



## Emergency Response Plan



The Emergency Response Plan is promulgated to ensure that a well-co-ordinated response plan is documented and available to all applicable airport, emergency, and community personnel to respond in such a way as to ensure the preservation of life and property.

It sets out the responsibilities, command structure, communications and co-ordination functions required of various personnel and agencies involved in dealing with emergencies affecting the airport.

Any errors, omissions, or suggested amendments and/or additions should be notified to:

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# Westport Airport Emergency Response Plan

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## Distribution List

This Manual is available to the selected organisations/persons listed below via secure access to the Westport Airport website. The Airport Manager is to ensure those listed, are advised of amendments, and is to ensure acknowledgement of any such advisory from each.

A hard copy is maintained in the Airport Offices.

NUM	ORGANISATION	CONTACT PERSON	EMAIL NOTIFICATION	VERSION	
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# Westport Airport Emergency Response Plan

## Record of Amendment

Date	Amendment Number	Amendment Subject	Name	Initials
14/3/19	1	Initial Issue	Sonia Cresswell	Sc
8/08/19	2	Update Manual	Kim Campbell	KC
10/6/20	3	Update Manual	Kim Campbell	KC
29/01/21	4	Update Manual	Kim Campbell	KC
17/11/21	5	Update Manual	Kim Campbell	KC
08/11/22	6	Update Manual Airport CE, Manager/Safety Officer, Operations Officer (name change)	Christian McLay	CM
30/7/24	7	2024 Annual Update, 139 Recertification (New format, enhanced numbering system, reprint)	Christian McLay	CM
3/1/25	8	2025 update, contacts update, airline operator updated to Originair	Christian McLay	CM



# Westport Airport Emergency Response Plan

## List of effective pages

The following table depicts the revision status of all pages in the ERP Manual. Pages denoted by an asterisk (\*) denote an actual policy/procedural/information change on that page from the previous manual revision.

Page	Revision	Effective Date	Page	Revision	Effective Date
1	8	3 <sup>rd</sup> January 25	22	8	
2	8	3 <sup>rd</sup> January 25	23	8	3 <sup>rd</sup> January 25
3	8	3 <sup>rd</sup> January 25	24	8	3 <sup>rd</sup> January 25
*4	8	3 <sup>rd</sup> January 25	25	8	3 <sup>rd</sup> January 25
*5	8	3 <sup>rd</sup> January 25	26	8	3 <sup>rd</sup> January 25
*6	8	3 <sup>rd</sup> January 25	27	8	3 <sup>rd</sup> January 25
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*14	8	3 <sup>rd</sup> January 25	35	8	3 <sup>rd</sup> January 25
15	8	3 <sup>rd</sup> January 25	36	8	3 <sup>rd</sup> January 25
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17	8	3 <sup>rd</sup> January 25	*38	8	3 <sup>rd</sup> January 25
18	8	3 <sup>rd</sup> January 25	*39	8	3 <sup>rd</sup> January 25
19	8	3 <sup>rd</sup> January 25	*40	8	3 <sup>rd</sup> January 25
20	8	3 <sup>rd</sup> January 25			
21	8	3 <sup>rd</sup> January 25			



# Westport Airport Emergency Response Plan

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## 1 Introduction

### 1.1 AIM

The Emergency Response Plan (ERP) has been developed by the Airport Authority to ensure that the necessary and appropriate airport and local community resources are deployed promptly to emergency situations on or in the immediate vicinity of the Westport Airport. The key goal of this plan is to ensure actions are taken in properly coordinated and timely manner to preserve life and property.

### 1.2 LEGISLATION

As a requirement of the Airport's operating certificate an emergency plan must be prepared, regularly tested and reviewed to ensure it is valid and appropriate.

Ensuring the validity of the plan and its regular testing and review is the responsibility of the Airport Manager.

### 1.3 PURPOSE

The plan is designed to ensure there is:

- An orderly and efficient transition from normal to emergency operations
- Procedures are in place for a prompt response to emergencies.
- A clear assignment of emergency responsibilities and a command structure that all participants are familiar with prior to having to enact the plan.
- Authorisation for key personnel to action the plan.
- A safe continuation of aircraft operations or a return to operations as soon as practicable following an emergency.

### 1.4 REVIEW

This document will remain in operation and be reviewed annually or after an actual emergency to correct any deficiencies found.

Reviews will take place following the testing of the plan by staging a practical exercise at least every two years and by holding a tabletop exercise at least once in the alternate years.

### 1.5 ASSOCIATED ORGANISATIONS

This plan has been prepared with input from local emergency services, Buller hospital emergency response personnel, West Coast Civil Defence Emergency management, our commercial operator and airport staff

### 1.6 AIRPORT INFORMATION

Westport Airport is located at S 41 44 17 E 171 34 51 approximately 8km south-west of the Westport. The airport is a Joint Venture, CAA Rule Part 139 certificated uncontrolled airport.

The Airport provides facilities for commercial airline and charter operations, aero-medical evacuation and transfer and general aviation embracing both training and recreational activities. Additionally, Westport Airport has been used as an airfield for military operations and training and is an essential point of entry for regional Civil Defence emergencies.



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The movements of aircraft and aircraft type in use are such that the threshold for the provision of dedicated Rescue and Fire Fighting Services are not met and are therefore not provided. Coverage is provided through voluntary emergency services of fire and ambulance at Westport and the locally stationed NZ police.

## 1.7 AIRPORT LAYOUT AND RESOURCES

The airfield has a sealed main runway (1280m) orientated 22/04 with a sealed taxiway leading from the runway to the airport terminal. One grass taxiway is located off the threshold of runway 22 on the eastern side of the airfield.

Aerial photographs and site maps of the airport layout and environs is in **Appendix 3** of this plan.

Resources on site include two hand-held spotlights, two head torches and one Hella Nova 5k C+R LED light mounted on a tripod which are located at the Airport Terminal Building.

Fire extinguishers and a first aid kits are in the airport terminal building, generator shed and storage container.

In the event of requiring additional water supply there is a 20,000-litre water tank located on the main airport entrance road into the terminal opposite the generator shed. Access is unrestricted to emergency services.

## 1.8 AIRPORT ACCESS

The primary security gate is Security gate "A" located adjacent the airport terminal building. Access is via the main entrance road to the airport off Schadick Avenue.

Alternative entry points are positioned around the airport boundary and identified on the Airport access map in **Appendix 2**.

Road access to the airport is off Schadick Avenue to security gate A. Also, at Tip head Road at the Hanger access, the Search and Rescue Tower at Tip head Rd and at Marine Parade Golf Club/04 end of the runway.

All security gates are padlocked. Fire and Emergency services have been given the gate codes for gates A and other access points. Airport staff have access codes to all security gates.





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## 1.9 DEFINITIONS AND ABBREVIATIONS

*The following provides definitions of abbreviations referred to within the AEMP:*

AA.....	Assembly Area
BDC .....	Buller District Council
CAA .....	Civil Aviation Authority of New Zealand
CAR.....	Civil Aviation Rule
CDEM .....	Civil Defence Emergency Management
CIMS.....	Coordinated Incident Management System
DHB .....	District Health Board
EM.....	Emergency Management
EOC .....	Emergency Operations Centre
ERP .....	Emergency Response Plan
FENZ.....	Fire and Emergency New Zealand
ICP.....	Incident Control Point
NOTAM .....	Notice to Airmen
NZWS .....	Westport Airport (ICAO designator)
NZP.....	New Zealand Police
POB .....	Persons on Board
SA .....	Sounds Air
SFP .....	Safe Forward Point
SOP.....	Safe Operating Procedure
STJ.....	St John Ambulance
WAA.....	Westport Airport Authority

*The following provides definitions of terms referred to within the ERP:*

**Incident Control Point:**

This is where the Incident Controller and members of the Incident Management Team direct response activities in an emergency (often located in a vehicle).

