



Milford Sound Piopiotahi Aerodrome Emergency Plan

Ministry of Transport

The Milford Sound Piopiotahi Aerodrome Emergency Plan is promulgated to ensure that the deployment of aerodrome based resources is well coordinated 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. The plan sets out the responsibilities, command, communications and coordination functions required of the various personnel and agencies involved in dealing with emergencies affecting the aerodrome.

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June 2015

Record of Revisions

Revision	Revision Date	Nature of changes
1 – Draft Issue	August 2015	Draft issue
2 – Initial issue	November 2015	Added: Names of Review Panel members, Panel Terms of Reference, emergency contact details for the Ministry of Transport, and pictures of new emergency facilities

Distribution

Copy No	Organisation	Location	Hard Copy	Electronic Copy
1	Airways Corporation NZ Ltd	Milford Sound	•	•
2	Milford Sound Emergency Response Team – Southern Rural Fire Authority	Milford Sound	•	•
3	NZ Police	Te Anau		•
4	NZ Fire Service	Te Anau		•
5	St John Ambulance	Te Anau		•
6	Department of Conservation	Te Anau		•
7	Milford Helicopters	Te Anau		•
8	Fly Fiordland	Te Anau		•
9	Southern Lakes Helicopters	Te Anau		•
10	Wings and Water	Te Anau		•
11	Milford Sound Development Authority	Te Anau		•
12	Airways Corporation NZ Ltd	Queenstown		•
13	Queenstown Airport Corporation	Queenstown		•
14	Air Milford	Queenstown		•
15	Air Wakatipu	Queenstown		•
16	Alpine Air	Queenstown		•
17	Glacier Southern Lakes Helicopters	Queenstown		•
18	Glenorchy Air	Queenstown		•
19	Heli Tours	Queenstown		•
20	Heliworks	Queenstown		•
21	Milford Sound Flights	Queenstown		•

Copy No	Organisation	Location	Hard Copy	Electronic Copy
22	Over the Top Helicopters	Queenstown		•
23	Southern Lakes Aviation	Queenstown		•
24	The Helicopter Line	Queenstown		•
25	Wakatipu Aero Club	Queenstown		•
26	Queenstown Lakes District Council	Queenstown		•
27	Alpine Helicopters	Wanaka		•
28	Aspiring Helicopters	Wanaka		•
29	Classic Flights	Wanaka		•
30	Southern Alps Air	Wanaka		•
31	Wanaka Helicopters	Wanaka		•
32	Backcountry Helicopters	Makarora		•
33	Air Safaris	Tekapo		•
34	Emergency Management Southland	Invercargill	•	•
35	Environment Southland	Invercargill		•
36	Southern Rural Fire Authority	Invercargill		•
37	NZ Police (Southland Area)	Invercargill		•
38	Public Health South Southern District Health Board	Invercargill		•
39	Southland District Council	Invercargill		•
40	Ministry of Transport	Wellington		• ¹
41	Civil Aviation Authority	Wellington		•
42	Airways Corporation NZ Ltd	Wellington		•
43	Department of Conservation	Wellington		•

¹ The electronic master copy of the Milford Sound Aerodrome Emergency Plan is held by the Ministry of Transport.

References

The following documents were referenced in the development of this Aerodrome Emergency Plan:

- A. Civil Aviation Authority, Advisory Circular 139-14, Revision 0, dated 25 August 2008
- B. Civil Aviation Authority, Part 139, CAA Consolidation, dated 16 January 2013
- C. Civil Aviation Authority, Notice of Proposed Rule Making (NPRM) 11-02R dated 13 March 2014
- D. Milford Sound Emergency Response Team, Civil Defence Plan 2014 - 2019
- E. The New Zealand Coordinated Incident Management System (CIMS), 2nd edition, dated April 2014
- F. GNS Science, Consultancy Report 2014/224, Milford Sound Risk from Landslide Generated Tsunami, dated October 2014
- G. The Queenstown – Milford User Group Operations Handbook, Revision 0, effective from 1 July 2012
- H. NZMS CB08, Homer Saddle, Edition 1.03, Published 2014, 1:50, 000.00

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Section 1 - Introduction

Aim

- 1.1. This Aerodrome Emergency Plan (AEP) has been developed to facilitate the timely and appropriate response to emergencies occurring on or in the immediate vicinity of the Milford Sound Piopiotahi Aerodrome. The principal goals of this plan are to render necessary assistance and minimise further injury or damage to persons and property involved in accidents or emergency situations at the aerodrome.

Legislation

- 1.2. Milford Sound Piopiotahi Aerodrome is operated by the Ministry of Transport as an unattended, non-certificated aerodrome in accordance with the Civil Aviation Act 1990 and Regulations and Rules promulgated there under.
- 1.3. In accordance with Reference B, all aerodromes serving any aeroplane having a certified seating capacity of more than 30 passengers that is engaged in regular air transport operations are required to hold an Aerodrome Operating Certificate. The holder of an Aerodrome Operating Certificate is required to develop and maintain an AEP designed to minimise the possibility and extent of personal injury and property damage at, or in the vicinity of, their aerodrome in an emergency. Non-certificated aerodromes may voluntarily prepare and maintain an AEP.
- 1.4. This AEP has been developed in accordance with the rules and guidelines detailed in:
 - a. Civil Aviation Authority, Advisory Circular 139-14, Revision 0, dated 25 August 2008;
 - b. Civil Aviation Authority, Part 139, CAA Consolidation, dated 16 January 2013;
 - c. Civil Aviation Authority, Notice of Proposed Rule Making (NPRM) 11-02R dated 13 March 2014; and
 - d. The New Zealand Coordinated Incident Management System (CIMS), 2nd edition, dated April 2014.
- 1.5. The production, testing and review of this AEP is the responsibility of the Ministry of Transport.

Purpose

- 1.6. The plan must ensure that there is:
 - a. orderly and efficient transition from normal to emergency operations;
 - b. delegation of aerodrome emergency authority;
 - c. assignment of emergency responsibilities;
 - d. authorisation for key personnel to take action contained in the plan;
 - e. co-ordination of efforts to cope with the emergency; and
 - f. safe continuation of aircraft operations or return to operations as soon as possible.

Authority

- 1.7. This plan is prepared and maintained pursuant to the Civil Aviation Act 1990 and Regulations and Rules there under.

Review and Amendment

- 1.8. This document will remain in operation and be reviewed annually or after an actual emergency to correct any deficiency found. The Review Panel will comprise:

Organisation	Panel role	Current contact
Ministry of Transport, Aerodrome Manager	Chairman	Tony Frost
Aerodrome Flight Information Service – Milford Sound	Member	Mike Skudder
Milford Sound Emergency Response Team	Member	Andrew Welsh
NZ Police – Te Anau	Member	Tod Hollebon
Department of Conservation – Te Anau	Member	Abby Wangeman
Queenstown – Milford User Group	Member	Hank Sproull

- 1.9. Any proposed amendments to this plan should be forwarded in writing to the:

Aerodrome Manager
 Aviation and Maritime Group
 Ministry of Transport
 PO Box 3175
 Wellington 6140

- 1.10. All amendments will be reviewed by the Review Panel for incorporation into the plan. The current version of the AEP is available at: <http://www.transport.govt.nz/milfordsound/AEP>

Exercise Schedule

- 1.11. This plan will be tested by staging an aerodrome emergency exercise at least every two years and by holding a table top exercise at least once in the alternate years.
- 1.12. The plan will be reviewed after each exercise to correct any deficiencies found and will also be reviewed following any actual emergency.

Associated Organisations

- 1.13. This plan has been prepared in consultation with the local emergency services and other key stakeholders associated with the operation of the Milford Sound Piopiotahi Aerodrome:

Andrew Welsh	Milford Sound Emergency Response Team
Craig Sinclair	Emergency Management Southland
Tod Hollebon	New Zealand Police

Mike Grant	Southern Rural Fire Authority
Graeme Humphries	New Zealand Fire Service
John Lambeth	St John Ambulance
Lloyd Matheson	Southern Lakes Helicopters Ltd
Trish Aitken	Public Health South Southern District Health Board
Mike Skudder	Airways Corporation of New Zealand Ltd
Abby Wangeman	Department of Conservation
Jeff Shanks	Milford Helicopters
Shaun Ferris	Fly Fiordland
Lloyd Matheson	Southern Lakes Helicopters Ltd
Hank Sproull	Air Milford Air Wakatipu
Peter Daniell	Alpine Air
Pat West	Glacier Southern Lakes Helicopters
Robert Rutherford	Glenorchy Air
Paul Mitchell	Heli Tours
Scott Theyers	Heliworks Milford Sound Flights
Louisa Patterson	Over the Top Helicopters
Peter Daniell	Southern Lakes Aviation
Dave Matthews	The Helicopter Line Wakatipu Aero Club
Toby Wallis	Alpine Helicopters
Alex Ewing	Aspiring Helicopters
Peter Hendriks	Classic Flights
Paul Cooper	Southern Alps Air
Simon Spencer-Bower	Wanaka Helicopters
Patsy Hutton	Backcountry Helicopters

Richard Rayward	Air Safaris
Andrew Welsh	Milford Sound Development Authority
	Southland District Council
	Queenstown Lakes District Council
	Queenstown Airport Corporation

1.14. Approved as the Aerodrome Emergency Plan for the Milford Sound Piopiotahi Aerodrome:

Glen-Marie Burns	Ministry of Transport
Tony Frost	Ministry of Transport

Milford Sound Aerodrome

1.15. Milford Sound Piopiotahi Aerodrome is located at South 44° 40' 24* East 167° 55' 24*, at the head of Milford Sound in Fiordland National Park. The aerodrome is owned and operated by the Ministry of Transport.

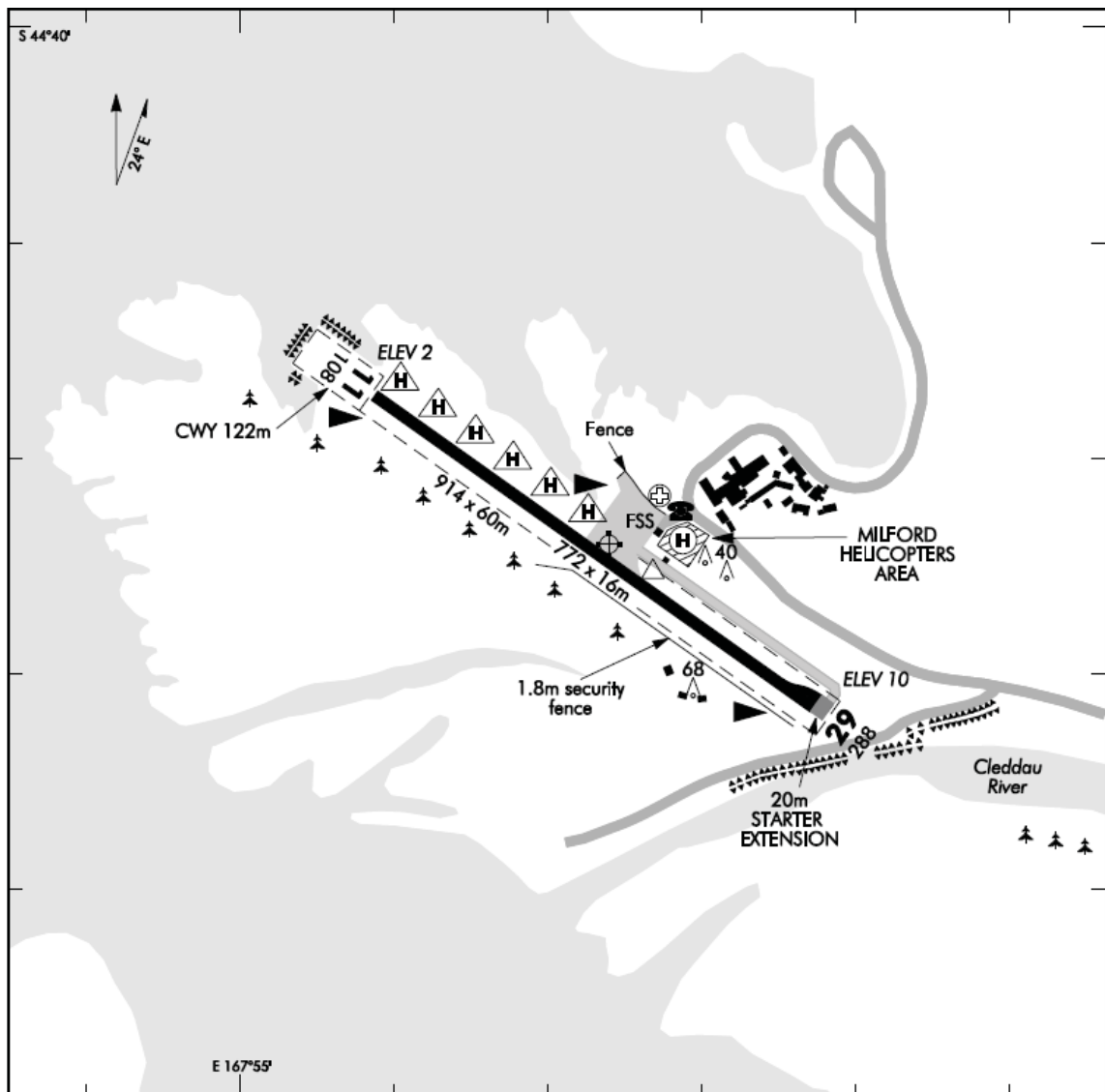
1.16. At present, the Milford Sound Piopiotahi Aerodrome is operated as an unattended, non-certificated aerodrome. It is almost exclusively used for general aviation operations under visual flight rules (VFR). The approach and departure routes to the Milford Sound Piopiotahi Aerodrome are severely constrained by the surrounding mountainous terrain and aircraft operating in the area often experience unusual micro climatic conditions. Detailed operating procedures specific to the Milford Sound Piopiotahi Aerodrome are detailed in the Aeronautical Information Publication (AIP) New Zealand.

1.17. An Aerodrome Flight Information Service (AFIS) is provided during the hours of 0800 – 1630 (summer operating hours) and 0800 – 1600 (winter operating hours).

1.18. The Milford Sound Piopiotahi Aerodrome is located within Fiordland National Park which is managed and administered on behalf of the Crown by the Department of Conservation. All commercial aviation operators are required to obtain a concession from the Department of Conservation to conduct commercial aviation operations within Fiordland National Park.

Aerodrome Layout

1.19. The layout of the Milford Sound Piopiotahi Aerodrome is illustrated below:



Emergency Services

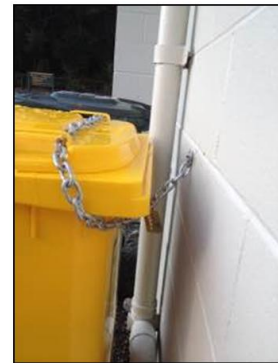
1.20. No emergency services are located at the Milford Sound Piopiotahi Aerodrome. The Milford Sound Emergency Response Team (MERT) is located some 350 metres from the aerodrome within the Cleddau Residential Area. The MERT is responsible for the provision of initial firefighting, rescue and medical services to the Milford area.

Emergency Equipment

- 1.21. **Pilot's Telephone.** A pilot's telephone is situated within the Aircraft Operator's Room at the Aerodrome Tower. This telephone can be accessed via the external door located on the northwest side of the Aerodrome Tower.
- 1.22. **First Aid Kit.** A First Aid Kit and Eye Wash Station are positioned within the Aircraft Operator's Room at the Aerodrome Tower. These can be accessed via the external door located on the northwest side of the Aerodrome Tower.

- 1.23. **Emergency Medical Kits.** Four Emergency Medical Kits, two Industrial First Aid Kits and two Commercial Burn Care Kits, are situated within the Aircraft Operator’s Room at the Aerodrome Tower. These can be accessed via the external door located on the northwest side of the Aerodrome Tower.
- 1.24. **Fire Fighting Equipment.** Three 9kg Dry Powder Fire Extinguishers are situated within the Aircraft Operator’s Room at the Aerodrome Tower. These can be accessed via the external door located on the northwest side of the Aerodrome Tower.
- 1.25. **Fuel Spill Kit.** A yellow 240 litre Fuel Spill Kit is located on the northwest side of the Aerodrome Tower.
- 1.26. For a full list of emergency equipment go ‘Section 6 - Emergency Kits and Equipment’.

Entrance to the ‘Pilot’s room’ on North Western side of the Tower. Operators have been provided with the access code for the fuel spill kit and the door.



Inside the pilot’s room are the pilot’s phone, the fire extinguishers and first aid kits.



Aerodrome Access

- 1.27. **Vehicle Access.** Vehicle access to the operational area of the aerodrome is limited to the vehicle access gates situated on the northwest side of the aerodrome car park / northeast side of the aerodrome apron. It is critical that these gates remain clear of parked vehicles and parked aircraft at all times to allow the ingress and egress of emergency vehicles. In

extremes, emergency vehicles may be able to access the operational area of the aerodrome via Milford Helicopters.

- 1.28. Pedestrian Access. Pedestrian access to the operational area of the aerodrome is via the two pedestrian gates situated on the northwest side of the aerodrome car park / northeast side of the aerodrome apron. Warning signs, warning passengers not to enter the operational area of the aerodrome unless they are accompanied by their pilot, are prominently displayed.



Vehicle Access Gates and Passenger Warning Sign

Glossary

- 1.29. A Glossary containing abbreviations and definitions pertinent to this AEP is attached at Appendix E.

