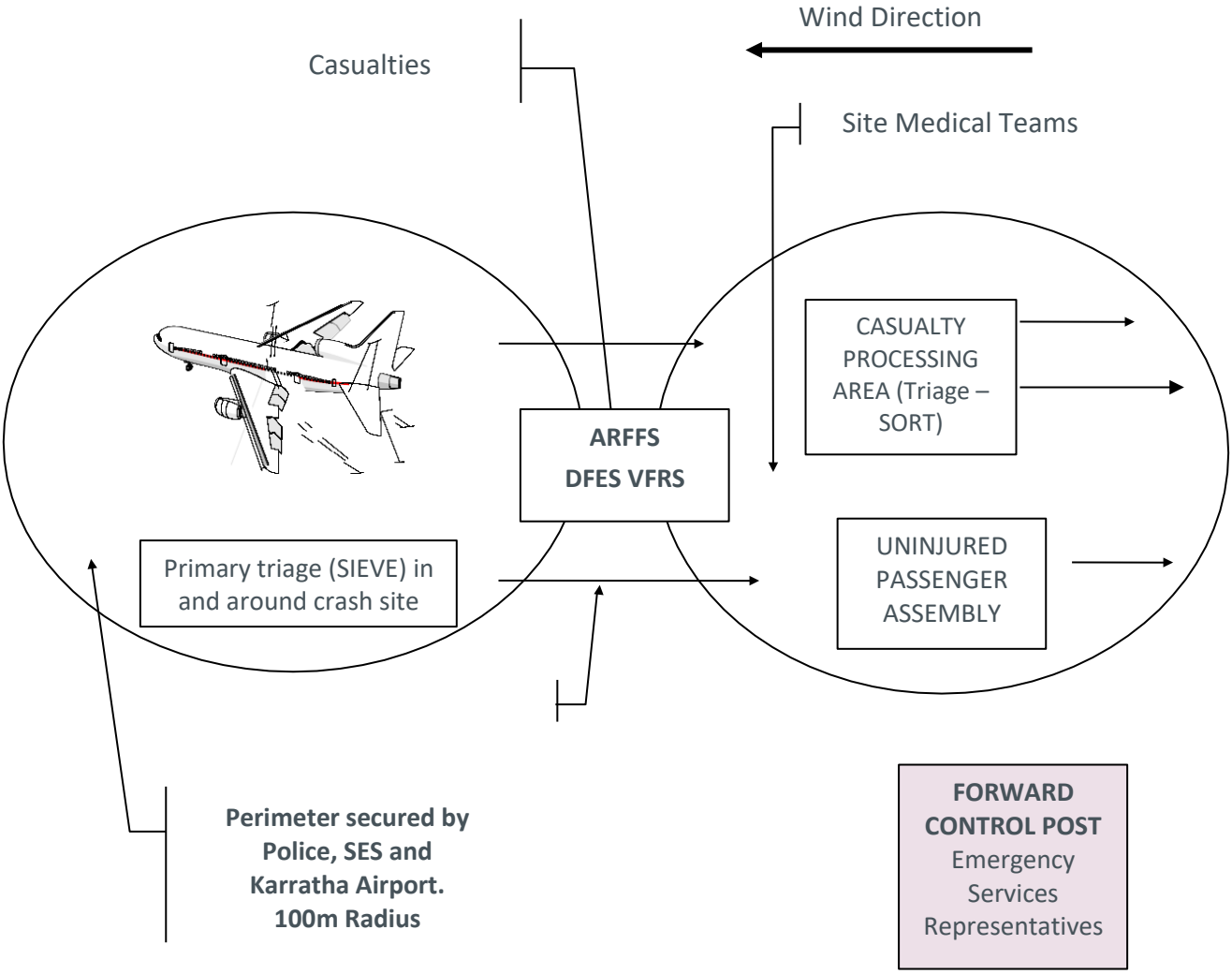
Function	The ICP serves as the focus for the emergency response agency senior representatives to assemble to receive and disseminate information regarding operational, intelligence,

	administration, logistics, and other decisions in order to expedite the immediate rescue situation facing them. It is necessary that effective liaison and communication channels be established between the PFC and the support agencies.
Location	The scale and type of emergency situation that has occurred will dictate the location of the ICP. See Figure 4.2. The ICP is established upwind of the accident site to act as a coordination point for ALL responding agencies.
Set Up	It is the responsibility of the airport staff, where possible, to establish the initial ICP. An airport vehicle, identified by an "ORANGE/YELLOW" flashing beacon will signify the location of the ICP until the arrival of the WA Police. The first WA Police vehicle that arrives at the site is to leave its “RED/BLUE” flashing light activated and the Airport vehicle flashing lights are to be extinguished to signify that the Police have taken control of the ICP. A WA Police vehicle showing a flashing "BLUE/RED" beacon will identify the location of the ICP. Other than the flashing "GREEN" beacon identifying the Medical Triage and CPA, all emergency service vehicles or equipment shall "NOT" display flashing beacons at the emergency site. The ICP should be kept free of non-essential vehicles and personnel. Separate marshalling areas should be established by emergency services agencies (in the vicinity of Gate 6).
Command, Control and Coordination	The Karratha Airport representative (Reporting Officer) will hand over control to the HMA as soon as a suitably qualified officer arrives. It is then the HMA’s responsibility to control the emergency response of all support agencies and to provide situation reports and appropriate communication to all agencies. On arrival, the HMA will assume control of the emergency response and may utilise discretionary power to relocate the ICP from its initial set up location.
Agency Representation	The following agencies are required to provide a Liaison Officer at the ICP: • ARFFS • City (Airport Operator) • DFES (VFRS and SES) • St John Ambulance Service • Airline/Ground Handling Agency • Department of Communities (if activated) • Others (as/when requested)
Stand Down	The WA PFC in consultation with the HMA/Incident Controller will determine when the stand down of responding agencies should occur. Stand down procedures will be implemented on a progressive basis once the Incident Controller has determined there is

	no longer any threat to the safety of people or evident risks to equipment, aircraft or Karratha Airport.

NOTE: The below information is a diagrammatic representation of the layout and attendance at the ICP. A number of incident specific considerations may cause the need for this layout and the agency representation to vary.

FIGURE 4.2



4.3 Emergency Coordination Centre (ECC)

Function	The ECC is the centre from which the Senior Police Officer coordinates support to the involved agencies and functional areas. The ECC will NOT manage the incident but will provide resource, Business Continuity and Recovery assistance to the Incident Controller and the KARR. The ICP may be utilised to manage minor incidents at the Airport without the ECC being activated and staffed.
Location	The primary designated ECC location is within the Airport Authority conference room (located within the passenger terminal). A map outlining the Karratha Airport Emergency Facilities can be found in Appendix G. The ECC can be located on or off the airport. The WA Police may relocate the ECC to any location that is practicable if required.
Set Up	The ECC is to be activated by the Airport Management on receipt of information that indicates an incident requiring a significant and coordinated response.
Command, Control and Coordination	The command, control and co-ordination of the ECC are the responsibility of the Incident Controller will be located at the ECC and will assume overall control of the rescue effort. The following organisations may be required to supply Liaison Officers to the ECC: • DFES • Karratha Health Campus • St John Ambulance • Airline/Ground Handling Agency • City • Department of Communities • Others (as/when requested)
Communication	The ECC has the necessary communications, facilities and staff (including Liaison Officers from the support agencies and functional areas) for to manage an airport emergency. The primary method of communications will be via mobile phone. Alternate communications include agency/organisational radio networks and email/internet based systems.
Stand Down	Agencies working at the ECC are stood down by the Incident Controller. Stand down procedures will normally be implemented on a progressive basis as the situation comes under control. The ATSB assumes responsibility for control of the site and any wreckage upon cancellation of the emergency.

4.4 Vehicle Reporting Point (VRP)

In accordance with the Transport Security Act and Transport Security Regulations, those staff that are a component of an Emergency Service Organisation that are responding to an actual Emergency Situation, are NOT required to have Aviation Security Identification Card (ASIC). This means that they are authorised to be given access airside to carry out their response duties.