**Emergency Operations Centre:**

Activated for a major event.

**Incident Controller:**

The incident controller is in charge of, and responsible for, the overall direction of the response activities at an incident.

**Notice to Airmen (NOTAM):**

This is issued by the airport authority to advise all pilots across the country of specific runway closures or hazards present to operations.

**Safe Point Forward:**

A safe location near the incident from which the forward operations can be supported.



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## 2 Responsibilities

### 2.1 OVERVIEW

The airport Emergency Response Plan is promulgated to ensure that the deployment of airport-based resources is well co-ordinated with the response of other available emergency services and community resources and that appropriate priority is accorded to ensure the preservation of life and property.

This plan is primarily devised to provide a framework that can be used to deal with an on-airport emergency involving an aircraft that has reported a mechanical, structural or control problem affecting the safety of the aircraft or in the event of a crash.

In the event of an off-airport emergency or incident the plan can be adapted in part or in full depending on the nature of the emergency or incident.

A response to an aircraft emergency will involve several agencies and organisations. Co-ordination between these agencies is of paramount importance and it is for this reason this plan is based on the principles, terminology, and structure of the New Zealand Co-Ordinated Incident Management system (CIMS)

The plan also incorporates elements of the International Civil Aviation (ICAO) standards and recommended practises relating airport emergency planning.

*The plan also includes other emergency response procedures including the response plan for:*

- a) Structural Fires
- b) Sabotage and bomb threats
- c) Unlawful seizure of aircraft
- d) Hazardous Substances/Fuel Spill
- e) Natural Disaster Response
- f) Armed hold up/ Robbery
- g) Aggression (Physical/Verbal)
- i) Medical Emergency

*The following agencies contribute resources and have responsibilities in support of the AEMP:*

- a) Westport Airport Authority
- b) Fire and Emergency New Zealand
- c) NZ Police
- d) St John Ambulance
- e) East West Coaches
- f) Allied Security Ltd
- g) Buller Victim Support Group
- h) Buller Hospital
- i) Civil Defence Emergency Management
- j) Westport Harbour Ltd (if required)
- k) Surf Rescue (if required)
- l) Westport Golf Club (if required)
- m) NBS Theatre (if required)

Representatives from each participating emergency service responder (Fire, Police and Ambulance) is invited to contribute to ERP and asked to participate in the annual review to ensure the plan is both accurate and appropriate.



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## 2.2 CO-ORDINATED INCIDENT MANAGEMENT SYSTEM

The co-ordinated incident management system (CIMS) provides the model for command, control, and co-ordination of an emergency response. It provides a means of co-ordinating the efforts of the agencies as they work towards the common goal of stabilising an incident and protecting life, property, and the environment.

CIMS principles will be used at all Westport airport incidents to ensure the emergency response structure and terminology is familiar to responding agencies. All airport staff will be trained in the CIMS system to function appropriately in the event of an incident.

A CIMS structure contains the following elements:

- Common Terminology
- A modular organisation – a top-down organisational structure
- Integrated communications – a common communication plan and frequencies and standard operating procedures.
- Designated incident facilities with clearly defined functions. Every incident requires an incident control point (ICP) and may also require an assembly area (AA) for larger amounts of staff.

The main feature of the system is the appointment of an incident controller. The role of the incident controller is detailed below.

### 2.2.1 RESPONSIBILITIES OF THE INCIDENT CONTROLLER

Prior to the arrival of emergency services, the Incident Controller will be the most experienced/competent person available. This person is most likely to be the attending airport worker present at the time of the incident.

The lead agency concept is an important consideration. In simple terms the lead agency is responsible for dealing with the incident and the incident controller will be appointed from this agency on arrival. In most cases this will be the police however, where fire or hazardous substances are involved the senior fire service officer present will undertake this role until police arrive.

Support agencies appoint a liaison officer who stays with the incident controller and this group will form the incident management team (IMT). The incident controller commands their own agency personnel and controls other agency personnel through this line of command.

The IMT is the recognisable inter-agency team who stand together and manage the incident from an incident control point (ICP). They must be far enough away from the incident site to be safe but close enough to manage the incident effectively. They must be prepared to move if necessary – this is why it is often appropriate that the ICP is a vehicle.

As the incident develops or winds down the incident controller can change. There must be a formal handover of the incident, so it is clear to everyone who is in charge.

The incident controller is in charge of and responsible for the overall direction of the response activities of an incident. The incident controller fulfils all the management functions and responsibilities until the incident requires additional appointments. Police are trained to assume the role of Incident Controller where no other agency is clearly identified as the lead agency. This ensures there is an appropriately trained incident controller at every incident.



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The incident controller's major responsibilities are:

- Establish Command and Control
- Establish and Incident Control Point (ICP)
- Establish and Maintain liaison with other organisations including the Emergency Operations Centre when/if it is activated.

As an incident grows the incident controller may delegate authority for certain functions and may establish the roles of planning and intelligence, operations, logistics or welfare. Representatives from these function groups join the incident management team.

## 2.2.2 RESPONSIBILITIES OF THE NEW ZEALAND POLICE

- a) The New Zealand Police are responsible for the overall command and control of any emergency specified in this plan; including aircraft emergency, suspect objects, bomb threat (aircraft or building) or sabotage where the safety of persons or property is involved. The only exception is in the case of the initial scene of fire or hazardous substances where the Senior Fire Officer will be in charge, until they have declared to the Police that the scene is safe.
- b) The police will be responsible for the direction of rescue services, use of available resources and liaison with the public and media.

## 2.2.3 RESPONSIBILITIES OF THE FIRE AND EMERGENCY NEW ZEALAND

- a) On receipt of notification of an emergency the Fire and Emergency will dispatch appliance/s and personnel to the airport.
- b) On arrival at the scene the Chief Fire Officer will liaise with the existing incident controller (who is most likely to be the airport staff member who alerted emergency services). Complete a handover and assume the position of Incident Controller.
- c) The service will then act to suppress fire, rescue and if possible, remove persons to safe distance clear of smoke and equipment making the scene safe for other responding agencies to assume their roles. When the scene is declared safe the Incident Controller will hand-over to the police who will assume the IC.
- d) The Fire **and** Emergency New Zealand will also be responsible for the management of traffic on and off the airport and for the provision of dedicated access/egress routes for emergency service vehicles.

## 2.2.4 RESPONSIBILITIES OF THE NEW ZEALAND ST JOHN AMBULANCE

- a) Dispatch ambulance/s to the incident scene and report to the safe forward post (SFP) and await instruction from the IC that the scene is safe to enter.
- b) Once on scene be responsible for the co-ordination of all responding medical emergency personnel and manage any casualties resulting from any accident.
- c) Set up a casualty clearing area or station if not already established and notify Buller Hospital of the Emergency and what assistance will be required.



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Note: The Ambulance Communications Centre will co-ordinate related resources at Buller Hospital of the Emergency and dispatch and co-ordinate all medical resources including:

- Medical staff
- Air Ambulance
- Additional Road Ambulance

**ALL MEDICAL PERSONNEL SHOULD CARRY IDENTIFICATION AT ALL TIMES**

## 2.2.5 RESPONSIBILITIES OF THE BULLER DISTRICT COUNCIL

- a) As owners of the airport BDC is responsible for the provision of facilities and logistical support to emergency services and in this role may render assistance through Civil Defence Emergency Management.

## 2.2.6 AIRPORT MANAGER

The Airport Manager is responsible for establishing, promulgating, co-ordinating, maintaining and implementing the ERP.