Section 2 - Responsibilities

Overview

- 2.1. Aerodrome emergency plans are promulgated to ensure that the deployment of aerodrome based resources is well coordinated 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.
- 2.2. This plan provides a framework that can be used to deal with an on-aerodrome 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.
- 2.3. A response to an aircraft emergency will involve a number of agencies and organisations. Co-ordination between these agencies is of paramount importance and for this reason this plan is based on the principles, terminology and structure of the New Zealand Coordinated Incident Management System (CIMS).
- 2.4. The 111 Emergency Service responders utilise the “Stand Together, Talk Together, Plan Together” concept. Where several agencies are employed at an incident, the agencies’ officers stand together as a group, thus forming an Incident Control Point (ICP). It is here that the incident is analysed, action plans formed and resolution coordinated across the agencies.
- 2.5. The plan also incorporates elements of the International Civil Aviation (ICAO) standards and recommended practices relating to airport emergency planning.
- 2.6. In the event of an off-aerodrome emergency or incident, the plan can be adapted in part or in full, depending on the nature of the emergency or incident.

Coordinated Incident Management System²

- 2.7. New Zealand’s Coordinated Incident Management System (CIMS) establishes a framework of consistent principles, structures, functions, processes and terminology that agencies can apply in an emergency response. It establishes a modular and scalable framework for consistent response at any level – from a small, single agency response to a larger, multi-agency response that may require coordination at the community or incident level or higher. CIMS enables agencies to plan for, train and conduct responses in a consistent manner, without being prescriptive. With this approach CIMS is an essential tool in New Zealand’s preparedness to effectively respond to emergencies.
- 2.8. CIMS is intended for emergency and non-emergency incidents, but it will most often be applied during emergencies. For the purposes of CIMS, an emergency is defined as a situation that poses an immediate risk to life, health, property, or the environment that requires a coordinated response.
- 2.9. CIMS is based on the following ten principles:
 - a. Common structures, roles, and responsibilities;
 - b. Common terminology;

² The New Zealand Coordinated Incident Management System (CIMS), 2nd edition, April 2014

- c. Modular and scalable;
 - d. Responsive to community needs;
 - e. Integrated response coordination;
 - f. Consolidated action planning;
 - g. Integrated information management and communications;
 - h. Resource coordination;
 - i. Designated response facilities; and
 - j. Manageable span of control.
- 2.10. CIMS principles will be used by all agencies responding to an incident at Milford Sound Aerodrome in order to ensure that the response structures, functions, processes and terminology is familiar to all responding agencies.

Lead Agency

- 2.11. A lead agency is the agency with a mandate to manage the response to an incident through legislation, under protocols, by agreement, or because it has the expertise and experience. The lead agency establishes control to coordinate the response of all agencies involved.
- 2.12. The lead agency may change between risk reduction, readiness, response, and recovery. It may also change as the incident progresses, if the required authority or expertise changes.

Incident Controller

General

- 2.13. The Incident Controller is in charge of, and responsible for, the overall direction of the response activities at an incident. The Incident Controller fulfils all the management functions and responsibilities until the incident requires additional appointments.
- 2.14. Initially, the senior 'first responder' arriving at the scene assumes the role of Incident Controller and also performs all the relevant CIMS functions. As additional responders arrive, control may transfer to the lead agency for the response. As an incident grows in size or becomes more complex, the lead agency may assign a more senior or better qualified Incident Controller, and the Incident Controller may appoint others to perform relevant CIMS functions.
- 2.15. The Incident Controller's major responsibilities include:
- a. Establishing command and control,
 - b. Establishing the ICP,
 - c. Establishing and maintaining liaison with other organisations, including the Emergency Operations Centre (EOC) when it is activated, and
 - d. Coordination of all emergency response resources.
- 2.16. As an incident grows the Incident Controller may delegate authority for certain functions and may establish the roles of Planning & Intelligence, Operations, Logistics, or Welfare. They join the Incident Management team.

Aerodrome Flight Information Service – Tower

- 2.17. Airways New Zealand Limited manages New Zealand's 30 million km² of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. It provides an Aerodrome Flight Information Service (AFIS), based at the Milford Sound Piopiotahi Aerodrome, which provides pilots operating within the Fjordland Common Frequency Zone (CFZ) with traffic and weather information pertinent to Milford Sound.
- 2.18. The duty Flight Service Specialist, situated in the Aerodrome Tower, is most likely the first person to become aware of and respond to an aviation or aerodrome related incident/emergency. Consequently, AFIS will assume initial responsibility for the control and co-ordination of the response agencies and aerodrome interests until such time as the Team Leader, MERT or designee assumes control of the incident.
- 2.19. AFIS will contact emergency services regarding aircraft incidents/accidents and provide them with information relevant to the emergency. This includes providing emergency vehicle operators with information regarding the last known position of the accident aircraft, or the best estimate of the accident.
- 2.20. AFIS will coordinate the movement of non-support aircraft away from any area of the aerodrome, which may be involved in an emergency.
- 2.21. AFIS will coordinate the movement of support aircraft to/from the emergency scene.

Milford Sound Emergency Response Team

- 2.22. The Milford Sound Emergency Response Team (MERT) is a volunteer unit responsible to the Southern Rural Fire Authority (SRFA). It is the only emergency service provider based at Milford Village. The MERT is responsible for the provision of initial firefighting, rescue and medical services in the Milford area. It is comprised of volunteers from the Milford area and supports emergency incidents in the Milford area as far as the 'Divide' on the Milford Road, almost halfway towards Te Anau.
- 2.23. The MERT is responsible for the overall command and control of any emergency specified in this plan until the lead agency is able to assume effective command and control of the emergency; including aircraft emergency, fire, suspect objects, bomb threat (aircraft or building) or sabotage where the safety of persons or property is involved. The MERT will be responsible for the initial direction of rescue and emergency services.

New Zealand Police

- 2.24. The NZ Police is established under and regulated by the Policing Act 2008 and Policing Regulations 2008. NZ Police is the lead government agency responsible for reducing crime and enhancing community safety. With nearly 12,000 staff, the NZ Police provides policing services 24 hours a day from 371 community-based police stations around the country.

- 2.25. Milford Sound is located in the Southern Police District, the largest geographical police district in the country. The nearest NZ Police Station is located at Te Anau, 120km to the south of Milford Sound. Consequently, it may take some time for NZ Police to arrive at the incident scene.

National Rural Fire Authority

- 2.26. The National Rural Fire Authority (NRFA) is established and regulated under both the Fire Service Act 1975 and the Forest and Rural Fires Act 1975. Its mission is to minimise the social, economic and environmental impacts of fire in the forest and rural landscape.
- 2.27. The MERT is part of the Southern Rural Fire Authority (SRFA).

New Zealand Fire Service

- 2.28. The NZ Fire Service is established and regulated under the Fire Service Act 1975. The NZ Fire Service is tasked with:
- the prevention of fire, the suppression and extinction of fires, and the safety of persons and property endangered by fire;
 - making provision for the stabilising or rendering safe of hazardous substance emergencies, and the safety of persons and property endangered by hazardous substance emergencies; and
 - providing a professional response to other emergencies.
- 2.29. The nearest NZ Fire Service station is located at Te Anau, 120km to the south of Milford Sound. In the event that an incident exceeds the response capabilities or capacity of the Milford Sound Emergency Response Team, the Te Anau Volunteer Fire Brigade will provide fire-fighting, crash rescue and HSNO assistance.

St John Ambulance

- 2.30. St. John is at the frontline of medical response providing both Paramedic and Ambulance Services throughout New Zealand. St. John is also part of the broader landscape of health and social care, through its provision of first aid training, event medical services, medical alarms, youth programmes and a wide range of community programmes.
- 2.31. St. John Ambulance is responsible for the provision of both land and air ambulance services to the Milford Sound area. The nearest St. John Ambulance Station is located at Te Anau, 120km to the south of Milford Sound. In addition, St. John maintains major incident materials in both Te Anau and Queenstown.

Emergency Management Southland

- 2.32. Emergency Management Southland (EMS) is a stand-alone entity who, on behalf of the four councils in Southland, delivers their responsibilities for Civil Defence Emergency Management under the Civil Defence Emergency Management Act 2002 to the Southland community.

- 2.33. EMS comprises of an Emergency Management Office and an Emergency Operations Centre (EOC) located on the corner of Price Street and North Road, Invercargill. EMS coordinates and facilitates the day-to-day planning and project work on behalf of the Southland CDEM Group.

Department of Conservation

- 2.34. The Milford Sound Piopiotahi Aerodrome is located on Department of Conservation Land. The Department of Conservation is the leading central government agency responsible for the conservation of New Zealand's natural and historic heritage. Its legislative mandate is the Conservation Act 1987 and other key statutes such as the Marine Reserves Act 1971, Reserves Act 1977, Marine Mammals Protection Act 1978 and the National Parks Act 1980.
- 2.35. In accordance with the Conservation Act 1987, all Aircraft Operators are required to hold a Landing Permit or Concession Document, issued by the Department of Conservation, to land at Milford Sound Aerodrome or to undertake commercial activities within Fiordland National Park. At present there are three types of Landing Permits (concession documents) relative to the aerodrome:
- a. One-off Landing Permit,
 - b. Irregular Landing Permit (for up to 10 landings per year), and
 - c. Regular Landing Permit (for more than 10 landings per year).

Ministry of Transport

- 2.36. The Ministry of Transport is the Government's principal transport adviser. It helps the Government give effect to its policy by supporting the development of legislation, regulations and rules.
- 2.37. The Ministry of Transport, on behalf of the Crown, is the sole owner and operator of the Milford Sound Piopiotahi Aerodrome.

Section 3 - Emergency Response Organisation

Safe Forward Point

- 3.1. The Safe Forward Point (SFP), from which all emergency service vehicles are to access the operational area of the aerodrome, is located in the aerodrome car park, immediately adjacent to the vehicle access gates.
- 3.2. Upon arrival at the SFP (during normal working hours) the emergency services are to contact AFIS to ensure that it is safe to enter the operational area of the aerodrome. Outside of normal working hours, extreme caution should be exercised at all times when entering the 'operational area' of the aerodrome.

Incident Control Point

- 3.3. The Incident Control Point (ICP) is the single location where an Incident Controller and members of their Incident Management Team (IMT) coordinate and manage response operations at an incident level response. For all on-aerodrome incidents, the Aerodrome Tower is the designated ICP.

Emergency Operations Centre

- 3.4. The Emergency Operations Centre (EOC) is normally a fixed location on the aerodrome that supports the Incident Controller. It is usually activated for larger scale emergencies although it is common for such a facility to be readied following notification of a significant emergency by the aerodrome operator.
- 3.5. At present, the Milford Sound Piopiotahi Aerodrome lacks infrastructure suitable for the establishment of an EOC. Consequently, the Milford Sound Fire Station, located 350m southwest of the aerodrome in the Cleddau Residential Area, will be the designated EOC for all aerodrome related incidents.

Casualty Clearance and Reconciliation

- 3.6. The evacuation of casualties from the scene of an accident and the subsequent reconciliation of persons against manifests or other known information is the primary responsibility of the NZ Police; assisted by the Ambulance Service, Southern DHB, Aircraft Operators and welfare organisations.
- 3.7. For clarity, triage and casualty clearance occurs at the incident scene. Casualty treatment (or secondary triage) may occur within the vicinity of the aerodrome tower or at the Milford Sound Visitor Centre. This will be dependent on both the nature of the injuries and the number of casualties. This secondary treatment may result in hospitalisation.

Media Centre

- 3.8. In the event of an aviation related incident occurring at the Milford Sound Piopiotahi Aerodrome or in the vicinity of Milford Sound, it is the Ministry of Transport's preferred course of action that a media centre be established at the base location of the respective aviation operator(s) involved in the incident. This is due to the limited communications and supporting infrastructure available at Milford Sound.

- 3.9. Subject to the nature of the incident, media will be permitted to gather in the car park adjacent to the Aerodrome Tower. However, access to the operational area of the aerodrome is to be restricted to the emergency services and authorised personnel only.
- 3.10. When required, and dependent on the nature of the incident, a Media Centre may be established at a site deemed appropriate by the Incident Controller or NZ Police to provide briefings to the media. Pre-identified sites include the Milford Sound Visitor Centre and Mitre Peak Lodge.

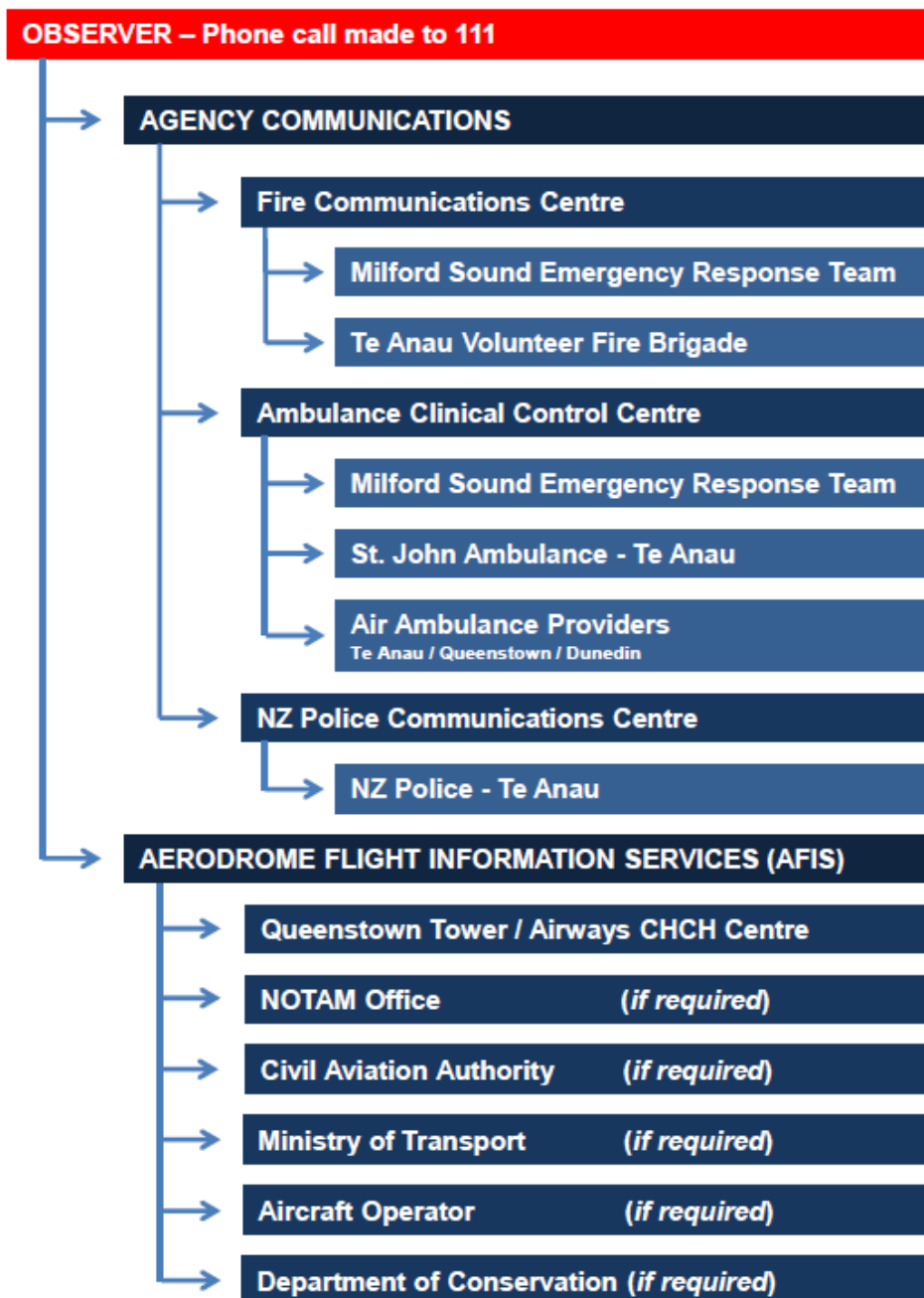
Section 4 - Operational Responses

Activation

- 4.1. Activation of any emergency response will depend on who discovers or is alerted to the incident. In the event that AFIS does not instigate the emergency response, it is vital that they are informed as soon as practicable so they can advise all other relevant organisations and personnel.

Emergency Notification

- 4.2. Telephone call-out procedures chart:



Emergency Communication Networks

4.3. At present there is no mobile telephone coverage within the Milford Sound area.

4.4. Consequently, public and emergency communications are completely dependent on landline/satellite telephones, and VHF/UHF/HF radio communications.

4.5. Aerodrome Tower. The Aerodrome Tower is equipped with the following communications equipment:

- a. landline telephone,
- b. VHF aircraft radio,
- c. VHF marine radio, and
- d. VHF emergency services radio.

Access

4.6. Access to the incident scene is to be limited to the emergency services and authorised personnel only. This is to ensure that:

- a. members of the general public are not placed in unnecessary danger,
- b. the emergency services are able to operate unimpeded, and
- c. cross-contamination of the incident scene is reduced to aid the subsequent investigation/inquiry into the incident.

Natural Disasters

4.7. Milford Sound is located in the south west of New Zealand's South Island, within the Fiordland National Park. As a consequence of its geographical location, topography, and prevailing climatic conditions Milford Sound is extremely susceptible to natural disasters. EMS will be the lead government agency in the event of a major natural disaster.

Earthquakes

4.8. The Alpine Fault is a geological fault that runs almost the entire length of New Zealand's South Island. It forms a transform boundary between the Pacific Plate and the Indo-Australian Plate. Earthquakes along the fault, and the associated earth movements, have formed the Southern Alps. Milford Sound is located at the southernmost end of the Alpine Fault.

