








WIAL Stormwater Management Plan

Wellington International Airport Ltd

23 September 2024

→ The Power of Commitment



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1. Introduction

GHD Limited (GHD) has been engaged by Wellington International Airport Limited (WIAL) to prepare a **Stormwater Management Plan (SMP)** to manage stormwater discharge and support the site-wide stormwater discharge consent application for Wellington International Airport, located at Stewart Duff Drive, Rongotai, Wellington (referred as the WIAL Site herein). The location of the WIAL Site and the on-site stormwater infrastructure is provided in **Attachment 1**. The Environmental Monitoring Plan to be implemented to evaluate stormwater quality is provided in **Attachment 2**.

The below table summarizes the version history of the SMP.

Table 1 Summary of version history

Revision	Date	Comment
Rev A	20/09/22	Draft for review by WIAL
Rev B	28/10/22	Draft SMP prepared to support an application for resource consent under Rule 54 of the Proposed Natural Resources Plan (Appeals Version – Final 2022).
Rev C	15/12/22	Approved SMP, certified under resource consent WGN230119
Rev D	24/09/24	Update to the SMP following issuing of consent WGN250004, associated with the construction of a temporary carpark in a portion of the (former) Miramar golf course acquired by WIAL. Condition 10 of consent WGN250004, included a requirement to update this SMP to formally incorporate the (then) proposed uncovered carpark

1.1 Purpose of this report

The purpose of this document is to provide a stormwater management plan (SMP) for the proposed management of stormwater discharge from the WIAL Site. This SMP presents the following:

- Protocols for the implementation of the management plan
- Site control procedures to manage stormwater discharge quality
- Monitoring to evaluate stormwater discharge quality and identify the need to implement additional management controls
- Reporting and record keeping

1.2 Scope and Limitations

This report: has been prepared by GHD for Wellington International Airport Ltd and may only be used and relied on by Wellington International Airport Ltd for the purpose agreed between GHD and Wellington International Airport Ltd as set out in section 1.1 of this report.

GHD otherwise disclaims responsibility to any person other than Wellington International Airport Ltd arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report (refer section(s) 1.3 of this report). GHD disclaims liability arising from any of the assumptions being incorrect.

GHD has prepared this report on the basis of information provided by Wellington International Airport Ltd and others who provided information to GHD (including Government authorities)], which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.

1.3 Assumptions

This SMP was prepared based on the following assumptions:

- Information obtained from third parties is complete and accurate; and
- All recorded data and previous reports pertaining to the WIAL Site are correct and free from significant error or omission.

2. Background

2.1 Site location and Site history

The WIAL site is located on Stewart Duff Drive, Rongotai, Wellington. The following land uses surround the WIAL site:

- North: State Highway 1 (Cobham Drive), with the coastal marine area (CMA) (Evans Bay) immediately beyond.
- West: A combination of commercial/industrial and residential land uses, a high school and recreational land uses. The southern part of this lies adjacent to the coastal marine area (Lyllall Bay).
- South: Lyall Bay, the Moa Point wastewater treatment plant.
- East: State Highway 1 (Calabar Road), residential properties. The Miramar Links golf course takes up the southern part of this area.

The WIAL site is a flat piece of land that has extensively altered over the past 100 years, including the reclamation of part of Lyall Bay for runway construction during the 1950s and the development of buildings across the WIAL site.

2.2 Site zoning and infrastructure

The WIAL site is zoned by Wellington City Council (WCC) Airport Area within the “Airport and Golf Course recreation precinct”. Public access to the majority of the WIAL site is restricted, as it is classified for airside operations and is part of an aviation secured area.

The WIAL site contains a number of hangars, runways and taxiways, bulk fuel storage and associated distribution network, cargo and freight warehouses, a fire station, and the main terminal building. Table 2 (below) outlines the use of site areas, in the context of the stormwater catchments described the figures provided in **Attachment 1**. Additional catchments may require inclusion in updated versions of this plan where future development works are actioned e.g. the proposed Airport Fire Service (AFS), future aircraft washing facility and / or future bus station and Bus wash, refer Figure 2, **Attachment 1**.

Table 2 Site area classifications

Catchment	Land Uses Occurring
Catchment 1	Paved area with limited traffic (taxiway)
Catchment 2	Paved area with limited traffic (taxiway)
Catchment 3	Paved area with limited traffic (taxiway)
Catchment 4	Paved area with traffic (taxiway and carparking) Historic fire training area (limited use) Ancillary activities (Hertz car wash and car refuelling, logistics companies etc.)
Catchment 5	Paved area with high use and high accelerating / deaccelerating traffic ('Touch down' runway areas) Paved area with traffic (taxiway and carparking) Bulk fuel storage area for airplanes Plane refuelling areas Plane maintenance Terminal Historic storage and use of firefighting foams

2.3 Environmental setting

2.3.1 Geology

The Institute of Geological & Nuclear Sciences (GNS) 1:250,000 “Geology of the Wellington area” map¹ shows the WIAL site to be underlain by four geological units:

- Reclamation fill
- Marginal marine sediments
- Alluvium, silt, peat, loess, including Haywards and Kaitoke gravels, and subsurface Moera Gravel; sand; minor tephra, principally Rangitawa Tephra, on erosion surface
- Alternating bedded sandstone/argillite, with sandstone, argillite, conglomerate, and minor pillow basalt, (recrystallised) chert, diamictite, and limestone

2.3.2 Surface water / Groundwater

No streams, drainage ditches, channels, ponds or other surface water bodies were identified. During a 2020 assessment, stormwater catchments and overland flow paths were calculated based on LiDAR elevation data provided. Figure 3, provided in **Attachment 1** depicts the stormwater catchments and overland flow paths. There are limitations to the accuracy of stormwater catchment boundaries derived from LiDAR elevation data and the stormwater configuration assumptions based on existing asset data. Therefore verification of stormwater catchments and network configuration is recommended prior to design of any treatment devices.

The WIAL site lies immediately adjacent to the Coastal Marine Area (Evans Bay to the North, and Lyall Bay to the south). Groundwater at the WIAL site ranges between approximately 1.0 metre (m) below ground level (bgl) near the taxiway and up to 2.9 m bgl in the northern portion of the eastern apron. It is likely that the depth to groundwater and lithology for the northern portion of the WIAL site is similar to the southern end, but the groundwater flow direction is likely to be towards the north and Evans Bay. Tidal interaction with the groundwater is to be expected.

2.4 Existing stormwater infrastructure

The stormwater network is depicted in the figures provided in **Attachment 1**. The network primarily discharges to the marine waters of Lyall bay, with additional discharges to the marine waters of Evans Bay and the surrounding residential and light commercial areas to the north east of the WIAL Site.

Lyall Bay

- Discharge point for Catchment 5, refer Attachment 1: Lyall Bay captures drainage from the majority of WIAL's site including the southern apron area, a section of the western apron area, runway, administration buildings, Airport Fire Service (AFS) building and Joint User Hydrant Installation (JUHI) compound.
- Discharge point for Catchment 4, refer Attachment 1: Discharge to Lyall bay also occurs from the Southern portion of the airfield and discharge conveyed through the WIAL Site from residential and light commercial suburbs to the east of the WIAL Site, defined as Catchment 4

Evans Bay

- Discharge point for Catchment 1, refer Attachment 1: Discharge to Evans Bay occurs from the northern portion of the taxiway

Surrounding residential and light commercial areas to the north east of the WIAL Site

- Discharge point for Catchments 2 and 3, refer Attachment 1: Stormwater discharges from the northern eastern portion of the WIAL Site to the surrounding residential and light commercial areas to the north east of the WIAL Site from Catchments 2 and 3.

A range of treatment devices including triple interceptor traps and oil traps, exist at the WIAL Site. The details and locations of these are contained in a range of historic and recent as built plans. Treatment devices identified to

¹ Begg, J. & Johnston, M., 2000. Geology of the Wellington area : scale 1:250,000, Wellington: GNS.

date are documented in the figures provided in **Attachment 1**. One of the proposed mitigation measures planned for the WIAL Site is to consolidate this body of knowledge into a current document (refer Section 2.7).

2.5 Historical assessment of stormwater quality

In August 2022, an assessment of historical stormwater quality sampling was undertaken by GHD². The assessment compared historical stormwater sampling results from the operational areas to screening values to understand the need to undertake further assessment of potential adverse effects. Historical stormwater samples collected at the WIAL Site were analysed for heavy metal and petroleum hydrocarbon, polycyclic aromatic hydrocarbons, volatile organic compounds and Per and Poly Fluoroalkyl Substances (collectively known as PFAS) concentrations.

Screening values to compare contaminant concentrations were selected based on the matters for discretion listed under R54 of the Proposed Natural Resources Plan (Appeals Version – Final 2022) and included published values from the following documents to evaluate potential effects on aquatic ecosystem health, mahinga kai and indigenous biodiversity.

- The Australian & New Zealand Guidelines for Marine and Freshwater Quality³, as of 10 August 2020
- The National Chemicals Working Group of the Heads of Environmental Protection Agencies (HEPA) for Australia and New Zealand have developed the PFAS National Environmental Management Plan (NEMP)⁴
- The marine water quality standards in Table V1 of the PNRP Schedule V⁵

To evaluate potential effects on recreational users in Lyall Bay and Evans Bay, in the absence of contact recreational criteria for contaminants excluding PFAS, the Ministry of Health (MoH) Drinking Water Standards for New Zealand 2018 (NZDWS)⁶ were adopted, with an adjustment on consumption assumptions. The contact recreational criteria in the NEMP were adopted for PFAS.

The assessment indicated that the contaminants analysed were:

- Below the screening values adopted in this assessment to identify the potential for adverse effects to contact recreation, indicating that the discharge was not presenting a potential adverse effect to recreational users of the receiving marine waters
- Generally below the screening values for the protection of 80% and 90% of species, with the exception of copper and zinc. Some additional exceedances of the screening values for the protection of 95% of species, were reported for metals and PFAS.

In summary, the evaluation indicated the need to further evaluate potential adverse effects, in the context that WIAL were at the time of reporting implementing mitigation measures that are expected to improve the discharge quality of stormwater overtime (refer below).

2.6 Historical evaluation of treatment priorities

In June 2020, an initial assessment of options to improve management of the risk, frequency, and severity of stormwater discharges was undertaken⁷. The identified higher priority areas for new or additional treatment are summarised in Table 3 (below), the location of devices are depicted on in the figures provided in **Attachment 1**. The assessment also provided advice on preferred treatment devices at the WIAL site. These are summarised in Table 4 (below).

The implementation of this advice is being completed opportunistically during planned development works of airport infrastructure, refer Section 2.7. It is noted that identified future developments identified in the June 2020 assessment (e.g. the bus station and bus wash), may not progress beyond conceptual stages.

² (GHD 2022) Wellington International Airport Limited Stormwater Sampling Results 2019 – 2020 Summary Report, dated 16 August 2022

³ <https://www.waterquality.gov.au/anz-guidelines>, accessed 10 August 2020

⁴ (HEPA, 2020) The National Chemicals Working Group of the Heads of Environmental Protection Agencies (HEPA) for Australia and New Zealand PFAS National Environmental Management Plan (NEMP) (Version 2.0 – January 2020).

⁵ Proposed Natural Resources Plan for the Wellington Region (PNRP) 2019 Schedule V Table V1: Water quality standards

⁶ (NZDWS 2018) Ministry of Health. 2018. Drinking-water Standards for New Zealand 2005 (revised 2018). Wellington: Ministry of Health

⁷ (GHD, 2020) High Level Stormwater Treatment Assessment, document reference 12523581, dated 12 June 2020

Table 3: Higher priority potential areas for treatment

Treatment device	Location	Comments
Separator	Area 5A Area 5B Area 5C	Three additional separators 5A, 5B and 5C for eastern apron refuelling catchments not directed into the three existing separators. Associated pipework would be expected for connections into the slot drain for 5A, single pipe for 5B and two pipes for 5C. There is particular uncertainty over the catchment boundaries and existing stormwater network configuration in this area.
	Area 6	New separator for the western apron refuelling area. This is in the location identified by Beca in its 2006 report.
Containment bunds or drains and discharge to wastewater	Area 1&2	New containment and discharge to wastewater for the future washing facility and AFS, note that there is uncertainty over the planned location and configuration of these future activities. There is a potential for a wastewater connection to be located in the public road to the north.
	Area 8	New containment and discharge to wastewater for the future bus station and bus wash. There is a potential for a wastewater connection to be located on a pipe in Airport land to the east.
Containment bunds or drains	Area 4	Additional spill containment in transfer areas for the JUHI storage tanks. Most tanks are currently banded.
	Area 9	Additional spill containment in transfer areas for the Air NZ fuel tank. The tank is currently banded.

Table 4: Treatment device option preferences

Treatment device	Preference	Comments
Separator	Higher	Preferred option where area-wide refuelling results in hydrocarbon spill risk (Note: Require additional structural installation if trafficked.)
Containment bunds or drains	Higher	Preferred option where localised fuel storage or washing facilities result in hydrocarbon or cleaning solution spill risk; best practise is to allow containment capacity greater than 100% of the storage volume of the largest container
Discharge to wastewater	Higher	Preferred option where localised washing facilities result in cleaning solution spill risk
Catchpit inserts	Lower	Potential lower priority option for large car parking, aircraft storage or aircraft traffic areas for long term contaminant loading reductions
Swale / filter strip	Lower	Potential lower priority option for large car parking areas for long term contaminant loading reductions
Pipe sealing bag (i.e. Vetter brand)	No	Not preferred, not expected to improve spill response times or day-to-day stormwater quality
Infiltration trench or rain garden	No	Not preferred due to high groundwater and limited applicability for spill risk
Wetlands or ponds	No	Not preferred due to space limitations, surface water increasing risk of bird strike, and limited applicability for spill risk
Filter	No	Not preferred due to limited applicability for spill risk

2.7 Mitigation measures being implemented

2.7.1 Documentation of existing infrastructure

A range of treatment devices including triple interceptor traps and oil traps, exist at the WIAL Site. The details and locations of these are contained in a range of historic and recent as built plans. Treatment devices identified to date are documented in the figures provided in **Attachment 1**. The consolidation of information on the treatment devices which includes details on the size and drainage of catchments, stormwater asset description, discharge

locations, main activities in the areas serviced, as well as a high level rainfall description for the wider WIAL Site, is proposed to commence in 2023.

2.7.2 Installation of treatment devices

The installation of treatment devices is intended to be completed opportunistically during planned development works of airport infrastructure and is being informed by the June 2020 assessment of options to improve management of the risk, frequency, and severity of stormwater discharges (refer Section 2.6). The higher priority treatment assessment table and maps from this assessment are provided in **Attachment 3**.

2.7.3 Removal of sources of potential contamination

PFAS have historically being stored and used at the WIAL Site. In 2019, WIAL commenced a process of transitioning from PFAS foams to fluorine free foams, therefore ceasing the storage and use of PFAS foams at the site, as a consequence removing the primary source of potential PFAS discharge from the WIAL Site. The removal of the primary source of PFAS from the WIAL Site is expected to result in an improvement of stormwater discharge quality over time.

2.7.4 Aircraft and vehicle cleaning protocols

WIAL is implementing an aircraft and vehicle cleaning protocol, which will require that the washdown of aircraft or other vehicles is completed in wash bays only, or where larger aircraft are to be cleaned, that is completed with water only. It is expected that the documentation and implementation of this protocol will be completed in 2023.

2.7.5 Other relevant management plans

A Site-wide Contaminated Land Management Plan (CLMP) has been generated to manage earthworks at the WIAL Site⁸. The CLMP provides soil management procedures for protecting nearby waterways and stormwater, that are to be implemented during earthworks and any associated dewatering, undertaken at the WIAL Site (e.g. the generation of a project specific erosion and sediment control plan in line with guidance contained in Erosion and Sediment Control Guidelines for the Wellington Region – Erosion and Sediment Controls⁹). These controls are supplementary to the requirements documented in this management plan and are expected to contribute to the management of potential stormwater discharge through the management of potential adverse effects from excavation works at the WIAL Site (e.g. sediment discharge).

2.8 Long term development of the airport

The WLG 2040 document¹⁰, outlines the proposed masterplan for the Wellington Airport. The masterplan outlines potential development works at the WIAL Site including expansion of the Terminal, expansion of the Eastern Apron (into the southern portion of the Miramar Golf Course), expansion of the western Apron and a potential extension of the runway. While these are conceptual potential development options only at this stage, and not specifically scheduled or planned for completion, the WLG 2040 document identifies that development / redevelopment of the airport will occur at some point in the future. These re-development works may change the stormwater discharge profile of the WIAL Site as well as provide future opportunities for additional stormwater management. Section 5.9 includes an approach to incorporating the future development / redevelopment works into this management plan.

⁸ Wellington International Airport Site-wide Contaminated Land management Plan, dated 26 August 2022

⁹ Greater Wellington Regional Council. (2006). Erosion and Sediment Control Guidelines for the Wellington Region. Wellington: Greater Wellington Regional Council

¹⁰ WLG 2040, https://www.wellingtonairport.co.nz/documents/3131/FINAL_Master_plan.pdf, accessed 9 September 2022

3. SMP implementation

3.1 Roles & responsibilities

Table 5 Roles and responsibilities

Implementation of this management plan	WIAL
Implementation of management plan controls	WIAL staff and contractors
Undertaking the environmental monitoring program	Suitably qualified and experienced environmental professional(s), delegated by WIAL to complete works.
Evaluation of environmental monitoring program results	
Documentation of environmental monitoring program results	
Retention of management plan documents	WIAL

3.2 Contacts

3.2.1 Emergency contacts

The main emergency contacts to be consulted following an emergency incident to WIAL's staff or pollution of the stormwater system resulting from hazardous spills onsite are documented in the attached Aerodrome Emergency Plan (refer Attachment 4).

3.2.2 Regulatory contacts

The main regulatory authorities to be consulted in respect of the controls given above are:

- Greater Wellington Regional Council – 04 384 5708 or freephone 0800 496 734
- WorkSafe New Zealand – 0800 030 040

3.3 Distribution of this SMP

The following parties must all have an up-to-date copy of the SMP:

- WIAL
- Relevant maintenance contractors.
- Relevant contracted operators at the WIAL Site, who carry out activities that are relevant to stormwater management.
- Greater Wellington Regional Council.
- A suitability qualified environmental consultant engaged by WIAL to undertake stormwater monitoring and assessment at the WIAL Site.

3.4 Review and updates of this SMP

This SMP is a live document. Updates to the SMP may need to be made from time to time to account for changes in the understanding of stormwater contamination and/or accepted best operational practice and/or regulations. In addition, development / expansion of the airport is expected to occur in the foreseeable future (refer Section 2.8) and changes to land will also trigger review or an update of the SMP.

Any required changes to the SMP must be reviewed by a suitably qualified and experienced environmental practitioner and approved by WIAL prior to implementation. If the changes are substantive, they may also need to be approved by the relevant compliance officer at Greater Wellington Regional Council (Regulatory) prior to implementation (WIAL and their appointed environmental consultant shall seek GWRC approval of variations as

required). It is the responsibility of WIAL to distribute any approved changes to the SMP to the relevant parties involved in stormwater inspections and monitoring at the WIAL Site.

An environmental consultant shall be retained by WIAL to provide specialist advice as required to support compliance in accordance with the conditions of the resource consent.

4. Management approach

This SMP follows a risk-based approach to generate appropriate controls for the variety of activities which occur at the WIAL Site. This involves dividing the WIAL Site into three management areas based on the potential risk to the environment of activities undertaken in each area:

- **Lower risk areas:** where there is likely to be no or a very low level of impact on stormwater quality from site activities.
- **Medium risk areas:** where there is a potential for day-to-day activities to have a moderate impact on stormwater quality, including the storage of hazardous materials at ancillary airport activities.
- **Higher risk areas:** where there is a higher risk that day to day activities may impact on stormwater quality in the absence of the implementation of site management controls, including higher levels of traffic volume, high acceleration / deceleration of vehicles which may result in higher levels of heavy metals being released from tyres and brake pads, bulk storage and use of hazardous materials (e.g. refuelling of aircraft).

Table 6 (below) outlines the risk-based assessment matrix that will be used to evaluate ranking of catchments and activities. The assessment has also been informed by the 2020 higher priority treatment assessment table and maps provided in **Attachment 3**.

Table 7 (below) outlines the classification of site areas, current as of September 2024. These site areas focus on current operational areas, additional site areas may require inclusion where future development works are actioned. Table 7 (below) provides an overall risk classification for a catchment, which has been conservatively assigned based on the highest risk classification for individual activities / uses occurring within the given catchment. Figure 1 (below) depicts the approximate extent of the catchments and their overall risk classification. The controls applicable to the individual risk categories are summarised in Table 8 (below).

Table 6 Risk based assessment matrix

Frequency Ranking	Consequence ranking				
	A	B	C	D	E
5	Lower Risk	Medium Risk	Higher Risk	Higher Risk	Higher Risk
4	Lower Risk	Lower Risk	Medium Risk	Higher Risk	Higher Risk
3	Lower Risk	Lower Risk	Medium Risk	Higher Risk	Higher Risk
2	Lower Risk	Lower Risk	Medium Risk	Medium Risk	Higher Risk
1	Lower Risk	Lower Risk	Lower Risk	Medium Risk	Medium Risk

Consequence rankings

- A. Negligible on-site / off-site environmental impact
- B. Minor on-site / off-site environmental impact
- C. Moderate on-site / off-site environmental short-term impact
- D. Major on-site / off-site environmental medium term impact or repeated non-compliance with management protocols
- E. Significant on-site / off-site environmental long term harm

Frequency of consequence occurring

- 1. Very Unlikely: Highly doubtful, but could occur in exceptional circumstances
- 2. Unlikely: It is improbable that it may occur
- 3. Possible: Is conceivable that it may occur
- 4. Likely: Will probably occur in most circumstances
- 5. Almost certain: Expected to occur in most circumstances

Table 7 Site area classifications

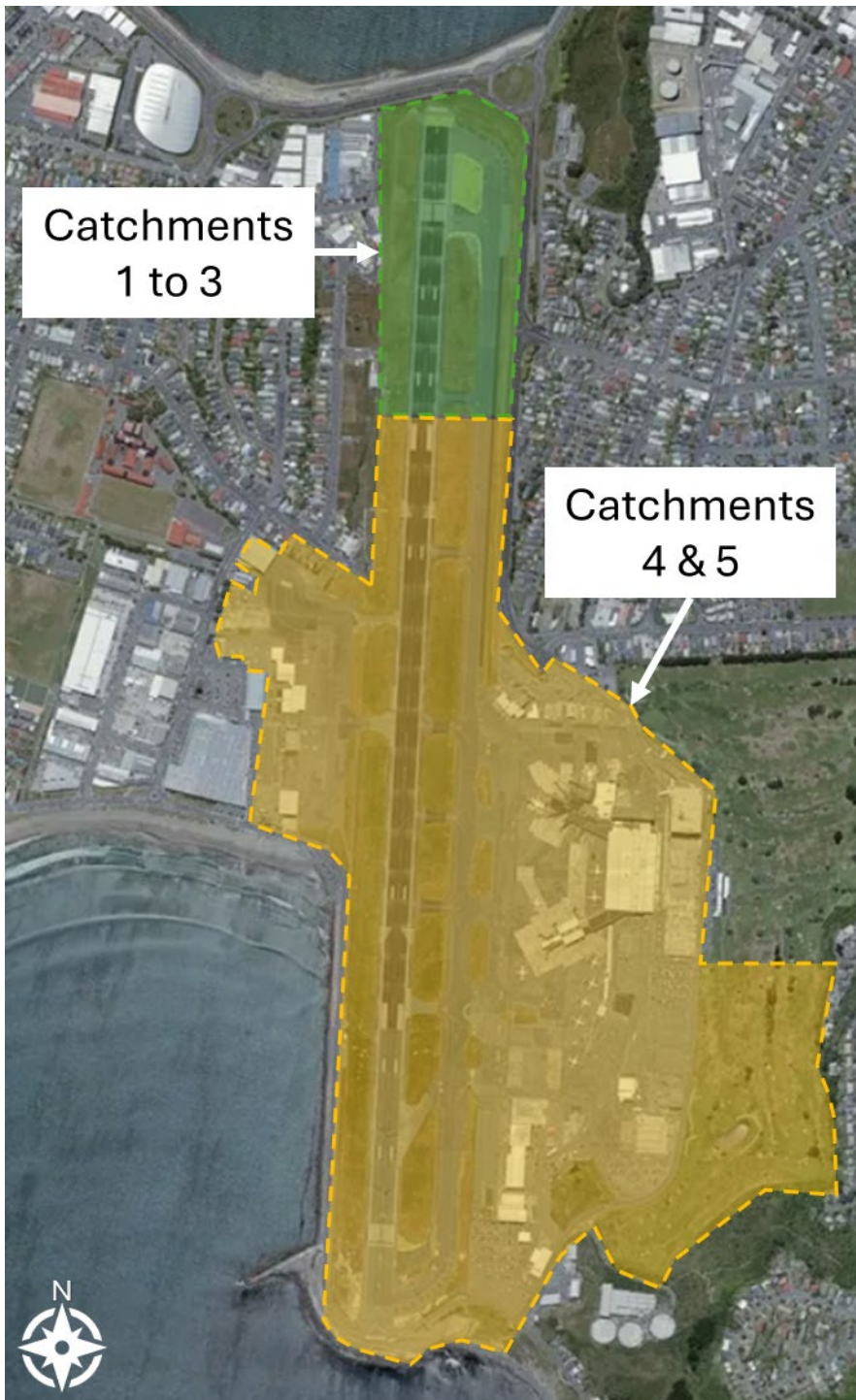
Control	Use	Potential stormwater contaminants	Classification			
			Overall	Individual	Consequence	Frequency
Catchment 1	Paved area with limited aircraft traffic (taxiway)	Heavy metals from aircraft brakes and tyres Hydrocarbons deposition from transiting aircraft	Lower Risk Area	Lower Risk Area	Minor on-site / off-site environmental impacts may occur due to the relatively limited traffic and temporary nature of transiting aircraft	Possible: It is considered conceivable that over time detectable concentrations of metals may be reported following deposition from aircraft brakes and tyres. Possible: It is considered conceivable that a minor release of hydrocarbons may occur from transiting aircraft.
Catchment 2			Lower Risk Area	Lower Risk Area		
Catchment 3			Lower Risk Area	Lower Risk Area		
Catchment 4	Paved area with aircraft and vehicle traffic (taxiway and carparking, including the temporary carpark in the former the golf course area)	Heavy metals from aircraft brakes and tyres, as well as run off from building materials. Hydrocarbons deposition from transiting aircraft	Higher Risk Area	Lower Risk Area	Minor on-site / off-site environmental impacts may occur due to the relatively limited vehicle traffic and temporary nature of transiting aircraft	Possible: It is considered conceivable that over time detectable concentrations of metals may be reported following deposition from brakes and tyres. Possible: It is considered conceivable that a minor release of hydrocarbons may occur from transiting aircraft.
	Historic fire training area (limited use)	PFAS from historical fire training areas		Lower Risk Area	Minor off-site environmental impact may occur, during periods where groundwater levels interact with stormwater infrastructure, allowing low levels of PFAS may discharge from the WIAL site via the stormwater network.	Likely: While PFAS storage and use has ceased at the site, it is considered that residual PFAS in soils and groundwater from historical fire training areas will continue to be present in the environment for some time. It is currently considered that PFAS impacted groundwater will probably interact temporarily with the stormwater system due to the shallow groundwater table.
	Ancillary activities (Hertz car wash and car refuelling, logistics companies etc.)	Spills from the storage and use of fuels and oils.		Higher Risk Area	Major: The bulk storage and frequency of use of fuels (aircraft refuelling), is considered to have the potential for major on-site / off-site environmental medium-term impact	Possible: While management protocols are in place, it is considered conceivable that a release of fuels may occur
	Off-site stormwater network entering into the WIAL Site	Enterococci ² (ECI) due to cross-connections between stormwater and wastewater infrastructure (primarily an off-site source associated with neighbouring residential areas).		Medium Risk Area	Moderate on-site / off-site environmental short-term impact may occur	Possible: It is conceivable that if a cross-connection between stormwater and wastewater infrastructure exists (primarily an off-site source associated with neighbouring residential areas), that discharge into the WIAL site may occur.
Catchment 5	Paved area with high use and high accelerating / deaccelerating aircraft traffic ('Touch down' runway areas)	Heavy metals from aircraft brakes and tyres, as well as run off from building materials.	Higher Risk Area	Lower Risk Area	Minor on-site / off-site environmental impacts may occur due to the relatively limited traffic and temporary nature of transiting aircraft	Likely: It is considered that over time detectable concentrations of metals will probably be reported following deposition from aircraft brakes and tyres during high acceleration / deacceleration aircraft movements. Possible: It is considered conceivable that a minor release of hydrocarbons may occur from transiting aircraft.
	Paved area with aircraft and vehicle traffic (taxiway and carparking)	Heavy metals from brakes and tyres Hydrocarbons deposition from transiting vehicles		Lower Risk Area	Minor on-site / off-site environmental impacts may occur due to the relatively limited traffic and temporary nature of transiting aircraft	Possible: It is considered conceivable that over time detectable concentrations of metals may be reported following deposition from brakes and tyres. Possible: It is considered conceivable that a minor release of hydrocarbons may occur from transiting vehicles.
	Bulk fuel storage area for aircraft Plane refuelling areas	spills from the storage and use of fuels and oils.		Higher Risk Area	Major: The bulk storage and frequency of use of fuels (aircraft refuelling), is considered to have the potential for major on-site / off-site environmental medium term impact	Possible: While management protocols are in place, it is considered conceivable that a release of fuels may occur
	Plane maintenance	De-icing agents used during aircraft maintenance ¹		Lower Risk Area	Negligible on-site / off-site environmental impacts may occur due to limited volumes that are and are expected to be used at the airport.	Very unlikely, de-icing agents are rarely used at the Wellington Airport limiting the frequency of a potential release.
	Terminal	Storage of hazardous substances including firefighting foam (Non-PFAS), vehicle maintenance		Medium Risk Area	Moderate on-site / off-site environmental short-term impact may occur from releases.	Possible: While management protocols are in place, it is considered conceivable that a release of fuels may occur
	Historic storage and use of PFAS foams	PFAS from historical storage and use of PFAS containing firefighting foams Storage and use of non-PFAS foams		Lower Risk Area	Minor off-site environmental impact may occur, during periods where groundwater levels interact with stormwater infrastructure, allowing low levels of PFAS may discharge from the WIAL site via the stormwater network.	Likely: While PFAS storage and use has ceased at the site, it is considered that residual PFAS in soils and groundwater from historical fire training areas will continue to be present in the environment for some time. It is currently considered that PFAS impacted groundwater will probably interact temporarily with the stormwater system due to the shallow groundwater table.

1. De-icing agents are rarely used at the Wellington Airport. While listed as a potential contaminant, the use of these agents is not currently considered sufficient to require monitoring. This assumption should be reviewed in future iterations of this management plan.

2. As per guidance in The Microbiological Water Quality Guidelines for Marine and Freshwater Recreational Areas (Ministry for the Environment (MfE) & Ministry of Health (MoH), 2003, Enterococci has been selected as the discharge environment is a marine environment, rather than Escherichia coli (E. coli).

Table 8 Summary of management protocols

Control	Lower Risk Areas	Medium Risk Areas	Higher Risk Areas
Good housekeeping (e.g., regular sweeping, good litter control, prompt clean-up of spills) <i>Refer Section 5.1, for controls</i>	✓	✓	✓
Regular inspections of activity areas <i>Refer Section 5.2, for controls</i>	✓	✓	✓
Implementation of contaminated land management plan controls during soil disturbance works <i>Refer Section 0, for controls</i>	✓	✓	✓
Use of proprietary devices to manage discharges (where installed) <i>Refer Section 5.4, for controls</i>	✓	✓	✓
Development and implementation of operation procedures to manage the storage, use and disposal of hazardous materials <i>Refer Section 5.5, for controls</i>		✓	✓
Implementation and oversight of "Activity-specific controls" <i>Refer Section 5.6, for controls</i>	✓	✓	✓
Implementation of spill response protocols in the event of an unexpected release of contaminants <i>Refer Section 5.7, for controls</i>	✓	✓	✓
Unexpected contamination protocol <i>Refer Section 5.8, for controls</i>	✓	✓	✓
Utilisation of stormwater design principles during redevelopment works <i>Refer Section 5.9, for controls</i>	✓	✓	✓
Scheduled monitoring of discharge quality <i>Refer Section 6 for controls</i>	✓	✓	✓
Reporting on the monitoring of management controls being implemented and discharge quality, as well as any remedial actions completed to address potential risks identified <i>Refer Section 7 for controls</i>	✓	✓	✓



Legend

- Overall risk classification: Low risk area
- Overall risk classification: Medium risk area
- Overall risk classification: Higher risk area

Note, overall classification is conservatively based on the highest risk presented by the numerous individual activities / uses in catchment

Figure 1 *Approximate catchment extents and overall risk classification for the catchments*

5. Site control procedures

5.1 Good housekeeping

Good housekeeping of all areas of the WIAL Site shall continue to be undertaken, to manage potential risks to stormwater quality and the management of Foreign Object Debris (FOD) for the safety of aircraft operations. As per the WIAL Site safety systems, good housekeeping is required by WIAL staff and contractors during each shift and includes:

- Good litter control and proper disposal in containers with lids to manage waste
- Ensuring skip bins are covered
- Leaving worksites clean at the end of each shift (including regular sweeping etc. during work)
- Prompt clean-up of spills (if they occur). Specific clean-up protocols for spills, including reporting are provided in Section 5.7.

5.2 Regular inspections

In addition to inspections completed at the end of work shifts to comply with the WIAL Site safety systems associated with good housekeeping (refer above), monitoring inspections shall be carried out as follows, depending on the risk level of activities. Records of all inspections and any remedial measures undertaken to rectify identified issues are to be provided to WIAL for review and retention.

Table 9 Monitoring inspection protocols

Control	Lower Risk Areas	Medium Risk Areas	Higher Risk Areas
Quarterly visual inspections, with photo record, of activity areas and manholes, to identify the presence of general contamination indicators (refer Section 5.8.1), or stormwater infrastructure quality issues.	✓	✓	✓
Quarterly checks of spill kits to ensure contents have been replaced if used		✓	✓
Quarterly checks of stormwater catchpits in areas where hazardous materials are stored and used to ensure the integrity of controls is maintained and to minimise the potential for the discharge of contaminants from the WIAL Site that might have adverse effects on the receiving environment.		✓	✓
Activity-specific inspections, as set out in the “Activity-specific controls”	✓	✓	✓
If proprietary devices are installed as part of future works, inspection and regular maintenance of any installed proprietary devices in accordance with manufacturer’s recommendations.	✓	✓	✓
Post spill inspections (refer Section 5.7)	✓	✓	✓

5.3 Implementation of contaminated land management plan controls during soil disturbance works

The controls listed within the current version of the Site-Wide Contaminated Land Management Plan (CLMP) are to be implemented during earthworks. The current version of the CLMP is the *Wellington International Airport Site-wide Contaminated Land Management Plan*, dated 26 August 2022.

5.4 Use of proprietary devices to manage discharges

If proprietary devices are installed, inspections and the completion of regular maintenance in accordance with manufacturer's recommendations are required, to comply with this management plan. Proprietary devices to manage stormwater may include:

- Grit traps for suspended sediment removal
- Oil-water interceptors
- Three-stage interceptors
- Sand filters or activated carbon for colour / contaminant removal
- Stormwater quality devices such as Stormceptor to remove heavy metals and hydrocarbons from surface runoff

5.5 Development and implementation of operational procedures to manage the storage, use and disposal of hazardous materials

The management of the storage, use and disposal of hazardous materials is an important part of stormwater management, in order to avoid the potential for spills of hazardous materials that are used at the WIAL Site.

Management controls for the storage, use and disposal of hazardous materials should be generated in accordance with the manufacturer's specifications, material safety data sheets and WorkSafe requirements. Examples of processes may include:

- Dangerous Goods and Hazardous Substances Manifest and Notification Procedure
- Material Safety Data Sheets
- Procedures for the approval of new chemicals
- Disposal of hazardous materials to an appropriate facility, using appropriate transport methods
- Requiring documentation on the disposal location of hazardous materials

Where bunding is selected as a management control for the storage of hazardous materials:

- Bund valves are to be kept closed, with discharge of bund water only completed after inspection and no signs of contamination indicators are identified (refer Section 5.8.1)
- Bunds are inspected for accumulated water and evidence of contamination indicators (refer Section 5.8.1)
- Spill kits are fully stocked, and absorbent devices or materials used to clean up spill are to be removed.

5.6 Development and implementation of activity-specific controls

The WIAL Site has a proprietary approach for managing works undertaken at the airport referred to as 'SafeAs'. The 'SafeAs' scheme incorporates environment, health and safety as well as security processes and protocols. The 'SafeAs' scheme includes a 'Work Permit' process, which provides an important control for the WIAL Site in the context of this management plan and its objective of managing (potential) discharges of hazardous substances and other contaminants to stormwater.

The 'Work Permit' system is used to manage risks to the environment, health and safety as well as minimise disruption to airport operations. The 'Work Permit' system, outlines management protocols, provides authorisation to work, provides guidance in the event of an emergency (including spills) and allows co-ordination of concurrent activities.

A 'Work Permit' is required for all non-routine or high-risk work at the WIAL Site¹¹. A range of activities are listed as 'high risk' under the 'Work Permit' system. Of relevance to this management plan 'high-risk' work under the 'work permit' system includes working with:

- more than 20 litres of hazardous chemicals¹²
- all substances toxic to humans or the environment¹³

An activity specific 'Method of Work Plan' is required to receive a 'Work Permit' under the 'SafeAs' scheme. The 'Method of Work Plan' is required to identify what risk the activity will create and address how the works will be carried out, including any equipment required to manage those risks. An example Method of Work Plan is provided in **Attachment 6**.

This management plan identifies the need to develop and implement activity-specific controls for activities, relating to risks to stormwater discharge. These controls are required to include the management protocols identified in 'Method of Work Plan(s)' submitted as part of the 'Work Permit' system. These may include procedures such as:

- The use of observers (e.g. during plant refuelling operations / fuel transfer processes)
- Relocation of activities to areas where additional engineering controls (bunding etc.) exist, if practical
- As per the example Method of Work Plan (**Attachment 6**), the use of spill kits to mitigate the migration of spills into the stormwater system.

5.7 Implementation of spill response protocols in the event of an unexpected release of contaminants

Spill kits will be provided on-site and clean up materials are to be disposed of appropriately into general waste or set aside in a closed container for collection and disposal at an appropriately licensed facility.

Material Safety Data Sheets for hazardous materials will be available on the WIAL Site and based on these WIAL staff will be trained in how to respond to spills of various types.

As per the protocols in the Aerodrome Emergency Plan (refer **Attachment 4**), Greater Wellington Regional Council is to be contacted (0800 496 734) if spillage is likely to enter storm water drains

Where the spill is associated with hazardous material, the response protocol for the WIAL Site is to be implemented. The current version of the hazardous material spillage response protocol is provided as **Attachment 5**.

Records of spill events will be documented and provided to WIAL for record keeping. An annual review of spill events is proposed to identify if activity specific controls are adequate for mitigating the potential for spills to occur. This review will be documented in the annual report (refer Section 7).

¹¹ Wellington International Airport Ltd 'Work Permit Policy, dated 17 February 2020.

¹² Wellington International Airport Ltd 'Work Permit Policy, dated 17 February 2020.

¹³ Wellington International Airport Ltd 'Work Permit Policy, dated 17 February 2020.

5.8 Unexpected discovery of contamination

The below section outlines recommended measures to be implemented in the event of contamination being encountered on the WIAL Site during inspections or operations. Documentation on the procedures implemented and results of any monitoring conducted shall be provided to WIAL by their appointed suitably qualified and experienced practitioner.

5.8.1 General contamination indicators

Potential significant contaminant indicators in stormwater runoff and sediment may include the following indicators:

- **Visual:** if seen, the following indicate potential contamination:
 - Staining or discolouration of sediment or paved surfaces and/or presence of oils or sheens in the stormwater
- **Olfactory:** If smelled, the following indicate potential contamination:
 - Smell of fuels and/or chemicals; and
 - Other strange/offensive or unexpected odours
- **Auditory:** if heard, the following indicate potential contamination:
 - Flowing or dripping liquid in storage areas
- **Other:** if observed, the following indicate potential contamination.
 - Any other foreign substance that may cause harm to human health or the environment.

5.8.2 Response to identification

If any such indicator is observed, the following steps should be taken:

- Follow WIAL's emergency response plan as appropriate, where this is applicable
- Implement the Spill response protocols in this document (refer Section 5.7)
- No material is to be removed from the WIAL Site or moved to other areas of the WIAL Site without prior approval from WIAL's appointed environmental consultant.

WIAL's nominated manager shall assess the area. If the assessment concludes that confirmation of contamination is required, the following actions shall be implemented:

- Control the site: silt traps and bunding as required around the area of potential contamination to minimise contaminated discharges from stormwater runoff
- Potentially contaminated water shall be collected and disposed of to an appropriately licensed treatment facility. It must not be discharged to the stormwater system
- WIAL's environmental personnel / consultant should be consulted on the handling and management of contaminated sediment and/or water, and any specific health and safety precautions that may need to be taken to minimise risk to construction workers and/or the general public
- Any contaminated sediment must be disposed of at facilities consented to accept the material
- WIAL's environmental personnel /consultant shall maintain a register of any sediment and stormwater contamination discovered, including location, type, quantity and disposal record (disposal receipts). This information will be documented and provided to GWRC, if required.

5.9 Utilisation of stormwater design principles during the planning of redevelopment works

As summarised in Section 2.8, Wellington Airport is expected to be subject to development / redevelopment during the next 20 years. These redevelopment works may change the stormwater discharge profile of the WIAL Site as well as provide opportunities for improvement of stormwater management.

This management plan proposes to consider the impacts of the development / redevelopment of the airport on stormwater quality through the annual review and updating (as appropriate) of this management plan (refer Section 7). In addition, this plan includes triggers to review this plan when a 'change in land use' occurs a c (refer Section 6) or. To further assist WIAL with the minimisation of the adverse effects of stormwater discharges, these triggers require WIAL to consider stormwater quality design principles (such as stormwater neutrality, wastewater control and water sensitive design) during the planning of proposed redevelopment works.

The intention of these controls is to support WIAL in the planning of redevelopment works, through consideration of building material selection, incorporation of stormwater treatment systems etc. in order to minimise the adverse effects of stormwater discharge where reasonably practicable to do so. The June 2020 assessment of options to improve management of the risk, frequency, and severity of stormwater discharges summarised in Section 2.6, provides initial advice on these matters including guidance on a range of potentially applicable treatment devices. Consideration of the June 2020 assessment and any updates to this assessment completed over time should be undertaken as part of the planning of redevelopment works.

When considering the appropriateness of stormwater management methods, it is important to understand that the airport will need to balance the management of risk from stormwater discharge with ensuring the safety of aircraft operations. For context, many stormwater management options can create potential aviation hazards and quarantine risks (e.g. exposed open water such as the use of swales and / or vegetation can attract mosquitoes resulting in quarantine risk or wildlife and result in an increased risk of bird strike). As a consequence, this control requires that WIAL consult their teams (operations team, safety team etc.) when evaluating potential stormwater quality management approaches during the planning of redevelopment works.

6. Environmental Monitoring Program

An Environmental monitoring program for the WIAL Site has been prepared to evaluate stormwater discharge quality over time to inform discharge quality management. The below summarises the overarching management strategy for the program and the Environmental Monitoring Plan (EMP) to implement the strategy.

6.1 Overarching management Strategy

The overarching management strategy proposed is an adaptive management approach, as per the Australian & New Zealand guidelines for fresh and marine water quality. Which is based on setting goals and priorities, developing strategies, taking action and measuring results, and then considering the results of monitoring and if required feeding back into updated goals, priorities, strategies and action. This process enables continuous improvement through periodic adjustment of the following.