- a) The AM will co-ordinate the closing of the aerodrome when necessary and initiate the dissemination of relevant safety related information to aviation users including NOTAMS and keep the regulator informed of how the incident is unfolding.
- b) Will assist in the response effort by assisting support operations as directed by the incident controller and notated in this plan.

For detailed response action lists including phone numbers refer to emergency response cards and response map displayed in the airport office. **Appendix 9**

## 2.2.7 RESPONSIBILITIES OF THE AIRPORT STAFF

- a) Airport staff are most likely to be the first to become aware of an incident and therefore the first to respond. The staff member will assume responsibility for the initial control of the situation until such time as the response agencies and the Senior Fire Officer or Senior Police Officer can assume the Incident Controller position.
- b) In the event of being first responder the staff member will ring 111. If the incident involves fire or hazardous substances, will request the FIRE service. In the event of all other serious incidents involving sabotage, bomb threats, armed hold up or aggression, will request the POLICE. The staff member will provide as much information as is currently known about the incident including the last known position of any aircraft involved.
- c) When emergency services are activated the staff member will then contact the Airport Manager or if she/he is not available use the contact list to notify the next senior BDC personnel for response.

For detailed response action lists including phone numbers refer to emergency response cards and response map displayed in the airport office. **Appendix 9**



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## 2.2.8 RESPONSIBILITIES OF THE AIRCRAFT OPERATOR

- a) The aircraft operator involved with any incident is responsible for responding in accordance with this ERP or their company emergency response plan providing it works in conjunction with the Westport Airport ERP
- b) The aircraft operator will be responsible for providing full details of aircraft related information as appropriate including providing details of the number of persons, fuel and dangerous goods on board (this may be accessed by the agent staff member on the ground and provided to the senior police officer in the interest of timeliness)
- c) The aircraft operator will be responsible for the aircraft and its personnel immediately involved in the incident.
- d) It will also be responsible to tend to the disrupted travel plans of their clients.

## 2.2.9 RESPONSIBILITIES OF BULLER HEALTH PLUS |

- a) Hospital Staff will prepare an Acute Admissions Room.
- b) Recall Doctors, Nurses and Staff as considered necessary
- c) Notify Grey Base Hospital and update regularly

## 2.2.10 RESPONSIBILITIES OF WESTPORT HARBOUR LTD

- a) On notification from the Police that an aircraft has crashed into the sea, the Harbourmaster, or the Officer in Charge at the time, will arrange for as many rescue craft as possible and dispatch them to the crash scene.
- b) Liaise with the Police and provide a vessel for police and medical personnel for transport to the crash area.
- c) Maintain radio communication with rescue craft and keep Police coordinator advised.

## 2.2.11 ROLE OF THE CIVIL DEFENCE EMERGENCY MANAGEMENT

Note: If a Local declaration is made the CDEM Local Controller is the person who coordinates the response.

Note: Any request for activation of Civil Defence support will be made by the Incident Controller at the scene. Possible initial actions of the Emergency Operations Centre may relate to the following:

## 2.2.12 WELFARE:

Organise for affected passengers/ meters and greeters to be taken and cared for at the nominated Civil Defence Centre.

## 2.2.13 PIMS:

Will, if requested, manage public information communications. Note: Initially all referrals for information are via the police and should be directed through them.



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## **2.2.14 LOGISTICS:**

Arrange East West Coaches (or other) to remove people from the terminal to the appointed Civil Defence centre.

Security will be required to a) keep the terminal building secure for emergency responders only and b) keep the crash site secured overnight until the arrival of CAA. Allied security can be used for this purpose if the Police delegate the responsibility.

## **2.2.15 OPS:**

The terminal building will become the staging area for emergency personnel and may also double as a casualty clearing area depending on the position of the crash.

## **2.2.16 PLANNING:**

Work with those established by the Police in planning the response effort.

## **2.2.17 INTELLIGENCE:**

Render assistance with record keeping and contacts – witness statements will be needed for the CAA investigation so can assist by getting contact details of persons who saw or were involved with the incident which will be passed to the CAA investigator on arrival.



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## 3 Emergency Response Organisation

### 3.1 SAFE FORWARD POINT

The Westport Airport Terminal building is located on the Southern side of the aerodrome. It is accessed off Schadick Avenue. To reduce the response times of emergency services the aerodrome will be accessed in most emergency situations via 'apron security gate' located at the terminal giving directly access to the apron. Service personnel will congregate at this gate in the first instance before proceeding.

### 3.2 STAGING AREA

The staging area for personnel to move out from will be the terminal building (once the passengers/meters and greeters have been evacuated.)

### 3.3 CASUALTY CLEARANCE AND RECONCILIATION

The evacuation of casualties from the scene of an accident and subsequent reconciliation of persons again manifests or other known information is the primary responsibility of the New Zealand Police who are assisted by the Ambulance Service and West Coast DHB and the Aircraft Operator.

For clarity triage and casualty clearance occur at the scene. Casualty treatment (or secondary triage) will occur within the terminal building in the baggage bay. Secondary treatment may result in hospitalisation and patients can be uplifted from this area.

### 3.4 EMERGENCY OPERATIONS CENTRE

The location of the emergency operations centre will depend on the nature of the incident. If the EOC is activated the operations centre will be based out of the EOC in Westport and the terminal building will be the staging area only.

Although each emergency is likely to be unique and require specialised resources to be initiated it is valuable to have a planned response available to form the basic starting point. To this end the diagram in **appendix 8**, lays out a recommended plan for location of initial response set up. This is only a guide and can be amended during the incident if deemed necessary.

As a guideline the following will apply:

- Casualty treatment will be performed in the baggage area at the terminal building unless the number of persons on board the aircraft is such that treatment and reconciliation can occur at the scene.
- The waiting area in the main terminal building can act as the staging area for emergency personnel to move out from. The area can be split into separate spaces utilising screens if required for separate purposes.
- Meters/Greeters and passengers will be removed to the nominated Civil Defence Centre, this may include the golf club or NBS theatre.
- The Civil Defence Centre will become the principal area of the assembly of family and friends of affected persons.
- Registration of persons will be undertaken at the Civil Defence Centre to ensure immediately affected persons can be kept updated and can be reunited with loved ones at the earliest appropriate time.





# Westport Airport Emergency Response Plan

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- Police or the Airport Manager will arrange a guard at the Airport Entrance and at the terminal building to control entry/exit.

## 3.5 MEDIA

Subject to the nature of the incident media will be permitted to gather on the grass lawn to the right of the airport entrance. The area has sufficient room for vehicle parking of media vehicles.

Access to the terminal will be restricted and no media will be permitted in the terminal building or onto operational areas of the airport.

When required, depending on the nature of the incident, a media centre will be set up outside any other site designated appropriate by the Incident Controller or Local Controller if an emergency has been declared.

There is to be no communication relating to any type of emergency between any Airport Service staff and media. All releases will come from the Police Media Officer or the Incident Controller.



# Westport Airport Emergency Response Plan

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## 4 OPERATIONAL RESPONSES

### 4.1 ACTIVATION

Activation of any emergency response will depend on who discovers or is alerted to the incident. If Airport staff or the Airport Manager are not the instigators of the emergency response it is vital they are informed so they can carry out their responsibilities to advise relevant aviation organisations and personnel.