4.9. A strong ($M_s > 6$) or severe ($M_s > 8$) earthquake may result in damage to the aerodrome's operational infrastructure, including; the terminal and hangar buildings, the runway and paved manoeuvring areas, fuel farms, visual and navigation aids. A full inspection of these facilities will be undertaken in the aftermath of a severe or prolonged earthquake to assess if any damage has occurred and to ensure the safe functionality of the aerodrome's operational infrastructure. On airport agencies should be alerted to the emergency phase so that personnel can conduct appropriate assessments of facilities and services to ensure that aircraft and/or passenger safety is not compromised.

4.10. The Operational Response Plan in the event of an earthquake is detailed in Appendix D.

Tsunami

- 4.11. In the event of a severe ($M_s > 8$) or prolonged earthquake there is a significant risk of a landslide-induced tsunami occurring at Milford Sound. A scientific study by GNS concluded that previous ruptures of the Alpine Fault had generated tsunami waves within the Sound estimated at between 0.2m and 87m at the point of origin and that two out of every three of these tsunamis could cause disasters with multiple deaths at Milford Sound were they to occur today.³
- 4.12. The most likely scenario for a tsunami at Milford Sound is for a landslide to be triggered by the anticipated Great Earthquake ($M_s > 8$) from a rupture of the Alpine Fault, which would generate emergencies throughout most of the South Island.⁴
- 4.13. The Tsunami Evacuation Point for the aerodrome is located some 250m to the east of the Aerodrome Tower in the vicinity of the Department of Conservation 'Mitre Peak' viewing platform, situated on the ridgeline immediately to the southeast of Mitre Peak Lodge. The location and route to the Tsunami Evacuation Point is detailed at Appendix C – Response Chart 3.
- 4.14. The Operational Response Plan in the event of a tsunami is detailed in Appendix D.

Aircraft Malfunctions

Local Standby

- 4.15. A LOCAL STANDBY PHASE is declared when an aircraft approaching the aerodrome is known, or is suspected, to have developed some defect, but the trouble is not such as would normally prevent carrying out a safe landing. Declaration of the LOCAL STANDBY PHASE will bring the MERT to a state of readiness but in general, although all emergency services will be notified, they will remain in their base locations.
- 4.16. The Operational Response Plan in the event of a LOCAL STANDBY PHASE being declared is detailed in Appendix D.

Full Emergency

- 4.17. A FULL EMERGENCY PHASE is declared when an aircraft approaching the aerodrome is, or is suspected to be, in such trouble that there is danger of an accident. Declaration of a FULL EMERGENCY PHASE will bring all facilities, both on the aerodrome and in the area, such as medical and ambulance services, police and fire services, to the SFP at the aerodrome. It will also result in the regional hospitals being alerted to the possibility of multiple casualties.
- 4.18. The Operational Response Plan in the event of a FULL EMERGENCY PHASE being declared is detailed in Appendix D.

Aircraft Accident

- 4.19. An AIRCRAFT ACCIDENT PHASE is declared when an aircraft accident, or crash, has occurred on or in the vicinity of the aerodrome. Declaration of the AIRCRAFT ACCIDENT PHASE can occur at any location. The actual response to the accident will be dependent on the location of the accident scene.

³ GNS Science Consultancy Report 2014/224, Milford Sound Risk from Landslide-Generated Tsunami, October 2014

⁴ GNS Science Consultancy Report 2014/224, Milford Sound Risk from Landslide-Generated Tsunami, October 2014

- 4.20. ICAO specifies two general locations to be considered in respect to emergency planning. They are ON-AERODROME and OFF-AERODROME accidents. As the aerodrome is located at the convergence of three valley systems and is surrounded by water on three sides and steep mountains, an ON-AERODROME accident is defined as any accident that occurs within the aerodrome boundary fence; all other accidents will meet the OFF-AERODROME criteria.
- 4.21. The Operational Response Plan in the event of an AIRCRAFT ACCIDENT PHASE being declared is detailed in Appendix D.

Aircraft Accident Off-Aerodrome

- 4.22. An OFF-AERODROME ACCIDENT PHASE is declared when an aircraft accident has occurred outside of the immediate boundaries of the aerodrome. As the aerodrome is located at the convergence of three valley systems, and is surrounded by water on three sides and steep mountains, the response to an OFF-AERODROME ACCIDENT PHASE will differ significantly dependent upon the location of the incident i.e. land-based or water-based. Consequently two different contingency plans have been developed:
- OFF-AERODROME ACCIDENT – LAND, and
 - OFF-AERODROME ACCIDENT – WATER.

4.23. In the event of an OFF-AERODROME ACCIDENT all emergency services are to use NZMS CB08, Homer Saddle, Edition 1.03, Published 2014, 1:50, 000.00 as their primary map.

- 4.24. The Operational Response Plans in the event of either an OFF-AERODROME ACCIDENT – LAND or an OFF-AERODROME ACCIDENT – WATER are detailed in Appendix D.

Security Emergencies

Bomb Threat - Aerodrome

- 4.25. This type of emergency applies when a threat has been made, whether specific or non-specific, verbal or written, to the effect that a device has been placed on or near a building, facility or aircraft at the aerodrome, which through its action may pose imminent danger to the occupants or indirectly to other persons.
- 4.26. In the event that personnel need to be evacuated from the aerodrome, the Assembly Area is located 90m to the north of the Aerodrome Tower in the car park/grassed area opposite the Manager's House, Mitre Peak Lodge. The location and route to the Assembly Area is detailed at Appendix C – Response Chart 3.
- 4.27. The Operational Response Plan in the event of a bomb threat (Aerodrome) is detailed in Appendix D.

Bomb Threat - Aircraft

- 4.28. This type of emergency relates to instances where a bomb threat has been made against an aircraft, airline, or passenger; whether it be specific or non-specific, verbal or in written format.
- 4.29. In the event that the aerodrome needs to be evacuated, the Assembly Area is located 90m to the north of the Aerodrome Tower in the car park/grassed area opposite the

Manager's House, Mitre Peak Lodge. The location and route to the Assembly Area is detailed at Appendix C – Response Chart 3.

- 4.30. The Operational Response Plan in the event of a bomb threat (Aircraft) is detailed in Appendix D.

Unlawful Seizure (Hijack)

- 4.31. This type of emergency relates to instances where there is the physical taking over of an aircraft by person or persons by actual force or implied threat thereof for the furtherance of their own aims.
- 4.32. The Operational Response Plan in the event of an unlawful seizure is detailed in Appendix D.

Other Emergencies

Fuel Spill

- 4.33. This type of emergency relates to the safe containment and collection of fuels accidentally released onto the ground, and the evacuation of the spill location if required. At present, the only bulk fuel stored at the aerodrome, 40,000 litres, is located within the Milford Helicopter compound adjacent to the Aerodrome Tower.
- 4.34. In the event that personnel need to be evacuated from the aerodrome, the Assembly Area is located 90m to the north of the Aerodrome Tower in the car park/grassed area opposite the Manager's House, Mitre Peak Lodge. The location and route to the Assembly Area is detailed at Appendix C – Response Chart 3.
- 4.35. The Operational Response Plan in the event of a fuel spill is detailed in Appendix D.

Fire

- 4.36. This type of emergency relates to both structural and other non-aircraft fires within the boundaries of the aerodrome, such as; buildings, fuel storage facilities, navigational aids or vegetation.
- 4.37. In the event that personnel need to be evacuated from the aerodrome, the Assembly Area is located 90m to the north of the Aerodrome Tower in the car park/grassed area opposite the Manager's House, Mitre Peak Lodge. The location and route to the Assembly Area is detailed at Appendix C – Response Chart 3.
- 4.38. The Operational Response Plan in the event of a fire is detailed in Appendix D.

Aerodrome Incident

- 4.39. This type of emergency generally covers events that occur at the aerodrome which do not necessarily require off aerodrome assistance. Incidents such as motor vehicle accidents, minor fuel spills and some singular medical emergencies are examples of aerodrome incidents which can be notified to on aerodrome agencies (AFIS) and the response escalated as needs arise.
- 4.40. The Ministry of Transport is cognisant that it is required to provide a safe working environment in accordance with the provisions of the Health and Safety in Employment Act 1992. Consequently, all aerodrome incidents resulting in injury or damage are to be formally notified to the Ministry of Transport within 48 hrs of their occurrence.

Medical Emergency

- 4.41. Medical emergencies such as people suffering heart attacks, collapsing, trips and falls, respiratory difficulties, or severe air sickness, often occur at aerodromes. These are normally responded to by on aerodrome personnel pending arrival of ambulance paramedics or doctors if required. The emergency plan is not normally activated for these sorts of occurrences. However, consideration needs to be given to medical emergencies where there are multiple persons involved and which are unable to be attended to by on aerodrome personnel.
- 4.42. The Operational Response Plan in the event of a medical emergency is detailed in Appendix D.

Public Health Risk

- 4.43. 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 internationally or may present a serious and direct danger.
- 4.44. With passenger flights bringing international tourists to the Milford Sound Aerodrome that may have originated from connecting international flights, there is the potential for a pandemic type event or incident that may require passengers to be placed in quarantine for treatment.
- 4.45. The Operational Response Plan in the event of a medical emergency is detailed in Appendix D.

Section 5 - Supporting Plans

Welfare Plan

- 5.1. In the event of an aircraft accident or incident at Milford Sound, the assistance of all aircraft operators and permanent staff will be required to assist the survivors, family and friends of the travellers affected. This assistance will initially be coordinated through the office of the Operations Manager, Milford Sound Development Authority in consultation with NZ Police.
- 5.2. Aircraft Operators are expected to implement their own emergency welfare plans to look after their passengers, for example with alternative travel arrangements and accommodation.

Care of Survivors

- 5.3. Assistance will be needed for the care of survivors with non-urgent injuries, including obtaining personal information for identification and reconciliation, and obtaining contact information for family and friends. This assistance will initially be coordinated through the office of the Operations Manager, Milford Sound Development Authority in consultation with NZ Police.

Care of Family and Friends

- 5.4. During the emergency response phase, additional resources will be required to care for the family and friends of affected persons, and to assist the NZ Police with obtaining personal information concerning passengers involved in an aircraft accident (for identification and reconciliation purposes). This assistance will be coordinated by NZ Police in conjunction with key central and local government agencies and non-governmental organisations i.e. Ministry of Civil Defence and Emergency Management, Ministry of Social Welfare, Queenstown Lakes District Council, Salvation Army, NZ Red Cross, etc...

Aircraft Recovery Plan

- 5.5. Aircraft can become immobilised on the manoeuvring area for many reasons including: an accident, an excursion from the runway or taxiway, a mechanical failure through loss of hydraulic pressure or blown tires. Ultimately it is the Aircraft Operator's responsibility to remove the aircraft in a timely manner without further damage to the aircraft, enabling the area concerned to be returned to active service as soon as possible.
- 5.6. Aircraft Operators are expected to have a contingency plan in place to affect the timely recovery of their immobilised aircraft in order to enable the aerodrome to resume normal operations as soon as possible.

- 5.7. In the event of an accident or incident, aircraft are not to be moved until clearance has been received to do so from the Incident Controller in consultation with the CAA. The exception to this is to save lives or prevent further injuries.

Media and Information Management Plan

- 5.8. Aerodrome emergencies, particularly aircraft accidents, draw a great deal of public and media attention. 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.
- 5.9. The NZ Police Media Officer will deal with any initial media information requests. Accepted practice in New Zealand is for the lead agency (normally the NZ Police), and the agency directly affected (e.g. airline or aerodrome operator) to hold media briefings throughout the period of the emergency.
- 5.10. It is important to provide brief, factual information to satisfy the immediate requirements of the media.

Media Communications in the Event of an Emergency

- 5.11. In the event of a significant aerodrome related emergency or crisis the NZ Police will take control of the situation. NZ Police will be responsible for the release of all information and media releases relating to the emergency from police, or the agency directly affected.

Media Spokespersons

- 5.12. The following are the designated Ministry of Transport spokespersons in the event of an airport accident or incident.
 - a. Primary Spokesperson: Ms Glen-Marie Burns, Manager Aviation and Security,
 - b. Alternate Spokesperson: Mr Tony Frost, Senior Advisor Aviation and Security, and
 - c. Alternate Spokesperson: Mr Nick Brown, General Manager Aviation and Maritime.

Media Statement Template

5.13. The following template is provided as the basis for an initial media statement following consultation with NZ Police.

Subject: Aircraft Incident / Accident *[delete as applicable]*

Time:..... Date:.....

Onat Milford Sound Piopiotahi Aerodrome, an incident/accident *[delete as applicable]* occurred which is being handled by.....and.....

The incident involves a.....

operated by.....*[Name of Carrier]*

Aircraft Size / Type:.....

Flight Number:.....

The aircraft originated from.....

At present the aerodrome is.....*[Open / Closed]*

Schedules for.....flights are *[Cancelled / Delayed / Diverted / Unaffected]*

For any public or media enquires please call:.....*[NZ Police Media Liaison]*

The Ministry of Transport is providing its full support and assistance to the NZ Police, emergency services, and aviation operators involved in this incident and will update this statement as further information or media releases are provided by the relevant authorities.

- An important reminder for all media spokespersons:**
- Refer repeatedly to the above statement if questioned further by the public or media.
 - Repeatedly state that our thoughts are with the relatives and friends involved.
 - Affirm that we will be releasing further information as it is authorised for release by the NZ Police and other relevant authorities.
 - Do not speculate as to the cause or reasons for the incident, instead emphasise our commitment to assist the relevant authorities in their investigation of the incident.
 - Do not characterise the actions or decisions of other individuals, particularly the actions of the NZ Police, emergency services, or authorities.
 - Do not reveal the name or details of any individual involved in the incident unless authorised to do so by the NZ Police or relevant authority.

Section 6 - Emergency Kits and Equipment

Emergency Kits

- 6.1. Each aircraft operator should prepare or arrange access to an emergency kit which can be readily available to all aircraft operator personnel during all hours of operations. All company personnel should have knowledge of the location of the emergency kit. The kit must contain writing pads or forms on which to list the following information:
 - a. name, address, and home telephone number of passenger;
 - b. name and telephone number of person to be notified of passenger's condition;
 - c. accommodation request of passenger (i.e. future flight, hotel transportation within the local area; etc.);
 - d. where the person can be contacted in the next 72 hours.
- 6.2. The kit should contain adhesive-type name tags to identify passengers who have been processed and those for whom accommodation has been found.
- 6.3. The following telephone numbers should be available in the emergency kit:
 - a. doctors to attend to minor injuries. Each aircraft operator should have a letter of agreement with a physician(s) who will respond to a designated holding area;
 - b. hotels where passengers can be billeted. It is beneficial to place passengers in the same hotel or at least in groups at hotels;
 - c. linguists, who should be available on a 24-hour basis and who preferably are people who work on the airport, for quick response. Local schools and private language departments can also be contacted;
 - d. caterer (if commissary items are required);
 - e. all local aircraft operator reservations offices;
 - f. Ambulance Clinical Control Centre;
 - g. taxicab companies; and
 - h. emergency telephone numbers to be disseminated on radio and television so that families of the casualties may telephone and receive information.

Content of First Aid and Medical Kits

- 6.4. The following First Aid and Medical Emergency kits are located within the Aircraft Operator's Room at the Aerodrome Tower. These can be accessed via the external door located on the northwest side of the Aerodrome Tower:
 - a. Large Industrial First Aid Kit (Wall Mounted). First Aid Kit contains:
 - (1) Triangle Bandage with 2 Safety Pins x 2,
 - (2) Eye Pad x 3,
 - (3) Large Wound Dressing x 2,
 - (4) Medium Wound Dressing x 2,

- (5) Non Adherent Dressing 10cm x 7.5cm x 2,
- (6) Non Adherent Dressing 5cm x 7.5cm x 4,
- (7) Combine Dressing 20cm x 20cm x 1,
- (8) Combine Dressing 10cm x 9cm x 2,
- (9) Gauze Swabs 2's 7.5mm x 7.5mm x 5,
- (10) Antiseptic Wipes x 6,
- (11) Povidone Wipes x 4,
- (12) Wound Irrigation Solution x 8,
- (13) Bandage 5cm wide x 2,
- (14) Bandage 7.5cm wide x 1,
- (15) Fabric Plaster Roll 2.5cm x 1,
- (16) Paper Tape 1.25 x 1,
- (17) Plasters 7.2cm x 1.9cm x 100,
- (18) Fabric Fingertip Plaster x 10,
- (19) Fabric Knuckle Plaster x 10,
- (20) Fabric Dressing Strips 1m x 1,
- (21) First Aid Tweezers x 1,
- (22) Scissors x 1,
- (23) CPR Resuscitation Mask x 3,
- (24) Examination gloves (Pair) x 4,
- (25) Contaminant Bag x 1,
- (26) First Aid Tips, and
- (27) Aids/Hepatitis Warning Label.



b. Industrial Medical Kit 1 – 25 persons (Emergency Bag). Medical Kit contains:

- (1) Triangle Bandage with 2 Safety Pins x 2,
- (2) Eye Dressing x 2,
- (3) Eye Pad x 1,
- (4) Large Wound Dressing x 1,
- (5) Medium Wound Dressing x 1,
- (6) Non Adherent Dressing 10cm x 7.5cm x 2,
- (7) Non Adherent Dressing 5cm x 7.5cm x 1,
- (8) Combine Dressing 20cm x 20cm x 1,
- (9) Combine Dressing 10cm x 9cm x 1,
- (10) Gauze Swabs 2's 7.5mm x 7.5mm x 4,
- (11) Wound Irrigation Solution x 7,
- (12) Bandage 5cm wide x 1,
- (13) Bandage 7.5cm x 1,
- (14) Fabric Plaster Roll 2.5cm x 2,
- (15) Plasters 7.2cm x 1.9cm x 50,
- (16) Plaster Dressing Strip 1m x 2,
- (17) First Aid Tweezers x 1,
- (18) Scissors x 1,
- (19) Antiseptic Wipes x 5,
- (20) CPR Resuscitation Mask x 1,
- (21) Examination gloves x 2,
- (22) Contaminant Bag x 2,
- (23) First Aid Tips, and



(24) Aids/Hepatitis Warning Label

c. Commercial Burn Care Kit (Emergency Bag). Burn Care Kit contains:

- (1) Burn Dressing 5cm x 15cm x 2,
- (2) Burn Dressing 10cm x 10cm x 2,
- (3) Burn Dressing 10cm x 40cm x 1,
- (4) Burn Dressing Face 30cm x 40cm x 1,
- (5) Burn Gel Sachet x 15,
- (6) Sterile Gloves x 1,
- (7) Plastic Tweezers x 2,
- (8) Bandage Scissor x 1,
- (9) Securing Bandage 7.5cm x 1,
- (10) Securing Bandage 5cm x 1,
- (11) Clean Up Bag (Contaminant) x 2,
- (12) Paper Towel x 5,
- (13) Fabric Tape 2.5mm x 1,
- (14) Triangle Bandage x 2, Safety Pins x 10,
- (15) CPR Resuscitation Mask x 1,
- (16) Gauze Swabs 2's 7.5cm x 7.5cm x 4,
- (17) Fabric Plaster x 10, Blue Plaster x 10,
- (18) Cohesive Bandage Blue 5cm x 1,
- (19) Heps/Aids Warning Label, and
- (20) First Aid Tips.



