

FEILDING AERODROME INCORPORATED

HEALTH AND SAFETY MANUAL

Revision 2

25 August 2023

Physical Address:

Feilding Aerodrome
265 Campbell Road
Feilding

Feilding Aerodrome is governed by an elected committee representing Feilding Aerodrome Incorporated (henceforth Feilding Aerodrome).

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Introduction

This Manual sets out the administrative policies for Feilding Aerodrome and the health and safety requirements and responsibilities for entities and persons at Feilding Aerodrome. (Site map: see Appendix 1)

The Manual provides administrative information in relation to Feilding Aerodrome and indicates the requirements for businesses, operators of aircraft and equipment, and persons on the property of Feilding Aerodrome.

The intent of the Manual is to provide health and safety guidance for the management of Feilding Aerodrome , to businesses based at Feilding ,to occupiers of aircraft hangar premises at Feilding and to persons visiting the aerodrome. Persons at Feilding Aerodrome must also be guided by the respective Health and Safety requirements and guidance of businesses, organisations and occupiers of premises based at the aerodrome.

The responsibility for the implementation and compliance with the Health and Safety guidance provided in this Manual rests with the Feilding Aerodrome Incorporated Society. The Society as owners and operators of the Aerodrome requires compliance with all reasonable requests on matters deemed relevant to the safe operation of the aerodrome.

The Manual does not focus on the act of operating an aircraft at Feilding Aerodrome and in any associated airspace. The responsibilities of operating an aircraft are governed by Civil Aviation Rules Part 61, associated Civil Aviation Authority Advisory Circulars or Notices, and the notes in the Aeronautical Information Publication, Vol 4, relating to Feilding aerodrome.

Feilding Aerodrome Health and Safety Policy

Objectives: Feilding Aerodrome is committed to providing a safe environment for aircraft and persons operating at or visiting the facilities. It is however reliant upon businesses at the aerodrome, aircraft and equipment operators and visitors having regard to safety information and guidance provided on the premises by way of notices, by Civil Aviation Authority of New Zealand Rules (CARs) and Advisory Circulars (ACs) relevant to Feilding Aerodrome and the requirements and guidance in this manual.

Aerodrome Management

Feilding Aerodrome undertakes to provide the facilities and resources sufficient to ensure safe and efficient operations for aircraft operators using the aerodrome and its facilities as a non-certificated, non-towered aerodrome.

Feilding Aerodrome is committed to providing and maintaining acceptable safety standards and to comply with the Civil Aviation Act 1990 and with Civil Aviation Rules applicable to its status as a non-certificated aerodrome.

Feilding Aerodrome is committed to providing facilities and an aerodrome environment compliant with the objectives of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 consistent with the 'reasonably practical' principle embodied in this legislation.

Feilding Aerodrome undertakes to consult with aerodrome users when required in relation to aerodrome operations and safety. The Feilding Aerodrome Safety Officer will operate and maintain a safety reporting system for the filing of safety concerns and reports, undertake timely investigations

and initiate corrective actions if required. The Safety Officer will coordinate safety actions and general advisory actions with the Aerodrome Manager.

Feilding Aerodrome will be regularly inspected to ensure serviceability of the sealed runway vector, the taxiways and for the timely removal of foreign objects from the sealed runway and taxiways. Wind direction indicators will be maintained and serviceable. The surface of the grass operational area will be maintained in sufficiently smooth state to facilitate aircraft operations. Marker boards and aerodrome signage will be maintained in good condition.

Feilding Aerodrome will undertake reasonable and practical steps to ensure public protection by way of barriers and signage to restrict access to operational areas of the aerodrome.

Feilding Aerodrome will monitor and manage wildlife hazards where practical.

Feilding Aerodrome will issue formal notification of changes and conditions relating to the status of the aerodrome and its facilities affecting the operation of aircraft at the aerodrome through the NOTAM system in a timely manner and the relevant sections of the published aerodrome information in the NZ Aeronautical Information Publication (AIP) as necessary.

Feilding Aerodrome will liaise with and notify businesses and occupiers of premises at the Aerodrome of the health and safety requirements of the Aerodrome and expectations in this regard. It is incumbent upon businesses based at the aerodrome and the occupiers of premises at the aerodrome (for example: hangars, club rooms) to be responsible for meeting health and safety legislation requirements with respect to these premises and surroundings (for example: safe parking, safe pedestrian access –separated from aerodrome operation areas, safety relevant signage).

