NEW SOUTH WALES

AVIATION EMERGENCY
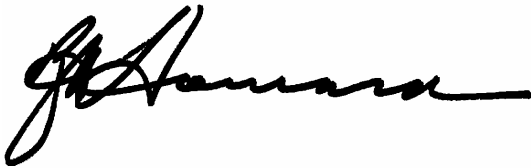
SUB-PLAN

A STATE LEVEL SUB-PLAN
TO THE
NSW STATE DISASTER PLAN (DISPLAN)

AUTHORISATION

The NSW Aviation Emergency Sub-Plan has been prepared as a Sub-Plan to the NSW State Disaster Plan - Displan to detail the special control and co-ordination arrangements for the response an aviation emergency anywhere within NSW

The Plan is authorised in accordance with the provisions of the State Emergency and Rescue Management Act, 1989 (as amended).

....
Brian Howard AO MC ESM
Chairman
State Emergency Management Committee
Dated: 21 December 2004

AMENDMENTS AND DISTRIBUTION

Proposals for amendment or addition to the Aviation Emergency Sub-Plan are to be forwarded to:

The Executive Officer
State Emergency Management Committee
Level 12, 52 Philip Street
Sydney, NSW 2000

Amendments promulgated are to be certified in the undermentioned sheet when entered.

AMENDMENT		ENTERED	
Number	**Date**	**Signature**	**Date**
Initial Plan	April 1994		
Reviewed	1998		
Complete Re-write	Sept – Dec 2004		
Approved	21 December 2004		

DISTRIBUTION

The Plan is to be distributed in electronic format and is maintained on the State Emergency Management Committee website at www.emergency.nsw.gov.au.

CONTENTS

DEFINITIONS

Airline Operator
means the operator of a regular public transport service.

Airport
includes Aerodrome and Airfield, and means a defined area of land or water (including any buildings, installations or equipment) intended to be used either wholly, or in part, for all arrival, departure and movement of aircraft.

Assembly Area
A strategically located area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

Disaster Victim Identification (DVI)
The process used to establish the identity of deceased persons and is a function of the Police Physical Evidence Section (as agents of the Coroner).

Disaster Victim Registration (DVR)
The process used to record the movements or intended movements of displaced persons, whether injured or not, and other relevant details necessary for Police operations, as well as ensuring that inquiries from concerned friends and relatives can be expediently dealt with. Police are responsible for initiating and controlling the DVR system.

Full Emergency
means the condition declared when it is known that an aircraft:
1. approaching the airport is, or is suspected to be, in such trouble that there is danger of an accident; or
2. has crashed on airport, or
3. has crashed in the vicinity of the airport,

and emergency services would be required to attend at the airport. There are 3 categories of full emergency related to the size of the aircraft involved:

Level	Level assessed on the Weight Category	Emergency Services Guidelines
1	Light	Aircraft up to 7000 kg Maximum Take-off weight Aircraft may have up to 20 Seats
2	Medium	Aircraft up to 136,000 kg Maximum Take-off weight Aircraft may have up to 200 Seats
3	Heavy	Aircraft more than 136,000 kg Maximum Take-off weight Aircraft may have up to 500 Seats

Source Air Services Australia

On-Scene Controller
is the designation used by the Search and Rescue Mission Controller and the Maritime Rescue Co-ordination Centre for the Site Controller on the water at the impact area.

Search and Rescue (SAR)
is broadly defined as the employment of available personnel and facilities in rendering aid to persons in distress. (Source: National SAR Manual) See also "Rescue".

Site Controller

A Police Officer appointed by and subject to the direction of the emergency operations controller, to be responsible for determining the site, establishing site control and controlling the on ground response to the emergency. Until the emergency operations controller appoints a site controller, the senior police officer will assume control.

Site Control

The location from which the Site Controller, agency commanders and functional areas coordinate the emergency. It usually includes the relevant Emergency Service Commanders and Functional Area Coordinators and other advisers as required.

ABBREVIATIONS

ADF	Australian Defence Force
AEP	Airport Emergency Plan
ATSB	Australian Transport Safety Bureau
AMSA	Australian Maritime Safety Authority
AusSAR	Australian Search and Rescue
AsA	Air Services Australia
ARFF	Aviation Rescue and Fire Fighting Service
CASA	Civil Aviation Safety Authority
CAVDISPLAN	Commonwealth Government Aviation Disaster Response Plan
DEOC	District Emergency Operations Centre.
DEOCON	District Emergency Operations Controller.
Displan	NSW State Disaster Plan
DOI	Police Duty Operations Inspector - VKG Sydney.
DVI	Disaster Victim Identification
DVR	Disaster Victim Registration
EMA	Emergency Management Australia
EOC	Emergency Operations Centre
SACL	Sydney Airports Corporation Ltd
LEOC	Local Emergency Operations Centre
LEOCON	Local Emergency Operations Controller
LO	Liaison Officer.
MRCC	Maritime Rescue Co-ordination Centre
NATSAR	National Search and Rescue
NEMCC	National Emergency Management Co-ordination Centre (at EMA)
RAN	Royal Australian Navy
RCC	CASA Rescue Co-ordination Centre.
SARMC	Search and Rescue Mission Controller in the appropriate ASA RCC.
SARO	Search and Rescue Officer
SCC	State Crisis Centre
SEMC	State Emergency Management Committee.
SEOC	State Emergency Operations Centre.
SEOCON	State Emergency Operations Controller.
SERM Act	State Emergency & Rescue Management Act, 1989 (as amended).
SOP	Standing Operating Procedures.

PART 1 - INTRODUCTION

General

101.   The NSW State Aviation Emergency Sub-Plan details the arrangements for control and co-ordination of the response to an aviation emergency. The arrangements are to apply if the emergency occurs anywhere in New South Wales, including State Waters and Airports.

102.   This plan is a sub plan to the NSW State Disaster Plan (Displan). The arrangements under this plan are consistent with the Displan (and its subservient plans) as well as the Commonwealth Government Aviation Disaster Plan.

103.   This plan should be read in conjunction with the current version of the ATSB/ADF publication "*Civil and Military Aircraft Accident Procedures for Police Officers and Emergency Services Personnel*".

Aim

104.   To detail the special arrangements for the control and co-ordination of the response to aviation emergencies within the boundaries of New South Wales (including New South Wales waters).