- **Our understanding of the WIAL Site and receiving environment:** Improvements to our understanding of the WIAL Site and the receiving environment and the interaction between the two is expected overtime as data sets grow. The current understanding of the WIAL Site and the receiving environment is summarised in Section 6.1.1.
- **Management goals:** The goals may need to be reassessed and / or adjusted in light of information gathered over time. This information may include financial, cultural and environmental inputs into the decision making process. The current management goals are summarised in Section 6.1.2.
- **Water quality guideline values and objectives:** Guideline values and objectives may change over time due to new research resulting in revised guideline values being generated, objectives may be achieved and revised objectives may be set to improve further improve environmental quality etc. The current water quality values and objectives are summarised in Section 6.1.3
- **Monitoring:** During implementation and refinement of our understanding of the WIAL Site and surrounding environment, we may need to revise the agreed monitoring program. The current monitoring program is summarised in Section 6.1.4. An initial two year monitoring period is proposed.
- **Management strategies:** During implementation and refinement of our understanding of the WIAL Site and surrounding environment, we may identify that the management strategies are not working the way we thought they would. In addition, revision to legislation or revised best practice may be released and / or newer technologies develop. The current management strategy is summarised in 6.1.6. It is expected that the management strategies will be looked at on a 5 yearly basis.

The expected timeframes for any review of the approach are expected to be:

- following the initial two years of data collection, to inform management goal refinement and confirmation of water quality targets and trigger levels;
- then likely after the collection of five years of data (from commencement) for any changes to trigger levels, treatment options etc.; and
- subsequently every two years thereafter.

These indicative timeframes may be adjusted due to proposed developments, stakeholder feedback etc.

Due to the adaptive approach proposed, a formal approach to modifying the strategy has also been included. This process is described in Section 6.1.7.

6.1.1 Current understanding of the site and receiving environment

Information reviewed and summarised in Section 2 of this management plan:

- Outlines the current understanding of the existing stormwater infrastructure and its discharge points. Primarily stormwater is understood to discharge directly from the WIAL Site to the marine waters of Lyall bay, with additional discharges to the marine waters of Evans Bay and the surrounding residential and light commercial areas to the northeast of the WIAL Site via the local network. The monitoring program proposes to sample stormwater quality prior to discharge from the WIAL Site to understand potential effects from the discharge.

- Identifies that further details of the stormwater infrastructure is contained in a range of historic and recent as built plans. Consolidation of this information, along with the size and drainage of catchments and a high-level rainfall description for the wider WIAL Site, is proposed to commence in 2023.

Information reviewed and summarised in Section 4 of this management plan outlines the current understanding of land uses occurring, potential stormwater contaminants associated with those uses and the initial evaluation of risk these uses present to stormwater discharge quality. This understanding has been used to inform the sampling works proposed in the monitoring program. The sampling works proposed in the EMP (refer Section 6.2) are expected to identify if the initial classification of risk for these land uses is appropriate or needs to be refined.

6.1.2 Management Goals

Engagement with stakeholders to identify community values and management goals for the receiving environments of stormwater discharge from the WIAL Site were ongoing at the time of generating this initial plan. As a consequence, this monitoring program proposes to establish a baseline understanding of discharge quality from the WIAL Site, through sampling of stormwater discharges (refer Section 6.1.4). This information will be shared with stakeholders and used to develop management goals based on:

- Confirmation of risk categories identified in this plan for the various catchments at the WIAL Site.
- Identification of areas of priority action to manage stormwater discharges.
- Setting of performance related targets.
- The need to implement further management measures (if required).
- A feedback loop to re-evaluate risks and accommodate changes in the nature of the sub-catchments.

It is expected that at the end of the baseline monitoring period, the initial management goals will be agreed with stakeholders. These will be reflected in any updated versions of this management plan.

6.1.3 Water quality guideline values and objectives

This monitoring program proposes to initially use a range of screening values (refer Section to allow WIAL to identify adverse effects that may be occurring. These screening values are proposed while recognising that:

- Management goals have not yet been set with stakeholders (refer above)
- Limited sampling of discharge quality has been completed to date and establishment of baseline conditions and confirmation of assumptions is required.

6.1.4 Monitoring of stormwater discharge quality

The monitoring program proposes to sample stormwater quality prior to discharge from the WIAL Site to understand potential effects from the discharge. The monitoring regime and sampling methodology is outlined in the EMP (refer **Attachment 2**) and includes approaches to mitigating logistical issues with implementing strategies (e.g. access to sampling locations) due to the operational nature of the airport.

6.1.5 Management Strategy

As limited sampling of stormwater quality has occurred at the WIAL Site to date, the initial focus of the monitoring program is to establish a baseline understanding of discharge quality and confirm the risk categories identified in this plan for the various catchments. This is intended to be completed through monitoring of stormwater discharge quality (refer Section 6.1.4). Due to the nature of stormwater discharges and the variability of data obtained, a representative baseline may take between two to five years to establish. This document proposes to formally review the data obtained following the initial two year period of implementation.

Through the baseline monitoring period, to manage potential adverse effects from the discharge occurring, this monitoring program includes interim trigger levels for contingency / response actions where the contaminant profile at the WIAL Site changes. The triggers nominated (refer **Attachment 2**) are intended to respond to:

- Changes in land use which may introduce (or remove) potential sources of stormwater contamination
- The identification of emerging (new) contaminants

- Changes to contaminant discharge quality over time
- New development works which may provide opportunity to improve stormwater discharge quality
- A change in network management, that requires a review of the approach identified in this plan

Once the baseline understanding of discharge quality has been established, site specific trigger values for a range of contaminants will be developed to manage potential adverse effects.

To keep stakeholders informed annual reporting is proposed to be completed (refer Section 7). It is expected that this annual report will support a feedback loop process for WIAL, Council and as appropriate external stakeholders such as Mana Whenua and Wellington Water Limited.

6.1.6 Timeline for implementation

The timeline for implementation of the approach is summarised below

Table 10 Implementation Summary

Period	Actions
2024 to 2025	Establishment of baseline conditions through proposed monitoring of stormwater discharge quality (refer Section 6.1.4)
	Annual reporting of progress and engagement with stakeholders refer Section 7
2026 - 2029	Formal revision of approach, in the context of the established baseline conditions and engagement with stakeholders
2029 and beyond	Ongoing implementation and as appropriate adaption of the management strategy

6.1.7 Adaption of strategy

Overtime the adaption of the approach outlined in this EMP may be required for a variety of reasons, including but not limited to: changes in legislation; changes in management goals; identification of deficiencies in the monitoring program; and changes in technological solutions. The proposed annual reporting process (refer Section Section 7) is intended to flag the potential need to adapt the approach outlined in this EMP.

Where adaption / modification of this EMP is formally proposed, engagement with stakeholders including Council is required with certification from Council also required before any changes can be implemented.

6.2 Environmental Monitoring Plan

The Environmental Monitoring Plan for this SMP is provided in **Attachment 2**

The Environmental Monitoring Plan, includes:

- The monitoring regime and sampling methodology, to be undertaken to evaluate the stormwater quality discharging from the WIAL Site.
- The interim trigger levels to be applied to the monitoring results, and the actions to undertake if the interim trigger levels are met.
- The reporting regime to document the results.

7. Reporting and record keeping

An annual stormwater monitoring report shall be prepared by WIAL’s appointed environmental consultant to document:

- Compliance with the control procedures (refer Section 5)
- The environmental monitoring programme and results (refer Section 6)
- Any pollution incidents that occur on the WIAL Site during the reporting period.
It is noted that reporting of pollution incidents to authorities (e.g. GWRC, WorkSafe), may be required outside of the processes documented in this SMP.
- Any potential actions carried out in the previous 12 months to provide improvement of the potential effects on stormwater, including any remedial actions completed to address potential risks identified during regular inspections.
- Any actual and / or recommended updates to this management plan.

It is expected that this annual report will support a feedback loop process for WIAL, Council and as appropriate external stakeholders such as Mana Whenua and Wellington Water Limited. This will inform any required updates to the management plan and identify priorities for stormwater quality improvement and any specific monitoring measures to monitor effects recommended by stakeholders.

7.1 Recordkeeping

Table 11 below outlines the types of records to be held by WIAL and the parties responsible for implementing the actions outlined in this management plan.

Table 11 Records for keeping by WIAL & parties responsible for generation

Record	Party
Permits and safety documentation	WIAL
Inspection records and unexpected contamination discovery documentation	WIAL
Annual reports	WIAL’s appointed suitably qualified and experienced practitioner
Stormwater sampling works and monitoring reports	WIAL’s appointed suitably qualified and experienced practitioner

Attachments

Attachment 1

Existing Stormwater Infrastructure



Legend

- WDC GIS Stormwater nodes
- WDC GIS Stormwater Pipes
- Catchment 1
- Catchment 2
- Catchment 3
- Catchment 4
- Catchment 5

Paper Size A4
 0 40 80 160 240 320
 Metres
 Map Projection: Transverse Mercator
 Horizontal Datum: NZGD 2000
 Grid: NZGD 2000 New Zealand Transverse Mercator



WIAL
 Wellington International Airport
High level Stormwater Capacity Check

Job Number 51-34552
 Revision A
 Date 25 May 2017

Figure 1

Figure 2- SW Catchments and Overland Flowpaths

- Master Slot Drains
- Stormwater Network
- Overland Flowpath
- Catchment Boundary
- Wastewater Network



0 150 300 450 600 750 Meters

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B4 - WIAL SW Catchments for High Spill Risk Areas

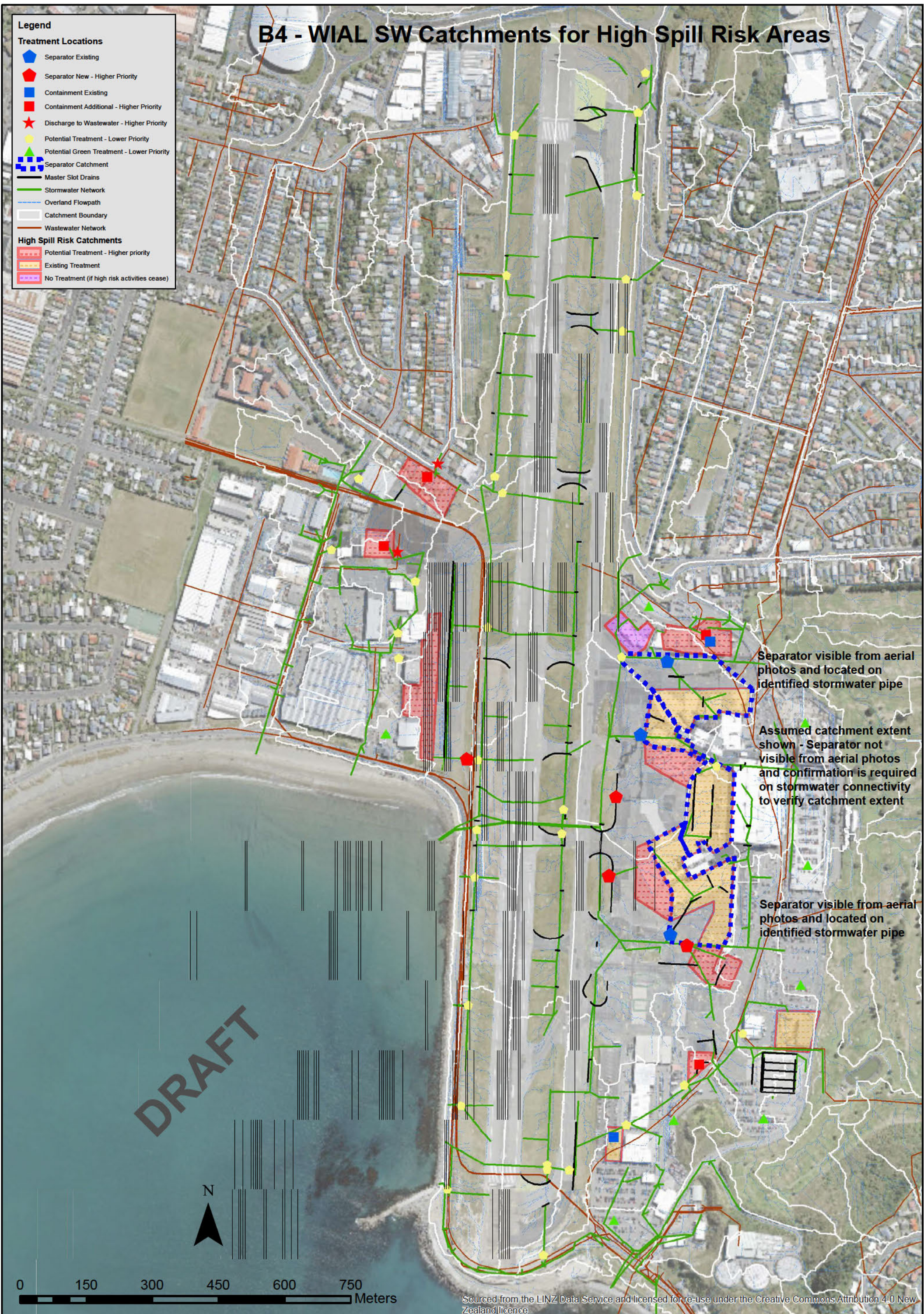
Legend

Treatment Locations

- Separator Existing (Blue pentagon)
- Separator New - Higher Priority (Red pentagon)
- Containment Existing (Blue square)
- Containment Additional - Higher Priority (Red square)
- Discharge to Wastewater - Higher Priority (Red star)
- Potential Treatment - Lower Priority (Yellow circle)
- Potential Green Treatment - Lower Priority (Green triangle)
- Separator Catchment (Blue dashed line)
- Master Slot Drains (Black line)
- Stormwater Network (Green line)
- Overland Flowpath (Blue dashed line)
- Catchment Boundary (White outline)
- Wastewater Network (Brown line)

High Spill Risk Catchments

- Potential Treatment - Higher priority (Red hatched area)
- Existing Treatment (Yellow hatched area)
- No Treatment (if high risk activities cease) (Purple hatched area)



Separator visible from aerial photos and located on identified stormwater pipe

Assumed catchment extent shown - Separator not visible from aerial photos and confirmation is required on stormwater connectivity to verify catchment extent

Separator visible from aerial photos and located on identified stormwater pipe

DRAFT



0 150 300 450 600 750 Meters

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Attachment 2

Environmental Monitoring Plan



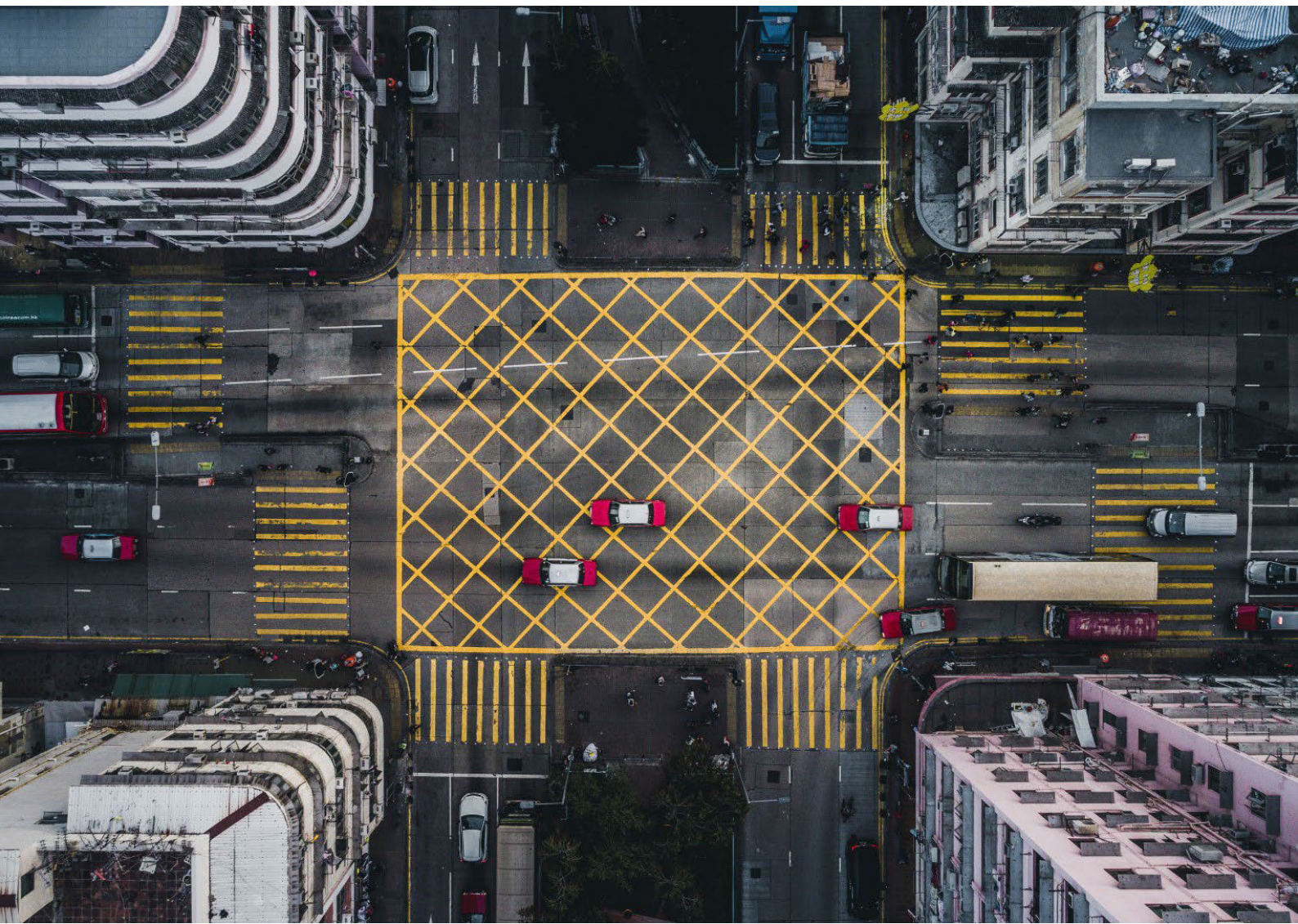
Environmental Monitoring Plan



Stormwater discharges

Wellington International Airport Limited

23 September 2024

→ The Power of Commitment



Project name		WIAL Site-Wide Stormwater Consent					
Document title		Environmental Monitoring Plan Stormwater discharges					
Project number		12578371					
File name		12578371_RPT_WIAL Environmental Management Plan_Rev C.docx					
Status Code	Revision	Author	Reviewer		Approved for issue		
			Name	Signature	Name	Signature	Date
S3	A	Hannah Berger	Adam Gray		Sarah Jenkin		15.06.23
S4	B	Hannah Berger	Adam Gray		Adam Gray		30.06.23
S4	C	Hannah Berger	Adam Gray		Adam Gray		31.08.23
S4	D	Alex Lucas	Adam Gray		Adam Gray		23.09.24

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Appendices

Appendix A	Proposed sampling locations
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1. Introduction

GHD Limited (GHD) was engaged by Wellington International Airport Limited (WIAL) to prepare a **Stormwater Management Plan (SMP)** to manage stormwater discharge and support compliance with the site-wide stormwater discharge consent for Wellington International Airport, located at Stewart Duff Drive, Rongotai, Wellington (referred as the WIAL Site herein). The location of the WIAL Site and the on-site stormwater infrastructure is provided in **Appendix A**.

The current SMP, (GHD 2022) "WIAL Stormwater Management Plan", dated 15 December 2022, was submitted to Council on 20 December 2022. Resource consent was granted on 3 March 2023 (reference WGN230119).

GHD was subsequently engaged by WIAL to generate an updated **Environmental Monitoring Plan (EMP)** to monitor stormwater discharge from the WIAL Site, consistent with the approach taken in the SMP. This document is the updated EMP. This EMP addresses the proposed initial 2 years of the 'baseline monitoring period' and will be updated as appropriate throughout the 'baseline monitoring period'.

The overarching management strategy proposed is an adaptive management approach, as per the Australian & New Zealand guidelines for fresh and marine water quality. Which is based on setting goals and priorities, developing strategies, taking action and measuring results, and then considering the results of monitoring and if required feeding back into updated goals, priorities, strategies and action. The details of the overarching management strategy are provided in the SMP.

1.1 Version history

1.1.1 Version D

Version D is the current version of the EMP. Changes include updated sampling locations in **Appendix A**, due to access restrictions to historically proposed locations.

1.1.2 Version C

Changes associated with this version are a result of requests from Regional Council compliance officer (email dated 26/07/23) and the results of the initial monitoring round completed in September 2023. The changes include:

- Removal of the content relating to the overarching management strategy, and replacing that information with a reference to the SMP (refer Section 1).
- Updating of documentation on monitoring locations (to be completed following Sept 23 round).
- Clarification on the sampling methods specific to the monitoring locations planned during the initial stages of the 'baseline monitoring period', the process to identify when sampling will occur, the frequency of the monitoring and the analysis to be undertaken (refer Section 2).
- Clarification on the interim trigger values to be utilised to evaluate if a response action is required (refer Section 2).
- Clarification that the scope and nature of any further assessment work to evaluate potential risks identified during the sampling work, will be determined on a case-by-case basis, in consultation with Wellington Regional Council (refer Section 2).
- Clarification that stakeholders include Ngāti Toa and Taranaki Whānui (refer Section 2).
- Clarification on the content of the annual reports (refer Section 2).

1.1.3 Version B

Changes associated with this EMP and the previous version documented in the 2022 SMP are associated with date changes to accommodate the issuing of the resource consent and the planned installation of the stormwater quality improvement devices during the Taxiway Bravo (TWY B) upgrade works. These changes are documented in Section 2.6 of this report.

1.1.4 Version A

Version A of this document was the version submitted within the SMP as part of the resource consent application.

1.2 Purpose of this report

The purpose of this document is to document the proposed approach to monitoring of stormwater discharge, to evaluate stormwater discharge quality over time in order to inform discharge quality management.

1.3 Scope and Limitations

This report: has been prepared by GHD for Wellington International Airport Limited and may only be used and relied on by Wellington International Airport Limited for the purpose agreed between GHD and Wellington International Airport Limited as set out in section 1.1 of this report.

GHD otherwise disclaims responsibility to any person other than Wellington International Airport Limited arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report (refer section(s) 1.4 of this report). GHD disclaims liability arising from any of the assumptions being incorrect.

GHD has prepared this report on the basis of information provided by Wellington International Airport Limited and others who provided information to GHD (including Government authorities)], which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.

1.4 Assumptions

This EMP was prepared based on the following assumptions:

- Information obtained from third parties is complete and accurate; and
- All recorded data and previous reports pertaining to the WIAL Site are correct and free from significant error or omission.

2. Environmental Monitoring Program

2.1 Interim trigger levels

The below interim trigger levels are provided to identify if the contaminant profile at the WIAL Site changes over the proposed monitoring period and the actions to undertake if the interim trigger levels are met. The interim trigger levels listed have been designed in a way to require a response during the monitoring period, commensurate with the significance of the change in the contaminant profile presented (if any), with consideration of the following:

- The expected variation in contaminant concentrations from factors such as: Seasonal factors (temperature, rainfall), rainfall event factors (rainfall depth, intensity and duration), the time period between storm events etc.
- Changes in site use, such as: Increased / decreased levels of flights (e.g. COVID, or weather events), airport development works, the implementation of stormwater treatment devices, etc.
- The potential for sources of contamination to be introduced or new / emerging contaminants to be identified

Based on the above, it is expected that the contaminant profile of the WIAL Site will exhibit some fluctuation (up or down) between sampling/monitoring events. Therefore, the interim trigger levels are designed to require action where:

- Significant short-term increases are identified e.g. A significant increase in concentration(s) is reported during consecutive sampling events, or significant long-term increases are identified e.g. A significant increasing trend in concentration(s) is reported across sampling events. It is expected that long-term increases will not be evident in the establishment of the baseline period (initial two to five years), due to the nature of stormwater data. But this will be confirmed as the data is reviewed.
- Changes in land use are proposed, or new / emerging contaminants are identified

The steps to determine when 'Response Actions' are appropriate to a trigger being breached include:

1. **Assess the consequence of the result** This should be done by a suitably qualified and experienced environmental practitioner. Consideration should be given to the magnitude of the change, historic trends, the potential for a human/environmental risk to occur and the screening values for water quality (refer Section 2.1) to inform an evaluation of consequence rankings (refer to the risk based assessment matrix in the 2022 SMP).
2. **Confirm the result** Undertake an assessment to confirm the identified risk from the step 1 assessment of consequence.
3. **Trigger has been breached** At this point a trigger is assessed to have been met, and the completion of assessment/remediation/management action is to be implemented.

Table 1 Proposed interim trigger levels

Trigger Rationale	Trigger	Step 1 Assess the consequence	Step 2 Confirm Result	Step 3 Trigger met
Assessment of risk to receiving waterbody	Contaminant concentrations other than ECI are reported to have increased by two orders of magnitude between sampling events ¹	Assess the significance of the reported concentrations, if an increased risk to receptors is identified proceed to Step 2. This evaluation will include consideration of the expected variation in results due to the nature of stormwater discharges and the screening criteria listed in Section 2.1.1. Where no change in the contaminant profile is considered to have occurred, continue monitoring as per the standard EMP requirements.	Where a concentration of significance is reported, consider: – The completion of a supplementary round of sampling to evaluate the likelihood (frequency) that the initial result will be repeated. – Revision of sampling regime in subsequent monitoring round(s) to further understand the potential risk e.g. direct sampling of the receiving waters, chemical speciation and / or analysis of the bioavailable fraction of contaminant(s) of concern, assessment of chemical and physical properties of waters that may act as co-stressors that modify bioavailability.	Where Step 2 confirms trigger has been met, identify/implement response actions as described in Section 2.2
	On an annual basis, an assessment by a suitably qualified and experienced environmental scientist(s) on any discernible long-term trends ² . Where an increasing trend in contaminant concentrations is discerned proceed to Step 1.	Assess the significance of the long-term trend from a human and environmental health perspective ² . This evaluation will include consideration of the screening criteria listed in Section 2.1.1. Where the trend is not considered to present an increased risk to human and environmental health, continue monitoring as per the standard EMP requirements.	Where the trend is considered to present an increased risk to human and environmental health, consider the need to confirm the assumption through revision of the sampling regime in subsequent monitoring round(s) to further understand the potential risk e.g. e.g. direct sampling of the receiving waters, chemical speciation and / or analysis of the bioavailable fraction of contaminant(s) of concern, assessment of chemical and physical properties of waters that may act as co-stressors that modify bioavailability.	Where the trend is considered to present an increased risk to human and environmental health, identify/implement response actions as described in Section 2.2
	A 'in-pipe' sample which reports an ECI count exceeding 10,000 cfu/100mL	Due to the expected contribution of off-site sources, where the trigger level is met, Wellington Water Limited should be contacted to co-ordinate a response approach.		
Loss of monitoring locations	Proposed monitoring locations (refer Section 2.3) are unable to be accessed, or have become unable to be sampled due to damage etc.	Evaluate the impact and ability to assess potential effects to receptors and the performance of the stormwater risk mitigation stems and document appropriately. Identify the need to complete monitoring at an alternate location (e.g. upgradient of current monitoring location). Provide notification to WIAL, Council and as appropriate external stakeholders such as Mana Whenua (e.g. Ngāti Toa and Taranaki Whānui) and Wellington Water Limited, for example if there are ongoing restrictions to completing proposed monitoring works and alterations to planned sampling regimes are required.		
A change in land use	A change in the land use at the WIAL Site may result in a change in risk profile (e.g. a new source of contamination is introduced)	Where a change in land use is proposed / has occurred, a re-evaluation of the monitoring regime should be completed to identify if the contaminant profile of the WIAL Site has changed or is likely to change.		
New development works provide opportunity to improve stormwater quality	A new or modified development greater than 3,000m ² in area is proposed.	WIAL to consider stormwater quality design principles (such as stormwater neutrality, wastewater control and water sensitive design) during the planning of proposed new development or redevelopment works to minimise the adverse effects where reasonably practical to do so (refer to the 2022 SMP).		
Emerging (new) contaminants are identified	Emerging (new) contaminants are identified by industry bodies and / or regulators	Where an emerging (new) contaminants are identified by industry bodies and / or regulators and the WIAL Site may have or previously had a source of that emerging (new) contaminants, a re-evaluation of the monitoring regime should be completed to identify the need to include the emerging (new) contaminant in the sampling program.		
A change in network management	A change in the Wellington Water Limited global stormwater discharge consent	Where a change to the Wellington Water Limited global (WWL) stormwater discharge consent occurs or WIAL become aware that any upgrades to the WWL network that interacts with the WIAL network will occur, a review of the WWL revised consent and monitoring conditions should be undertaken to evaluate the need to align this management plan with the wider network management approach proposed.		

- Based on historical stormwater sampling experience concentration variation of between one to three orders of magnitude is not uncommon in stormwater data sets due to a variety of factors: rainfall event durations, periods between rainfall events, a limited supply of the contaminant within the system etc. Conversely, higher concentrations may result from poor management of increased contaminant discharge into the system. Where monitoring indicates that variation in contaminant concentrations of two orders of magnitude or greater is common at the WIAL Site, revision of this trigger level by the suitably qualified and experienced environmental practitioner undertaking the works, may be appropriate during the implementation of this EMP.
- It is expected that long-term increases will not be evident in the establishment of the baseline period (initial two years, possibly up to five years), due to the nature of stormwater data. But this will be confirmed as the data is reviewed.

2.1.1 Guideline assessment framework

The EMP will evaluate the significance of the changes in concentrations in the context of published criteria for water quality to inform response actions. A range of screening values have been adopted to evaluate potential adverse effects to ecosystem health, mahinga kai and indigenous biodiversity. It is noted that the identification of contaminants above screening values acts as a trigger to undertake further assessment of potential adverse effects and / or consideration of management action, as opposed to the assumption that harm will have occurred. Further, the screening values adopted were generated to be applicable in the receiving environment after reasonable mixing has occurred. Therefore, applying the screening values as a discharge standard 'at the end of pipe' would likely result in unnecessary restrictions on discharge quality.

95% species protection screening values

- The marine water quality standards in Table V1 of the Natural Resources Plan for the Wellington Region Schedule V¹
- The National Chemicals Working Group of the Heads of Environmental Protection Agencies (HEPA) for Australia and New Zealand have developed the PFAS National Environmental Management Plan (NEMP)²

¹ The Natural Resources Plan for the Wellington Region (NRP) 2019 Schedule V Table V1: Water quality standards

² The National Chemicals Working Group of the Heads of Environmental Protection Agencies (HEPA) for Australia and New Zealand PFAS National Environmental Management Plan (NEMP) (Version 2.0 – January 2020).

2.2 Response actions

In the event that trigger levels are breached (Step 3) for contaminants other than ECI, additional actions (or contingency measures) may include (but are not limited to):

- Further assessment work to evaluate any risk (potentially including the sampling of upgradient locations to identify the source of the discharge and / or increasing existing sampling frequency). The nature and scope of the further assessment works will be determined on a case-by-case basis, in consultation with Wellington Regional Council.
- Add or alter sampling locations.
- Notification to WIAL, Council and as appropriate external stakeholders such as Mana Whenua (Ngāti Toa and Taranaki Whānui) and Wellington Water Limited, regarding any restrictions to completing proposed monitoring works and / or if alterations to planned sampling regimes are required (due to access restrictions, changes to land use, the identification of emerging (new) contaminants etc).
- Implementation of additional management measures to control discharges such as changes in the storage and use of hazardous substances, educational controls for WIAL Staff and subcontractors on the risks to stormwater quality, installation of supplementary treatment devices etc. The preferred treatment devices identified in the June 2020, an initial assessment of options to improve management of the risk, frequency, and severity of stormwater discharges was undertaken is provided in 2022 SMP. The measures selected will need to be implemented in the context of other airport management plans to gauge what additional management measures are appropriate to adopt and implement at the WIAL Site

As noted in the SMP, when considering the appropriateness of any contingency measure, it is important to understand that the airport will need to balance the management of stormwater quality with ensuring the safety of aircraft operations. For example, many stormwater management options can create potential aviation hazards and quarantine risks (e.g. exposed open water such as the use of swales and / or vegetation can attract mosquitoes resulting in quarantine risk or wildlife and result in an increased risk of bird strike).

The completion of contingency measures as a result of a change in the risk profile of the WIAL Site, should be done by a suitably qualified and experienced environmental practitioner. In making decisions on the completion of contingency measures, consideration should be given to the magnitude of the concentration change(s), historic trends, the potential for a human/environmental risk to occur and the appropriateness of the proposed resulting action.

In regard to ECI, as per Table 1, due to the expected contribution of off-site sources, where the 10,000 enterococci/100 mL trigger level is met, Wellington Water Limited should be contacted to co-ordinate a response approach.

2.3 Monitoring regime

The proposed monitoring regime is summarised in Table 2 below. The need to alter the monitoring approach, will be reviewed:

- On a quarterly basis.
- Where response actions (refer Section 2.2) trigger a change to the intensity of sampling.

Table 2 Monitoring regime

Discharge location	Frequency & Duration	Analytical Suite & Field Observations
Catchment 1 – WIAL Site Discharge point ¹	Quarterly sampling events ³ , for the first two years of the EMP ²	– Recording of any observations of indicators of contamination (refer section 2.5) during the sampling event
Catchment 2 – WIAL Site Discharge point ¹		– Dissolved and total heavy metals (arsenic, cadmium, chromium, copper, lead, nickel and zinc)
Catchment 3 – WIAL Site Discharge point ¹		– Total suspended solids and conductivity
Catchment 4 – WIAL Site Discharge point ¹		– Total petroleum hydrocarbons, benzene, toluene ethylbenzene and xylene and polycyclic aromatic hydrocarbons
Catchment 5 – WIAL Site Discharge point (if possible) ¹		– As per Catchments 1 to 3
		– Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)
		– ECI
		– As per Catchments 1 to 3
		– PFAS
		– ECI

1. Refer **Appendix A** for locations of discharge points and upgradient access points (e.g. manholes).
2. The nominated dates of quarterly event periods during the baseline monitoring period are specified in Section 2.6

³ Occurring four times each year

2.4 Sampling methodology

Following inspection of the proposed sampling locations and consideration of safety considerations and airport operational constraints, manual grab sampling is the nominated sampling method for the initial baseline monitoring period.

The following methodology will be undertaken to identify when a sampling event will be triggered during the quarterly events:

- In the lead up to and during the quarterly monitoring period (e.g. August to September), daily checks of the rainfall forecast will be undertaken to identify potential rainfall events that will produce sufficient rainfall to enable the collection of discharge samples. Nominally rainfall events that will provide 6 mm/hour and/or 20mm in 24 hours will be targeted as a guide.
- The Wellington Airport contact (James Dobson) will be contacted, when an appropriate predicted rainfall event has been identified, preferably with a three day notice period, so that site access can be co-ordinated.
- In the lead up to the targeted rainfall event, Wellington Airport will identify any operational constraints that may restrict sampling on the nominated day, such as aerodrome safety incidents.
- The Wellington Airport contact (James Dobson) will be contacted again on the day before the targeted rainfall event to confirm logistics and identify any site access issues.
- During the monitoring event, stormwater samplers will evaluate each sampling point from a health and safety perspective and take direction from Wellington Airport on safety and operational restrictions.
- The proposed grab sampling methodology, is expected to primarily obtain 'mid event' samples. Where possible, in addition to the 'mid event' sample, a 'first flush' sample will be collected during the first 15 minutes of a rainfall event will be collected during the events.
- Samples will be collected to enable the analysis listed in Table 3.
- Where samples are unable to be collected due to safety concerns, operational restrictions, and / or where insufficient stormwater flows are identified. A post sampling event evaluation will be conducted, with a view to complete an additional round of monitoring during the quarterly monitoring period to sample the locations not able to be sampled and / or modify the sampling protocols or locations nominated by this management plan.
- At the completion of each event,
 - A review of the ability to regularly sample proposed locations will be reviewed.
 - Rainfall data during the event will be documented from publicly available information and where available, from the airport's weather station.
 - The results of the sampling will be compared to the trigger values listed in Table 1.

2.5 Unexpected discovery of contamination

The below section outlines recommended measures to be implemented in the event of contamination being encountered on the WIAL Site during inspections or operations. Documentation on the procedures implemented and results of any monitoring conducted shall be provided to WIAL by their appointed suitably qualified and experienced practitioner.

2.5.1 General contamination indicators

Potential significant contaminant indicators in stormwater runoff and sediment may include the following indicators:

- **Visual:** if seen, the following indicate potential contamination:
 - Staining or discolouration of sediment or paved surfaces and/or presence of oils or sheens in the stormwater
- **Olfactory:** If smelled, the following indicate potential contamination:
 - Smell of fuels and/or chemicals; and
 - Other strange/offensive or unexpected odours
- **Auditory:** if heard, the following indicate potential contamination:
 - Flowing or dripping liquid in storage areas
- **Other:** if observed, the following indicate potential contamination.
 - Any other foreign substance that may cause harm to human health or the environment.

2.5.2 Response to identification

If any such indicator is observed, the following steps should be taken:

- Follow WIAL's emergency response plan as appropriate, where this is applicable
- Implement the Spill response protocols in the SMP
- No material is to be removed from the WIAL Site or moved to other areas of the WIAL Site without prior approval from WIAL's appointed environmental consultant.

WIAL's nominated manager shall assess the area. If the assessment concludes that confirmation of contamination is required, the following actions shall be implemented:

- Control the site: silt traps and bunding as required around the area of potential contamination to minimise contaminated discharges from stormwater runoff
- Potentially contaminated water shall be collected and disposed of to an appropriately licensed treatment facility. It must not be discharged to the stormwater system
- WIAL's environmental personnel / consultant should be consulted on the handling and management of contaminated sediment and/or water, and any specific health and safety precautions that may need to be taken to minimise risk to construction workers and/or the general public
- Any contaminated sediment must be disposed of at facilities consented to accept the material
- WIAL's environmental personnel /consultant shall maintain a register of any sediment and stormwater contamination discovered, including location, type, quantity and disposal record (disposal receipts). This information will be documented and provided to GWRC, if required.

2.6 Annual reporting

During baseline monitoring an annual report shall be generated that will:

- Summarises the stormwater quality in that annual period and any trends or results of concern
- Lists instances when interim triggers in this EMP were exceeded and summarises actions taken to reduce the likelihood of a recurrence of the exceedance
- Confirms the location and frequency of sampling
- Summarises any incidents that were recorded over the reporting period related to stormwater (refer below)
- Summarises any complaints received over the reporting period related to stormwater (refer below)

The annual report will be provided to Greater Wellington Regional Council, Port Nicholson Block Settlement Trust, Ngāti Toa and Wellington Water.

2.6.1 Incident notification and spills

As per the requirements of resource consent, Wellington International Airport shall keep a permanent record of any known incident(s) involving major spillages or unauthorised discharges of chemicals, fuels, or other contaminant sources into the stormwater network that results, or could result, in an adverse effect on the freshwater and coastal marine area environments. This information will be incorporated into the annual report.

2.6.2 Complaints

As per the requirements of resource consent, Wellington International Airport shall maintain a permanent record of any complaints received alleging adverse effects that have or could have resulted in a condition or conditions of this consent being contravened. This information will be incorporated into the annual report.

2.7 Event timing and reporting milestones

The proposed timing of sampling events and reporting milestones associated with this EMP are provided below.

