

Emergency Response Plan.

Geronimo Broome

Broome International Airport

Contact phone numbers.

1300 449 669

Chief Instructor

Paul Morton
0498 100 242

Personnel Trained to Administer First Aid, CPR

First Aid, CPR Qualifications	
Name	Telephone
Paul Morton	0498 100 242
Glenn Stutt	0424174197
Amy Stutt	0420438323
Clive Macaskill	0402226507

Emergency Equipment Locations.

First aid kits

- On the wall in the gear up area.
- Trauma kit behind manifest
- Trauma kit in Van (Beach Pick up Van) this will be moved to any other vehicle used for beach pick ups.

Fire Extinguishers

Location	Type	Size
Airport Manifest Area	CO2	9kg
Aircraft Airvan	CO2	2kg
Aircraft Cessna	CO2	2kg
Commuter/ Beach Pick Up Van	CO2	2kg

Calls to be made

The following table details the calls that must be made by the club in the event of an emergency. These calls would usually be made by the CI/DZSO or any member of the IMT, depending on the situation. The order that they are made in would be dependent upon the situation at the time, with calls to EMS (000) taking precedence over all else.

Table Two: Incident Response Table - Calls to Make											
Incident Type	Response										
	Ambulance	Fire Brigade	Police	ASO	APF	ATSB	CASA	NAO	NSO	Family	
Aircraft Accident – severe injuries, fatality	✓	*	✓	✓	✓	**	***	✓	✓	⊘	
Aircraft Accident – minor injuries	*	*	⊘	✓	✓	**	***	✓	⊘	⊘	
Parachuting accident – fatality(s)	✓	⊘	✓	✓	✓	**	***	⊘	✓	⊘	
Parachuting accident – severe life-threatening injuries	✓	⊘	⊘	✓	✓	**	***	⊘	✓	✓	
Parachuting accident – moderate injuries requiring ambulance	✓	⊘	⊘	✓	✓	⊘	⊘	⊘	✓	✓	
*	<i>Situation dependent</i>										
**	Calls/Reports to ATSB are made by the senior pilot										
***	calls to CASA are made by the CEO, or Safety and Training Manager										

Part D: Incident Response

The role and responsibilities of the Incident Management Team in the event of an emergency are as follows:

Incident Controller (DZSO).

- (i) **Establishing safety of the scene and immediate care of the injured**
- (ii) Administer life saving techniques or first aid if qualified to do so. Continue this care until relieved by the EMS personnel
- (iii) Acute care in an emergency situation should be provided by the most qualified individual on the scene.
- (iv) **Controlling the scene** of the accident
- (v) Ensuring only essential personnel enter the accident site
- (vi) Controlling spectators, media, setting up barriers
- (vii) Keeping EMS access clear.

CI (May delegate to manifest/instructors)

- (i) **Calling/liasing with Emergency Medical Services (EMS).** This must be done as soon as the situation is deemed an emergency, or a life-threatening event. Time is a critical factor. The call may be made by anyone on the IMT however the person chosen must be someone who is calm under pressure, who communicates well, and is familiar with location of the club/event. To avoid numerous calls to EMS all involved should know who is responsible.
- (ii) **Communicate with media,** make media statements.

- (iii) **Contact family**, next of kin - details to be conveyed should also be clearly specified and medical details should only be conveyed by, or with approval from, medical personnel

Transport & Equipment Officer

- (i) One member of the team must be responsible for meeting emergency medical personnel as they arrive at the site of the emergency
- (ii) Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel including ensuring designated access is available to EMS vehicles and is kept clear
- (iii) After EMS have arrived at the accident scene the responsibilities of this person diverge to include equipment retrieval

Part E: Emergency Response Procedures for Specific Events

The following table provides a summary of the actions to be taken by the various club representatives in the event of an emergency.

Table Three: Emergency Response Procedure Summary					
	Response				
Incident	DZSO/CI	Manifest	IMT – DZSO	GCA	IMT – DZSO
Serious parachuting incident – severe injuries	Secure accident scene, render assistance, make or delegate calls.	Operations may continue with DZSO approval.	Make calls in accordance with Table One, communicate, and liaise with EMS, Media, and Next Of Kin.	Secure all operations. Control spectators. Set perimeters.	Keep access clear, Meet EMS vehicles, direct to victim(s)
Serious parachuting incident - fatality(s)	Secure accident scene. Take photos. Cover victims. Make calls or delegate calls. Liaise with authorities.	Shut down operations. Operate Crisis instruction only	Make calls in accordance with Table One, communicate, and liaise with EMS, Media, and Next Of Kin. Give instruction to manifest re phone answering.	As above	
Aircraft accident – serious injuries	Secure accident scene, give assistance. Make or delegate calls	As above	As above	As above	As above
Aircraft accident – fatalities	Secure accident scene. Take photos. Cover victims. Make calls or delegate calls. Liaise with authorities.	As above	As above	As above	As above
Parachutes Landing in Water		Liaise with emergency services, Aircraft and GCA, and Customers spectators	Account for all persons on Flight. Organize muster point. Count every back in.	Contact aircraft and initiate Water Rescue as per Water Rescue Procedures.	
Cutaway over populous area					
Power line landings					