Scope

105.   This plan details the arrangements for control and co-ordination of the response to aviation emergencies. The arrangements in this plan are designed to deal with an aviation incident which, escalates into an "emergency" as defined by the State Emergency and Rescue Management Act, 1989 (that is, one which requires a significant and co-ordinated response).

106.   Aviation incidents, which are within the capability and scope of local resources to manage, are to be dealt with in accordance with local plans and arrangements.

Planning Assumptions

107.   Each agency with a statutory role has in place an appropriate supporting plan/operational procedures which detail that agency's response in accordance with this plan.

108.   Airports, certified by CASA, have developed and maintain an Airport Emergency Plan (AEP). An AEP has the status of a Sub-plan to the Local/District Displan.

109.   Special planning requirements for non-certified airport are detailed in either the appropriate Local Displan or, where identified as appropriate in the local emergency risk management study as a separate sub-plan to the Local Displan.

District Level Arrangements

110.   It is not necessary for separate District Aviation Emergency Sub-plans to be developed, as the principles detailed in this plan, and the roles and responsibilities of the responding agencies, do not change at this level. District Displans provide the necessary control and co-ordination arrangements required whilst the occurrence remains a District Level operation.

Local Level Arrangements

111.   There is no requirement for Local Aviation Emergency Sub Plans. Where local Airports have specific Airport Emergency Plans then these plans have the status of a sub plan to the local Displan and arrangements should be made to ensure their integration into the local Displan.

112.   Where an airport without an AEP is located in a local area, the local Displan should contain sufficient detail to respond to a local emergency.

PART 2 - ROLES AND RESPONSIBILITIES

Introduction.
201.   The following general roles and responsibilities of each agency, irrespective of the location of the aviation emergency are detailed in this section, for clarification or are additional to those contained in Displan.

202.   Roles and responsibilities which are specific to the location of the emergency are included at the end of the general roles and responsibilities. They should be reflected in all individual airport emergency plans, but may have to be modified to suit the emergency resources available in the local area.

Emergency Operations Controller
203.   The Emergency Operations Controller will:
- Control and co-ordinate the overall response operations.
- Appoint Site Sontroller
- Establish, or cause to be established as appropriate, one or more Site Control Points, Emergency Operations Centres and Operations Support Bases.

NSW State Agencies.

NSW Police
204.   General
- Notify the agencies, shown in the Notification/Alert Diagram at Annex C, of the impending or actual emergency.
- Provide staff to the Emergency Operations Centre(s) to the appropriate level for the size of the emergency.
- Establish and maintain secure perimeter(s) around the impact site(s) to protect the site, the wreckage, victims, cargo and personal effects, and to permit the other agencies to work unobstructed in the performance of their specified duties.
- Establish and maintain access and egress routes to, from, and within the impact site(s), for the controlled movement of the emergency resources involved, including marshalling/parking/assembly areas within the perimeter, and to designated hospitals.
- Account for all persons on board the aircraft. This includes the responsibility for Disaster Victim Registration and Disaster Victim Identification.
- Undertake the statutory investigative requirements, particularly the Coroner's requirements.
- Assist ATSB teams with their investigations.
- Ensure the orderly evacuation of survivors to a safe and secure area.
- Ensure the Department of Foreign Affairs and Trade, the Australian Customs Service, and the Department of Immigration and Multi-Cultural Affairs are informed of the personal details of the people on board any flight involved in the emergency. This will occur through the SEOC to EMA.
- As required establish in conjunction with the Airline Operator and if appropriate the Airport Operator, an Information Centre or Centres to:
- handle relatives, general public and media inquiries; and
- issue warnings, information and safety directions to the public.

NSW Police Cont…

205. **On an airport.**
- Assist the airport operator to establish and maintain a suitable secure perimeter to prevent unauthorised personnel, vehicles and equipment from entering the airport precincts.
- Assist the airport operator with congestion problems caused by disruption of flights and convergence on airport facilities.

206. **In State Waters**
- In the SAR Phase, and in accordance with the NATSAR arrangements, liaise with ASA SARMC and the Australian Maritime Safety Authority's MRCC, to assist with the search, and to assume control of the search at a mutually agreed time.
- Provide an On-scene Controller (Marine Site Controller) to control and co-ordinate the marine rescue and recovery phases.
- Establish and operate On-scene (Marine) Control Point(s), and, as appropriate Landing/Beaching Area Control Points.
- In conjunction with the Ambulance Service determine, establish and secure Landing/Beaching areas for transhipment and treatment of casualties and evacuees.
- Act as a Maritime Rescue Unit.

NSW Fire Brigades
207. **General**
- If the emergency occurs in a Fire District, take charge of fire fighting operations.
- If the emergency involves a Hazmat incident, act as the Combat Agency
- If the emergency occurs within a Rural Fire District, provide assistance, as requested, to the Rural Fire Brigades, in the fire.

208. **On an airport**
- Within a Fire District where there is no "on airport" fire service, or when designated in the AEP, take charge of fire fighting operations.
- Outside a Fire District, when tasked in the local AEP and reflected in local MOU, take charge of fire fighting operations.
- Where the CASA ARFF or ADF fire service is stationed, assist that service in the fire fighting operations and provide specialist fire fighting equipment.

NSW Rural Fire Service
209. **General**
   - If the emergency is inside a Rural Fire District, take charge of fire fighting operations.
   - If the emergency occurs within a Fire District, assist the NSW Fire Brigades, as requested, in the fire fighting operations.

210. **On an airport**
   - Inside a Rural Fire District, take charge of fire fighting operations when so tasked in the local AEP.

NSW Maritime Authority/Port Authority
211. **Genera**l
   - Liaise with and assist the NSW Police in the search and rescue phase of the operation, and where necessary recovery of wreckage and cargo.
   - Liaise with and assist the NSW Health Commander to select and establish appropriate Landing/Beaching areas for the survivors and casualties.

Health Services Co-ordinator
212. Co-ordinate the response of Ambulance and Heath resources to the emergency.

Welfare Co-ordinator
213. Activate the NSW State Welfare Plan, and co-ordinate the provision of welfare services to all the effected persons of the emergency.