Table 3 Sampling and reporting milestones

Date	Milestone
August – September 2023	Monitoring Event 1
November – December 2023	Monitoring Event 2
March – April 2024	Monitoring Event 3
May – June 2024	Monitoring Event 4
31 July 2024	Annual Report 1
August – September 2024	Monitoring Event 5
November – December 2024	Monitoring Event 6
March – April 2025	Monitoring Event 7
May – June 2024	Monitoring Event 8
31 July 2025	Annual Report 2

Appendices

Appendix A

Proposed sampling locations

Figure A.1 Catchment 1 Sampling location

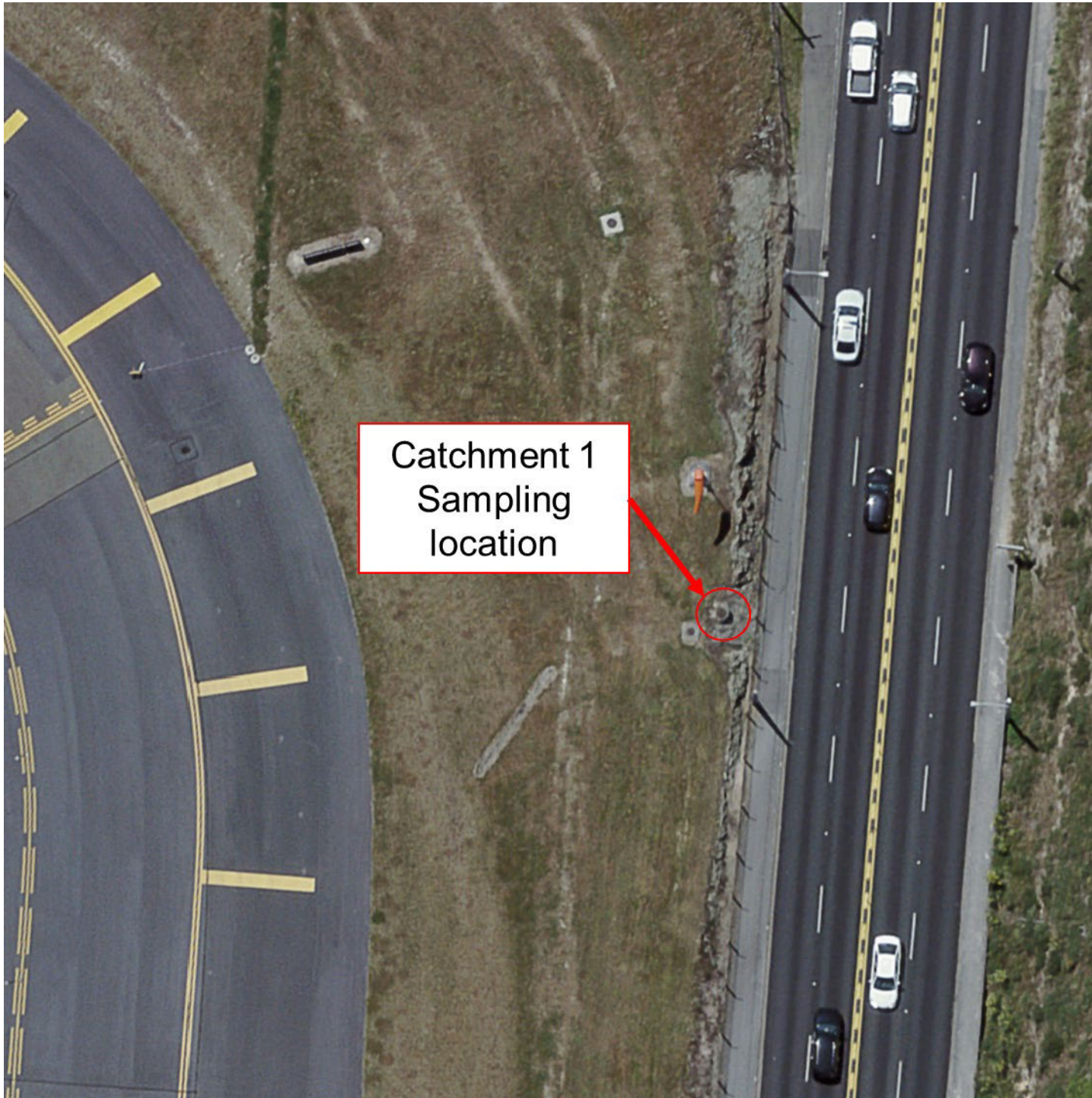


Figure A.2 Catchment 2 Sampling location

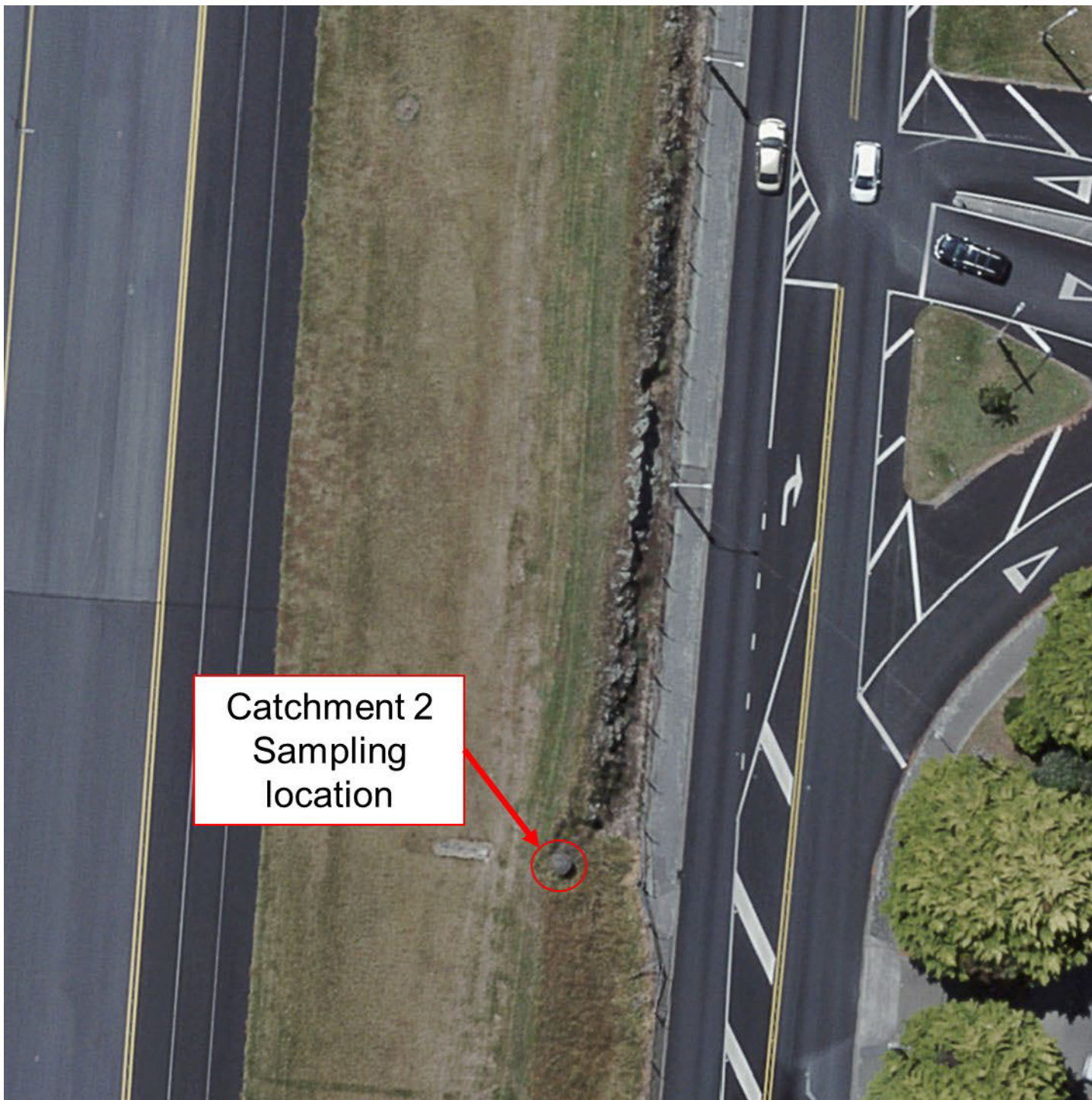


Figure A.3 Catchment 3 Sampling location



Figure A.4 Catchment 4 Sampling location Outlet 1

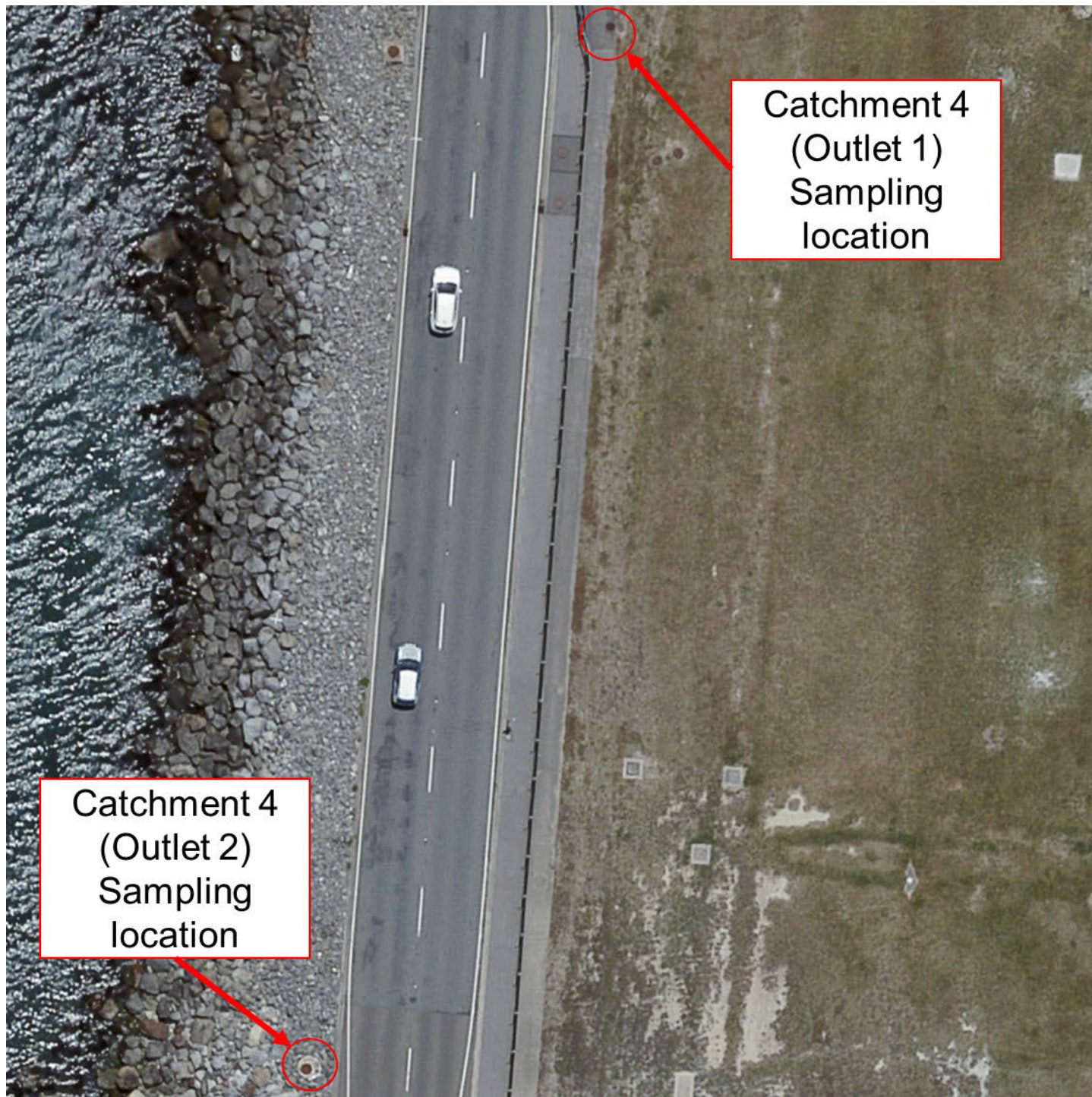


Figure A.5 Catchment 4 Sampling location Outlet 2

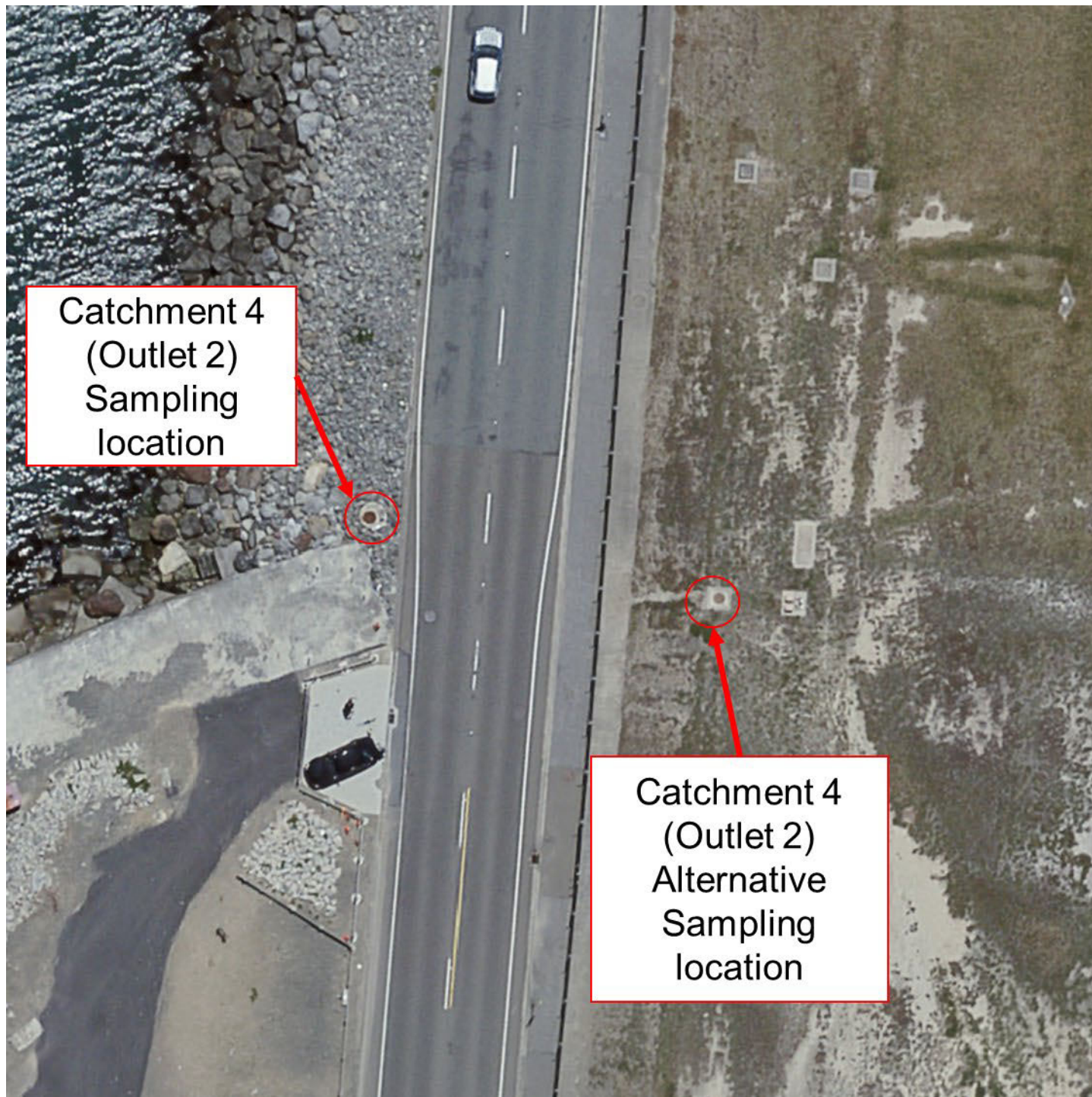
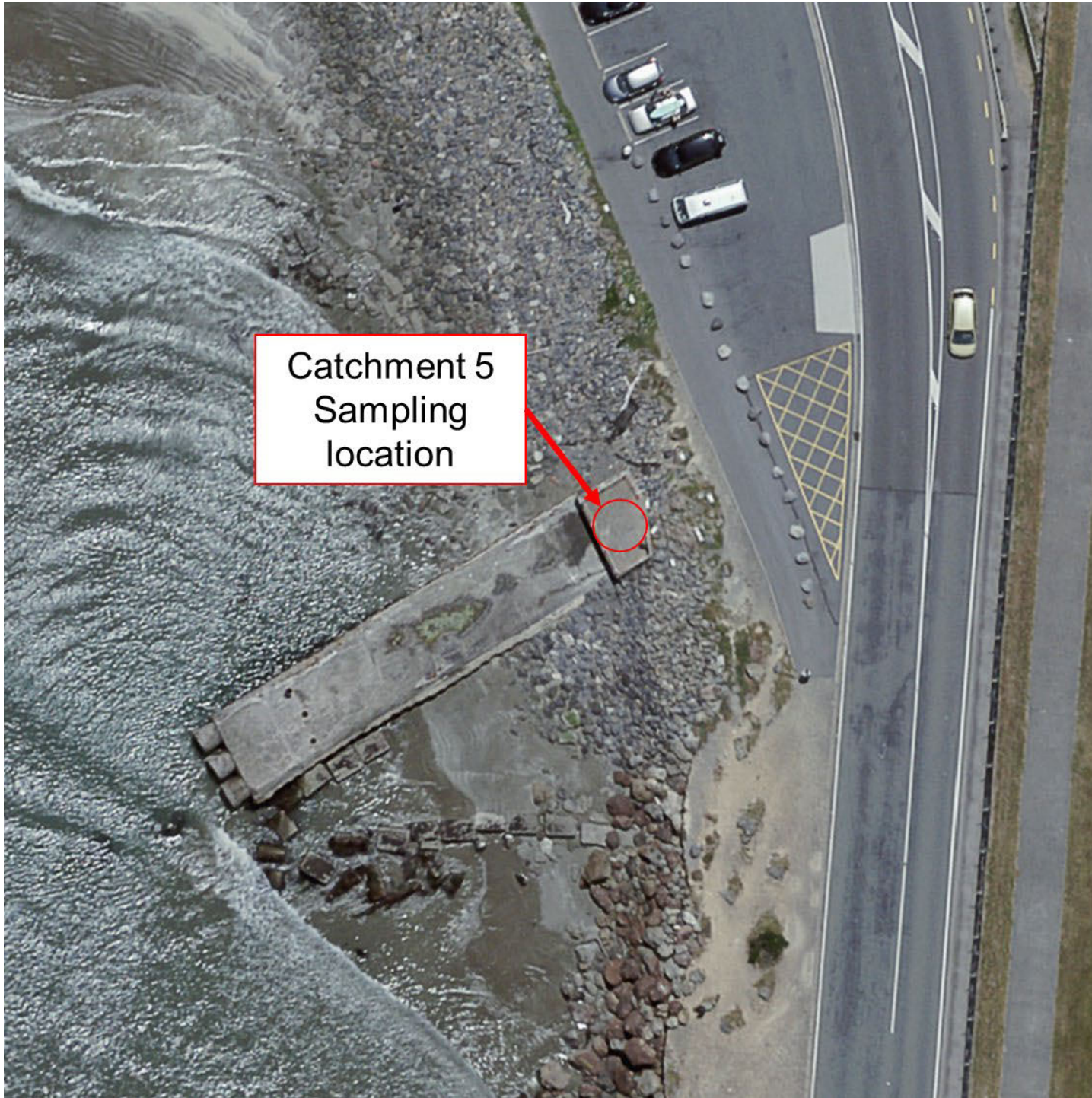


Figure A.6 Catchment 5 Sampling location



Attachment 3

**Higher priority treatment assessment
table and maps**

WIAL SW Spill Risk Assessment Table

ID	Risk Areas	Description	Potential Contaminants Released	Spill Risk Rating	Long Term Loading Risk Rating	Existing Containment and Treatment	Potential Containment and Treatment (higher priority in red)	Comments (Is this a concern for overland stormwater quality?)
1	Future Washing Facility	Washing of Aircrafts	Solvents, cleaning solutions, hydrocarbons	High	High		Containment bund/drains and discharge to wastewater (to be installed as part of washing facility construction)	Washing facilities create large amounts of contaminated water. If water is draining to WW system, there is no major concern. Would need to determine appropriate connection location into WW network.
2	Future AFS	Storage of hazardous substances including firefighting foam (Non-PFAS), vehicle maintenance	Firefighting foams, hydrocarbons, metals	High	High		Containment bund/drains and discharge to wastewater (to be installed as part of AFS construction)	Storage of firefighting foams and other chemicals on the site, maintenance, and potential refueling. If water is draining to WW system, there is no major concern. Need to determine appropriate connection location into WW network.
3	AFS	Storage of hazardous substances including firefighting foam (Non-PFAS), vehicle maintenance	Firefighting foams, hydrocarbons, metals	High	High			Risk Area 3 is expected to be decommissioned when area 2 is built, so depending on the time frame for decommissioning Area 3 may not need containment and discharge to WW.
4	JUHI Storage Tanks	Bulk storage and dispensing of aircraft fuel	Fuels, metals	High	Medium	Containment bunds	Additional containment	Most tanks are currently bunded, some may need additional containment. Fuel is transferred between tanks and trucks, higher risk for spills, medium for long term loading.
5	Eastern Apron	Aircraft refueling and parking	Fuels, hydrocarbons, metals	High	High	Separators x3	Additional separators x3	Refueling from trucks and fuel pipeline, higher risk from spills.
6	Western Apron	Aircraft refueling and parking	Fuels, hydrocarbons, metals	High	High	-	Separator	Refueling from USTs and fuel dispensers, higher risk for spills. Placement in map based on slot drain location.
7	Effluent Disposal	Effluent/Wastewater disposal	Biological hazards, metals, detergent	High	Lower	Containment		Effluent is disposed of by discharge to wastewater as per trade waste discharge consent.
8	Future Bus Station & Bus Wash	Bus Storage and maintenance	Solvents, cleaning solutions, hydrocarbons	High	High	-	Containment bund/drains and discharge to wastewater (to be installed as part of bus stabling construction)	Leaking from busses. Bus/Carwashes create large amounts of contaminated water. If water is draining to WW system, there is no major concern. Would need to determine appropriate connection location into WW network.
9	Air NZ Fuel Tank	Fuel Storage	NA	High	Medium	Bunded tank	Containment bund/drains	Refueling, higher risk for spills. Existing bunds in place, but no evidence of spill containment for fuel transfer.
10	Shell UST & Carwash	Vehicle Storage and maintenance	Solvents, cleaning solutions, hydrocarbons	High	High	Discharge to wastewater		Refueling of UST, higher risk for spills. Carwashes create large amounts of contaminated water. If water is draining to WW system, there is no major concern.
11	Carpark 1	Vehicle Storage	Hydrocarbons, metals	Medium	High	-	Potential Green Infrastructure If not feasible, treatment (separators/filters)	Vehicles may leak oil etc onto ground, over time can cause a higher long term loading risk. Stormwater sampling will help determine long term loading risk.
12	Carpark 2							
13	Carpark 3							
14	Carpark 4							
15	Rental Car Storage							
16	Rental Car - Storage and Maintenance	Vehicle Storage and maintenance	Hydrocarbons, metals	Medium	High	-	Potential Green Infrastructure. If not feasible, treatment (separators/filters)	Maintenance work/vehicles may leak oil etc onto ground, over time can cause a higher long term loading risk.
17	Aircraft Maintenance and Hangars	Aircraft storage and maintenance	Hydrocarbons, metals	Medium	High	-	Treatment (separator/filter). Some green infrastructure potential around Fulton Hogan Yard and Hangar	Maintenance work/vehicles may leak oil etc onto ground, over time can cause a higher long term loading risk.
18	Runway/Taxiway	Aircraft movements	Hydrocarbons	Lower	High	-	Treatment (separators/filters spread throughout the runway in strategic locations)	Over a long period of time could release a significant amount of contamination from fuel settling and runoff. Treatment locations on map currently showing if smaller treatment options were used verse large interceptors.
19	Light Industrial	Freight	NA	Lower	Lower	-	Sampling to confirm if treatment is necessary.	Cargo handling - lower risk for spills and long term loading
20	Air NZ Cargo	Cargo Storage	NA	Lower	Lower	-		Cargo handling - lower risk for spills and long term loading
21	Freight	Freight	NA	Lower	Lower	-		Cargo handling - lower risk for spills and long term loading

WIAL SW Higher Priority Treatment Summary

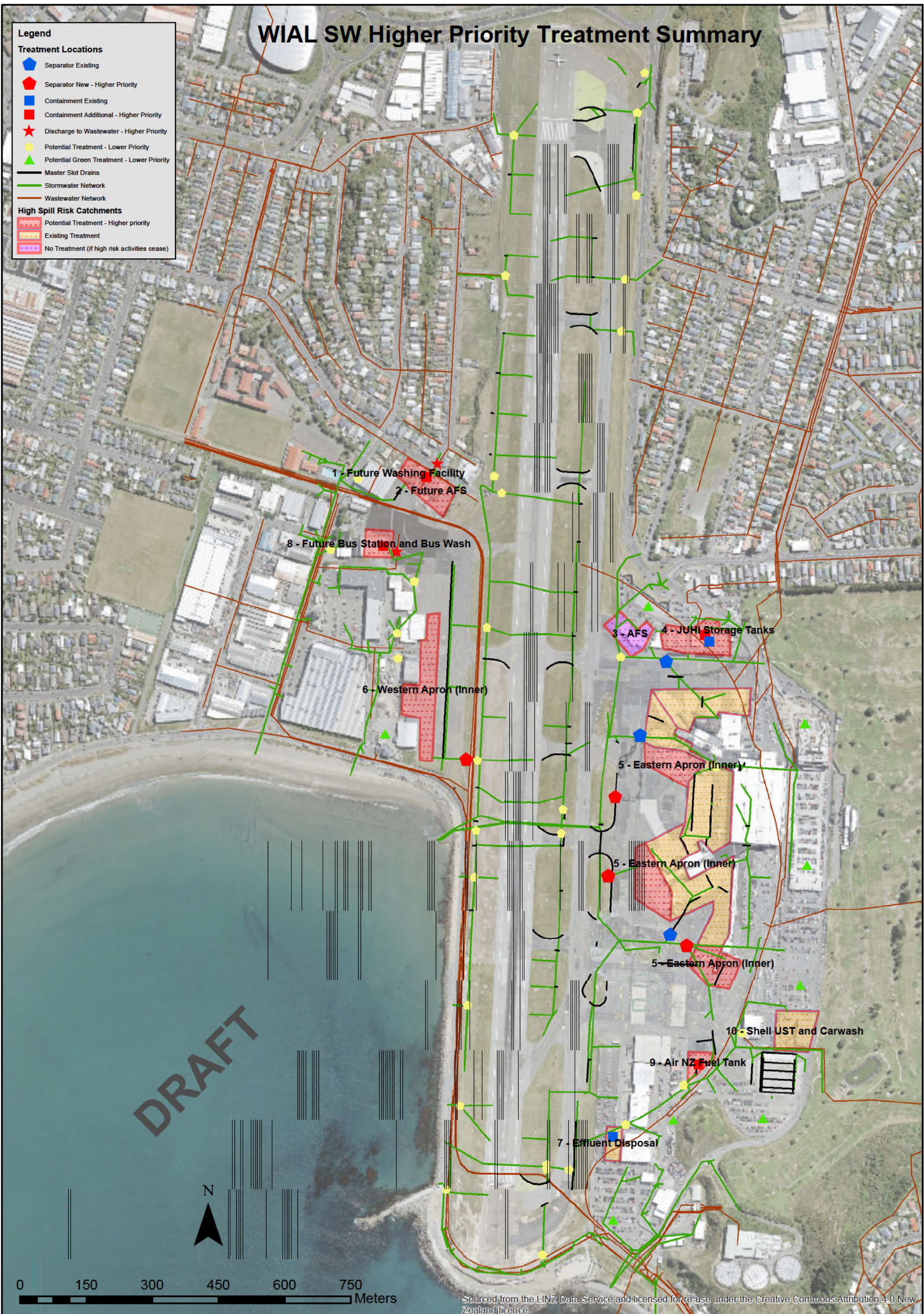
Legend

Treatment Locations

- ◆ Separator Existing
- ◆ Separator New - Higher Priority
- Containment Existing
- Containment Additional - Higher Priority
- ★ Discharge to Wastewater - Higher Priority
- ◆ Potential Treatment - Lower Priority
- ▲ Potential Green Treatment - Lower Priority
- Master Slot Drains
- Stormwater Network
- Wastewater Network

High Spill Risk Catchments

- Potential Treatment - Higher priority
- Existing Treatment
- No Treatment (if high risk activities cease)



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WIAL SW Higher Priority Treatment Eastern Apron

Legend

Treatment Locations

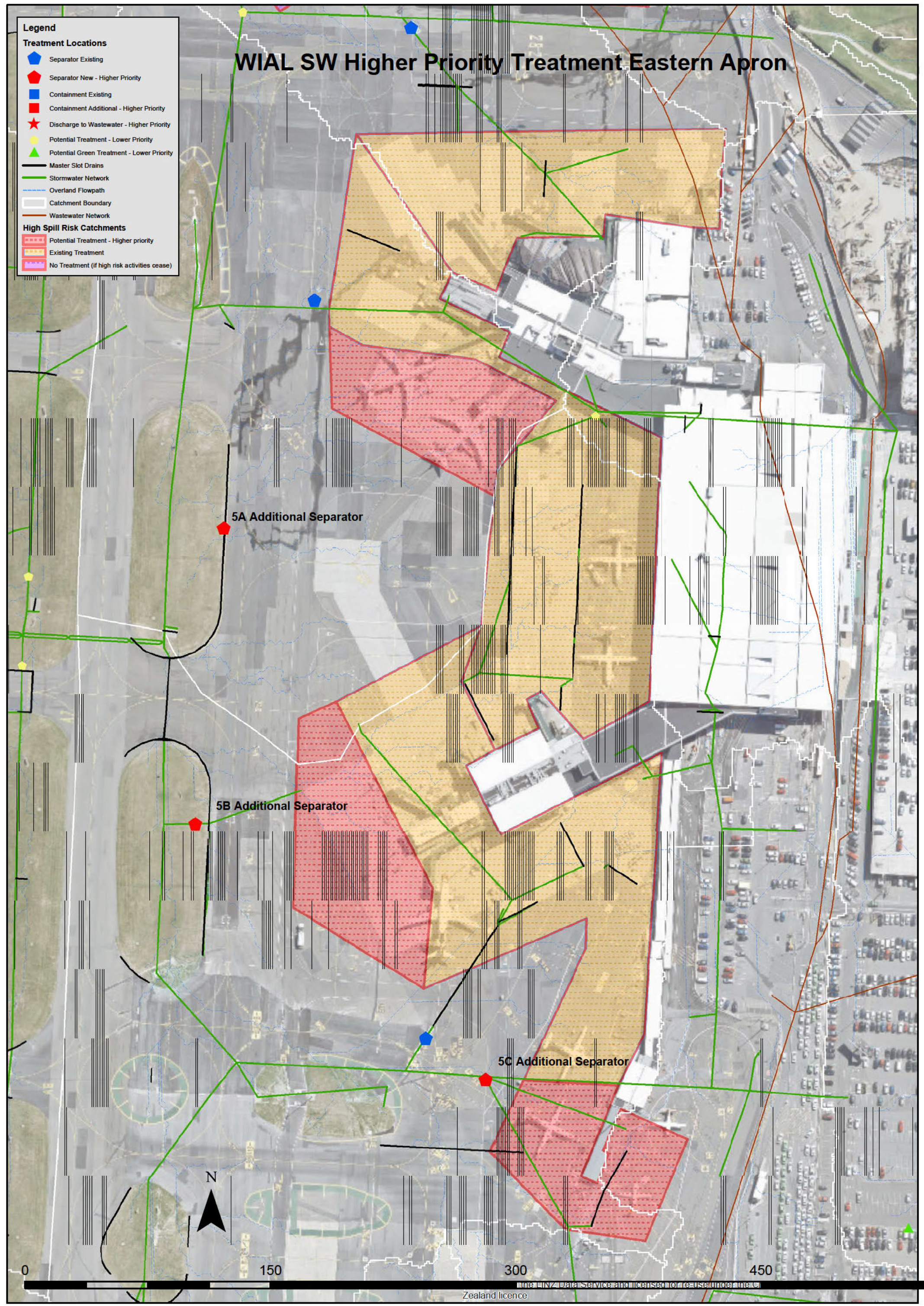
- Separator Existing
- Separator New - Higher Priority
- Containment Existing
- Containment Additional - Higher Priority
- Discharge to Wastewater - Higher Priority
- Potential Treatment - Lower Priority
- Potential Green Treatment - Lower Priority

Infrastructure

- Master Slot Drains
- Stormwater Network
- Overland Flowpath
- Catchment Boundary
- Wastewater Network

High Spill Risk Catchments

- Potential Treatment - Higher priority
- Existing Treatment
- No Treatment (if high risk activities cease)



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Attachment 4

Aerodrome Emergency Plan

AERODROME EMERGENCY PLAN



Updated December 2015

CATEGORISED BY AGENCY

RECORD OF AMENDMENTS

Manual Number: _____

Amendment Number	Effective Date	Date Updated	Entered by (initials)
0			
1			
2			
3			
4			
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CONTENTS

Ref	Title	Effective Date	Pages
	Record of amendments	14 December 2015	i
	Contents Page	14 December 2015	ii-v

Airways Corporation of New Zealand

Ref	Title	Effective Date	Pages
ACNZ	Local Standby	14 December 2015	2
ACNZ	Full Emergency	14 December 2015	3
ACNZ	Airport Accident	14 December 2015	4
ACNZ	Local Accident	14 December 2015	5
ACNZ	Remote Accident	14 December 2015	6
ACNZ	Sea Accident	14 December 2015	7
ACNZ	Aircraft Ground Incident	14 December 2015	8
ACNZ	Aircraft Bomb Threat	14 December 2015	9
ACNZ	Aircraft Unlawful Seizure	14 December 2015	10
ACNZ	Quarantine Emergency	14 December 2015	11
ACNZ	Structural Fire	14 December 2015	12
ACNZ	Hazardous Substances Spillage	14 December 2015	13
ACNZ	Suspicious Article	14 December 2015	14
ACNZ	Bomb Threat Building	14 December 2015	15
ACNZ	Significant Business Disruption	14 December 2015	16
ACNZ	Earthquake	14 December 2015	17
ACNZ	Tsunami	14 December 2015	18

Wellington International Airport Limited

Ref	Title	Effective Date	Pages
WIAL	Local Standby	14 December 2015	2
WIAL	Full Emergency	14 December 2015	3
WIAL	Airport Accident	14 December 2015	4
WIAL	Local Accident	14 December 2015	5
WIAL	Remote Accident	14 December 2015	6
WIAL	Sea Accident	14 December 2015	7
WIAL	Aircraft Ground Incident	14 December 2015	8
WIAL	Aircraft Bomb Threat	14 December 2015	9
WIAL	Aircraft Unlawful Seizure	14 December 2015	10
WIAL	Quarantine Emergency	14 December 2015	11
WIAL	Structural Fire	14 December 2015	12
WIAL	Hazardous Substances Spillage	14 December 2015	13
WIAL	Suspicious Article	14 December 2015	14
WIAL	Bomb Threat Building	14 December 2015	15
WIAL	Significant Business Disruption	14 December 2015	16
WIAL	Earthquake	14 December 2015	17
WIAL	Tsunami	14 December 2015	18

New Zealand Police

Ref	Title	Effective Date	Pages
NZ Police	Local Standby	14 December 2015	2
NZ Police	Full Emergency	14 December 2015	3
NZ Police	Airport Accident	14 December 2015	4
NZ Police	Local Accident	14 December 2015	5
NZ Police	Remote Accident	14 December 2015	6
NZ Police	Sea Accident	14 December 2015	7
NZ Police	Aircraft Ground Incident	14 December 2015	8
NZ Police	Aircraft Bomb Threat	14 December 2015	9
NZ Police	Aircraft Unlawful Seizure	14 December 2015	10
NZ Police	Quarantine Emergency	14 December 2015	11
NZ Police	Structural Fire	14 December 2015	12
NZ Police	Hazardous Substances Spillage	14 December 2015	13
NZ Police	Suspicious Article	14 December 2015	14
NZ Police	Bomb Threat Building	14 December 2015	15
NZ Police	Significant Business Disruption	14 December 2015	16
NZ Police	Earthquake	14 December 2015	17
NZ Police	Tsunami	14 December 2015	18

New Zealand Fire Service

Ref	Title	Effective Date	Pages
NZFS	Local Standby	14 December 2015	2
NZFS	Full Emergency	14 December 2015	3
NZFS	Airport Accident	14 December 2015	4
NZFS	Local Accident	14 December 2015	5
NZFS	Remote Accident	14 December 2015	6
NZFS	Sea Accident	14 December 2015	7
NZFS	Aircraft Ground Incident	14 December 2015	8
NZFS	Aircraft Bomb Threat	14 December 2015	9
NZFS	Aircraft Unlawful Seizure	14 December 2015	10
NZFS	Quarantine Emergency	14 December 2015	11
NZFS	Structural Fire	14 December 2015	12
NZFS	Hazardous Substances Spillage	14 December 2015	13
NZFS	Suspicious Article	14 December 2015	14
NZFS	Bomb Threat Building	14 December 2015	15
NZFS	Significant Business Disruption	14 December 2015	16
NZFS	Earthquake	14 December 2015	17
NZFS	Tsunami	14 December 2015	18

Airline

Ref	Title	Effective Date	Pages
Airline	Local Standby	14 December 2015	2
Airline	Full Emergency	14 December 2015	3
Airline	Airport Accident	14 December 2015	4
Airline	Local Accident	14 December 2015	5
Airline	Remote Accident	14 December 2015	6
Airline	Sea Accident	14 December 2015	7
Airline	Aircraft Ground Incident	14 December 2015	8
Airline	Aircraft Bomb Threat	14 December 2015	9
Airline	Aircraft Unlawful Seizure	14 December 2015	10
Airline	Quarantine Emergency	14 December 2015	11
Airline	Structural Fire	14 December 2015	12
Airline	Hazardous Substances Spillage	14 December 2015	13
Airline	Suspicious Article	14 December 2015	14
Airline	Bomb Threat Building	14 December 2015	15
Airline	Significant Business Disruption	14 December 2015	16
Airline	Earthquake	14 December 2015	17
Airline	Tsunami	14 December 2015	18

Wellington Free Ambulance

Ref	Title	Effective Date	Pages
WFA	Local Standby	14 December 2015	2
WFA	Full Emergency	14 December 2015	3
WFA	Airport Accident	14 December 2015	4
WFA	Local Accident	14 December 2015	5
WFA	Remote Accident	14 December 2015	6
WFA	Sea Accident	14 December 2015	7
WFA	Aircraft Ground Incident	14 December 2015	8
WFA	Aircraft Bomb Threat	14 December 2015	9
WFA	Aircraft Unlawful Seizure	14 December 2015	10
WFA	Quarantine Emergency	14 December 2015	11
WFA	Structural Fire	14 December 2015	12
WFA	Hazardous Substances Spillage	14 December 2015	13
WFA	Suspicious Article	14 December 2015	14
WFA	Bomb Threat Building	14 December 2015	15
WFA	Significant Business Disruption	14 December 2015	16
WFA	Earthquake	14 December 2015	17
WFA	Tsunami	14 December 2015	18

Aviation Security Service

Ref	Title	Effective Date	Pages
AvSec	Local Standby	14 December 2015	2
AvSec	Full Emergency	14 December 2015	3
AvSec	Airport Accident	14 December 2015	4
AvSec	Local Accident	14 December 2015	5
AvSec	Remote Accident	14 December 2015	6
AvSec	Sea Accident	14 December 2015	7
AvSec	Aircraft Ground Incident	14 December 2015	8
AvSec	Aircraft Bomb Threat	14 December 2015	9
AvSec	Aircraft Unlawful Seizure	14 December 2015	10
AvSec	Quarantine Emergency	14 December 2015	11
AvSec	Structural Fire	14 December 2015	12
AvSec	Hazardous Substances Spillage	14 December 2015	13
AvSec	Suspicious Article	14 December 2015	14
AvSec	Bomb Threat Building	14 December 2015	15
AvSec	Significant Business Disruption	14 December 2015	16
AvSec	Earthquake	14 December 2015	17
AvSec	Tsunami	14 December 2015	18

New Zealand Defence Force

Ref	Title	Effective Date	Pages
NZDF	Local Standby	14 December 2015	2
NZDF	Full Emergency	14 December 2015	3
NZDF	Airport Accident	14 December 2015	4
NZDF	Local Accident	14 December 2015	5
NZDF	Remote Accident	14 December 2015	6
NZDF	Sea Accident	14 December 2015	7
NZDF	Aircraft Ground Incident	14 December 2015	8
NZDF	Aircraft Bomb Threat	14 December 2015	9
NZDF	Aircraft Unlawful Seizure	14 December 2015	10
NZDF	Quarantine Emergency	14 December 2015	11
NZDF	Structural Fire	14 December 2015	12
NZDF	Hazardous Substances Spillage	14 December 2015	13
NZDF	Suspicious Article	14 December 2015	14
NZDF	Bomb Threat Building	14 December 2015	15
NZDF	Significant Business Disruption	14 December 2015	16
NZDF	Earthquake	14 December 2015	17
NZDF	Tsunami	14 December 2015	18

AERODROME EMERGENCY PLAN

Airways



Local Standby

1. Prepare emergency message form
2. Notify WIAL Operations via Crashline
3. Notify operator or agent if appropriate
4. Upgrade emergency phase if required

Note:

Prior to any other aircraft movement, the runway must be inspected by WIAL. The runway cannot re-open until WIAL has advised the Control Tower that the runway and/or manoeuvring areas are serviceable.



Full Emergency

1. Prepare emergency message form
2. Notify WIAL Operations via Crashline
3. Notify operator or agent if appropriate
4. Upgrade emergency phase if required
5. When an aircraft involved in the incident has landed/crashed and the other aircraft on the manoeuvring area have stopped clear, declare that the aerodrome is CLOSED.

Note:

Prior to any other aircraft movement, the runway must be inspected by WIAL. The runway cannot re-open until WIAL has advised the Control Tower that the runway and/or manoeuvring areas are serviceable.



Airport Accident

1. Prepare emergency message form
2. Advise WIAL Operations via Crashline
3. Impose radio silence, if necessary, except for emergency traffic
4. Hold all traffic operating on the Manoeuvring Area
5. When the aircraft in the incident has landed/crashed and the other aircraft on the manoeuvring area have stopped clear, the Air Traffic Control Tower will declare that the aerodrome is CLOSED.
6. Direct Emergency Services to the crash site
7. Suspend all VFR operations except approved operators as advised by NZ Police
8. Relay messages as required
9. Notify appropriate parties of airfield status
Request NOTAM action 'Wellington Airport closed due emergency' for an estimated four hours
10. Render all possible assistance
11. Take necessary message action, statements from duty staff
12. Record details in ATS log book
13. Stand-down when advised by EOC

Note:

Prior to any other aircraft movement, the runway must be inspected by WIAL. The runway cannot re-open until WIAL has advised the Control Tower that the runway and/or manoeuvring areas are serviceable.



Local Accident

1. Prepare emergency message form
2. Advise WIAL Operations via Crashline
3. Impose radio silence, if necessary, except for emergency traffic
4. Hold all traffic operating on the Manoeuvring Area
5. Direct Emergency Services to the crash site
6. Suspend all VFR operations except approved operators as advised by NZ Police
7. Relay messages as required
8. Notify appropriate parties of airfield status
Request NOTAM action 'Wellington Airport closed due emergency' for an estimated four hours
9. Render all possible assistance
10. Take necessary message action, statements from duty staff
11. Record details in ATS log book
12. Stand-down when advised by EOC



Remote Accident

1. Notify WIAL Operations via Crashline – advice message only
2. Direct services to crash scene if a response occurs
3. Relay messages as requested by emergency services
4. Stand-down on direction of EOC or Incident Controller



Sea Accident

1. Prepare emergency message form
2. Advise WIAL Operations via Crashline
3. Impose radio silence, if necessary, except for emergency traffic
4. Hold all traffic operating on the Manoeuvring Area
5. Direct Emergency Services to the crash site
6. Suspend all VFR operations except approved operators as advised by NZ Police
7. Relay messages as required
8. Notify appropriate parties of airfield status
Request NOTAM action 'Wellington Airport closed due emergency' for an estimated four hours
9. Render all possible assistance
10. Take necessary message action, statements from duty staff
11. Record details in ATS log book
12. Stand-down when advised by EOC



Aircraft Ground Incident

1. Prepare emergency message form
2. Advise WIAL Operations via Crashline
3. Notify Operator or Agent if appropriate
4. Stand-down on direction of EOC or Incident Controller



Aircraft Bomb Threat

1. If receiver of call, take details and advise Police immediately
2. Do not advise the pilot of a threat in the first instance unless it is considered credible **AND** of such extreme nature that an **immediate danger** to the flight exists.
3. Notify Centre Supervisor and operator/agent if appropriate (Refer IFERC)
4. Advisory notification from Police threat assessment in progress (the Threat Assessment Team will decide whether the threat is 'specific' or 'non-specific')
5. Upon notification from Police that the threat is 'specific', Notify WIAL Operations via Crashline
6. Provide communications links between Police and aircraft
7. Stand-down on direction of EOC



Aircraft Unlawful Seizure

1. Notify WIAL Operations Full Emergency via Crashline
2. Direct aircraft to isolation point if possible
3. Act as communication link between Police and aircraft
4. Stand-down on direction of EOC



Quarantine Emergency

Please note that the full Pandemic Plan can be found in the Scenario section of this document.

1. Maintain a record of all staff involved in the response
2. Participate in a debrief following any significant multi agency border responses



Structural Fire

1. Upon message received, respond as per internal SOP or as agreed in collaboration with WIAL.
2. Provide update or information to WIAL Building Warden to assist management of situation.



Hazardous Substances Spillage

1. Upon notification guide aircraft away from area



Suspicious Article

1. Respond in accordance with instructions from EOC or police
2. Stand-down on direction from EOC or police



Bomb Threat Building

1. Respond in accordance with instructions from EOC
2. Stand-down on direction from EOC



Significant Business Disruption

1. Upon message received, respond as per internal SOP or as agreed in collaboration with WIAL.
2. Provide update or information to WIAL to assist management of situation.



Earthquake

1. Request WIAL to inspect runway via Crashline
2. Divert and/or control air traffic as appropriate



Tsunami

Activated upon national advisory or warning being provided

1. Direct aircraft traffic away from area
2. Liaise with WIAL prior to opening

AERODROME EMERGENCY PLAN

Wellington International Airport Ltd



Local Standby

Wellington International Airport Limited

1. Initiate internal response
2. Activate EAS – Local Standby
3. Airside Operations Coordinator to report to Incident Control Point
4. After landing, undertake paved area inspection for FOD, contaminant or damage, and advise control tower of serviceability
5. Activate stand-down message when advised by Incident Controller or Crew Chief.

Airport Fire Station

1. Initiate AFS response
2. Assume role of Incident Controller until Airport Police arrive
3. Liaise with Control Tower and aircraft as appropriate
4. Initiate stand-down in conjunction with or absence of Airport Police.



Full Emergency

Wellington International Airport Limited

1. Initiate internal response
2. Activate EAS – Full Emergency
3. Activate EOC and manage until arrival of NZ Police (Local Controller)
4. Airside Operations Coordinator to ICP and act as liaison officer
5. After landing, undertake paved area inspection for FOD, contaminant or damage, and advise control tower of serviceability
6. Activate stand-down message when advised by Incident Controller or Crew Chief

Airport Fire Station

1. Initiate AFS response
2. Assume role of Incident Controller until Airport Police arrive
3. Liaise with Control Tower and aircraft as appropriate
4. Initiate stand-down in conjunction with or absence of Airport Police.



Airport Accident

Wellington International Airport Ltd

1. Initiate internal response
2. Activate EAS - Airport Crash
3. Activate EOC and manage until arrival of NZ Police (local controller)
4. Direct CCTV coverage over scene and response
5. Consider;
 - Public address announcement closing airport
 - Corraling survivors to point of safety and shelter
 - Transport of survivors from scene
 - Transportation of medical trailer to triage point if requested by WFA
 - Access to Meeters & Greeters reception area in conjunction with Local Controller (or in their absence – the Airline)
 - Portable lighting for Ops during hours of darkness
6. Respond to directions of EOC
7. After release from TAIC/CAA/Police initiate repair to operational areas.
8. After landing, undertake paved area inspection for FOD, contaminant or damage, and advise control tower of serviceability
9. Activate EAS stand-down on direction of EOC
10. Manage safe and structured opening of airport to normal operations

Airport Fire Service

1. Initiate AFS response upon alarm and message
2. Liaise with NZFS and emergency services as necessary
3. Assume role of Incident Controller until Airport Police arrive
4. Declare fire control to Incident Controller when area safe for rescue to proceed
5. Implement rescue ops in liaison with NZFS
6. Stand-down as initiated by Incident Controller
7. Manage return to airport category status.