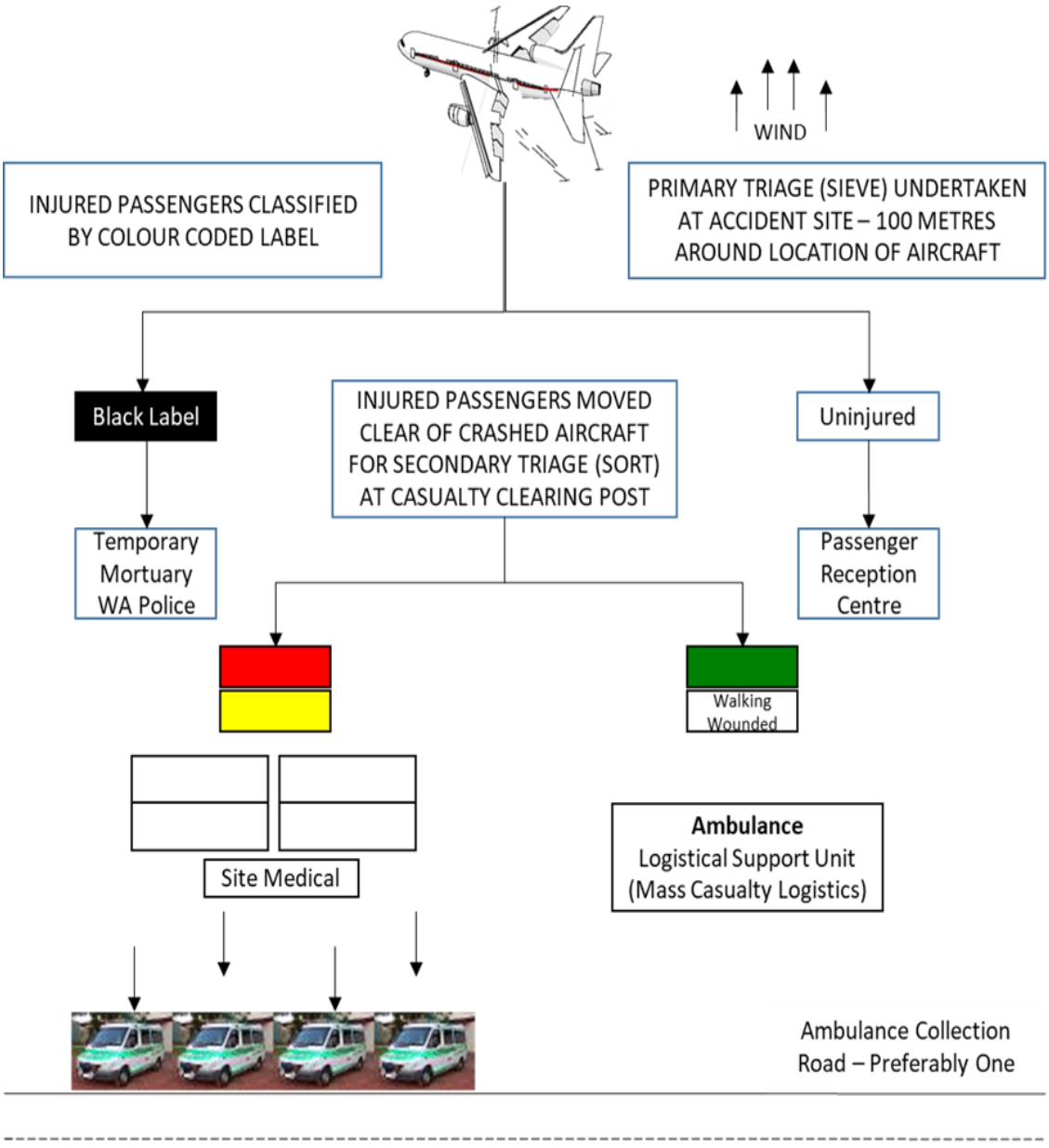
Function	The function of the VRP is to provide an easily identified location where responding agencies can be consolidated and provided with safe escort to the incident site. Emergency response vehicles only require an escort when the emergency deems it necessary or when there are a sufficient number of AROS and suitable vehicles available. The VRP assists in preserving the safety of the movement area during an emergency.
Location	The primary emergency access point to airside will be at Gate 6 located on the Eastern end of the Airport at the Airport Workshop. Permanent Blue/White direction signs are erected along Bayly Ave at the entrance to the main Airport area and additional signs are erected along the route to provide direction. Depending on the location of the incident site, other gates may be used for access after the initial response. Access to an incident may be through other Emergency Access gates on the airport. Airport Staff will notify responding agencies when/if required of the secondary emergency access.
Set Up	A ready to go VRP control point pack that includes a hat, water, sunscreen and log keeping equipment is available from the ARO workshop to allow for quick set up of the VRP. For emergencies that continue for a prolonged period, a rotation system is implemented for the staffing the VRP, particularly when weather conditions are extreme.
Staging Area	Emergency vehicles attending the incident may need to stage so that access can be prioritised. A Staging Area has been established adjacent to Gate 6 to assist the Incident Controller to control access to the incident site. Vehicles and equipment will be logged and organised here by the Reporting Officer in the order they will be required at the emergency site and note they have been assigned a radio or if they will use a different method of communication. The ARO will advise all Emergency Service Vehicles to extinguish their vehicle flashing lights to not interfere with Identification of ICP and CPA identification lights. This area is sufficient in size to park each emergency vehicle to be deployed at short notice and vehicles do not block access or other vehicles. The ARO at the staging area continually relays information to agencies.
Command, Control and Coordination	Karratha Airport staff (or their delegates) will establish the VRP and a register of personnel entering and exiting the airside.
Stand Down	The PFC is responsible for stand down of the VRP. The VRP will continue in operations until all external agencies involved in the emergency have left the airside of the airport.

4.5 Casualty Processing Area (CPA)

Function	The function of the CPA is to facilitate: • Secondary triage (SORT) at the entrance to CPA to assess need for urgent medical treatment or first-aid on site. • Stabilise patients for transport as Hospitals appropriate. • Uninjured personnel must also be triaged, placed to one side, or another location but remain monitored. The uninjured will be moved to the PRC as soon as possible.
Location	The CPA is located at a distance that is deemed safe by the ARFFS and is designated by a flashing green light or green flag. The location of the CPA will be selected in consultation with the ARFFS Commander and Incident Controller, taking into consideration safety, wind direction and operational requirements including suitable helicopter landing areas close by.
Set Up	The St John Ambulance and Medical Health Commander will normally supervise setting up of the CPA, which includes specific sites for: • Triage • Treatment/resuscitation • Marshalling of patients • Vehicle assembly and transport (both ambulances and buses as required) **NOTE:** An Idealised layout is located on the following page.
Command, Control and Coordination	The PCF will handover control to the Ambulance Commander. The Ambulance Commander will coordinate the facilitation of casualty processing and take on the command and coordination in the CPA once arrived on the scene. The Ambulance Commander or their delegate is responsible for deciding where the casualties will be transported to. The Ambulance Commander must ensure that all passengers' movements are recorded and accounted for.

Agency Representation	The following agencies are represented at the PRC: • Hospital Response Teams • DFES • Department of Communities • St John Ambulance Volunteer First-Aid Staff • Red Cross • WA Police • Clergy
Tagging	Tagging is used to identify casualties as requiring immediate care (Priority I - Red), delayed care (Priority II - Yellow), minor care (Priority III - Green), or as deceased (Black). **PRIORITY 1 – RED** **PRIORITY 2 – YELLOW** **PRIORITY 3 – GREEN** **DECEASED – BLACK**
Management of Deceased Victims	To allow for correct identification it is paramount that the deceased are not moved unless absolutely necessary i.e. is hindering the lifesaving activities of another victim. If bodies are moved DVI teams require the original position to be photographed, marked and numbered. The Ambulance Commander will determine the most appropriate location for a temporary morgue and arrange for facilities to be brought to the site and for moving the dead to the State mortuary.
Information for Families of Deceased Relatives	No information is to be released to families of deceased persons without strict and direct permission from the WA Police. The WA Police will provide personnel to complete this task.
Stand Down	Agencies working at the CPA are stood down by the Ambulance Commander in consultation with the Incident Controller.

FIGURE 4.5



4.6 Passenger Reception Centre (PRC)

Function	The PRC function is to register the uninjured or minimally injured passengers and to attend to their welfare needs such as counselling.
Activation	For a designated "FULL EMERGENCY", Karratha Airport (with the assistance of the Airline and/or Ground Handler) staff will open and set up a PRC as required. Passenger registration will be implemented on all occasions of a "FULL EMERGENCY" being declared. This phase of the incident will normally be of the longest duration.

Location	The Primary PRC is to be set up at the Karratha Airport Terminal. This decision for the setup of the alternate area will be undertaken by the IMT in consultation with Karratha Airport management and the attending affected airline as well as the other attending agencies/organisations and will be dependent upon current operations.
Set Up	Initially Karratha Airport staff will set up the building for the reception of passengers in conjunction with the facilities and Airline/Ground Handling Agent. Protection from the media is considered.
Command, Control and Coordination	Command, control and coordination of the PRC will be by the WA Police. The primary method of communications between the PRC and the IMT will be the internal two-way radio systems of the respective emergency response agencies.
Agency Representation	The following agencies are represented at the PRC: • Department of Communities • WA Police (may also interview victims as part of the incident investigation process). • City Representative • Security • Welfare Agencies and Clergy • St John Ambulance Service/Karratha Health Campus • Airline/Ground Handling Agent
First Aid	A First Aid Post will be located adjacent to the Passenger Registration Area when in use for uninjured passenger reception. St John Ambulance Volunteer First Aid Officers will respond to the Terminal Building and provide first aid for passengers (if required).
Refreshment Area	A refreshment area may be set up in the PRC and the RRC. The HMA will provide the refreshments which will be coordinated by the City or Department of Communities. The refreshments are to be provided to passengers and staff in this area.
Passenger Registration Area (PRA)	The PRA located within the PRC is utilised to provide DVR and initially obtain information for additional care and re-unification purposes. Registration of incident survivors will initially be undertaken by Airline Staff. Once the Department of Communitiesare effectively established within the PRC, the Airline will formally hand over the management of the registration and may provide additional assistance if capability allows. The registration will continue using the Register. Find. Reunite. If the PRA is not available, Karratha Airport will arrange with the Department of Communities to use alternative area/s as a PRA. With consideration given to the number of affected persons involved and the time required, a suitable alternative second choice may

	be one of the hangars located on the airfield or the administration area adjacent to the ATC Tower.
Personal Support	Personal Support, under the direction of the Department of Communities will be available in the Terminal Building at venues advised by the Manager Airport.
Stand Down	Agencies working at the PRC are stood down by the Incident Controller. The PRA may require being active even after the airport is again fully operational.

4.7 Relative Reception Centre (RRC)

Function	The function of the RRC is to provide an isolated area for relatives and friends to be assembled, registered and cared for prior to reunion with passengers. Access should be restricted to those that can name passengers/crew on the affected flight.
Activation	On notification from the Incident Controller Karratha Airport Staff will activate the RRC with assistance from the affected aircraft owner/operator or ground handling agent.
Location	The initial RRC is located within meeting room 3 (known as the Old Qantas Club) within Karratha Airports Terminal. A map outlining the Karratha Airport Emergency Facilities can be found in Appendix G. Any alternate site will be coordinated between the Airport, Incident Control, Department of Communities and the Affected Airline. Announcements will be made over the public address system for relatives and friends to assemble in the nominated area.
Set Up	On notification from the PFC, Karratha Airport Staff will activate the RRC with assistance from the affected aircraft owner/operator or ground handling agent. Adequate food, water and amenities will be provided.
Command, Control and Coordination	Command, control and coordination of the RRC is the responsibility of WA Police with assistance from DFES and the affected aircraft owner/operator or ground handling agent.
Agency Representation	The following agencies may be represented at the RRC: • Department of Communities • Security • WA Police • City Representative • If requested, St John Ambulance Service • Airline/ Ground Handling Agent
Stand Down	Agencies working at the RRC are stood down by the Incident Controller.