#### 4.1.1 TELEPHONE CALL-OUT PROCEDURES CHART

##### Observer Phone Call made to 111

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Agency Communications	<b>Fire Communications Centre alerts</b>
	➤ Westport Fire and Emergency Service (others as required)
	<b>Ambulance Central Communications Centre alerts</b>
	➤ Westport Ambulance Service (others as required)
	➤ West Coast DHB
	<b>Police Communications Centre alerts</b>
	➤ Westport Police (others as required)

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Airport Manager	➤ Alerts the Aircraft Operator concerned
	➤ Alerts CAA through the Aircraft Accident phone line
	➤ Advises the Airport CE/BDC Senior Management
	➤ Contacts Airways to issue NOTAM and inform ATC

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# Westport Airport Emergency Response Plan

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## 4.2 EMERGENCY NOTIFICATION:

The following observers or agencies will advise their appropriate channels:

- a) **Observer** (usually airport-based staff member will be first aware).
  - i) On becoming aware notify appropriate emergency services (i.e. FIRE service for fire or hazardous substances incidents and POLICE for all other incidents).
  - ii) Provide information as per the Emergency Message form.
  - iii) Notify the Airport Manager on (021)1095 331
  
- b) **Fire Service Communication Centre advises:**
  - i) Police Communication Centre.
  - ii) Ambulance Central Communications Centre.
  - iii) Any brigades or services required.
  
- c) **Police Communication Centre advises:**
  - i) Westport Police
  - ii) Duty Senior Sergeant
  
- d) **Ambulance Central Communications Centre advises:**
  - i) Westport Ambulance Service
  - ii) Other Ambulance Services as required
  - iii) West coast DHB
  
- e) **Airport Manager**

When contacted about an emergency situation at the airport the airport manager will:

  - i) Ensure appropriate emergency services have been called (FIRE service for fire or hazardous substance incidents and POLICE for all other incidents).
  - ii) If not at the airport, report immediately to the airport to assist the Airport staff and render assistance at the terminal. If needed contact other ground crew staff to come and assist with support operations.
  - iii) Obtain information as per the Emergency Message Form
  - iv) Contact Senior SA personnel if appropriate
  - v) Contact CAA on the accident phone line if the incident has involved injury to persons or damage to aircraft.
  - vi) Advise and keep updated Airport CE and BDC senior management.
  - vii) Contact the NOTAM office and ATC to close the aerodrome except to emergency services if necessary
  - viii) Check-in with the Incident controller and provide a passenger load sheet to the IC.
  - ix) Keep any details confidential and make no comments. Refer all media or tailgaters to the police.

For detailed response action lists including phone numbers refer to emergency response cards and response map displayed in the airport office.

- f) **Airport Staff**
  - i) Airport staff are most likely to be the first to become aware of an incident and respond. In the event of being first responder to an emergency ring 111. If the incident involves fire or hazardous substances request the FIRE service. In the event of all other serious incidents involving sabotage, bomb threats, armed hold up or aggression request the POLICE.



# Westport Airport Emergency Response Plan

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- ii) Contact the Airport Manager or if she/he is not available use the contact list to notify the Airport CE for response.
- iii) Advise persons in the terminal to remain calm and stay in the terminal building unless advised to evacuate (do not go to the crash site – this needs to be secured by the response personnel and made safe)
- iv) Use the emergency response form to write down the particulars of the flight and incident to be used for handover and investigations later. Print off a load sheet and hand to the manager on arrival.
- v) Listen to the radio 119.1 and if you hear any traffic intent to land advise them there has been an emergency and the runway is closed (the only exception is for the emergency service response helicopter.
- vi) Keep any details confidential and make no comments. Refer all media or tailgaters to the police.

## 4.3 ACCESS

Access to the scene will be limited to Authorised Emergency Services. All emergency Services have access codes for the airport Security gates. Westport Fire and Emergency Service and Westport Police also have access keys to the terminal. Forced entry by Emergency Services may be utilised if required. Access points are shown on a airport site map at **Appendix 2**.

## 4.4 TELEPHONE LISTINGS

The emergency telephone listing shown at **Appendix 4**, is held by all participating agencies and is prominently displayed for immediate attention in the office in the Westport Airport terminal building for reference.

## 4.5 EMERGENCY RESPONSE FORMS

In the event of an emergency, the aircraft operator's duty person or the Airport Safety Officer shall originate an emergency message using the Emergency Message Form shown at **Appendix 1**, As much detail as known shall be reported to assist an appropriate response.

When notifying the position of a crash off the airport the message originator shall refer to its locality (geographic) together with a grid reference taken from the Crash Map depicted at **Appendix 3**.

Copies of the Emergency Response Form which shall be used are available at the airport terminal building office (by the telephone for ease of access in the event of an emergency).



# Westport Airport Emergency Response Plan

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## Types of Operational Response

### 4.6 TERMINAL EVACUATION

This emergency response element relates to instances when there is imminent danger to the occupants inside the Airport Terminal building. A terminal evacuation plan is often implemented because of specific declared emergencies near or in the immediate vicinity of the terminal e.g. security incidents, structural fires, hazardous substances spillages or natural disasters etc.

The Airport Manager or Airport Ground Support staff will co-ordinate or assist emergency services with the evacuation of the terminal if required. The assembly point is located at the far point of the car park at the entrance gate to the hangars (indicated by signage) identified as Assembly Point 1.

If this considered to be too close to the Airport terminal building all persons will be moved to an appropriate safe distance at the airport entrance gates off Schadick Avenue at the discretion of the emergency services identified as Assembly Point 2

A private hangar or the Westport Golf Club rooms may also be used as an evacuation point and/or if the Emergency Operations Centre has been activated persons will be evacuated to the nominated Civil Defence Centre.

In the event of poor weather, a dry assembly point alternative is preferred (Airport hangar or Golf Club), a hangar owner or a representative from the Golf club will be available open hangar or the club rooms - a full list of contact numbers for hangar owners and golf club personal is displayed in the airport terminal office.

The IC (generally a senior officer of the NZ Police) is responsible for the on-going direction and co-ordination of all ground action in relation to an emergency that has given rise to the evacuation and will advise actions to be taken following evacuation.

### 4.7 FUEL SPILL

This emergency response element relates to the safe containment and collection of fuels accidentally released onto the ground and the evacuation of the spill location if required.

A Fuel Spill is an event where a significant quantity of fuel has spilt from an aircraft, fuel tanker or fuel pump and may or may not be continuing to spill its contents, and the safe containment and collection of fuels accidentally released to the ground is required.

An emergency and evacuation of the area will be declared when there is an imminent danger to personnel within a 400m radius of the spill location. The actual response to the evacuation from the spill location will differ depending on the incident.

A fuel spill or leak area should be isolated immediately for at least 30 metres in all directions. Consider initial downwind evacuation of areas within 300 metres.

A large-scale spill of Avgas or JET A1 fuel or the presence, or risk of fire, requires an immediate evacuation zone of at least 400 metres from the spill location in all directions.



# Westport Airport Emergency Response Plan

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## 4.8 STRUCTURAL FIRE

This emergency response element relates to fires involving buildings or navigational facilities within the airport boundaries.

Structural Fires are 'normal' fire incidents under the full jurisdiction the Fire and Emergency service. They will respond in accordance with their SOPs. They will liaise with the Airport manager on Arrival.

## 4.9 BOMB THREAT (BUILDING OR AIRCRAFT)

This emergency response element applies when a threat has been made, whether specific or non-specific, verbal or written, to the effect that a device has been placed in or near a building or aircraft, which through its action may pose imminent danger to the occupants or indirectly to other persons.

### 4.9.1 THERE ARE TWO TYPES OF BOMB THREATS

1. Specific Information/location will be given about the device, or a suspicious item and/or location.
2. Non-Specific No information given other than (e.g.) "There is a Bomb in the Building".

The New Zealand Police have the responsibility for the protections of persons and property in New Zealand and accordingly will be responsible for instituting appropriate procedures to meet any bomb threat, whether specific or non-specific, relating to the Airport or Aircraft entering the immediate airspace.

## 4.10 UNLAWFUL SEIZURE (HIJACK)

This emergency response element relates to instances where there is the physical taking over of an aircraft by person or persons by actual force or implied threat for the furtherance of their own aims.