Local Accident

Wellington International Airport Ltd

1. Initiate internal response
2. Activate EAS – Local Crash
3. Activate EOC and manage until arrival of NZ Police (Local Controller)
4. Consider;
 - Public address announcement closing the airport
 - Transportation of medical trailer to triage point if requested by WFA
 - Access to Meeters and Greeters reception area in conjunction with local controller (or in their absence – the Airline)
5. Respond to directions of EOC
6. Activate EAS stand-down on direction of EOC
7. Manage safe and structure opening of airport pending return to Fire category

Airport Fire Service

1. Initiate AFS response upon alarm and message
2. Respond appliances as appropriate
3. Notify category for other airport operations
4. Liaise with NZ Fire Service and other emergency services
5. Declare fire control to Incident Controller when area safe to proceed
6. Implement rescue operations in liaison with NZ Fire Service
7. Stand-down as initiated by Incident Controller
8. Manage return to category status



Remote Accident

Wellington International Airport Ltd

1. Initiate internal response
2. Activate EAS – Remote Accident
3. Activate EOC and manage until arrival of NZ Police (Local Controller)
4. Consider;
 - Access to Meeters and Greeters reception area in conjunction with Local Controller (or in their absence, the Airline)
5. Respond to directions of EOC
6. Activate EAS stand-down on direction of EOC.

Airport Fire Service

1. Upon receipt of message consider;
 - Deployment of personnel or equipment to site upon request of Police / NZFS
 - Airport category requirements and ongoing operation
 - Liaise with NZ Fire Service as appropriate
2. Stand-down when advised by EOC



Sea Accident

Wellington International Airport Limited

1. Initiate internal response
2. Activate EAS – Airport Accident
3. Notify WN Harbour Radio (Beacon Hill)
4. Monitor communications on Channel 16 or marine working channel
5. Activate EOC and manage until arrival of NZ Police (Local Controller)
6. Direct CCTV coverage towards scene if possible
7. Consider;
 - Public address announcement closing airport
 - Airside AOC to ICP to act as airport liaison
 - Transportation of medical trailer to triage point if requested by WFA
 - Access to Meeters and Greeters reception area in conjunction with Local Controller (or in absence, the Airline)
8. Respond to directions of EOC
9. Activate EAS stand-down on direction of EOC
10. Manage safe and structure opening of airport to normal operations.

Airport Fire Service

1. Initiate response
2. Proceed to crash scene, launching Airport Marine 1 and 2 Rescue Craft
3. Establish radio contact with WIAL Ops and WN Harbour Radio (Beacon Hill)
4. Assist Police and Marine Rescue, deploy and control life rafts as required
5. Stand-down upon direction of Incident Controller
6. Manage return to airport category status.



Aircraft Ground Incident

Wellington International Airport Limited

1. Initiate internal response
2. Activate EAS – Aircraft Ground Incident
3. Activate EOC and manage until arrival of NZ Police (Local Controller)
4. Airside Operations Coordinator to ICP to act as liaison officer
5. Consider;
 - Corraling survivors to point of safety and shelter
 - Transport of survivors/PAX from scene
 - Public address announcement closing airport
 - Transportation of medical trailer to triage point if requested by WFA
6. Respond to directions of EOC/Incident Controller
7. After release from TAIC/CAA/Police, initiate repair to operational areas
8. After landing, undertake paved area inspection for FOD, contaminant or damage, and advise control tower of serviceability
9. Activate EAS stand-down on direction of EOC/Incident Controller
10. Manage safe and structured return to normal operations.

Airport Fire Service

1. Initiate AFS response upon alarm and message
2. Assume role of Incident Controller until Airport Police arrive
3. Liaise with NZ Fire Service and emergency services as necessary
4. Declare fire control to Incident Controller when area safe for rescue to proceed
5. Stand-down as initiated by Incident Controller
6. Manage return to Category Status.



Aircraft Bomb Threat

Wellington International Airport Limited

1. If receiver of call, take details and notify Police immediately
2. Notify airline or agent as appropriate
3. Upon notification from the Threat Assessment Team/Police that the threat is specific, initiate internal response
4. Activate EAS
Note: Discreet use of the radio and AFS PA are essential. Incident details should not be broadcast by PA or radio.
5. Activate EOC if not already in use by Threat Assessment Team
6. Airside Operations Coordinator to report to ICP to act as liaison officer
7. Liaise with Airline Duty Manager
8. Respond to direction of EOC
9. Activate EAS stand-down upon direction of EOC
10. Stand-down on direction from EOC

Airport Fire Service

1. On receipt of EAS message initiate response as for Local Standby
2. Monitor communications
3. Liaise with Control Tower and aircraft as appropriate
4. Respond to Full Emergency with one appliance. Other appliances to standby on station
5. Liaise with Police and services
6. Objective is to give Fire coverage from safe position. Evacuees may be assisted, but continued fire coverage is to be maintained.
7. Stand-down on direction from EOC



Aircraft Unlawful Seizure

Wellington International Airport Limited

1. Initiate internal response
2. Initiate EAS message – Aircraft Unlawful Seizure
Note: Discreet use of the radio is essential
3. Activate EOC and manage until arrival of NZ Police (Local Controller)
4. Airside Operations Coordinator to ICP and act as liaison officer
5. Liaise with airline duty manager
6. Respond in accordance with instructions from EOC
7. Activate EAS stand-down on direction of EOC
8. Manage safe and structured opening of airport to normal operations

Airport Fire Service

1. Initiate response as for Local Standby
2. Monitor communications
3. Standby at station and respond to instructions from Incident Controller / EOC
4. Stand-down on direction of EOC



Quarantine Emergency

Please note that the full Pandemic Plan can be found in the Scenario section of this document.

Wellington International Airport Limited

1. Maintain a record of all staff involved in the response
2. Participate in a debrief following any significant multi agency border response
3. Dispatch AFS to scene to await arrival of WFA or initially assess patient as required
4. Facilitate communications and activation of Emergency Operations Centre if required
5. Notify airport agencies
6. Arrange appropriate area for meters and greeters if required
7. Arrange appropriate area for assessment of ill passengers if required
8. Arrange appropriate area for processing passengers, this may include the Defence Terminal or Execujet Hanger
9. Arrange extra facilities and logistics where necessary e.g. toilets, terminal cleaning, catering
10. Facilitate media communications including co-ordinating media conference and media releases – see communications plan (in full Quarantine plan in Administration section)

Airport Fire Service

1. Assist WFA as requested
2. Initial triage of case as part of first responder responsibilities if WFA significantly delayed on reaching scene. Contact with Medical Officer of Health to be made before entering aircraft.
3. Liaise with Regional Public Health on-call HPO/MOH of the health status of ill passenger when initial assessment has been completed.
4. Maintain communication with WFA



Structural Fire

Wellington International Airport Limited

1. Once Fire confirmed, activate EAS – structural fire
2. Initiate internal response
3. For Terminal Fires, initiate evacuate and manage
4. For other buildings, respond to area and consider;
 - Impact to safe aircraft operations
 - Management of vallecular traffic
 - Impact upon access to terminal or other passenger services
5. Liaise with Crew Chief and respond to instruction/requests
6. Manage structured return to safe operation if operations are impacted.

Airport Fire Service

1. Upon message received, initiate response
2. Initiate call back of staff if aerodrome category is to be maintained
3. Liaise with NZ Fire Service
4. Assist with removal of disabled persons as advised by Building Warden
5. Stand-down when released by NZ Fire Service.



Hazardous Substances Spillage

Wellington International Airport Limited

1. Initiate internal response
2. Activate EAS – Hazardous Substance Spillage
3. Clear and secure area around spill
4. Respond to instructions of AFS or NZFS
5. Contact Greater Wellington Regional Council 0800 496 734 if spillage is likely to enter storm water drains
6. Activate EAS stand-down message when advised by Crew Chief
7. Manage safe and structured return to normal operations.

Airport Fire Service

1. Initiate response to scene
2. Liaise with NZFS and emergency services as required
3. Assume role of Incident Controller until NZFS arrive
4. Carry out safety and evacuation procedures at scene; assist NZFS
5. Stand-down as initiated by Incident Controller
6. Manage return to Airport Category Status



Suspicious Article

Wellington International Airport Limited

1. Upon advice from AVSEC or Airport Police, activate EAS – Suspicious Article
2. Provide staff member to ICP to liaise with Police
3. Ensure all outside doors in proximity to area are open
4. Arrange for Public Address announcement to evacuate area
5. Manage evacuation of area of cordon
6. Provide sitreps to stakeholders via EAS
7. Provide sitrep to Control Tower
8. Respond in accordance with instructions of Incident Controller (Airport Police)
9. In conjunction with Police, consider using WIAL Ops as alternate EOC or AFS station if wide area evacuation occurs. Advise stakeholders accordingly.
10. Initiate EAS stand-down.

Airport Fire Service

1. Upon receipt of message, initiate response to scene
2. Maintain category and position vehicles in a safe area from threat
3. Respond in accordance with instructions from ICP or Police
4. Stand-down when advised via EAS.



Bomb Threat Building

Wellington International Airport Limited

1. Activate EAS upon instruction from Airport Police
2. Initiate internal response upon receipt of message
3. Note: Discreet use of the radio and AFS PA are essential. Incident details should not be broadcast by PA or radio
4. Respond in accordance with instructions of Incident Controller (Airport Police)
5. Provide sitreps to stakeholders via EAS
6. If building evacuated, consider;
 - Sitreps to Control Tower
 - Issue of NOTAM
 - In conjunction with Police, consider using WIAL Ops as alternate EOC or AFS station if wide area evacuation occurs. Advise stakeholders accordingly.
7. Initiate EAS stand-down on instruction of Incident Controller
8. Managed return to safe normal operation

Airport Fire Service

1. Upon receipt of EAS message, initiate internal response (remain airside and positioned in a safe area from threat).
2. Respond to instructions from Incident Controller
3. Stand-down when advised from Incident Controller.



Significant Business Disruption

Wellington International Airport Limited

1. Activate EAS upon internal criteria being met
2. Continue to update via EAS until situation resolved
3. Consider arranging stakeholder meeting if collaboration is required to resolve issue
4. Manage return to normal safe operation
5. Issue stand-down by EAS when complete.

Airport Fire Service

1. Upon receipt of message, consider;
 - Deployment of personnel or equipment to safe as appropriate
 - Airport Category requirements and ongoing operation.



Earthquake

Wellington International Airport Limited

Category C – PGA between 10mg and 80mg

1. Initiate internal response
2. Confirm and send EAS alert as triggered by accelerometers
3. Advise Control Tower airport remains open
4. Activate pre-recorded Terminal Public Address announcement
5. Respond to any issues that arise
6. Activate EAS stand-down message

Category B – PGA between 20mg and 300mg • Category A – PGA above 300mg

1. Initiate internal response
2. Confirm and send EAS alert as triggered by accelerometers
3. Advise Control Tower that airport is closed
4. Activate pre-recorded Terminal Public Address announcement
5. Initiate pavement inspections
6. Undertake Life Safety Assessment in Terminal areas and give considerations to passive evacuation if required
7. Activate EOC and manage as Incident Controller for airport
8. Notify WEMO of airport status and keep updated
9. Manage safe and structured opening of airport
10. Activate stand-down on EAS when instructed from EOC

Airport Fire Service

Category C – PGA between 10mg and 80mg

1. Respond to issues arising from Earthquake

Category B – PGA between 20mg and 300mg • Category A – PGA above 300mg

1. Upon receipt of message, deploy staff to terminal site to deal with life safety issues
2. Assist with pavement inspection
3. Liaise with NZFS as required
4. Respond in accordance with instructions from EOC
5. Stand-down on advice from the EOC



Tsunami

Activated upon national advisory or warning being provided

Wellington International Airport Limited

1. Activate EAS upon receipt of threat notice from MCDEM
2. Consider;
 - Real threat to airport operation as a whole
 - Activation of the EOC to coordinate on airport response
 - Safety of personnel and visitors alike
 - Need of notification to tenants
 - NOTAM for structured closure of the airport
 - Need for evacuation of essential equipment to higher ground (sewage treatment point of Wexford Road)
3. Liaise as necessary with WEMO
4. Update EAS if able with MCDEM message updates
5. Manage overall airport and return to operations after threat has passed.

Airport Fire Service

1. Upon receipt of message liaise with SAOC/Management Rep
2. If threat to Airport is real; consider
 - Assistance to SAOC in structure closure of airport
 - Assistance with ensuring safety of personnel and visitors to airport
 - Evacuate personnel and AFS essential equipment to higher ground (sewage treatment plant or Wexford Road)
3. Continued Liaison with EOC / WIAL Management Rep

AERODROME EMERGENCY PLAN

New Zealand Police



Local Standby

1. Upon message received, ensure all Airport Police staff are alerted
2. Airport Police to Incident Control Point (ICP) – initially beside AFS
3. Senior police member at ICP will obtain briefing from Crew Chief and assume the Incident Controller role
4. Initiate stand-down in liaison with the Crew Chief



Full Emergency

1. Upon message received, ensure all Airport Police staff are alerted
2. Airport Police to Incident Control Point (ICP) – initially beside AFS
3. Senior police member at ICP will obtain briefing from crew chief and assume the Incident Controller role
4. Incident Controller will:
 - i. Consider outer cordon – advise Police comms of requirements
 - ii. Assist passengers who may be traumatized by the incident
 - iii. Initiate stand-down in liaison with the Crew Chief.
5. Senior police member to EOC – obtain briefing from Incident Controller and assume the Local Controller role
6. Local Controller will:
 - i. Consider establishing reception area to assist passengers.



Airport Accident

1. Upon message received, ensure all Airport Police staff are alerted
2. Airport Police to Incident Control Point (ICP) – initially beside AFS
3. Senior police member at ICP will obtain briefing from Crew Chief and assume the Incident Controller role
4. Incident Controller will:
 - i. Establish inner cordon
 - ii. Establish outer cordon
 - iii. Assist rescue and medical services
 - iv. Protect evidence / property
 - v. Obtain load sheet
5. Senior police officer to EOC – obtains briefing from the Incident Controller and assume the Local Controller role
6. Local Controller will:
 - i. Identify assembly area and appoint an OC
 - ii. Obtain verified manifest
 - iii. Establish meeters & greeters reception centre
 - iv. Commence meeters & greeters reconciliation
 - v. Establish survivor reception centre
 - vi. Ensure survivors are transported to survivor reception centre
 - vii. Commence survivor reconsolidation
 - viii. Establish airline crew reception centre
 - ix. Ensure airline crew transported to airline crew reception centre
 - x. Commence airline crew reconciliation
 - xi. Activate media plan
 - xii. Ensure police liaison officer is appointed at hospital
 - xiii. Establish reunion centre
 - xiv. Comply with CAA/TAIC instructions
 - xv. Commence DVI procedures / investigation



Local Accident

1. Upon message received, ensure all Airport Police staff are alerted
2. Airport Police to Incident Control Point (ICP) – outside of Airport perimeter
3. Airport Police will respond and provide a liaison role to the Police Incident Controller at the scene.
4. Airport Police will:
 - i. Assist with inner cordon
 - ii. Assist with outer cordon
 - iii. Assist rescue and medical services
 - iv. Ensure evidence / property is protected
 - v. Obtain load sheet for the Incident Controller
5. Senior police officer to EOC – obtains briefing from Incident Controller and assume the Local Controller role
6. Local Controller will;
 - i. Obtain verified manifest
 - ii. Ensure load sheet forwarded to the Incident Controller
 - iii. Establish meeters & greeters reception area
 - iv. Commence meeters & greeters reconciliation
 - v. Assist with survivor reconciliation
 - vi. Assist with airline crew reconciliation
 - vii. Assist with logistics for the reunion centre
 - viii. Activate media plan
 - ix. Comply with CAA/TAIC instructions
 - x. Assist the investigation



Remote Accident

1. Upon message received, ensure all Airport Police staff are alerted
2. Airport Police may travel to Incident Control Point (ICP) – outside of Airport perimeter (within Wellington region)
3. If the Airport Police respond to the scene, they will provide an Airport Police liaison role to the Police Incident Controller at the scene
4. Airport Police will:
 - i. Assist with inner cordon
 - ii. Assist with outer cordon
 - iii. Assist rescue and medical services
 - iv. Ensure evidence / property is protected.
 - v. Obtain load sheet for the Incident Controller
5. Senior police officer to EOC – obtains briefing from Incident Controller and assume the Local Controller role.
6. Local Controller will:
 - i. Liaise with the National RCC
 - ii. Liaise with the Wellington ATC
 - iii. Obtain verified manifest
 - iv. Ensure load sheet forwarded to the Incident Controller
 - v. Establish meeters & greeters reception area
 - vi. Commence meeters & greeters reconciliation
 - vii. Assist with survivor reconciliation
 - viii. Assist with airline crew reconciliation
 - ix. Assist with logistics for the reunion centre.
 - x. Activate media plan.
 - xi. Comply with CAA/TAIC instructions
 - xii. Assist the investigation



Sea Accident

1. Upon message received, ensure all Airport Police staff are alerted
2. Airport police may travel to Incident Control Point (ICP) – outside of Airport
3. If Airport police respond to the scene, they will provide a liaison role to the Maritime Police, who become Marine Incident Controller
4. Airport police will:
 - i. Establish an appropriate Beachhead
 - ii. Assist rescue and medical services
 - iii. Ensure evidence / property is protected
 - iv. Obtain load sheet for the Marine Incident Controller.
5. Senior police officer to EOC – obtains briefing from Incident Controller and assume the Local Controller role
6. Local Controller will:
 - i. Liaise with the National RCC
 - ii. Liaise with Wellington ATC
 - iii. Obtain verified manifest
 - iv. Ensure load sheet forwarded to the Incident Controller
 - v. Establish meeters & greeters reception centre
 - vi. Commence meeters & greeters reconciliation.
 - vii. Assist with survivor reconciliation
 - viii. Assist with airline crew reconciliation
 - ix. Assist with logistics surrounding reunion centre
 - x. Activate media plan
 - xi. Comply with CAA/TAIC instructions
 - xii. Assist the investigation



Aircraft Ground Incident

1. Upon message received, ensure all Airport Police are alerted.
2. Airport Police to Incident Control Point (ICP) – initially beside AFS.
3. Police member at ICP will obtain further information and assume the Incident Controller role.
4. Incident Controller will:
 - i. Consider the need to establish a cordon
 - ii. Assist passengers who may be traumatised by the incident
 - iii. Assist Medical and Rescue services should they attend the scene
5. Senior police member to EOC – obtain briefing from Incident Controller and assume the Local Controller role
6. Local Controller will:
 - i. Establish with WIAL and the airline involved the need for EOC activation
 - ii. Provide situation report to Police Communications
 - iii. Consider establishing a reception area to assist passengers
 - iv. Determine with WIAL and the airline involved the need for additional support for passengers
 - v. Consider attendance by Police District Shift Commander and other staff as required.
 - vi. Comply with CAA/TAIC instructions
 - vii. In event of serious injury or death, establish a scene and advise District Crime Squad
 - viii. Liaise with WIAL and the airline involved regarding a media release



Aircraft Bomb Threat

1. Note exact details of threat
2. Advise Police Communications (if they are not the informant)
3. Advise Wellington ATC
4. With airline supervisor assess threat using PTI (Positive Target Identification)
5. If threat deemed "non-specific", stand down
 - refer to National Aviation Security Programme, Section 8 for further details
6. If threat deemed "specific", use the principles of control and contain to determine initial action
7. Advise Wellington ATC and request Aircraft Bomb Threat phase
8. Go to scene with appropriate staff to co-ordinate further action
9. Request presence of supervising police officer and other staff as may be required

NB: These are very general guidelines only - it is impossible to plan for every type of threat. Common-sense will dictate the action required to resolve a problem such as this.



Aircraft Unlawful Seizure

1. Note exact details of threat
2. Advise Police Communications if they are not the informant
3. Advise Wellington ATC if they are not the informant and request Full Emergency
4. Go to scene (if on Airport)
5. Make appraisal - advise Police Communications
6. Take necessary initial action to contain and control the situation
7. Request presence of supervising police officer and other staff as may be required
8. Establish safe forward point - advise Police Communications and cordons
9. On arrival of supervisory police officer, remain with them and assist as possible
10. Arrange for call-back of Airport Police staff as necessary.

NB: These are general guidelines only – common sense will dictate the action required



Quarantine Emergency

Please note that the full Pandemic Plan can be found in the Scenario section of this document.

1. Maintain a record of all staff involved in the response
2. Participate in a debrief following any significant multi agency border response
3. Provide management of the incident on the WIAL site if EOC activated.
4. Assist with crowd/passenger control in conjunction with Aviation Security



Structural Fire

1. Upon message received, ensure all Airport Police are alerted
2. If required, complete Evacuation Warden Duties in International Arrival Hall East
3. Senior police member to WIAL Control and obtain situation update
4. Provide situation report to Police Communications
5. Consider the needs to establish northern/southern road cordons
6. Consider attendance by Police District Shift Commander and other staff as required
7. Assist WIAL SAOC as required
8. Assist NZFS, AFS and Wellington Free Ambulance as required
9. Liaise with NZFS and Police District Crime Squad in the event of a confirmed fire and the requirement to establish a crime scene
10. Liaise with WIAL and NZFS regarding a media release



Hazardous Substances Spillage

1. Upon message received, ensure all Airport Police are alerted
2. Airport Police member to WIAL Control and obtain situation update
3. Provide situation report to Police Communications
4. Senior police member to attend NZFS Incident Control Point (ICP) and adopt police liaison role
5. Consider road cordons as required
6. Consider attendance by Police District Shift Commander and other staff as required
7. Assist SAOC should full/partial evacuation of airport building(s) be required
8. Assist NZFS, AFS and Wellington Free Ambulance if required
9. Liaise with WIAL and NZFS regarding a media release



Suspicious Article

1. Confirm location of article
2. Advise Police Communications if they are not the informant
3. Go the scene and assume the role of Incident Controller
4. Isolate the area around the article
5. Consider activation of the EOC; senior Police member to EOC and assume role of Local Controller
6. Liaise with tenants and WIAL
7. Request assistance as necessary
8. Act on the advice of the Threat Assessment Team
9. Consider evacuation in conjunction with WIAL
10. Utilise experts (Bomb Disposal Squad etc.)
11. If affecting aerodrome operations, inform the Control Tower

NB: These are very basic guidelines only and depend upon:

- a.) the type/nature of device located
- b.) due to the high risk factors involved at the airport, if any doubt exists as to the safety or danger element to the public then full action, e.g. 100 metre cordons and evacuation must be implemented.



Bomb Threat Building

1. Confirm exact details of the threat
2. Advise Police Communications if they are not the informant
3. Liaise with the Airport Company, Aviation Security and tenants (at EOC if convenient)
4. Assess threat using PTI (Positive Target Identification)
5. If "non-specific" treat accordingly
6. If "specific" - advise Police Communications
 - request assistance as necessary
 - consider evacuation in consultation with WIAL
 - isolate the area
 - utilise experts (Bomb Disposal Squad etc)
 - ensure Wellington ATC notified.

NB: These are very basic guidelines only and depend upon:

- a.) the type/nature of device located
- b.) whether or not a device is located



Significant Business Disruption

1. Upon message received, ensure all Airport Police are alerted.
2. Senior Police member to WIAL Control and obtain situation update
3. Consider situation report to Police Communications and the Police District Command Centre (DCC)
4. Consider attendance by Police District Shift Commander and other staff as required
5. Assist WIAL SAOC as required



Earthquake

1. Upon receipt of WIAL EAS message and PGA reading, liaise with comms.
2. Check the Airport Police station is secure
3. Liaise with WIAL regarding any terminal damage
4. If damage, consider evacuation in consultation with WIAL
5. Assist with any medical problems
6. In event of serious earthquake, the airport will assume vital importance. Airport Police should prioritise the assessment of the airport situation in conjunction with WIAL Operations and keep Police Communications informed.



Tsunami

Activated upon national advisory or warning being provided

1. Note exact details of information
2. Evacuate any prisoner(s) to vehicle(s) and remove
3. Ensure notification to:
 - Wellington ATC
 - WIAL
 - Airlines
4. Assist evacuation - to highest ground
5. Maintain communications with Police Communications
6. Take charge of crowd at highest point

NB: These are general guidelines only - common sense will dictate the action required

AERODROME EMERGENCY PLAN

New Zealand Fire Service



Local Standby

1. Acknowledge AFS message and confirm



Full Emergency

1. Initiate internal response upon message received
2. Acknowledge AFS message and confirm
3. Duty Executive Officer to respond
4. Liaise with AFS Crew Chief
5. Stand-down in liaison with Incident Controller



Airport Accident

1. Initiate internal response upon message received
2. Respond to incident
3. Acknowledge AFS message and confirm
4. Duty Executive Officer to respond
5. Assume full firefighting command and control. Liaise with Incident Controller
6. Stand-down on liaison with Incident Controller



Local Accident

1. Initiate internal response upon message received
2. Respond to incident
3. Acknowledge AFS message and confirm
4. Duty Executive Officer to respond
5. Assume full fire-fighting command and control. Liaise with Incident Controller
6. Stand-down on liaison with Incident Controller



Remote Accident

1. Initiate internal response in accordance with internal procedures upon message received
2. Acknowledge AFS message and confirm
3. Duty Executive Officer to respond
4. Assume full firefighting command and control. Liaise with Incident Controller, AFS and ATC as necessary
5. Issue stand-down in liaison with NZ Police, advise ATC, AFS of stand-down



Sea Accident

1. Initiate internal response upon message received.
2. Acknowledge AFS message and confirm
3. Respond to RVP as advised by NZ Police
4. Liaise with Incident Controller at RVP
5. Stand-down in liaison with EOC



Aircraft Ground Incident

1. Initiate internal response
2. Respond as appropriate



Aircraft Bomb Threat

1. Initiate internal response upon message received
2. Notify Police and Wellington Free Ambulance of incident
3. Acknowledge AFS message and confirm
4. Respond to RVP
5. Advise Duty Executive Officer
6. Stand-down on direction from EOC or Police



Aircraft Unlawful Seizure

1. Initiate internal response upon message received.
2. Acknowledge AFS message and confirm
3. Respond to RVP
4. Advise Duty Executive Officer
5. Stand-down on direction from EOC or Police



Quarantine Emergency

Please note that the full Pandemic Plan can be found in the Scenario section of this document.

1. Maintain a record of all staff involved in the response
2. Participate in a debrief following any significant multi agency border response



Structural Fire

1. Respond in internal response as per Wellington Regional requirements.



Hazardous Substances Spillage

1. Initiate internal response upon message received
2. Acknowledge EAS message and confirm
3. Respond to location
4. Assess situation, take appropriate action
5. Stand-down in liaison with Police



Suspicious Article

1. Initiate internal response upon message received
2. Acknowledge AFS message and confirm
3. Respond to Incident Control Point
4. Advise Duty Executive Officer
5. Stand-down on direction from EOC or Police



Bomb Threat Building

1. Initiate internal response upon message received
2. Acknowledge AFS message and confirm
3. Respond to Incident Control Point
4. Advise Duty Executive Officer
5. Stand-down on direction from EOC or Police



Significant Business Disruption

1. No response necessary



Earthquake

1. Initiate internal response upon message received
2. Respond in accordance to Wellington Regional requirements



Tsunami

Activated upon national advisory or warning being provided

1. Initiate internal response upon message received
2. Respond in accordance to Wellington Regional requirements

AERODROME EMERGENCY PLAN

Airline



Local Standby

1. Initiate internal response upon message received
2. Stand-down on receipt of stand-down message via EAS



Full Emergency

1. Initiate internal response upon message received
2. Specialist personnel to Incident Control Point
3. Liaise with Incident Controller
4. Contain all persons who have been, or who are suspected of being, exposed to any injury, or showing signs of traumatisation in an appropriate area. Ensure that they are all immediately assessed prior to release from airport environs
5. Stand-down upon message from Incident Controller



Airport Accident

1. Initiate internal response upon message received
2. Specialist personnel to Incident Control Point
3. Provide aircraft passenger and cargo manifests to Incident Controller/New Zealand Police
4. Liaise with Incident Controller
5. Separate crew from passengers
6. Senior representative to EOC with aircraft manifests
7. Assist Local Controller with establishment of
 - Meeters and greeters reception area
 - Airline crew reception area
 - Technical Assistance
 - Provision of staff for reunion centre
 - Media input
8. Contain all persons who have been, or who are suspected of being, exposed to any injury, or showing signs of traumatisation in an appropriate area. Ensure that they are all immediately assessed prior to release from airport environs
9. Stand-down upon message from EOC



Local Accident

1. Initiate internal response upon message received
2. Depending on location, send specialist personnel to Incident Control Point
3. Provide aircraft passenger and cargo manifests to Incident Controller/New Zealand Police
4. Liaise with Incident Controller
5. Separate crew from passengers
6. Senior representative to EOC with aircraft manifests
7. Assist Local Controller with;
 - Establishment of airline crew reception area
 - Establishment of meeters and greeters reception area
 - Technical Assistance
 - Provision of staff for reunion centre
 - Media input
8. Contain all persons who have been, or who are suspected of being, exposed to any injury, or showing signs of traumatisation in an appropriate area. Ensure that they are all immediately assessed prior to release from airport environs
9. Stand-down upon message from EOC



Remote Accident

1. Initiate internal response upon message received
2. Depending on location, send specialist personnel to Incident Control Point
3. Depending on location, provide aircraft passenger and cargo manifests to Incident Controller/New Zealand Police
4. Liaise with Incident Controller
5. Separate crew from passengers
6. Senior representative to EOC with aircraft manifests
7. Assist Local Controller with;
 - Establishment of airline crew reception area
 - Establishment of meeters and greeters reception area
 - Technical Assistance
 - Provision of staff for reunion centre
 - Media input
8. Contain all persons who have been, or who are suspected of being, exposed to any injury, or showing signs of traumatisation in an appropriate area. Ensure that they are all immediately assessed prior to release from airport environs
9. Stand-down upon message from EOC



Sea Accident

1. Initiate internal response upon message received
2. Specialist personnel to Land-based Incident Control Point
3. Provide aircraft passenger and cargo manifests to Incident Controller/New Zealand Police if required
4. Liaise with Maritime Commander
5. Separate crew from passengers
6. Senior representative to EOC with aircraft manifests
7. Assist Local Controller with;
 - Establishment of airline crew reception area
 - Establishment of meeters and greeters reception area
 - Technical Assistance
 - Provision of staff for reunion centre
 - Media input
8. Contain all persons who have been, or who are suspected of being, exposed to any injury, or showing signs of traumatisation in an appropriate area. Ensure that they are all immediately assessed prior to release from airport environs
9. Stand-down upon message from EOC



Aircraft Ground Incident

1. Initiate internal response upon message received
2. Specialist personnel to Incident Control Point if required
3. Liaise with Incident Controller
4. Send Senior Representative to EOC if activated
5. Contain all persons who have been, or who are suspected of being, exposed to any injury, or showing signs of traumatisation in an appropriate area. Ensure that they are all immediately assessed prior to release from airport environs
6. Stand-down upon message from Incident Controller



Aircraft Bomb Threat

1. If receiver of call, take details and notify Police immediately
2. Initiate internal procedures upon threat received
3. Assess threat using PTI
4. If threat assessed positive, senior representative to EOC
5. Act in accordance with instructions from Police
6. Stand-down on direction from EOC



Aircraft Unlawful Seizure

1. Initiate internal procedures upon message received
2. Senior representative to EOC with aircraft manifests
3. Act in accordance with instructions from Police
4. Stand-down on direction from EOC



Quarantine Emergency

Please note that the full Pandemic Plan can be found in the Scenario section of this document.

1. Receive notification from airline captain regarding sick passenger on board aircraft and collect relevant information (using form on page 7 in full Quarantine Plan under the 'Scenario' section.
2. Notify 1st on-call HPO of unwell traveller(s) on board inbound international flight (027-285-6035) or 04-570-9007
3. Inform WIAL Operations Control of unwell traveller(s) on board inbound international flight and relay Pratique Status advised by MOH
4. Produce passenger list (manifest) at RPH request
5. Relocate aircraft as appropriate
6. Airlines to deal with enquiries from meeters and greeters regarding those on flight.
7. Provides the reconciliation of luggage from hold with quarantine PAX/crew
8. Maintain communication with WIAL Operations Control
9. Arrange aircraft cleaning as required
10. Maintain a record of all staff involved in the response
11. Participate in a debrief following any significant multi agency border response



Structural Fire

1. Upon message received, respond as per internal SOP or as agreed in collaboration with WIAL.
2. Provide update or information to WIAL Building Warden to assist management of situation.



Hazardous Substances Spillage

1. If initiator advise New Zealand Fire Service and Police
2. Evacuate to a safe area upwind
3. Ensure area kept clear
4. Advise WIAL Operations
5. Act in accordance with Police instructions



Suspicious Article

1. If discoverer of article – assess immediate threat and notify Police (No radio transmission within 30 metres)
2. If confirmed positive, go straight to number 4.
3. Reassess with Police
4. Advise WIAL personnel and arrange for public address announcement if appropriate
5. Assist with evacuation to 100 metre radius
6. Reassess with Police and WIAL
7. Send representative to EOC or Incident Control Post if deployed
8. Act in accordance with instructions from EOC or Police
9. Stand-down on direction from EOC or Police



Bomb Threat Building

1. If receiver of call, take details and notify Police immediately
2. Initiate internal procedures upon threat received
3. Assess threat using PTI
4. If threat assessed positive, senior representative to EOC
5. Act in accordance with instructions from Police
6. Stand-down on direction from EOC



Significant Business Disruption

1. Upon message received, respond as per internal SOP or as agreed in collaboration with WIAL.
2. Provide update or information to WIAL to assist management of situation.



Earthquake

1. Check whether medical assistance required. Advise WIAL.
2. Assess lease areas for damage
 - If life threatening
 - evacuate to a safe area
 - advise WIAL
 - If minor
 - advise WIAL
 - If nil
 - no action required



Tsunami

Activated upon national advisory or warning being given

1. Advise all staff to evacuate to highest point
2. Ensure WIAL are aware of situation
3. Make public address announcement
4. Assist with the evacuation of the terminal
5. Locate and liaise with Police at the highest point

AERODROME EMERGENCY PLAN

Wellington Free Ambulance



Local Standby

1. Acknowledge EAS message
2. No further action required



Full Emergency

1. Initiate internal response upon message received
2. Dispatch Field Operations Manager or Executive-on-Call to ICP
3. Declare Potential Level 2 Alert
4. Respond vehicles to Assembly Point
5. Notify Airwork NZ Ltd Lifelight Helicopter Phone: (04) 387 9591 or (04) 387 2135
6. Respond Executive-on-Call or Senior Executive to EOC
7. Liaise with Police to assist with any medical issues as required
8. Stand-down in liaison with Incident Controller



Airport Accident

1. Initiate internal response upon message received.
2. Dispatch Field Operations Manager or Executive-on-Call to ICP
3. Declare Level 2 or Level 3 alert
4. Respond vehicles to Assembly Point then to crash scene
5. Notify Airwork NZ Ltd Lifelight Helicopter Phone: (04) 387 9591 or (04) 387 2135
6. Respond Executive-on-call or Senior Executive to Airport EOC
7. Respond liaison officer to Wellington Hospital ED
8. Liaise with Police to assist with any medical issues as required
9. Triage treat and transport casualties to appropriate locations
10. Record all patient treated and/or transported and provide information to IC
11. Liaise with Incident Controller
12. Stand-down in liaison with Incident Controller



Local Accident

1. Initiate internal response upon message received
2. Dispatch Field Operations Manager or Executive-on-Call to ICP
3. Declare Level 2 or Level 3 Alert
4. Respond vehicles to Assembly Point then to crash scene.
5. Notify Airwork NZ Ltd Lifeflight Helicopter Phone: (04) 387 9591 or (04) 387 2135
6. Respond Executive-on-call or Senior Executive to Airport EOC
7. Respond liaison officer to Wellington Hospital ED
8. Liaise with Police to assist with any medical issues as required
9. Triage, treat and transport casualties to appropriate locations
10. Record all patients treated and/or transported and provide information to IC
11. Liaise with Incident Controller
12. Stand-down in liaison with Incident Controller



Remote Accident

1. Initiate internal response upon message received
2. Dispatch Field Operations Manager or Executive-on-Call to EOC
3. Liaise with lead agency at EOC
4. If in region
 - Initiate internal response upon message received
 - Declare Level 2 or Level 3 alert
 - Respond vehicles to Assembly Point then to crash scene
 - Notify Airwork NZ Ltd Lifeflight Helicopter Phone: (04) 387 9591 or (04) 387 2135
 - Respond Executive-on-Call or Senior Executive to Airport EOC
 - Respond liaison officer to Wellington Hospital ED
 - Liaise with Police to assist with any medical issues as required
 - Triage, treat and transport casualties to appropriate locations
 - Record all patients treated and/or transported and provide information to IC
 - Liaise with Incident Controller
5. Stand-down in liaison with Incident Controllers



Sea Accident

1. Initiate internal response upon message received.
2. Dispatch Field Operations Manager or Executive-on-call to initial ICP
3. Declare Level 2 or Level 3 alert
4. Respond vehicles to assembly point
5. Notify Airwork NZ Ltd Lifelight Helicopter Phone: (04) 387 9591 or (04) 387 2135
6. Respond Executive-on-call or Senior Executive to Airport EOC
7. Respond liaison officer to Wellington Hospital ED
8. Liaise with Police to assist with any medical issues as required
9. Triage, treat and transport casualties to appropriate locations
10. Record all patients treated and/or transported and provide information to IC
11. Liaise with Incident Controller
12. Stand-down in liaison with Incident Controller



Aircraft Ground Incident

1. Initiate internal response upon message received
2. Dispatch Field Operations Manager and nearest ambulance available
3. Liaise with Incident Controller
4. If multiple casualties involved;
 - o Declare level 2 or level 3 alert
 - o Respond vehicles to Assembly Point then to crash scene
 - o Notify Airwork NZ Ltd Lifeflight Helicopter Phone: (04) 387 9591 or (04) 387 2135
 - o Respond Executive-on-call or Senior Executive to Airport EOC
 - o Respond liaison officer to Wellington Hospital ED
5. Stand-down in liaison with Incident Controller



Aircraft Bomb Threat

1. Initiate (standby) internal response upon message received
2. Declare Potential Level 2 alert
3. Dispatch Field Operations Manager or Executive-on-Call to Airport EOC
4. Liaise with Incident Controller
5. Stand-down in liaison with Incident Controller



Aircraft Unlawful Seizure

1. Initiate (standby) internal response upon message received
2. Declare Level 2 alert
3. Dispatch Field Operations Manager or Executive-on-Call to Airport EOC
4. Liaise with Incident Controller
5. Stand-down in liaison with Incident Controller



Quarantine Emergency

Please note that the full Pandemic Plan can be found in the Scenario section of this document.

1. Maintain a record of all staff involved in the response
2. Provide an appropriate ambulance response to the incident
3. Liaise with WIAL AFS to triage, treat and transport patient(s) to an appropriate medical facility using established counter measure procedures
4. Liaise with the Medical Officer of Health providing information in relation to the diagnosis and treatment of the patient(s)
5. Ensure that all equipment and vehicles used are cleaned in accordance with the appropriate infection procedures
6. Participate in a debrief following any significant multi agency border responses



Structural Fire

1. Initiate internal response upon message received
2. Respond in accordance to requests from NZ Fire Service



Hazardous Substances Spillage

1. Initiate internal response upon message received
2. Dispatch Field Operations Manager or Executive-on-Call to ICP only
3. Initiate CBRE Team if required
4. Liaise with Incident Controller
5. Stand-down in liaison with Incident Controller



Suspicious Article

1. Initiate (standby) internal response upon message received
2. Dispatch Field Operations Manager or Executive-on-Call to ICP only
3. Liaise with Incident Controller
4. Stand-down in liaison with Incident Controller



Bomb Threat Building

1. Initiate (standby) internal response upon message received
2. Declare Potential Level 2 alert
3. Dispatch Field Operations Manager or Executive-on-Call to ICP only
4. Liaise with Incident Controller
5. Stand-down in liaison with Incident Controller



Significant Business Disruption

1. No response necessary



Earthquake

1. Initiate internal response upon message received
2. If EAS message received acknowledge message as confirmation that communication links remain serviceable.
3. Respond in accordance with number of potential victims notified



Tsunami

Activated upon national advisory or warning being provided

1. No action required

AERODROME EMERGENCY PLAN

Aviation Security Service



Local Standby

1. Initiate internal response upon message received
2. Respond to crash gate Alpha – facilitate access
3. Stand-down in liaison with Incident Controller



Full Emergency

1. Initiate internal response upon message received
2. Respond to crash gates Alpha and Echo – facilitate access (between the hours of 2100 – 0530, consider manning echo as required)
3. Liaise with Incident Controller
4. Stand-down in liaison with Incident Controller



Airport Accident

1. Initiate internal response upon message received
2. Respond to crash gates Alpha and Echo – facilitate access (between the hours of 2100 – 0530, consider manning echo as required)
3. Liaise with Incident Controller
4. Senior Officer to EOC
5. Respond in accordance with instructions from EOC
6. Stand-down in direction from EOC



Local Accident

1. Initiate internal response upon message received
2. Liaise with Incident Controller
3. Senior Officer to EOC
4. Respond in accordance with instructions from EOC
5. Stand-down on direction with EOC



Remote Accident

1. Initiate an appropriate internal response upon message received
2. Senior Officer to EOC if EOC activated
3. Stand-down on direction with EOC



Sea Accident

1. Initiate internal response upon message received
2. Senior Officer to EOC
3. Respond in accordance with instructions from EOC
4. Respond to crash gate Alpha or as appropriate
5. Stand-down on direction with EOC



Aircraft Ground Incident

1. Initiate internal response upon message received
2. Respond to crash gate Alpha & Echo – facilitate access (between the hours of 2100 – 0530, consider manning echo as required)
3. Respond in accordance with instructions from Incident Controller
4. Maintain security cordon around incident site
5. Stand-down in liaison with Incident Controller



Aircraft Bomb Threat

1. If receiver of call, take details and notify Police immediately
2. Notify Control Tower, WIAL Operations, relevant Airline, Duty AVSEC Operations Manager, and Station Manager
3. Initiate internal response upon message received
4. Senior Officer to EOC
5. Respond in accordance to instructions from EOC
6. Respond to crash gates Alpha and Echo – facilitate access (between the hours of 2100hrs – 0530hrs, consider manning echo as required)
7. Stand-down on direction from EOC



Aircraft Unlawful Seizure

1. Initiate internal response upon message received
2. Senior Officer to EOC
3. Respond in accordance to instructions from EOC
4. Stand-down on direction from EOC



Quarantine Emergency

Please note that the full Pandemic Plan can be found in the Scenario section of this document.

1. Maintain a record of all staff involved in the response
2. Participate in a debrief following any significant multi agency border responses
3. Facilitate access of public health staff airside
4. Escort ambulance staff to air bridge
5. Crowd/passenger control in conjunction with Police



Structural Fire

1. Initiate internal response upon message received
2. Respond to crash gate Alpha or as appropriate
3. Screening Point Supervisor to act as warden. Provide assistance with evacuation of building in designated area and liaise with AFS & NZFS (maintain passenger segregation if possible)
4. Senior Officer to EOC
5. Respond in accordance with instructions from EOC
6. Stand-down in direction with EOC or Chief Fire Officer



Hazardous Substances Spillage

1. Initiate internal response upon message received
2. Respond to crash gate Alpha & Echo as required
3. Respond in accordance in accordance with instructions from Incident Controller
4. Maintain security cordon around incident site
5. Stand-down in liaison with Incident Controller



Suspicious Article

1. Confirm suspicious item is discovered or an unattended item is classified as suspicious
2. Assess immediate threat and notify Police (No radio transmission within 30 metres)
3. Advise WIAL personnel and arrange for the public address announcement if appropriate
4. If positive, initiate internal response upon notification
5. Assist with evacuation of terminal and cordon 100 metres radius.
6. Do not use moveable items for cordoning area. Use Police emergency tape provided
7. Open all doors around area
8. Senior officer to EOC or Incident Control Point if deployed
9. Response in accordance with instructions from EOC or Police
10. Stand-down on direction from EOC or Police



Bomb Threat Building

1. If receiver of call, take details and notify the Police immediately
2. Notify WIAL Operations
3. Initiate internal response upon message received
4. Senior Officer to EOC or alternative location
5. Respond in accordance to instructions from EOC
6. Stand-down in direction from EOC



Significant Business Disruption

1. Upon message received, respond as per internal SOP or as agreed in collaboration with WIAL
2. Provide update or information to WIAL to assist management of situation.