IMT Incident Management Team

Summary

It is important that all personnel are aware of their role and required actions in the emergency response plan. Emergency plans should be communicated to all club members and participants. These plans should be updated regularly, and ideally should be rehearsed often for reinforcement of actions. Although these incidents may not occur often, a sound, communicated and well-understood emergency plan may mean the difference between life and death in an emergency situation.

Document management

Version number	Author	Date of release	Purpose
V1	Glenn Stutt	20/02/2018	Initial release

Near Miss, Bad Landing, Not Causing Injury

Initial response calls to make											
Personal	Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest
GCA										✓	
DZSO											
Manifest											
Pilot											

Tasks role defined

GCA

The GCA is responsible for observing and reporting on all canopy flight from opening to landing.

- Take note of what was observed. Report all observations to the DZSO
- Complete an incident report if asked to by the DZSO.

DZSO

- Debrief and if necessary organize retraining for all persons involved.
- Complete a Geronimo SMS report.

Aircraft enters the drop zone after commencing the drop.

Initial response calls to make											
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest
GCA	✓	✓								✓	
DZSO											
Manifest Person											
Pilot		✓									

Tasks Role Defined

GCA

Immediately upon becoming aware of another aircraft flying into the drop zone. The GCA must

- Make an attempt to contact that aircraft on Broome local area frequency
- Give Directions to the aircraft to avoid contact with parachutes still in the air.
- Report incident to the DZSO.

Pilot

Upon becoming aware of another aircraft flying towards or in the drop zone the Pilot in command of the dropping aircraft must.

- Attempt to contact the aircraft on local area frequency
- Give directions to the aircraft to avoid contact with the parachutes still in the air.
- Report incident to the DZSO.
- Complete a Geronimo Report

DZSO

- Ensure a Geronimo SMS report is completed
- Contact the CI or senior pilot

Out of PLA Landing Over Land

Initial response calls to make											
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest
GCA	✓	✓								✓	✓
DZSO											
Manifest Person								✓			
Pilot											

Tasks Role Defined

GCA

- Contact the Jump aircraft to advise of off drop zone landing
 - Give the direction, approximate distance from the airfield and number of canopies landed out.
- Make a Radio Call to all traffic on the local area frequency, informing them of the location of the parachutes.

Taking note of the direction of the canopies, the GCA should.

- Take a first aid kit, mobile phone and aircraft radio.
- Drive to the suspected area.
- Communicate with the aircraft if directions are required.
- Recover parachutist/s
- Stay in contact with the Manifest/DZSO

Manifest

- Supply a load sheet to the GCA, and DZSO.
- Stay in contact with the GCA, and or Pilot to keep up to date with progress
- Answer phone calls as required.
- Talk or call all customers spectators advising of happenings

DZSO

- Manage the emergency
- Send out other recovery vehicles as required
- Account for all persons on the load and sign them off a load sheet
- Complete a APF report form if students or tandems are involved
- Complete a Geronimo Broome SMS report form.

Parachutes Landing in Water

Initial response calls to make												
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest	Media Liaison
GCA	✓	✓				✓						
DZSO									✓			
Manifest Person					✓	✓		✓		✓		✓
Pilot											✓	
Media Liaison												

Tasks Role Defined

GCA

- Immediately contact the aircraft to initiate an aerial search for the canopies in the water.
- Take a cell phone aircraft radio and marine radio (already in boat)
- Launch boat and head the direction the canopies landed.
- Re contact the aircraft to get directions to the floating parachutists.
- Recover all jumpers, before recovering equipment.
- Return everyone to muster point (the landing area)
- Confirm with manifest that all persons are accounted for.