Feilding Aerodrome has the right to request that occupiers of premises at Feilding Aerodrome comply with reasonable and practical actions/steps to enhance safety.

Feilding Aerodrome will hold an annual Aerodrome Operations and Safety Meeting. Other meetings/consultations relating to operational and safety matters will be held as required at the discretion of management.

Feilding Aerodrome requirements and responsibilities:

Aircraft operational areas:

Vehicles and persons are to remain clear of all aircraft operational areas unless authorised or approved to do so by Feilding Aerodrome or meet the requirements below.

Aircraft operators, staff of aerodrome based businesses, aviation club members and hangar occupiers, and persons under their supervision, may be on operational areas and accept responsibility for themselves and others who accompany them. A briefing on hazards associated with stationary and moving aircraft is required.

It is advised that high visibility vests be worn by the person responsible for guiding persons on operational areas of Feilding Aerodrome.

For the purposes of this manual operational areas is taken to mean the sealed runways and taxiways, and the central grass area used for the purposes of take-off and landing at Feilding Aerodrome. Operational area signage is displayed as appropriate at Feilding Aerodrome. It is an aircraft operator's responsibility to be conversant with the current AIP and NOTAMS relating to Feilding Aerodrome.

Persons engaged in aviation activities on operational areas are requested to pick up and remove rubbish or material that may result in damage to aircraft.

Pilots are warned that sheep graze on the central grass area from time to time and accept that risk when operating aircraft from this grass area.

[Explanatory note: The general public are encouraged to come and enjoy aviation at Feilding Aerodrome. Please encourage the use of the generous carpark. It is important however to control access to operational areas in the interests of safety.]

The Grass Area:

The grass area at Feilding Aerodrome beyond the taxiway is not a designated runway with defined vectors. However, at pilot discretion it may be used for the purposes of take-off and landing hence it is an operational area noting the above caution in relation to sheep grazing this area from time to time.

Feilding Aerodrome requests that pilots taxiing via the sealed taxiways comply with notices advising to check on concurrent aircraft use of the grass area where the sealed taxiways cross the approach or departure flight paths to the grass area.

The grass area is used from time to time for aircraft engine ground run checks, compass checks etc. Persons conducting such checks are advised to broadcast intentions on the Feilding Aerodrome radio frequency, and to monitor the frequency. Radio use training is necessary. Aircraft hazard lights must be functional and on.

Vehicles operating on the grass area must have hazard lights on. The use of a rotating beacon and a transceiver monitoring the aerodrome radio frequency is advised. The operation of a vehicle or vehicles on operational areas of Feilding Aerodrome for a duration of more than 30 minutes must be advised to Feilding Aerodrome.

Aircraft taxiing speeds:

Feilding Aerodrome requests that aircraft taxiing speeds be kept to a brisk walking speed of 5 to 10kph. Hazards can be other aircraft, people, marker boards and from time to time sheep.

Vehicle speeds and parking:

Feilding Aerodrome has a notified speed limit for vehicles of 30 kph on the internal roads of the aerodrome. Vehicles operated on operational areas must have approved drivers (See Approved Drivers). Hazards to vehicles at Feilding Aerodrome include other vehicles, blind corners, aircraft on taxiway areas between or in front of hangars, sheep and people.

Hanger occupiers are requested to ensure that vehicles parked at premises do so in a manner so as to not inhibit the safe taxiing and manoeuvring of aircraft on the aerodrome taxiways, at the fuel pumps and hard stand tie down area.

Compliance with aerodrome notices:

Feilding Aerodrome requires all persons at Feilding Aerodrome to comply with safety notices and general guidance notices and/or hazard signage displayed at the Aerodrome. Operators of aircraft are required to be cognizant of current published AIP information relating to Feilding Aerodrome and relevant NOTAMs.

Guidance of persons entering operational areas:

Feilding Aerodrome requires that businesses, clubs and hangar occupiers be responsible for the guidance of persons visiting premises or entering operational areas in respect to health and safety requirements. Visiting persons must be briefed and/or accompanied if entering an operational area of the aerodrome. As noted above it is advised that persons from businesses, clubs and hangars escorting groups of persons on operational areas wear a high visibility jacket.

Health and Safety in the vicinity of aviation fuel pumps:

The location of the aviation fuel pumps places aircraft, persons and at times vehicles in proximity to volatile material. Persons refuelling aircraft or obtaining drum fuel are required to comply with all the notified procedures and hazard warnings displayed at the fuel facilities.

