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**FLYING NZ**  
**Competition Emergency Plan**  
**Effective August 2016 – July 2017**

[www.flyingnz.co.nz](http://www.flyingnz.co.nz)

# CONTENTS

	<b>Page</b>
<b>INTRODUCTION</b>	<b>2</b>
<b>1. GENERAL PRINCIPLES</b>	<b>4</b>
1.1 Principle for release of names	
1.2 Incident room	
1.3 Initial response	
1.4 Incident log	
1.5 Rumours	
1.6 Statements by the organisation	
<b>2. GENERAL GUIDELINES AND ACTIONS</b>	<b>5</b>
2.0 Authorised persons	
2.1 Immediate actions	
2.2 Follow-up actions	
2.3 Papers and documents	
2.4 Press and Media	
2.5 Witness statements	
2.6 Details of injured or deceased	
2.7 Informing Next-of-Kin of injured or deceased	
2.8 Accident investigation procedures	
2.9 Notify Flying NZ Headquarters	
2.10 Make a statement	
2.11 Insurance aspects	
2.12 Next briefing	
2.13 To fly or not to fly	
2.14. Further statements	
2.15 Facilities for victim's teams	
2.16 Report to Flying NZ	
<b>3. AIRCRAFT ACCIDENT ON/OR NEAR THE AIRFIELD</b>	<b>8</b>
3.1 Definitions	
3.2 If fire is present or personnel are trapped	
3.3 If there are serious injuries	
3.4 Directing the emergency services	
3.5 Open the "Log of Events"	
3.6 Arrange for the crash site to be roped off and protected	
3.7 Contact the following	
3.8 Open or prepare the Incident Room	
3.9 On arrival of the NZ Police, Safety Officer and Event Director	
3.10 Further actions	
<b>4. AIRCRAFT REPORTED CRASHED</b>	<b>10</b>
4.1 Collect as much information as possible	
4.2 Aircraft not from the Air Safari	
4.3 Aircraft from the Air Safari	
<b>5. AIRCRAFT MISSING AND/OR OVERDUE</b>	<b>11</b>
<b>6. PERSONAL INJURY OR ILLNESS WITH NO ASSOCIATED AIRCRAFT DAMAGE</b>	<b>12</b>
<b>ANNEX A Incident log</b>	<b>13</b>
<b>ANNEX B Draft Press Statement</b>	<b>14</b>
<b>ANNEX C Crash Map – Grid Reference</b>	<b>15</b>
<b>ANNEX D Procedures for an Accident or Incident</b>	<b>16</b>

**#Note: Royal New Zealand Aero Club Inc (RNZAC) Operating as Flying NZ**

# **Flying NZ Safety Policy on Running Club Competitions, Regional Rallies and National Championships**

## **Introduction**

The Executive of Flying NZ endorses competition flying within aero clubs.

Competition flying is seen as a way for pilots who generally fly for recreational purposes, to increase their skill levels and interact with other like minded people in their chosen sport, in a controlled and safe manner

By increasing the skill level of pilots, these same pilots should become aware of the risks involved in aviation by doing something that is different to normal every day flying and therefore become safer pilots.

Aero Club competitions within Flying NZ are held at three levels.

## **Club Competitions**

These competitions are generally organised on a given day by the committee of the aero club, and often are an informal gathering of like minded pilots.

The Club Chief Flying Instructor is more than likely to be the person in charge of flying for the day. If not the CFI then he may delegate another instructor or a senior member of the club to supervise competitions for the day.

Sometimes these club competitions are of an informal nature, and little planning goes into the organisation of the event.

Others are well organised with careful planning and are often organised well in advance of the day of competition.

## **Regional Rallies**

Regional Rallies are held in the latter part of the year by one club in each of the five Flying NZ regions.

Competitors at the Regional Rallies have won the right to compete at the Regional Rally by winning the respective competition at their club competitions.

The management of the Regional Rally is organised by the Executive Secretary of Flying NZ in conjunction with the Flying NZ Regional Representative and Committee of the host aero club.