The New Zealand Police have the responsibility for the protections of persons and property in New Zealand and accordingly will be responsible for instituting appropriate procedures to meet any sabotage or hijack action relating to aircraft entering the immediate airspace.

An aircraft which is subjected to a threat of sabotage or unlawful seizure which is on the ground should be parked at an isolated aircraft parking position until the act of unlawful interference is terminated. Such areas should be located at least 100 metres away from other aircraft parking positions, buildings, or public areas.

## 4.11 AIRPORT INCIDENT

This emergency response element generally covers events that occur at the airport which do not require off airport assistance. Incidents such as motor vehicle accidents, minor fuel spills and some singular medical emergencies are examples of incidents which can be notified via the internal reporting system and escalated as the need arises.



# Westport Airport Emergency Response Plan

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## 4.12 MEDICAL EMERGENCY

Medical emergencies in the form of people suffering heart attacks, people collapsing, trips and falls, severe air sickness can sometimes occur at airports. These incidents may be responded to by trained first aid responders at the airport pending the arrival of ambulance paramedics, if required. The response plan is not normally activated for these sorts of occurrences. Consideration however needs to be given to medical emergencies where there are multiple persons involved which are unable to be attended to by airport staff.

## 4.13 PUBLIC HEALTH RISK

A public health risk is a likelihood that an event may adversely affect the health of human populations with an emphasis on one which may spread or present a serious or direct danger.

**The response will be determined by one of five types of events or incident:**

1. **Communicable Disease** – Ministry of Health will be the lead agency.  
Non Quarantinable but suspected to be communicable.
2. **Communicable Disease** – Ministry of Health will be the lead agency.  
Quarantinable examples include, COVID19, Avian influenza, Plague, Cholera, Non-seasonal influenza.
3. **Chemical** - Fire and Emergency New Zealand will be the lead agency
4. **Radiological** – The National Centre for Radiation Science will be the lead agency.
5. **Biological** - non-communicable disease (e.g. pests) – Ministry for Primary Industries will be the lead agency.

With scheduled passenger flights bringing passengers to Westport Airport that may have originated from connecting international flights there is a potential for a pandemic type of event or incident that may require passengers to be placed in quarantine for treatment.

## 4.14 NATURAL DISASTER – CDEM ARE THE LEAD AGENCY

This emergency response element identifies natural disasters such as earthquake, storms, flooding or tsunami warning as the most likely natural disasters to affect Westport. This emergency response element should be activated only where there is a resulting threat to human life or safety of aircraft.

Earthquakes can bring damage to infrastructure including the airport terminal, fuel storage tanks, visual and navigation aids and paved manoeuvring areas. An inspection of these facilities by suitably qualified engineers should be instigated following any known occurrences to assess if any damage has occurred and to ensure safe functionality – only when it is safe to do so. This must occur prior to the resumption of flight services to ensure that aircraft and passenger safety will not be compromised.

Storms and can bring high winds, rain and flooding which can jeopardise the safety of workers and passengers in open areas as well as aircraft and other equipment on the ground. Normally such circumstances require an escalation of mitigating risk responses as the storm approaches. The emergency phase should be activated when wind speeds present a risk to safe operations. Normally only internal notification of this type of emergency is required unless injury to persons or significant damage to property is predicted or occurs.



# Westport Airport Emergency Response Plan

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## 4.15 AIRCRAFT ACCIDENT

An aircraft accident emergency response is declared when an aircraft accident or crash has occurred on or in the vicinity of the aerodrome. Declaration of AIRCRAFT ACCIDENT or CRASH can occur at any location. The actual response to the accident from the aerodrome will defer depending on the location.

ICAO specifies two general locations to be considered in respect to emergency planning. They are *On Airport* and *Off Airport* accidents. Given its location within a built-up urban area Westport Airport defines an *On Airport* accident as any accident that occurs within the aerodrome boundary fence. All other accidents will meet the *Off Airport* criteria.

## 4.16 LOCAL STAND-BY

A **LOCAL STANDBY** response is declared when an aircraft approaching the aerodrome is known or suspected to have developed some defect, but the trouble is not such as would normally prevent the aircraft from carrying out a safe landing. Declaration of a **LOCAL STANDBY** response will bring all emergency services to a state of readiness. Fire and Emergency New Zealand will proceed to the airport under normal traffic configuration unless otherwise required and other emergency services will be notified and may remain at their posts until either an escalation call or a stand-down call is made.

## 4.17 FULL EMERGENCY

A **FULL EMERGENCY** response is declared when an aircraft approaching the aerodrome is known or suspected to be in such trouble that there is danger of an accident. Declaration of a **FULL EMERGENCY** response will activate all emergency services including Fire, Police and Ambulance services to respond to the Safe Forward Point or other designated staging point within the aerodrome. A **FULL EMERGENCY** declaration will also alert the West Coast DHB to prepare for the possible reception of injured people and for traffic control (organised through the fire response team) to be activated in preparation for control duties.

## Post Emergency Response

### 4.17.1 ACCIDENT INVESTIGATION

- ✓ All accidents involving damage to aircraft and/or people are required to be immediately reported to CAA via their dedicated accident reporting phone line manned 24/7.
- ✓ On notification of an accident the Airport Manager will call 0508 CRASH to advise of the nature of the accident. CAA will instigate an investigation. A follow up CA005 Occurrence Report will be required to be submitted by the Airport Manager within 48 hours.
- ✓ Internal investigations will also be carried out and learnings will be shared with responding agencies and the emergency response plan updated if required.





# Westport Airport Emergency Response Plan

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## 5 Supporting Plans

### 5.1 WELFARE PLAN

The limited number of airport employees will necessitate the use of people from other agencies to be utilised in the management of survivors, family and friends of travellers affected in the event of an aircraft accident or incident.

West Coast Emergency Management has trained staff available should the Emergency Operations Centre be activated during the emergency response.

An element of the welfare role includes assisting the New Zealand Police with obtaining personal information concerning passengers involved with the aircraft accident from family members and friends (for identification and reconciliation purposes). This will be done by trained staff at the Civil Defence Centre.

Survivors with non-urgent injuries will also require assistance which can be offered by victim support or other support agencies. Registration and Needs assessment will be carried out.

It is expected that the Aircraft Operator will implement their own welfare plans to look after disrupted passengers with alternative travel arrangements, accommodation etc.

### 5.2 AIRCRAFT RECOVERY PLAN

Unless an over-riding safety hazard exists, no crashed aircraft or associated wreckage shall be removed or interfered with until clearance is received from the Director of Civil Aviation. In the interim NZ Police shall be responsible for securing the site.

A crashed aircraft is the property of its operator and the insurers. Unless circumstances require immediate action, only the aircraft owner or appointed representative should control the removal operation. Circumstances requiring immediate on-site action could include all or some of the following:

- a) Extraction of persons
- b) Prevention of destruction of wreckage by fire or other causes.
- c) Elimination of further danger to navigation.
- d) Elimination of danger to the public.

All efforts should be made to preserve evidence at the site, such as impact marks, skid marks, broken trees or fences etc. Photographs may be useful.

Prior to any aircraft or debris being moved or removed from the crash site permission shall be sought from the CAA (phone: 0508 222 433)



# Westport Airport Emergency Response Plan

## 5.3 MEDIA AND PUBLIC INFORMATION RESPONSE PLAN

Aerodrome emergencies, particularly aircraft accidents, draw a great deal of public attention – especially from the media. In addition, family and friends will also require information concerning the emergency. These information requirements must be carefully managed, and factual information provided in a controlled manner.

Accepted practise in New Zealand is for the lead agency (normally the New Zealand Police) and the agency directly affected (e.g. the airline or aerodrome operator) to hold media briefings throughout the period of the emergency. The police media officer, airport CE or aircraft operator will deal with any initial media information requests. This could also be the Public Information Manager or Local Controller if there has been a declaration made.