Agriculture and Animal Services Co-ordinator
215. If, and as necessary, activate the NSW Agriculture and Animal Services Functional Area Supporting Plan, and co-ordinate the provision of the required services.
   Note: *The management of plants or animals which have not cleared Commonwealth Quarantine, is the responsibility of AQIS (under CAVDISPLAN).*

Environmental Services Co-ordinator
216. If, and as necessary, activate the State Disaster Environment Services Functional Area Supporting Plan (ENVIROPLAN), and co-ordinate the provision of required services.

Engineering Services Co-ordinator
217. If, and as necessary, activate the NSW Engineering Services Functional Area Supporting Plan, and co-ordinate the provision of the required services.

Commonwealth Agencies
218. The roles of Commonwealth Agencies are covered by CAVDISPLAN (Annex B). This is shown for reference at ANNEX G of this plan

Australian Defence Force
219. Special Arrangements for ADF related incidents are contained in ANNEX F. In the event of an emergency emanating from an accident with a ADF aircraft, the response operation is typically the same as that for a civilian aircraft with the exception of special care for potential hazards with the aircraft.

Other Agencies

Airport Operator

220. **Certified Airports**
- Carry out the roles allocated to the Airport Operator in the Airport Emergency Plan;
- Liaise with the Site Controller;
- Provide (if requested) a Liaison Officer to Site Control or the Emergency Operations Centre or where otherwise requested.

221. **Non Certified Airports**
- Liaise with the Site Controller;
- Provide (if requested) a Liaison Officer to Site Control or the Emergency Operations Centre or where otherwise requested

Airline Operator

222. Liaise with and assist the NSW Police by providing technical advice on the aircraft involved, details of the persons and cargo (including livestock) on board, and operating an information service to the public and media.
223. Liaise with, and assist the State Disaster Welfare Co-ordinator and the Airport Operator, with the care and processing of the survivors, and relatives and friends at the airport.
224. Carry out the roles allocated in CAVDISPLAN (see annex G of this plan).

PART 3 - EMERGENCY RESPONSE OPERATIONS

General:
301.   This part describes the sequence of actions undertaken in response to an aviation emergency.

Notification
302.   Responsibilities for notifying/alerting the various agencies involved is depicted in the *Notification Diagram* at Annex A.

Mobilisation at State Level
303.   The arrangements in this plan are automatically mobilised when:
- the ASA Air Traffic Control at Sydney (Kingsford Smith) Airport or the AusSAR Mission Controller (AusSARMC) notifies the Police Duty Operations Inspector of the declaration of a "full emergency"; or
- an aircraft classified as Medium (Level 2) or Heavy (level 3) impacts into an urban area.

304.   The State Emergency Operations Controller mobilises the arrangements when, as the result of an imminent or actual aircraft accident, there is a need for:
- the emergency management structure at State level to monitor, or provide support to District level operations; or
- State level co-ordination for the response and recovery operations.

305.   As a guide, the Mobilisation stages of "Alert", "Standby" and "Callout" are shown at Annex B against the terminology adopted by ASA and AusSAR.

State Emergency Operations Centre Mobilisation Stages

Stage	Sequence of Actions
Alert	The State Emergency Operations Controller (SEOCON) is to: a. activate the State Emergency Operations Centre (SEOC) to the appropriate level; b. ensure all relevant District Emergency Operations Controllers (DEOCON), involved agency Controllers and Functional Area Co-ordinators are informed of the alert, and order the mobilisation of the relevant District Emergency Operations Centres; c. monitor the adequacy of the resources to cope with the incident or emergency; and d. inform the Minister for Emergency Services, and other appropriate Ministers of the situation. Nominated Agency Controllers and Functional Area Co-ordinators are to disseminate the alert information in accordance with the respective SOPs, and/or Supporting Plans.

Standby	SEOCON is to:
	    a. inform the relevant DEOCONs, involved agency Controllers and Functional Area Co-ordinators of the change in "stage";
	    b. if necessary, upgrade level of activation of SEOC;
	    c. monitor the adequacy of the resources to cope with the incident or emergency; and
	    d. inform the Minister for Emergency Services, and other appropriate Ministers of the situation.
	Combat, involved Agency Controllers and Functional Area Co-ordinators are to disseminate the information in accordance with the respective SOP and/or Supporting Plans.

Call Out	SEOCON continues to assess the situation and directs operations, particularly for:
	    a. follow-up resources or additional measures to counter unforeseen developments;
	    b. the co-ordination of logistic support to Combat Agencies or Functional Areas engaged in the operation; and
	    c. the passage of information to the Government, media and the public.
	DEOCONs, Combat Agencies, involved Agency Controllers and Functional Area Co-ordinators control or co-ordinate operations and activities in accordance with:
	    a. SEOCON directives,
	    b. District Displan,
	    c. Combat Agency or Functional Area SOPs.

Stand Down	Provided DISPLAN has not been activated, when SEOCON is satisfied that the incident/emergency has been controlled, he is to:
	    a. advise the relevant DEOCON, Combat Agency Controllers and Functional Area Co-ordinators of the situation;
	    b. advise all concerned of the arrangements to apply during recovery operations;
	    c. direct Controllers/Coordinators to cease response operations and activities or to maintain resources in readiness to respond to tasking for recovery operations;
	    d. arrange for the media and public to be informed; and
	    e. advise the procedures for a debrief to occur.

Mobilisation Procedures at District and Local Levels

306.   The mobilisation procedures, mobilisation stages and sequence of actions at District and Local levels are to reflect those detailed above.

307.   When the plan is activated in accordance with the automatic mobilisation criteria the respective DEOCON is to activate the District Emergency Operations Centre.

Operational Relationships

308.   Operational control and co-ordination relationships at State level are shown in the diagram at Annex C.

PART 4 - ADMINISTRATION

Logistics

401.   Where practicable, the normal procedures within the respective agencies are to be used for the acquisition and supply of goods and services. If a requirement for goods and services is beyond the resources of State Controllers/Coordinators, the matter is to be referred to the State Emergency Operations Centre in accordance with the arrangements in Displan.

Review

402.   A review of this plan is to be conducted
- following mobilisation of the plan as the result of an aviation emergency under any of the circumstances covered in the plan;
- following an exercise designed to practice or test any aspects of the plan;
- when the roles and responsibilities of any Agency involved in the plan are changed; or
- every five years.

Training and Testing

403.   Each agency is responsible for the training of its own personnel to perform the roles and responsibilities assigned in this plan.