The host club provides the facilities and looks after the social and hosting duties while the Flying NZ Executive team manages the actual flying event.

The Officer in Charge of Flying is generally the Chief Flying Instructor of the host aero club. This person has the best knowledge of their particular aerodrome, and knows and understands any special procedures and conditions which pertain to that aerodrome.

Air Judges are usually instructors from the local or visiting aero clubs, with ground judges being commandeered from club members and visitors on the day.

The competitions are run to a well used formula which has been developed over a number of years. This same formula is used at all the Regional Rallies so that consistency remains the same over all five Regions.

## **National Championships**

The National Championships are run along similar lines to that of the Regional Rally. The only difference being a greater number of competitors and that the event runs over two days.

Again the competition is run and managed by the Executive of Flying NZ. The Individual members of the Executive are delegated responsibilities throughout the course of the competition, with the Event Director, Officer in Charge of Flying, Chief Air Judge, Chief Ground Judge and Safety Officer being appointed by the Flying NZ Executive. These people are senior people within the organisation with years of experience in Aero Club Competitions.

## **Safety Policies and Objectives**

The Flying NZ Executive Committee, Management and participating Aero Clubs, hereby pledge their commitment and dedication to the implementation and support of its Safety Management System and resulting accident prevention.

This commitment includes continual improvement in the organisations level of safety, and to manage all safety risks to acceptable levels.

The Executive Committee and Management are committed not only to fully comply with all applicable regulatory requirements, but to exceed those requirements in order to achieve the highest level of safety possible.

Accordingly Flying NZ shall establish and manage a competition safety risk management programme which ensures safe operation of Flying NZ and participating aero club competitions, and together with management activities are in compliance with the documented procedures for competitions.

The Continuity Risk Register and Safety Risk Management programme starts with identifying the hazards affecting the safety of the organisation and then assessing the level of risks associated with the hazards. Once identified, appropriate mitigation measures can be implemented. All hazards, internal and external, safety related changes and identified risks associated with Flying NZ, including business risks shall be evaluated systematically through the Safety Reporting Process that facilitates risk mitigation and continuous improvement. The leading objective is to have full participation from Aero Clubs in reporting hazards and incidents. This will be promoted through a "Just Culture" approach, so that participants are not blamed for the incident unless it was through wilful negligence.

Everyone within Flying NZ and the participating clubs has a responsibility for aviation safety. Therefore, it is imperative that all personnel, club committees, club members and pilots are fully aware of the safety objectives, and any safety matters affecting Flying NZ and or participating Aero Clubs.

The overarching objective is to progressively work towards continuous improvement of safety outcomes with the ultimate outcome of having zero accidents and incidents. This is the key safety performance indicator for Flying NZ.

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## **GUIDELINES IN THE EVENT OF A CASUALTY OR SERIOUS ACCIDENT**

## **IN FLYING NZ COMPETITION EVENTS**

### **GENERAL**

(i) **General**

Fortunately, serious accidents are rare during air sport events, but it is as well to be prepared. These notes are intended as general guidance to organisers who may find themselves faced with tasks such as informing close family members about accidents and incidents, deciding whether or not flying should continue; and dealing with police, local authorities, press and media.

(ii) **Scope**

Circumstances that should be considered include any where the organisers may be involved in action concerning any incident or accident. This could be directly concerned with competitive activities, with support for such activities, or with general activities at the event. Examples include illness, injury or death of any persons including crew and spectators, and include Competition aircraft, and visiting aircraft.

### **1. GENERAL PRINCIPLES**

1.1. **Principle for release of names**

It is important that names of casualties are not released, particularly to the press or media, until Next-of-Kin have been informed and confirmation of the notification is available. It may not be possible to ensure this, due to the amount of information readily available outside the event organisation, but it should be the aim wherever possible. Situations where the first notice that a close relative has been involved in an accident, comes from the media should be avoided at all costs. The NZ Police always deal with the Next-of-Kin.