Content of Fuel Spill Kit

6.5. A 240 Litre Fuel Spill Kit is located on the northwest side of the Aerodrome Tower.

a. 240 Litre Premium Fuel Spill Kit. Fuel Spill Kit contains:

- (1) Absorbent Pads x 10,
- (2) Absorbent Socks x 3,
- (3) Absorbent Pillows x 4,
- (4) 15kg Bag of Absorbent Fibre x 3,
- (5) Disposal Bag x 1,
- (6) Dust Respirator x 1,
- (7) High Quality Double Respirator x 1
- (8) Disposable gloves x 1 pair, and
- (9) Wheelie Bin x 1.

Appendix A – Emergency Message Form

EMERGENCY MESSAGE FORM

INSTRUCTIONS	Notify MERT or NZ Police by dialling 111
LOCATION OF EMERGENCY	Milford Sound Aerodrome

(✓)	Phase – For All Emergencies	
CRASH	Spoken: 'CRASH CRASH CRASH'	
FULL EMERGENCY	Spoken: 'FULL EMERGENCY FULL EMERGENCY FULL EMERGENCY'	
LOCAL STANDBY	Spoken: 'LOCAL STANDBY, LOCAL STANDBY LOCAL STANDBY'	

EXERCISE	Spoken: 'EXERCISE EXERCISE EXERCISE'	For Non-Emergency Use Only
COMMUNICATION CHECK	Spoken: 'COMMS CHECK COMMS CHECK COMMS CHECK'	For Non-Emergency Use Only

DO NOT delay the initial notification looking for the information below

1	Location or RWY to be used:	Give Emergency Plan Grid Map Reference
2	Type of aircraft:	
3	Aircraft Registration (if known):	
4	Estimated Time of Arrival (ETA):	
5	Nature of trouble:	
6	Persons on board (POB):	
7	Fuel on board (if known):	
8	Dangerous goods on board (if known):	

READ BACK (✓) Time of Receipt:.....hours.

Dispatched to AGENCY	TIME

Appendix B – Contact Telephone Numbers

EMERGENCY

POLICE, FIRE SERVICE, AMBULANCE DIAL 111

EMERGENCY SERVICES & AUTHORITIES

Civil Aviation Authority	EMERGENCY	0508 222 433
Ministry of Transport	EMERGENCY 24 hrs	04 439 9092
Airways New Zealand Ltd	NOTAM / Airspace Closure	0800 626 756
Milford Sound Emergency Response Team Milford Sound Fire Station	Non-urgent	
NZ Police Te Anau Police Station	Non-urgent	03 249 7600
NZ Fire Service Te Anau Fire Station	Non-urgent	03 249 7500 027 226 7176
St John Ambulance Te Anau Station	Non-urgent	03 249 7006 027 223 4892
Emergency Management Southland Invercargill	Non-urgent	03 211 5403 021 799 561

MILFORD SOUND AERODROME

Aerodrome Flight Information Service (AFIS) Milford Sound	Mike Skudder Dave Taylor Perry Barr	03 249 8092
Ministry of Transport Wellington	Tony Frost	04 439 9042 021 224 0738
Department of Conservation Te Anau	Abby Wangeman	03 249 0252

AVIATION OPERATORS

Air Milford Queenstown	Hank Sproull	03 442 2351
Air Safaris Tekapo	Richard Rayward	03 680 6880
Aspiring Helicopters Wanaka	Alex Ewing	03 443 7152
Air Wakatipu Queenstown		03 442 3148
Alpine Air Queenstown	Peter Daniell	027 483 5714
Alpine Helicopters Wanaka	Toby Wallis	03 443 4000

AVIATION OPERATORS		
Backcountry Helicopters Makaroa	Patsy Hutton	03 443 9032
Canterbury Aviation Christchurch	Hugh Robinson	03 359 8006
Classic Flights Wanaka	Peter Hendriks	03 443 4043
Fly Fiordland Te Anau	Shaun Ferris	0800 359 346
Glacier Southern Lakes Helicopters Queenstown	Pat West	03 442 3016
Glenorchy Air Queenstown	Robert Rutherford	03 442 2207
Heli Tours Queenstown	Paul Mitchell	03 451 0515
Heliworks Queenstown	Scott Theyers	03 441 4011
Milford Helicopters Te Anau	Jeff Shanks	03 249 8384
Milford Sound Flights Queenstown		03 442 2687
Over The Top Helicopters Queenstown	Louisa Patterson	03 442 2233
Southern Alps Air Wanaka	Paul Cooper	03 443 4385
Southern Lakes Aviation Queenstown	Peter Daniell	027 483 5714
Southern Lakes Helicopters Te Anau	Lloyd Matheson	03 249 7167
The Helicopter Line Queenstown	Dave Matthews	03 442 3034
Wakatipu Aero Club Queenstown		03 442 3148
Wanaka Helicopters Wanaka	Simon Spencer-Bower	03 443 1085
Wings and Water Te Anau	Allan Remnant	03 249 7405

Appendix C – Response Charts

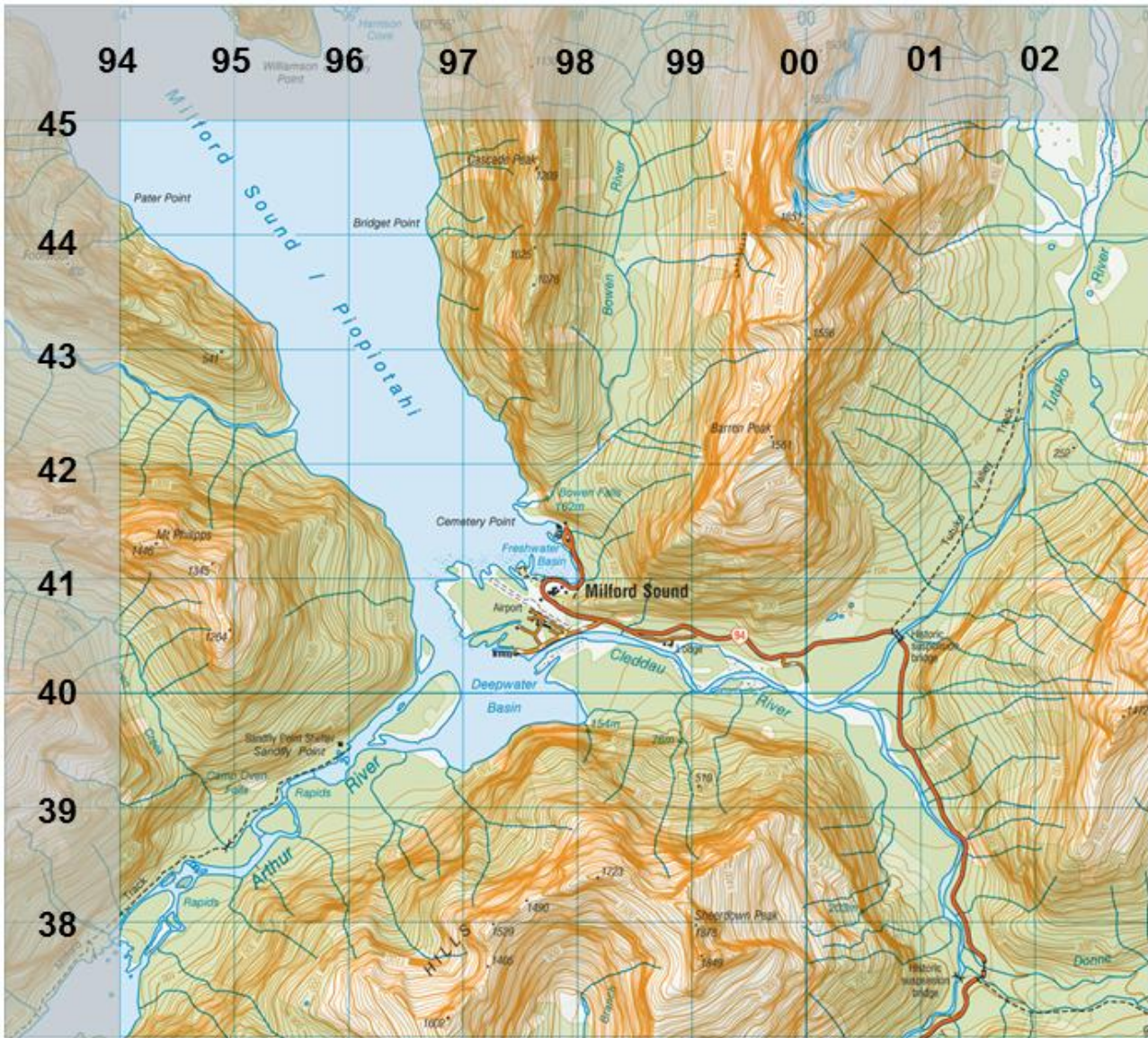
Milford Sound Piopiotahi Aerodrome – Emergency Response Chart – No. 1



ON-AERODROME ACCIDENT - EMERGENCY RESPONSE CHART

C1.1. In the event of an ON-AERODROME ACCIDENT all emergency services are to use Emergency Response Chart No 1 as their primary navigational reference.

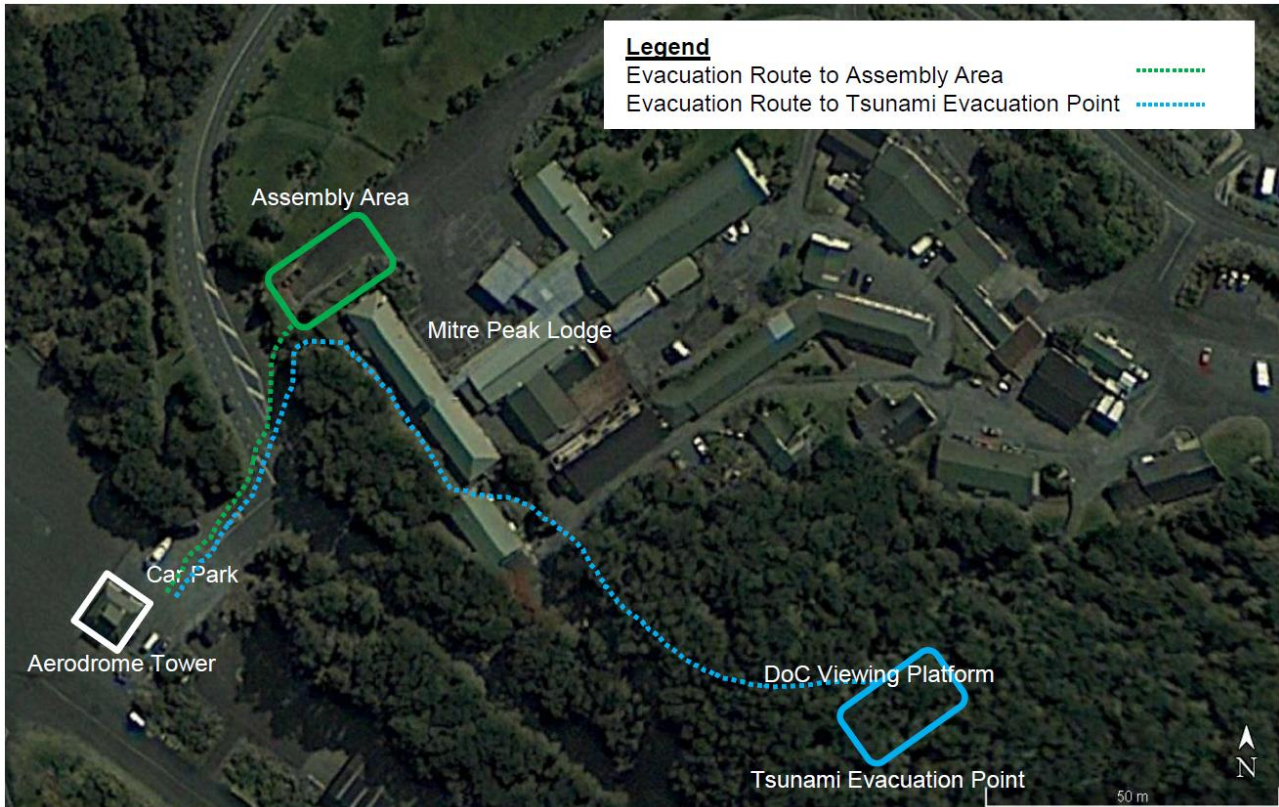
Milford Sound Piopiotahi Aerodrome – Emergency Response Chart – No. 2



OFF-AERODROME ACCIDENT - EMERGENCY RESPONSE CHART

C2.1. In the event of an OFF-AERODROME ACCIDENT all emergency services are to use NZMS CB08, Homer Saddle, Edition 1.03, Published 2014, 1:50, 000.00 as their primary navigational reference.

Milford Sound Piopiotahi Aerodrome – Emergency Response Chart – No. 3



**EMERGENCY RESPONSE CHART -
LOCATION OF ASSEMBLY AREA AND TSUNAMI EVACUATION POINT**

Assembly Area

C3.1. The Assembly Area in the event of a fire or fuel spill is located 90m to the north of the Aerodrome Tower in the car park/grassed area opposite the Manager’s House, Mitre Peak Lodge.

Tsunami Evacuation Point

C3.2. The Tsunami Evacuation Point is located 250m to the east of the Aerodrome Tower in the vicinity of the Department of Conservation ‘Mitre Peak’ viewing platform, situated on the ridgeline immediately to the southeast of Mitre Peak Lodge. Please note that the viewing platform has a limited load capacity and that the area to the rear of the viewing platform should be fully utilised.

Appendix D – Operational Response Plans

ACTIONS IN THE EVENT OF AN EARTHQUAKE

Before an Earthquake Strikes

- D1.1. The danger you face in an earthquake comes from falling debris and collapsing structures, such as buildings and bridges. Before an earthquake strikes identify safe places within your workplace. A safe place is:
- under a strong table (remember to hold onto the legs),
 - next to an interior wall, and
 - located somewhere close to you – no more than a few steps or at most two metres away – to avoid injury from flying debris.
- D1.2. Ensure all workplace machinery and heavy items of furniture are secured to the floor or wall.

DURING AN EARTHQUAKE

- Details:
- If you are inside a building move to a safe place, no more than a few steps away, **DROP, COVER and HOLD**. Do not leave the building until the shaking has stopped.
 - If you are outside move to a safe place, no more than a few steps away, **DROP, COVER and HOLD**.
 - If you are driving a vehicle or taxiing an aircraft, **PULL OVER and STOP**.

IMMEDIATELY AFTER A SEVERE OR PROLONGED EARTHQUAKE

- Details:
- In the case of strong earthquake shaking that makes it difficult to stand or that lasts longer than a minute, immediately evacuate the aerodrome and rapidly move to the designated Tsunami Evacuation Assembly Area in case a tsunami follows the quake.
 - Render immediate First Aid to any persons injured as a consequence of the earthquake.
 - Assist any injured persons to move to the designated Tsunami Evacuation Assembly Area.

Actions by Agencies

ALL PERSONS

- During an earthquake DROP, COVER, and HOLD.
- Immediately after an earthquake rapidly evacuate to the designated Tsunami Evacuation Assembly Area and await further instructions.
 - Render immediate First Aid to any persons injured as a consequence of the earthquake.
 - Assist any injured persons to move to the designated Tsunami Evacuation Assembly Area.

AERODROME FLIGHT INFORMATION SERVICE: Upon occurrence

- During an earthquake DROP, COVER, and HOLD.
- Immediately after the earthquake close the aerodrome to all traffic.
- Rapidly evacuate to the designated Tsunami Evacuation Assembly Area and await further instructions.
 - Render immediate First Aid to any persons injured as a consequence of the earthquake.
 - Assist any injured persons to move to the designated Tsunami Evacuation Assembly Area.