Feilding Aerodrome Website.

The Feilding Aerodrome website also contains general information relating to conditions and expectations relating to operations, conditions of use and facilities. See:- www.feildingaerodrome.co.nz

Approved Drivers and vehicles:

Feilding Aerodrome requires vehicle drivers and vehicles operating on operational areas of the Aerodrome to register with Feilding Aerodrome. Feilding Aerodrome will provide a safety briefing and its requirements. The registration form is available on the Feilding Aerodrome website.

Feilding Aerodrome hangar occupiers are requested to ensure that vehicles visiting their premises are parked in such a manner so as not to inhibit the safe taxiing and manoeuvring of aircraft on the aerodrome operational areas.

(Note: If in any doubt vehicles can be directed to park in the fenced parking area which ensures safe separation of vehicles and aircraft).

There is an electronic card controlled entry for vehicles to the apron at the refuelling area. This is for approved drivers only. The barrier arm is operated by a code entered by cellphone. The code is issued by Feilding Aerodrome Inc upon application. This privilege can be withdrawn if access is abused.

Radio procedures guidance for vehicles operating on operational areas of Feilding Aerodrome are in Appendix 2.

Persons or organisations operating vehicles on the operational areas of Feilding Aerodrome are responsible for their own airside liability insurance. Standard vehicle insurance policies may or may not cover vehicle use on aerodrome airside or operational areas.

Health and Safety requirements and responsibilities for businesses based at aerodrome

Businesses based at Feilding Aerodrome are required to have their own internal Health and Safety procedures in compliance with NZ Health and Safety at Work Regulations (2016). Hazard identification and mitigation at their premises is their responsibility.

Businesses are responsible for staff and visitors to their premises –including the control of access to aerodrome operational areas.

The storage of fuel, hazardous materials and dangerous goods is to comply with current legislation.

Health and Safety requirements and responsibilities for clubs, leasees, hangar owners-occupiers

Such organisations and persons are required to occupy and operate from their premises having regard to compliance with NZ Health and Safety at Work Regulations (2016). As entities conducting and undertaking there is a legislative requirement to identify and mitigate hazards and risks.

These organisations and persons are responsible for persons on site and take into account access to aerodrome operational areas.

The storage of fuel, hazardous materials and dangerous goods to comply with current legislation.

All hangars must have useable fire extinguishers easily accessible.

Organisations and persons contracting to undertake work/activities for Feilding Aerodrome.

Feilding Aerodrome requires all contracted organisations and persons undertaking work for the Aerodrome to have notified their Health and Safety policies and practices to satisfaction of Feilding Aerodrome prior to commencement of work/activities.

Agreed to contracted work/activities will be undertaken in compliance with the such Health and Safety policies and practices (including a hazard analysis) and any additional terms and conditions notified by Feilding Aerodrome Inc.

Organisations and persons contracting to undertake work/activities for Feilding Aerodrome will provide timely notification of commencement and completion of work/activities.

Organisations and persons contracting to undertake work /activities for Feilding Aerodrome shall be responsible for their own airside liability insurance for vehicles and activities conducted on the operational areas of Feilding Aerodrome.

In the event of a health and safety issue arise during the course of the work the contracting organisation or person must undertake an appropriate investigation of incident/issue and report to its outcomes to Feilding Aerodrome.

Feilding Aerodrome will notify businesses and occupiers of premises of significant works and the probably time frame if they are deemed to impact upon operations at the aerodrome. Works that affect operational areas or create potentially unsafe conditions for aircraft operations require a NOTAM.

A briefing checklist for contractors and operators of vehicles is in Appendix 3.

Feilding Aerodrome Safety Concern Reporting.

Feilding Aerodrome requests that all safety concerns and issues be reported in a timely manner. Concerns should in the first instance be submitted to the Safety Officer –preferably in writing using the Safety Concern Report Form.

Feilding Aerodrome Safety Officer:

Alex Kaandorp

Address . 98 Mount Taylor Drive ,RD5, Feilding 4775

Cell 022 588 0922 Cell

Email : safety@feildingaerodrome.co.nz

A template Safety Concern Report Form is in Appendix 4. It is also available from Feilding Aerodrome management and the Feilding Aerodrome website.

Safety Concerns will be reviewed by the Safety Officer and Feilding Aerodrome management as appropriate. Feedback on consideration of the concern, recommended actions or information on its resolution will either be direct or via the annual aerodrome operations and safety meeting. A record of safety concern actions will be maintained by the Safety Officer.