1.2. **Incident room**

The Local Airport Manager's Office will be the Incident Room. All documents, records (paper and electronic) relating to the incident will be kept secure.

1.3. **Initial response**

Airport Operations staff and the Event Director will take initial actions until other officials such NZ Fire Service or NZ Police are able to take over.

1.4. **Incident log**

A written log of events and times shall be kept. A log is at Annex A.

1.5. **Rumours**

Many rumours circulate after an accident. Do not believe any of them without incontrovertible proof, preferably confirmation from several reliable and independent sources. Do all that is possible to persuade all event participants not to speak directly to the press and media about the incident, but to refer questions to the Event Director.

1.6. **Statements by the organisation** –

Only President of Flying NZ is authorised to make statements to the media on behalf of the organisation. All media requests for information should, in the first instance, be referred to these persons.

## 2. GENERAL GUIDELINES AND ACTIONS

### 2.0 **Authorised Persons**

Event Director For a Regional Event or the National Championships

Executive Secretary **0276 333 662 or 0800 422 635**

### 2.1. **Immediate actions**

If the incident is on or near the airfield and appears to need this level of assistance, call the police and fire and rescue services.

**Prevent further accident and/or damage** For instance, a runway may be blocked with wreckage, a damaged aircraft, or emergency services dealing with the incident, and other aircraft may have to be diverted to another airfield.

**Secure the accident site** Take steps to cordon off the accident site, if this is within the event operating area. Try to prevent people from disturbing wreckage any more than is necessary to give first aid to injured persons and to remove such persons for medical attention. Undisturbed wreckage is important for investigation of the causes of an accident. Take photographs of the accident site from all angles, at various distances, as early as possible. Try to obtain photographs or videotape taken by others.

### 2.2. **Follow-up actions**

While the above is going on, contact the following, making a record of calls and times on the event log.

**Event Director** or Safety Officer if the Event Director is not available. One or the other must always be available somewhere on the airfield at all times when event activities are taking place. On being briefed, the Event Director may choose to nominate an Incident Liaison Officer (ILO) of appropriate knowledge and standing to be the executive who deals with the detail and co-ordinates actions on his behalf.

**Public Relations Officer (PRO)** The PRO should be prepared to brief on the incident to media, press, and other competing teams, should stick to confirmed facts, and avoid opinion or speculation.

### 2.3. **Papers and documents**

Start to collect relevant documents, for handing over to the Event Director for safe keeping. This activity may be undertaken by the NZ Police. These include: witness statements, contact names and telephone numbers, photographs and diagrams of the incident, technical documentation such as airworthiness documents, daily inspection books etc.

### 2.4. **Press and Media**

Opinions, assumptions, and names of individuals involved should not be passed to the media. A properly constructed announcement should be released when agreed by the Event Director. This needs to be done quickly once the immediate life-saving actions are taken, to avoid uninformed speculation and rumour and adverse comment about lack of co-operation.

**Replies to questions** Until some confirmed facts are known, replies to questions should be on the lines of "no comment at this stage, we are looking into the reports and a statement will be issued shortly".

**Spokesperson** The Executive Secretary is the nominated spokesperson for dealing with the media on more normal issues related to the event. If the accident is serious or a fatality is involved, the President of Flying NZ should be involved to make a statement to the media. The Event Director or Officer in Charge of Flying could make a statement to event personnel either at a normal briefing or a briefing called specially for the purpose.

**Press statement** A Sample Press statement is at Annex B.

2.5. **Witness statements**

As soon as possible after the accident, get witnesses to write down in their own words exactly what they saw. Statements should be dated, timed and signed. Try to prevent witnesses from talking to each other about the accident before they have written down their version; perceptions are known to change having heard descriptions of events by others. Speculation rather than facts in a statement is most undesirable because investigators can be misled, or innocent people may be blamed. Any statement should be restricted to observed facts wherever possible, but it is better to have a poorly constructed statement than none at all. Keep statements in one place and under lock and key when appropriate event staff is not there. Take a photocopy of particularly important statements and put in a separate locked safe.