Earthquake

1. Initiate internal response upon message received
2. Inspect perimeter boundary – maintain security as required
3. Notify WIAL of any damage and provide situation report
4. Assist emergency response as required



Tsunami

Activated upon national advisory or warning being provided

1. Initiate internal response upon message received
2. Respond in accordance with Standard Operating Procedures and instructions from WIAL
3. Inspect perimeter fence after Tsunami
4. Stand-down in liaison with WIAL

AERODROME EMERGENCY PLAN

New Zealand Defence Force



Local Standby

1. No action required
2. Stand-down on receipt of stand-down message via EAS



Full Emergency

1. Initiate internal response on message received

Working hours, ring:	Air Movements	04 471 6290
	Officer	021 439 910 (24 hours)
After hours:	Duty Mover	021 443 320 (24 hours)

2. Liaise with Incident Controller

Base Operations (Whenuapai)	09 417 7442 (B757/C130/P3K/Seasprite)
Base Operations (Oheakea)	06 351 5442 / 025 723 496 (King Air / Iriquois / Sioux / Airtrainer)
Airforce Safety Officer	021 660 525 / 021 660 526
Airforce PR Officer	027 4443 651

3. Stand-down upon stand-down message received via EAS



Airport Accident

1. Initiate internal response upon message received
2. Open and prepare Military Terminal as survivor centre
3. Provide Officer to EOC
4. Specialist personnel to IC
5. Provide aircraft manifests
6. Separate crew from passengers
7. Establish isolation area for meeters and greeters
8. Respond in accordance with instructions from EOC
9. Stand-down on direction from EOC



Local Accident

1. Initiate internal response on message received

Working hours, ring:	Air Movements	04 471 6290
	Officer	021 439 910 (24 hours)
After hours:	Duty Mover	021 443 320 (24 hours)

2. Open and prepare Military Terminal as survivor centre
3. Officer to EOC
4. Specialist personnel to IC
5. Provide aircraft manifests
6. Separate crew from passengers
7. Establish isolation area for meeters and greeters
8. Respond in accordance with instructions from EOC
9. Stand-down on direction from EOC



Remote Accident

1. Initiate internal response on message received

Working hours, ring:	Air Movements	04 471 6290
	Officer	021 439 910 (24 hours)
After hours:	Duty Mover	021 443 320 (24 hours)

2. Open and prepare Military Terminal as survivor centre
3. Provide Officer to EOC, if EOC activated
4. Co-ordinate specialist personnel to scene
5. Provide aircraft manifests
6. Separate crew from passengers
7. Establish isolation area for meeters and greeters
8. Respond in accordance with instructions from EOC
9. Stand-down on direction from EOC



Sea Accident

1. Initiate internal response on message received

Working hours, ring:	Air Movements	04 471 6290
	Officer	021 439 910 (24 hours)
After hours:	Duty Mover	021 443 320 (24 hours)

2. Open and prepare Military Terminal as survivor centre
3. Provide Officer to EOC, if EOC activated
4. Co-ordinate specialist personnel to scene
5. Provide aircraft manifests
6. Separate crew from passengers
7. Establish isolation area for meeters and greeters
8. Respond in accordance with instructions from EOC
9. Stand-down on direction from EOC



Aircraft Ground Incident

1. Initiate internal response on message received

Working hours, ring:	Air Movements	04 471 6290
	Officer	021 439 910 (24 hours)
After hours:	Duty Mover	021 443 320 (24 hours)

2. Liaise with Incident Controller

Base Operations (Whenuapai)	09 417 7442 (B757/C130/P3K/Seasprite)
Base Operations (Oheakea)	06 351 5442 / 025 723 496 (King Air / Iriquois / Sioux / Airtrainer)
Airforce Safety Officer	021 660 525 / 021 660 526
Airforce PR Officer	027 4443 651

3. Stand-down upon stand-down message received via EAS



Aircraft Bomb Threat

No action required unless military aircraft then:

1. Notify Airport Police
2. Notify internal response group upon message received
3. Assess threat
4. If threat assessed "specific", senior representative to EOC
5. Act in accordance with instructions from Police
6. Stand-down on direction from EOC



Aircraft Unlawful Seizure

1. Initiate internal response on message received

Working hours, ring:	Air Movements	04 471 6290
	Officer	021 439 910 (24 hours)
After hours:	Duty Mover	021 443 320 (24 hours)

2. Advise Airport Police
3. If required, open and prepare Military Terminal for off loaded passengers
4. Act in accordance with instructions from EOC
5. Stand-down on direction from EOC



Quarantine Emergency

Please note that the full Pandemic Plan can be found in the Scenario section of this document.

1. Maintain a record of all staff involved in the response
2. Participate in a debrief following any significant multi agency border responses



Structural Fire

1. Upon message received, respond as per internal SOP or as agreed in collaboration with WIAL.
2. Provide update or information to WIAL Building Warden to assist management of situation.



Hazardous Substances Spillage

1. If initiator advise New Zealand Fire Service and Police
2. Evacuate to a safe area upwind
3. Ensure area kept clear
4. Advise WIAL
5. Act in accordance with Police instructions



Suspicious Article

No action required unless military aircraft then:

1. Assess immediate threat and advise Airport Police
2. Initiate internal response
3. Assess with Police
4. If assessed a threat then evacuate to 100 metre radius and cordon
5. Act in accordance with instructions from Police
6. Stand-down on direction from Police or EOC



Bomb Threat Building

1. Advise Airport Police
2. Initiate internal response
3. Assess threat with Airport Police
4. If assessed 'specific', evacuate affected area
5. Senior Representative to EOC
6. Act in accordance with instructions from Police
7. Stand-down on direction from EOC



Significant Business Disruption

1. Upon message received, respond as per internal SOP or as agreed in collaboration with WIAL
2. Provide update or information to WIAL to assist management of situation.



Earthquake

1. Assess damage to Military Terminal and advise WIAL



Tsunami

Activated upon national advisory or warning being provided

1. Evacuate Military Terminal, proceed to highest point
2. If time permits advise other occupants on western apron

LOCAL STANDBY – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

1. Ensure that all crew don full protective clothing.
2. After receipt of the emergency message, direct crew to mount appliances, start appliance engines (amber beacons only) and proceed to station forecourt.
3. Liaise with R6, if off station.
4. Prompt crew to maintain visual and radio watch.
5. Receive updated incident information from Wellington Tower and relay to AFS crew and NZFS (consider upgrade of the incident).
6. Observe the aircraft landing – direct crew if required.
7. After the aircraft has landed safely, check with Wellington Tower / aircraft captain and / or inspect the aircraft at the gate. When satisfied that the aircraft is safe, liaise with NZFS and stand down the two services.
8. If the aircraft crashes, act as for AIRPORT, LOCAL, SEA or REMOTE ACCIDENT (whichever is appropriate).
9. Stand down in liaison with Incident Controller.
10. File incident report.

- End -

FULL EMERGENCY – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

- 1.** Ensure that all crew don full protective clothing.
- 2.** Direct crew to mount appliances (red beacons on) and start appliance engines.
- 3.** Deploy crew and appliances on the airport to the best positions – considering the nature of the aircraft problem and weather conditions.
- 4.** Liaise with R6, if off station.
- 5.** Prompt crew to maintain visual and radio watch.
- 6.** Establish communications with NZFS Incident Commander (Officer on Kilbirnie 241).
- 7.** Taking into account the severity of the incident, consider liaising with Operations Control to recommend the activation of EAS Staff Recall.
- 8.** Receive updated incident information from Wellington Tower and relay to AFS crew and NZFS.
- 9.** Observe aircraft landing – direct crew if required.
- 10.** After the aircraft has landed safely, check with Wellington Tower / aircraft captain and / or inspect the aircraft at the gate. When satisfied that the aircraft is safe, liaise with NZFS and stand down the two services.
- 11.** If the aircraft crashes, act as for AIRPORT, LOCAL, SEA or REMOTE ACCIDENT (whichever is appropriate).
- 12.** Stand down in liaison with NZFS and Incident Controller.
- 13.** File incident report.

- End -

AIRPORT ACCIDENT – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

1. Ensure that all crew don full protective clothing.
2. After receipt of the message (only if the incident is not visible), direct crew to mount appliances (red beacons on) and start appliance engines.
3. Deploy crew and appliances to the accident scene (positioning appropriately) to extinguish any fire and create safe exit route for occupants.
4. Subject to staff life safety assessment by CC, only enter fuselage if extraction of persons required (if adequate resources available onsite commensurate with aircraft size to safely undertake task). Await NZFS arrival if necessary.
5. Prompt crew to maintain visual and radio watch.
6. Establish initial "Control Point" with Rescue 5.
7. Receive updated incident information from Wellington Tower and relay to AFS crew and NZFS.
8. Evacuate passengers in the vicinity to a safe distance and location – considering the nature of the aircraft accident and weather conditions.
9. Liaise with the NZFS officer and request water and / or rescue requirements.
10. Taking into account the severity of the incident, consider liaising with Operations Control to recommend the activation of EAS Staff Recall.
11. Provide SITREP to Operations Control or to EOC if established.
12. As soon as practicable, liaise with the NZFS officer and declare the accident area as safe to the Emergency Command Post.
13. Direct crew to protect the incident area from further fire / hazard and assist with the rescue (if possible).
14. Liaise with the NZFS officer as to the best utilisation of any remaining resources.
15. Stand down in liaison with NZFS Incident Commander and Incident Controller.
16. Replenish appliance firefighting capabilities as soon as possible.
17. File incident report.

- End -

LOCAL ACCIDENT – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

1. Ensure that all crew don full protective clothing.
2. After receipt of the message (only if the incident is not visible), direct crew to mount appliances (red beacons on) and start appliance engines.
3. Taking into account the scale of the accident, deploy crew and appliances to the scene (positioning appropriately) to extinguish any fire and create safe exit route for occupants.
4. Subject to staff life safety assessment by CC, only enter fuselage if extraction of persons required (if adequate resources available onsite commensurate with aircraft size to safely undertake task). Await NZFS arrival if necessary.
5. Request R6 to return to station.
6. Prompt crew to maintain visual and radio watch.
7. Establish initial "Control Point" with Rescue 5.
8. Receive updated incident information from Wellington Tower and relay to AFS crew and NZFS.
9. Evacuate passengers in the vicinity to a safe distance and location – considering the nature of the aircraft accident and weather conditions.
10. Liaise with the NZFS officer and request water and / or rescue requirements.
11. Taking into account the severity of the incident, consider liaising with Operations Control to recommend the activation of EAS Staff Recall.
12. Provide SITREP to Operations Control or to EOC if established.
13. As soon as practicable, liaise with the NZFS officer and declare the accident area as safe to the Incident Command Post.
14. Direct crew to protect the incident area from further fire / hazard and assist with the rescue (if possible).
15. Liaise with NZFS officer as to the best utilisation of any remaining resources.
16. Stand down in liaison with NZFS Incident Commander and Incident Controller.

17. Replenish appliance firefighting capabilities as soon as possible.

18. File incident report.

- End -

SEA ACCIDENT – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

1. Direct R6 to return to station.
2. Deploy crew and marine rescue craft as per roster (Marine 1 and possibly Marine 2). CC will respond on AM1 and may respond AM2.
3. Ensure that all crew don marine rescue survival suits and lifejackets.
4. Direct crew to man marine rescue craft, tow vehicle and proceed to the most appropriate launching ramp.
5. Ensure the launch of marine vessels and direct rescue crew.
6. Prompt crew to turn on cell phone on board marine rescue craft and maintain visual and radio watch.
7. Receive updated incident information from Wellington Tower and relay to AFS crew and NZFS.
8. Evacuate passengers in the vicinity to a safe distance and location – considering the nature of the aircraft accident and weather conditions.
9. Taking into account the severity of the incident, consider liaising with Operations Control to recommend the activation of EAS Staff Recall.
10. Provide SITREP to Operations Control or to EOC if established.
11. Liaise with Wellington Tower for transponder direction.
12. Act as Incident Controller until the arrival of "Lady Elizabeth IV".
13. Liaise with Police Command "Lady Elizabeth IV" on her arrival.
14. Proceed to accident area, deploy life rafts as necessary and mark wreckage location.
15. Relay all information to Operations Control, Emergency Operations Centre (EOC), Coastguard, Wellington Tower and NZFS Command Post.
16. Direct any other arriving rescue craft.
17. Carry out all necessary functions to save life and property.

18. Stand down in liaison with Incident Controller or EOC.

19. File incident report.

- End -

REMOTE ACCIDENT – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

- 1.** Ensure that all crew don full protective clothing.
- 2.** Direct crew to mount appliances, start appliance engines and position on the station forecourt – depending on the location of accident (particularly in Wellington Region).
- 3.** Prompt crew to maintain visual and radio watch.
- 4.** Receive updated incident information from Wellington Tower and relay to AFS crew and NZFS.
- 5.** Only at the request of the NZFS or Police, proceed to incident with one major foam appliance and crew.
- 6.** Evacuate passengers in the vicinity to a safe distance and location – considering the nature of the aircraft accident and weather conditions.
- 7.** Taking into account the severity of the incident, consider liaising with Operations Control to recommend the activation of EAS Staff Recall.
- 8.** Provide SITREP to Operations Control or to EOC if established.
- 9.** Advise Wellington Tower if firefighting category is reduced.
- 10.** Carry out operational functions as requested by the NZFS Incident Commander.
- 11.** Advise Wellington Tower as soon as category is restored.
- 12.** Stand down in liaison with NZFS and Emergency Operations Centre (EOC).
- 13.** File incident report.

- End -

AIRCRAFT GROUND INCIDENT – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

1. Ensure that all crew don full protective clothing.
2. Direct crew to mount appliances (red beacons on) and start appliance engines.
3. Deploy crew and appliances on the airport to the aircraft location – considering the nature of the aircraft problem and weather conditions.
4. Liaise with R6, if off station.
5. Prompt crew to maintain visual and radio watch.
6. Receive updated incident information from Wellington Tower and relay to AFS crew and NZFS.
7. If an evacuation is initiated by the aircraft crew, evacuate passengers in the vicinity to a safe distance and location – considering the nature of the incident and weather conditions.
8. Taking into account the severity of the incident, consider liaising with Operations Control to recommend the activation of EAS Staff Recall.
9. Provide SITREP to Operations Control or to EOC if established.
10. Establish communications with NZFS Incident Commander (Officer on Kilbirnie 241) and relay escalation of response (if required).
11. Request AVSEC and Airfield AOC to maintain a security cordon around incident site.
12. Check with Wellington Tower / aircraft captain and / or inspect the aircraft at the gate. When satisfied that the aircraft is safe, liaise with NZFS and stand down the two services.
13. Stand down in liaison with NZFS and Incident Controller.
14. File incident report.

- End -

IMMOBILISED AIRCRAFT – Crew Chief Duties

WIAL Internal Procedure (not on Showcase)

Effective date: 5 July 2017

Definition

The recovery of a disabled aircraft from the airfield or the environs when it cannot safely manoeuvre under its own power.

Procedure

Fire prevention and protection only

1. Ensure that all crew don full protective clothing.
2. Deploy crew and appliances as required. Remain clear of aircraft and be aware of weather conditions and potential for aircraft to move unexpectedly e.g. weather cocking or as a result of recovery operations.
3. Provide fire safety coverage as required.
4. If FIRE occurs – respond all firefighting capabilities and commence firefighting, and create safe exit route for occupants (if required).
5. Subject to staff life safety assessment by CC, only enter fuselage if extraction of persons required (if adequate resources available onsite commensurate with aircraft size to safely undertake task). Await NZFS arrival if necessary.
6. Stand down in liaison with the Emergency Operations Centre (EOC).
7. File incident report.

- End -

AIRCRAFT BOMB THREAT – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

1. Ensure that all crew don full protective clothing.
2. Direct crew to mount appliances, start appliance engines and position on the station forecourt or in a suitably safe location.
3. Prompt crew to maintain visual and radio watch.
4. Receive updated incident information from Wellington Tower / Police and relay to AFS crew and NZFS.
5. Establish communications with NZFS Incident Commander.
6. Deploy yourself and one major foam appliance no closer than 200 metres from the aircraft and standby.
7. Receive updated information from Wellington Tower / Police and relay to AFS crew and NZFS (caution: do not use radio transmitters within 200 metre safety zone).
8. Assist aircraft evacuees where possible, not neglecting firefighting duties. Evacuees should be directed to at least 200 metres from the aircraft.
9. If explosion occurs, respond all firefighting capabilities and commence firefighting. Create safe exit route for occupants. (caution: more explosions possible) – act as for AIRPORT, LOCAL, SEA or REMOTE ACCIDENT.
10. Subject to staff life safety assessment by CC, only enter fuselage if extraction of persons required (if adequate resources available onsite commensurate with aircraft size to safely undertake task). Await NZFS arrival if necessary.
11. If the incident is declared "Non-Specific", AFS / NZFS to stand down.
12. Stand down in liaison with Incident Controller.
13. File incident report.

- End -

AIRCRAFT HIJACK – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

1. Ensure that all crew don full protective clothing.
2. Direct crew to mount appliances, start appliance engines and position on the station forecourt.
3. Prompt crew to maintain visual and radio watch.
4. Receive updated incident information from Wellington Tower / Police and relay to AFS crew and NZFS.
5. Establish communications with NZFS Incident Commander.
6. If EXPLOSION or FIRE eventuates (and once Police have given authority to advance), respond all firefighting capabilities and commence firefighting. Create safe exit route for occupants. (*caution: more explosions possible*) – act as for AIRPORT, LOCAL, SEA or REMOTE ACCIDENT.
7. Subject to staff life safety assessment by CC, only enter fuselage if extraction of persons required (if adequate resources available onsite commensurate with aircraft size to safely undertake task). Await NZFS arrival if necessary.
8. Stand down in liaison with NZFS Incident Commander and Incident Controller.
9. File incident report.

- End -

BUILDING BOMB THREAT – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

- 1.** Ensure that all crew don full protective clothing.
- 2.** Direct crew to mount appliances, start appliance engines and position on the station forecourt or in a suitably safe location.
- 3.** Prompt crew to maintain visual and radio watch.
- 4.** Receive up dated incident information from Wellington Tower / Police and relay to AFS crew and NZFS.
- 5.** Deploy yourself and one major foam appliance (airside) no closer than 200 metres from the structure and standby.
- 6.** Establish communications with NZFS Incident Commander.
- 7.** Receive up dated information from Wellington Tower / Police and relay to AFS crew and NZFS (caution: do not use radio transmitters within 200 metre safety zone).
- 8.** Assist building evacuees where possible, not neglecting firefighting duties. Evacuees should be directed to at least 200 metres clear of the building.
- 9.** If FIRE or EXPLOSION occurs, respond all firefighting capabilities and carry out firefighting and rescue operations (caution: more explosions may occur).
- 10.** Advise Wellington Tower of nil firefighting category until further notice.
- 11.** Stand down in liaison with NZFS or Police.
- 12.** Advise WIAL Operations of 'clear to occupy'.
- 13.** Advise Wellington Tower when firefighting category has been restored.
- 14.** File incident report.

- End -

SUSPICIOUS ARTICLE – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

- 1.** Ensure that all crew don full protective clothing.
- 2.** Direct crew to mount appliances, start appliance engines and position on the station forecourt.
- 3.** Prompt crew to maintain visual and radio watch.
- 4.** Receive up dated incident information from Wellington Tower / Police and relay to AFS crew and NZFS.
- 5.** Deploy yourself and one major foam appliance (airside) no closer than 200 metres from the structure and standby.
- 6.** Establish communications with NZFS Incident Commander.
- 7.** Receive up dated information from Wellington Tower / Police and relay to AFS crew and NZFS.
- 8.** Assist building evacuees where possible, not neglecting firefighting duties. Evacuees should be directed to at least 200 metres clear of the building.
- 9.** If FIRE or EXPLOSION occurs, respond all firefighting capabilities and carry out firefighting and rescue operations (caution: more explosions may occur).
- 10.** Advise Wellington Tower of nil firefighting category until further notice.
- 11.** Stand down in liaison with NZFS or Police.
- 12.** Advise WIAL Operations of 'clear to occupy'.
- 13.** Advise Wellington Tower when firefighting category has been restored.
- 14.** File incident report.

- End -

MEDICAL ASSIST AND EMERGENCY – Crew Chief Duties

WIAL Internal Procedure (not on Showcase)

Effective date: 15 June 2018

Definition

Any request to assist in a medical incident in or around the airport environment.

Procedure

1. Ensure that at least two staff mount appliances, start engines and respond to the incident with medical equipment (*Deputy Crew Chief with one other*).
2. All crew to maintain radio watch until the situation is resolved.
3. On arrival, direct staff to assess the patient and commence appropriate first aid.
4. Dispatch further appliances and staff as and if necessary.
5. Deputy Crew Chief in charge of the incident.
6. Ensure AFS crew give a situation report to Ambulance Officers on their arrival.
7. Ensure AFS crew assist Ambulance Officers as required.
8. If the incident, injury, illness or death is deemed to be “notifiable”:
 - Advise Work Safe NZ
 - Advise Operations to notify WIAL Management
9. If advised by Operations that Regional Public Health have been notified, complete assessment and provide feedback to RPH Official.
10. Stand down in liaison with Wellington Free Ambulance.
11. File incident report.

- End -

QUARANTINE – Crew Chief Duties

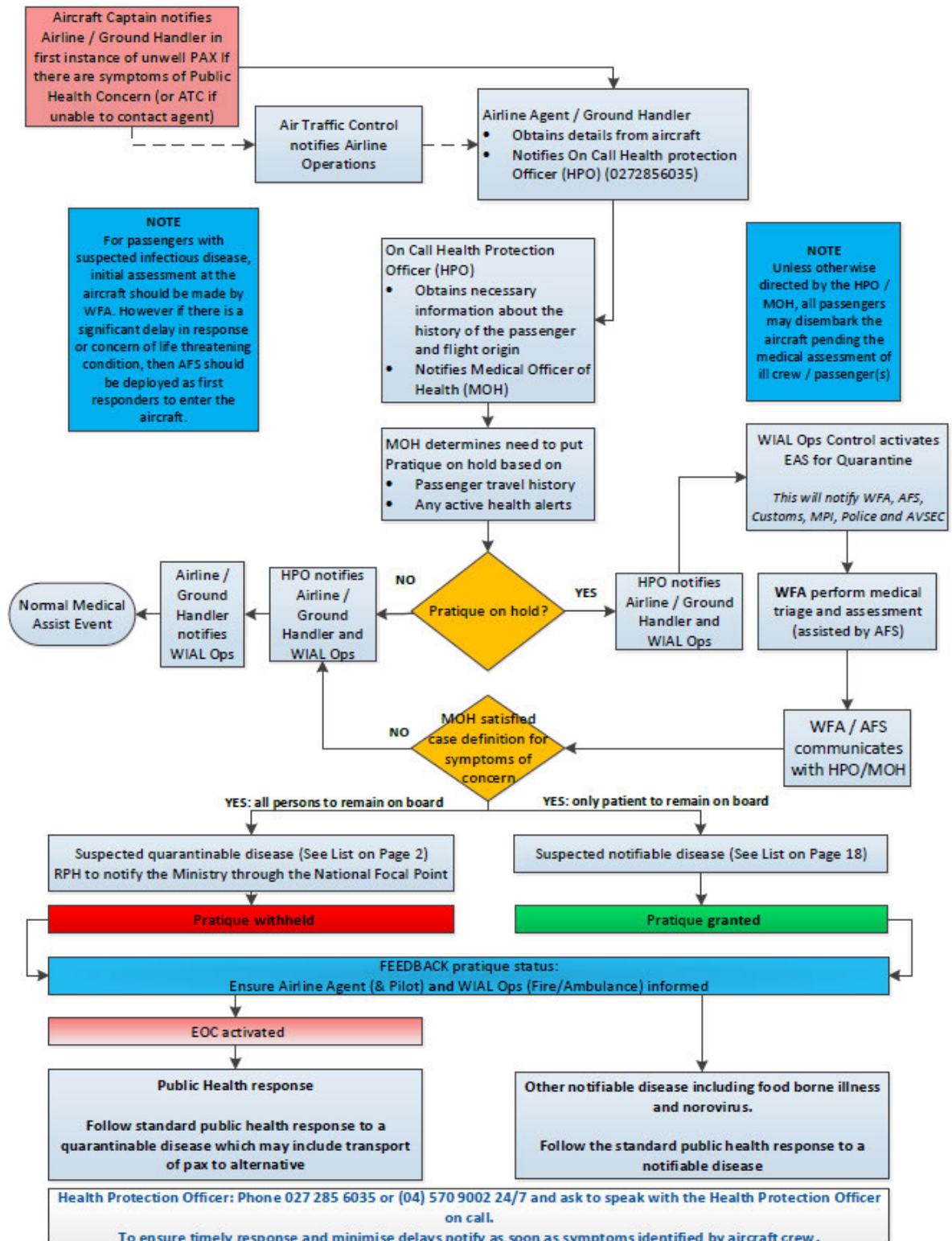
WIAL AEP Showcase

Effective date: 5 July 2017

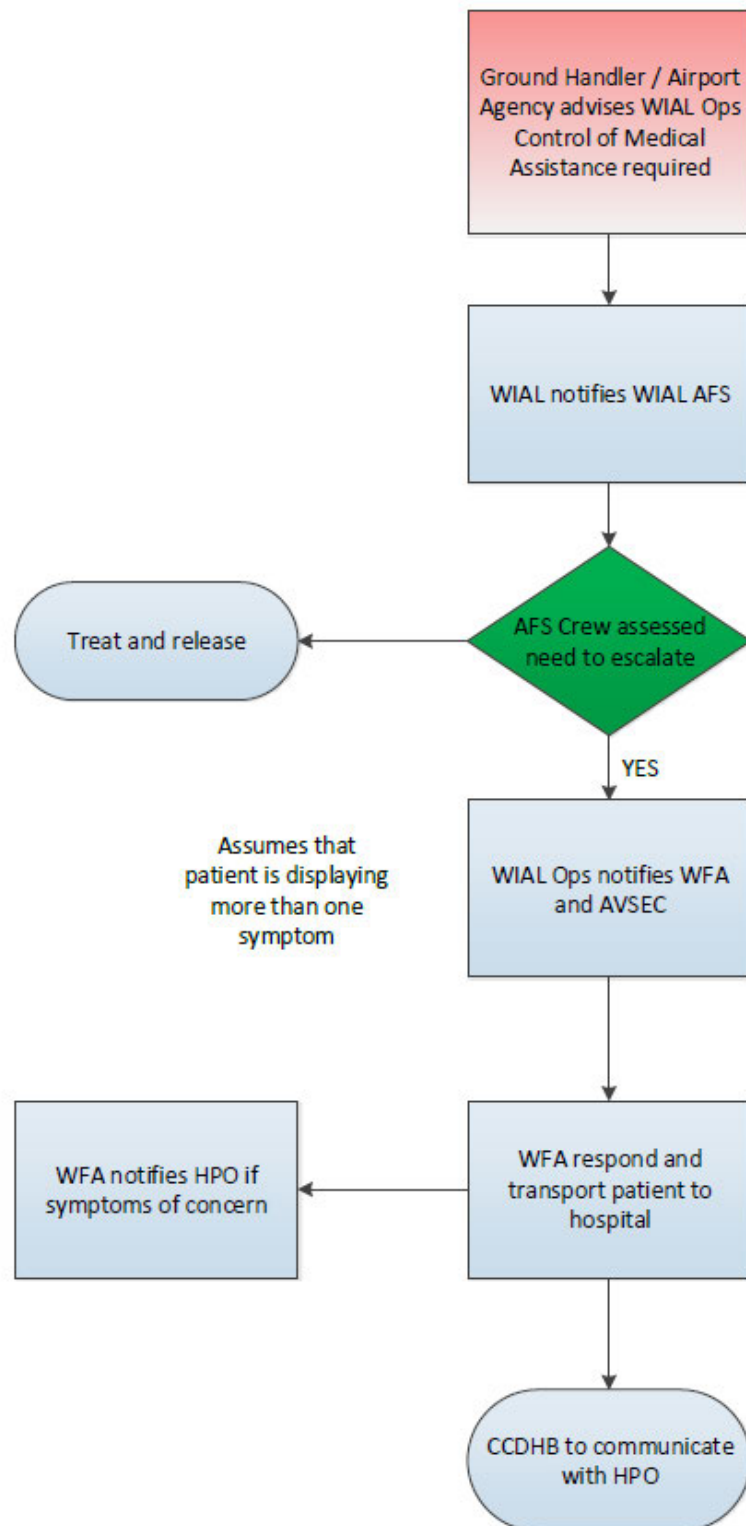
Procedure

- 1.** Respond with at least two other staff and medical equipment (Crew Chief, Deputy Crew Chief and one other).
- 2.** All crew to maintain radio watch until the situation is resolved.
- 3.** Liaise with WFA prior to entering the aircraft – if WFA not on site.
- 4.** It is important that access to the aircraft is limited to AFS / WFA staff (only), in the first instance.
- 5.** Staff are to wear appropriate PPE prior to conducting an assessment of patient(s).
- 6.** Complete assessment as per RPH, liaise and provide feedback with WFA and the Regional Public Health Official and await further instruction from RPH.
- 7.** Provide SITREP to Operations Control.
- 8.** Ensure that staff who have come into contact with patient(s) remain isolated pending further discussion with WFA / Regional Public Health Official on the actions to be taken.
- 9.** Dispatch further appliances and staff if and as necessary.
- 10.** Stand down in liaison with the Regional Public Health Officer.
- 11.** File incident report.

Inflight Discovery



Post Disembarkation



- End -

PFA ACTIVATION / FIRE – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

- 1.** Ensure all crew don full protective clothing.
- 2.** After receipt of the emergency message, direct crew to mount appliances, start appliance engines and proceed to the incident location (positioning upwind).
- 3.** Prompt crew to maintain a visual and radio watch at all times.
- 4.** Investigate further.
- 5.** If situation stable enough to silence alarms, advise Operations Control.
- 6.** If fire is verified, follow procedures for FIRE.
- 7.** Advise Wellington Tower of the situation.
- 8.** Taking into account the severity of the incident, consider liaising with Operations Control to recommend the activation of EAS staff recall.
- 9.** Give updated incident information to FENZ and relay to Operations Control and Wellington Tower.
- 10.** Liaise with the FENZ Senior Officer, on their arrival.
- 11.** Assist FENZ and mitigate damage to WIAL property as required.
- 12.** Return to station as soon as possible.
- 13.** Stand down in liaison with FENZ.
- 14.** Advise WIAL Operations of 'Clear to Occupy'.
- 15.** File incident report.

- End -

SMELL OF SMOKE / GAS / UNIDENTIFIED SMELL – Crew Chief Duties

WIAL Internal Procedure (not on Showcase)

Effective date: 5 July 2017

Definition

A request to investigate any smell of smoke or gas or any unidentified smell within the Airport environment.

Procedure

1. Initiate an AFS response for the incident.
2. Proceed to the location and liaise with the Duty Manager / AVSEC / Airline staff as required.
3. Carry out an investigation and a thorough search of the area.
4. Liaise with Deputy Crew Chief / Rescue 6 driver and request assistance, if required.
5. Upgrade the incident if you believe the situation warrants it.
6. Stand down, at your discretion.
7. File incident report.

- End -

HAZARDOUS SUBSTANCE – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

To be followed for all hazardous substance spills inside aircraft or at any other location.

1. Ensure that all crew don full protective clothing.
2. After receipt of the emergency message, direct crew to mount appliances, start appliance engines and respond to the incident scene.
3. Ensure crew and appliances position upwind and at a safe distance. The immediate spillage area is to be identified, taped off and known as the “Hot Zone”. *This area will naturally extend over a greater area on the downwind side of the incident.*
4. Prompt crew to maintain a visual and radio watch at all times.
5. Instruct (and ensure) that crew comply with decontamination procedures.
6. Contain and keep spilled chemicals separated.
7. Do not commence firefighting operations until the chemical is identified and action from NZFS Control Room has been received.
8. The working breathing apparatus crew members are the only staff allowed into the taped off “Hot Zone”.
9. Evacuate all other people in the vicinity to a safe distance upwind, ensuring that each person (who has been in the area) is contained for possible decontamination and medical checks.
10. Advise Wellington Tower of any reduced or nil firefighting category coverage.
11. Give updated incident information to NZFS and relay to Operations Control and Wellington Tower.
12. Liaise with the NZFS Senior Officer, on his arrival.
13. Assist NZFS with operations.
14. Ensure that all staff involved in the incident are decontaminated in accordance with NZFS procedures.
15. Stand down in liaison with NZFS.

- 16.** Return to station and replenish appliance firefighting capabilities as soon as possible.
- 17.** Advise Wellington Tower when firefighting category has been restored.
- 18.** File incident report.

- End -

FUEL / OIL SPILL – Crew Chief Duties

WIAL Internal Procedure (not on Showcase)

Effective date: 5 July 2017

Definition

Any report of a fuel, oil or hydraulic fluid spillage that requires activation of an EAS alert.

Procedure

1. Ensure that all crew don full protective clothing.
2. After receipt of the emergency message, direct crew to mount appliances, start appliance engines and respond to the incident scene.
3. Ensure crew and appliances position upwind and at a safe distance.
4. Prompt crew to maintain a visual and radio watch at all times.
5. Assess the spillage:
If any immediate danger exists, lay a protective foam blanket over the spill. *For assessment purposes, consider the fuel type (kerosene or petrol) and spill location to aircraft or buildings etc. and weather conditions.*
6. Ensure NZFS are advised for spills that present any serious hazard or contain more than 100 litres of spilt fuel.
7. Consider a building or aircraft evacuation, as necessary.
8. Contain the spill area and prevent run off into drainage systems.
9. Action fire prevention procedures as soon as possible.
10. Stop vehicle / aircraft movements (where necessary) and remove any unauthorised persons from the area.
11. Commence clean up as soon as possible and ensure, as far as possible, that no fuel enters the drainage systems.
12. Advise Wellington Tower of any reduced or nil firefighting category coverage.

- 13.** Give updated incident information to NZFS and relay to Operations Control and Wellington Tower.
- 14.** Liaise with the NZFS Senior Officer on his arrival (if in attendance).
- 15.** *For spills involving 100 litres or more:*
Advise oil companies (Mobil Oil and Air BP NZ Ltd) by phone.

For spills involving less than 1500 litres that have entered the drainage system:
Advise Wellington Regional Council and Wellington City Council.

For spills involving 1500 litres or more:
Advise Wellington Regional Council.
- 16.** If FIRE or EXPLOSION occurs, direct crew to commence firefighting operations.
- 17.** Stand down in liaison with other agencies involved.
- 18.** Return to station and replenish appliance firefighting capabilities as soon as possible.
- 19.** Advise Wellington Tower when firefighting category has been restored.
- 20.** File incident report.

SIGNIFICANT BUSINESS DISRUPTION – Crew Chief Duties

WIAL Internal Procedure (not on Showcase)

Effective date: 5 July 2017

Definition

Any request for assistance with a WIAL incident, event or failure that affects day-to-day services at the airport and is likely to have wide-ranging implications on the operation of airlines and government agency stakeholders.

Procedure

1. Liaise with the Duty Manager (DM) and determine best course of action.
2. Deploy staff or equipment as appropriate to the circumstances – avoiding reduction of firefighting category, if the airport is still operational.
3. File incident report.

- End -

MARINE INCIDENT (NON-AIRCRAFT) – Crew Chief Duties

WIAL Internal Procedure (not on Showcase)

Effective date: 5 July 2017

Definition

Any request for assistance by NZ Police / Coastguard to any marine incident in or around Wellington Harbour.

Procedure

1. Ascertain full details of the incident.
2. If life could be endangered, an immediate response should be considered. For less serious calls, consider a delayed response.
3. In the absence of other over-riding factors, the vessel of choice should be Airport Marine 2.
4. Advise Wellington Tower that AFS is Category 5.
5. Recall staff as required.
6. Advise Wellington Tower when firefighting category returns to Category 7.
7. File incident report.

- End -

OFF AIRSIDE EMERGENCIES – Crew Chief Duties

WIAL Internal Procedure (not on Showcase)

Effective date: 5 July 2017

Definition

Any request for assistance in the immediate vicinity of the airport to any fire, motor vehicle accident, medical assistance or other incident where life may be endangered.

Procedure

1. Ascertain full details of the incident and ensure that appropriate services have been alerted.
2. Initiate an AFS response for the incident.
3. Dispatch vehicle(s) as required to investigate and offer assistance.
4. Upgrade the response if you believe the situation warrants it.
5. Advise Operations Control.
6. Advise Wellington Tower if firefighting category is affected. Category should be maintained to the appropriate level for aircraft operations, at the time.
7. File incident report.

- End -

EARTHQUAKE (Outside Curfew) – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

OUTSIDE OF CURFEW:

CATEGORY C (PGA 10mg to 80mg)

- 1) Ensure that all crew have confirmed their personal safety via radio. *Note: At some early stage, ensure that staff have an opportunity to call home.*
- 2) Direct crew to open vehicle doors for Fire Station, conduct cursory inspection of station and report any issues (Ops Control to be advised).
- 3) Direct AFS staff to initiate appropriate procedures based upon Category C.
- 4) No further action – normal state of readiness.

CATEGORY B (PGA 80mg to 300mg)

- 1) Ensure that all crew have confirmed their personal safety via radio. *Note: At some early stage, ensure that staff have an opportunity to call home.*
- 2) Direct crew to open vehicle doors for Fire Station, conduct cursory inspection of station and report any issues (Ops Control to be advised).
- 3) Direct AFS staff to initiate appropriate procedures based upon Category B.
- 4) Assist the Airfield AOC to undertake a pavement area inspection. It is suggested that AFS crew concentrate on the apron area i.e. Taxiway Bravo, Charlie and Delta, Taxilanes and Aircraft Stands.
- 5) Conduct a slow speed drive along the centrelines. If a defect is found, close the area and notify Ops Control / Airfield AOC for on forwarding to the Infrastructure Team.
- 6) If no defects are found and there is no significant or sudden change in the ride quality (i.e. even smoothness, no sudden jolts) over the length of the taxiways or stands, no further action is required and normal operations may recommence.
- 7) If there is a change in the ride quality, staff are to undertake an on-foot inspection: If no defects or indications of damage are found (i.e. pavement cracking, distortion of concrete joints or painted lines, cracks in the grassed areas or other obvious signs of damage), advise Ops Control / Airfield AOC.

CATEGORY A (PGA 300mg and above)

Category A Initial Response - actions to be taken immediately:

- 1) Receive EAS Alert for Category A earthquake and ensure that all crew have confirmed their personal safety via radio.
- 2) Mount appliances, proceed immediately (under normal speed) to the main terminal building via landside and park appliances on main ramp area.

AFS Personnel are to remain with the appliances and, while doing so, direct any nearby staff, passengers and members of the public to Level 1 of the terminal.

AFS Crew Chief is to proceed to the Executive Room on Level 2 of the main terminal building.

- 3) At some early stage and if it is possible, ensure that staff have an opportunity to call home.
- 4) Ensure the SAT Phone has been switched on.
- 5) Liaise with the Duty Manager who has overall coordination authority until the Management Rep arrives.
- 6) Provide medical assistance and life cover in the terminal, if necessary.

NOTE: Inspection regime once commenced should supercede provision of medical assistance unless serious or life threatening.

Consider using one of the conference room facilities as a dedicated medical treatment area.

- 7) Only once confirmation has been received from Operations Management that it is safe to do so, commence Category A inspection process.

Category A Inspection Process - actions to be taken at the direction of Operations Management:

- 1) Direct AFS staff to initiate appropriate procedures based upon Category A.
- 2) Assist the Airfield AOC to undertake a pavement area inspection.
- 3) If a change in ride quality is noted during the inspection, AFS is to assist in undertaking an on-foot inspection (and advising Ops Control of findings):

Look for pavement cracking, distortion of runway grooves, cracks in the grassed areas or other signs of damage. Make sure that the runway is closely checked at the location

of the subway and main storm water drains crossing paved areas, e.g. M4 & M5, threshold for Runway 34.

- 4) If damage is found, proceed to step (5).
- 5) Drive heavy fire tender down runway and taxiway centreline (observed by a walker) to check for any load or strength issues (pavement deflection under the wheels). Advise Ops Control and Infrastructure Team of findings.
- 6) Drive around the perimeter and make note of any areas of slumping or other damage – mainly the two runway ends and the western embankment.
- 7) View subway from one end and check it is day lighting at the other end and there are no obvious signs of damage.
- 8) Opening of runway will be coordinated by the Duty Manager / Management representative.

NOTE:

In a CAT A event or if damage is found in a CAT B event, the closed runway can only be declared fit for use by the Infrastructural Team Management or BECA Engineer (by phone if necessary).

EARTHQUAKE (During Curfew) – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

DURING CURFEW:

Operations Control Actions

- Ensure activation of EAS after checking accelerometer information has been received.
- Ensure EAS SMS alert includes key information including PGA and category.
- Consider:
 1. Staff Safety.
 2. At some early stage and if possible, allow staff communication with home.
 3. Upgrade of EAS alert for CAT B earthquake to CAT A status if tremor is either (in order of precedence):
 - High Category B (e.g. 290 PGA) or
 - Geonet confirms the earthquake is
 - Long, strong and rolling in nature.
 - Greater than 7 in magnitude.
 - Less than 25km deep.
 - Situated close to Wairarapa coastline or in Cook Strait.
 4. Public Address announcement concerning status of airport operation.
 5. In the case of a CAT A or B earthquake – also follow the specific instructions below:

In the case of –

CATEGORY A

1. Close Runway for a minimum period of 3 hours.
2. Ensure Lightning Warning Units are activated “blue lights” via EAS.
3. Activate AFS PA to advise Airside and AFS staff to evacuate to Terminal, moving vehicles to agreed safe locations.
4. Commence evacuation to Level 1 (and 2) of Terminal for potential tsunami.

5. Collect go-bag, evacuate Operations Control Room and relocate to Level 2 Corporate via staff stairs.
6. Secure Level 2 Corporate area and conduct life safety assessment of terminal to ensure area is safe (e.g. no smell of gas, fire, building distortion or serious HSE risks – evacuate affected areas as necessary).
7. Establish alternate Operations Control Room in Level 2 Executive Room and:
 - Assume Incident Controller role for airport.
 - Open EOC and set up stakeholder coordination (in nearby area).
 - Establish communications with WIAL staff and stakeholders.
 - Turn on SAT phone (may need to move outside to call out).
 - Notify WREMO of airport status: 021 834 739 or 0088 162 146 1202 on SAT phone.
 - Utilise all available airport wide resources to ensure staff and MOPs in evacuated areas are safe and informed.
 - As time permits, identify the origin, size and time of the earthquake on geonet website.
8. If no tsunami is evident within 2 hours, proceed as per RECOVERY PROCESS in CAT B - unless MCDEM notification is received indicating continued tsunami threat to airside areas.

CATEGORY B

1. Close Runway for a minimum period of 30 minutes.
2. Recovery process:
 - Arrange inspection of runway and apron for damage.
 - Conduct cursory inspection of facilities and report findings to Infrastructure / Facilities Management.
 - Liaise with airlines and terminal concessionaires.
 - Activate EAS with updates for subsequent earthquakes 30 minutes after initial tremor (if PGA readings greater).
 - Seek NAVAID status update from Airways.
3. Consider passive evacuation of terminal or part thereof if necessary after HSE assessment.
4. Provide SITREP via text, email or SAT phone (if phone lines are down) in priority order to:
 - Management Rep
 - Media Rep
 - GM Ops
 - GM Infrastructure and or Facilities Manager / Airfield Maintenance Manager
 - Aerodrome Control Tower

5. Ensure EOC is opened within 15 minutes of event to coordinate recovery and assume the role of Incident Controller (until Management Rep arrives).
6. Notify WREMO of airport status: 021 834 739 or 0088 162 146 1202 on SAT phone.
7. In consultation with stakeholders, ascertain if required agencies are ready for return to operations:
 - Airways
 - Airlines and Ground Handlers
 - Border Agencies
 - AVSEC
 - JR Duty Free (safe and clear of debris after earthquake event)

NOTE: It is not imperative for retailers (e.g. in the food court area) to be ready for the airport to recommence operations.

8. Once stakeholders have advised all OK, ensure EAS updated with "Airport ready" message.
9. Activate Stand down when return to operations is achievable.

NOTE:

In a CAT A event or if damage is found in a CAT B event, the closed runway can only be declared open by Infrastructural Team Management or BECA Engineer (by phone if necessary).

EARTHQUAKE (During Curfew) – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

DURING CURFEW:

Terminal Actions

CATEGORY C (PGA 10mg to 80mg)

1. Ensure that all crew have confirmed their personal safety via radio. NOTE: At some early stage, ensure that staff have an opportunity to call home.
2. Direct AFS staff to initiate appropriate procedures based upon Category C.
3. Ops Control to respond as per procedures.
4. If people are still being processed and the earthquake is noticeable, make adjusted PA announcement in the terminal. If required, direct crew to proceed to the terminal to assist or calm persons overnighting.
5. Direct crew to respond to any issues that arise from a life safety assessment in terminal or as notified to Ops Control.
6. No further action.