4.8 Reuniting Facility

Function	The function of the Reuniting Facility is to provide an isolated area for relatives and friends to be reunited with passengers. This facility will also provide access basic first aid.
Activation	On notification from the PFC, Karratha Airport management will activate the Reuniting Facility. Karratha Airport staff will establish the Reuniting Facility with the assistance of the affected airline.
Location	A Reunion Area will be established as decided by the PFC after taking into consideration aircraft movements, passenger numbers, etc. The Reuniting Facility is separated from the RRA to be considerate of the family and friends that are still waiting to be reunited with passengers. A map outlining the Karratha Airport Emergency Facilities can be found in Appendix G.
Agency Representation	The following agencies should be represented at the Reuniting Facility: • Department of Communities • Red Cross • Clergy • St John Ambulance Service • City Representative • Airline/Handling Agent
Stand Down	Agencies working at the reunification facility are stood down by the Incident Controller.

4.9 Crew Reception Centre (CRC)

A facility should be identified to separate the uninjured crew from the other uninjured passengers and media to enable the airline to provide welfare and support. Flight crew should be clearly identified when evacuated from the incident site.

Function	The function of the CRC is to provide an isolated area for the uninjured crew of the affected flight.
Activation	Activated under direction form the Incident Controller.
Location	The Crew Reception Area will be determined by the affected airline or ground handling agent. Areas to be considered include the airline offices or the Crew Room in the Terminal Building. The location of this facility and access arrangements should be catered for in the individual Airline plan.
Set Up	The affected airline or ground handling agent will establish the CRC.
Command, Control and Coordination	Command and control of the CRA is the responsibility of the WA Police. Coordination of the CRC is the affected airline or ground handling agent.
Crew Reception	Airline crew, including both Technical Crew and Cabin Crew, need to be separated from passengers as soon as possible, preferably by the airline. The crew must be triaged prior to removal from the incident site. The crew's whereabouts must be immediately available to the authorities if access is required for investigative, or other purposes.
Stand Down	The aircraft crew are to remain separated in a secure area until cleared by the medical authorities and the Police Incident Controller.

4.10 Media Centre

See Media Management Sub-Plan (Appendix B.4).

Function	The function of the Media Centre is to provide a central location where media representatives can be briefed on the emergency. The Media Centre provides an avenue for media representatives from organisations that are involved in the emergency. This will ensure that the media will be properly controlled and accommodated. The Media Centre is designed to ensure that the media are given timely and accurate information so that information from unauthorised sources and rumours are minimised. This will also ensure that the private interests of those suffering losses of relatives are protected. Swift consultation between the agencies will be required to ensure that accurate information

	about the flight is released. This is designed to allay the fears of relatives of passengers on all other flights. Names of those involved in the incident are not to be given to the media unless next of kin have been notified and unless authorised by the PFC.
Location	Karratha Airport and/or the Incident Controller will nominate a location, either on or off the airport, for detailed media briefing and interviews with members of the IMT.
Set Up	The HMA is responsible for set up of the Media Centre in consultation with Karratha Airport.
Command, Control and Coordination	The Incident Controller responsible for all matters of media briefing and will do so where considered appropriate. Access to the site is to be fully controlled in order to preserve all incident site evidence for investigation purposes. If working conditions permit, Karratha Airport may provide the WA Police Media Liaison Officer and media with vehicular access, subject to the PFC's approval. At no time are media to disembark from the vehicle while in the vicinity of the accident site without the approval of the PFC. If conditions permit, facilities may be identified and used from which the media can work from an airport-based location. If a professional service can be provided to the media, the authorities can reduce the pressure on themselves, reduce public anxiety and reduce the likelihood of adverse publicity.
Stand Down	The Incident Controller is responsible for the stand down of the Media Centre. It should be noted that the media's interest normally continues well after the initial incident is over.

5 OPERATIONAL RESPONSE TO AN EMERGENCY

5.1 Communication

Primary Communications from Fire Ground to the IMT:

- UHF radio from ARFFS Fire Commander to ARFFS Local Operations Manager at the IMT.

Secondary Communications from the Fire Ground, if ARFFS Local Operations Manager not available:

- The Terminal has a Public Address System available for broadcasts throughout the Terminal. PA requests are to be forwarded to Karratha Airport staff.

5.2 Airport Access

The Karratha Airport is approximately 14 kilometres from the town centre of Karratha with access via Dampier Road and Bayly Avenue.

Maps of Karratha Aerodrome and its immediate vicinity are available to emergency agencies. These include:

- Primary and Secondary Emergency access points
- Emergency Assembly Areas and location of the Emergency Facilities
- Details of any aerodrome hazards that are present (drainage infrastructure, open excavations, critical or sensitive areas for navigation and communication equipment, obscured foundations or footings).

5.3 Primary Emergency Access

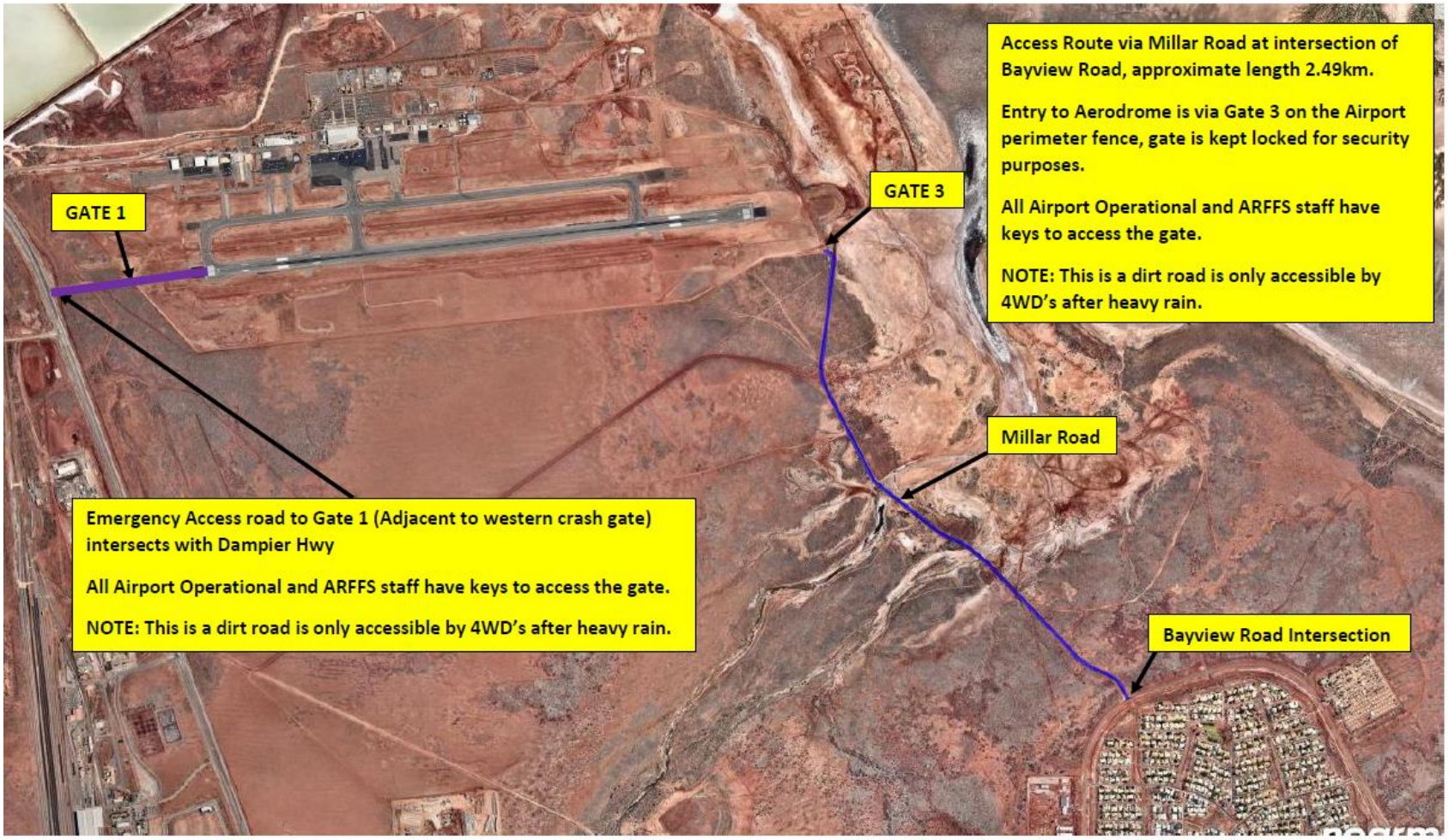
The main access to the airport is via Dampier Highway and Bayly Avenue. In the event of a major incident at the airport the WA Police will activate a Traffic Management Plan in which access to the airport will be controlled near Dampier Highway.

Permanent Blue/White direction signs are erected along Bayly Ave at the entrance to the main Airport area and additional signs are erected along the route to provide direction.

5.4 Primary Emergency Access

5.5 Secondary Emergency Access

KTA AIRPORT – Alternate Emergency Access Route



5.6 Staging Area

Refer to the VRP at Section 4.4

5.7 Staff Assembly Area

In the event of a major incident at the airport, road access to the airport may be difficult or impossible. In this event, the following arrangements will apply.

Airport/Airline staff required at the airport for emergency or operational duties with a valid Airport ASIC card, will report to the first WA Police roadblock encountered, for instruction. Emergency responders will be recognised by emergency vehicles; additional responders will be given access as determined on a case-by-case basis by WA Police

Support agencies that have a role in the Terminal Building/s are to assemble as follows at the Passenger Terminal, Car Park, or, if so directed, at the Emergency Gate – Gate 6.