404.   SEOCON is responsible for the conduct of exercises to practise, or test all or part of the procedures and arrangements in this plan, at least biennially.

ANNEX A - NOTIFICATION DIAGRAM

Airline
Resource

Airline

Departure
Airport
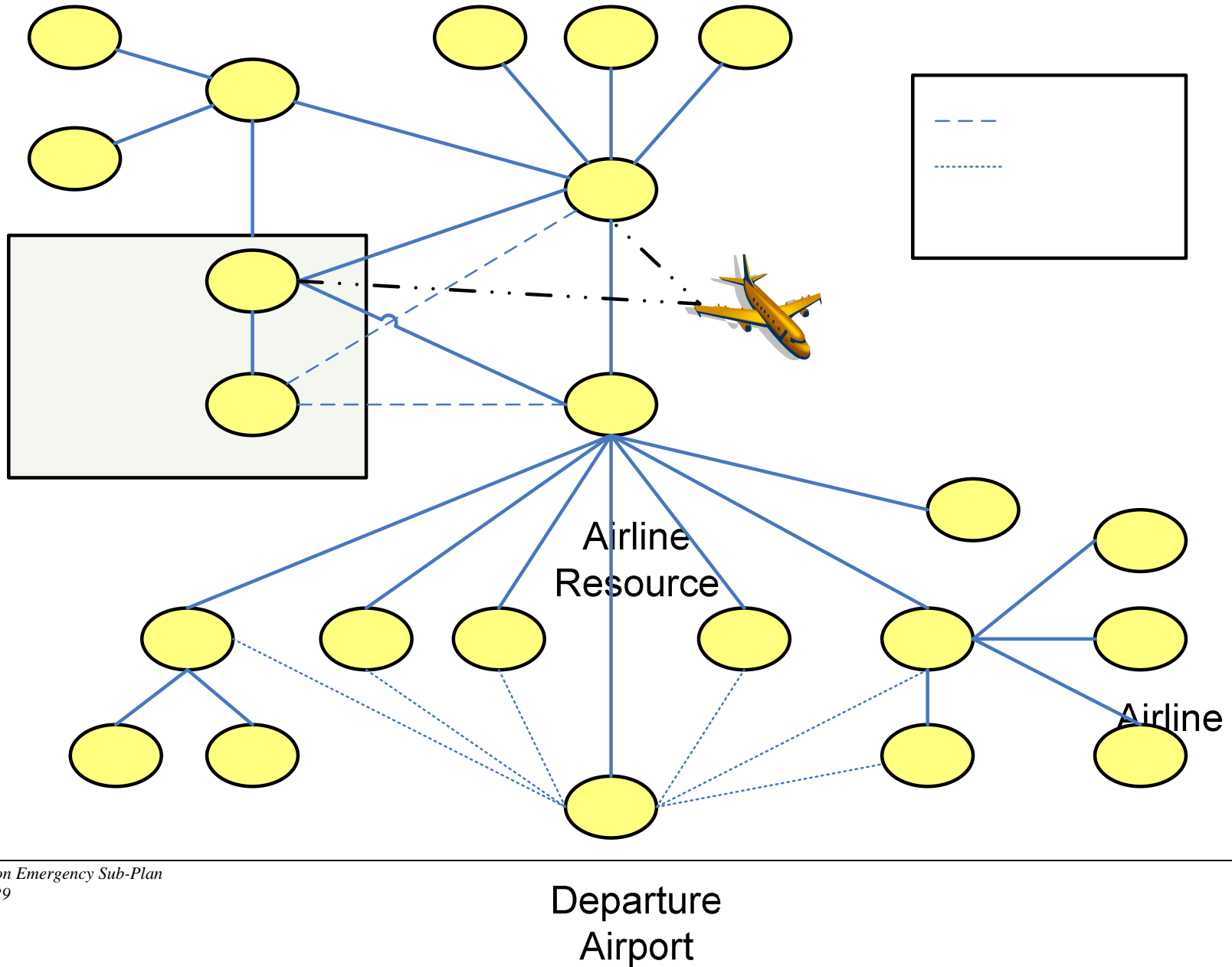
ANNEX B - MOBILISATION STAGES

State Mobilisation STAGE	Classification adopted in the Sydney (SKS) Airport Emergency Plan and other licensed Airports	Classification adopted in the National Search & Rescue Manual (ASA)
Alert		**Uncertainty Phase (INCERFA):** is assigned any time doubt exists as to the safety of an aircraft because of lack of information concerning progress or position. The key word is doubt.
	Local Standby: A condition declared by Airservices Australia ATC when an aircraft approaching the airport is known or is suspected to have developed some defect but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing; off airport emergency services would not be required to attend.	**Alert Phase (ALERFA):** is assigned any time apprehension exists for the safety of an aircraft because of definite information that serious difficulty exists which does not amount to a distress, or because of a continued lack of information concerning progress or position. The key word is apprehension.
Stand By	**Full Emergency (Level 1 – Light Aircraft)** Is the condition declared when an aircraft (with less than 20 seats) approaching the airport is, or is suspected to be in such trouble that there is a danger of an accident. Some off-airport emergency services may be required.	
Call Out	**Full Emergency (Level 2 – Medium Aircraft)** Is the condition declared when it is known that an aircraft (with between 20 and 200 seats), approaching the airport is, or is suspected to be in such trouble that there is a danger of an accident. Off-airport emergency services required.	**Distress Phase (DETRESFA):** is assigned whenever immediate assistance is required by an aircraft threatened by grave or imminent danger or because of a continued lack of information concerning progress or position. The key words are grave of imminent danger and immediate assistance required.
	Full Emergency (Category 3 – Heavy Aircraft) Is the condition declared when it is known that an aircraft (with more that 200 seats), approaching the airport is, or is suspected to be in such trouble that there is a danger of an accident. Off-airport emergency services required.	