CATEGORY B (PGA 80mg to 300mg)

1. Ensure that all crew have confirmed their personal safety via radio. *Note: At some early stage, ensure that staff have an opportunity to call home.*
2. Ops Control to respond as per procedures.
3. If people are still being processed and the earthquake is noticeable, ensure PA announcement is made.
4. Ensure the EAS is activated.
5. Dispatch crew to proceed to the terminal and assist or calm persons overnighting. Undertake preliminary visual of the terminal interior.
6. Direct crew to respond to any issues that arise from a life safety assessment in the terminal or as notified to Ops Control.

7. Consideration must be given for passive evacuation if:
 - Smell of gas
 - Serious HSE risk e.g. a lot of broken glass etc.
 - Other reports from within the terminal
 - Partial or passive evacuation – designate safe area and advise the airlines
8. Request crew to report any significant damage or discrepancies in any of the building systems or if it cannot be rectified by resetting them.
9. Notify Facilities Manager or Facilities Team Leader of a discrepancy in any of the building systems and or if they cannot be rectified by resetting them.
10. If any systems require resetting by specialist contractors e.g. gas, call Facilities Manager or Facilities Team Leader.
11. If any significant damage is noted, the Facilities Manager is to be informed.
12. Provide Sitrep to Management Rep (request assistance if required).

CATEGORY A (PGA 300mg and above)

Category A Initial Response - actions to be taken immediately:

1. Receive EAS Alert for Category A earthquake and ensure that all crew have confirmed their personal safety via radio.
2. Mount appliances, proceed immediately (under normal speed) to the main terminal building via landside and park appliances on main ramp area.

AFS Personnel are to remain with the appliances and, while doing so, direct any nearby staff, passengers and members of the public to Level 1 of the terminal.

AFS Crew Chief is to proceed to the Executive Room on Level 2 of the main terminal building.
3. At some early stage and if it is possible, ensure staff have opportunity to call home.
4. Ensure the SAT Phone has been switched on.
5. Liaise with Duty Manager who has overall coordination authority until the Management Rep arrives.
6. Provide medical assistance and life cover in Terminal, if necessary.

NOTE: Inspection regime once commenced should supersede provision of medical assistance unless serious or life threatening. Consider using one of the conference room facilities as a dedicated medical treatment area.

7. Only once confirmation has been received from Operations Management that it is safe to do so, commence Category A inspection process.

Category A Inspection Process - actions to be taken at the direction of Operations Management:

1. Dispatch crew to proceed to Level 1 of the terminal and assist or calm persons and undertake preliminary visual of terminal interior.
2. Direct crew to respond to any issues that arise from a life safety assessment in the terminal or as notified to Ops Control.
3. Consideration must be given for passive evacuation if:
 - Smell of gas
 - Serious HSE risk e.g. a lot of broken glass etc.
 - Other reports from within the terminal
 - Partial or passive evacuation – designate safe area and advise the airlines
4. Request crew to report any significant damage or discrepancies in any of the building systems or if it cannot be rectified by resetting them.
5. Notify Facilities Manager or Facilities Team Leader of a discrepancy in any of the building systems or if they cannot be rectified by resetting them.
6. If any systems need resetting by specialist contractors e.g. gas, call Facilities Manager or Facilities Team Leader.
7. If any significant damage is noted, the Facilities Manager is to be informed.
8. Provide Sitrep to Management Rep and request assistance if required.

EARTHQUAKE (During Curfew) – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

DURING CURFEW:

Airside Actions

CATEGORY C (PGA 10mg to 80mg)

1. Open vehicle doors for Fire Station, conduct cursory inspection of the station and advise Ops Control of any issues.
2. No further action.

CATEGORY B (PGA 80mg to 300mg)

1. Confirm RUNWAY and MAIN TAXIWAYS are closed.
2. Conduct a slow run (30kph) up the centerline:
 - a. If all clear, proceed to the next step (3).
 - b. If defect is found, inform ATC and NOTAM close the runway. Request Ops Control to contact Infrastructure Team.
3. Subject to maintaining safe clearance to any defect, undertake a high speed (90-100kph) run along both main gear wheel paths (4.0m from centreline) along manoeuvring areas (runway and main taxiway as a minimum). *Note: wear your seatbelt!*
 - a. If there is no significant or sudden change in the ride quality (i.e. even smoothness, no sudden jolts) over the length of the runway / main taxiway, no further action is required. Advise the Crew Chief. On their approval, the runway may be opened.
 - b. If there is a change in the ride quality, inform ATC and NOTAM close the runway.
 - c. Undertake an on-foot inspection:
Look for pavement cracking, distortion of runway grooves, cracks in the grassed areas or other obvious signs of damage. Advise Ops Control and Infrastructure Team of findings and await further instruction from the Infrastructure Team.

CATEGORY A (PGA 300mg and above)

Category A Initial Response - actions to be taken immediately:

1. Receive EAS Alert for Category A earthquake and ensure that all crew have confirmed their personal safety via radio.
2. Mount appliances, proceed immediately (under normal speed) to the main terminal building via landside and park appliances on main ramp area.

AFS Personnel are to remain with the appliances and, while doing so, direct any nearby staff, passengers and members of the public to Level 1 of the terminal.

AFS Crew Chief is to proceed to the Executive Room on Level 2 of the main terminal building.

3. At some early stage and if it is possible, ensure that staff have an opportunity to call home.
4. Ensure the SAT Phone has been switched on.
5. Liaise with Duty Manager who has overall coordination authority until the Management Rep arrives.
6. Provide medical assistance and life cover, if necessary.
7. Only once confirmation has been received from Operations Management that it is safe to do so, commence Category A inspection process.

Category A Inspection Process - actions to be taken at the direction of Operations Management:

1. Open Fire Station doors, move appliances outside and advise Ops Control of any issues.
2. **Confirm RUNWAY and MAIN TAXIWAYS are closed.**
3. Make contact with Infrastructure and Facility Team to apprise current situation:

For Pavement Issues:

- i. Nick Petkov Cellphone: [REDACTED]
- ii. Matthew Palliser Cellphone: [REDACTED]

For Building Issues:

- i. Shane Broderson Cellphone: [REDACTED]
Private: [REDACTED]
- ii. Leanne Gibson Cellphone: [REDACTED]

4. While waiting for specialist inspection from the Infrastructure Team, AOC / AFS to undertake the following:

Conduct a slow run (30kph) up the centerline:

- a. If all clear then proceed to the next step (5).
 - b. If defect found, inform ATC and NOTAM close runway. Inform Ops Control.
5. Subject to maintaining safe clearance to any defect, undertake a high speed (90-100kph) run along both main gear wheel paths (4.0m from centreline) along manoeuvring areas (runway and main taxiway as a minimum). *Note: wear your seatbelt!*
 - a) If there is no significant or sudden change in the ride quality (i.e. even smoothness, no sudden jolts) over the length of the runway / main taxiway, no further action required. Advise Ops Control and request approval of Infrastructure Team / Consultant Engineer to open runway.
 - b) If there is a change in ride quality, inform ATC and NOTAM close runway.
 6. Undertake an on-foot inspection:
Look for pavement cracking, distortion of runway grooves, cracks in the grassed areas or other obvious signs of damage. Inspect location of the subway and main storm water drains crossing manoeuvring areas, e.g. M4 & M5, threshold for Runway 34.
 - a) Advise Ops Control and Infrastructure Team of findings.
 - b) If damage found, proceed to step (7).
 7. Drive heavy fire tender down runway and taxiway centreline (observed by a walker) to check for any load or strength issues (pavement deflection under the wheels). Advise Ops Control and Infrastructure Team of findings.
 8. Drive around the perimeter and make note of any areas of slumping or other damage – mainly the two runway ends and the western embankment.
 9. View subway from one end and check it is day lighting at the other end and there are no obvious signs of damage.
 10. Runway is to remain closed until specialist inspection has been completed and clearance is granted by the Infrastructure Team.

TSUNAMI (Outside Curfew) – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

OUTSIDE OF CURFEW:

In the event that an EAS Tsunami Threat message is received WITH an instruction to evacuate:

1. Direct crew to mount appliances, start appliance engines and move appliances to the designated safe zone.

Red Zone: No Action required.

Orange Zone: Await further instruction from Duty Manager, Management Representative or await further instruction from EOC. Ultimately, safe zone is based at northern end of airfield on Taxiway Alpha.

Yellow Zone: Key WIAL assets to relocate out of yellow zone – Wexford Road Hill or Strathmore.

2. Assist with directing people, by all necessary means, to the evacuation zone specified by the Duty Manager, Management Representative or EOC.
3. Advise Wellington Tower of reduced or nil firefighting category coverage.
4. Crew Chief to liaise with Duty Manager for further actions.

In the event that an EAS Tsunami Threat message is received WITHOUT an evacuation instruction:

- No action required.

TSUNAMI (During Curfew) – Crew Chief Duties

WIAL AEP Showcase

Effective date: 5 July 2017

Procedure

DURING CURFEW:

Distant Sourced Event – an earthquake is not felt and / or an alert is received from MCDEM):

- Ensure EAS activated after checking MCDEM message and potential Red Cross Hazard app message from WREMO.
- Consider:
 - Real threat to airport operations as a whole
 - Activating EOC to coordinate an airport response and assuming role of Incident Controller (until management representative arrives)

NOTE:

In a distance sourced tsunami, a number of hours may be available to assist with relocation of critical assets and evacuation of area.

- Strategies:

Red Zone: No impact upon airport operations although Moa Point Road and Lyall Bay Parade will be closed.

Orange Zone: All GSE utilize northern end of Taxiway Alpha to park whereas all aircraft should be towed and parked on the northern runway (allowing those aircraft that need to depart, to takeoff).

The apron and ground floor areas should be evacuated to Level 1 of the Terminal - with the aim of achieving this within 30 minutes of the expected arrival of the tsunami.

Yellow Zone: Key WIAL assets to relocate out of yellow zone – Wexford Road Hill or Strathmore.

All staff and public to be evacuated across golf course from south end of golf course carpark then to green keepers shed and then upwards on Monorgan Road, Strathmore.

- Provide SITREP via text, email or SAT phone (if phone lines down) in priority order to:
 - Management Rep
 - Media Rep
 - GM Ops
 - Aerodrome Control Tower

- Other Considerations:
 - Safety of personnel and visitors alike
 - Need of notification to tenants
 - NOTAM for structured closure of the airport
 - Notify WREMO of airport status: 021 834 739 or 0088 162 146 1202 on SAT phone
 - Update EAS (if able) with MCDEM message updates
 - Manage overall airport and return to operations after threat has passed

Tsunami Evacuation Zones:



AIR LOGISTICS PLAN – Crew Chief Duties

WIAL AEP Showcase

Effective date: 02 February 2019

Procedure

- Following a significant earthquake that immobilises the Wellington Region, the airport (being a lifeline utility) plays a vital part in the overall government response to such an extreme event.
- It is anticipated that only the northern part of the runway will likely be available from about A6 north or 1200-1500m in length.
- If it is considered unsuitable for commercial operations, WIAL will be advising the RNZAF who will send an assessment team by helicopter to assess the suitability for humanitarian relief operations.
- WIALs responsibility is to park all aircraft responding with humanitarian relief. We can operate outside of CAR Part 139 in these circumstances but continuing with a margin of safety.
- The general response will be that the military will transport supplies and emergency responders, while civil turboprop aircraft may be able to evacuate people out of Wellington.
- The diagrams below provide a guide as to how C130 and C17 aircraft could be parked on either Taxiway Alpha or the Apron if available.
- The concept would be to park all civil aircraft close to the Terminal to allow room for military ops using the taxilanes and Taxiway Alpha.
- Helicopters would use the Western Apron.



Twy Alfa between A1-A2
1 x C-130
OR
1 x C17

Twy Alfa between A2-A3
3 x C-130
OR
2 x C17

Twy Alfa between A3-A4
2 x C-130
OR
1 x C17

Twy Alfa between A4-A5
3 x C-130
OR
2 x C17

Twy Alfa between A5-A6
1 x C-130
OR
1 x C17

LEGEND:

CLEARANCE LINE

C-130 HERCULES

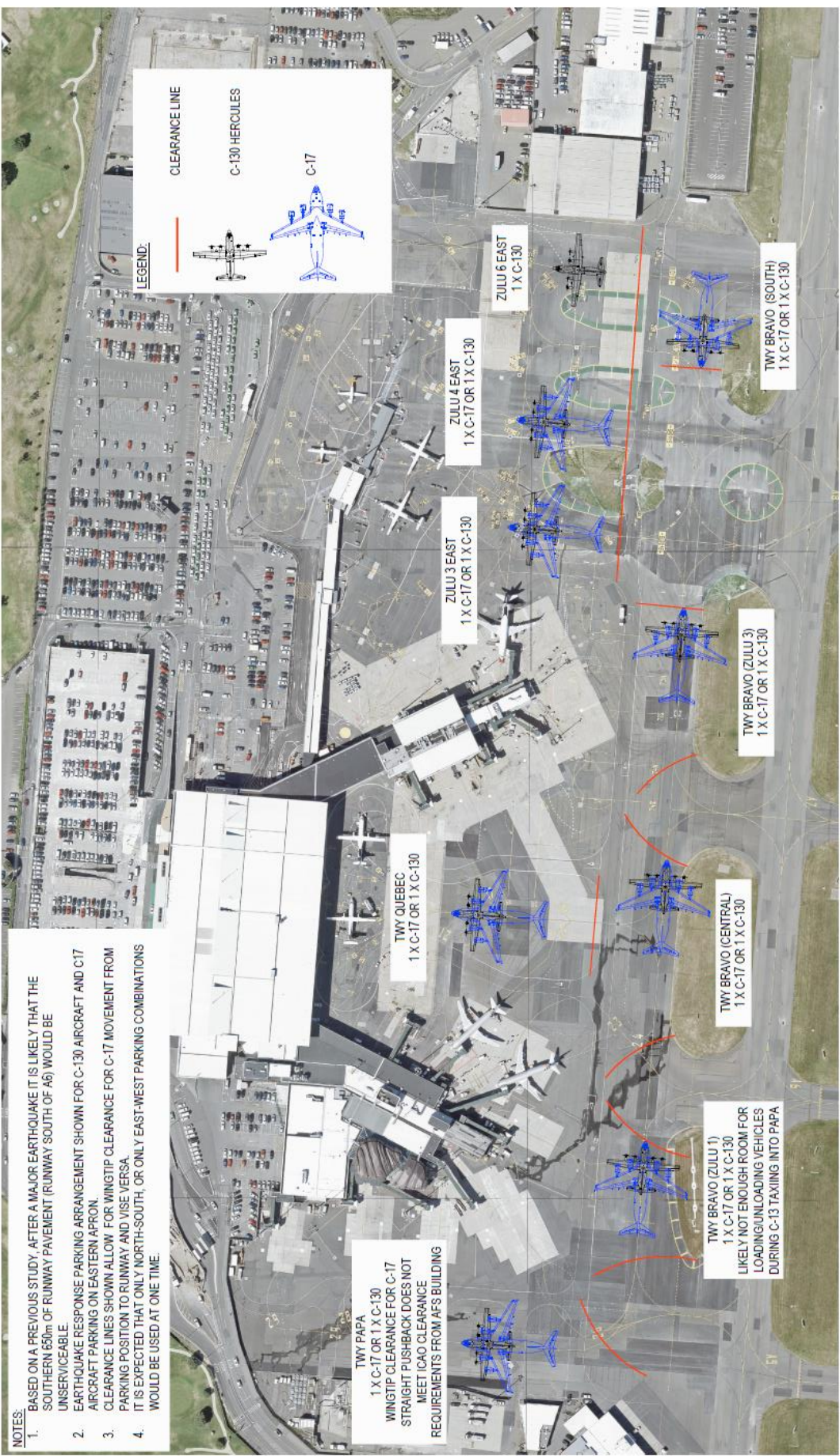
C-17

- NOTES:**
1. BASED ON A PREVIOUS STUDY, AFTER A MAJOR EARTHQUAKE IT IS LIKELY THAT THE SOUTHERN 650m OF RUNWAY PAVEMENT (RUNWAY SOUTH OF A6) WOULD BE UNSERVICEABLE.
 2. EARTHQUAKE RESPONSE PARKING ARRANGEMENT SHOWN FOR C-130 AND C17 AIRCRAFT ONLY PARKING ON TAXIWAY ALFA. IN REALITY IT IS LIKELY THERE WOULD BE A MIX OF AIRCRAFT TYPES.
 3. CLEARANCE LINES SHOWN ALLOW FOR WINGTIP CLEARANCE FOR C-17 MOVEMENT FROM TAXIWAY TO RUNWAY AND VISE VERSA FOR BOTH PARKING DIRECTIONS.
 4. FOR SIMPLICITY, ALL AIRCRAFT HAVE BEEN SHOWN FACING THE SAME DIRECTION. THE ARRANGEMENT COULD BE FURTHER OPTIMISED TO ALLOW MORE AIRCRAFT MOVEMENT FROM PARKED POSITION TO THE RUNWAY (IF EACH AIRCRAFT WAS ORIENTATED TOWARDS THE NEAREST STUB), BUT IT IS CONSIDERED THIS MAY CAUSE ADDED CONFUSION/COMPLEXITY IN AN EMERGENCY SITUATION.
 5. THE AIRCRAFT PARKING POSITION WHEN RUNWAY 16 IS IN OPERATION WOULD FOLLOW THE SAME PRINCIPLE, AND THE CLEARANCE LINES WOULD BE UNCHANGED.

DATE	BY	REVISION	DESCRIPTION

PROJECT NO.	3322319-EOP/PLAN-CA-001
PROJECT NAME	TAXIWAY ALFA PARKING ARRANGEMENT
CLIENT	CIVIL





NOTES:

1. BASED ON A PREVIOUS STUDY, AFTER A MAJOR EARTHQUAKE IT IS LIKELY THAT THE SOUTHERN 650m OF RUNWAY PAVEMENT (RUNWAY SOUTH OF A6) WOULD BE UNSERVICEABLE
2. EARTHQUAKE RESPONSE PARKING ARRANGEMENT SHOWN FOR C-130 AIRCRAFT AND C17 AIRCRAFT PARKING ON EASTERN APRON.
3. CLEARANCE LINES SHOWN ALLOW FOR WING TIP CLEARANCE FOR C-17 MOVEMENT FROM PARKING POSITION TO RUNWAY AND VISE VERSA
4. IT IS EXPECTED THAT ONLY NORTH-SOUTH, OR ONLY EAST-WEST PARKING COMBINATIONS WOULD BE USED AT ONE TIME.

TWY PAPA
1 X C-17 OR 1 X C-130
WING TIP CLEARANCE FOR C-17
STRAIGHT PUSHBACK DOES NOT
MEET ICAO CLEARANCE
REQUIREMENTS FROM AFS BUILDING

TWY BRAVO (ZULU 1)
1 X C-17 OR 1 X C-130
LIKELY NOT ENOUGH ROOM FOR
LOADING/UNLOADING VEHICLES
DURING C-13 TAXIING INTO PAPA

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<p>PROJECT STATUS: A</p>		<p>PROJECT ID: 3322319-EOP/PLAN-CA-002</p>																																	

HOT DEBRIEF – Crew Chief Duties

WIAL AEP Showcase

Effective date: 31 July 2018

Considerations for holding a hot debrief at AFS:

1. Hold hot debrief immediately following the event to collate the AFS emergency response – ensuring this is available prior to the formal hot debrief held by Operations.
2. Discuss what you turned out to.
 - Give call details and any other information gathered
 - Explain how call was received, who responded and if tactical plans were used
3. Ask each individual crewmember what they did.
 - Each crewmember should explain what they were asked to do / how they did it.
4. Tell the crew what you asked them to do.
 - Were there any differences? If yes, look at where the problem(s) may have started.
5. Draw a diagram of the incident on the whiteboard and list 'Training', 'Equipment' and 'Learning' as headings.

Training: Note any training requirements that would make the response better next time.

Equipment: Note any equipment that would have been useful to carry out the tasks – items to purchase or from outside agencies.

Learning: Note what can be learned from the event.

OPS1. LOCAL STANDBY – OPERATIONS COORDINATOR DUTIES

Effective date: 01 June 2018

Definition

A state of alert when an aircraft approaching the airport is known or suspected to have developed some defect but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing.

Procedure

1. Receive emergency message via **CRASH LINE** and record using **EMERGENCY MESSAGE** form
- 2. READ BACK EMERGENCY MESSAGE TO ATC**
3. Advise DM/AOC on OPS Channel Priority Message “**Return to Operations**”
- 4. ACTIVATE EAS REAL EMERGENCY/LOCAL STANDBY**
- 5. INPUT DETAILS AND TRANSMIT**
6. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
7. Contact Management Representative and advise of incident
8. Monitor AFS and OPS Channel
9. Request **IOC 2 or IOC 3** to:
 - Monitor Tower radio
 - Take over incoming telephone calls
 - Utilise CCTV to provide surveillance to scene
 - Assist Operations Coordinator 1 as required
10. Act in accordance with CC instruction
11. On receipt of Stand Down from Police, ATC or CC, advise WIAL staff on AFS and OPS Channel
- 12. INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
13. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

Authorised by:



OPS2. FULL EMERGENCY – OPERATIONS COORDINATOR DUTIES

Effective date: 01 June 2018

Definition

A state of alert when an aircraft approaching the airport or an aircraft on the ground is, or is suspected to be, in such trouble that there is danger of an accident or there are safety concerns for the occupants and the aircraft.

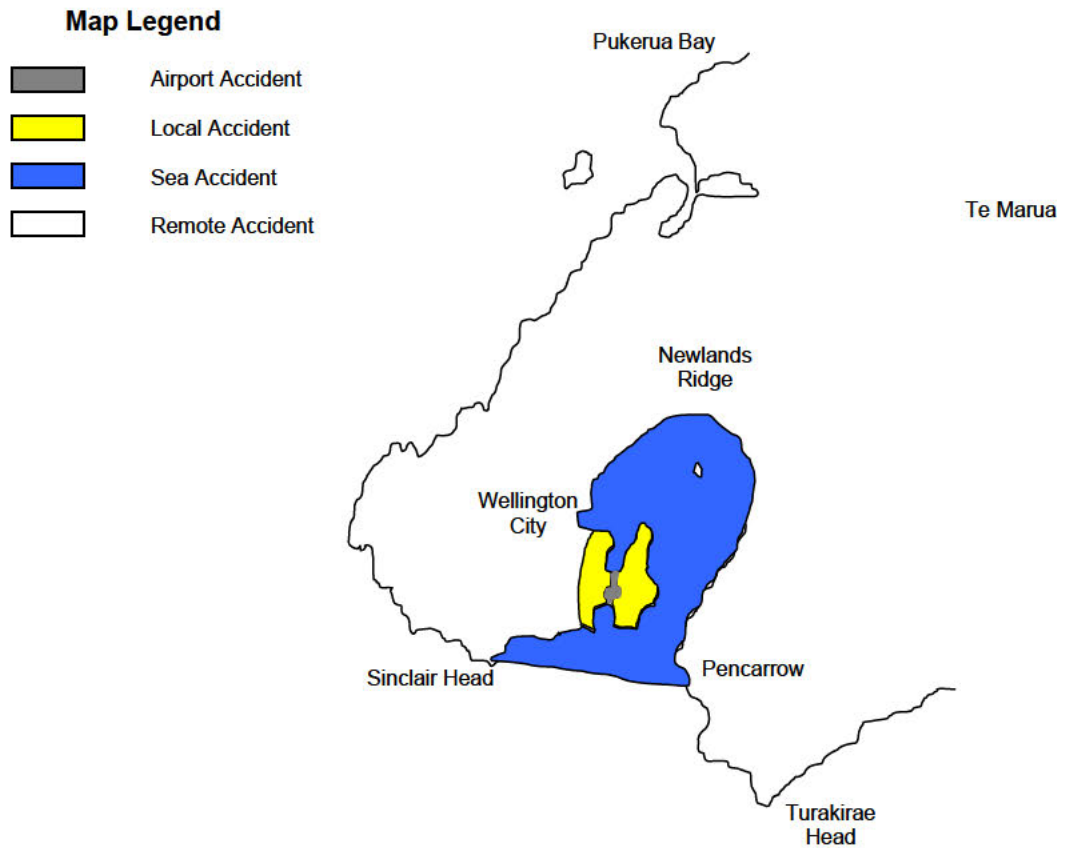
Procedure

1. Receive emergency message via **CRASH LINE** and record using **EMERGENCY MESSAGE** form
2. **READ BACK EMERGENCY MESSAGE TO ATC**
3. Advise DM/AOC on OPS Channel Priority Message “**Return to Operations**”
4. **ACTIVATE EAS REAL EMERGENCY/FULL EMERGENCY**
5. **INPUT DETAILS AND TRANSMIT**
6. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
7. Contact Management Representative and advise of incident
8. Monitor AFS and OPS Channel
9. Request **IOC 2 or IOC 3 to:**
 - Monitor Tower radio
 - Take over incoming telephone calls
 - Utilise CCTV to provide surveillance to scene
 - Assist Operations Coordinator 1 as required
10. Act in accordance with CC instruction
11. On receipt of Stand Down from Police, ATC or CC, advise WIAL staff on AFS and OPS Channel of Stand Down
12. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
13. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)



OPS3. AIRPORT ACCIDENT – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016



Authorised by: 

OPS3. AIRPORT ACCIDENT – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

An aircraft accident that has occurred on any area of the airport; on or within the airport perimeter security fence.





Procedure

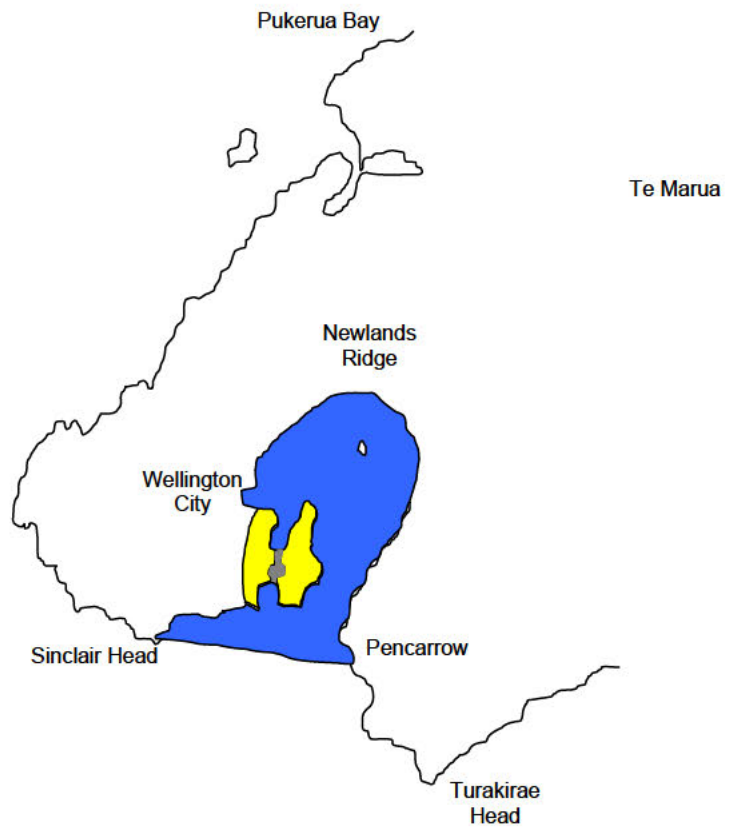
1. Receive emergency message via **CRASH LINE** and record using **EMERGENCY MESSAGE** form
2. **READ BACK EMERGENCY MESSAGE TO ATC**
3. Advise DM/AOC on OPS Channel Priority Message “**Return to Operations**”
4. **ACTIVATE EAS REAL EMERGENCY/AIRPORT ACCIDENT**
5. **INPUT DETAILS AND TRANSMIT**
6. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
7. Contact Management Representative and advise of incident
8. Seek confirmation from DM for activation of **EAS REAL EMERGENCY/STAFF RECALL**
9. Monitor AFS and OPS Channel
10. Request **IOC 2 or IOC 3 to:**
 - Monitor Tower radio
 - Take over incoming telephone calls
 - Utilise CCTV to provide surveillance to emergency scene
 - Assist Operations Coordinator 1 as required
11. For a large scale accident, **notify Pollution Control Team on 0800 496 734** and advise of incident and location
12. For a large scale accident, notify Salvation Army on 029 771 3304 and Major David Bennett on 027 2413858
13. Act in accordance with CC instruction
14. **Regularly update EAS with up to date information and transmit**
15. On receipt of Stand Down from Police, ATC or CC, advise WIAL staff on AFS and OPS Channel of Stand Down
16. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
18. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

Authorised by: 

Effective date: 14 March 2016

Map Legend

	Airport Accident
	Local Accident
	Sea Accident
	Remote Accident



Authorised by: 

Effective date: 14 March 2016

Definition

An aircraft accident that has occurred on land, beyond the airport boundary, but within an area east of a line from Pt Jerningham – Mt Victoria – Mt Albert to Island Bay, and includes all of the Miramar Peninsula.

Procedure

1. Receive emergency message via **CRASH LINE** and record using **EMERGENCY MESSAGE** form
2. **READ BACK EMERGENCY MESSAGE TO ATC**
3. Advise DM/AOC on OPS Channel Priority Message “**Return to Operations**”
4. **ACTIVATE EAS REAL EMERGENCY/LOCAL ACCIDENT**
5. **INPUT DETAILS AND TRANSMIT**
6. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
7. Contact Management Representative and advise of incident
8. Seek confirmation from DM for activation of **EAS REAL EMERGENCY/STAFF RECALL**
9. Monitor AFS and OPS Channel
10. Request **IOC 2 or IOC 3 to:**
 - Monitor Tower and Marine radios
 - Take over incoming telephone calls
 - Utilise CCTV to provide surveillance to emergency scene
 - Assist Operations Coordinator 1 as required
11. For a large scale accident, **notify Pollution Control Team on 0800 496 734** and advise of incident and location
12. For a large scale accident, notify Salvation Army on 029 771 3304 and Major David Bennett on 027 2413858
13. Act in accordance with CC instruction
14. **Regularly update EAS with up to date information and transmit**
15. On receipt of Stand Down from Police, ATC or CC advise WIAL staff on AFS and OPS Channel of Stand Down
16. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
17. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)





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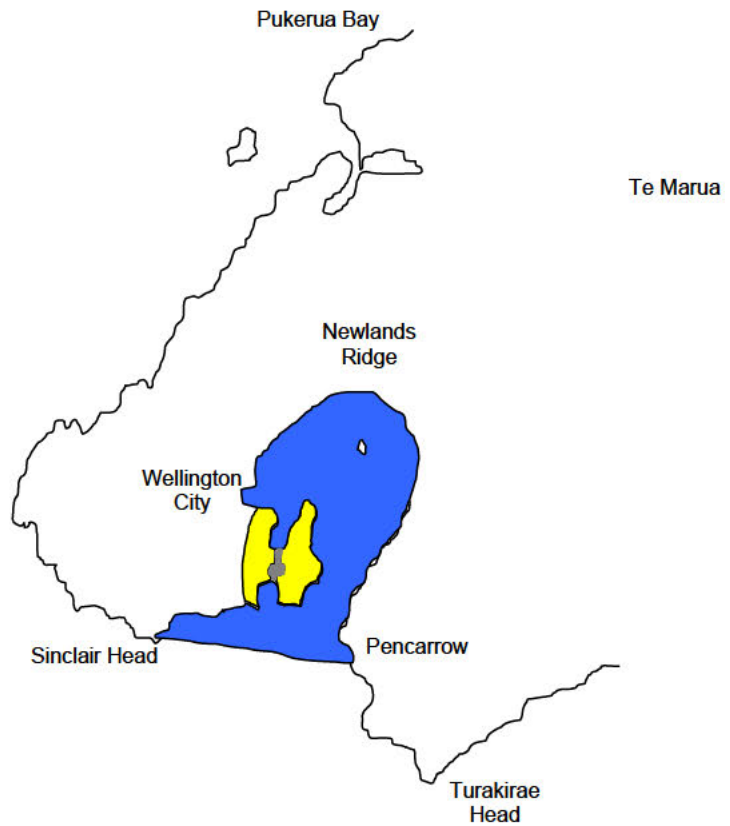


OPS5. SEA ACCIDENT – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Map Legend

	Airport Accident
	Local Accident
	Sea Accident
	Remote Accident



Authorised by: 

OPS5. SEA ACCIDENT – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

An accident that has occurred in the water of Wellington Harbour, or the open sea within a general area between Sinclair Head and southward from Barretts Reef.

Procedure

1. Receive emergency message via **CRASH LINE** and record using **EMERGENCY MESSAGE** form
2. **READ BACK EMERGENCY MESSAGE TO ATC**
3. Advise DM/AOC on OPS Channel Priority Message “**Return to Operations**”
4. **ACTIVATE EAS REAL EMERGENCY/SEA ACCIDENT**
5. **INPUT DETAILS AND TRANSMIT**
6. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
7. Contact Management Representative and advise of incident
8. Seek confirmation from DM for activation of **EAS REAL EMERGENCY/STAFF RECALL**
9. Monitor AFS and OPS Channel
10. Request **IOC 2 or IOC 3** to:
 - Monitor Tower and Marine radios, and respond to AFS on Marine radio as required
 - Take over incoming telephone calls
 - If practical, utilise CCTV system to provide surveillance towards emergency scene
 - Assist Operations Coordinator 1 as required
11. **Notify Pollution Control Team on 0800 496 734** and advise of incident and location
12. Notify Beacon Hill on 04 388 5470 or 04 388 7795
13. For a large scale accident, notify Salvation Army on 029 771 3304 and Major David Bennett on 027 2413858
14. Act in accordance with CC instruction
15. **Regularly update EAS with up to date information and transmit**
16. On receipt of Stand Down from Police, ATC or CC, advise WIAL staff on AFS and OPS Channel of Stand Down
17. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
18. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

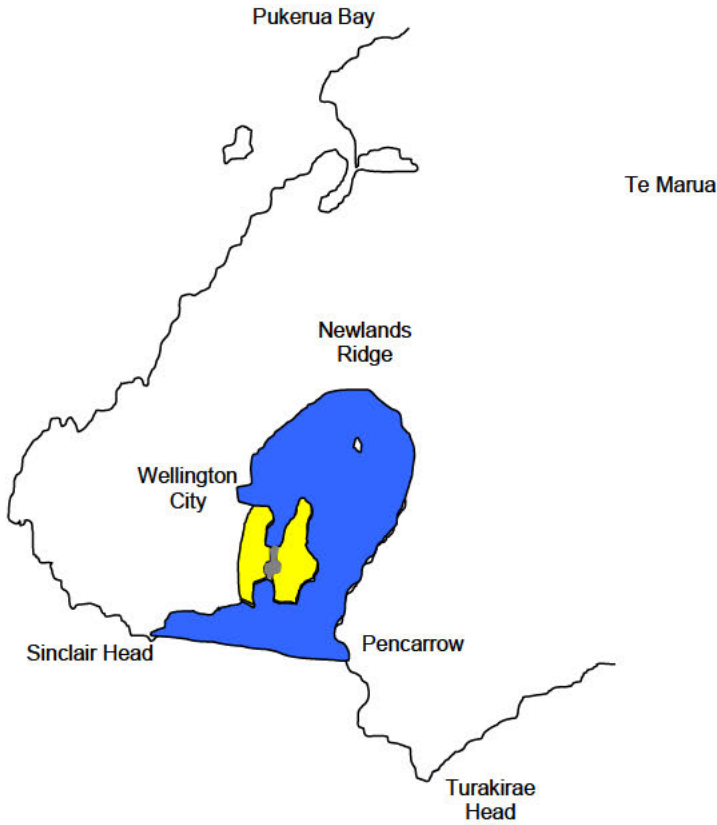
Authorised by: 

OPS6. REMOTE ACCIDENT – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Map Legend

	Airport Accident
	Local Accident
	Sea Accident
	Remote Accident



Authorised by: *Stephen Houston*

OPS6. REMOTE ACCIDENT – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

An accident that has occurred beyond the local accident area (i.e. beyond Eastern suburbs or sea area).

Procedure

1. Receive emergency message via **CRASH LINE** and record using **EMERGENCY MESSAGE** form
2. **READ BACK EMERGENCY MESSAGE TO ATC**
3. Advise DM/AOC on OPS Channel Priority Message “**Return to Operations**”
4. **ACTIVATE EAS REAL EMERGENCY/REMOTE ACCIDENT**
5. **INPUT DETAILS AND TRANSMIT**
6. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
7. Contact Management Representative and advise of incident
8. Seek confirmation from DM for activation of **EAS REAL EMERGENCY/STAFF RECALL**
9. Monitor AFS and OPS Channel
10. Request **IOC 2 or IOC 3** to:
 - Monitor Tower and Marine radios (if the accident and its location is likely to be communicated on radio)
 - Take over incoming telephone calls
 - Assist Operations Coordinator 1 as required
11. Act in accordance with CC instruction
12. On receipt of Stand Down from Police, ATC or CC advise WIAL staff on AFS and OPS Channel of Stand Down
13. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
14. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

Authorised by: 

OPS7. AIRCRAFT GROUND INCIDENT – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

Where an aircraft on the ground is known to have an emergency situation, other than an accident on the runway, requiring the attendance of emergency services.

Procedure

1. Receive emergency message via **CRASH LINE** and record using **EMERGENCY MESSAGE** form
- 2. READ BACK EMERGENCY MESSAGE TO ATC**
3. Advise DM/AOC on OPS Channel Priority Message “Return to Operations”
- 4. ACTIVATE EAS REAL EMERGENCY/AIRCRAFT GROUND INCIDENT**
- 5. INPUT DETAILS AND TRANSMIT**
6. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
7. Contact Management Representative and advise of incident
8. Monitor AFS and OPS Channel
9. Request **IOC 2 or IOC 3** to:
 - Monitor Tower radio
 - Take over incoming telephone calls
 - Utilise CCTV to provide surveillance to scene
 - Assist Operations Coordinator 1 as required
10. Act in accordance with CC instruction
11. Update NZFS, Police or Wellington Free Ambulance upon advice from CC concerning need to escalate response further
12. On receipt of Stand Down from Police, ATC or CC, advise WIAL staff on AFS and OPS Channel of Stand Down
- 13. INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
14. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)



OPS8. UNLAWFUL SEIZURE OF AIRCRAFT – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

The physical taking over of an aircraft by person or persons by actual force or implied threat thereof for the furtherance of their own aim(s).

Procedure

1. Record information using **EMERGENCY MESSAGE** form
2. Advise DM/AOC on OPS Channel Priority Message “**Return to Operations**”
3. **ACTIVATE EAS REAL EMERGENCY/UNLAWFUL SEIZURE OF AIRCRAFT**
4. **INPUT DETAILS AND TRANSMIT**
5. **Activate AFS PA**
 - STATE:** Location (x1)
 - Aircraft type (x1)
6. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
7. Contact Management Representative and advise of incident
8. Monitor AFS and OPS Channel
9. Request **IOC 2 or IOC 3 to:**
 - Monitor Tower and Marine radios
 - Take over incoming telephone calls
 - If practical, utilise CCTV system to provide surveillance to scene
 - Assist Operations Coordinator 1 as required
10. Act in accordance with DM/CC instruction
11. **IF EXPLOSION OCCURS ACT AS FOR AIRPORT ACCIDENT**
12. On receipt of Stand Down from Police, advise WIAL staff on AFS and OPS Channel of Stand Down
13. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
14. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)



OPS9. AIRCRAFT BOMB THREAT – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

A threat to the safety of an aircraft, verbal or written, whether specific or non specific, to the effect that a device has been placed in or near such aircraft, to the imminent danger thereof.

Procedure

1. If information is received via CRASH LINE or from Police or Airline, complete EMERGENCY MESSAGE form. **Alternatively**, if threat is received in Operations Control Room or by any other means, complete Police Form
2. Advise DM/AOC on OPS Channel Priority Message **“Return to Operations”**
3. Contact Airline and Airport Police who will use Positive Target Identification (PTI) to assess the threat as either ‘specific’ or ‘non-specific’
4. If advised by Police or DM that threat is ‘specific’, **ONLY NOW** upgrade the situation to **AIRCRAFT BOMB THREAT**
5. **ACTIVATE EAS REAL EMERGENCY/AIRCRAFT BOMB THREAT**
6. **INPUT DETAILS AND TRANSMIT**
7. **Activate AFS PA**
 - STATE:** Location (x1)
 - Aircraft type (x1)
8. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
9. Contact Management Representative and advise of incident
10. Monitor AFS and OPS Channel
11. Request **IOC 2 or IOC 3 to:**
 - Monitor Tower radio and take over incoming telephone calls
 - Utilise CCTV to observe people behaviour and report suspicious activity to DM
 - Assist Operations Coordinator 1 as required
12. Act in accordance with DM/CC instruction
13. **IF EXPLOSION OCCURS ACT AS FOR AIRPORT ACCIDENT**
14. On receipt of Stand Down from Police, advise WIAL staff on AFS and OPS Channel
15. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
16. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)



OPS10. BOMB THREAT TO BUILDINGS – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

A threat, whether specific or non-specific, verbal or written, to the effect that a device has been placed in or near a building to the imminent danger of the occupants.

Procedure

1. Record information using Police Form
2. Advise DM/AOC on OPS Channel Priority Message “**Return to Operations**”
3. Contact Airport Police who will use Positive Target Identification (PTI) to assess the threat as either ‘specific’ or ‘non-specific’ with input from WIAL and AvSec
4. If advised by Police or DM that threat is ‘specific’, **ONLY NOW** upgrade the situation to **BOMB THREAT TO BUILDINGS**
5. **ACTIVATE EAS REAL EMERGENCY/BOMB THREAT TO BUILDINGS**
6. **INPUT DETAILS AND TRANSMIT**
7. **Activate AFS PA**
STATE: Location (x1)
8. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
9. Contact Management Representative and advise of incident
10. Monitor AFS and OPS Channel
11. Request **IOC 2 or IOC 3** to:
 - Monitor Tower radio and take over incoming telephone calls
 - Utilise CCTV to observe people behaviour and / or suspicious objects in terminal and its environs
 - Assist Operations Coordinator 1 as required
12. Act in accordance with DM/CC instruction
13. **IF EXPLOSION OCCURS ACT AS FOR BUILDING FIRE**
14. On receipt of Stand Down from Police, advise WIAL staff on AFS and OPS Channel
15. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
16. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

IF OPERATIONS ROOM IS TO BE EVACUATED RELOCATE TO EOC OR AFS

1. Notify AOC, AFS and DM when Operations is evacuated via UHF
2. Notify Tower when Operations is evacuated via DIRECT line
3. Notify agencies when Operations is evacuated via EAS (if time permits)
4. Take Evacuation Pack

Authorised by: 

OPS11. UNATTENDED BAGGAGE / SUSPICIOUS ARTICLE – OPERATIONS COORDINATOR DUTIES

Effective date: 15 May 2018

Definition

Any unclaimed article, either labelled or unlabelled, which has been left in an unusual or suspicious location, and is considered to have the potential to pose a threat to people, aircraft or buildings.

Procedure

1. Make a PA announcement requesting owner to return and collect their baggage
 2. Advise AvSec and request their response with an explosive detection dog
 3. Advise the DM. Note: This is not yet classified as 'Suspicious Article'
 4. If practical, utilise CCTV to ascertain when the baggage may have been left unattended and pass on relevant information to AvSec
 5. If the explosive detection dog shows an interest in the baggage, you **MUST** follow the instructions of the AvSec Officer present
 6. The AvSec Officer will organise x-ray of the bag or item with a portable x-ray machine
 7. If the item is deemed a threat, AvSec will call the Bomb Squad and Airport Police. The terminal may be evacuated if necessary
 8. **ONLY NOW** upgrade the situation to **SUSPICIOUS ARTICLE**
 9. **ACTIVATE EAS REAL EMERGENCY/SUSPICIOUS ARTICLE**
 10. **INPUT DETAILS AND TRANSMIT**
 11. **Activate AFS PA**
 - STATE: Location (x1)
 - Any further details (x1)
 12. Contact Management Representative and advise of incident
 13. Monitor AFS, OPS and Tower radios
 14. Act in accordance with CC/DM instruction
- IF EXPLOSION OCCURS ACT AS FOR BUILDING FIRE**
15. On receipt of Stand Down from Police or CC, advise WIAL staff on AFS and OPS Channel of Stand Down
 16. If EAS was activated, **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**

IF OPERATIONS ROOM IS TO BE EVACUATED TO EOC OR AFS

1. Notify AOC, AFS and DM when Operations is evacuated via UHF
2. Notify Tower when Operations is evacuated via DIRECT line
3. Notify agencies when Operations is evacuated via EAS (if time permits)
4. Take Evacuation Pack

IMPORTANT: NO RADIO TRAFFIC OR CELLPHONE TRANSMISSION WITHIN 50 METRES

Authorised by:



OPS12. SECURITY BREACH (ACCESS TO AIRSIDE) – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

If any unauthorized person has obtained access to Airside from Landside via a Terminal breach, the following procedure is to be followed.