2.6. **Details of injured or deceased**

Together with the emergency services and local authorities, try to identify positively any people injured or killed in the accident. ***Under no circumstances are names of dead or injured people to be released to anyone outside the event emergency organisation, only the NZ Police will release names.*** Similarly, no statements that particular individuals are fit and well are to be made unless the Event Director or Safety Officer is absolutely certain of their accuracy.

2.7. **Informing Next-of-Kin of injured or deceased**

This function is only to be carried out by the NZ Police.

2.8. **Accident Investigation Procedures**

All possible assistance will be provided to any CAA accident investigation. Witness statements will be handed over to the official accident investigators.

**Office facilities** The organisation will provide official investigators with an office, telephone, fax, email, photocopying, secure storage for wreckage, and an interpreter for interviewing witnesses. This will be appreciated by investigators and will enable the Event Director to keep in touch with the official inquiry. The event Incident Room may be an appropriate place, and should already have these facilities.

2.9. **Notify Flying NZ Headquarters**

**P: 0800 422 635**

**E: [execsec@flyingnz.co.nz](mailto:execsec@flyingnz.co.nz)**

Do not hesitate at any time to call Flying NZ Headquarters for advice, and make sure that the final report of the official accident investigation is sent to Flying NZ so that any lessons learned can be made available to others.

2.10. **Make a statement**

As soon as facts are available, an initial statement will be issued to the media, press, and other competitors. An early statement of some sort is essential to stop speculation, more facts and details can be added later. Speculation on the cause of an accident should be avoided for legal and common-sense reasons. Stick to facts wherever possible and avoid giving the names of personnel involved until Next-of-Kin have been

confirmed as having been notified. Copies of all statements issued should be posted on a notice board so that competitors have the opportunity to see them before they appear in the media. A draft statement is at Annex B.

## **FOLLOW-UP ACTIONS**

### **2.11. Next briefing**

When the Competition participants next meet possibly at a morning briefing, or a special briefing, the Event Director will inform them of the basic facts and the action that has been taken.

### **2.12. To fly or not to fly**

The Event Director will assess the mood of other competitors and people in general. Most often, this will be that "the show should go on" and that the victims would not have wanted their friends to stop flying, quite the contrary that is what everyone has come for.

However, if there is little desire to fly in the immediate aftermath of a serious accident, it may be appropriate to cancel one day's competition. This can be stated as a mark of respect, and it also gives time for you to take the appropriate actions, for wreckage to be cleared, for decisions to be made on any resulting changes in competition rules or procedures (you have virtual "carte blanche" if safety related to the accident can be shown to be improved), and for people to come to terms with what has happened.

**2.13 Cancellation** of the rest of the Competition should only be considered if there are special circumstances such as if a general airworthiness problem has been revealed, or if flight safety might be endangered by the mood of some or all of the participants, or if members of the general public have been killed or injured in the accident and bad publicity would follow if flying continued in the same way.

### **2.14 Event Director's Decision**

The Event Director should make these decisions and brief other competitors and the media where appropriate.

### **2.15. Report to Flying NZ**

The Event Director should send a report to Flying NZ. This should include a report from the Safety Officer, copies of all witness statements, contact details of the involved accident investigation authorities and other relevant information, including recommendations to prevent a recurrence.



### 3. AIRCRAFT ACCIDENT ON/OR NEAR THE AIRFIELD

This is where there is either:

**Death or serious injury to one or more of the pilots, crew, or other personnel OR substantial damage to an aircraft.**

3.1. **Definitions**

**Substantial damage** - any damage that requires the replacement or extensive repair of a major component.

**Serious injury** - where the person is unconscious, requires major treatment in hospital, or requires other major medical treatment for a period of 5 days or more. In some countries, some hospitals do not have full accident and emergency facilities. It should be ensured that people needing quick treatment are taken to a hospital with such facilities.

