

Taupo Airport Emergency Table Top Exercise

DATE: 06 July 2017

ATTENDANCE: Jeff H, Vicki H, Kellie K, Rochelle H, Terry L (Sounds Air), Kim G (TAA)
Absent: Colin F, Sarn E.

Meeting Opened – 1000 hrs

Air NZ Emergency Table Top Exercise – Held by Jeff Hamilton

Crew 2/1. Time 0920 hrs. Flight NZ8092 TUO to AKL. 40 Passengers.Q300 aircraft parked on apron ready to start engines. The terminal is still full with passengers from inbound flight / visitors / passengers for Sounds Air. Three staff on duty. Two Ground Crew, One CSA/LC

SENARIO:

The doors open from the Aircraft with thick smoke coming out, passengers and crew evacuate the aircraft out onto the apron. Passengers and crew coughing from the smoke.

****We all talked about the scene and what roles each staff member would take on****

- LC - who is in the office sees what is happening and calls 111 then Air NZ ops 09 255 8699. Keeps a log of all events. Remain on line with updates from Ground Crew
- Using available cellph - Calls Jeff TUO Manager (if not at scene) give update and ask to call off duty staff members.
- LC – To make terminal announcement assuring everyone that Emergency Services have been advised, and are on their way.
- Ground Crew - Help direct passengers away from the aircraft upwind of smoke and explains emergency services have been called.
- As the aircraft parks close to the terminal it is suggested the terminal be evacuated.
- LC – To make announcement to evacuate terminal and collects LCC Emergency Bag including extra cell phones (eg.UMNR Phones) to keep in contact with ops and emergency services on arrival.
- NOTE: Survivors Meeters and Greeters Centre @ Taupo Aero Club (3 Hangars Down)

This is to be confirmed on the day due to weather conditions. This is to be transferred to Emergency Services.

- Ground Crew - To take Survivor Centre and Meeters and Greeters Bags with extra phones radios, bottles of water. Jobs include help passengers, filling in passenger/family member forms/Meeter and Greeters forms/, reporting back to LC with updates. Log events.

As the scene is near the terminal the LC would be able to report on the condition of the aircraft so no site officer required. As more staff turn up they would help with Web EOC, help Ground Crew with forms. If any passengers taken to hospital report back to LC/Ops.

Meeting Closed - 1220

TAA

In the event of an emergency with the Q300, being passengers and crew evacuating after start up due to smoke in the fuselage, Taupo Airport Authority would carry out the following actions -

- Phone 111 or 09 4867940
- Call for assistance (inform airport manager)
- Broadcast message over 118.4 advising of emergency including apron and runway closure.
- Issue NOTAM
- Change AWIB to reflect aerodrome conditions
- Contact Taupo District Council and request a media spokes person
- Assist Air NZ with apron and terminal evacuation
- Ready TAA office to be used as an ICP
- Ready welfare centre (Aero Club)
- Assist emergency services
- Log all events

Taupo Airport Authority will inspect all operational areas for damage and/or debris and give authorisation for use, before re-opening to traffic, following any accident/incident within the operating area