Procedure

1. Record all details of breach, including details of caller (if notified by an external party)
2. Immediately notify AvSec / Police / DM and request attendance
3. Request Terminal AOC and Airside AOC to respond to the area ASAP in order to intercept the offender. WIAL staff are to remain with the offender until a positive handover to AvSec and Police is completed
Note: WIAL staff do not have the authority to detain any individual. If the offender attempts to leave the area, maintain visual contact until AvSec / Police arrive. This may involve noting car registrations etc.
4. If the offender is suspected to be on the apron area, notify Tower
5. If the offender is still in the vicinity, utilise CCTV to track their movement
6. Complete all relevant details on Q Pulse relating to the incident. Include the offender's details (if known) – Name, Address and Phone number. If a breach has been committed by an airport employee, also include the name of their employer and AIC number
7. Include all details of CCTV coverage. Give details of WIAL or other Agency cameras available at the time (camera name, time frame etc.). If it is deemed appropriate by the DM, RFW is to be submitted for CCTV footage to be copied and forwarded to MSQA

Authorised by:



OPS13. MEDICAL ASSIST AND EMERGENCY – OPERATIONS COORDINATOR DUTIES

Effective date: 15 June 2018

Definition

Any request to assist in a medical incident in or around the airport environment. In addition, any request by flight crew or ground staff for 'quarantine' assistance for arriving international passenger **where there is NO active public health alert** issued by Ministry of Health / Regional Public Health.

Procedure

1. Record the information

Caller's name
Nature of problem
Location
Any other relevant information

If call is for arriving international passenger and flight crew request 'quarantine', record the following additional information and advise the airline to contact Regional Public Health:

Flight Number and ETA
Gate Number
Passenger travel history

2. **ACTIVATE EAS REAL EMERGENCY/MEDICAL ASSIST**

3. **Activate AFS PA**

STATE: Nature of the problem (x1)
Location (x1)

International Flights advise:	Customs	901 4805
	AvSec	388 0965
	MPI	029 894 4215

4. Advise DM/AOC on OPS Channel

5. If **patient is in a Sterile Area**, advise AvSec Control Room

6. If **patient is an Air New Zealand passenger**, add Air NZ to activation

7. If **patient status is '0' or deceased**, advise Police Comms

8. If **Regional Public Health has been notified by airline**, advise AFS CC

9. Monitor AFS and OPS Channel

10. Act in accordance with CC/DCC and DM instruction

11. On receipt of Stand Down from AFS, advise DM/AOC on AFS and OPS Channel

12. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**

IF AMBULANCE REQUIRED

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Authorised by:



**OPS13. MEDICAL ASSIST AND EMERGENCY – OPERATIONS
COORDINATOR DUTIES**

Effective date: 15 June 2018

13. Update EAS to **REAL EMERGENCY/MEDICAL EMERGENCY**

14. INPUT DETAILS AND TRANSMIT

15. **Activate AFS PA**

STATE: Medical Upgrade (x2)
Ambulance Required (x1)

16. On receipt of Stand Down from AFS, advise DM/AOC on AFS and OPS Channel

17. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**

Authorised by: 

OPS14. QUARANTINE EMERGENCY – OPERATIONS COORDINATOR DUTIES

Effective date: 15 June 2018

Definition

A public health alert will be received from Regional Public Health (RPH) when the Ministry of Health (MOH) issues a warning about an outbreak or other health concern that poses a serious risk to New Zealand. **This emergency procedure only applies when the airport is in a heightened state of alert** and flight crew or ground staff have requested 'quarantine' assistance for an arriving international passenger. This should not be initiated unless an active alert is in place by RPH or MOH.

Procedure

1. Record information from the Airline / Ground Handler or Regional Public Health

Caller's name
Pratique Status (if known)
Flight Number and ETA
Gate Number
Nature of illness
Number of passengers affected
Passenger travel history

If advised by the Airline / Ground Handler or Regional Public Health that the on duty Health Protection Officer / Medical Officer HAS EXPRESSED AN INTEREST in the passenger and either WITHHELD PRATIQUE or GRANTED PRATIQUE but, wants the PASSENGER TO BE FURTHER ASSESSED:

2. **ACTIVATE EAS REAL EMERGENCY/QUARANTINE EMERGENCY**

3. **Activate AFS PA**

STATE: Quarantine Emergency
PRATIQUE Status – (if known)
Flight Number and Gate location (x1)
Nature of the illness (x1)

4. Advise DM/AOC on OPS Channel
5. **If No EAS acknowledgement is received, call border agencies (manually) to confirm receipt of message**

Key agencies:

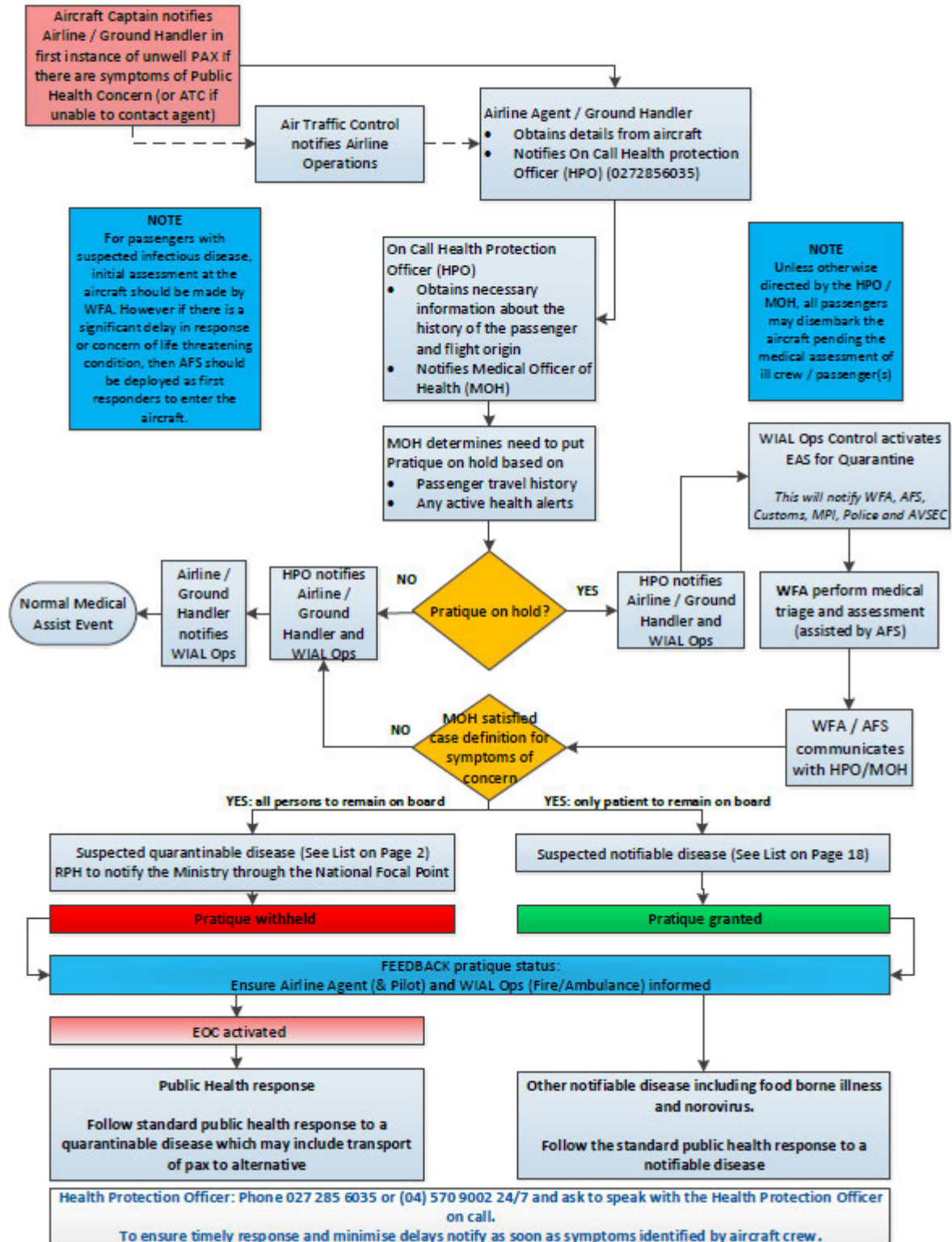
Customs	901 4805
AvSec	388 0965
MPI	029 894 4215

6. Monitor AFS and OPS Channel
7. Keep log of events
8. Act in accordance with CC/DCC and DM instruction
9. On receipt of Stand Down from AFS, advise DM/AOC on AFS and OPS Channel
10. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**

OPS14. QUARANTINE EMERGENCY – OPERATIONS COORDINATOR DUTIES

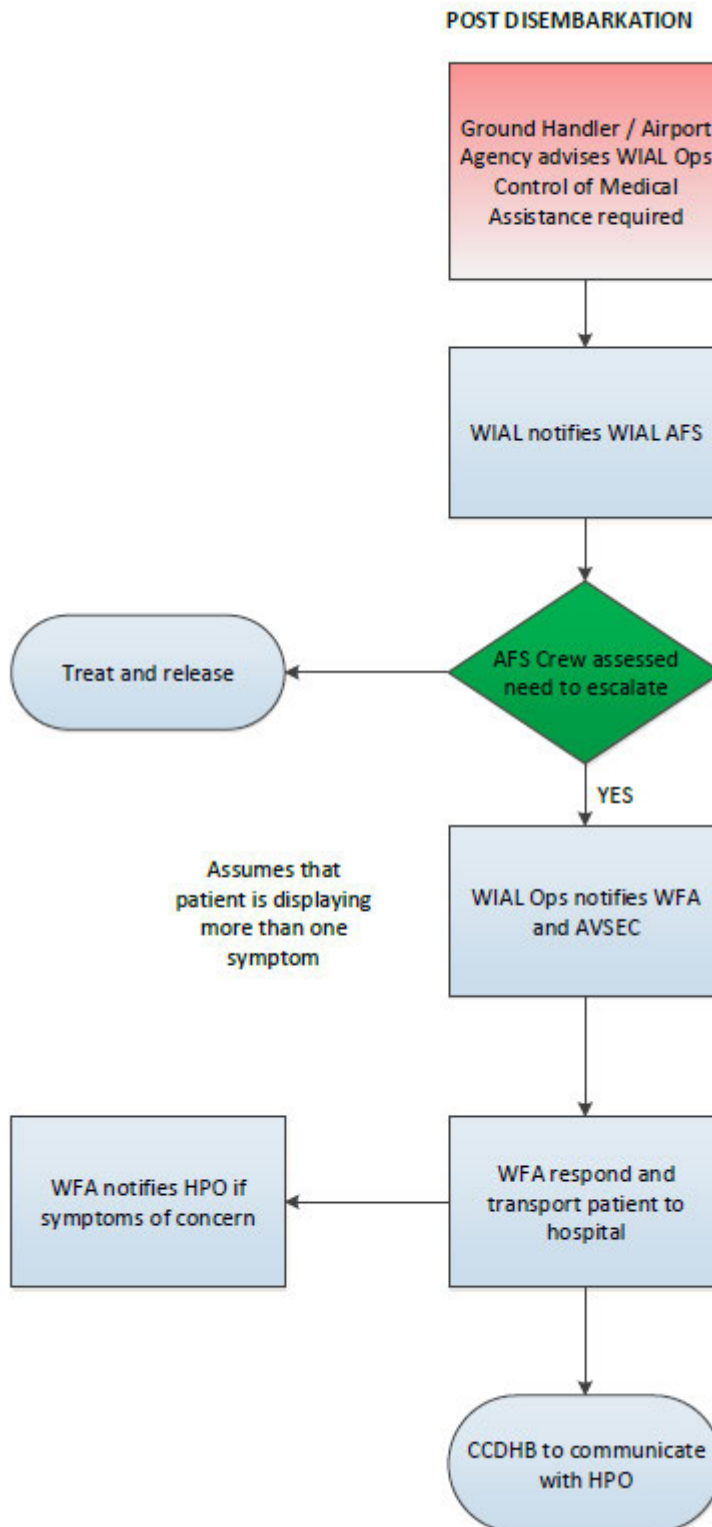
Effective date: 15 June 2018

IN FLIGHT DISCOVERY



OPS14. QUARANTINE EMERGENCY – OPERATIONS COORDINATOR DUTIES

Effective date: 15 June 2018



OPS15. PFA ACTIVATION (MAIN TERMINAL BUILDING) – OPERATIONS COORDINATOR DUTIES

Effective date: 19 October 2018

Definition

Any automatic activation of the PFA system for the **Main Terminal Building** only. Refer to the PFA (External Buildings) procedure for an activation of the PFA system for any monitored outlying building, including the MLCP.

When a single SMOKE DETECTOR L.E.D. activates on the FIRE Panel, advise CC/DM of its exact physical location. THIS IS NOT A FULL FIRE ALARM.

Procedure

- Record the information (gain from Fire Panel, Fire PC)

System	e.g. Sprinkler 2
Type	e.g. Fire/defect
Level	e.g. Level 1 MTB
Zone	e.g. Red Rocks Cafe (not zone number)
Activator	e.g. Manual call points, smoke beam, sprinkler
- Advise DM/AOC on OPS Channel Priority Message **“Return to Operations”**
- ACTIVATE EAS REAL EMERGENCY/PFA**
- INPUT DETAILS AND TRANSMIT**
- Activate AFS PA**

STATE:	Alarm Type (x1)
	Location (x1)
- Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
- Advise Tower of evacuation. For evacuation of the following zones, advise Tower:

NP:	‘Fire evacuation in progress. Please stop all movements on Taxilanes Papa and Quebec’
SWP:	‘Fire evacuation in progress. Please stop all movements on Taxilanes Quebec, Romeo and Charlie’
SP:	‘Fire evacuation in progress. Please stop all movements on Taxilanes Charlie and Delta’
MTB:	‘Fire evacuation in progress. Please stop all movements east of Taxiway Bravo’
- Advise Secure Park of terminal evacuation

OPS15. PFA ACTIVATION (MAIN TERMINAL BUILDING) – OPERATIONS COORDINATOR DUTIES

Effective date: 19 October 2018

9. Request returning **AOC to assume role of Operations Coordinator 2 and:**
 - Take over incoming telephone calls
 - If practical, utilise CCTV to maintain visual of area and ensure evacuation effected
 - Assist Operations Coordinator 1 as required
10. **IF SMOKE OR FIRE IS CONFIRMED, ACT AS FOR FIRE**
11. Confirm with Bag Hall that staff member has been dispatched to Sprinkler Room
12. Request AvSec send Team Leader to Ops Control to act as liaison
13. When alarm silencing confirmed by CC, call Bag Hall duty mobile and advise OK to silence alarms
14. Call Fire Security Services on 04 495 3676 to respond to airport and reset systems
15. Upon advice from CC, advise AvSec Team Leader and Airside AOC that terminal re-entry may commence
16. Confirm with AvSec Team Leader / Airside AOC re-entry of passengers complete
17. Instruct Airside AOC to advise Tower when OK to resume aircraft movement in evacuation zone
18. Contact Management Representative and advise of incident
19. Act in accordance with CC and DM instruction
20. On receipt of Stand Down from AFS, advise DM/AOC on AFS and OPS Channel
21. Broadcast terminal wide PA: **“Attention, ladies and gentleman. Thank you for your patience during this fire alarm. The area concerned has been checked and declared safe by the Airport Fire Service. The airport will now be resuming normal operations. Thank you for your attention”.**
22. Advise Secure Park when event is over
23. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
24. Reset Gallagher Fire Evacuation Site Plans
25. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

If the TYPE shows DEFECT

1. Advise CC via telephone
2. Advise Defect Sprinkler System _____ or location
3. Act in accordance with CC instruction



OPS16 PFA ACTIVATION (EXTERNAL BUILDINGS) – OPERATIONS COORDINATOR DUTIES

Effective date: 19 October 2018

Definition

Any automatic activation of the PFA system for any **WIAL monitored external building, including the Multi Level Carpark and RESA**. Refer to the PFA (Rydges Hotel) procedure for any activation of the PFA system for the hotel.

When a single SMOKE DETECTOR L.E.D. activates on the FIRE Panel, advise CC/DM of its exact physical location. THIS IS NOT A FULL FIRE ALARM.

Procedure

1. Record the information (gain from Fire Panel, Fire PC or from Valet Supervisor)

System	e.g. Sprinkler 2
Type	e.g. Fire/defect
Level	e.g. Level 3 MLCP
Zone	e.g. North West Quadrant (not zone number)
Activator	e.g. Manual call points, smoke beam, sprinkler
2. Advise DM/AOC on OPS Channel Priority Message **“Return to Operations”**
3. **ACTIVATE EAS REAL EMERGENCY/PFA**
4. **INPUT DETAILS AND TRANSMIT**
5. **Activate AFS PA**
STATE: Alarm Type (x1)
Location (x1)
6. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
7. Request **IOC 2 and IOC 3 to:**
Take over incoming telephone calls
If practical, utilise CCTV to maintain visual of area and ensure evacuation effected
Assist Operations Coordinator 1 as required
8. **For evacuation of RESA tunnel, advise Tower.**
9. **For evacuation of Multi Level Carpark, utilise CCTV to:**
Monitor all pedestrian access points to the building
Monitor the carpark and advise Valet Supervisor on ext. 5233 once all levels appear evacuated. *The Valet Supervisor will update FENZ once on site.*
10. **IF SMOKE OR FIRE IS CONFIRMED, ACT AS FOR FIRE**

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Authorised by:



**OPS16 PFA ACTIVATION (EXTERNAL BUILDINGS) – OPERATIONS
COORDINATOR DUTIES**

Effective date: 19 October 2018

11. For re-entry of Multi Level Carpark:

Upon advice from Secure Park that FENZ approve re-entry, call Fire Security Services on 04 495 3676 to respond to airport and reset systems

Once all systems have been reset, advise Secure Park on ext. 5233 that re-entry may commence

12. For all other external buildings:

Call Fire Security Services on 04 495 3676 to reset systems

13. Contact Management Representative and advise of incident

14. Act in accordance with DM instruction

15. On receipt of Stand Down from DM, **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**

16. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

If the TYPE shows DEFECT

1. Advise CC via telephone
2. Advise Defect Sprinkler System _____ or location
3. Act in accordance with CC instructio

**OPS17 PFA ACTIVATION (RYDGES HOTEL) – OPERATIONS
COORDINATOR DUTIES**

Effective date: 11 February 2019

Definition

Any automatic activation of the PFA system for the **Rydges Hotel**.

When a single SMOKE DETECTOR activates on the FIRE PC, contact Rydges Duty Manager 021 910 917. THIS IS NOT A FULL FIRE ALARM.

Procedure

1. Record the information (gain from the Fire PC)

System	e.g. Sprinkler 2
Type	e.g. Fire/defect
Level	e.g. Level 4
Zone	e.g. [zone number]
Activator	e.g. Manual call point, smoke detector, sprinkler
2. Advise DM/AOC on OPS Channel Priority Message **“Return to Operations”**
3. **ACTIVATE EAS REAL EMERGENCY/PFA**
4. **INPUT DETAILS AND TRANSMIT**
5. **Activate AFS PA**

STATE: Alarm Type (x1)
Location (x1)
6. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
7. Request **IOC 2 and IOC 3 to:**

Take over incoming telephone calls.

If practical, utilise CCTV to maintain visual of hotel fire evacuation routes and inform DM if people remain in the fire evacuation stairwell.

Monitor assembly areas to ensure evacuees are being directed to MTB Level 0. If this is not occurring, inform the DM.

Assist Operations Coordinator 1 as required.
8. **IF SMOKE OR FIRE IS CONFIRMED, UPGRADE TO FIRE**
9. Contact Rydges Duty Manager on 021 910 917 to confirm their attendance at Sprinkler Valve Room. *The Rydges Duty Manager will liaise with FENZ on site.*
10. Contact Management Representative and advise of incident

**OPS17 PFA ACTIVATION (RYDGES HOTEL) – OPERATIONS
COORDINATOR DUTIES**

Effective date: 11 February 2019

11. Between 0200 and 0330, use Gallagher macro 'MTB Level 0 Main Doors Unlock' to allow evacuees to seek shelter in the terminal
12. Broadcast Baggage Claim PA announcement by selecting Vocia channel 023:
"Attention, please. Thank you for your patience during the fire alarm at Rydges hotel. The Fire Service is checking the area concerned. Please standby for further instructions."
13. Upon advice from Rydges Duty Manager that FENZ approve re-entry and that all systems are operational, advise DM.
14. Broadcast Baggage Claim PA announcement by selecting Vocia channel 023:
"Attention, please. Thank you for your patience during the fire alarm at Rydges hotel. The area concerned has been declared safe by the Fire Service. All guests may now proceed to the main entrance of the hotel."
15. On receipt of Stand Down from DM, **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
16. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

If the TYPE shows DEFECT

1. As a courtesy, contact Rydges Duty Manager 021 910 917. They should already be aware.
2. Advise Defect Sprinkler System _____ or location.

OPS18 FIRE (MAIN TERMINAL BUILDING) – OPERATIONS COORDINATOR DUTIES

Effective date: 19 October 2018

Definition

Any verbal report or visual sighting of fire or smoke in the **Main Terminal Building**, excluding ashtray fires. Refer to the Fire (External Buildings) procedure for any report or sighting of fire or smoke in a monitored outlying building, including the MLCP.

Procedure

1. Record the information
2. **ACTIVATE EAS REAL EMERGENCY/FIRE**
3. **INPUT DETAILS AND TRANSMIT**
4. **Activate AFS PA**
STATE: Fire (x2)
Location (x1)
5. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
6. Advise DM/AOC on OPS Channel Priority Message **“Return to Operations”**
7. Advise Tower of evacuation. For evacuation of the following zones, advise tower:
NP: ‘Fire evacuation in progress. Please stop all movements on Taxi Lanes Papa and Quebec’
SWP: ‘Fire evacuation in progress. Please stop all movements on Taxi Lanes Quebec, Romeo and Charlie’
SP: ‘Fire evacuation in progress. Please stop all movements on Taxi Lanes Charlie and Delta’
MTB: ‘Fire evacuation in progress. Please stop all movements east of Taxiway Bravo’
8. Advise Secure Park of terminal evacuation
9. Request **IOC 2 and IOC 3 to:**
Take over incoming telephone calls
If practical, utilise CCTV to maintain visual of area and ensure evacuation effected
Assist Operations Coordinator 1 as required
10. Contact Management Representative and advise of incident
11. Act in accordance with CC and DM instruction
12. Update stakeholders and passengers as and when information becomes available (where possible, updates should be given every 15 minutes)
13. On receipt of Stand Down from AFS, advise DM/AOC on AFS and OPS Channel

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Authorised by:



**OPS18 FIRE (MAIN TERMINAL BUILDING) – OPERATIONS
COORDINATOR DUTIES**

Effective date: 19 October 2018

14. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
15. Upon advice from CC, advise AvSec Team Leader and Airside AOC that terminal re-entry may commence. Advise if some entry points unusable
16. Confirm with AvSec Team Leader / Airside AOC re-entry of passengers complete
17. Instruct Airside AOC to advise Tower when OK to resume aircraft movements in evacuation zone
18. Advise Secure Park event is over
19. Broadcast Terminal Wide PA:
Terminal OK to occupy
“Attention, ladies and gentlemen. Thank you for your patience during this fire alarm. The area concerned has been checked and declared safe by Fire Emergency New Zealand. The airport will now be resuming normal operations. Thank you for your attention”.
Terminal not usable
“Attention, ladies and gentlemen. Thank you for your patience during this fire alarm. The airport has sustained damage during this fire event and parts of the terminal are now unusable. All flights are suspended until further notice. We will update the situation as soon as possible. Thank you for your attention”.
20. Reset Fire Evacuation site plans in Gallagher
21. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

OPS19. FIRE (EXTERNAL BUILDINGS) – OPERATIONS COORDINATOR DUTIES

Effective date: 19 October 2018

Definition

Any verbal report or visual sighting of fire or smoke in any **WIAL monitored external building, including the Multi Level Carpark and RESA**. This excludes ashtray fires. Refer to the Fire (Main Terminal Building) procedure for any report or sighting of fire or smoke in the terminal.

Procedure

1. Record the information
2. **ACTIVATE EAS REAL EMERGENCY/FIRE**
3. **INPUT DETAILS AND TRANSMIT**
4. **Activate AFS PA**
STATE: Location (x1)
5. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
6. Advise DM/AOC on OPS Channel Priority Message **“Return to Operations”**
7. Request **IOC 2 and IOC 3 to:**
Take over incoming telephone calls
If practical, utilise CCTV to maintain visual of area and ensure evacuation effected
Assist Operations Coordinator 1 as required
8. **For evacuation of RESA tunnel**, advise Tower.
9. **For evacuation of Multi Level Carpark**, utilise CCTV to:
Monitor all pedestrian access points to the building
Monitor the carpark and advise Valet Supervisor on ext. 5233 once all levels appear evacuated. *The Valet Supervisor will update FENZ once on site.*
10. Contact Management Representative and advise of incident
11. Act in accordance with DM instruction
12. Update stakeholders and passengers as and when information becomes available (where possible, updates should be given every 15 minutes)
13. On receipt of Stand Down from DM, **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
14. **For re-entry of Multi Level Carpark:**
Upon advice from Secure Park that FENZ approve re-entry, call Fire Security Services on 04 495 3676 to respond to airport and reset systems
Once all systems have been reset, advise Secure Park on ext. 5233 that re-entry

OPS19. FIRE (EXTERNAL BUILDINGS) – OPERATIONS COORDINATOR DUTIES

Effective date: 19 October 2018

may commence. Advise if some entry points unusable

Confirm with Secure Park re-entry of passengers complete

15. For all other external buildings:

Call Fire Security Services on 04 495 3676 to reset systems

16. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

Authorised by:



OPS20. BULK FUEL INSTALLATION FIRE – OPERATIONS COORDINATOR DUTIES

Effective date: 23 November 2018

Definition

Any verbal report or visual sighting of fire or smoke in the JUHI Fuel Compound.

Procedure

1. Record the information
 - Caller's name
 - Type of fuel
 - Location
 - Any other relevant information
2. Advise DM/AOC on OPS Channel Priority Message **“Return to Operations”**
3. **ACTIVATE EAS REAL EMERGENCY/BULK FUEL INSTALLATION FIRE ALARM**
4. **INPUT DETAILS AND TRANSMIT**
5. **Activate AFS PA**
 - STATE:** Location (x1)
6. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
7. Contact Management Representative and advise of incident
8. Monitor AFS and OPS Channel
9. Request **IOC 2 and IOC 3 to:**
 - Monitor Tower radio
 - Take over incoming telephone calls
 - Assist Operations Coordinator 1 as required
10. **Notify Pollution Control Team on 0800 496 734 and advise of incident and location**
11. If LPG Installation is involved call Rock Gas on 0800 574737
12. Act in accordance with CC instruction
13. On receipt of Stand Down from AFS, advise DM/AOC on AFS and OPS Channel
14. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
15. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

OPS21. SMELL OF SMOKE OR UNIDENTIFIED SMELL – OPERATIONS COORDINATOR DUTIES

Effective date: 9 October 2017

Definition

Any report of smell of smoke or any unidentified smell (excluding gas) within the Airport environment.

Procedure

1. Record the information
 - Caller's name
 - Location of smell
 - Any other relevant information
2. **If smell is unidentified, enquire with caller if they believe it may be gas. If yes, act as for SMELL OF GAS**
3. Advise CC and DM of location
4. Monitor AFS and OPS Channel

IF REQUESTED BY CC

5. **ACTIVATE EAS REAL EMERGENCY/AFS ASSIST (WIAL use only)**
6. **Activate AFS PA**
 - STATE:** Smell of smoke / unidentified smell (x2)
 - Location (x1)
7. Monitor AFS and OPS Channel
8. Act in accordance with CC and DM instruction
9. On receipt of Stand Down from AFS, advise DM/AOC on AFS and OPS Channel
10. If EAS was activated, **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**

OPS22. SMELL OF GAS – OPERATIONS COORDINATOR DUTIES

Effective date: 9 October 2017

Definition

Any report of a smell of gas (or suspected smell of gas) within the Airport environment.

Procedure

1. Record the information

Caller's name

Location of smell

Any other relevant information

2. **ACTIVATE EAS REAL EMERGENCY/AFS ASSIST (WIAL use only)**

3. **Activate AFS PA**

STATE: Smell of gas (x2)

Location (x1)

4. Monitor AFS and OPS Channel

5. Act in accordance with CC and DM instruction

6. If practical, utilise CCTV to maintain visual of area and ensure evacuation effected

7. On receipt of Stand Down from AFS advise DM/AOC on AFS and OPS Channel of Stand Down

8. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**

Authorised by:



OPS23. HAZARDOUS SUBSTANCE SPILLAGE OR LEAKAGE – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

A spillage of a substance, known or unknown, that could be harmful to life. If the threat is unknown, always treat as dangerous until advised otherwise.

Procedure

1. Record the information

Caller's name / company
Location
Type of substance
Quantity / area involved
Leaking from?
Any medical assistance required
Any other relevant information

2. Advise DM/AOC on OPS Channel Priority Message **"Return to Operations"**

3. **ACTIVATE EAS REAL EMERGENCY/AFS ASSIST (WIAL use only)**

4. **INPUT DETAILS AND TRANSMIT**

5. **Activate AFS PA**

STATE: HazSub incident (x2)
Location (x1)
Type of substance
Quantity / Area involved
Leaking from?
Medical requirement

IF REQUESTED BY CC

6. Update EAS to **REAL EMERGENCY/HAZARDOUS SUBSTANCE**

7. **Activate AFS PA**

STATE: HAZARDOUS SUBSTANCE UPGRADE (x 2)

8. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

9. Contact Management Representative and advise of incident

10. Monitor AFS and OPS Channel

11. On receipt of Stand Down from AFS advise DM/AOC on OPS Channel of Stand Down

12. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**

13. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

IF AMBULANCE REQUIRED Add WFA to activation

NATIONAL POISON CENTRE: 0800 764 766

OPS24. FUEL / OIL SPILL – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

Any report of a fuel, oil or hydraulic fluid spillage that requires the activation of an EAS alert.

Procedure (10 / spillage or more)

1. Record the information
 - Caller's name
 - Type of spill
 - Location
 - Quantity of the spill
 - Leaking from?
 - Any other relevant information
2. **ACTIVATE EAS REAL EMERGENCY/FUEL SPILL**
3. **Activate AFS PA**
 - STATE:** Fuel / Oil spill (x2)
 - Leaking from? (x1)
 - Size of spill (x1)
 - Location (x1)
4. Advise DM on OPS Channel
5. **If requested by CC, add NZFS and Mgmt Rep to activation**
6. Monitor AFS and OPS Channel
7. Act in accordance with CC instruction
8. **Notify Pollution Control Team on 0800 496 734 and advise of incident and location**
9. On receipt of Stand Down from AFS, advise DM/AOC on OPS Channel of Stand Down
10. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
11. **IF THERE IS POTENTIAL FOR AIRCRAFT DISRUPTION** Notify Management Representative

WELLINGTON REGIONAL COUNCIL: Business Hours (8am–5pm) 384 5708

OPS25. MARINE INCIDENT (NON-AIRCRAFT) – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

If the Police request a marine response from AFS or on request from Crew Chief.

Procedure

1. Receive message
2. Record the information
 - Name of caller / vessel
 - Call sign
 - Location / co-ordinates
 - POB
 - Nature of trouble
 - Any other relevant information
3. Advise CC via AFS Channel
4. **If requested by CC activate EAS**
5. **ACTIVATE EAS REAL EMERGENCY/MARINE INCIDENT NON AIRCRAFT**
6. **INPUT DETAILS AND TRANSMIT**
7. **Activate AFS PA**
 - STATE:** Marine incident (x2)
 - Location (x1)
 - Nature of trouble (x1)
8. Advise DM on OPS Channel
9. Act in accordance with CC instruction
10. Monitor AFS Channel and Marine Channel 16
11. On receipt of Stand Down from Police or AFS advise DM/AOC on AFS and OPS Channel of Stand Down
12. If EAS was activated, **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**

AIRPORT MARINE 1 CELLPHONE:	027 249 0811	
AIRPORT MARINE 2 CELLPHONE:	027 210 7982	
OPERATION ROOM CALL SIGN:	Rongotai Airport Radio	ZMT 8611
AIRPORT MARINE 1 CALL SIGN:	AIRPORT MARINE 1	ZMV 9754
AIRPORT MARINE 2 CALL SIGN:	AIRPORT MARINE 2	ZMZ 2331

Authorised by:



OPS26. MOTOR VEHICLE ACCIDENT (MVA) – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

Response to a motor vehicle accident in and around Wellington Airport (Terminal area and Freight Drive).

Procedure

1. Record the information
 - Caller's name
 - Location
 - Number of people / vehicles involved
 - Any other relevant information
 2. **ACTIVATE EAS REAL EMERGENCY/AFS ASSIST (WIAL use only)**
 3. **INPUT DETAILS AND TRANSMIT**
 4. **Activate AFS PA**
 - STATE:** MVA (x2)
 - Location (x1)
 - Number of people / Vehicle involved
 5. Advise DM on OPS Channel
 6. If practical, utilise CCTV to provide surveillance to scene
- IF REQUESTED BY CC**
7. Update EAS to **REAL EMERGENCY/MOTOR VEHICLE ACCIDENT**
 8. **Activate AFS PA**
 - STATE:** MVA UPGRADE (x2)
 9. Act in accordance with CC instruction
 10. Monitor AFS and OPS Channel
 11. Act in accordance with CC instruction
 12. On receipt of Stand Down from AFS, advise DM/AOC on AFS and OPS Channel of Stand Down
 13. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**

OPS27. SPECIAL SERVICE – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

Non urgent call requesting AFS assistance.

Procedure

1. Record the information
 - Caller name / company
 - Location
 - Any other relevant information

2. Advise CC via AFS Channel

3. Monitor AFS Channel

IF REQUESTED BY CC

4. Update EAS to **REAL EMERGENCY/AFS ASSIST (WIAL use only)**

5. **Activate AFS PA**

STATE: AFS Assist (x2)
Nature of request (x2)
Location (x1)

6. Monitor AFS and OPS Channel

7. Act in accordance with CC instruction

8. On receipt of Stand Down from AFS, advise DM/AOC on AFS and OPS Channel of Stand Down

9. If EAS was activated, **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**

Authorised by:



OPS28. EFFLUENT SPILL – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

Requesting AFS to assist in the cleanup of an effluent spill.

Procedure

1. Record the information

Caller's name / company

Location

Type of spill

Quantity / area of the spill

Leaking from?

Any other relevant information

2. Advise CC via AFS Channel

3. Act in accordance with CC instruction

4. Monitor AFS Channel

FOR SPILL LARGER THAN 200 LITRES

- Contact Management Representative and advise of incident
- Notify Pollution Control Team on 0800 496 734 and advise of incident and location

Authorised by:



OPS29. PRIORITY BIRD SCARING – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

When requested by “Tower” for “Priority Bird Scaring”. This is **URGENT**.

Procedure

1. Tower advises Operations
2. **Activate AFS PA**
STATE: Attention (x1)
Priority bird scaring (x2)
Location (x1)
Requested by Tower (x1)
3. AFS CC advises Operations who is responding (i.e. either R6, R5 or AP1)
4. Monitor radios

Authorised by:



OPS30. PRIORITY FOD (FOREIGN OBJECT DEBRIS) – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

When requested by “Tower” for “Priority FOD”. This is **URGENT**.

Procedure

1. Tower advises Operations

2. Activate AFS PA

STATE: Attention (x1)
Priority FOD (x2)
Location (x2)
Requested by Tower (x1)

3. AFS CC advises Operations who is responding (i.e. either R6, R5 or AP1)

4. Monitor radios

Authorised by:



OPS31. BUILDING DAMAGE — OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

Requesting AFS to assist in clean up or securing an area to make it safe.

Procedure

1. Record the information
 - Caller's name / company
 - Location
 - Type of damage
 - Any other relevant information
2. Advise CC and AOC via AFS Channel
3. Advise DM on OPS Channel
4. **ACTIVATE EAS REAL EMERGENCY/ AFS ASSIST** if the damage is significant or if requested by AFS
5. Act in accordance with CC/DM instruction
6. Monitor AFS and OPS Channel
7. Notify Maintenance Team on ON-CALL Maintenance number
8. If EAS was activated, **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**

Authorised by:



OPS32. EARTHQUAKES – OPERATIONS COORDINATOR DUTIES

Effective date: 05 November 2018

During any **SIGNIFICANT** earthquake:

Broadcast Terminal PA announcement by selecting Vocia channel 080. **“Earthquake: STAY where you are, DROP to the floor, COVER your head and HOLD. Please remain in the building.”** (Note: Recording repeats 4x)
Repeat announcement as required.

Category C Event (PGA 10mg to 80mg) on accelerometer = **CATEGORY C RESPONSE**

1. Notify WIAL staff of Category C response via AFS PA

STATE: Attention (x1)
Category C Earthquake (x2)

2. Notify Control Tower of Category C response and PGA (mg) level as per EAS alert
3. Activate EAS by checking details on the alert, dragging it out of the 'External Events' window and onto the 'Create New Alert' icon that appears and pressing transmit
4. Broadcast Terminal PA announcement by selecting Vocia channel 083 (if an announcement has not been made in the past 30 minutes)
“Attention, please. Following the small earthquake, the AIRPORT REMAINS OPEN. Our Normal procedures are being followed to ensure your safety. Airport Staff: This is a Category C response” (Note: Recording repeats 4x)
5. Check all Ops Control systems are operational
6. Utilise CCTV to check people and terminal infrastructure
7. Medical requests – deploy AFS as appropriate

For **AFTERSHOCKS** with a larger PGA than original reading – update EAS alert. Click on message, drag out of 'External Events' window and onto previous message.

8. If no higher reading is recorded within 10 minutes of the initial EAS alert, **transmit STAND DOWN**

OPS32. EARTHQUAKES – OPERATIONS COORDINATOR DUTIES

Effective date: 05 November 2018

During any **SIGNIFICANT** earthquake:

Broadcast Terminal PA announcement by selecting Vocia channel 080. **“Earthquake: STAY where you are, DROP to the floor, COVER your head and HOLD. Please remain in the building.”** (Note: Recording repeats 4x)
Repeat announcement as required.

Category B Event (PGA 80mg to 300mg) on accelerometer = **CATEGORY B RESPONSE**

(Expected minimum Airport closure = 30 mins)

1. Notify WIAL staff of Category **B** response via AFS PA.
STATE: Attention (x1)
Category B Earthquake (x2)
2. Notify Control Tower of Category **B** response and request closure of runway for minimum 30 minutes
3. Activate EAS by checking details on the alert, dragging it out of the 'External Events' window and onto the 'Create New Alert' icon that appears and pressing transmit
4. Advise DM of highest PGA reading and confirm if upgrade to Category A response is warranted. **If yes**, continue as per Category A response. **If no**, continue as follows
5. Broadcast Terminal PA announcement by selecting Vocia channel 082 (only if an announcement has not been made for CAT B response in the past 30 minutes)
“Attention, please. Following the earthquake, please remain in the building. Our normal procedures are being followed to ensure your safety. We have suspended all flights until the runway has been inspected. An update will be provided in 30 minutes. Airport staff: This is a Category B response”
(Note: Recording repeats 4x)
6. Check all Ops Control systems are operational
7. Divert phones. Monitor AFS and OPS Channel
8. Request **IOC 2 and IOC 3** to:
Monitor Tower radio
Take over incoming telephone calls
Utilise CCTV to check people and Terminal infrastructure including aircraft stands
Assist Operations Coordinator 1 as required
9. Medical requests – deploy AFS for life threatening injuries (only) until AFS resources are available

For **AFTERSHOCKS** with a larger PGA than original reading - Update EAS alert. Click on message, drag it out of 'External Events' window and onto previous message.

10. Await instructions from DM. **If OK, Stand Down EAS**

11. Broadcast Terminal PA announcement when the runway is reopened. Check with DM e.g. “Attention, please. The runway has been inspected and the airport is now open for operations”

OPS32. EARTHQUAKES – OPERATIONS COORDINATOR DUTIES

Effective date: 05 November 2018

During any **SIGNIFICANT** earthquake:

Broadcast Terminal PA announcement by selecting Vocia channel 080. **“Earthquake: STAY where you are, DROP to the floor, COVER your head and HOLD. Please remain in the building.”** (Note: Recording repeats 4x)
Repeat announcement as required.

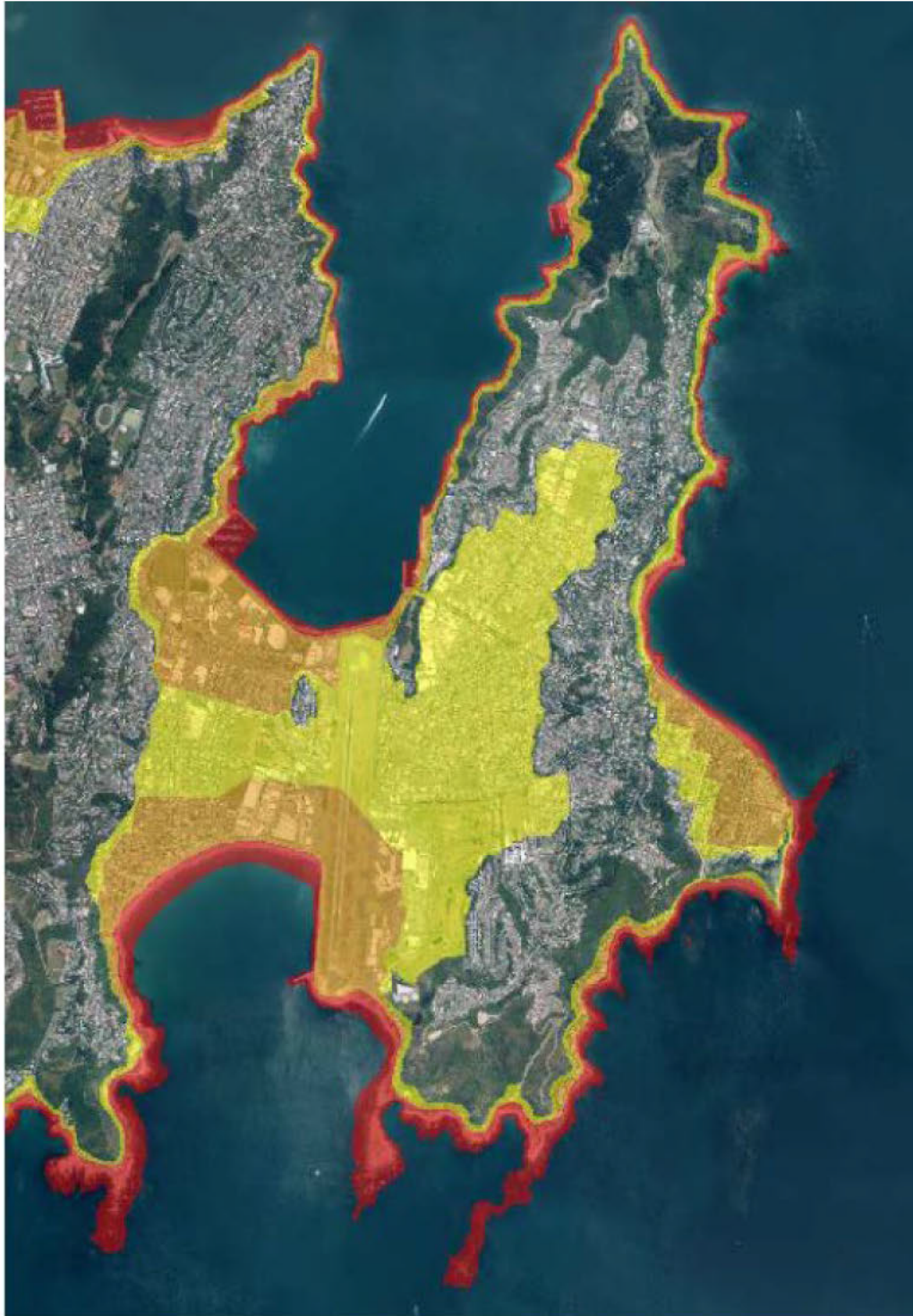
Category A Event (PGA 300mg and above) on accelerometer = **CATEGORY A RESPONSE**

(Expected minimum Airport closure = 3 hours)

1. Divert phones
2. Notify WIAL staff of Category **A** response via AFS PA
STATE: Attention (x1)
Category A Earthquake (x2)
3. Notify Control Tower of Category **A** response and request closure of runway. Advise Tower WIAL is initiating full tsunami evacuation
4. Activate EAS by checking details on the alert, dragging it out of the ‘External Events’ window and onto the ‘Create New Alert’ icon that appears and pressing transmit
5. Broadcast Terminal PA announcement by selecting Vocia channel 081. **“Attention please. Following the earthquake, please remain in the building. Everyone on the ground floor, please calmly and slowly MOVE UP TO LEVEL 1 – this is the airline check-in and food court area level of the building. Please follow the instructions of staff. Airport staff: This is a Category A response”** (Note: Recording repeats 4x)
6. Activate EAS lightning warning unit BLUE lights
7. Collect Go-Bag and evacuate Operations Control – process to Level 2 Corporate Office via staff stairs
8. Establish Emergency Ops Control in alternate location (Iceman or Exec Boardroom). Unpack go-bag
9. Confirm WIAL staff safe at Level 1 and advise DM
10. Establish radio contact with AFS and Tower
11. Monitor radios and provide relevant information to DM
12. Medical requests – deploy AFS for life threatening injuries only
13. Await further instruction from DM
14. **When OK, transmit STAND DOWN**

Note: Airport evacuation will remain in effect until the threat of tsunami affecting the terminal has passed as advised by MCDEM or WREMO. This will be confirmed by DM or Management Rep.