If the primary assembly area is not used an alternative aerodrome assembly area is to be nominated by the WA Police in conjunction with the Airport Operations and Assets Coordinator.

If staff are unable to access the Airport, they should call their designated supervisor.

5.8 Communication with Airport Community

It is essential that a communication protocol is established for advising all Airport 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.

Karratha Airport Staff (employees of the City) will initially advise one or more of the tenants and request that the specific information be transferred to all other tenants.

6 RETURNING THE AIRPORT TO OPERATIONAL STATUS (RECOVERY)

Recovery is the process of returning the airport to its normal level of functioning following an emergency and includes the welfare, physical and emotional condition of the victims and including the staff of airport agencies as well as the physical reconstruction of airport facilities.

It is essential that the need for recovery operations is assessed and planned during the early stages of an emergency response operation. Manager Airport along with the City Executive Leadership team, in conjunction with the Incident Controller, is responsible to ensure that this occurs.

6.1 Investigations

Following an emergency/incident at Karratha Airport, investigations will be required.

Until preliminary investigations have been completed, or the relevant authority gives approval, the airport operator 'shall not' commence the recovery process with the aircraft owner.

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/WA Police – in the event of an emergency involving a death.
- Australian Defence Force (ADF) –Defence Aviation Safety Authority (DASA) – in the event of an emergency involving ADF aircraft.
- WA Police – in the event of unlawful seizure or bomb detonation.
- Worksafe – in the event of serious injury or death.
- Airline/aircraft operator and its insurers.
- Airport operator and its insurers.

6.2 Recovery of Wreckage/Clean Up

Recovery is the process of returning the Airport to its operational status by the removal of wreckage, clean up, inspection processes and re-establishing operational facilities i.e. lighting, Passenger Terminals.

Subject to clearance by the ATSB the owner/operator of the aircraft/facility is responsible for the removal of wreckage and the clean-up of facilities. The owner/operator is also responsible for the technically correct removal and disposal of fuel and HAZMAT.

The Airport Management accepts no responsibility for the removal of crashed or immobilised aircraft on Karratha Airport.

Please refer to the DARP Sub Plan for further information.

6.3 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 Airport back to full operational status in a safe, efficient and orderly manner. The following tasks must be undertaken prior to return of the Airport to full operations:

- Airport inspection.
- All debris must be removed, and pavements repaired.
- Security Restricted Area re-established.
- Restricted aircraft operations (if required).
- Any NOTAM initiated will be cancelled or amended (as required).
- Unrestricted aircraft operations if possible.

The person responsible for inspecting the airport and declaring it safe for aircraft operations is the Airport Operations and Assets Coordinator in conjunction with the Manager Airport.

6.4 Return to Restricted Aircraft Operations

Return to restricted operations means the re-commencement of some aircraft operations using those parts of the airport manoeuvring areas that are not affected by the emergency or rescue operations. This activity is to be undertaken with extreme care so as not to endanger any emergency services personnel or hinder the emergency rescue and initial recovery operation.

Activation	The communication to resume restricted operations will be the responsibility of the Manager Airport.
Control	The decision to resume restricted operations is the responsibility of Manager Airport, in consultation with WA Police.

6.5 Return to Unrestricted Operations

Return to unrestricted operations is the commencement of normal aircraft operations.

Activation	The decision to resume restricted operations is the responsibility of Manager Airport, in consultation with WA Police.
Control	The Manager Airport will be in control of the full recovery phase with the assistance of the Airport Recovery Coordinating Committee.

6.6 Security Control

Returning the airport to normal operations will also require the gradual handing back of control of airport security functions and restitution of security-controlled areas to the Karratha Airport Compliance and Safety Lead.

Activation	This process will be activated by the Security Contact Officer.
Command, Control and Coordination	Responsibility for coordinating this function will initially be the WA Police but may be handed over to the Airport Authority to coordinate private security arrangements
Tasks to be Undertaken	The following tasks should be undertaken prior to the resumption of normal operations: • Audit of security on the area where operations will be resumed. • Isolation of areas still affected by the rescue or recovery activities. • Resumption of perimeter access control. • Resumption of Terminal access controls. • Establishment of access control to the emergency site by essential personnel, including those not holding an ASIC.

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

6.7 Critical Incident Stress (CIS) and Post Trauma Management (PTM)

All agencies and organisations will be responsible for dealing with CIS and PTM management of their own staff.

Karratha Airport in consultation with the affected airline will establish a suitable area for emergency personnel, victims and the public to visit the airport after being involved in an event or emergency to seek assistance with CIS and PTM. Details of this area and available support services are issued to airport personnel so they can give appropriate directions. This area is supervised, and amenities provided to ensure adequate assistance and to limit disruption to other airport operations.

The person responsible for arranging resources to deal with CIS & PTM for Karratha Airport staff is the Manager Airport.

7 PLAN REVIEW

In order to ensure that the Karratha Airport AEP continues to meet its aim, and achieves the regulatory requirements, a review of the AEP by the AEC will be conducted at least annually or within 90 days 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
- concerns of a particular agency involved in the AEP

Karratha Airport will coordinate the review of the AEP. The AEP review process is a standing agenda item at the AEC meeting. All reviews pertaining to the AEP are to be presented to the AEC and recorded in the AEC meeting minutes. A report consolidating all information provided during the review will be published and circulated to the AEC and other responding organisations that may benefit from the review findings.

In the event of an actual emergency event that results in AEP activation, the AEC will conduct a review that:

- assesses the effectiveness of the response
- assesses the adequacy of the plan
- outlines corrective action as soon as practicable to ensure the plan operates effectively.

Deficiencies and/or changes resulting from the review/s will be addressed as amendments to the AEP.

All records of review are required to be retained securely for a minimum of three years. These records are made available to CASA on request.

8 EXERCISES

8.1 Aim of Exercises

To provide an opportunity for the aerodrome operator and the AEC to test the AEP's effectiveness and identify opportunities for improvement or revision.

To ensure that the AEP and supporting plans and procedures are aligned across all agencies.

To ensure that Karratha Airport staff, combat and support agencies are familiar with the emergency facilities, their roles and responsibilities and are able to exercise command, control, coordination and communication arrangements.

8.2 Types of Exercises

8.2.1 Specialty Emergency Exercises

Specialty emergency exercises may be conducted by specific agencies to provide site specific training or improved coordination. Local emergency agencies undertake tours of the aerodrome to become familiar with the physical features of the aerodrome and aerodrome boundary access points. Local emergency agencies are also briefed on aircraft characteristics and specific hazards and access points.

8.2.2 Tabletop Exercises

Tabletop exercises provide an opportunity for aerodrome personnel and emergency agencies to assess procedures with minimal disruptions to regular operations. Tabletop exercises test the capability and integration of emergency response resources. These are conducted in a large meeting room that includes access to aerodrome and regional topographical maps.

8.2.3 Full Field Emergency Exercises

Full Field Emergency Exercise permits agencies to evaluate the operational capabilities of the AEP in real time through observing:

- The mobilisation of personnel and resources
- The movement of emergency service personnel, equipment and resources.

8.3 Exercise Frequency

The need to exercise the AEP on a regular basis is mandatory. The AEC may determine an annual exercise program above the ICAO/CASA determined minimum.

The AEP, at a minimum will be tested by holding a realistic field exercise every two years and a tabletop exercise in alternate years.

8.4 Planning of Exercises

Exercises will be formulated by the Airport Management and planned around a realistic scenario that challenges the emergency arrangements and is commensurate with the size and type of aircraft operations at Karratha Airport. The most demanding aircraft type (or most common aircraft type when it is not possible to test the most demanding aircraft type) is considered when planning emergency exercise involving aircraft incidents.

The process of planning an emergency exercise includes:

- Establish the objectives of the aerodrome operator
- Determine the multi-agency and/or combatant authority objectives
- Plan the exercise to test the response against documented procedures.
- Prepare and promote and exercise brief.
- Aspects of the AEP that could be evaluated include but are not limited to:
- Terminal evacuation
- Mustering
- Crowd control
- Security control
- Managing distraught and disgruntled passengers
- Emergency facility effectiveness
- Social media challenges and media enquiries.

Workplace Health and Safety is to be considered when planning Emergency Exercises. This may include organising emergency exercises during a time of the year where weather conditions are ideal to reduce instances of heat stress among participants.

8.5 Evaluators

Karratha Airport appoints Evaluators to provide impartial comment on the plan and the performance of attending agencies.

When conducting an emergency exercise, Evaluators will:

- Ensure the exercise is run in accordance with the exercise brief and procedures.
- Ensure suitable personnel are present to monitor exercise performance and safety.
- Suspend or delay the exercise when safety of participants is affected or where the exercise begins to deviate from the brief. The exercise can recommence once issues are addressed, and the exercise intent is re-established.
- Ensure participants are trained for their roles and responsibilities, familiar with the aerodrome environment and made aware of other activities and hazards present at the aerodrome.

8.6 Pre-Briefing

A pre-briefing session is normally held prior to the exercise. This session will run through the roles and responsibilities of both combat and support agencies.

8.7 De-Briefing

Each exercise will be followed by a de-briefing session conducted with participants, evaluators and observers. Evaluators will provide, personally or in writing, a critique of the exercise and advice on where the plan might be improved.

8.8 Post Exercise Report

On completion of the Exercise, Karratha Airport will prepare a summary report for presentation to the AEC. The report will:

- Assess the exercise outcomes against the objectives
- Identify lessons learnt and opportunities for improvement to documented procedures
- Summarise performance of participating agencies

A report on the exercise will be circulated to agencies, together with a summary of the major recommendations, the AEC will meet to decide which of those recommendations will be included into the AEP.

8.9 Airport Emergency Committee Review

A meeting of the AEC will be convened as soon as practical (not more than 30 days) after the exercise. The AEP will be reviewed and may be amended on the basis of recommendations approved by the AEC.