AIRCRAFT OPERATORS: Upon occurrence

- During an earthquake DROP, COVER, and HOLD.
- Immediately after a severe or prolonged earthquake, rapidly evacuate the crew and passengers to the designated Tsunami Evacuation Assembly Area and await further instructions.
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.
 - Render immediate First Aid to any persons injured as a consequence of the earthquake.
 - Assist any injured persons to move to the designated Tsunami Evacuation Assembly Area.

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased and it is safe to return to the aerodrome.
- **Note:** A full inspection of the aerodrome, particularly the runway and taxiways, will need to be undertaken prior to the aerodrome being declared operational and open for routine operations.
 - Priority is to be afforded to opening the aerodrome for emergency rotary wing operations in case medical evacuation support is required by the emergency services.

ACTIONS IN THE EVENT OF A TSUNAMI

Before a Tsunami

- D2.1. Ensure you know where the designated Tsunami Evacuation Assembly Area is located, and how you will reach it. Plan your escape route.

IMMEDIATELY ON RECEIPT OF A TSUNAMI WARNING OR FOLLOWING A SEVERE OR PROLONGED EARTHQUAKE

- Details: • Immediately evacuate the aerodrome and rapidly move to the designated Tsunami Evacuation Assembly Area.

Actions by Agencies

ALL PERSONS

- Immediately evacuate to the designated Tsunami Evacuation Assembly Area and await further instructions.

AERODROME FLIGHT INFORMATION SERVICE: Upon occurrence

- Immediately close the aerodrome to all traffic.
- Rapidly evacuate to the designated Tsunami Evacuation Assembly Area and await further instructions.

AIRCRAFT OPERATORS: Upon occurrence

- Immediately evacuate the crew and passengers to the designated Tsunami Evacuation Assembly Area and await further instructions.
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased and it is safe to return to the aerodrome.
- **Note:** A full inspection of the aerodrome, particularly the runway and taxiways, will need to be undertaken prior to the aerodrome being declared operational and open for routine operations.
 - Priority is to be afforded to opening the aerodrome for emergency rotary wing operations in case medical evacuation support is required by the emergency services.

ACTIONS IN THE EVENT OF A LOCAL STANDBY

Initial Response

D3.1. A LOCAL STANDBY PHASE is declared when an aircraft approaching the aerodrome is known, or is suspected, to have developed some defect, but the trouble is not such as would normally prevent carrying out a safe landing. Declaration of the LOCAL STANDBY PHASE will bring the MERT to a state of readiness but in general, although all emergency services will be notified, they will remain in their base locations.

DIAL 111 – FIRE SERVICE	
Details: <ul style="list-style-type: none"> Incident description, and Location. 	Equipment: <ul style="list-style-type: none"> Landline Telephone.

ASSUME FULL CONTROL OF AERODROME	
Details: <ul style="list-style-type: none"> Recommend diversion to Te Anau, Queenstown or Wanaka airports. Clear aircraft to land. If required immediately close the aerodrome to non-essential traffic. 	Equipment: <ul style="list-style-type: none"> VHF Radio. Operations Log – record event timeline.

PREPARE FOR FULL EMERGENCY	
Details: <ul style="list-style-type: none"> Prepare for possible upgrade to FULL EMERGENCY. Standby to assist in the event of an accident / crash. 	Equipment: <ul style="list-style-type: none"> Fire Extinguisher on standby. First Aid / Medical Kit on standby.

REPORT TO DESIGNATED SAFE FORWARD POINT	
Details: <ul style="list-style-type: none"> Rendezvous with emergency services at designated location or by VHF Radio. Clear access for emergency services. Hand over CONTROL of the emergency to MERT. 	Equipment: <ul style="list-style-type: none"> Landline Telephone. VHF Radio.

AFTER THE ARRIVAL OF EMERGENCY SERVICES			
<p>Details:</p> <ul style="list-style-type: none"> • Contact Ministry of Transport. • Contact CAA. • Coordinate aerodrome interests. 	<p>Details:</p> <ul style="list-style-type: none"> • Command and Control to be established. • ICP and EOC to be established. 		

In the event of an accident or incident, aircraft are not to be moved until clearance has been received to do so from the Incident Controller in consultation with the CAA. The exception to this is to save lives or prevent further injuries.

Actions by Agencies

AERODROME FLIGHT INFORMATION SERVICE: Upon occurrence
<ul style="list-style-type: none"> • Ascertain degree of hazard from pilot and where the pilot advise that his/her aircraft will not be endangered ask him/her to consider: <ul style="list-style-type: none"> ◦ Diverting to another aerodrome/airport with full crash/emergency facilities i.e. Queenstown. ◦ The possibility of remaining airborne until the emergency services arrive and are in position. • If the pilot is committed to attempting a landing: Call 111. Ask for Fire Service. Alert them using the standard format as follows: <ul style="list-style-type: none"> ◦ Milford Sound Aerodrome. ◦ Emergency – LOCAL STANDBY. ◦ Aircraft type, ◦ Location (use grid reference if known), ◦ Nature of event, ◦ Persons on board, ◦ Fuel on board (if known), ◦ Any dangerous goods (if known). <p style="color: red; margin-left: 20px;"><i>Remember the emergency operator is <u>writing down</u> this information</i></p> • Commence an action log to record incident events and timeline. • Assume role of INCIDENT CONTROLLER until the arrival of MERT or NZ Police. <ul style="list-style-type: none"> ◦ Advise any aircraft that may be impacted due to the location of the incident (i.e. smoke, fire-fighting appliances or aircraft operating areas). Direct away from the vicinity of the accident/crash – if required close the aerodrome. ◦ On arrival of MERT advise whether it is safe to enter the operational area of the aerodrome. • If required issue a NOTAM. • Notify aviation operator (Appendix A). • Notify Ministry of Transport Emergency Contact (Appendix A). • Notify the Civil Aviation Authority (Appendix A). • Assist the Incident Controller and emergency services as practicable. • Avoid careless talk. Do not discuss details of the incident within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.

MILFORD SOUND EMERGENCY RESPONSE TEAM:

- Respond in accordance with SOPs.
- Liaise with the AFIS on arrival at SFP.
- Upon arrival assume full command and control of the Incident:
 - Senior MERT Officer to assume role of INCIDENT CONTROLLER.
- Establish ICP [Aerodrome Tower].
- Establish EOC [Milford Sound Fire Station].
- **Avoid careless talk. Do not discuss details of the incident within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

NZ POLICE: Upon occurrence

- Be prepared to respond should the incident be upgraded to a FULL EMERGENCY or AIRCRAFT ACCIDENT.

AIRCRAFT OPERATORS: Upon occurrence

- Initiate response actions in accordance with company Standard Operating Procedures.
- Be prepared to respond should the incident be upgraded to a FULL EMERGENCY or AIRCRAFT ACCIDENT.
- **Avoid careless talk. Do not discuss details of the incident within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased.
- A thorough inspection of the runway and taxiways is to be conducted prior to the aerodrome resuming normal flight operations.

ACTIONS IN THE EVENT OF A FULL EMERGENCY

Initial Response

D4.1. A FULL EMERGENCY PHASE is declared when an aircraft approaching the aerodrome is, or is suspected to be, in such trouble that there is danger of an accident. Declaration of a FULL EMERGENCY PHASE will bring all facilities, both on the aerodrome and in the area, such as medical and ambulance services, police and fire services, to the SFP at the aerodrome. It will also result in the regional hospitals being alerted to the possibility of multiple casualties.

DIAL 111 – FIRE SERVICE	
Details: <ul style="list-style-type: none"> Incident description, and Location. 	Equipment: <ul style="list-style-type: none"> Landline Telephone.

ASSUME FULL CONTROL OF AERODROME	
Details: <ul style="list-style-type: none"> Clear Emergency Aircraft to land. If required immediately close the aerodrome to non-essential traffic. 	Equipment: <ul style="list-style-type: none"> VHF Radio. Operations Log – record event timeline.

FIRST RESPONSE	
Details: <ul style="list-style-type: none"> Prepare for possible upgrade of emergency to AIRCRAFT CRASH. Standby to assist in the event of an accident. 	Equipment: <ul style="list-style-type: none"> Fire Extinguisher on standby. First Aid / Medical Kit on standby.

REPORT TO DESIGNATED SAFE FORWARD POINT	
Details: <ul style="list-style-type: none"> Rendezvous with emergency services at designated location or by VHF Radio. Clear access for emergency services. Hand over CONTROL of the emergency to MERT. 	Equipment: <ul style="list-style-type: none"> Landline Telephone. VHF Radio.

AFTER THE ARRIVAL OF EMERGENCY SERVICES			
<p>Details:</p> <ul style="list-style-type: none"> • Contact Ministry of Transport. • Contact CAA. • Issue NOTAM if required. • Coordinate aerodrome interests. 	<p>Details:</p> <ul style="list-style-type: none"> • Command and Control to be established. • ICP and EOC to be established. • Establish Media Centre. 		

In the event of an accident or incident, aircraft are not to be moved until clearance has been received to do so from the Incident Controller in consultation with the CAA. The exception to this is to save lives or prevent further injuries.

Actions by Agencies

AERODROME FLIGHT INFORMATION SERVICE: Upon occurrence
<ul style="list-style-type: none"> • Ascertain degree of hazard from pilot and where the pilot advise that his/her aircraft will not be endangered ask him/her to consider: <ul style="list-style-type: none"> ◦ Diverting to another aerodrome/airport with full crash/emergency facilities i.e. Queenstown. ◦ The possibility of remaining airborne until the emergency services arrive and are in position. • If the pilot is committed to attempting a landing: Call 111. Ask for Fire Service. Alert them using the standard format as follows: <ul style="list-style-type: none"> ◦ Milford Sound Aerodrome. ◦ Emergency – FULL EMERGENCY. ◦ Aircraft type, ◦ Location (use grid reference if known), ◦ Nature of event, ◦ Persons on board, ◦ Fuel on board (if known), ◦ Any dangerous goods (if known). <p style="color: red; margin-left: 20px;"><i>Remember the emergency operator is <u>writing down</u> this information</i></p> • Commence an action log to record incident events and timeline. • Assume role of INCIDENT CONTROLLER until the arrival of MERT or NZ Police. <ul style="list-style-type: none"> ◦ Advise any aircraft that may be impacted due to the location of the incident (i.e. smoke, fire-fighting appliances or aircraft operating areas). Direct away from the vicinity of the accident/crash – if required close the aerodrome. ◦ On arrival of MERT advise whether it is safe to enter the operational area of the aerodrome. • If required issue a NOTAM. • Notify Ministry of Transport Emergency Contact (Appendix A). • Notify the Civil Aviation Authority (Appendix A). • Notify aviation operator (Appendix A). Obtain from the aircraft operator: <ul style="list-style-type: none"> ◦ The number of persons on-board the aircraft, including infants, and 4 hard copy lists of: <ul style="list-style-type: none"> ▪ The verified passenger manifest, ▪ Details of any disabled passengers, and ▪ Details of any dangerous cargo. ◦ Provide the passenger and cargo information to the: <ul style="list-style-type: none"> ▪ Incident Controller,

AERODROME FLIGHT INFORMATION SERVICE: Upon occurrence

- Senior Fire Rescue Officer, and
- Senior Medical Officer.
- Assist the Incident Controller and emergency services as practicable.
- Refer all media and public enquires to the NZ Police.
- **Avoid careless talk. Do not discuss details of the incident within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

MILFORD SOUND EMERGENCY RESPONSE TEAM:

- Respond in accordance with SOPs.
- Liaise with the AFIS on arrival at SFP.
- Upon arrival assume control of the Incident:
 - Senior MERT Officer to assume role of INCIDENT CONTROLLER until the arrival of NZ Police.
- Establish ICP [Aerodrome Tower].
- Establish EOC [Milford Sound Fire Station].
- Ensure all persons on-board the aircraft are accounted for.
- **Avoid careless talk. Do not discuss details of the incident within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

NZ POLICE: Upon occurrence

- Respond in accordance with Standard Operating Procedures.
- Liaise with MERT and AFIS on arrival at SFP.
- Upon arrival assume control of the Incident from Senior MERT Officer:
 - Senior NZ Police Officer to assume role of INCIDENT CONTROLLER.
- As is practicable, secure the incident site. Establish a secure cordon to prevent:
 - Aircrew and passengers from wandering off unaccounted, and
 - Unauthorised persons from entering the area.
- Ensure all persons on-board the aircraft are accounted for. As required:
 - Prepare casualty list,
 - Coordinate with aviation operator to notify next of kin and supply press releases, and
 - Maintain an operations log to record the incident and timeline.

AIRCRAFT OPERATORS: Upon occurrence

- Initiate response in accordance with SOPs.
- Be prepared to provide details on the number of persons on-board the aircraft, including infants, and 4 x hard copy lists of:
 - The verified passenger manifest,
 - Details of any disabled passengers, and
 - Details of any dangerous cargo.
- Notify the Civil Aviation Authority (Appendix A).
- Liaise directly with the ICP.
 - Comply with all directions of the Incident Controller:
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.
- Aircraft Operators obligations in the event of an incident/accident:
 - Direction and management of both aircrew and passengers,

AIRCRAFT OPERATORS: Upon occurrence

- Provision of transport and accommodation for both aircrew and passengers,
- Welfare, documentation and 'onward arrangements' for passengers.
- The Aircraft Operator is to ensure that the operator or an agent is contactable by both the Incident Controller and the crew of the incident aircraft until the emergency is declared to be over.
- **Avoid careless talk. Do not discuss details of the incident within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased.
- A thorough inspection of the runway and aerodrome facilities is to be conducted prior to the aerodrome resuming normal flight operations.

ACTIONS IN THE EVENT OF AN AIRCRAFT ACCIDENT

Initial Response

D5.1. An AIRCRAFT ACCIDENT PHASE is declared when an aircraft accident, or crash, has occurred on or in the vicinity of the aerodrome. Declaration of the AIRCRAFT ACCIDENT PHASE can occur at any location. The actual response to the accident will be dependent on the location of the accident scene.

DIAL 111 – FIRE SERVICE	
Details: <ul style="list-style-type: none"> Incident description, and Location. 	Equipment: <ul style="list-style-type: none"> Landline Telephone.

ASSUME FULL CONTROL OF AERODROME	
Details: <ul style="list-style-type: none"> If required immediately close the aerodrome to non-essential traffic. Recommend that all aircraft divert to Te Anau, Queenstown or Wanaka airports. 	Equipment: <ul style="list-style-type: none"> VHF Radio. Operations Log – record event timeline.

FIRST RESPONSE	
Details: <ul style="list-style-type: none"> Respond to emergency. Evacuate both the crew and passengers from the aircraft. Administer First Aid. 	Equipment: <ul style="list-style-type: none"> Fire Extinguisher. First Aid / Medical Kit.

REPORT TO DESIGNATED SAFE FORWARD POINT	
Details: <ul style="list-style-type: none"> Rendezvous with emergency services at designated location or by VHF Radio. Clear access for emergency services. Hand over CONTROL of the emergency to MERT. 	Equipment: <ul style="list-style-type: none"> Landline Telephone. VHF Radio.

AFTER THE ARRIVAL OF EMERGENCY SERVICES			
<p>Details:</p> <ul style="list-style-type: none"> • Contact Ministry of Transport. • Contact CAA. • Issue NOTAM if required. • Coordinate aerodrome interests. 	<p>Details:</p> <ul style="list-style-type: none"> • Command and Control to be established. • ICP and EOC to be established. • Establish Media Centre. 		

In the event of an accident or incident aircraft are not to be moved until clearance has been received to do so from the Incident Controller in consultation with the CAA. The exception to this is to save lives or prevent further injuries.

Actions by Agencies

AERODROME FLIGHT INFORMATION SERVICE: Upon occurrence
<ul style="list-style-type: none"> • Call 111. Ask for Fire Service. Alert them using the standard format as follows: <ul style="list-style-type: none"> ○ Milford Sound Aerodrome. ○ Emergency – AIRCRAFT ACCIDENT. ○ Aircraft type, ○ Location (use grid reference if known), ○ Nature of event, ○ Persons on board, ○ Fuel on board (if known), ○ Any dangerous goods (if known). <p style="color: red; margin-left: 20px;"><i>Remember the emergency operator is <u>writing down this information</u></i></p> • Commence an action log to record incident events and timeline. • Assume role of INCIDENT CONTROLLER until the arrival of MERT or NZ Police. <ul style="list-style-type: none"> ○ Advise any aircraft that may be impacted due to the location of the accident/crash (i.e. smoke, fire-fighting appliances or aircraft operating areas). Direct away from the vicinity of the accident/crash – if required close the aerodrome. ○ On arrival of MERT advise whether it is safe to enter the operational area of the aerodrome. • If required issue a NOTAM. • Notify Ministry of Transport Emergency Contact (Appendix A). • Notify the Civil Aviation Authority (Appendix A). • Notify aviation operator (Appendix A). Obtain from the aircraft operator: <ul style="list-style-type: none"> ○ The number of persons on-board the aircraft, including infants, and 4 hard copy lists of: <ul style="list-style-type: none"> ▪ The verified passenger manifest, ▪ Details of any disabled passengers, and ▪ Details of any dangerous cargo. ○ Provide the passenger and cargo information to the: <ul style="list-style-type: none"> ▪ Incident Controller, ▪ Senior Fire Rescue Officer, and ▪ Senior Medical Officer. • Assist the Incident Controller and emergency services as practicable. • Refer all media and public enquires to the NZ Police. • Avoid careless talk. Do not discuss details of the accident/crash within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.