ANNEX C - STATE CONTROL AND CO-ORDINATION

State Emergency Operations Centre
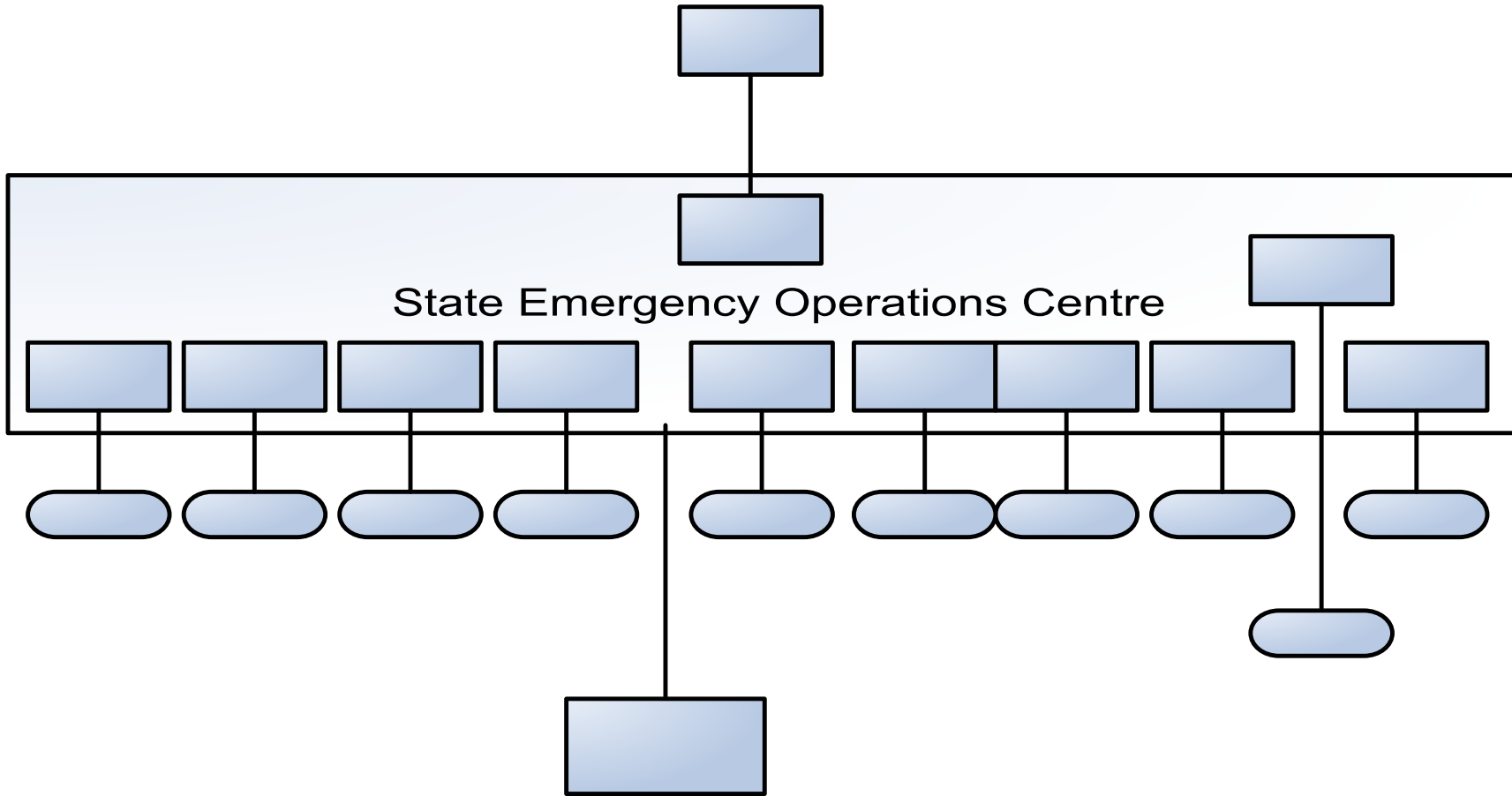
ANNEX D - TYPICAL CRASH SITE LAYOUT
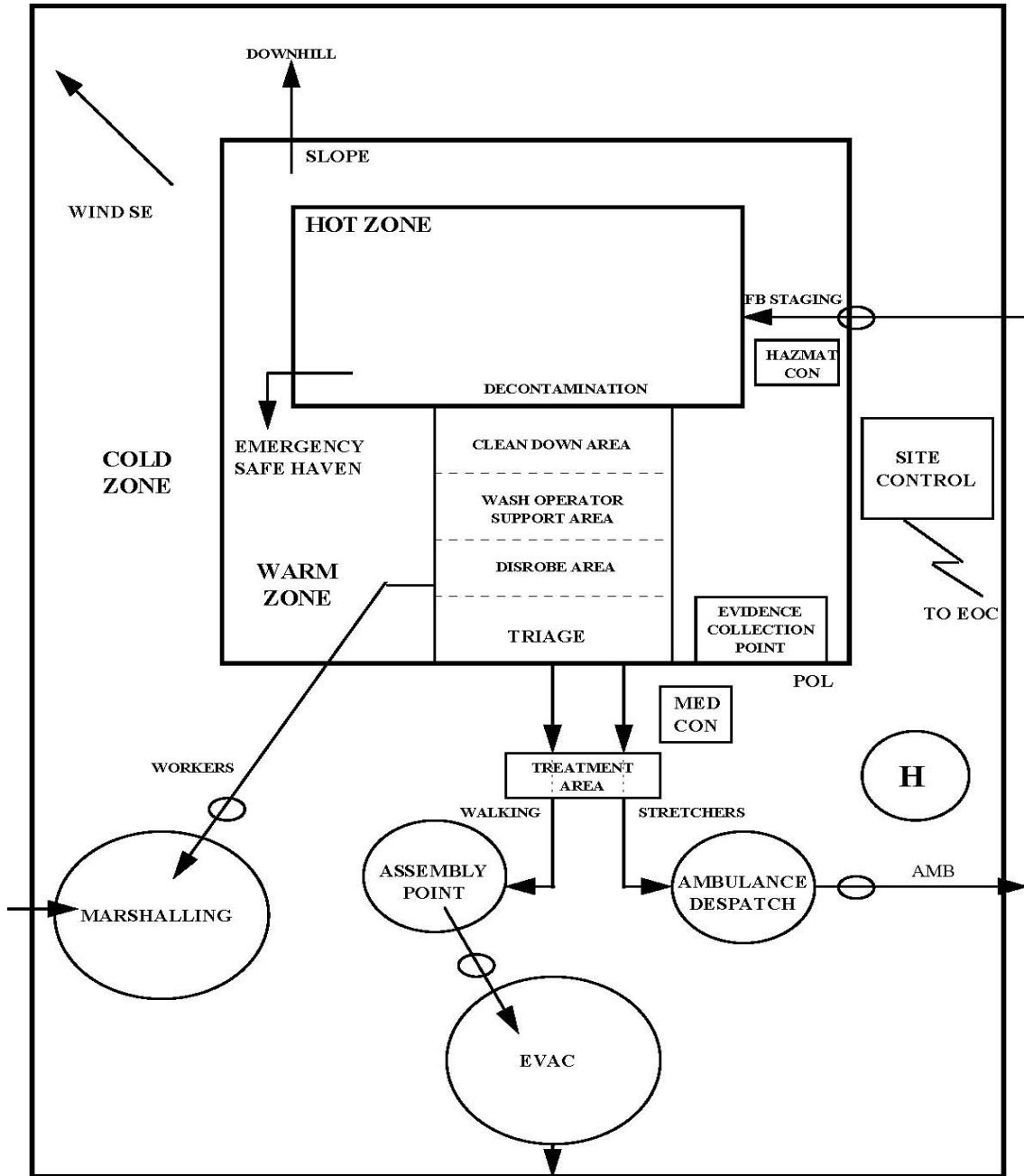
ANNEX E – OPERATIONS SUPPORT BASE