A record of notified safety concerns and follow up actions will be maintained by Feilding Aerodrome management. An action record template is in Appendix 5.

It is recognised that some safety concerns will be in relation to flight operations falling under CAR Part 61 and the principles of good airmanship. Others will be focused on physical features of the aerodrome, notices and compliance with common- sense in relation to being at an aerodrome-and the general health and safety issues which persons at the aerodrome need to be aware of.

Safety Concern Reports can be the basis for a Risk Assessment Matrix (Risk Probability vs Risk Severity) to inform Feilding Aerodrome in risk management and mitigation. A risk severity and risk probability matrix is outlined in Appendix 6.

Feilding Aerodrome Safety and Emergency Equipment Register

Feilding Aerodrome Safety and Emergency Equipment Register lists the nature and type of equipment publically accessible on the aerodrome. Hangar occupiers who have notified emergency equipment are also on the list. Hours of work or activity may dictate availability. Feilding Aerodrome will review this information as required. Emergency equipment is listed by hangar number and with a contact phone number. All premises and hangars are supplied with a copy. The Emergency Equipment Register – August 2023 – is in Appendix 7.

Feilding Aerodrome Emergency Response Plan.

Feilding Aerodrome is unattended. It does not have an air traffic control presence, the manager of the aerodrome may not necessarily be physically present at the time of an incident or accident when life and/or property is at risk.

It is most likely that an incident or accident will be observed by somebody present at a business, club or hangar premises at the aerodrome.

Initial response steps are likely to include:-

Initial notification. First Observer (s) (Dialling 111 and advising of key event elements imperative and will probably trigger attendance of all three services)

Fire

Ambulance

Police

Observer/responder then requested to notify Feilding Aerodrome management and the Safety Officer of the incident or accident.

Feilding Aerodrome management will maintain and distribute information on the location and access to emergency response equipment at the aerodrome. (See Appendix 7)

Feilding Aerodrome management will maintain and distribute telephone tree information to assist with any initial emergency response. Activate as

appropriate and without delay. (See Appendix 8) Emergency response guidance notes are noted in Appendix 9.

Incidents and accidents involving aircraft are required to be reported to the Civil Aviation Authority of New Zealand (Refer CAR Part 12 for details. CAA Form 005 is available electronically for Occurrence Reports)

Likely priorities for the management of scene by first responders

Priority 1. Preservation of life (having regard to one's own safety and safety of others).Emergency services notification.

Priority 2. Suppression of fire and isolation of hazards.

Priority 3. Security of scene. Preservation of evidence .Notification of aerodrome status by Feilding Aerodrome Inc and/or authorised agency.

Normally an accident/incident site is initially controlled by Police. It may then be vested with an investigating authority until relinquished.

The media. Persons observing or attending an emergency are advised to refer any media enquiries regarding operations at Feilding Aerodrome to the aerodrome management. Note: The media do not have any special right of access to the aerodrome operational areas or an incident or accident site.

Feilding Aerodrome undertakes to review general aspects of emergency response planning at the annual operations and safety meeting.

Appendix 1. Feilding Aerodrome site map



Appendix 2. Radio procedures Guidance for radio equipped vehicles on operational areas.

AIRSIDE RADIO PROCEDURES

1. Persons and vehicles operating on the maneuvering area and equipped with radios shall maintain radio watch and communicate on the Feilding Aerodrome frequency :124.1.
2. Before proceeding onto the operational area, each driver must:
 - 2.1 Know the procedures
 - 2.2 Be precise and patient
 - 2.3 Comply with instructions
 - 2.4 Keep eyes open, stay alert and never go beyond the hearing range of their radio
 - 2.5 If unclear about any matter, seek advice before entering the operational area
 - 2.6 Before transmitting, be sure the channel is clear [no other transmissions in progress] by listening out.
 - 2.7 Carry a cellphone in case of radio failure.
3. RADIO PROCEDURES:
 Before transmitting, be sure the channel is clear [no other transmission in progress] by listening out then call "Feilding Traffic".
 - 3.1 Announce WHO you are.
 - 3.2 Advise WHERE you are.
 - 3.3 Advise WHERE you want to go and any significant detail.
 - 3.4 AWAIT any information and comply with requests and advise received from other aerodrome traffic.
 - 3.5 When using vehicle radio, use approved call signs.
 - 3.6 If broadcasts from Feilding Traffic are not understood do not hesitate to ask for them to be repeated.
 - 3.7 Make all calls to Feilding Traffic as brief as possible.