MILFORD SOUND EMERGENCY RESPONSE TEAM:

- Respond in accordance with SOPs.
- Liaise with the AFIS on arrival at SFP.
- Upon arrival assume control of the Incident:
 - Senior MERT Officer to assume role of INCIDENT CONTROLLER until the arrival of NZ Police.
- Establish ICP [Aerodrome Tower].
- Establish EOC [Milford Sound Fire Station].
- Ensure all persons on-board the aircraft are accounted for.
- **Avoid careless talk. Do not discuss details of the accident/crash within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

NZ POLICE: Upon occurrence

- Respond in accordance with SOPs.
- Liaise with MERT and AFIS on arrival at SFP.
- Upon arrival assume control of the Incident from Senior MERT Officer:
 - Senior NZ Police Officer to assume role of INCIDENT CONTROLLER.
- As is practicable, secure the site. Establish a secure cordon to prevent:
 - Aircrew and passengers from wandering off unaccounted, and
 - Unauthorised persons from entering the area.
- Maintain a guard over the accident site until released by either the Civil Aviation Authority or Transport Accident Investigation Commission.
- Ensure all persons on-board the aircraft are accounted for. As required:
 - Prepare casualty list,
 - Coordinate with aviation operator to notify next of kin and supply press releases, and
 - Maintain an operations log to record the incident and timeline.

AIRCRAFT OPERATORS: Upon occurrence

- Initiate response in accordance with SOPs.
- Be prepared to provide details on the number of persons on-board the aircraft, including infants, and 4 hard copy lists of:
 - The verified passenger manifest,
 - Details of any disabled passengers, and
 - Details of any dangerous cargo.
- Notify the Civil Aviation Authority (Appendix A).
- Liaise directly with the ICP.
 - Comply with all directions of the Incident Controller:
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.
- Aircraft Operators obligations in the event of an incident/accident:
 - Direction and management of both aircrew and passengers,
 - Provision of transport and accommodation for both aircrew and passengers,
 - Welfare, documentation and 'onward arrangements' for uninjured passengers.
- The Aircraft Operator is to ensure that the operator or an agent is contactable by both the Incident Controller and the crew of the incident aircraft until the emergency is declared to be over.

AIRCRAFT OPERATORS: Upon occurrence

- **Avoid careless talk. Do not discuss details of the accident/crash within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions**

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased.
- A thorough inspection of the runway and aerodrome facilities is to be conducted prior to the aerodrome resuming normal flight operations.
- **Note:** It is likely that access to the incident scene will be restricted until such time as the Civil Aviation Authority has completed its investigation into the incident.

ACTIONS IN THE EVENT OF AN OFF-AERODROME ACCIDENT - LAND

Initial Response

D6.1. An OFF-AERODROME ACCIDENT– LAND is declared when an aircraft accident has occurred on land outside the boundaries of the aerodrome. The response to an OFF-AERODROME ACCIDENT– LAND will be heavily dependent upon the location of the incident.

D6.2. Declaration of an OFF-AERODROME ACCIDENT– LAND can occur at any location.

DIAL 111 – FIRE SERVICE

Details: <ul style="list-style-type: none"> Incident description, and Location. 	Equipment: <ul style="list-style-type: none"> Landline Telephone.
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ASSUME FULL CONTROL OF AERODROME

Details: <ul style="list-style-type: none"> If required immediately close the aerodrome to non-essential traffic. Recommend that all aircraft divert to Te Anau, Queenstown or Wanaka airports. 	Equipment: <ul style="list-style-type: none"> VHF Radio. Operations Log – record event timeline.
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FIRST RESPONSE

Details: <ul style="list-style-type: none"> Respond to emergency. Evacuate both the crew and passengers from the aircraft. Administer First Aid. 	Equipment: <ul style="list-style-type: none"> Fire Extinguisher. First Aid / Medical Kit.
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REPORT TO DESIGNATED SAFE FORWARD POINT

Details: <ul style="list-style-type: none"> Rendezvous with emergency services at designated location or by VHF Radio. Clear access for emergency services. Hand over CONTROL of the emergency to MERT. 	Equipment: <ul style="list-style-type: none"> Landline Telephone. VHF Radio.
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AFTER THE ARRIVAL OF EMERGENCY SERVICES			
<p>Details:</p> <ul style="list-style-type: none"> • Contact Ministry of Transport. • Contact CAA. • Issue NOTAM if required. • Coordinate aerodrome interests. 	<p>Details:</p> <ul style="list-style-type: none"> • Command and Control to be established. • ICP and EOC to be established. • Establish Media Centre. 		

In the event of an accident or incident, aircraft are not to be moved until clearance has been received to do so from the Incident Controller in consultation with the CAA. The exception to this is to save lives or prevent further injuries.

Actions by Agencies

AERODROME FLIGHT INFORMATION SERVICE: Upon occurrence
<ul style="list-style-type: none"> • Call 111. Ask for Fire Service. Alert them using the standard format as follows: <ul style="list-style-type: none"> ○ Milford Sound Aerodrome. ○ Emergency – AIRCRAFT ACCIDENT. ○ Aircraft type, ○ Location (use grid reference if known), ○ Nature of event, ○ Persons on board, ○ Fuel on board (if known), ○ Any dangerous goods (if known). <p style="color: red; margin-left: 20px;"><i>Remember the emergency operator is <u>writing down this information</u></i></p> • Commence an action log to record incident events and timeline. • Assume role of INCIDENT CONTROLLER until the arrival of MERT or NZ Police. <ul style="list-style-type: none"> ○ Advise any aircraft that may be impacted due to the location of the accident/crash (i.e. smoke, fire-fighting appliances or aircraft operating areas). Direct away from the vicinity of the accident/crash – if required close the aerodrome. • If required issue a NOTAM. • Notify Ministry of Transport Emergency Contact (Appendix A). • Notify the Civil Aviation Authority (Appendix A). • Notify aviation operator (Appendix A). Obtain from the aircraft operator: <ul style="list-style-type: none"> ○ The number of persons on-board the aircraft, including infants, and 4 hard copy lists of: <ul style="list-style-type: none"> ▪ The verified passenger manifest, ▪ Details of any disabled passengers, and ▪ Details of any dangerous cargo. ○ Provide the passenger and cargo information to the: <ul style="list-style-type: none"> ▪ Incident Controller, ▪ Senior Fire Rescue Officer, and ▪ Senior Medical Officer. • Assist the Incident Controller and emergency services as practicable. • Refer all media and public enquires to the NZ Police. • Avoid careless talk. Do not discuss details of the accident/crash within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.

MILFORD SOUND EMERGENCY RESPONSE TEAM:

- Respond in accordance with SOPs.
- Liaise with the AFIS on arrival at SFP.
- Upon arrival assume control of the Incident:
 - Senior MERT Officer to assume role of INCIDENT CONTROLLER until the arrival of NZ Police.
- Establish ICP [TBD].
- Establish EOC [Milford Sound Fire Station].
- Ensure all persons on-board the aircraft are accounted for.
- **Avoid careless talk. Do not discuss details of the accident/crash within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

NZ POLICE: Upon occurrence

- Respond in accordance with SOPs.
- Liaise with MERT and AFIS on arrival at SFP.
- Upon arrival assume control of the Incident from Senior MERT Officer:
 - Senior NZ Police Officer to assume role of INCIDENT CONTROLLER.
- As is practicable, secure the site. Establish a secure cordon to prevent:
 - Aircrew and passengers from wandering off unaccounted, and
 - Unauthorised persons from entering the area.
- Maintain a guard over the accident site until released by either the Civil Aviation Authority or Transport Accident Investigation Commission.
- Ensure all persons on-board the aircraft are accounted for. As required:
 - Prepare casualty list,
 - Coordinate with aviation operator to notify next of kin and supply press releases, and
 - Maintain an operations log to record the incident and timeline.

AIRCRAFT OPERATORS: Upon occurrence

- Initiate response in accordance with SOPs.
- Be prepared to provide details on the number of persons on-board the aircraft, including infants, and 4 x hard copy lists of:
 - The verified passenger manifest,
 - Details of any disabled passengers, and
 - Details of any dangerous cargo.
- Notify the Civil Aviation Authority (Appendix A).
- Liaise directly with the ICP.
 - Comply with all directions of the Incident Controller:
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.
- Aircraft Operators obligations in the event of an incident/accident:
 - Direction and management of both aircrew and passengers,
 - Provision of transport and accommodation for both aircrew and passengers,
 - Welfare, documentation and 'onward arrangements' for uninjured passengers.
- The Aircraft Operator is to ensure that the operator or an agent is contactable by both the Incident Controller and the crew of the incident aircraft until the emergency is declared to be over.
- **Avoid careless talk. Do not discuss details of the accident/crash within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions**

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased.
- A thorough inspection of the runway and aerodrome facilities is to be conducted prior to the aerodrome resuming normal flight operations.
- **Note:** It is likely that access to the incident scene will be restricted until such time as the Civil Aviation Authority has completed its investigation into the incident.

ACTIONS IN THE EVENT OF AN OFF-AERODROME ACCIDENT - WATER

Initial Response

- D6.1. An OFF-AERODROME ACCIDENT– WATER is declared when either:
- a. a MAYDAY call is received by the Aerodrome Tower to the effect that a pilot intends to ditch his/her aircraft in the waters surrounding the aerodrome, or
 - b. an aircraft crashes into the waters surrounding the aerodrome.
- D6.2. Declaration of an OFF-AERODROME ACCIDENT– WATER can occur at any location.

MAYDAY CALL RECEIVED BY AERODROME TOWER	
Details: <ul style="list-style-type: none"> Relay MAYDAY call to all vessels on Marine VHF channels 16 and 12. Request all aircraft in vicinity to standby to assist SAROP. Contact Southern Discoveries and Real Journeys to request assistance with SAROP. 	Equipment: <ul style="list-style-type: none"> Marine VHF Radio. Landline Telephone. VHF Radio.

DIAL 111 – FIRE SERVICE	
Details: <ul style="list-style-type: none"> Incident description, and Location. 	Equipment: <ul style="list-style-type: none"> Landline Telephone.

ASSUME FULL CONTROL OF AERODROME / MILFORD AIRSPACE	
Details: <ul style="list-style-type: none"> Airspace de-confliction in support of SAROP. Contact Milford Helicopters to request assistance with SAROP. 	Equipment: <ul style="list-style-type: none"> VHF Radio. Operations Log – record event timeline.

REPORT TO DESIGNATED SAFE FORWARD POINT	
Details: <ul style="list-style-type: none"> Hand over CONTROL of the emergency to MERT. 	Equipment: <ul style="list-style-type: none"> Landline Telephone. VHF Radio.

AFTER THE ARRIVAL OF EMERGENCY SERVICES

Details: <ul style="list-style-type: none"> • Contact Ministry of Transport. • Contact CAA. • Issue NOTAM if required. • Coordinate aerodrome interests. 	Details: <ul style="list-style-type: none"> • Command and Control to be established. • ICP and EOC to be established.
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In the event that an aircraft ditches or crashes into the waters surrounding the aerodrome every practicable attempt should be made to float/recover the aircraft to aid the subsequent investigation/inquiry. Note. Any attempt to float/recover the aircraft should only be undertaken after all persons on board the aircraft have been accounted for.

Actions by Agencies

AERODROME FLIGHT INFORMATION SERVICE: Upon occurrence

- If MAYDAY call received from aircraft:
 - Relay MAYDAY call to all vessels on Marine VHF channels 16 and 12.
 - Request all aircraft in vicinity to standby to assist SAROP.
- Call 111. Ask for Fire Service. Alert them using the standard format as follows:
 - Milford Sound Aerodrome.
 - Emergency – AIRCRAFT ACCIDENT.
 - Aircraft type,
 - Location (use grid reference if known),
 - Nature of event,
 - Persons on board,
 - Fuel on board (if known),
 - Any dangerous goods (if known).

Remember the emergency operator is writing down this information
- Commence an action log to record incident events and timeline.
- Assume role of INCIDENT CONTROLLER until the arrival of MERT or NZ Police.
 - Airspace de-confliction in support of SAROP.
 - Contact Milford Helicopters to request assistance with SAROP.
 - Contact Southern Discoveries and Real Journeys to request assistance with SAROP.
 - Liaise and coordinate SAROP with Milford Sound Harbour Master.
- If required issue a NOTAM.
- Notify Ministry of Transport Emergency Contact (Appendix A).
- Notify the Civil Aviation Authority (Appendix A).
- Notify aviation operator (Appendix A). Obtain from the aircraft operator:
 - The number of persons on-board the aircraft, including infants, and 4 hard copy lists of:
 - The verified passenger manifest,
 - Details of any disabled passengers, and
 - Details of any dangerous cargo.
 - Provide the passenger and cargo information to the:
 - Incident Controller,
 - Senior Fire Rescue Officer, and
 - Senior Medical Officer.
- Assist the Incident Controller and emergency services as practicable.
- Refer all media and public enquires to the NZ Police.

AERODROME FLIGHT INFORMATION SERVICE: Upon occurrence

- **Avoid careless talk. Do not discuss details of the accident/crash within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

MILFORD SOUND HARBOUR MASTER:

- Coordinate the on water SAROP activities within Milford Sound.
 - Commence an action log to record incident events and timeline.
 - Coordinate on water SAROP activities with AFIS/MERT/NZ Police.
- Handover incident to MERT/NZ Police on arrival.
- **Avoid careless talk. Do not discuss details of the accident/crash within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

MILFORD SOUND EMERGENCY RESPONSE TEAM:

- Respond in accordance with SOPs.
- Liaise with the Milford Sound Harbour Master on arrival at SFP.
- Upon arrival assume control of the Incident:
 - Senior MERT Officer to assume role of INCIDENT CONTROLLER until the arrival of NZ Police.
- Establish ICP [Harbour Masters Office].
- Establish EOC [Milford Sound Fire Station].
- Ensure all persons on-board the aircraft are accounted for.
- **Avoid careless talk. Do not discuss details of the accident/crash within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

NZ POLICE: Upon occurrence

- Respond in accordance with SOPs.
- Liaise with MERT and AFIS on arrival at SFP.
- Upon arrival assume control of the Incident from Senior MERT Officer:
 - Senior NZ Police Officer to assume role of INCIDENT CONTROLLER.
- As is practicable, secure the site. Establish a secure cordon to prevent:
 - Aircrew and passengers from wandering off unaccounted, and
 - Unauthorised persons from entering the area.
- Maintain a guard over the accident site until released by either the Civil Aviation Authority or Transport Accident Investigation Commission.
- Ensure all persons on-board the aircraft are accounted for. As required:
 - Prepare casualty list,
 - Coordinate with aviation operator to notify next of kin and supply press releases, and
 - Maintain an operations log to record the incident and timeline.

AIRCRAFT OPERATORS: Upon occurrence

- Initiate response in accordance with SOPs.
- Be prepared to provide details on the number of persons on-board the aircraft, including infants, and 4 hard copy lists of:
 - The verified passenger manifest,
 - Details of any disabled passengers, and
 - Details of any dangerous cargo.

AIRCRAFT OPERATORS: Upon occurrence

- Notify the Civil Aviation Authority (Appendix A).
- Liaise directly with the ICP.
 - Comply with all directions of the Incident Controller:
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.
- Aircraft Operators obligations in the event of an incident/accident:
 - Direction and management of both aircrew and passengers,
 - Provision of transport and accommodation for both aircrew and passengers,
 - Welfare, documentation and 'onward arrangements' for uninjured passengers.
- The Aircraft Operator is to ensure that the operator or an agent is contactable by both the Incident Controller and the crew of the incident aircraft until the emergency is declared to be over.
- **Avoid careless talk. Do not discuss details of the accident/crash within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions**

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased.
- A thorough inspection of the runway and aerodrome facilities is to be conducted prior to the aerodrome resuming normal flight operations.
- **Note:** It is likely that access to the incident scene will be restricted until such time as the Civil Aviation Authority has completed its investigation into the incident.

ACTIONS IN THE EVENT OF A BOMB THREAT- AERODROME

Initial Response

- D7.1. Upon receiving a bomb threat, whether it is specific or non-specific, verbal or in written form, to the effect that a device has been placed in or near a building, facility or aircraft at the aerodrome.
- D7.2. NZ Police are the primary agency responsible for public safety in New Zealand. Accordingly, they will lead the response and will institute appropriate procedures

DIAL 111 – POLICE

Details: <ul style="list-style-type: none"> Bomb threat details, and Location 	Equipment: <ul style="list-style-type: none"> Landline Telephone. <u>DO NOT USE Mobile Telephone or VHF Radio.</u>
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STANDBY FOR INSTRUCTIONS FROM THE NZ POLICE

Details: <ul style="list-style-type: none"> Follow instructions from NZ Police. 	Equipment: <ul style="list-style-type: none"> <u>DO NOT USE Mobile Telephone or VHF Radio.</u>
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PREPARE FOR FULL EMERGENCY IF DIRECTED BY NZ POLICE

Details: <ul style="list-style-type: none"> Be prepared to initiate FULL EMERGENCY procedures. Supervise compliance with NZ Police instructions. 	Equipment: <ul style="list-style-type: none"> Fire Extinguishers. Medical/Emergency Kits.
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REPORT TO DESIGNATED SAFE FORWARD POINT

Details: <ul style="list-style-type: none"> Rendezvous with emergency services at designated location. Clear access for emergency services. 	Equipment: <ul style="list-style-type: none"> <u>DO NOT USE Mobile Telephone or VHF Radio.</u>
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RESTRICTIONS ON THE USE OF MOBILE TELEPHONES AND RADIOS

Transmissions or frequency interference from a mobile telephone or VHF radio may be sufficient to trigger an improvised explosive device. To minimise this risk, mobile telephones and VHF radios should not be operated within 200 metres of an aircraft or building subject to a specific bomb threat. Mobile telephones and VHF radios should be turned off at all times within 200 metres of a suspect package, building or aircraft.