3.2. **If fire is present or personnel are trapped**

Call 111 and ask for NZ Fire Service, Police and Ambulance.

3.3 **If there are serious injuries**

Call **111** and ask NZ Fire Service, Police and Ambulance

*Note: Do not move seriously injured personnel unless there is a risk of further injury, such as a possibility of fire, or being hit by other vehicles or aircraft which cannot be stopped. Evidence of lack of feeling in limbs or torso can be an indication of spinal injuries which may need careful immobilisation of the body to prevent serious long-term effects.*

3.4. **Directing the emergency services**

If the fire and/or medical services are off-site, brief and station a responsible person at the site entrance to "flag down" and direct emergency services to the accident location. Brief the emergency services that this will be done, so that they will look for guidance on arrival at the site.

3.5. **Open the "Log of Events"**

And appoint responsible persons to man telephones and to keep the log.

3.6. **Arrange for the crash site to be roped off and protected**

Especially from the public, and particularly from souvenir-hunters or the Press. The police and/or emergency services may provide initial site guarding but for more prolonged protection the organisers may have to organise a rota of volunteers to ensure that wreckage is not moved without permission.

3.7. **Contact the following** – making a record of calls and times on the event log:

- Event Director For a Regional Event or the National Championships
- Event Manager Karen Groome **0276 333 662 or 0800 422 635**

3.8. **Open or prepare the Incident Room**

And have the communications facilities and door lock checked. This may mean clearing occupants out of an existing office, or briefing them to be ready to move out on request.

3.9. **On arrival of the NZ Police, Event Director and Safety Officer**

They should be briefed on the situation so that he can decide which other organisations and people should be informed. He should open up the incident room and be given the key; so that any conversations can be private and any sensitive papers can be stored without the risk of loss or unauthorised copying.

**Civil Aviation Authority** After reports of injuries and damage have been assessed, inform the appropriate duty Rescue Coordination Centre at the CAA, and when appropriate request their permission to move the aircraft.

**Freephone 0508 222 433**

**Next-of-Kin or persons to be notified** In the event of death or serious injury, the New Zealand Police will notify the Next of Kin.

3.10. **Further actions**

Sketches, photos, video or film should be made and taken to assist the subsequent accident investigators.

Do not move items, particularly if the accident is fatal, do not move anything at the crash site except as necessary to put out fire and save life.

## 4. AIRCRAFT REPORTED CRASHED

If there are reports of an aircraft crash, these may be wrong or misleading, it is important not to make assumptions and start actions or make statements which then have to be undone. Aircraft disappearing over the horizon in unusual but safe altitudes and forced landings without damage have all been reported as crashes in the past. The first priority is to confirm facts from a reliable source. When a report is received from a reliable source police, emergency services, more than one reliable witness, then the following action should be taken:

- 4.1. **Collect as much information as possible** –  
from the person making the report to enable identification of the aircraft and its crew.

Name (who is making the report)	
Contact Details	
Location (place; GPS coordinates)	
Type of Aircraft (or description)	
Registration	
Colour	
Crew Members (number of condition)	
Local Police details	
Eye Witnesses (names and addresses)	
Name and Contact Details of person in charge at the site	

- 4.2. **Any Aircraft**  
If an aircraft is positively identified ensure that the Emergency services have been informed, and that they have all of the information which you have gained.
- 4.3. **Competition Aircraft**  
Follow the actions, where appropriate to the circumstances, given in **Section 3** for a crash on or near the airfield.

## 5. AIRCRAFT MISSING AND/OR OVERDUE

On receipt of a report of an aircraft missing or seriously overdue:

- 5.1. Start the incident log.
- 5.2. Inform the:
  - Event Director
  - Executive Secretary Karen Groome **0276 333 662 or 0800 422 635**
  - CAA Rescue Coordination Centre **Freephone 0508 472 269**
- 5.3. Ensure the aircraft is genuinely missing. Have a search made of the airfield, and hangars and make other on-site inquiries. Sometimes the aircraft is merely out of sight.
- 5.4. Check aircraft details, flight plan, task of the day, last report from the aircraft.
- 5.5. Continue inquiries with other pilots and crews and check airfields near to planned track.
- 5.6. Wait for at least 30 minutes after the last time the aircraft could have landed before taking formal overdue action, which normally involves notifying Airways NZ.
- 5.7. Telephone the Supervisor at the nearest Air Traffic Control Center (Airways NZ)

Explain the situation, and ask if they have had any reports of the aircraft (airborne, missing, emergency calls, notification of crash in a possible Regional), note and follow supervisor's advice.