The AEC will:

- Review the effectiveness of the response to the exercise
- Assess the adequacy of the AEP to manage aerodrome emergencies.
- Collate feedback, agency reports and stakeholder reviews and summarise the outcomes into one report.
- Review the findings contained in the exercise report summary and assign nominated officers/agencies to address any issues or outcomes requiring further assessment. For any findings requiring aerodrome operator support or implementation, the summary report will be tabled as an agenda item through the aerodrome SMS.
- Take corrective action to ensure that the AEP operates effectively.
- Ensure that agencies involved have assessed their internal SOPs

8.10 Training

Each organisation is responsible for the training of its personnel to enable that agency to perform its role and responsibilities under the AEP. However, Karratha Airport can assist organisations by providing airport familiarisation tours on request.

8.11 Documentation

All documentation associated with the Exercise and subsequent amendments to the AEP is to be securely retained for a period of 3 years.

8.12 Exercise Deferment

In accordance with *Civil Aviation Safety Regulation Pt 139.215*, if a real emergency occurs at the aerodrome within 6 months before an emergency exercise is due, the operator may request CASA to extend the period within which the next emergency exercise must be conducted.

CASA must grant the request if it is satisfied that:

- All emergency service organisations referred to in the plan responded to the real emergency; and
- The real emergency adequately tested the plan.

In granting the request, CASA may extend the period until the end of 2 years after the real emergency occurred.

To obtain the approval for deferral, the AEC Chair must discuss the proposed request with the AEC and then formally write to CASA outlining the situation that occurred and that the AEC agreed with the above requirements of plan activation and that the required organisations responded to the activation.

9 Appendix A - AIRPORT RESOURCES

The following tabulated information identifies on Airport resources that may be available for assistance during the response to or recovery from an emergency situation Karratha Airport assesses the adequacy of aerodrome or community-based equipment that can assist with aircraft recovery. The resource list and contact details are reviewed regularly. The location of this equipment is also included in the Aerodrome Manual and is made available to emergency agencies

The LEMC maintains a register of off airport resources that can be called upon should they be required.

Each listed organisation is responsible for the accuracy of this list.

TITLE	BUSINESS ADDRESS	POSTAL ADDRESS
City of Karratha Karratha Airport	City of Karratha Bayly Ave WA 6714	PO BOX 219 Karratha WA 6714
BUSINESS PHONE NUMBER	**A/H PHONE NUMBER**	**OTHER**
9186 8507	0418 799 460	Business number a/h directs to a remote call centre
RESOURCE TYPE	**NO. OF ITEMS**	**RESOURCE LOCATION**
Tractor (equipped with air band radio)	1	Karratha Airport Workshop
RTV (equipped with air band radio)	1	Karratha Airport Workshop
Four 4WD airport operational vehicles equipped with an air band radio	4	Karratha Airport Workshop
Skid steer loader (equipped with air band radio)	1	Karratha Airport Workshop
Diesel re-fuelling tanks 1 x 10000ltr	1	Karratha Airport Workshop
Diesel re-fuelling trailer 1 x 1500ltr	1	Karratha Airport Workshop
Trailers	2	Karratha Airport Workshop
Emergency trailer (for displacing threshold)	1	Karratha Airport Workshop
Kiosk facility with associated staff (catering for emergency incidents)	1	Airport Terminal
Small portable generator	1	Karratha Airport Workshop
1200ltr heavy duty firefighting trailer with fire pump and high-pressure cleaning attachment	1	Karratha Airport Workshop
20 person raft	6	Fire Station – Argo Shed
ARGO/All Terrain Vehicle	1	Fire Station Karratha Airport
Manager Airport Vehicle (equipped for airside operations)	1	Karratha Airport
FOD BOSS Towed Sweeper	2	Karratha Airport Workshop

10 Appendix B - AIRPORT SUBPLANS

10.1 Sub Plan 1. Disabled Aircraft Recovery Plan (DARP)

The person responsible for coordinating the recovery process is the Airport Operations and Assets Coordinator in-conjunction with the Manager Airport. The aircraft owner/operator is responsible for recovery and removal of any aircraft wreckage.

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

10.1.1 Agency Roles and functions

At Karratha Airport the following agencies may be involved in disabled aircraft recovery.

Manager Airport	Assesses the availability of equipment that may assist with aircraft recovery (Appendix B). Control and coordinate the recovery of the disabled aircraft. Secure the site of the operation. Liaise with the Airline/Aircraft owner/operator and the Investigation Teams to obtain clearance to remove the aircraft.
Aircraft Owner/Operator	Subject to clearance by the Investigating Teams, undertake the removal of the disabled aircraft. Undertake the removal and disposal of fuel and other HazMat associated with the aircraft.
WA Police	In conjunction with ATSB, authorise the removal of a disabled aircraft when the investigation is completed.
ATSB	Authorise the removal of the disabled aircraft when the investigation is completed.
Defence Aviation Safety Authority	In the event of an emergency involving ADF aircraft, will authorise the removal of the disabled aircraft.
ARFFS	Remain on standby to assist with the operations as required, especially during the de-fuelling of the aircraft.
Aviation Refuellers	Assist with defueling of aircraft.

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

10.2 Sub Plan 2. Care of the Uninjured

Aim	The aim of these arrangements is to provide the coordinated response of given agencies in the shortest possible time to remove the uninjured from the emergency site and provide them with personal support and reunification processes.
Scope	The scope of this sub-plan is limited to the provision of assistance for the uninjured until they either depart the airport or responsibility for their care is transferred to the affected airline. The responsibilities also include registration, inquiry and reunification. This Plan may be implemented in whole or in part for any incident at Karratha Airport or within WA that may require provision of welfare support at the airport. This Section is based on the assumption that each agency with a role in the Care of the Uninjured, has in place appropriate operational procedures which detail that agency's response in accordance with the plan outlined in this Section.
Activation	The Care of the Uninjured sub plan is automatically activated when the operational response to an aircraft crash on airport is activated. Agencies involved may be advised that the Care of the Uninjured sub-plan may be initiated following the confirmation of unlawful interference.
Notification	Notification to "Care of the Uninjured" response agencies occurs through the WA Police Operations Centre and subsequent activation via the State Welfare arrangements.
Welfare Sub Committee	On behalf of the AEC the Welfare Sub Committee is responsible to prepare and review a Care of the Uninjured Plan. The Welfare Sub Committee shall also: • Identify emergency resources on Karratha Airport and within the community and make plans for the allocation and coordination of these resources; • Establish and review systems for the control and coordination of the use of these resources; • Establish communication networks within and between functional areas; and • Arrange exercises to periodically test the Care of the Uninjured Plan.
Welfare Sub Committee Members	The Welfare Sub Committee is normally chaired by Department of Communities representative. The AEP Welfare Sub Committee is made up of the following representatives. • Karratha Airport (Various) • Airline/Handling Agent • Department of Communities • Australian Red Cross • Department of Health

	• WA Police
Plan Review	A review of the Care of the Uninjured Plan is to be conducted by the Airport Emergency Welfare Sub Committee: • Following activation of the Plan. • Following an exercise designed to practice or test the Plan. • When the roles and responsibilities of any party are changed.

10.2.1 Agency Roles and Functions

The following sets out clearly the roles and/or specific functions of the various agencies with responsibilities under the Care of the Uninjured Plan. Each agency is responsible for the planning, conduct and command of the response of their respective agency.

Airline or Handling Agent	• Provide bus(es) to transport uninjured passengers and crew from the emergency site • Provide details of persons on board the aircraft to the WA Police at the ICP. • Liaise with the WA Police to coordinate the movement of the uninjured passengers to the PRC. • Liaise with the WA Police to coordinate the movement of the uninjured Crew to the CRC (separate from all other reception areas). • On behalf of the DCP, register all passengers who arrive at the PRC on the appropriate Registration Forms (continue this process until the arrival of Red Cross and a handover of responsibility has been effected). • Arrange for accommodation, transport, funds and/or emergency supplies (such as clothing, baby care items, and toiletries), etc for the uninjured as required. • Assist with interpreters. • Provision of personal needs including but not confined to: ▪ Accommodation ▪ Clothing ▪ Money ▪ Child Care • Provide and distribute refreshments to all staff and passengers if required. • As required, provide roving registration officers when immediate first aid care is the first priority. • Refer survivors to appropriate authorities regarding Border Control or Immigration matters.
Airport Authority (Karratha Airport)	• Provide escorts for buses carrying the uninjured from the emergency site to the PRC • Liaise with and assist the WA Police. • Establish the PRC and RRA.

	• Secure, advertise by sign and Public Address system and make a RRA available for relatives and friends to await escort to a reunification area. • Secure the PRC and coordinate operations of the various response agencies in the PRC until WA Police arrive.
Department of Communities	On activation by the HMA or Controlling Agency • Coordinate registration of passengers, inquiries and reunification services • Coordinates provision of personal support • Engages Red Cross and Clergy (if required) • Reunite uninjured passengers with relatives and friends in a secure area. • Provide immediate personal support to passengers prior to and after registration
WA Police	• Control and coordinate the operations of the PRC. • Establish the ECC within the Airport Operations Building. • Ensure the orderly evacuation of the uninjured survivors into the PRC. • Establish communication and liaison with the Incident Controller, the ECC and WA Police Communications. • Establish and maintain security of the RRC. • Supervise the DVI process and account for all uninjured delivered to the PRC. • Establish and maintain crowd and traffic control.
Red Cross	In collaboration with the Department of Communities: • Register all passengers that arrive in the PRC utilising the appropriate forms. • Pass completed registration forms to central registry. • Establish a Central Registry. • Working together relationship with Dept of Communities Field Team Leader. • Record inquiries from relatives and friends at the airport. • Pass visitor inquiry records to the “Central Registry”. • Provide personal support services if required. • Reference registrations to enquiries to reunite passengers with family/loved ones
St John Ambulance (Volunteer First Aid Service)	• Provide First Aid (as required).
Department of Health – Response Teams	As Required. • Undertake secondary triage of the uninjured passengers and crew. • Provide first aid and medical treatment as required. • Liaise with the WA Police Welfare Controller on the movement of any patient. • Arrange ambulance transport and pre-hospital care if required.