Actions by Agencies

AERODROME FLIGHT INFORMATION SERVICE: Upon receipt of bomb threat

- Call 111. Ask for Police. Advise location and nature of threat.
 - Commence recording of incident, including detailed narrative and timings, in the operations log.
Remember the emergency operator is writing down this information
- Await and comply with directions from NZ Police.
 - Be prepared to close the aerodrome and cease aircraft operations.
 - Be prepared to initiate a FULL EMERGENCY if needed or directed by NZ Police.
- Notify Ministry of Transport Emergency Contact (Appendix A).
- On arrival of NZ Police and/or supporting emergency services advise whether it is safe to enter the operational area of the aerodrome.

NZ POLICE: Upon occurrence

- Respond in accordance with SOPs.
- Coordinate the actions of both the AFIS and supporting emergency services.

MILFORD SOUND EMERGENCY RESPONSE TEAM: Upon occurrence

- Be prepared to assist NZ Police.
- Be prepared to initiate FULL EMERGENCY procedures.

AIRCRAFT OPERATORS: Upon occurrence

- Comply with the directions of both AFIS and NZ Police.
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased.
- **Note:** It is likely that access to the incident scene will be restricted until such time as NZ Police has completed their investigation into the incident.

ACTIONS IN THE EVENT OF A BOMB THREAT - AIRCRAFT

Initial Response

- D8.1. Upon receiving a bomb threat, whether it is specific or non-specific, verbal or in written form, to the effect that a device has been placed on an aircraft.
- D8.2. NZ Police are the primary agency responsible for public safety in New Zealand. Accordingly, they will lead the response and will institute appropriate procedures.

DIAL 111 – POLICE	
Details: <ul style="list-style-type: none"> Bomb threat details, and Location 	Equipment: <ul style="list-style-type: none"> Landline Telephone. <u>DO NOT USE Mobile Telephone or VHF Radio.</u>

STANDBY FOR INSTRUCTIONS FROM THE NZ POLICE	
Details: <ul style="list-style-type: none"> Follow instructions from NZ Police. 	Equipment: <ul style="list-style-type: none"> <u>DO NOT USE Mobile Telephone or VHF Radio.</u>

PREPARE FOR FULL EMERGENCY IF DIRECTED BY NZ POLICE	
Details: <ul style="list-style-type: none"> Be prepared to initiate FULL EMERGENCY procedures. Supervise compliance with NZ Police instructions. 	Equipment: <ul style="list-style-type: none"> Fire Extinguishers. Medical/Emergency Kits.

REPORT TO DESIGNATED SAFE FORWARD POINT	
Details: <ul style="list-style-type: none"> Rendezvous with emergency services at designated location. Clear access for emergency services. 	Equipment: <ul style="list-style-type: none"> <u>VHF Radio only if cleared by NZ Police.</u>

RESTRICTIONS ON THE USE OF MOBILE TELEPHONES AND RADIOS

Transmissions or frequency interference from a mobile telephone or VHF radio may be sufficient to trigger an improvised explosive device. To minimise this risk, mobile telephones and VHF radios should not be operated within 200 metres of an aircraft or building subject to a specific bomb threat. Mobile telephones and VHF radios should be turned off at all times within 200 metres of a suspect package, building or aircraft.

Actions by Agencies

AERODROME FLIGHT INFORMATION SERVICE: Upon receipt of bomb threat

- Call 111. Ask for Police. Advise location and nature of threat.
 - Commence recording of incident, including detailed narrative and timings, in the operations log.

Remember the emergency operator is writing down this information
- On receipt of a bomb threat, AFIS shall notify the Aircraft Captain of the threat and whether there is an imminent danger to the aircraft and its passengers.

VHF Radio only if cleared by NZ Police
- Await and comply with directions from NZ Police.
 - Relay instructions from the NZ Police to the Aircraft Captain.
 - Relay responses from the Aircraft Captain to the NZ Police.
 - Be prepared to close the aerodrome and cease aircraft operations.
 - Be prepared to initiate a FULL EMERGENCY if needed or directed by NZ Police.
- Notify Ministry of Transport Emergency Contact (Appendix A).
- On arrival of NZ Police and/or supporting emergency services advise whether it is safe to enter the operational area of the aerodrome.

NZ POLICE: Upon occurrence

- Respond in accordance with SOPs.
- Coordinate the actions of both the AFIS and supporting emergency services.

MILFORD SOUND EMERGENCY RESPONSE TEAM: Upon occurrence

- Be prepared to assist NZ Police.
- Be prepared to initiate FULL EMERGENCY procedures.

AIRCRAFT OPERATORS: Upon occurrence

- Comply with the directions of both AFIS and NZ Police.
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.
- Be prepared to provide AFIS with details on the number of persons on-board the aircraft, including infants, and 4 hard copy lists of:
 - The verified passenger manifest,
 - Details of any disabled passengers, and
 - Details of any dangerous cargo.
- Notify the Civil Aviation Authority (Appendix A).

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased.
- **Note:** It is likely that access to the incident scene will be restricted until such time as NZ Police has completed their investigation into the incident.

ACTIONS IN THE EVENT OF AN UNLAWFUL SEIZURE (HIJACK)

Initial Response

- D9.1. An event where there is a physical taking over an aircraft by a person(s) by actual force or implied threat for the furtherance of their aims.
- D9.2. NZ Police are the primary agency responsible for public safety in New Zealand. Accordingly, they will lead the response and will institute appropriate procedures and actions.

DIAL 111 – POLICE	
Details: <ul style="list-style-type: none"> Bomb threat details, and Location 	Equipment: <ul style="list-style-type: none"> Landline Telephone. <u>DO NOT USE VHF Radio.</u>

STANDBY FOR INSTRUCTIONS FROM THE NZ POLICE	
Details: <ul style="list-style-type: none"> Follow instructions from NZ Police. 	Equipment: <ul style="list-style-type: none"> <u>DO NOT USE VHF Radio.</u>

PREPARE FOR FULL EMERGENCY IF DIRECTED BY NZ POLICE	
Details: <ul style="list-style-type: none"> Be prepared to initiate FULL EMERGENCY procedures. Supervise compliance with NZ Police instructions. 	Equipment: <ul style="list-style-type: none"> Fire Extinguishers. Medical/Emergency Kits.

REPORT TO DESIGNATED SAFE FORWARD POINT	
Details: <ul style="list-style-type: none"> Rendezvous with emergency services at designated location. Clear access for emergency services. 	Equipment: <p style="margin-left: 20px;"><u>DO NOT USE VHF Radio unless specifically authorised by NZ Police.</u></p>

RESTRICTIONS ON THE USE OF VHF RADIO

The hijacker(s) may be able to monitor all VHF communications between AFIS, aviation operators and the emergency services.

Actions by Agencies

AERODROME FLIGHT INFORMATION SERVICE: Upon receipt of bomb threat

- Call 111. Ask for Police. Advise location and nature of threat.
 - Commence recording of incident, including detailed narrative and timings, in the operations log.

Remember the emergency operator is writing down this information
- Await and comply with directions from NZ Police.
 - Be prepared to close the aerodrome and cease aircraft operations.
 - Be prepared to initiate a FULL EMERGENCY if needed or directed by NZ Police.
- Receiving from the pilot of the 'seized aircraft' any decisions/comment as to further action required and passing that information immediately to the operator / NZ Police.
- Notify Ministry of Transport Emergency Contact (Appendix A).
- On arrival of NZ Police and/or supporting emergency services advise whether it is safe to enter the operational area of the aerodrome.
- **Avoid careless talk. Do not discuss details of the incident within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

NZ POLICE: Upon occurrence

- Respond in accordance with SOPs.
- Coordinate the actions of both the AFIS and supporting emergency services.

MILFORD SOUND EMERGENCY RESPONSE TEAM: Upon occurrence

- Be prepared to assist NZ Police.
- Be prepared to initiate FULL EMERGENCY procedures.
- **Avoid careless talk. Do not discuss details of the incident within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

AIRCRAFT OPERATORS: Upon occurrence

- Comply with the directions of both AFIS and NZ Police.
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.
- **Avoid careless talk. Do not discuss details of the incident within earshot of the media or general public. Note: This includes exercising discretion when making radio transmissions.**

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased.
- **Note:** It is likely that access to the incident scene will be restricted until such time as NZ Police has completed their investigation into the incident.

ACTIONS IN THE EVENT OF A FUEL SPILL

Initial Response

D9.1. An event where a quantity of fuel has spilt from an aircraft, fuel tanker or fuel pump and may or may not be continuing to discharge its contents, and the safe containment and collection of fuels accidentally released onto the ground is required.

D9.2. Environment Southland is to be notified immediately if the fuel spill enters any of the streams, drains or waterways within the aerodrome boundaries. Environment Southland can be contacted on the 24/7 Pollution Response Hotline 0800 768 845.

D9.3. An emergency should be declared immediately if there is adjudged to be an imminent danger to persons within a 400m radius of the spill location. All persons should be immediately evacuated from the area in order to reduce the risk of ignition.

Evacuation Zones

D9.4. The following evacuation zones are recommended:

- a. Upon discovering a fuel spill or leak the area should be immediately evacuated >30m in all directions.
- b. Immediate consideration should also be given to evacuating all downwind personnel within 300m of the incident.
- c. A large scale spill of AVGAS or Jet A1 fuel, or the presence of a fire risk, requires an immediate evacuation zone >400m in all directions from the spill location.

Response Capabilities

D9.5. In the event of a fuel spill occurring at the aerodrome the following response options are available:

- a. Aerodrome Emergency Fuel Spill Kit. A 240 Litre Premium Fuel Spill Kit is located on the northwest side of the Aerodrome Tower.
- b. MERT. The MERT is suitably equipped and possesses the requisite expertise to respond to a fuel spill incident.

Following Containment of the Fuel Spill

D9.6. A cordon is to be maintained around the fuel spill location until such time that the Incident Controller determines that the incident scene does not present a threat to public health or safety.

D9.7. The Aircraft Operator responsible for the fuel spill is to liaise with the Department of Conservation, Environment Southland and the Ministry of Transport in order to remove/clean any contaminated material at the incident site and mitigate any environmental impact.

DIAL 111 – FIRE SERVICE

<p>Details:</p> <ul style="list-style-type: none"> • Incident description – fuel spill, and • Location. 	<p>Equipment:</p> <ul style="list-style-type: none"> • Landline Telephone.
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FIRST RESPONSE

<p>Details:</p> <ul style="list-style-type: none"> • Respond to incident or emergency as required. • Immediately isolate area >30m in all directions. • If required, order evacuation from fuel spill area to appropriate Safe Zone Boundary. 	<p>Equipment:</p> <ul style="list-style-type: none"> • Fire Extinguishers. • Fire Hose. • First Aid / Medical Kit. • Fuel Spill Kit. <p>Evacuation Distances:</p> <ul style="list-style-type: none"> • Immediate isolation >30m in all directions. • Large scale spill or significant risk of fire >400m in all directions.
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REPORT TO DESIGNATED SAFE FORWARD POINT

<p>Details:</p> <ul style="list-style-type: none"> • Rendezvous with emergency services at designated location or by VHF Radio. • Clear access for emergency services. • Prevent unauthorised entry within the Safe Zone Boundary. 	<p>Equipment:</p> <ul style="list-style-type: none"> • Landline Telephone. • VHF Radio.
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AFTER THE ARRIVAL OF EMERGENCY SERVICES

<p>Details:</p> <ul style="list-style-type: none"> • Contact Ministry of Transport. • NOTAM advice if required. • Coordinate Aerodrome interests. • Coordinate third party operators for aerodrome occupants and passengers. 	<p>Equipment:</p> <ul style="list-style-type: none"> • Landline Telephone. • VHF Radio.
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Actions by Agencies

AERODROME FLIGHT INFORMATION SERVICE: Upon receipt of advice from person raising the initial alarm

- Confirm that the emergency services have been contacted.
 - If not call 111. Ask for Fire Service. Advise location and nature of the fuel spill (if known).
Remember the emergency operator is writing down this information
- Advise any aircraft that may be impacted due to the location of the fuel spill (i.e. fumes, fire-fighting appliances or aircraft operating areas). Direct away from the vicinity of the fuel spill – if required close the aerodrome.
- If required issue a NOTAM.
- Notify Ministry of Transport Emergency Contact (Appendix A).
- Notify Department of Conservation – Te Anau (Appendix A).
- On arrival of MERT advise whether it is safe to enter the operational area of the aerodrome.

AIRCRAFT OPERATORS: Upon occurrence

- Rapidly evacuate aircrew and passengers from the evacuation zone to a safe area and await further instructions.
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.

MILFORD SOUND EMERGENCY RESPONSE TEAM:

- Respond in accordance with SOPs.
- Liaise with the AFIS on arrival at SFP.
- Upon arrival assume control of the Incident:
 - Senior MERT Officer to assume role of INCIDENT CONTROLLER.
- Establish ICP [Aerodrome Tower].
- Establish EOC [Milford Sound Fire Station].

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased.
- **Note:** It is likely that access to the incident scene will be restricted until such time as the emergency services/local authorities have determined that the area presents no further risk to public health and safety, and they have completed their investigation into the incident.

ACTIONS IN THE EVENT OF A FIRE

Initial Response

D10.1. Any fire that involves buildings, facilities or vegetation located within the boundaries of the aerodrome.

DIAL 111 – FIRE SERVICE	
Details: <ul style="list-style-type: none"> Location of the fire, and Nature of the fire 	Equipment: <ul style="list-style-type: none"> Landline Telephone.

ATTEMPT TO EXTINGUISH THE FIRE	
Details: <ul style="list-style-type: none"> Attempt to extinguish the fire ONLY with regard to personal safety and the safety of others, and the prevention of further incidents. Take into consideration: <ul style="list-style-type: none"> Location of the fire, and Nature of the fire. 	Equipment: <ul style="list-style-type: none"> Fire Extinguishers. Fire Hose.

REPORT TO DESIGNATED SAFE FORWARD POINT	
Details: <ul style="list-style-type: none"> Rendezvous with emergency services at designated location or by VHF Radio. Clear access for emergency services. 	Equipment: <ul style="list-style-type: none"> Landline Telephone. VHF Radio.

AFTER THE ARRIVAL OF EMERGENCY SERVICES	
Details: <ul style="list-style-type: none"> Contact Ministry of Transport. Coordinate Aerodrome interests. 	Equipment: <ul style="list-style-type: none"> Landline Telephone. VHF Radio.

Actions by Agencies

PERSON DISCOVERING THE FIRE:

- Raise the alarm upon discovering the fire – shout FIRE! FIRE! FIRE!
- Call 111. Ask for Fire Service. Advise location and nature of Fire.
- Advise AFIS.

AERODROME FLIGHT INFORMATION SERVICE: Upon receipt of advice from person raising the initial alarm

- Confirm that the emergency services have been contacted.
 - If not call 111. Ask for Fire Service. Advise location and nature of Fire.
Remember the emergency operator is writing down this information
- Advise any aircraft that may be impacted due to the location of the fire (i.e. smoke, fire-fighting appliances or aircraft operating areas). Direct away from the vicinity of the fire – if required close the aerodrome.
- On arrival of MERT advise whether it is safe to enter the operational area of the aerodrome.
- Notify Ministry of Transport Emergency Contact (Appendix A).

AIRCRAFT OPERATORS: Upon occurrence

- Rapidly evacuate the crew and passengers to the designated Fire Assembly Area and await further instructions.
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.

MILFORD SOUND EMERGENCY RESPONSE TEAM:

- Respond in accordance with SOPs.
- Fires are 'normal incidents' under the full jurisdiction of the Southern Rural Fire Authority.
- Liaise with the AFIS on arrival at SFP.
- Upon arrival assume control of the Incident:
 - Senior MERT Officer to assume role of INCIDENT CONTROLLER.
- Establish ICP [Aerodrome Tower / TBD].
- Establish EOC [Milford Sound Fire Station].

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased.
- **Note:** It is likely that access to the incident scene will be restricted until such time as the emergency services have completed their investigation into the incident.

ACTIONS IN THE EVENT OF A MEDICAL EMERGENCY

Initial Response

D11.1. Medical emergencies such as people suffering heart attacks, collapsing, trips and falls, respiratory difficulties, or severe air sickness, often occur at aerodromes. These are normally responded to by on aerodrome personnel pending arrival of ambulance paramedics or doctors if required. The emergency plan is not normally activated for these sorts of occurrences. However, consideration needs to be given to medical emergencies where there are multiple persons involved and which are unable to be attended to by on aerodrome personnel.

DIAL 111 – AMBULANCE	
Details: <ul style="list-style-type: none"> Incident description, and Location. 	Equipment: <ul style="list-style-type: none"> Landline Telephone.

FIRST RESPONSE	
Details: <ul style="list-style-type: none"> Administer First Aid or medical support to the patient / patients. Record patients / patients' symptoms and actions taken. 	Equipment: <ul style="list-style-type: none"> First Aid / Medical Kit.

REPORT TO DESIGNATED SAFE FORWARD POINT	
Details: <ul style="list-style-type: none"> Rendezvous with emergency services at designated location or by VHF Radio. Clear access for emergency services. 	Equipment: <ul style="list-style-type: none"> Landline Telephone. VHF Radio.