It is important to provide brief, factual information to satisfy the immediate requirements of media

## 5.4 MEDIA COMMUNICATIONS IN THE EVENT OF AN EMERGENCY

In the event of a significant airport related emergency or crisis the New Zealand police will take control of the situation. The New Zealand Police will be responsible for the release of all information and media releases relating to the emergency from police or the agency affected.

The Westport Airport Authority's role is to assist the New Zealand Police and distribute information as directed by the Police

As soon as possible, ideally within 45 minutes of the event, WAA will complete and release a short statement relating to the operational status of the airport for front line staff, including airport terminal building tenants and BDC front line staff. *(The purpose of this statement is to ensure front line staff repeat a consistent and factual message to all media and public enquires.)*

It is important to note that this statement will NOT make any specific comment relating to the details of the event. If an aircraft is involved in the emergency, in agreement with the Police, and after Police consultation with the airline, the name of the aircraft carrier, type, flight number and where it has come from will be released (This is to allay concern from family, friends and interested parties travelling on another flight and will reduce overloading of Police and airport phone lines).

The statement will be updated at regular intervals as further information comes to hand by the Police Media officer.

### REMINDERS FOR ALL AIRPORT STAFF:

- ✓ Refer repeatedly to the official statement if questioned by any public or media
- ✓ Repeatedly state that our thoughts and care are with the relatives and friends involved.
- ✓ Affirm that we will be releasing information as it is provided by the Police and authorities
- ✓ Do not speculate on any possible cause or reasons for the event and instead emphasise our commitment in helping authorities with their investigations.
- ✓ Do not reveal the name of any persons involved



# Westport Airport Emergency Response Plan

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## 6 Emergency Kits and Equipment

### 6.1.1 WESTPORT AIRPORT AUTHORITY

*Located in the Airport Office*

- ✓ 1 x First Aid Kit (see Appendix 2 for contents)
- ✓ 5 x Dry Powder Fire Extinguishers

*Located in the Baggage Bay*

- ✓ 3 x Emergency Battery Operated Light with Stand

*Located in the generator shed*

- 1 x Dry Powder Fire Extinguisher

Located in the terminal carport

- 1 x Emergency Stretcher
- 1 x AED station

### 6.1.2 WESTPORT FIRE STATION

- ✓ Two mobile firefighting appliances, One back-up fire van,
- ✓ 25 on-call personnel,
- ✓ Rescue/Fire unit equipped with spotlight, CO<sup>2</sup>, Perren 60" foam unit, hacksaw, crowbars, seat belt knives, bolt cutters (large), bolt cutters (small), jemmy and protective suits and helmets.
- ✓ Portable generators, three portable pumps.

### 6.1.3 ST JOHN AMBULANCE

- ✓ One emergency ambulance available 24/7, double crewed with a Paramedic/Emergency Medic Technician.
- ✓ There are two other appliances, crewed by volunteers when required.
- ✓ The next available ambulance resources would be Reefton (1hr), Murchison (1hr 10), Greymouth (1hr 15) and Karamea (1hr 20).
- ✓ Mass Casualty Incident supplies for 12 casualties. Currently forming MIST – Major Incident Support Teams (1 in Greymouth now, working on building one in Westport) these would also be deployed immediately if required, they come with crew tents, welfare support and supplies for major casualty incidents.

### 6.1.4 NZ POLICE

- ✓ 2 x Radio equipped patrol vehicle with police radio link

### 6.1.5 WESTPORT HARBOUR LTD

- ✓ Marine radio, tugboat, service boat, mobile radio vehicle, fishing boats, Robertson stretcher, flares, portable generator, life rafts, oil spill equipment.

### 6.1.6 SURF RESCUE

- ✓ Divers

### 6.1.7 BULLER DISTRICT COUNCIL, WESTREEF, WESTPORT HARBOUR LTD

- ✓ 4WD vehicles

### 6.1.8 RESCUE HELICOPTER, RED CROSS

- ✓ via Police



# Westport Airport Emergency Response Plan

## Appendix 1: ERP Form 1 - Emergency Response Form

### NOTIFY EMERGENCY SERVICES BY DIALLING 111

Location of Emergency: **WESTPORT AIRPORT (off Schadick Avenue)**  
(Refer grid map for specific reference point)

- a) **Emergency type:**
- Crash
  - Full Emergency
  - Local Stand-by
- b) **Position:**
- Aircraft crash on airport
  - Aircraft accident off airport
- c) **Exercise only, no emergency**

**DO NOT DELAY - the initial notification is looking for the information below:**

- d) Location or RWY to be used:
- e) Type of Aircraft:
- f) Estimated Time of Arrival (ETA):
- g) Nature of Trouble:
- h) Persons on Board:
- i) Fuel on Board (if known):
- j) Dangerous Goods on Board (if known):