10.3 Sub Plan 3. Care of Relatives Plan

Aim	The aim of the Care of Relatives Plan is to provide the coordinated response of agencies to assist the friends and relatives of passengers, who are in attendance at the airport following the emergency.
Scope	The Care of Relatives Plan deals with the registration and care of relatives and friends of passengers from their reception at the RRC to their departure from the area. This section is based on the assumption that each agency with a role in relatives care has in place appropriate operational procedures which detail that agencies response in accordance with this Plan. **No** information is to be released to families of deceased persons without strict and direct permission from the WA Police. ***The WA Police will provide personnel to complete this task.***
Welfare Sub Committee	On behalf of the AEC the Welfare Sub Committee is responsible to prepare and review a Care of Relatives Plan. The Welfare Sub Committee shall also: • Identify emergency resources at Karratha Airport and make plans for the allocation and coordination of those resources. • Establish and review systems for the control and coordination of the use of those resources. • Establish communication networks within and between functional areas • Arrange exercises to periodically test the Care of Relatives Plan
Membership	The Welfare Sub Committee is normally chaired by Department of Communities representative. The Airport Emergency Welfare Sub Committee is made up of the following representatives: • Karratha Airport (Various) • Airline/Handling Agent • Department of Communities • Australian Red Cross • Department of Health • WA Police
Command, Control and Coordination	Coordination of the Relatives Reception Area is the responsibility of the WA Police, with assistance from Karratha Airport, Department of Communities and the airline affected by the incident. WA Police delegate the undertaking of registration of all incident survivors to Department of Communities or Red Cross with assistance provided by the airline using the National Registration Inquiry System.
Plan Review	A review of the Care of Relatives Plan is to be conducted by the Airport Emergency Welfare Sub Committee: • Following activation of the Plan.

	• Following an exercise designed to practice or test the Plan. • When the roles and responsibilities of any party are changed.

10.3.1 Agency Roles and Functions

Airline company, aircraft operator or handling agent	• Assist the WA Police in the coordination of activities within the RRC • Provision and establishment of the RRC. • Provision and establishment of the Reuniting Facility. • Assist with interpreters. • Arrange refreshments if required.
Karratha Airport	• Establish the RRC for use by the affected airline. • Support the WA Police and the airlines as required.
Department of Health	• Provide first aid and medical treatment as required. • Assist with critical incident stress management.
WA Police	• Coordinate the operations of the RRC when resources permit. • With Karratha Airport assistance establish and maintain the security of the RRC. • Assist with the registration of relatives and friends when and if resources permit. • Assist the airlines with crowd control. • Coordinate response from welfare agencies.
Ambulance Service	• Provide first aid services as required.
Australian Red Cross	• Undertake registration of relatives and friends. • Assist with critical stress management.
Airport Security Contractor	• Establish and maintain security of the RRC and the Reunion Area.

10.4 Sub Plan 4. Media Management

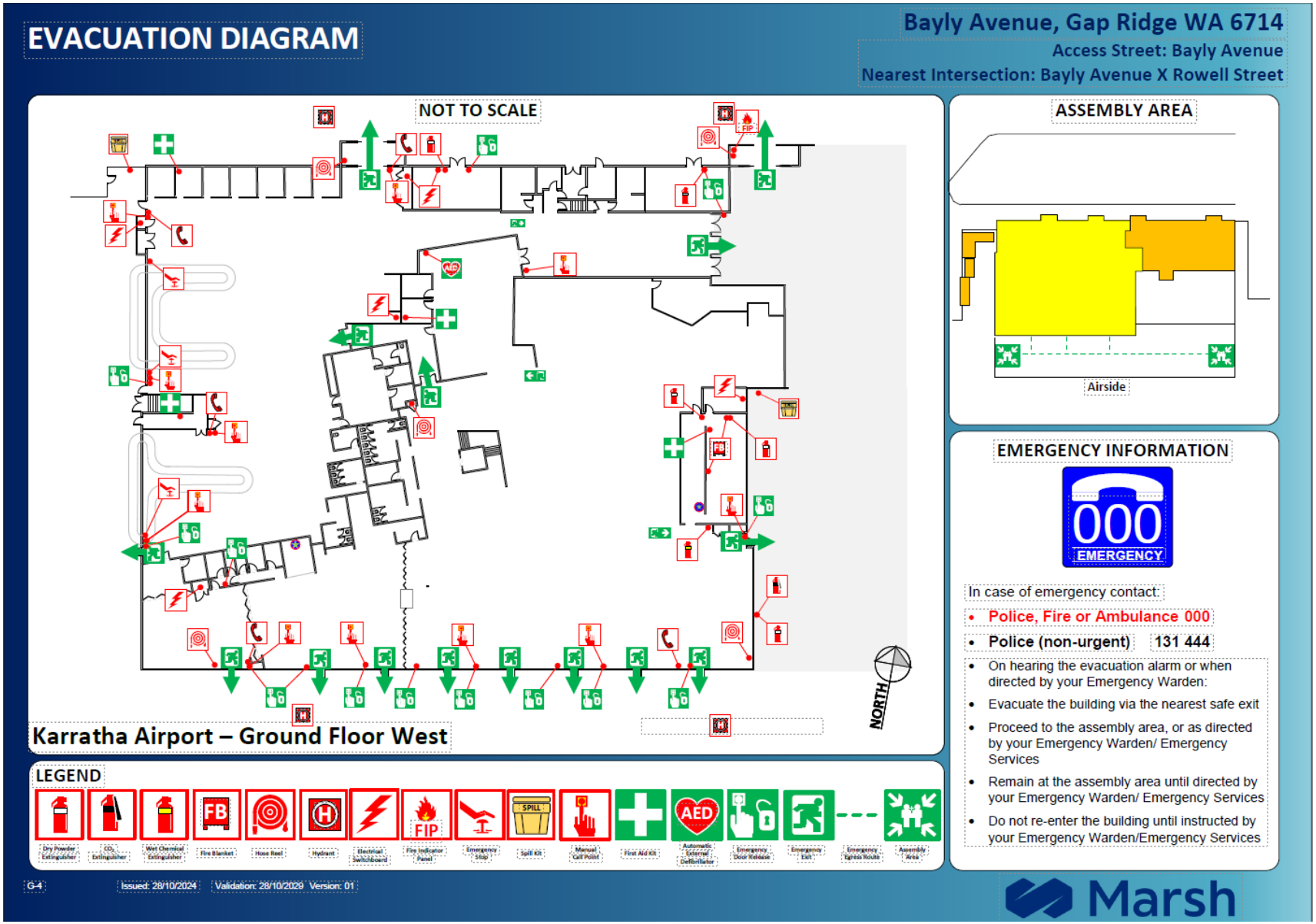
Media Response	Police are responsible for control and movement of media organisations within the incident site. It remains the responsibility of all rescue and airport service organisations to report the movement of non-escorted or uncontrolled media personnel found on the incident site. City Media Liaison will coordinate the management of the media with the WA Police. Media organisations will be given an opportunity to obtain video footage, stills and interviews (where their action will cause no further distress to survivors or relatives, etc.) under the control of police and without disruption to those emergency rescue and recovery tasks underway.
Minor Incidents	In the event of media enquiries about a minor incident where the WA Police are not activated, City Media Liaison will manage media enquiries (in conjunction with the aircraft operator if appropriate).
Initial Information	In the event of a minor incident where the WA Police attend, City may handle media enquiries in consultation with the Incident Controller on site. City media spokesperson, will be available to provide details of the incident (in conjunction with the aircraft operator if appropriate).
Major Accident	The Incident Controller assisted by the Police Media Liaison Unit, the Aircraft Operator (if applicable) & City will control release of information during a major incident. All agency or organisation media liaison officers will assist in the setting up of briefings for media and attendance by their parent organisation representatives.
Media Centre	During a large-scale emergency, all services will attend media briefings at one location. These briefings will be comprehensive and will deal with media questions in detail. Karratha Airport and/or the WA Police will nominate a location, either on or off the airport, for detailed media briefing and interviews with members of the IMT.
Site Access	Karratha Airport may arrange access for the media to attend the emergency site in conjunction with the WA Police. Media representatives may be transported to the location only after approval from the Incident Controller. Media helicopters arriving at Karratha Airport to cover a Full Emergency, Crash on Airport or other AEP 'events' will be directed to an area approved by the Incident Controller.

10.5 Sub Plan 5. Terminal Evacuation

Definition	A Terminal Evacuation is an evacuation of the Karratha Airport Terminal Building due to an incident or threat that has the potential to endanger the lives of tenants, staff and the general public, the evacuation could require a full or partial evacuation of the terminal depending on the circumstances of the incident.
Aim	To provide a co-ordinated response to tenants, staff and the general public to quickly and safely evacuate the airport terminal during an emergency.
Emergency Evacuation Plan	A Map of Karratha Airport Evacuation Plan is available in 10.5 All tenants are required to display this in their work area. **THE MUSTER POINT IS DESIGNATED WITH SIGNS AND IS LOCATED IN THE CARPARK TO THE NORTH OF THE TERMINAL** **A SECONDARY MUSTER POINT IS LOCATED AIRSIDE IN A LOCATION ADJACENT TO THE MAIN APRON AREA** **ALL EVACUATION SHOULD BE TO THE LANDSIDE AREAS (NORTH), UNLESS FIRE OR SMOKE PROHIBITS THIS**
Activation	Initial activation of a response to a terminal evacuation incident is initiated by the person becoming aware of the incident. In the case of a fire alarm the system will activate automatically with the initial bells, followed by the emergency audible alarm and then the “whoop whoop” evacuation alarm. For any other incidents such as (but not limited to) bomb threats, suspicious items, security incidents, the initial assessment will be from the person becoming aware of the incident, the person shall contact the Airport Management (or his/her delegate) on becoming aware of the potential emergency the Airport Management (or his/her delegate) will determine the nature of the emergency and decide the appropriate actions, which may include the following: • Ensure the appropriate emergency services have been notified. • Ensure the Building/Area Wardens are advised of the situation. • If required initiate evacuation of the terminal. • Notify ATC to advice of terminal evacuation. **NOTE:** o During terminal evacuation Karratha Operations are to notify ATC of terminal evacuation, all arriving aircraft are to hold position on adjacent taxiways or suitable holding position as guided by ATC until all clear is given by Karratha Operations. o Any aircraft already assigned and parked on the apron area will remain in position, under the discretion of Karratha Operations. • Brief emergency services personnel on their arrival. • Ensure (upon evacuation) coordination amongst all the area wardens to ensure all persons have been notified of the emergency and have or are leaving the terminal to assemble at the Muster Points.