AFTER THE ARRIVAL OF EMERGENCY SERVICES	
Details: <ul style="list-style-type: none"> Contact Aviation Operator. Contact Ministry of Transport. Coordinate Aerodrome interests. 	Equipment: <ul style="list-style-type: none"> Landline Telephone. VHF Radio.

Actions by Agencies

PERSON DISCOVERING THE MEDICAL EMERGENCY:

- Raise the alarm if possible.
- Call 111. Ask for Ambulance. Advise location and nature of the emergency.
- Advise AFIS.

AERODROME FLIGHT INFORMATION SERVICE: Upon receipt of advice from person raising the initial alarm

- Confirm that the emergency services have been contacted.
 - If not call 111. Ask for Ambulance. Advise location and nature of the emergency.
Remember the emergency operator is writing down this information
- Advise any aircraft that may be impacted due to the location of the medical emergency (i.e. ambulances or aircraft operating areas). Direct away from the vicinity of the medical emergency – if required close the aerodrome.
- On arrival of MERT advise whether it is safe to enter the operational area of the aerodrome.
- Notify Ministry of Transport Emergency Contact (Appendix A).
- Notify the Aircraft Operator (Appendix A).

AIRCRAFT OPERATORS: Upon occurrence

- Provide First Aid / medical assistance to the patient / patients as appropriate until emergency services arrive.
- Upon the arrival of emergency services provide assistance as directed by the Incident Controller.
- Aircrew and passengers not immediately involved in providing First Aid or medical assistance or support to the emergency services should be escorted by a member of the aircrew from the incident scene to a safe area and await further instructions.
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.

MILFORD SOUND EMERGENCY RESPONSE TEAM:

- Respond in accordance with SOPs.
- Liaise with the AFIS on arrival at SFP.
- Upon arrival assume control of the Incident:
 - Senior MERT Officer to assume role of INCIDENT CONTROLLER.
- Establish ICP [Aerodrome Tower].
- Establish EOC [Milford Sound Fire Station].

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased.
- **Note:** It is likely that access to the incident scene will be restricted until such time as the emergency services have completed their investigation into the incident.

ACTIONS IN THE EVENT OF A PUBLIC HEALTH RISK

Initial Response

- D12.1. A public health risk is the likelihood that an event may adversely affect the health of the human population, with an emphasis on one which may spread internationally or may present a serious and direct danger.
- D12.2. A public health emergency of international concern (PHEIC) is defined by the World Health Organisation⁵ as an extraordinary event that;
- a. constitutes a public health risk to other States through the international spread of disease; and
 - b. potentially requires a coordinated international response.
- D12.3. With scheduled passenger flights bringing passengers to Milford Sound Aerodrome that may have originated from connecting international flights, there is the potential for a pandemic type event or incident that may require passengers be placed in quarantine. In accordance with Schedule 1, Part 3 of the Health Act 1956, the following infectious diseases are quarantinable:
- a. Avian influenza (capable of being transmitted between human beings),
 - b. Cholera,
 - c. Middle East Respiratory Syndrome,
 - d. Non-seasonal influenza (capable of being transmitted between human beings),
 - e. Plague,
 - f. Viral haemorrhagic fevers (capable of being transmitted between human beings), and
 - g. Yellow Fever.
- D12.4. The response will be determined by one of five types of event or incident:
- a. **Communicable Disease (non-quarantinable).** The lead agency in the event of a communicable disease incident is the Ministry of Health.
 - b. **Communicable Disease (quarantinable).** The lead agency in the event of a communicable disease incident, requiring quarantine, is the Ministry of Health.
 - c. **Chemical.** The lead agency in the event of a chemical incident is NZ Fire Service.
 - d. **Radiological.** The lead agency in the event of a radiological incident is the Ministry of Health.
 - e. **Biological.** The lead agency in the event of a biological incident is the Ministry for Primary Industries.

⁵ International Health Regulations 2005

IF NECESSARY – DIAL 111 – AMBULANCE

<p>Details:</p> <ul style="list-style-type: none"> • Symptoms of concern, • Location, and • Numbers of persons affected. 	<p>Equipment:</p> <ul style="list-style-type: none"> • Landline Telephone.
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FIRST RESPONSE

<p>Details:</p> <ul style="list-style-type: none"> • <u>In flight discovery:</u> Aircraft Captain to notify Aviation Operator of unwell passenger(s) in first instance or AFIS if unable to contact Aviation Operator. Aircraft doors must remain closed, and aircrew and passengers must remain on-board the aircraft until ambulance paramedics or Public Health South permits disembarkation. • <u>Discovery post disembarkation:</u> Aircrew / tourist operator notices unwell passenger(s) and notifies emergency services, Public Health South, Police and AFIS. 	<p>Equipment:</p> <ul style="list-style-type: none"> • Landline Telephone. • First Aid / Medical Kit. <p>Agency to notify if required:</p> <ul style="list-style-type: none"> • <u>Public Health South</u> Working Hours (03) 476 9800 After Hours (03) 474 0999 and ask to have the duty Health Protection Officer paged.
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WHEN TO NOTIFY PUBLIC HEALTH SOUTH

Public Health South is to be notified if a crew member(s) or passenger(s) has a suspected quarantinable disease or has a fever (*if associated with a temperature of >38°C (100°F), the likelihood that the person(s) is suffering from a communicable disease is increased*) and two or more of the following symptoms:

- Appearing obviously unwell,
- Persistent coughing,
- Impaired breathing,
- Persistent diarrhoea,
- Skin rash,
- Abnormal bleeding,
- Recent onset of confusion.

Follow the directions of ambulance paramedics or Health Protection Officer, Public Health South.

Actions by Agencies

PERSON DISCOVERING THE MEDICAL EMERGENCY:

- Raise the alarm if possible.
- Call 111. Ask for Ambulance. Advise location and nature of the emergency.
- Advise AFIS.

AERODROME FLIGHT INFORMATION SERVICE: Upon receipt of advice from person raising the initial alarm

- Confirm that the emergency services have been contacted.
 - If not call 111. Ask for Ambulance. Advise location and nature of the emergency.
Remember the emergency operator is writing down this information
- Advise any aircraft that may be impacted due to the location of the medical emergency (i.e. ambulances or aircraft operating areas). Direct away from the vicinity of the medical emergency – if required close the aerodrome.
- On arrival of MERT advise whether it is safe to enter the operational area of the aerodrome.
- Notify Ministry of Transport Emergency Contact (Appendix A).
- Notify the Aircraft Operator (Appendix A).

AIRCRAFT OPERATORS: Upon occurrence

- Provide First Aid / medical assistance to the patient / patients as appropriate until emergency services arrive.
- Upon the arrival of emergency services provide assistance as directed by the Incident Controller.
- Aircrew and passengers not immediately involved in providing First Aid or medical assistance or support to the emergency services should be escorted by a member of the aircrew from the incident scene to a safe area and await further instructions.
 - The designated Aircraft Captain retains responsibility for the wellbeing and safety of both their crew and passengers, and for their compliance with the instructions of the emergency services/authorities.

MILFORD SOUND EMERGENCY RESPONSE TEAM:

- Respond in accordance with SOPs.
- Liaise with the AFIS on arrival at SFP.
- Upon arrival assume control of the Incident:
 - Senior MERT Officer to assume role of INCIDENT CONTROLLER.
- Establish ICP [Aerodrome Tower].
- Establish EOC [Milford Sound Fire Station].

CESSATION OF EMERGENCY:

- Incident Controller will advise the emergency services, AFIS and Aircraft Operators when the emergency phase has ceased.
- **Note:** It is likely that access to the incident scene will be restricted until such time as the emergency services have completed their investigation into the incident.

Appendix E – Glossary

Abbreviations

The abbreviations annotated in the Table below are used in this AEP:

Acronym	Meaning
AEP	Aerodrome Emergency Plan
AFIS	Aerodrome Flight Information Service
AIP	Aeronautical Information Publication
CAA	Civil Aviation Authority
CFZ	Common Frequency Zone
CIMS	Coordinated Incident Management System
EMS	Emergency Management Southland
EOC	Emergency Operations Centre
HSNO	Hazardous Substances and New Organisms
ICP	Incident Control Point
ICAO	International Civil Aviation Organisation
IFR	Instrument Flight Rules
MERT	Milford Sound Emergency Response Team
NOTAM	Notice to Airmen
NRFA	National Rural fire Authority
PHEIC	Public Health Emergency of International Concern
SAROP	Search and Rescue Operation
SFP	Safe Forward Point
SOPs	Standard Operating Procedures
UHF	Ultra High Frequency
VFR	Visual Flight Rules
VHF	Very High Frequency

Definitions

The definitions listed in the Table below are pertinent to this AEP:

Term	Definition
Aerodrome	<p>Any defined area of land or water intended or designed to be used for the landing, departure, surface movement, and servicing of aircraft.</p> <p><small>www.airshare.co.nz/glossary</small></p>
Aircraft Accident	<p>An aircraft accident phase is declared when an aircraft accident, or crash, has occurred on or in the vicinity of the aerodrome. Declaration of the AIRCRAFT ACCIDENT PHASE or CRASH can occur at any location. The actual response to the accident from the aerodrome will differ depending upon the location.</p> <p><small>CAA AC 139-14, Revision 0, dated 25 August 2008</small></p>
Assembly Area	<p>An area where resources are organised and prepared for deployment and that is located away from an incident at an established facility.</p> <p><small>CAA AC 139-14, Revision 0, dated 25 August 2008</small></p>
Common Frequency Zone	<p>CFZs were introduced into New Zealand to assist by providing a common radio frequency at locations where several frequency areas overlap. CFZ are not mandatory and are advisory in nature. These areas are not designated airspace under Civil Aviation Rules Part 71; they are common frequencies that have been allocated in order to enhance safety. CFZs signify areas of concentrated aviation activity, generally recreational aviation.</p> <p><small>CAA Discussion Document 'Radio frequency use in uncontrolled airspace' dated 12 April 2013</small></p>
Coordinated Incident Management System (CIMS)	<p>A proactive incident management framework that systematically manages incidents regardless of size, hazard and complexity. Pronounced 'sims'.</p> <p><small>New Zealand Coordinated Incident Management System (CIMS) 2nd Edition</small></p>
Emergency	<p>An emergency is a situation that poses an immediate risk to life, health, property, or the environment that requires a coordinated response.</p> <p><small>New Zealand Coordinated Incident Management System (CIMS) 2nd Edition</small></p>
Emergency Operations Centre	<p>The EOC is a fixed location on the aerodrome and supports the Incident Controller. It is usually activated for larger scale emergencies although it is common for such a facility to be readied following notification of a significant emergency by the aerodrome operator.</p> <p><small>CAA AC 139-14, Revision 0, dated 25 August 2008</small></p>
Full Emergency	<p>A full emergency phase is declared when an aircraft approaching the aerodrome is, or is suspected to be, in such trouble that there is danger of an accident. Declaration of a FULL EMERGENCY PHASE will bring all facilities, both on the aerodrome and in the area or community, such as medical and ambulance services, police and fire services, to a rendezvous point on the aerodrome. It will also alert the hospital to prepare for a possible reception of injured people and for the road traffic control to be instituted to clear the way for emergency vehicles.</p> <p><small>CAA AC 139-14, Revision 0, dated 25 August 2008</small></p>

Term	Definition
<p>Hazardous Substances and New Organisms</p>	<p>Hazardous Substance means, unless expressly provided otherwise by regulations, any substance:</p> <p>(a) with 1 or more of the following intrinsic properties:</p> <ul style="list-style-type: none"> (i) explosiveness; (ii) flammability; (iii) a capacity to oxidise; (iv) corrosiveness; (v) toxicity (including chronic toxicity); (vi) ecotoxicity, with or without bioaccumulation; or <p>(b) which on contact with air or water (other than air or water where the temperature or pressure has been artificially increased or decreased) generates a substance with any 1 or more of the properties specified in paragraph (a) above.</p> <p>New Organism means:</p> <p>(a) an organism belonging to a species that was not present in New Zealand immediately before 29 July 1998:</p> <p>(b) an organism belonging to a species, subspecies, infrasubspecies, variety, strain, or cultivar prescribed as a risk species, where that organism was not present in New Zealand at the time of promulgation of the relevant regulation:</p> <p>(c) an organism for which a containment approval has been given under this Act:</p> <ul style="list-style-type: none"> (ca) an organism for which a conditional release approval has been given: (cb) a qualifying organism approved for release with controls: <p>(d) a genetically modified organism:</p> <p>(e) an organism that belongs to a species, subspecies, infrasubspecies, variety, strain, or cultivar that has been eradicated from New Zealand.</p> <p><small>HSNO Act 1996</small></p>
<p>Incident</p>	<p>An occurrence that needs a response from one or more agencies. It may or may not be an emergency.</p> <p><small>New Zealand Coordinated Incident Management System (CIMS) 2nd Edition</small></p>
<p>Incident Controller</p>	<p>The person in charge of a response element who directs response activities, and fulfils management functions and responsibilities. The person exercising control.</p> <p><small>New Zealand Coordinated Incident Management System (CIMS) 2nd Edition</small></p>
<p>Incident Control Point</p>	<p>Single location where an Incident Controller and members of their Incident Management Team (IMT) coordinate and manage response operations at an incident level response.</p> <p><small>New Zealand Coordinated Incident Management System (CIMS) 2nd Edition</small></p>

Term	Definition
Lead Agency	<p>A lead agency is the agency with a mandate to manage the response to an incident through legislation, under protocols, by agreement, or because it has the expertise and experience. The lead agency establishes control to coordinate the response of all agencies involved.</p> <p>The lead agency may change between risk reduction, readiness, response, and recovery. It may also change as the incident progresses, if the required authority or expertise changes.</p> <p><i>New Zealand Coordinated Incident Management System (CIMS) 2nd Edition</i></p>
Local Standby	<p>A local standby phase is declared when an aircraft approaching the aerodrome is known, or is suspected, to have developed some defect, but the trouble is not such as would normally prevent carrying out a safe landing. Declaration of the LOCAL STANDBY PHASE will bring all aerodrome-based emergency services to a state of readiness but in general, although off-aerodrome components are notified, they will remain at their posts.</p> <p><i>CAA AC 139-14, Revision 0, dated 25 August 2008</i></p>
NOTAM	<p>A notice filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight. A notice containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations. NOTAMS are distributed by way of telecommunications.</p> <p><i>www.airshare.co.nz/glossary</i></p>
Safe Forward Point	<p>A safe location near the incident from which forward operations can be supported.</p> <p><i>CAA AC 139-14, Revision 0, dated 25 August 2008</i></p>
Standard Operating Procedure	<p>Written practices adopted by an agency. SOPs describe how actions or functions are performed.</p> <p><i>New Zealand Coordinated Incident Management System (CIMS) 2nd Edition</i></p>
Uncontrolled Airspace	<p>Airspace where an Air Traffic Control (ATC) service is not deemed necessary or cannot be provided for practical reasons.</p> <p><i>www.airshare.co.nz/glossary</i></p>

Appendix F – Review Panel: Terms of reference

Purpose

These terms of reference establishes the Milford Sound Aerodrome Emergency Plan Review Panel (the Review Panel), and sets out expectations for its operation.

Background

Aerodrome Emergency Plan (AEP) has been developed to facilitate the timely and appropriate response to emergencies occurring on or in the immediate vicinity of the Milford Sound / Piopiotahi Aerodrome. The principal goals of the AEP are to render necessary assistance and minimise further injury or damage to persons and property involved in accidents or emergencies at the aerodrome.

The plan must ensure that there is:

- a. orderly and efficient transition from normal to emergency operations
- b. delegation of aerodrome emergency authority
- c. assignment of emergency responsibilities
- d. authorisation for key personnel to take action contained in the plan
- e. co-ordination of efforts to cope with the emergency
- f. safe continuation of aircraft operations or return to operations as soon as possible.

The Review Panel

The Review Panel will comprise the following organisations. Current contacts may change as these terms of reference are updated.

Organisation	Panel role	Current contact
Ministry of Transport, Aerodrome Manager	Chairman	Tony Frost
Aerodrome Flight Information Service – Milford Sound	Member	Mike Skudder
Milford Sound Emergency Response Team	Member	Andrew Welsh
NZ Police – Te Anau	Member	Tod Hollebbon
Department of Conservation – Te Anau	Member	Abby Wangeman
Queenstown – Milford User Group	Member	Hank Sproull

Roles

The Review Panel will:

- oversee the initial publication, amendments and revisions of the AEP
- ensure that the cross-agency and user aspects of the AEP are efficient and coordinated
- ensure that Review Panel member organisations have the information they require to fulfil their roles under AEP.

Method of work

Decision making

The Review Panel will work on a consensus basis. In the unlikely event that consensus cannot be reached, the Chair will have the casting vote after demonstrating due consideration of all views on the issue.

Meetings

Under normal circumstances the Review Panel will not be required to meet and matters will be dealt with through correspondence. At times, Review Panel members may agree to discuss items on a teleconference, or in exceptional circumstances, in a meeting of the Review Panel.

On most occasions the Review Panel will be required to consider a revision or amendment of the AEP. In some cases a wider discussion will be sought on a recommendation of a particular amendment to the Plan. In either case, Panel members will be given a document showing the proposed changes. Panel members will have at least one week to consider the proposal.

Records

These terms of reference will comprise an appendix to the AEP.

Records of decisions will comprise correspondence circulated to support and confirm decisions. Should a teleconference or meeting occur, it will be the Chair's responsibility to create and distribute a record of the teleconference or meeting.

All records will be subject to the provisions of the Official Information Act 1982.