Pilot

- Descend to the area as directed by the GCA
- Inform the manifest over the airband radio that parachutes have landed in the water.
- Search for canopies in the water relay information to the GCA in the recovery craft
- Monitor Fuel to ensure you don't run out while searching.
- Keep communicating between the GCA and manifest to keep manifest up to date with the recovery
- Return for fuel if required

Manifest

- Print off load sheet to confirm all persons are accounted for, and take photo and send to GCA
- Contact Police and Marine Rescue to advise them of the incident
- Contact all customers spectators and inform them of the incident
 - Let them know that a recovery is underway
 - Let them know the muster point after the recovery is the landing area
- Contact and brief the media liaison

DZSO

- Collect reports and debrief all parties
- Complete incident reports.

Parachuting Incident Resulting in Minor Injury.

Initial response calls to make												
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest	First Aider
GCA										✓	✓	✓
DZSO												
Manifest Person										✓		✓
Pilot												

Tasks Role Defined

GCA

- Contact the First Aider, Manifest and DZSO
- Keep the injured person comfortable.

First Aider

- Assess the injured person
- Contact ambulance if required or
- Apply first aid as required
- Transport injured person inside to recover or to hospital if required.

Manifest

- Liaise with customers and spectators

DZSO

- Gather reports
- Complete APF incident notification and supplementary injury report
- Complete Geronimo Incident report

Serious Parachuting Incident Requiring Ambulance

Initial response calls to make												
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest	First Aider
GCA	✓									✓	✓	✓
DZSO									✓			
Manifest Person			✓					✓				
Pilot												

Tasks Role Defined

GCA

- Alert the DZSO, Manifest, First Aider
- Call Aircraft to find victims if they have landed off the drop zone.
- Apply first aid until first aid is taken over by first aider.
- Assist securing scene and with injured party

DZSO

- Call Ambulance or delegate manifest to call.
- Delegate person to meet ambulance they must take a mobile phone with them.
- Gather reports

Manifest

- Call 000 and request ambulance give clear instructions where to go this may not be at the airfield.
 - Organise a meeting point
- Contact emergency contacts for the injured party.
- Contact or liaise with any relevant spectators.

Fatal Parachuting Accident.

Initial response calls to make												
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest	Media Liaison
GCA										✓	✓	
DZSO					✓				✓			
Manifest Person			✓							✓		✓
Pilot												
Media Liaison												

Tasks Role Defined

GCA

- Preserve lives
- Apply first aid
- Secure scene
- Secure all evidence
- Do not disturb the scene if it is not essential in an effort to preserve lives

DZSO

- Manage the scene
- Delegate a person to call an ambulance and police
- Call the Safety and training APF rep
- Call the CI
- Collect evidence, photos video etc.
- Collect statements from all witnesses

Manifest

- Contact ambulance and police as instructed by the DZSO
- Contact and brief the Media liaison
- Contact spectators
- Assist DZSO

Aircraft Accident

Initial response calls to make												
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest	Media Liaison
GCA		✓								✓	✓	
DZSO			✓	✓	✓				✓			
Manifest Person			✓	✓	✓			✓		✓		✓
Pilot												
Media Liaison												

Tasks role defined

GCA

- Secure scene of accident
- Set parameters
- Cover victims

Manifest

- Call 000 for Fire dept and ambulance
- Call media liaison
- Call Airport Reporting Officer
- Call all spectators

Table One: Emergency Contacts Information

Club Contacts			
Position	Name	Emergency Telephone	Business Telephone
Chief Instructor	Paul Morton	0498 100 242	
DZSO	Paul Morton	0498 100 242	
Senior Pilot	Glenn Stutt	0424 174 197	
Pilot	Clive Mackaskill	0402 226 507	
Pilot	Matthew Koenig	0435 780 329	
Media Liaison Officer	Glenn Stutt	0424 174 197	
APF Contacts			
Position	Name	Emergency Telephone	Business Telephone
Chief Executive Officer	Brad Turner		07 3457 0100
Safety & Training Manager	Richard McCooley		07 3457 0100
National Safety Officer	Gary Myors		07 3457 0131
National Aviation Officer	Mark Edwards		
National Rigging Officer	Brett Newman		0400 011 331
National Training Officer	Ralf Jaeger		
Area Safety Officer			
Safety and training	Charl Rootman	0457299122	
Public Emergency Services & Contractors			
Emergency Service Name	Emergency Telephone	Business Telephone	
Air Transport Safety Bureau (ATSB)	1800 011 034	1800 011 034	
Civil Aviation Safety Authority	13 17 57	13 17 57	
Emergency Medical Services QATB	000		
Fire Department	000		
Local Police Department	000		
Marine Rescue	9192 8202 / 0447 912 820		