Incident Control	• During operational hours – ARFFS, outside of operational hours DFES is the Incident Controller.
Combat Agencies	• ARFFS (During operational hours) • DFES VFRS (outside ARFFS operational hours).
Emergency Evacuation Priorities	**First Priority: Protection of Life** The first priority is to ensure that all people who may be in danger are warned, and that action is taken to guarantee their safety, before any steps are taken to prevent the spread of the hazard, to secure assets, or to eliminate the hazard. **Second Priority: Prevent the Spread of the Hazard** The second priority aims at controlling the extent of the hazard within or around the building and minimizing its effect of the assets. **Third Priority: Save Assets in the Affected Area** The third priority is to prevent assets from being further damaged in the event of fire. **Fourth Priority: Eliminate the Hazard** The final priority is to eliminate the hazard with appropriate resources.
Stand Down	The order to stand down will be given by Karratha Airport in consultation with other agencies.
Training	Warden training courses are available to all necessary designated personnel as required, as and when it can be arranged. Evacuation drills are a most important part of staff training associated with emergency evacuation procedures. Drills, complete with use of local alarms will be carried out at least every 6 months. The Manager Airport with the support of the Airport Compliance and Safety Lead will ensure this routine is carried out. Records of drills, items requiring action as a result of those drills and training of Wardens will be maintained by the Airport Compliance and Safety Lead.

FIGURE 10.5 - Emergency Evacuation Procedure



10.5.1 Roles & Responsibilities

Manager Airport	The Manager Airport with support of the Airport Compliance and Safety Lead is responsible for ensuring the following: • Organising and distributing to all Wardens relevant information for use in an emergency. • Prominently displaying Terminal Evacuation Procedures. • Maintaining and distributing a current list of Building/Area Wardens. • Organising the training needs of Wardens and supply of warden tabards
Chief Warden/s	The MSS Security Supervisor (or in their absence their delegate/s) will assume the role of Chief Warden. The Chief Warden on becoming aware of a potential emergency, will determine the nature of the emergency and decide the appropriate action. If an emergency is declared, the Chief Warden shall initiate the appropriate actions, which may include the following: • Ensure the appropriate emergency services have been notified. • Ensure the Building/Area Wardens are advised of the situation. • Advise ATC of the terminal evacuation and request all aircraft hold on taxiways adjacent to apron. • Initiate evacuation of the Terminal and prevent re-entry into the terminal by posting building/area wardens at entry points. • Brief emergency services personnel on their arrival. • That information is received via the building/area wardens that their designated area/s (including toilets) to ensure all persons have been notified of the emergency and have, or are leaving the Terminal to assemble at the Muster Point/s. **NOTE:** The Chief Warden shall maintain a presence at the Fire Control Panel to coordinate the above.
Building Wardens	The following City positions have been designated as Building Wardens for all public areas: • Airport Operations and Assets Coordinator • Airport Compliance and Safety Lead. • Airport Service and Support Officer/s. • AROs. • Airport Commercial and Terminal Coordinator. • Manager Airport. **NOTE:** All Building Wardens above will be trained to operate as the Chief Warden in the event of an emergency that they are the only person available. **Building wardens** shall assist with the following if required: • Ascertain the extent of the emergency from the Chief Warden. • Assist people in immediate danger. • Assist disabled people in evacuating the terminal.

	• Raise the alarm if first to notice the hazard. • Implement the evacuation of their designated area. • Perform a methodical search of their designated area (including toilets) to ensure all persons have been notified of the emergency and have, or are leaving the Terminal to assemble at the Muster Point. • Report to the Chief Warden at the Fire Control Panel once the designated area has been cleared. • Ensure traffic control is undertaken at the front of the terminal to prevent vehicles blocking • the road for emergency responders (consider delegating this task to contracted security staff and/or area wardens. • Assist in preventing persons from re-entering the Terminal by manning entry points. • Liaise with Airservices (during tower hours) to ensure aircraft on the ground and inbound are made aware of the emergency All other City airport staff (i.e. cleaners and duty staff) will act as area wardens and assist with the evacuation as directed by the **Building Warden/s**.
Area Wardens	In addition to Building Wardens the following tenants have been designated as having **Area Wardens**. MSS Security Supervisor (or their delegate) – Departures Lounge. Manager Menzies (or their delegate) – Menzies Office area/s, Qantas Lounge/Toilets and common use check in area. Manager NWAS (or their delegate) – NWAS Office area/s and common use kitchen and toilet areas. The Area Wardens are responsible for their designated areas as outlined above and should implement the following actions implement the following actions: • Ascertain the extent of the emergency from the Building Warden/s. • Assist people in immediate danger. • Assist disabled people in evacuating the terminal (within their designated area). • Raise the alarm if first to notice the hazard. • Implement the evacuation of their designated area. • Perform a methodical search of their designated area (including toilets) to ensure all persons have been notified of the emergency and have or are leaving the Terminal to assemble at the Muster Point. • Report to the Chief Warden at the Fire Control Panel once the designated area has been cleared. • When directed assist building wardens with traffic control and manning of entry doors to prevent re-entry to the terminal. **NOTE:** All wardens will be required to wear a warden tabard while undertaking evacuation of the terminal.

11 Appendix C – AIRCRAFT SPECIFICATIONS (PASSENGER CAPACITY)

11.1 Jet Aircraft

MODEL	SERIES	AISLES	ENGINES	SEATING	MEDIAN
AIRBUS					
A319		1	2	124-145	124
A320		1	2	150-180	150
A321		1	2	185-220	185
A220	100	1	2	100-120	100
A220	300	1	2	130-150	120
A330	200	2	2	253-405	253
A330	300	2	2	335-440	335
EMBRAER					
E-170	170	1	2	70-80	76
E-190	190	1	2	94-106	100
E-190-2	190-2	1	2	98-114	100
CESSNA					
Citation	C560	1	2	3	3
Citation	C550	1	2	3	3
BOEING					
737	700	1	2	126-149	136
737	800	1	2	162-189	172
737	900	1	2	177-189	185
737	Max - 8	1	2	162-178	165
787	9	2	2	257-290	260
FOKKER					
F100		1	2	100	
PILATUS					
PC24	RFDS	1	2		

11.2 Turboprop Aircraft

MODEL	SERIES	AISLES	ENGINES	SEATING	MEDIAN
EMBRAER					
Brasilia	120	1	2	24-30	30
Bandeirante	110	1	2	18-21	20
BOMBARDIER					
Dash8	Q100	1	2	37-39	38
Dash8	Q200	1	2	37-39	38
Dash8	Q300	1	2	50-56	52
Dash8	Q400	1	2	70-78	74
BEECHCRAFT					
1900	1900D	1	2	19	19
200	Kingair	1	2	10	10
350	Super Kingair	1	2	11	
CESSNA					
172	Skylark		1	3	3
182	Skylane		1	3	3
208	Caravan	1	1	9	9
210	Centurion		1	5	5
404	Titan	1	2	6-8	7
441	Conquest	1	2		
FAIRCHILD					
Metro 23		1	2	19	19
PILATUS					
PC12		1	1		9

11.3 Helicopters

MODEL	VERSION	AISLES	ENGINES	SEATING	MEDIAN
AUGUSTA					
AW139			2	12	
AW109			2	8	
AW189			2	16	
BELL					
206			1	4	
407			1	5	
412			2	8	
EUROCOPTER					
AS332	Super Puma		2	18	
AS350			1	5	
BK117			2	10	
EC145			2	9	
EC225			2	19	
ROBINSON					
R22			1	2	
R44			1	4	
R66			1	4	
SIKORSKY					
S76			2	10	
S92		1	2	19	

Cabin seat configurations may vary considerably from aircraft to aircraft. Aircraft can be altered by an airline to accommodate different combinations of freight and passenger classes.

The numbers above refer to passenger seating only. Crew numbers and spare seating in aircraft cockpits will add additional persons.

12 Appendix D – ASSOCIATED EMERGENCY PLANS AND REFERENCES

Following is a list of Emergency Plans which, if applicable, the Incident Controller may request to be activated:

- Australian Government Aviation Disaster Response Plan
- National Search and Rescue Manual
- State Support Plan – Emergency Public Information
- State Emergency Welfare Plan (including Annex A – Registration and Reunification, Annex B- Reception and Annex C – Disaster Information Support and Care Centre)
- State Hazard Plan – HAZMAT
- State Hazard Plan - Fire
- State Hazard Plan - Crash Emergency
- State Hazard Plan – Terrorist Act
- State Hazard Plan – Search and Rescue Emergencies
- State Hazard Plan – Severe Weather
- State Hazard Plan – Earthquake
- State Hazard Plan - HAZMAT

The above WA State plans are available at: Emergency management plans (www.wa.gov.au)

13 Appendix E – AIRPORT COMMUNICATIONS NETWORK

13.1 General

The primary method of communications between the ECC, PRC, VRP and the various agencies will be by cellular mobile telephone network. Karratha airport operates on its own UHF frequency, this can be used as a secondary method of communications, see section 13.7.

Communications with the ICP will be via radio or mobile phone.