E1   When the emergency occurs in a remote area, an Operations Support Base should be established, close to the impact area, to ensure the operation receives adequate personnel, administrative and logistic support. When established, the Operations Support Base is the point of entry into, and exit from, the emergency site. Ideally it should have all weather facilities and should contain;

    a.   a Base Headquarters;

    b.   first line stores;

    c.   accommodation and welfare facilities for personnel;

    d.   hard standing for vehicles; and

    e.   working space.

E2   Depending on the location and duration of the emergency the Operations Support Base may also contain:

    a.   an Assembly Area, for the marshalling of the various resources, prior to deployment into the emergency site under control;

    b.   transport transhipment facilities;

    c.   helipad/landing strip;

    d.   temporary morgue;

    e.   casualty clearing station;

    f.   Information Centre (media control); and

    g.   fuel storage and distribution area;

E3   A Operations Support Base Controller, appointed by the Site Controller, is responsible for:

    a.   maintaining close contact with the Site Control Point;

    b.   overall management and control of the Operations Support Base; and

    c.   controlling movement in and out of the emergency area; and

    d.   co-ordinating the supply of resources requested by the Site Controller.

ANNEX F – SPECIAL ARRANGEMENTS FOR DEFENCE FORCE AIRCRAFT

F1.   The arrangements provide that where an aircraft crash results in an "emergency" ASA transfers the overall co-ordination responsibility to the appropriate Emergency Operations Controller. These arrangements also provide for the transfer of the overall co-ordination responsibility, by mutual agreement, if the nature of a particular SAR operation requires such a course of action to be taken.

F2.   Where the aviation emergency involves military aircraft and facilities the Commonwealth Government, through Headquarters, Australian Defence Force (HQADF), is responsible for the provision of SAR. This responsibility is exercised as follows:-
- RAAF is responsible for the provision of SAR for all service aircraft, except those owned by RAN and any naval ship borne aircraft.
- RAN is responsible for the provision of SAR for RAN aircraft and naval ship borne aircraft.

F3.   Australian Defence Force (ADF) Commanders always retain control of incidents involving their own forces. However, ADF commanders may request assistance from the State for resources and support in accordance with this plan. If the incident escalates to an emergency outside of a Defence Force facility the appropriate Emergency Operations Controller assumes overall control.

F4.   The Emergency Operations Controller, and all personnel involved in this phase, should be made aware that civilian and military aircraft may be carrying assorted hazardous material, and that unless attempting to save life or minimise damage to property, personnel should remain well clear of all wreckage.

F5.   In the case of a service aircraft or facilities, the responsibility for co-ordination of the response and recovery phase is the responsibility of the appropriate service unless:-
- the impact results in an "emergency" off a Defence Force facility, and does not require special attention due to the aircraft armaments or security requirements, then the appropriate Emergency Operations Controller assumes control; or
- the responsible Defence Force Commander transfers the responsibility to the appropriate Emergency Operations Controller.

F6.   Notwithstanding, because service aircraft accidents frequently occur at some location remote from military facilities, the Local Emergency Operations Controller may be required to provide response actions, similar to those which would be taken after a civilian aircraft accident.

ANNEX G – CAVDISPLAN (ANNEX B)

AIRCRAFT ACCIDENTS INSIDE A STATE OR TERRITORY: ROLES AND RESPONSIBILITIES BY TASK

Roles and responsibilities by task are organised into 9 parts, namely Command, Control and Coordination; Notification; Search; Rescue; Investigation; Hazard Management; Welfare; Communication and Information Management; and Support. Each role and responsibility is then qualified in terms of whether the agency plays a lead role.

Command, Control and Coordination
Lead Roles

Role/Responsibility	Party Responsible
Airline Crisis Management Centre Activate	Airline
Assistance to States and Territories – Australian Government Coordinate	EMA
Command of resources Each agency will command their own resources	All Agencies
Control of Emergency Response to Accident Overall control of accident	Police or, where ASA ARFF is established, ASA until arrival of police.
Coordination of Incident Emergency response coordination	Police or, where ASA ARFF is established, ASA until arrival of police.
Crisis Operations Centre and Interdepartmental Emergency Taskforce – DFAT Activate	DFAT
Protective Security Coordination Centre Protective Security Coordination Centre (PSCC), a Division of the AGD, to coordinate the Australian Government response under the National Counter Terrorism Plan arrangements in the case of terrorist acts	AGD
Search and Rescue Overall coordination of the search and rescue operations for missing aircraft.	AusSAR
Investigation Overall responsibility for a civil aviation accident investigation	ATSB (investigation by Defence if Defence aircraft or by AFP if terrorist crash)
Special Incident Task Force Convene and chair	AGD (PSCC)
State and Australian Government Interaction Liaise with the State appointed Incident Controller to facilitate interaction between Australian Government and State agencies	EMA
State/Territory emergency/disaster management system The overall management of State/Territory emergency/disaster management system in accordance with extant emergency/disaster arrangements.	State and Territory Peak emergency or disaster management body
State/Territory-level Coordination Centre Activate	State and Territory Peak emergency or disaster management body