TABLE OF COMMONLY USED STANDARD PHRASES

PHRASE	MEANING
Acknowledge	Let me know that you have received and understood this message
Affirm	Yes, or Permission granted
Correction	An error has been made in this transmission [or message indicated], the correct version is
Go Ahead	Proceed with your message
I Say Again	Self explanatory
Negative	No, or Permission NOT granted or this is NOT correct
Out	I have finished transmission and expect a reply
Over	I have finished transmission and expect a reply
Read Back	Repeat all or the specified part of this message exactly as received
Roger	I have received all of your last transmission
Say Again	Repeat all, of the following part of your last transmission
Speak slowly	Self explanatory
Stand By	Self explanatory
Correct	Self explanatory
Wilco	Your last message [or message indicated] received, understood, and will be complied with.

Appendix 3. Briefing Checklist for contractors and vehicles on operational areas of Feilding Aerodrome

Also available at:- <https://www.feildingaerodrome.co.nz>

Feilding Aerodrome Operational Areas Briefing

1. WORK PERMIT COMPLETED (if required)
2. CONTRACTORS WORK PLANS FOR DAY: _____

4. CONTRACTOR NOTIFIED FEILDING AERODROME PRIOR TO COMMENCING WORKS: _____
5. MEANS OF COMMUNICATION WITH FEILDING AERODROME WHILST ON SITE: _____
6. PRIOR TO BRINGING VEHICLE AIRSIDE:
 - a) OBTAIN FEILDING AERODROME APPROVAL
 - b) VEHICLE CLEAN OF FOD
 - c) HAZARD OR ROTATION LIGHTS TO BE ON WHIST MOVING ON OPERATIONAL AREAS
 - d) VEHICLES TO GIVE WAY TO AIRCRAFT
 - e) 20 km/hr SPEED LIMIT / 8 km/hr WITHIN 15 m OF AIRCRAFT.
 - f) NEVER PARK VEHICLE UNDER ANY PART OF AN AIRCRAFT.
7. ANY CONSTRUCTION SITE BOUNDARIES DEFINED BY MARKER CONES AND LIT AT NIGHT.
8. IF WORKING ON OR ADJACENT TO SEALED RUNWAY AND ASKED TO CLEAR THE AREA MOVE ALL VEHICLES/PERSONS AND MATERIALS 30M FROM RUNWAY EDGE.
9. NEW BRIEFING REQUIRED IF WORKS SUPERVISOR CHANGES.
10. APPROPRIATE SAFETY CLOTHING/EQUIPMENT MUST BE WORN WHILST ON SITE.
11. BRIEFING ON HAZARDS:
 - A) PROPELLER BLADES/ROTOR BLADES/TAIL ROTORS
 - B) AIRCRAFT MOVEMENT
 - C) AIRCRAFT NOISE
 - D) PROPELLER BACKWASH/JET-BLAST/ROTOR WASH
 - E) AIRCRAFT REFUELLING
 - F) GRASS AREA OPERATIONS INCLUDING GLIDERS
12. ADDITIONAL REQUIREMENTS: _____
13. IF APPLICABLE: WORKSITE TO BE INSPECTED BY FEILDING AERODROME PRIOR TO DEPARTURE AT END OF WORK DAY.

FEILDING AERODROME

CONTRACTOR/VEHICLE DRIVER:

NAME SIGNATURE DATE

NAME SIGNATURE DATE

Appendix 4. Safety Concern Report Form.

Also available at:- <https://www.feildingaerodrome.co.nz>

Feilding Aerodrome Safety Concern Report Form.

Date: Day____Month____Year____. Time: _____(Actual/Approximate)

Location of concern (at or near Feilding Aerodrome): _____

Description of Safety Concern: _____

Contributing factors:_____

Suggested changes/improvements:_____

Report Submitter contact information: Name:_____

Address / phone Numbers: _____

_____ Email: _____

Add notes as required. Thank you for reporting this safety concern.