**Emergency issue of NOTAMS 0800 242 367**
- 5.8. **IF THE AIRCRAFT RETURNS, OR ANY REPORT IS RECEIVED THAT EXPLAINS ITS WHEREABOUTS, INFORM THE ATC SUPERVISOR IMMEDIATELY.**
- 5.9. If a crash is reported and the aircraft identified, follow the actions at **Section 3.**

## **6. PERSONAL INJURY OR ILLNESS WITH NO ASSOCIATED AIRCRAFT DAMAGE**

- 6.1. If medical treatment is required, call an ambulance **Dial 111**
- 6.2. Open the written event log.
- 6.3. If the injury or illness is serious, notify the Event Director and Safety Officer
- 6.4. NZ Police will collect witness statements and relevant details which may be needed at any subsequent inquiry, or in the event of legal or insurance action.



**DRAFT PRESS STATEMENT**

*Notes: The following information can reasonably be released in the event of a serious accident with a view to maintaining a good relationship with press, media, and other Competition personnel. The Event Director will normally deal with enquiries from press and media, and be interviewed by the media where this is requested and agreed. Interviewing of other persons by the Press should be actively discouraged, politely but firmly. If the Press insist on interviewing other people, it should be emphasised that their opinions are not necessarily the opinions of Flying NZ or the Accident Investigators.*

We are very sorry to announce that:

An accident took place on ..... (date) ..... at approximately ..... (time) in which a ..... (aircraft type) was damaged/crashed whilst on a ..... (local/training/cross-country/competition) ..... flight.

The ..... (pilot/crew/people on the ground) ..... who is/are/are not/part of this Flying NZ Competition may have/have sustained injuries.

They/he/she have been taken to a local hospital for medical checks.

*Brief factual description of what is known for certain to have happened, e.g. collision between two hang gliders/gliders/microlights/light aircraft.*

We are taking steps to inform the families concerned, and cannot release the names of those involved until this has been done.

We do not yet know what caused the accident, but an investigation has started to determine the causes and to prevent such a thing from happening again. This is being undertaken by the Competition organisers, together with the Civil Aviation Authority and the local police.

**Aerodrome Map**





**Procedures for an Accident or Incident at Flying NZ Competitions**



**0508 222 433 Rescue Coordination Centre**

**Do not allow any unauthorised person within 50 metres of the site.**

**1. Ascertain Status of the Aircraft Occupants**

**Uninjured** If Occupants can be removed from the aircraft without causing further injury do so.

Take occupants to a safe location away from other competitors and spectator's and continue to look after their welfare.

Get family or friends to stay with them.

**Injured or Trapped in Aircraft.**

**Call for Emergency Services on 111**

State the nature of the incident.

Give accurate location.

If possible stay with the injured and keep talking to them until Emergency Services arrive.

**2. Secure the scene.**

**Call 0508 222 433 Rescue Coordination Centre**

Turn off the ELB if it has activated.

**Do Not** tamper with the aircraft

**RCC will contact the CAA Duty Investigator who will phone you.**

**Explain what has happened.**

The CAA Duty Investigator will then say whether or not the aircraft can be removed from the scene.

**3. Removing the Aircraft**

The aircraft should be removed to a safe and secure location

**4. Start an Incident Log- Page 13 Flying NZ Competition Emergency Plan**

Write down in chronological order the events and the phone calls made and to whom.

**5. Take Statements from the Occupants of the Aircraft**