**Read back**

**Time of receipt:** \_\_\_\_\_ hours

**DISPATCHED TO:**

Agency	Time



# Westport Airport Emergency Response Plan

## Appendix 2: Emergency Access Maps

### Westport Airport Emergency Access Map



**A Primary Security Gate**

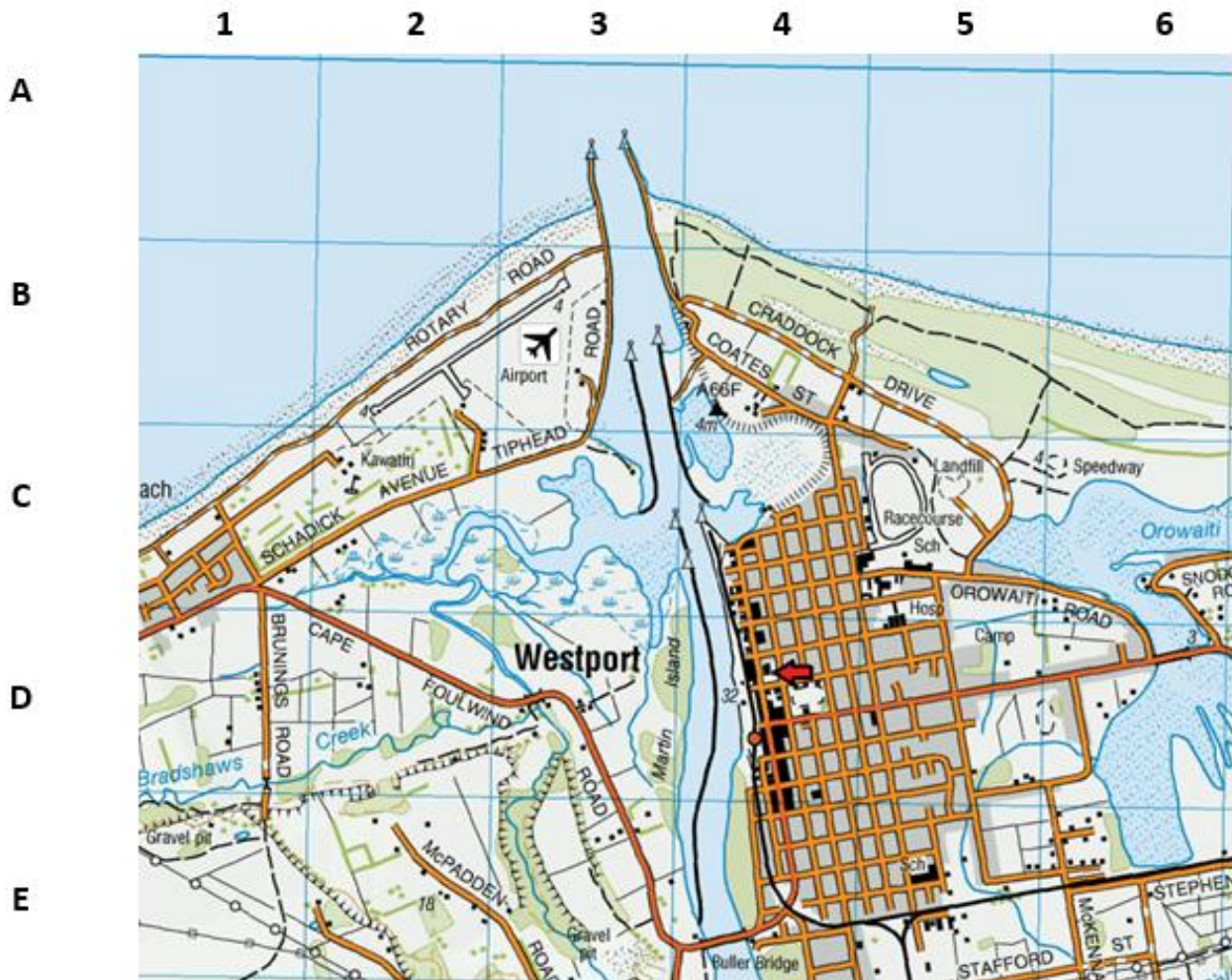
**● Alternative entry points**



# Westport Airport Emergency Response Plan

## Appendix 3: Westport Airport Emergency Grid Map, Assembly Points.

Westport Airport Emergency Grid Map





# Westport Airport Emergency Response Plan



## Emergency Assembly Points





# Westport Airport Emergency Response Plan

## Appendix 4: Emergency Contacts List

Location	Contact	Phone	
Westport Airport	Terminal	03 280 8636	
Airport CE	Krissy Trigg	027 213 3022	
Airport Manager	Christian McLay	03 2808636 027 27 6742	- Work - Mobile
Operations Officer	Ralph Rataul	021 090 49481	
Police - Westport	For Emergencies Police Station: (Non-Urgent) Senior Sergeant Georgie Were	111 03 788 8310 0211915815	
Chief Fire Officer	Alan Kennedy Trevor O’Dea	03 788 8027 027 535 0860 027 658 0804	- Work - Mobile - Mobile
St John Ambulance	For Emergencies Clinical Control Centre Direct Station Line (Non-Urgent) Kerri-Ann Rakena	111 0800 244 111 03 789 7974 027 449 2114	
Buller Health Plus	Deborah Wright	0273371458	
Sounds Air	Andrew Crawford (Director) John Winter (Safety Manager) Olivia Jacobs (Operations Manager)	021 311 994 029 890 4910 021 087 93549	
Westport Harbour Ltd	Harbour Office: Harbour Master: Domonic Venz	03 788 8086 021 959 279	- 24 hours
Civil Defence Emergency Management Officer	Janis Lennon	027 8363 975	
Surf Rescue	Jan Coll	027 4311354	
Westport Golf Club	Brian Hateley	027 431 6318	
Westport Cabs Ltd East West Coaches	Maurice and Vic Bradley	03 789 6260 027 214 5012 027 522 0294	
Buller Taxi Ltd	Kathy Officer	03 789 6900	
Allied Security	Shane Pycroft	021 501032 – 022 367871 - Home	Work
Divers	Chris Coll	03 789 8425 03 789 8786	- Work - Home
Helicopters	Coastwide Helicopters	03 762 6117	
Helicopters	Chris Cowan: Greymouth Wayne Pratt: Karamea	027 433 6792 027 410 6093	
District Health Board	Jason McAskill	0278362181 03 769 7690	
Victim Support	Sonia	0800842846	