Notification
Lead Roles

Role/Responsibility	Party Responsible
Air Traffic Services Notify	Pilot of distressed aircraft/All agencies if they have information that an airborne aircraft is in need of assistance or if there is a threat against an airborne aircraft
Aircraft owner/operator Notify	ASA and ATSB
Airframe Manufacturers Notify	ATSB
Airport Owner Notify	ASA and ATSB
AusSAR Notify	ASA and ATSB
Australian Transport Safety Bureau Notify	ASA/AusSAR
Aviation Rescue and Fire Fighting Notify	Anyone needing rescue, fire or initial medical assistance at an airport where there is an ARFF/Any agency with such information
Civil Aviation Safety Authority Notify	ASA/ATSB
Deceased persons Notify relatives of deceased persons after clearance from the Coroner	Police
Departing Airport Departing airport to be advised and all departure movements to be cancelled for the passengers and crew	Airline/Airport Operator
Destination Airport Destination airport to be advised and all movements to be amended for the passengers and crew	Airline
Engine Manufacturer Notify	ATSB
Foreign Governments Notify where foreign citizens are involved. ATSB ensures required Chicago Convention Annex 13 notifications are undertaken.	DFAT
In Flight Emergency Response (IFER) Carry out actions in accordance with extant IFER procedures	ASA
Ministerial Reporting Advise Minister for Transport and Regional Services	DOTARS/AusSAR/ATSB
Overseas Australian Citizens Notify if their relative/s are involved	DFAT
Police Notify	ASA/AusSAR/ATSB
SAR Alerting Notify AusSAR, police and other agencies as appropriate	ASA

Search
Lead Roles

Role/Responsibility	Party Responsible
Initial Alert Receive	AusSAR
Initial assessment Conduct initial assessment	AusSAR
Nature and location of incident Establish	AusSAR

Role/Responsibility	Party Responsible
Search Direct search resources to scene	AusSAR
State SAR procedures Coordinate State/Territory SAR resources	Police

Support Roles

Role/Responsibility	Party Responsible
Coordination of SAR resources Liaise with AusSAR to coordinate Land Based SAR resources	Police

Rescue
Lead Roles

Role/Responsibility	Party Responsible
Rescue on Airport Conduct rescue operations	ARFF or local emergency services
Rescue in Vicinity of Airport Conduct rescue operations	ASA where ASA ARFF is established, or Local and State emergency services elsewhere
Rescue in Remote Locality or Offshore Coordinate rescue operations	AusSAR
Coordinate State/Territory rescue Coordinate rescue operations	Police

Investigation
Lead Roles

Role/Responsibility	Party Responsible
Control and secure accident site Control and secure the accident site when the first response agency has completed immediate tasks and site is stabilised	ATSB
Custody of aircraft Take custody of aircraft and wreckage	ATSB (unless terrorist act in which case it is AFP responsibility)
Investigate civil aircraft accident	ATSB
Defence force aircraft Investigate defence aviation accident and aviation accidents involving Australian State aircraft	ADF DFS
Identify victims Identify victims to the satisfaction of the coroner	DVI Agency/Police
Interview witnesses Interview witnesses	ATSB/Police/CASA (note ATSB has priority, subject to extant arrangements documented in MOUs)
Investigate accident on behalf of the coroner Conduct criminal investigation. NOTE: Not ATSB investigation	Police
Investigate and report on cause of death Investigate and report on cause of death of persons killed as a result of the major aircraft accident	Coroner
Investigate for regulatory safety and aviation enforcement purposes Investigate, report and take action on safety regulatory issues in accordance with CASA's functions under the *Civil Aviation Act* 1988	CASA
Secure and remove evidence Enter accident site or board vehicles involved in accidents and secure and remove evidence	ATSB (unless terrorist act in which case it is AFP responsibility)

Support Roles

Role/Responsibility	Party Responsible
Passenger cards Make passenger cards available to assist investigation, depending on privacy concerns	DIMIA
Support investigation Support investigation at request of ATSB or as an observer	CASA/ ADF DFS/ Airline/Police

Hazard Management

Lead Roles

Role/Responsibility	Party Responsible
Air Traffic Services Provide Air Traffic Services	ASA
Airport recovery operations Control and coordinate recovery operations on airport	Airport owner
Airport staff identification and escort Assist with identification and escort of airport staff from remote staff assembly areas	Airport owner
Attend scene and contain situation Manage hazards, including fire, crowds, traffic, etc.	Response agencies
Aviation Rescue and Fire Fighting (ARFF) Provide rescue and fire fighting operations (including initial medical assistance where practicable) at capital city airports and some regional airports - in accordance with Civil Aviation Regulations and Air Services Act 1995	ASA
Cordon Establish scene cordon	Police
Crowd and traffic control Manage	Police
DFAT Liaison Officer Provide DFAT liaison officer to the airline's emergency crisis management centre	DFAT
Disposal of high-risk quarantine material Ensure that any high-risk material (particularly exposed meat and meat products) is collected and disposed of as quickly as possible to prevent it being consumed or spread by birds or animals	AQIS
Exotic pest or disease Inspect, seize and order the treatment of vessels, goods and equipment in order to prevent the introduction, establishment or spread of an exotic pest or disease	AQIS
Hazardous materials Manage the hazardous materials risks associated with cargo and aircraft materials.	Fire/EPA
In Flight Emergency Response (IFER) Carry out actions in accordance with extant IFER procedures	ASA
Medical Provide emergency medical care, transport and site first aid	Ambulance
Perimeter control Control movement into and within, and departure from accident site	Police
Priority of response roles Determine priority of response roles	Police
Prohibited customs items Control of aircraft in relation to customs matters	ACS
Protect life and property Protect life and property from consequences of accident	ASA where ASA ARFF established; or local response agencies elsewhere
Quarantine	AQIS

Role/Responsibility	Party Responsible
Protection of Australia's agricultural production, consumers and environment and the protection of our human health and the health of the Australian flora and fauna	
Quarantine risk assessment Assess and minimise the quarantine risks associated with passengers baggage, cargo, galley provisions and waste; Assess the risks associated with the salvage vessel/s and the material collected. Treatment may be required for the vessel and other high-risk items would be either seized for treatment or destroyed	AQIS
NCTC and Major Incident Crime Management Plan Activate	Police
Safety escorts on airport Provide safety escorts for response personnel on airport	Airport owner
Security of personal effects Ensure security of personal property of injured/deceased passengers and crew	Police
Triage Provide triage services at accident site	Ambulance