(Feilding Aerodrome Safety Concern tracking #: _____/20____)

Appendix 5. Feilding Aerodrome Safety Concern Report Action Record

Feilding Aerodrome Safety Concern : Record. Tracking #: _____/20__

Date of receipt: Day_____ Month_____ Year_____

Nature of safety Concern: _____

Investigative actions/notes: _____

Risk Probability/Risk Severity Review: _____

Closing actions/Feedback: _____

Date: _____

Appendix 6. Risk Severity –Risk Probability Matrix

Risk Likelihood	Risk Severity				
	Catastrophic 5	Hazardous 4	Major 3	Minor 2	Negligible 1
Frequent 5	Unacceptable	Unacceptable	Unacceptable	Tolerable	Tolerable
Occasional 4	Unacceptable	Unacceptable	Tolerable	Tolerable	Tolerable
Remote 3	Unacceptable	Tolerable	Tolerable	Tolerable	Acceptable
Improbable 2	Tolerable	Tolerable	Tolerable	Acceptable	Acceptable
Extremely Improbable 1	Tolerable	Acceptable	Acceptable	Acceptable	Acceptable

Safety concerns, hazards and issues raised via the Safety Concern Reports can be assessed in terms of the level of risk associated with identified hazards , concerns or issues in terms of potential harm or adverse outcome. Depending on the assessed level of risk and the severity of the outcome appropriate mitigation measures can be implemented to either eliminate the risk or reduce the risk to a lower level or as low as reasonably practical.

Appendix 7. Emergency Equipment Register

Publically accessible equipment at aerodrome:

- Fire extinguishers at fuel pumps. Class E
- Fire extinguisher at Manawatu Aviation Clubrooms. Building 15.
- Reticulated Fire Hydrant. Roadside Campbell Rd. Adjacent Hangar 7.
- AED: Automated External Defibrillator-front of toilet block- car park.
- Note - Aircraft hangared at Feilding Aerodrome may have on board fire extinguishers that may be accessible and available in the event of an emergency.
- There are external domestic water outlets at various hangars.

Appendix 8. Feilding Aerodrome Emergency Response Telephone Tree

Fire, Ambulance, Police : 111

Feilding Aerodrome Manager: 021 02670688

Feilding Aerodrome Safety Officer: 022 588 0942

Civil Aviation Authority of New Zealand : 0508 222 433 (0508ACCIDENT)

Appendix 9. Emergency Response Guidance Notes

Aircraft has crashed on aerodrome or in close proximity.

- Immediately phone 111 to activate Fire, Ambulance and Police response. Indicate nature of emergency and location as accurately as possible.
- Attend crash scene- approaching from up-wind. Take any available fire extinguisher(s) and first aid kit. Own safety paramount. If in a vehicle, park safely clear, upwind with hazard lights on. If transceiver available use to alert local aircraft traffic of the emergency.
- If injured aircraft occupants in imminent danger-attempt removal from aircraft to safe up-wind position. If possible keep spine, neck and head straight. Otherwise comfort, stem blood loss, manage shock in situ until professional assistance arrives.
- Check to deactivate aircraft electrical master switch(s) and disconnect battery if possible (report these actions at debrief).
- Assist emergency services with relevant information.
- Liaison with aerodrome management in relation to aerodrome serviceability. Aerodrome management will need to liaise with emergency response services and investigation authority regarding aerodrome and airspace status and act in the interests of safety.

Aircraft advises of a condition issue relating to safe continued flight.

Aerodrome facility fire.

- Call 111- Fire services immediately.
- Assist with evacuation of premises if safe to do so. Utilize aerodrome fire-fighting equipment to contain fire if safe to do so.
- Notify Feilding Aerodrome management of the emergency.

Threat / unlawful access to aerodrome, to premises or aircraft.

- Call 111- Notify Police immediately.
- Notify Feilding Aerodrome management of the incident.

Definitions and Abbreviations:

ACs. Advisory Circulars issued by the Civil Aviation Authority of New Zealand.

AIP. Aeronautical Information Publication.

Airside Liability Insurance: Refers to vehicle liability insurance covering liability for damage from operating a vehicle on the aircraft operational areas of an aerodrome or airport.

CARs. Civil Aviation Rules issued by the Civil Aviation Authority of New Zealand and includes Notices issued by the Director.

Operational Areas: For the purposes of this Manual operational areas at Feilding Aerodrome refers to the aerodrome taxiway, runway, the grass area used for take-off and landing and apron areas in front of buildings and hangars at the aerodrome.

NOTAM. Notices to Air Movements.

Manual Revision Record

Manual Issue Date : 01/ June/ 2017.

Revision 1: 24 August 2020. Advisory notes re vehicle parking on aerodrome.

Revision 2: 25 August 2023. Personnel changes. Notes re AIP/ NOTAMS. Notes re vehicle entry via electronic barrier. General updates.