13.2 Communication with Aircraft

Only those with an 'Aeronautical Radio Operators Certificate' are able to utilise aviation radios and frequencies.

Extreme caution should be used if attempting to pass information to an aircraft that is subject to an emergency situation.

Communications with aircraft involved in an emergency will be primarily via the Airservices ATC air/ground network.

Primary communications with an aircraft should be via a request to ATS and relay of information.

13.3 Airport Emergency Coordination Centre (ECC)

Within the ECC, the primary number is TBA. Fax lines and equipment for the use of agency liaison and ECC staff will be made available on request. Precise details of numbers and locations will be made available by the ECC when activated.

13.4 Passenger Reception Centre

The primary method of communications between the PRC, the ECC, ICP and ICC will be internal two-way radio systems of the respective emergency response agencies and mobile phone.

PRC staff may use adjacent Karratha Airport telephones.

13.5 Combat Agencies, Airport Agencies and Operational Areas

Combat agencies and airport agencies responsible for AEP designated operational areas are to provide:

- Internal communications links;
- Communications links between the Airport ECC and their Operations Centres; and
- Communications links to any participating or support organisations.

13.6 Public Address Systems

Karratha Airport has a public address system available in the Terminal Building.

13.7 Karratha Airport Emergency Radio Channel

The designated Very High Frequency (VHF) Aviation frequencies (127.35 and 131.0) may only be used by appropriately qualified and authorised personnel.

Karratha Airport operates a dedicated, licenced UHF frequency at the airport for day-to-day operational use. This channel may be used by Karratha Airport staff during an emergency. Alternatively, UHF Channel 34 may also be used.

Priority	Freq / Channel	Licence Number	Use
Primary	462.4875MHz	11700527/1	Essential communications which do not disclose casualty or personal information
Secondary	UHF CH 34	Unlicenced/Public Use	

NOTE: No sensitive information i.e. Casualty Numbers, should be passed over this network.

14 Appendix F – Master Contact List

ORGANISATION	POSITION	PHONE No.	MOBILE No.
Air BP	Manager		0499 747 727
Airservices Australia – ARFFS	Fire Control Centre	08 9183 6210	
	Fire Line	08 9183 6299	0448 406 169
Airservices Australia – Karratha Tower	Tower Supervisor	08 9186 8921	0448 144 954
		08 9143 1389	
Alliance	Network Operations	08 9373 0900	
Aspen Medical	Service Delivery Manager	02 6122 2910	0409 447 057
	Avcair Senior Base Pilot		0461 391 016
	Textron Engineer		0477 958 081
Aviair	Operations 24hrs	08 9144 2444	
Auriga	Base Manager		0412 282 714
CHC	Base Manager	08 9185 7606	0420 773 411
City of Karratha	Manager Airport (AEC Chair & Security Contact Officer)	08 9186 8636	0418 761 670
	Airport Operations and Assets Coordinator		0461 521346
	Airport Safety and Compliance Officer	08 9186 8613	0409 274 416
Department of Communities Karratha	ERS 24hrs on Call		0418 943 835
	Regional Coordinator Pilbara, Emergency Relief and Support		0407 686 533
	Regional Coordinator – Pilbara, Emergency Relief and Support		0476 897 836
DFES Pilbara	Regional Duty Coordinator	08 9159 1400	1800 631 227
DON West Pilbara		9144 7655 24/7	0417 935 457
ESU – On Call		9144 2444 24/7	
Karratha Health Campus	Reception	08 9144 7777 24/7	

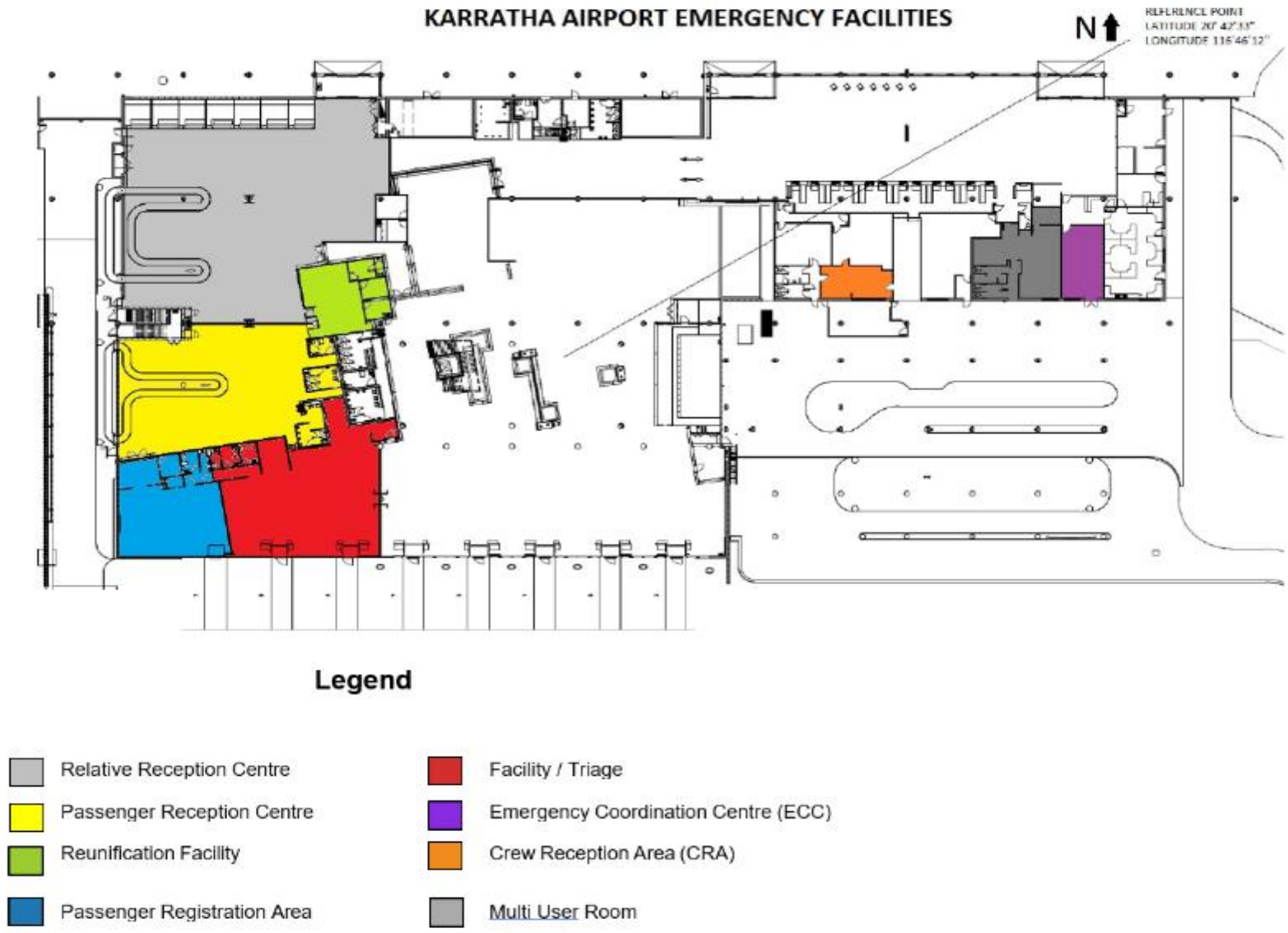
ORGANISATION	POSITION	PHONE No.	MOBILE No.
Karratha Police – Pilbara District	On Call Inspector	08 9143 7200	0427 086 953
Menzies Aviation	Manager	08 6372 6811	0467 712 324
LASTS Transits	24 / 7 Operations	1800 527 878	
MSS Security	Supervisor		0407 352 485
NEXUS	Operations		08 6155 4515
NOTAM	National Operations Centre	02 6268 5063	1800 801 960
NWAS	Operations	08 9183 8847	0419 304 724
	Manager	08 9183 8847	0400 132 029
Offshore Services Australasia	Operations 24HR		0455 432 001
	Office Line	08 9185 7684	
Qantas	Manager	08 9270 9447	0419 917 393
Qantas Link	OPS Centre	02 9691 1818	
Royal Flying Doctors		08 9417 6300	1800 625 800
St John Ambulance	Station Manager	08 9185 5686	0402 602 476
	Admin	08 9185 1222	
Transpacific Cleanaway		1800 774 557 (1800 SPILLS)	
Virgin Australia Airlines	Operations	07 3136 4854	
	Duty Manager	07 3136 4855	
Virgin Australia Regional Airlines	Operations	08 9478 9911	
	Duty Manager	08 9478 9908	
Viva Energy	Site Supervisor		0600 – 1800: 0417 831 341, 1800 – 0600: 0439 655 002
WA Police – Air Wing	Senior Base Pilot		0437 740 430
Woodside	Aviation Duty Manager 24/7		0409 100 607

ORGANISATION	PHONE No.	MOBILE No.
Australian Transport Safety (ATSB) – Accident Investigators	1800 011 034 24/7	
Civil Aviation Safety Authority (CASA) – Airport Inspector	131 757 CASA National	
National Operations Management	1800 020 626 24/7	
Air Traffic Management Director (ATMD)	03 9235 7420 24/7	
Australian Maritime Safety Authority – Aviation Rescue	1800 815 257 24/7	
Department of Home Affairs – CISC	1300 272 574	

15 Appendix G – Transport Master Contact List

ORGANISATION	PHONE No.	MOBILE No.
BusWest	08 9185 4377	
GoWest	08 9185 4545	
Northfleet	08 9144 1000	
LASTs	1800 527 878	
EuropCar	08 9183 9350	0428 614 512
WARU/SIXT		0458 681 933
Budget	08 9479 1919	0419191747
Hertz/Thrifty	08 9187 2290	0428 099 579 / 0431 299 053
Enterprise	08 9187 2290	0428 099 579

16 Appendix H - KARRATHA AIRPORT EMERGENCY FACILITIES



17 Appendix H – Notification Flow Chart