Support Roles

Role/Responsibility	Party Responsible
Additional resources Provision of additional physical and human resources	Volunteer emergency service organisations
Quarantine and health Manage health and quarantine issues where local representatives are unavailable	ACS
Response support Liaise with and assist the Police to: • Secure the emergency site and the Airport; • Establish the necessary Command/Coordination Area(s); • Establish appropriate site vehicle marshalling areas and uninjured assembly area, if necessary; • Select and establish a helipad Liaise with and assist the Ambulance Commander to: • Select and establish an appropriate Casualty Processing Area; and • Arrange the support of any Airport medical services	Airport owner
Salvage and clean-up Assist with recovery of wreckage and clean-up if practicable	Fire Brigade

Welfare
Lead Roles

Role/Responsibility	Party Responsible
Emergency relief Ensure provision of emergency relief	State Emergency Service
Contact with families of foreign victims Establish and maintain contact with families of foreign victims who do not travel to Australia	Airline
Media management Assist victims in their handling of the media	Police media liaison
Meeters and greeters Coordinate meeters' and greeters' requirements	Police
Passenger, crew and family support Do all possible to assist affected passengers, crew, staff and families	Airline

Role/Responsibility	Party Responsible
Safety and well-being of public Ensure safety and well-being of public	Airline
Visas Arrange visas for foreign carriers' victims' and employees' families	DIMIA/DFAT

Support Roles

Role/Responsibility	Party Responsible
Contact with families of foreign victims Assist the airline and others to establish and maintain contact with families of foreign victims who do not travel to Australia	DFAT
Liaison with disaster welfare coordinator Liaise with and assist the disaster welfare coordinator to provide welfare services to the friends and relatives at the airport	Airport owner/Airline

Communication/Information Management

Lead Roles

Role/Responsibility	Party Responsible
Advise Minister for Transport and Regional Services Provide advice to Minister regarding aviation safety matters	CASA/ATSB
Advise Minister for Transport and Regional Services Manage the provision of consistent portfolio advice to the Minister for Transport and Regional Services	DOTARS
Additional Communications Provide possible assistance with communications (eg. radio relay and HF) and possible engineering and technical advice, expertise and equipment related to aeronautical communications, navigation and surveillance facilities.	ASA
Brief Attorney-General Conduct briefing	EMA
Brief police command Brief police command on the public's perception	Police media liaison
Brief Prime Minister's office Brief the Prime Minister's Office and Prime Minister on events as they unfold and on their political and economic and other implications	PM&C
Casualty lists Prepare casualty lists	Police
Coronial findings Present results of DVI process, through DVI, to the Coroner	DVI Agency
Debrief Conduct debrief	Police
Deceased information Release information in relation to injured and deceased persons	Police
DFAT media response Prepare media response to and advice to posts in consultation with stakeholders	DFAT
Disaster victim registration Conduct DVR as part of the DVI process.	Police
Emergency management sector information dissemination Provide situation information to emergency management sector stakeholders	EMA
Interview survivors Interview survivors in respect to immigration matters and address visa requirements	DIMIA
Legal and policy advice	AGD

Role/Responsibility	Party Responsible
Provide legal and policy advice to other departments, and coordinate AGD public affairs aspects	
Liaison with other portfolios/Ministers and Governments Act as the point of contact for the portfolio/Minister of outside agencies or organisations, including foreign governments and airlines	DOTARS
Media liaison and coordination Coordinate and liaise with media	Police
Media management Manage the media at the scene except at airport	Police media liaison
Media management Manage the media on airport	Airport owner
Monitor media reports Monitor media reports for any inaccuracies or alarmist comments	Police media liaison
Passenger information Through the DIMIA Entry Operations Centre, ascertain as much information as possible on details of passengers and crew. Forward this information to Police	DIMIA
Passenger movements DIMIA/ACS to create movements for any surviving passengers and crew	DIMIA/ACS
Public information Coordinate public information	Police media liaison
Public warnings Issue public warnings and information	Police/Control agency
Report on accident investigation Issue information regarding investigation process and progress. Publish accident investigation report	ATSB
Victim and family information dissemination Provide accurate information to all affected passengers, crew, staff and their families in a timely manner	Airline
Visas Should special visa arrangements be required DIMIA will be responsible for submitting appropriate submissions to the Minister for Immigration Multicultural and Indigenous Affairs.	DIMIA

Support Roles

Role/Responsibility	Party Responsible
Coordination assistance with media management Assist with the coordination of media management activities	EMA
Joint media strategy Prepare joint media strategy in conjunction with other agencies	Police media liaison
Media coordination centre Cooperate with the Police and the Airline to establish and operate Media Information Centre(s)	Airport owner
Vet media information Oversight information flow to media	DOTARS

Support

Role/Responsibility	Party Responsible
Administration of relevant Acts Administration of Acts that may be relevant to a accident involving terrorism, such as the *Crimes (Aviation) Act 1991* and the *Crimes (Hostages) Act 1989*, and involvement in an advisory role in the prosecution of suspects involved in the incident	AGD
Australian Federal Police Support	AFP

Role/Responsibility	Party Responsible
Make available to State and Territory jurisdictions as appropriate and practicable, the resources of AFP overseas liaison officer network, Forensic Services, The Australian Bomb Data Centre and other resources such as mobile command centres	
Defence physical assistance Provision of Defence resources for the performance of tasks which are primarily the responsibility of the civil community, including	ADF
Legal and policy advice Provide legal and policy advice to other departments, and coordinate AGD public affairs aspects	AGD
National Counter -Terrorism Plan participation Participation in NCTP	ACS
Policy advice to State and Territory emergency/disaster managers Provision of policy and operational advice to emergency/disaster managers at all levels of the State or Territory's emergency/disaster management system	State and Territory Peak emergency or disaster management body
Policy coordination Assist policy coordination between Australian Government, State and Territory governments, as required	PM&C
Protective Security Coordination Centre Watch Office Provide assistance as required during terrorist incidents	AGD
Technical support Provide technical support to other agencies	CASA