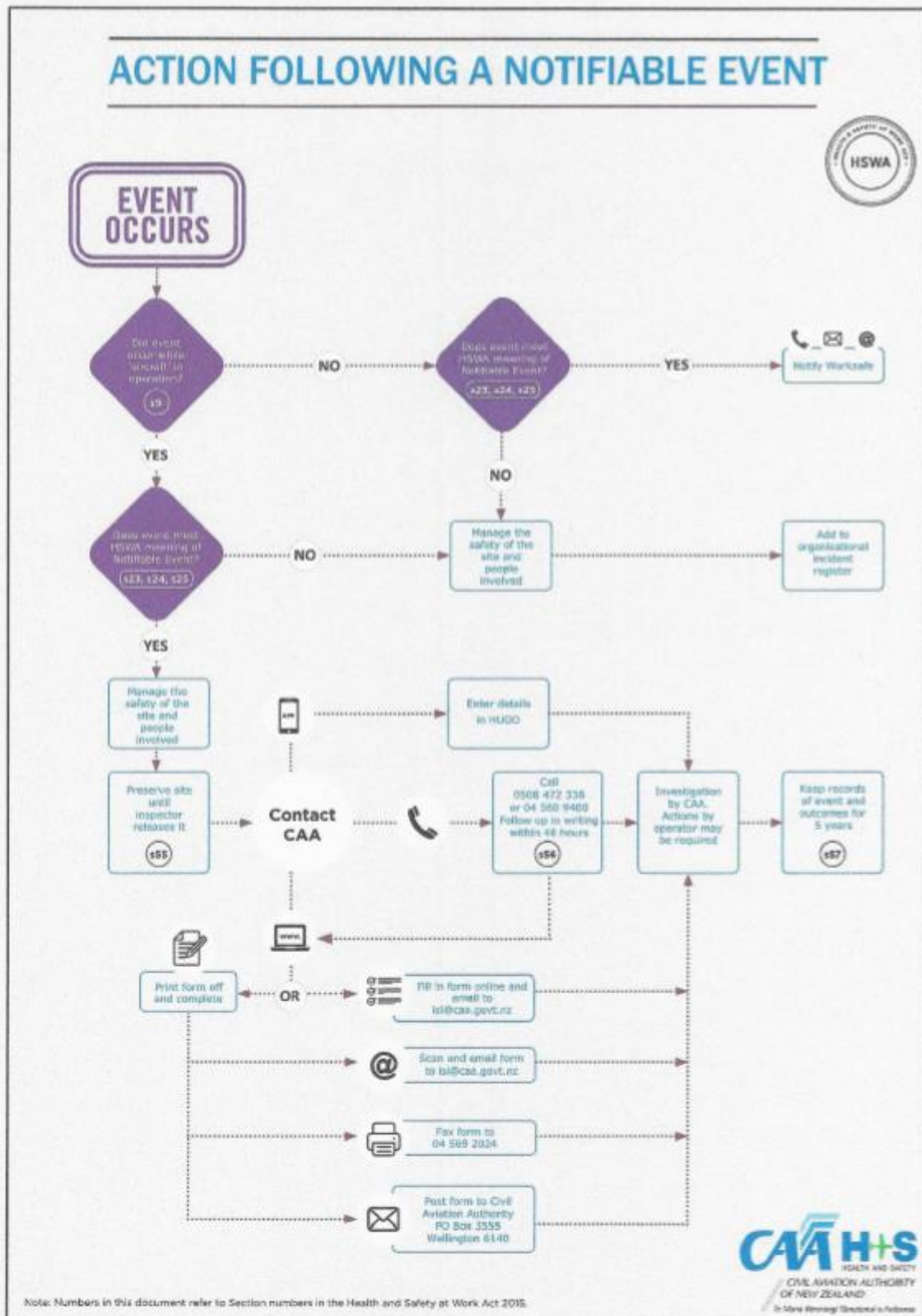






# Westport Airport Emergency Response Plan

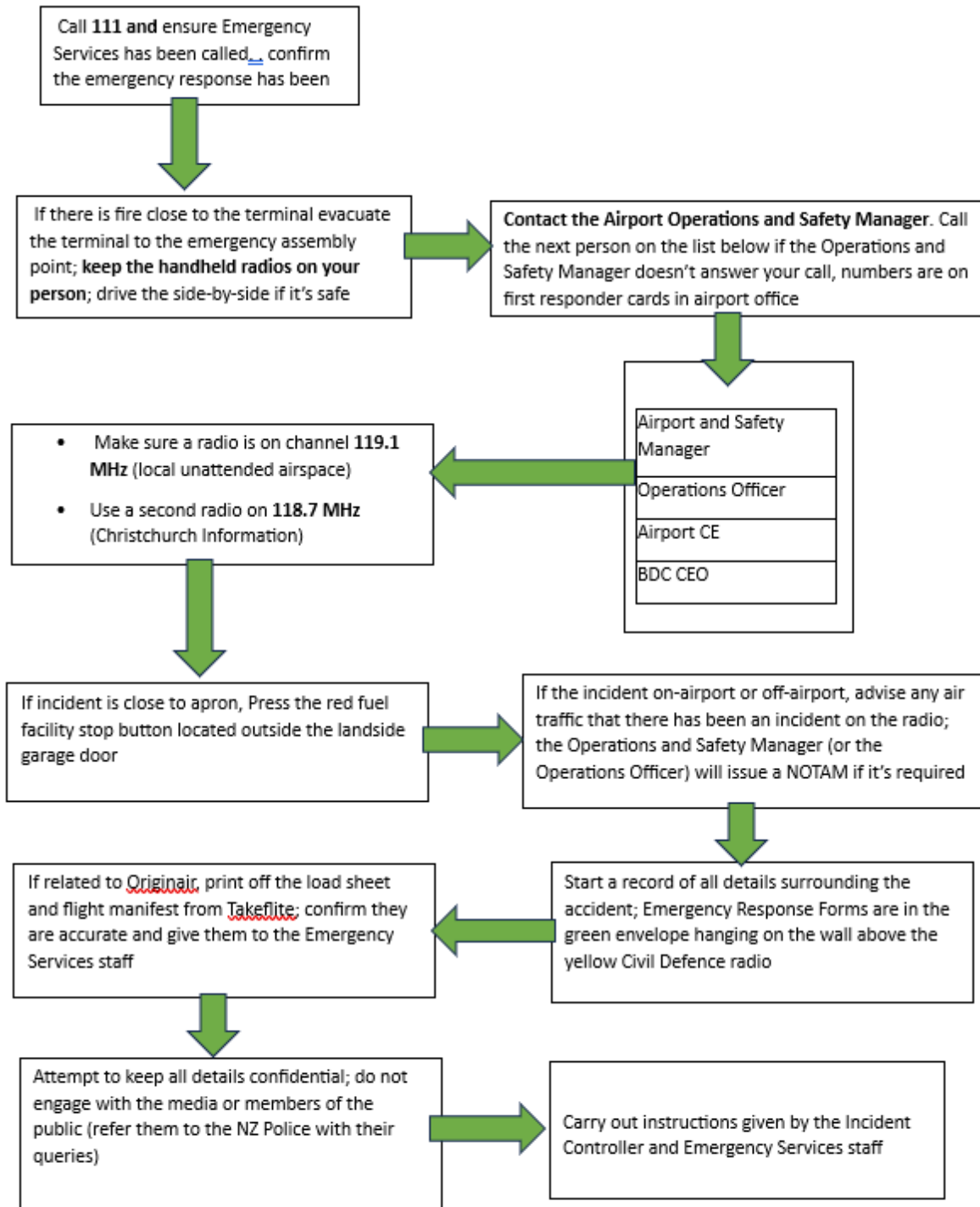
## Appendix 7: Actions Following a Notifiable Event





# Westport Airport Emergency Response Plan


## Appendix 8: Emergency Response Flow Chart





# Westport Airport Emergency Response Plan


## Appendix 9: Actions List – Emergency Response Role Cards |

 **Airport Staff Emergency Response Role Card**  
In the event of an accident involving an aircraft please follow these instructions

- **Call 111 immediately.** Remember to keep yourself safe first!
- If there is **fire** close to the terminal evacuate the terminal to the emergency assembly point; **keep the handheld radios on your person;** drive the side-by-side if it's safe to do so
- **Contact the Airport Operations and Safety Manager.** Call the next person on the list below if the Operations and Safety Manager doesn't answer your call

<b>Christian McLay</b> 027 207 6742 or 021 109 5331	<b>Operations and Safety Manager</b>
<b>Krissy Trigg</b> 027 213 3022	<b>Airport CE</b>
<b>Simon Pickford</b> 021 949 922	<b>BDC CEO</b>
<b>Ralph Rataul</b> 021 090 49481	<b>Operations Officer</b>

- Make sure a radio is on channel **119.1 MHz** (local unattended airspace)
- Use a second radio on **118.7 MHz** (Christchurch Information)
- Press the **red fuel facility stop button** located outside the landside garage door
- If the incident on-airport or off-airport, **advise any air traffic that there has been an incident on the radio;** the Operations and Safety Manager (or the Operations Officer) will issue a NOTAM if it's required
- If related to Sounds Air flights, print off the **load sheet and flight manifest** from **Takeflite**; confirm they are accurate and give them to the Emergency Services staff



- Start a record of all details surrounding the accident; **Emergency Response Forms** are in the green envelope hanging on the wall above the yellow Civil Defence radio
- **Attempt to keep all details confidential;** do not engage with the media or members of the public (refer them to the NZ Police with their queries)
- **Carry out instructions given by the Incident Controller and Emergency Services staff**

I  
**Airport Gate Codes**

Apron	<b>8013</b>
Terminal Hangars	<b>3108</b>
Rotary Road Gates	<b>7077</b>
<u>Tiphead</u> Hangar Road	<b>1924</b>
Internal Farm Gates	<b>2921</b>

**Airport address**

**Westport Airport, Schadick Avenue, Carters Beach, Westport, 7892**

*Schadick Avenue runs off Golf Links Road, Carters Beach*



# Westport Airport Emergency Response Plan

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## Appendix 10: Originair Aircraft Data |

### Jetstream 32

- ICAO Code: JS32
- Manufacturer: British Aerospace
- Class: Turboprop Airliner
- Crew: 2
- Passengers: 19
- Engines: 2
- Max Speed: 300 kn (345 mph, 555 km/h)
- MTOW: 24,000 lb (10.886 kg)
- Max Range: 770 nm (1,426 km)
- Max Flight Level: 25,000 ft (7,620 m)



# Westport Airport Emergency Response Plan

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## Forms and Storage Location.

ERP forms are stored in the airport SharePoint / Emergency Response Plan / Forms

- Form 1: Emergency Response Form
- Form 2: Bomb Threat Checklist
- Form 3: CA005 Occurrence Report

## Appendices and Storage Location.

ERP Appendices are stored in the airport SharePoint / Emergency Response Plan / Appendices

- APPENDIX 1: EMERGENCY RESPONSE FORM**
- APPENDIX 2: EMERGENCY ACCESS POINTS**
- APPENDIX 3: WESTPORT AIRPORT EMERGENCY GRID MAP**
- APPENDIX 4: EMERGENCY CONTACTS LIST**
- APPENDIX 5: BOMB THREAT CHECKLIST**
- APPENDIX 6: OCCURRENCE REPORT FORM**
- APPENDIX 7: ACTIONS FOLLOWING A NOTIFIABLE EVENT**
- APPENDIX 8: EMERGENCY RESPONSE FLOW CHART**
- APPENDIX 9: ACTIONS LIST – EMERGENCY RESPONSE ROLE CARDS**
- APPENDIX 10: ORIGINAL AIRCRAFT DATA |**



*Above: Westport Airport Emergency Response Exercise April 2024*

Any errors, omissions, or suggested amendments and/or additions should be notified to:  
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