GNS Tsunami Evacuation Zones:



Definition

Tsunami Threat Messages are received from the Ministry of Civil Defence Emergency Management Office (MCDEM) for DISTANT SOURCED tsunamis. They assess whether it is necessary to activate tsunami warning measures or, at least, advise of a potential threat or not. This emergency phase is related to national threat levels only and should not be initiated unless official advice is received from the MCDEM.

Procedure - in the event that ANY Tsunami Threat Message is received:

1. Receive Tsunami Threat Message from MCDEM via email (forwarded from EOC email)

Note: this message may either be a National Advisory or National Warning.

2. Enter information as per MCDEM message in **Details** tab of EAS

For the location, write text version of where the earthquake occurred creating the potential tsunami e.g. 600km East of Japan.

In EAS text, include either 'No Threat to NZ' or 'Potential Threat to NZ' or 'Threat to NZ' as per the message received. **If provided, advise ETA.**

3. **Activate AFS PA**

STATE: Standby for DISTANT SOURCED Tsunami Advisory / Warning x2
(Threat level to NZ) x1

4. **TRANSMIT EAS TSUNAMI message**

5. If applicable and as advised by DM, update EAS with the colour zone evacuation instruction published on the Red Cross Hazard app

In EAS text, include either 'Evacuate Red Zone' or 'Evacuate Orange Zone' or 'Evacuate Yellow Zone'. **If provided, advise ETA**

6. Await instruction from DM or Management Rep

7. Continue to update EAS as required if / when further information is received from the MCDEM; note that wave heights are often shown in graphical format by way of an attachment to the message. You will need to open the attachment and assess what the wave height will be for WELLINGTON and the time of arrival (if indicated).

8. If an 'Orange Zone' tsunami warning is received relocate to Level Two Corporate (Iceman or Exec Boardroom) NO LATER THAN 30 MINS PRIOR TO ETA OF TSUNAMI.

9. In a 'Yellow Zone' distant sourced tsunami warning prepare to evacuate all airport occupants including airport employees to Strathmore. Await DM instructions.

10. When the MCDEM stands down – Update EAS – **Stand Down**

OPS34. LIGHTNING – OPERATIONS COORDINATOR DUTIES

Effective date: 22 September 2016

Definition

Lightning activity appears on the MetService Lightning Detection programme and alerts within a 15 nautical mile radius of the airport. Stakeholders are to be advised of the potential threat. The lightning warning unit is to be activated to alert airside staff of the need to seek shelter to reduce the risk of being injured by lightning strikes.

Procedure – Lightning activity within 15 nautical mile radius of Wellington Airport

Lightning strikes are displayed within the 15 nautical mile lightning circle of the MetService programme and an EAS message is to be sent to advise airport stakeholders.

1. **ACTIVATE REAL EMERGENCY/SEVERE WEATHER**
2. Continue to update EAS as required, if and when further information becomes available – in terms of the activity moving closer to or further away from the airport.
EAS text: "lightning activity detected within 15 nautical miles of airport"

Additional Procedure – Lightning within 10 nautical mile radius of Wellington Airport

Lightning strikes detected and displayed within the 10 nautical mile lightning circle.

- **ACTIVATE NEW ALERT EAS REAL EMERGENCY/LIGHTNING UNIT ACTIVATION**
- Select 10 nautical mile lightning distance on 'details' tab **AND TRANSMIT**
- **Activate AFS PA and STATE:**
 - Attention (x1)
 - Lightning Activity (x2)
 - 10 Nautical Miles (x1)
- Notify ATC of lightning unit activation & IT and Facilities via ON CALL (if on duty)
- Update EAS for Severe Weather:
EAS text: "lightning activity detected within 10 nautical miles of airport"

Additional Procedure – Lightning within 5 nautical mile radius of Wellington Airport

Lightning strikes detected and displayed within the 5 nautical mile lightning circle.

- **ACTIVATE (or update) EAS REAL EMERGENCY/LIGHTNING UNIT ACTIVATION**
- Select 5 nautical mile lightning distance on 'details' tab **AND TRANSMIT**
- **Activate AFS PA and STATE:**
 - Attention (x1)
 - Lightning Activity (x2)
 - 5 Nautical Miles – Remain indoors or inside vehicle (x1)
- Notify ATC of lightning unit activation & IT and Facilities via ON CALL (if on duty)
- Update EAS for Severe Weather:
EAS text: "lightning activity detected within 5 nautical miles of airport"

OPS34. LIGHTNING – OPERATIONS COORDINATOR DUTIES

Effective date: 22 September 2016

Stand Down – Lightning activity observed moving away from Wellington Airport

Lightning strikes are displayed moving away from the airport and the lightning warning unit is to be de-activated and / or EAS alert for Severe Weather is to be closed.

1. When the active threat moves outside the 5 nautical mile lightning circle,
TRANSMIT STAND DOWN for '5 nautical mile LIGHTNING UNIT ACTIVATION'.
2. When the active threat moves outside the 10 nautical mile lightning circle,
TRANSMIT STAND DOWN for '10 nautical mile LIGHTNING UNIT ACTIVATION'.
3. When the potential threat moves outside the 15 nautical mile lightning circle,
TRANSMIT STAND DOWN for SEVERE WEATHER.

OPS35. HIGH WIND WARNING – OPERATIONS COORDINATOR DUTIES

Effective date: 20 January 2017

Definition

Sustained or continuous winds at 30kts or above noted on the MetConnect Runway 34/16 Display Screen.

Procedure

When the 'Wind speed (10 min Avg)' is **30kts or above** on the *Data Display* tab of the MetConnect Runway 34/16 Display Screen:

1. ACTIVATE EAS REAL EMERGENCY/SEVERE WEATHER

Nature of Problem: "High Wind Warning"

Location: "Wellington Airport"

EAS text: "Average wind speed sustained at 30kts and above"

2. Activate AFS PA

STATE: Attention (x1)

High Wind Warning (x2)

Wind speed sustained 30kts and above (x1)

When the 'Wind speed (10 min Avg)' falls **below 30kts** on the *Data Display* tab of the MetConnect Runway 34/16 Display Screen:

3. Update EAS and TRANSMIT STAND DOWN

Nature of Problem: "High Wind Warning Stand Down"

Location: "Wellington Airport"

EAS text: "Average wind speed below 30kts"

4. Activate AFS PA

STATE: Attention (x1)

High Wind Warning Stand Down (x2)

Wind speed below 30kts (x1)

OPS36. STATION ALARM TEST – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

To test the serviceability of the AFS station alarms at 0700, each day.

Procedure

1. Activate AFS PA

STATE: Attention (x1)
Standby for station alarm test (x2)

2. ACTIVATE EAS COMMS CHECK/STATION ALARM TEST

- Click on NEW ALERT
- Click on COMMS CHECK
- Click on STATION ALARM TEST
- Click on TRANSMIT

Authorised by:



OPS37. COMMUNICATIONS CHECK – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

To test the serviceability of all emergency response systems.

Procedure

1. Receive emergency message via **CRASH LINE** and record using **EMERGENCY MESSAGE** form
2. **READ BACK EMERGENCY MESSAGE TO ATC**
3. Advise DM/AOC on OPS Channel "Communication Check"
4. **ACTIVATE EAS COMMS CHECK/INCIDENT TYPE**
5. **INPUT DETAILS ON EAS AND TRANSMIT**
6. **Activate AFS PA**
STATE: COMMUNICATION CHECK (x2)
7. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
8. Check EAS icon to confirm all agencies have acknowledged the Comms Check
9. Check that Response Checklist is completed
10. If no response from any of the agencies or reps within five minutes of the time of activation for Comms Check, follow up with a telephone call to confirm receipt of Comms Check
11. Advise CC, DM and AOC of Stand Down on AFS and OPS Channel
Activate AFS PA
STATE: COMMUNICATION CHECK STANDDOWN (x2)
12. **INPUT DETAILS ON EAS AND TRANSMIT STAND DOWN**
13. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

OPS38. RESPONSE CHECK – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

The timed response check of all Airport Fire Service vehicles to Runway Threshold.

Procedure

1. Receive call from ATC via Crash Line, Exercise "Response check to runway threshold 34 or 16"
2. Read back message to ATC, Exercise "Response check to runway threshold 34 or 16"
3. Monitor UHF

Authorised by:



OPS39. AFS CREW CHIEF REQUESTING EXERCISE – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

To activate the alarm for any Airport Fire Service exercise.

Procedure

1. ACTIVATE EAS COMMS CHECK/STATION ALARM TEST

2. Click on NEW ALERT

3. Click on COMMS CHECK

4. Click on STATION ALARM TEST

5. Click on TRANSMIT

6. Activate AFS PA

STATE: Exercise (x2)
(Give details) (x2)

7. Monitor radios

OPS40. AIRPORT FIRE PA SYSTEM – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

To activate the AFS PA using the Operations Phone.

Procedure

1. To activate the AFS PA on the Ops phone, place hand piece to your mouth and press 'AFS PA' speed dial button and:

STATE: Attention (x1)
Staff member to the rear door (x2) (or whatever is required)
Who is there? (x1)

Another example is:

Attention (x1)
Guide required for R1 (x2)

2. Hang up the phone

Authorised by:



OPS41. FIRE ALARM TESTING PROCEDURES – OPERATIONS COORDINATOR DUTIES

Effective date: 09 June 2016

Definition

To test the serviceability of the fire protection and detection system, and to verify that the audible and visual fire alarm and PA systems are operational.

Procedure

1. Notify AFS Crew Chief
2. Notify Air New Zealand Team Leader, Koru Club Reception
3. Notify Qantas Duty Manager
4. Notify Swissport
5. Notify Plane Biz
6. Notify AvSec, Airport Police, Customs, MPI and Immigration
7. Notify Air NZ Ramp
8. Fire Security Services technician to make all call PA announcement from Sprinkler Valve Room
9. After tests are completed by Fire Security Services, request Air NZ Ramp to PA “testing completed” announcement
10. Fire Security Services technician to make all call PA “testing completed” announcement

Authorised by:



OPS42. FIRE SYSTEM ISOLATION PROCEDURES – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

Any temporary shutdown or isolation of the fire detection and / or fire protection systems for regular or scheduled work.

Procedure

1. Advise CC about the system being worked on and the approximate time that it will be worked on via the AFS Channel or on 385 5163
For e.g., ARP Sprinkler System 1
2. Advise NZFS Comms on 801 0812 about the system being worked on
3. Ensure the contractor writes their name, phone number and details of their work (including specific location) on the “Contractor Alarm Board” in the Operations Control Room
4. Test the contractor’s cell phone number
5. Log all of the above information

When works are complete:

6. Advise CC about system being reinstated via the AFS Channel or on 385 5163
For e.g. ARP Sprinkler System 1
7. Advise NZFS Comms on 801 0812 about the system being reinstated
8. Ensure the contractor removes their details from the “Contractor Alarm Board” in the Operations Control Room
9. Log all of the above information

OPS43. EAS UNSERVICEABLE – OPERATIONS COORDINATOR DUTIES

Effective date: 14 March 2016

Definition

When the EAS fails to operate, or is unserviceable.

Procedure

1. Receive emergency message via **CRASH LINE** and record using the **EMERGENCY MESSAGE** form
2. **READ BACK EMERGENCY MESSAGE TO ATC**
3. Advise DM/AOC on OPS Channel Priority Message "**Return to Operations**"
4. **Activate AFS PA**

STATE: Emergency type (x2)
 Location (x1) and ETA (x1)
 Aircraft type (x1)
 Nature of problem (x1)
 POB (x1)

5. **Dial 111** and say "*This is Wellington International Airport. I require all emergency services.*"

Wait to be connected to all three services – ambulance, fire service and the police.

When all services answer, say "*This is Wellington International Airport. We have an emergency.*"

Give details as per the Emergency Message Form, or details of the type of emergency, if not activated by the Crash Line.

6. Divert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)
7. Notify WIAL managers on cellphone: Manager Airfield and Airport Fire Service
 General Manager Aeronautical Operations
 Manager Landside and Customer Engagement
8. **TURN TO AND FOLLOW SOP FOR INCIDENT TYPE**
9. On receipt of Stand Down from Police, ATC or CC, advise WIAL staff on AFS and OPS Channel of Stand Down
10. Advise each emergency service of Stand Down via speed dial button on the Ops Phone
11. Undivert 5124 (call ext. 5100, select hidden option 8, enter PIN 5124 and select 1 to confirm)

Attachment 5

Hazardous Material Spillage Protocol

Hazardous Material Spillage

Hazardous substances/ Dangerous goods can pose a serious threat to health, property and the environment. It is imperative that the correct protective clothing and procedures are followed in the event of a hazardous materials spillage. If the threat is unknown, always treat as dangerous until otherwise advised.

There are allowances for aircraft de-icing to be conducted on stand due to the small volumes and infrequent requirement for de-icing operations at NZWN.

Refer to the Dangerous Goods Emergency Response Guide for additional Dangerous Goods handling and clean-up information, if required.

POISONOUS FUMES and/or LIQUID
or BIOHAZARD
WEAR PPE!!

HSE



Dangerous Goods Spill

! DO NOT attempt to clean up or wash away the spillage - this is the responsibility of Airport Fire Service. Avoid all physical contact with the spillage unless wearing the appropriate protective clothing.

All hazardous materials related incidents are reported directly to Ops Control who will activate an EAS message to AFS.

When notifying Ops Control of a dangerous goods spill, advise the following information:

- your name
- type of spill (material/substance)
- location
- quantity of spill (or total area of spill e.g. 2 metres x 3 metres)
- where it is leaking from
- name of company who owns vehicle or registration number
- other relevant information eg: Hazard identification code

Confirm with Ops Control receipt of message by telephone (04 385 5145) or via radio.

- Move to area upwind of spill
- Liaise with Crew Chief (CC) and DM
- Cordon area off and redirect traffic
- Ensure downwind area from spill is kept clear
- Advise airline operators that area is closed until further notice
- Notify Mobil and Air BP of evacuation and what gates are closed via VHF or by telephone: Air BP 801 0125, Mobil 021 806 245

- Inform Wellington Tower if aircraft operations are affected
- Arrange for aircraft or equipment to be moved if necessary
- Depending on extent and nature of spill, the Incident Controller may consider activating the
- FENZ Incident Command Post (ICP) and/ or Emergency Medical Unit (EMU)
- Arrange issue of AFS Category Status NOTAM in consultation with CC if required
- Stand down upon instruction from Ops Control
- Cancel NOTAM
- Return any equipment back to storage and recommission
- Submit occurrence report.
- For severe spills, act as for AIRPORT CRASH

Note: A NOTAM is required if AFS Category Status is reduced for more than half an hour. Suggested wording - Wgtn Intl Airport Fire Service is operating at a reduced Category of (0-6) until further notice due to response to an emergency.

Fuel Spill

! Consider JUHI system shut off if uncontrolled fuel leak from JUHI.

The quantity of a fuel spill is important information as other agencies such as FENZ, Wellington Regional Council, airline operators, Avsec, NZ Police and ATC are notified of all spills exceeding 100 litres.

Fuel Spill Clean Up

A thorough clean-up of fuel spills is important as not only do WIAL need to meet strict environmental regulation, but also because of the damage these substances do to the apron pavements. AFS are equipped to respond to clean up any fuel spills.

AFS Procedure

! DANGER! The Super-Vac should not be used around fuel spills due to this equipment being a possible ignition source.

- Fuel and oil spills are reported to Operations Control by the airline/ground handler or if found by Airport 1, then passed on to the CC via phone or radio. The CC will advise Ops Control if the spill is in excess of 10L so the EAS can be activated
- For major spills AFS may call on airport based fuelling companies to assist with any clean-up
- Spray the area with foam for major fuel spills (30L +) to suppress any vapours if the spill is in the vicinity of an ignition source
- Cover the spill with Metasorb absorbent rolls to soak up the fuel/oil. Return all contaminated Metasorb blankets to the blue Hazardous Substances drums located at the Airport Fire Station. Contaminated Metasorb is then collected by Transpac for disposal
- Apply Gamlen to break down any remaining fluid
- Apply drain covers to any nearby storm water drains, then hose the area clean.
- Submit a Q-Pulse Occurrence Report. State spill type -fuel spill, volume of spill and the location

Fuel and water are separated at the interceptors installed within the airport drainage system. The separators are checked monthly by facilities and emptied once per year, or if advised by AFS that additional material has been spilt or washed into the drainage system.

Oil Spill Clean Up

A thorough clean-up of oil spills is important as not only do WIAL need to meet strict environmental regulation, but also because of the damage these substances do to the apron pavements. AFS are equipped to respond to clean up any oil spills.

AFS Procedure

- Oil spills are reported to Operations Control by the airline/ground handler or if found by Airport 1, then passed on to the CC via phone or radio. The CC will advise Ops Control if the spill is in excess of 10L so the EAS can be activated
- For major spills AFS may call on airport based fuelling companies to assist with any clean-up
- Cover the spill with Metasorb absorbent rolls to soak up the fuel/oil. Return all contaminated Metasorb blankets to the blue Hazardous Substances drums located at the Airport Fire Station. Contaminated Metasorb is then collected by Trans Pacific for disposal
- Apply Gamlin to break down any remaining oil. The oil and Gamlin can then be sucked up with the Super-Vac and placed in the AFS hazardous substances drums for disposal by Trans Pacific
- Apply drain covers to nearby storm water drains, then hose the area clean.
- Submit a Q-Pulse Occurrence Report. State spill type - oil spill, volume of spill and the location

Oil and water are separated at the interceptors installed within the airport drainage system. The separators are checked monthly by facilities and emptied once per year, or if advised by AFS that additional material has been spilt or washed into the drainage system.

Effluent Spill

! BIOHAZARD!!

- Be aware that an effluent spill contains organic waste and should not come into contact with bare skin. If this occurs refer to the Crew Chief for correct management of the spillage. If your skin comes into contact with the effluent then you must shower and change immediately.
- Notify the duty CC and DM who will arrange for medical attention as required.
- You will need to file an accident/incident report .
- If an effluent spill is larger than 200 litres, the Pollution Control team are also notified.

Effluent Spill Clean Up

AFS Procedure

- AFS are not required to pick up and dispose of any solid effluent waste. This task is the responsibility of the airline or ground handler
- Any remaining liquid effluent should be hosed into the nearest airside drain with a generous amount of water until it has been fully diluted and the area is clean
- Submit a Q-Pulse Occurrence Report noting the volume and location

De-Icing of Aircraft

! SLIP HAZARD!!

- De-icing of aircraft is required on occasions and is permitted on stand due to the small amounts of fluid and infrequent requirement for de-icing. However, there are some conditions that need to be adhered to.
- AFS must be notified of the requirement for clean up after the completion of de-icing and the aircraft has departed. AFS will wash the area down with water.
- The fluid is viscous and if it gets tracked into the terminal area by passengers it becomes slip hazard, as well as making a mess of the carpet.

AFS Procedure

- Once the aircraft has departed, wash the area down with a generous amount of water. The water will drain into the nearest stormwater drain
- Submit an Occurrence Report

Note: De-icing fluid does not have any HSNO status and is currently permitted to be washed into storm water drains (in small volumes)

Hydraulic Fluid

! SLIP HAZARD!!

- Be aware that hydraulic fluid contains a wide range of chemical compounds and should not come into contact with the bare skin or eyes as this will cause skin or eye irritation. If your skin or eye area comes into contact with hydraulic fluid then you must wash the area immediately.
- Notify the duty CC and DM who will arrange for medical attention as required.
- You will need to file an accident/incident report

Hydraulic Fluid Clean Up

AFS Procedure

- Hydraulic fluid spills are reported to Operations Control by the airline/ground handler or if found by Airport 1, then passed on to the CC via phone or radio. The CC will advise Ops Control if the spill is in excess of 10L so the EAS can be activated
- Zeolite absorbent material is applied to the spill to soak up any hydraulic fluid which is then scooped up and returned to the blue hazardous substances drums located at the airport fire station for disposal by Trans Pacific
- Gamlen is then applied to break down any remaining hydraulic fluid which can then be scrubbed or sucked up by using the super-vac and returned to AFS for disposal in the same manner as the contaminated Zeolite
- Apply drain covers to nearby storm water drains, then hose the area clean Submit a Q-Pulse Occurrence Report

Notification/Reporting Requirements for all

Hazardous Substance Spillages

Wellington Airport is required to notify and report hazardous substance spillages to a variety of agencies such as Fire Emergency NZ and the Wellington Regional Council.

This information is also captured by Airport Planning utilising the Q-Pulse Occurrence Reporting system to enable analysis of each spill and to identify any trends, therefore it is imperative as much information as possible be included in each Occurrence Report. The minimum data that needs to be included in each Q-Pulse Occurrence report are;

- Spill type and spill volume
- Date and location of the spill

- WIAL clean-up procedures have been followed

As part of the normal clean-up process, the Airport Fire Service notify the following agencies of each spill as determined by volume;

- Spills involving 100L or more - Airport Oil Companies (Air BP, Mobil Oil)
- Spills less than 1500L that have entered the drainage system - Wellington Regional Council and Wellington City Council
- Spills greater than 1500L - Wellington Regional Council
- WIAL Facilities where fuel/oil has been spilt or washed into the drainage system near a separator

Further Ref

- AEP- Hazardous Material Handling
- DOC RA - AFS - RA020 - Hazardous Substances – Q-Pulse documents

Hazardous materials classes and identification

This sheet is for reference only

The nine classes and identification of hazardous materials that are capable of posing risk to health, safety, property, or the environment are explained below. 'Hazardous substances' is a term used in New Zealand legislation (HSNO Act 1996) which includes dangerous goods.

Knowledge of hazardous materials is important for safe handling of spillages and incidents.

CAR Part 1 defines dangerous good as articles or substances that are listed in, or classified in accordance with, the ICAO's 'Technical Instructions for the Safe Transport of Dangerous Goods by Air'; or have properties that would result in the articles or substances being classified as dangerous goods under the ICAO's 'Technical Instructions for the Safe Transport of Dangerous Goods by Air'.

There are nine classes of dangerous goods and a brief description for each is given below:

- a) Class 1 – explosives, e.g., power gel/TNT/detonators
- b) Class 2 – gases (flammable, non-flammable or toxic), e.g., LPG
- c) Class 3 – flammable liquids, e.g., hydraulic fluid/fuel/oil
- d) Class 4 – flammable solids, e.g., metal sodium
- e) Class 5 – oxidising substances, e.g., organic peroxide
- f) Class 6 – poisonous (toxic) substances, e.g., halogen extinguishing agent
- g) Class 7 – radioactive materials
- h) Class 8 – corrosive substances, e.g., battery acid
- i) Class 9 – miscellaneous dangerous goods

A United Nations (UN) identification number is assigned to a dangerous good by the United Nations Committee of Experts on the Transport of Dangerous Goods.

All dangerous goods should have an identification signage that provides substance identification and an emergency handling guide.

There are 3 different types of coding systems for identification signage:

- a) ADR – code developed by the European Union. Does not provide any emergency action information.
- b) HAZCHEM code – an emergency action code developed by the United Kingdom Fire Service
- c) NFPA/HMIS – code developed by the National Fire Protection Association in the USA

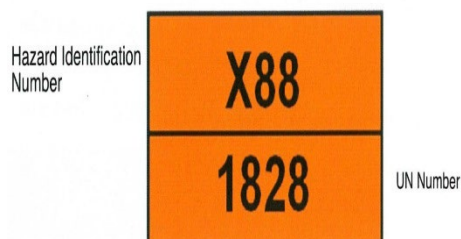
ADR Hazard Identification

The European Union (EU) uses this system to provide information on the identity and hazardous properties of bulk cargoes carried between member countries. It is sometimes seen on bulk goods imported from the EU.

The orange plate is divided horizontally in two halves as depicted below

The upper half contains the ADR Hazard Identification Number which indicates the properties of the substance involved. The lower half contains the UN Number.

ADR Hazard Identification Code



The numbers in the ADR Code are taken from the nine classes of dangerous goods. If a number is repeated it indicates a high hazard. An X indicates that it reacts with water. In the example, X88 indicates a strong acid which will react with water.

A single class, low hazard would be written as class number followed by a zero - such as '30' low flammability substance. Multiple class low hazards would be written as numbers - such as '58' Oxidizing Corrosive.

HAZCHEM Code

The HAZCHEM emergency action code provides emergency services personnel with information on the correct initial action to be taken to prevent the escalation of an incident. It is used in New Zealand for the transport of bulk dangerous goods and is also often used on dangerous goods stores. It is shown on Emergency Information Panels and may also be found on the labels of chemical products.

The HAZCHEM Code advises on:

- fire fighting media
- personal protection requirements
- risk of violent reaction
- spillage handling
- evacuation consideration

HAZCHEM Emergency Action Code

Hazchem Emergency Action Code		Notes	
1	COARSE SPRAY	Dry Agent Water must not be allowed to come into contact with the substance at risk.	
2	FINE SPRAY	V Substance can be violently or even explosively reactive, including combustion.	
3	FOAM	LTS Liquid-Tight chemical protective Suit with BA.	
4	DRY AGENT	Dilute May be washed to drain with large quantities of water.	
P	V	LTS	DILUTE
R			
S	V	BA & FIRE KIT	
T			CONTAIN
W	V	LTS	
X			
Y	V	BA & FIRE KIT	
Z			E People should be warned to stay indoors with all doors and windows closed but evacuation may need to be considered. Consult Control, Police, and product expert.
E		PUBLIC SAFETY HAZARD	

Example of a HAZCHEM Label

HAZCHEM 2 R	
UN No. 1789	
HYDROCHLORIC ACID	
IN EMERGENCY DIAL 111 FIRE BRIGADE	SPECIALIST CONTACT IWIK CHEMICALS LTD [02] 876-4532

- The box on the top left-hand corner of the label advises the HAZCHEM emergency action code 2R – i.e. use a fine spray on a substance which is not violently or even explosively reactive or combustible, wearing a liquid-tight chemical protective suit, and may be washed to drain with large quantities of water.
- Below this box is the UN number of the dangerous good, and a plain language description of the dangerous good is below this.
- The diamond shaped label in the box on the upper right-hand side show a pictorial marker with the dangerous good class.
- The lowest two boxes indicate who to call in an emergency.

Attachment 6

Example Method of Work Plan



WIAL Civil Maintenance Works Contract No 225

Contractors Workplan

Contractors Work Plan



Fixed Term Civil Maintenance Works, 2016/2022

Date Initiated: 16 June 2022

Rev 02

ENGINEER/CONSULTANT: Will Maguire - Beca

CONTRACTOR: Fulton Hogan Ltd (FH)
Project Manager: Phillip Botha- FH

Contact Phone Number: [REDACTED]

Site Supervisor Name: Ron Folau – FH / Joe Allanson - FH

Start Date Requested: 20 June 2022

Summary

As part of the civil maintenance works contract, asphalt patch repairs were identified during the April 2022 bimonthly inspection. These patches are indicated in Figures 1 to 4 below.



Figure 1 – Patch Repair on Taxi lane Delta R2 lead in (The **MAX SPAN 28M** not to be reinstated)

Contractors Work Plan

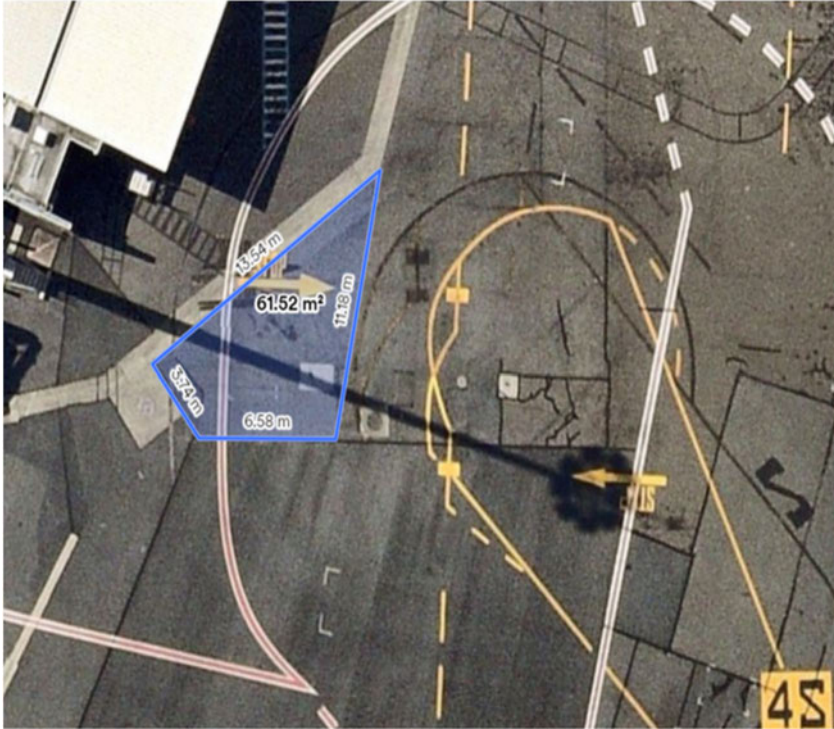


Figure 2 – Patch repair on stand 3 and 4

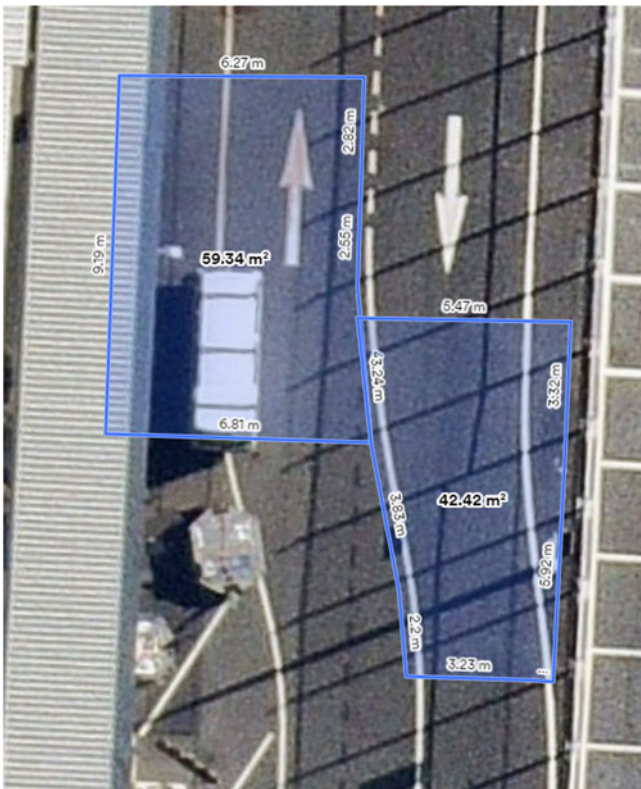


Figure 3 – Patch repair to the apron road south of the terminal building

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Figure 4 – Patch repair to the baggage haul entrance

Shift Plans

1 Shift Plan 20/06/22 AC Patch Taxi Lane Delta R2 lead in. (Airways required to cover plate the existing lights)

2100	A pre start tailgate will be held prior to shift start at the Freight Drive entrance. All staff are required to attend. (Noise screens to be used throughout as per WIAL requirements)
	Area 1092m² - 75mm DG14 PMB Mill and Fill as per Figure 1
2200	Enter airside at the Freight Drive gate. Commence with site establishment
2230	Saw cut and prepare for milling
2300	Mill out the marked out area as per figure 1
2400	CAT60 Membrane seal and place grade 5 chip
0100	Reinstate AC (hot mix and sand seal). Proceed with NDM test
0330	Clean and sweep work area
0345	Line mark as required
0500	Final sweep & clean, FOD walk, complete final checks
0530	Exit site at the Freight Drive gate

2 Shift Plan 21/06/22 AC Patch Apron Rd. East

2100	A pre start tailgate will be held prior to shift start at the Freight Drive entrance. All staff are required to attend. (Noise screens to be used throughout as per WIAL requirements)
	Area - 102m² - 40mm DG7 Mill and Fill as per Figure 3
2200	Enter airside at the Freight Drive gate. Commence with site establishment

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2215	Saw cut and prepare for milling
2330	Mill out the marked out area as indicated on figure 3 and prepare for AC
2430	CAT60 Membrane seal and place grade 5 chip
0100	Reinstate DG7 hot mix. Proceed with NDM test
0345	Line mark as required
0430	Final sweep & clean, FOD walk, complete final checks
0530	Exit site at the Freight Drive gate

3 Shift Plan 22/06/22 AC Patch Stand 79 baggage haul entrance, AC Patch stand 3 and stand 4

2100	A pre start tailgate will be held prior to shift start at the Freight Drive entrance. All staff are required to attend. (Noise screens to be used throughout as per WIAL requirements)
	Area - 62m² - 60mm DG14 PMB Mill and Fill as per Figure 2, Area - 40m² - 75mm DG7 Mill and Fill as per Figure 4
2200	Enter airside at the Freight Drive gate. Commence with site establishment
2230	Saw cut and prepare for milling
2300	Mill out the marked out area as per figure 2
2400	CAT60 Membrane seal and place grade 5 chip
0100	Reinstate AC (hot mix and sand seal). Proceed with NDM test
0200	Clean and sweep work area
0215	Line mark as required
0300	Mill out the marked out area as per figure 4
0330	CAT60 Membrane seal and place grade 5 chip
0345	Reinstate AC (hot mix and sand seal). Proceed with NDM test
0445	Clean and sweep work area
0500	Line mark as required
0515	Final sweep & clean, FOD walk, complete final checks
0530	Exit site at the Freight Drive gate

Equipment:

- 1.3m Rotomill
- Supervisor Ute x 1
- Crew truck
- Sprayer truck
- Transporter trucks x 3
- Trucks/ Hot Box
- Compaction Equipment – Plate
- 5T, 10T and PTR rollers
- Light Tower x 4
- Skid-steer with broom bucket
- Tractor Broom and Trailer
- Concrete saw
- Water Cart
- Haul truck x 7 for millings and Asphalt

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- Paver 4m
- Paver 2m
- Ute x 3
- Concrete saw cutter vehicle and trailer
- Line marker vehicle
- Trailer with noise screens

Staff

- FH x10
- FH Construction x 2
- FH Lab technician x 1
- Line markers x 2
- Intergroup Sweeper Truck x 1
- Apex concrete cutters x 2
- Beca x 1

Surveyors and/or other personnel may be present on site, crews will adapt to work around each other with a plan made at each pre-start tailgate.

Permits

All relevant permits will be held onsite alongside this document and must be adhered to at all times.
Error! Reference source not found.

Physical Works

AC Patch Repairs

(Only enter site once WSO has given the go ahead)

- The asphalt will be milled out using a 1.3 meter mill operated by a competent operator.
- Millings to be carted away off site.
- Where required AP40 base-course will be placed and compacted.
- Where specified CAT60 emulsion and grade 5 chip seal will be completed.
- Milled areas to be cleaned and prepped for AC.
- AC will be placed, compacted and sand sealed.
- Upon completion NDM tests will be carried out.
- Areas to be cleaned by sweeper truck and line marking to be completed.

Material Testing

On Site requirements

- NDM test on AC required.

PPE Requirements

- Hi-Vis
- Lace up boots

Other task related PPE will be noted on the RCP

Contractors Work Plan



Aviation Security

- All personnel entering site must have completed the online WIAL introduction, and hold a valid WIAL ID card.
- All vehicle/contractor movements outside of the immediate work area must be under supervision of the WSO.

Environmental Hazards

FOD Management for this work

Due to FOD being a major concern on the airfield, measures will be taken to mitigate this risk.

- Coned indicators to be set up indicating extend of the work area.
- A sweeper truck will be onsite at all times to help clean up any loose material.
- All plant entering the airfield will be pre checked to ensure nothing is loose or able to fall off.
- Sites will be kept clean and tidy at all times and to a minimum size, to help reduce the size of the clean-up area.
- An initial FOD walk will be carried out upon completion of each patch, and a final walk at the end of the shift to ensure every last stone is removed. All plant will be removed from the airfield prior to the final walk.

Fuel/Oil Spills

- Fuel and oil spills are another major issue and refuelling is to be done prior to entering the airfield.
- All plant must be checked and free of leaks prior to entering.
- Any spills that do occur during works are to be cleaned up immediately using spills kits.
- Remaining substances are to be sprayed down with Simple Green and sucked up with the sweeper truck.
- All spills are to be reported to the site supervisor as soon as practicably possible.

Noise

All activities will be conducted in a way to minimise noise pollution and disturbance of WIAL neighbours.

- Sound barriers will be used on site should it be required.
- Noisy activities such as saw cutting will be completed at the beginning of the shift wherever possible.
- Reversing will be kept to a minimum as to reduce the sound from beepers.

Emergency Procedures

An emergency assembly area will be predetermined at the pre-start tailgate that night and noted on the RCP. In the event of an emergency, three long blasts on the horn of a vehicle will alert staff. All staff will then assemble at the agreed location and await WSO and FH Supervisor instructions.

Contractors Work Plan



Potential incidents and plans.

Severe Injury

- Lock down site and halt all operations, assemble at meeting location (with exception of staff directly involved in incident, effected & assisting)
- Supervisor to direct staff and assign roles where required. Identify any hazards still remaining and plan accordingly.
- Contact emergency services and FH management. Contact A/C plant if milling will not continue.
- Once site is safe and effected persons are being dealt with by emergency services, work will be required to continue on to reinstate the milled section of the road.

Fire

- Fire extinguishers on site on most plant and in all Utes/trucks.
- Staff trained in fire extinguisher use.
- Halt operations, extinguish fire if safe to do so, or contact WIAL WSO to call AFS.

Natural Disaster

Earthquake

- Assemble at meeting point. Contact management and await further instruction
- Keep away from tall plant, buildings, drop, cover and hold.
- When shaking stops – treat injuries, shut off all plant and secure the site.

Tsunami

- Assemble at meeting point, exit airside together.
- Move to higher ground, east towards Mt Albert
- DO NOT go to beach, streams and rivers

Emergency Contacts

EMERGENCY SERVICES		Contact Number
<u>FOR ALL EMERGENCIES</u>	Fire, Ambulance, Police	111
Bitumen Burns		
	Hutt Hospital	(04) 566 6999
	618 – 638 High Street	
	Lower Hutt	
ENVIRONMENTAL	Greater Wellington Regional Council	0800 496 734
GAS	All areas of Region	0800 111 848
POISONS & HAZARDOUS CHEMICALS	National Poisons Centre	0800 764 766
POWER	All areas of Region (Wellington Electricity)	0800 248 148
RADIATION LAB (National)		021 393 632
SATURN	Vodafone	0800 299 300
TELECOM	Buried Cables- Before U Dig	0800 248 344
WATER	Wellington Water (8.30am – 5pm) Mon - Fri	(04) 912 4400

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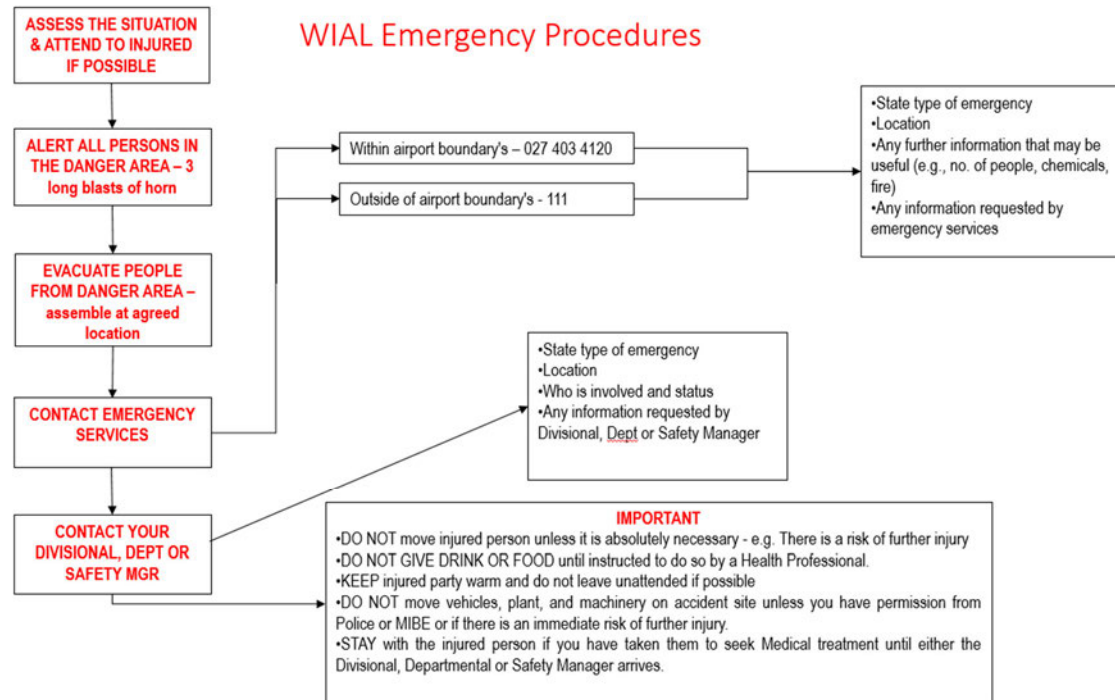
WATER EMERGENCIES	Wellington City Council	(04) 499 4444
Traffic Control(TOC)	Wellington	0800 869 286

Fulton Hogan Wellington Offices		
Petone		(04) 568 5092
Rongotai		(04) 387 4852
Fulton Hogan Wellington Management Team		
Regional Manager	Daren Courtnage	
SQTE	Quinn McCarthy	
Surfacing	Ben Struthers	
Services	Brian Russell	
Industries	Ruan Van Deventer	
Workshop	Darren Varcoe	

Contractors Work Plan



Emergency Procedure Chart



Contingency Planning

Unfavourable Weather

If weather is unfavourable the shift will be postponed until the next suitable night. A final decision will be made no later than 7pm each night.

Break downs

A mobile mechanic will be on call at all times during the project, if the issue is not able to be remedied on site, the below procedure will take effect.

Broken plant will be towed off site. If unable to tow, Collins Lifting will be on call to provide a lift onto a FH transporter for removal.

Workshop Callout - [REDACTED]
Collins Cranes – Robert – 027 230 5837

Backfilling

- Asphalt production will be closely monitored, milling of the patches will only commence once sufficient asphalt has been produced that the hole can be filled in its entirety.



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