



Technical Guidance Material for compilation of AEMS Manual Advisory Circular

**Subject: TECHNICAL GUIDANCE MATERIAL FOR COMPILATION OF AERODROME
EMERGENCY MANAGEMENT SYSTEM (AEMS) MANUAL**

Date: 24 OCTOBER 2014

1. APPLICABILITY

To all aerodrome operators who has to and those who intends to compile an AEMS manual as per Civil Aviation Regulations (CAR's) Part 139.02.3 and 6. This document is applicable to all South African aerodromes from cat 2 and above as per CAR's 139.02.3

2. PURPOSE

Purpose of this document is to provide a clear but concise information and detail of facilitate effective management of an emergency that might arise at or in the vicinity of an aerodrome, this manual will also assist aerodrome operators with the development of an AEMS manual as well as to ensure uniformity in development of such manuals.

3. REQUIREMENTS

The AEMS manual submitted for approval must be in the following format to comply with the expectation as depicted in the Civil Aviation Regulations car's part 139.02.6, CAR Part 139.02.21 and ICAO doc 9137-AN/898 part 7:

The intention and scope of the manual should be, to provide clear but concise information and detail to facilitate effective management of an emergency that might arise at or in the vicinity of an aerodrome. The information must be easily locatable and be readily available to all participating role-players or institutions.

CHAPTER 1:

1. For standardization purposes the only acceptable listing and layout is as follows:
 - 1.1 Submission page signed by airport license holder clearly depicting the scope and purpose of the AEMS, followed with a list of abbreviations used in the manual
 - 1.2 An alphabetical index guiding the role-players to their respective sections, also clearly indicated by the relevant alphabetical letter and thereafter with the corresponding number i.e. ATC = A 1, ARFFS = a 2, airport management =A 3. B1 = bussing, C1 = civil aviation authority, C2 = customs etcetera. this page/s should also contain the contact detail of the Different role-players in the following format:

NOTE: List of possible role-players can be found in ICAO DOC 9137/AN/898 PART .

SECTION	NUMBER	ROLE PLAYER	TELEPHONE NUMBER
A	1	AIR TRAFFIC CONTROL	
	2	AERODROME RESCUE & FIRE FIGHTING SERVICES	
	3	AIRPORT MANAGEMENT	
B	1	BUSSING	
C	1	CIVIL AVIATION AUTHORITY	011 545 1000
E	1	EMERGENCY SERVICES, LOCAL AUTHORITY (TOWN) OR CITY	
	2	ELECTRICAL SECTION IF REQUIRED	

etcetera.

- 1.3 List of effective pages Part, Page Number and date of implementation: EXAMPLE:

PART	PAGES	DATE	PART	PAGES	DATE	PART	PAGES	DATE
1	1	02/02/2014						

- 1.4 This section should include a change control page: as per layout: EXAMPLE:

REVISION NUMBER	DATE SUBMITTED	SUBMITTED BY	AMENDMENTS	CAA APPROVAL INSPECTORS NAME	CAA NSPECTORS SIGNATURE
1	02/02/2011	JOE SOAP	A1 PAGE 2	P POMPIES	
2	05/02/2011	JOE SOAP	A1 PAGE 2	P POMPIES	

- 1.5 A section depicting available fire & rescue resources and equipment medical resources and supplies must be indicated in a separate table; and should include that of the participating organizations/roleplayers as well as whether any of this is required to achieve compliance and is provided under agreement.

EXAMPLE OF LAYOUTS:

INSTITUTION	STAFF NO	VEHICLES	FOAM	WATER	DCP	HALON	EQUIPMENT
AR&FFS	18	SUPER BUFFALO	1500L	12500L	500 KG	-	CAT 9 REQUIREMENT
EMERGENCY SERVICES LOCAL AUTHORITY	12	ERF	100L IN 25L DRUMS	10000L	250 KG	-	-

NOTE: All available medical resources, including supplies must be indicated as per example:

INSTITUTION	STAFF NO	AMBULANCES	MEDICAL SUPPLIES DRIPS TYPE	AGREEMENT TERM OR NO.
NETCARE	12	6 X 2 PATIENTS	STRETCHERS, ETCETERA	2011-2012 OR AGREEMENT 3

- 1.6 A section depicting the different scenarios catered for: i.e. aircraft related incidents or accidents Phase 1, Phase 2, Phase 3, this section should also include all security related emergencies such as bomb threats, unlawful seizure of aircraft, fuel facilities on airport and all infrastructure emergency procedures as well as veld fires that might adversely affect airport operation, *or any other emergency that warrant deployment of the emergency services* or the activation of the emergency management system; and
- 1.7 The call out procedure should an accident or incident requires such. this should include the procedure for both on and off airport emergencies; and clearly identify the person or persons that has the mandate to institute the call-out procedure and to call such off.

CHAPTER 2:

2. THIS SECTION MUST INCLUDE THE ROLE AND RESPONSIBILITIES FOR ALL TYPES OF SCENARIOS FOR ALL THE DIFFERENT ROLEPLAYERS:

- 2.1. This section is where the expected roles and responsibilities should be clearly depicted; and should thus follow the same sequence as depicted in the index page: i.e. A1 = ATC, A2 = AR&FFS, A3 = APM ETC.
- 2.2 Each identified role player’s section should be indicated with the corresponding tab containing the number under the appropriate letter of the alphabet. at this point it is necessary to mention that the different sections of the airport should not all be linked to the “A” section even if it is airport security or airport maintenance, as an example this should then be located under section “s” for security and section “m” for maintenance respectively etc.

2.3 Where there is room for misinterpretation in the role-player's designator such as the **SAPS**, it can be indicated in either section "**S**" and referred to section "**P**" for **Police** or vice versa.

2.4 **NOTE:** Role-players are depicted in the ICAO Doc 9137-An/898 Part 7.

CHAPTER 3:

Directly after this section at least the two different types of "GRID MAPS" must be inserted. The first one depicting the layout of the airport indicating all facilities, available water resources, access roads and all other relevant information of infrastructure and clearly indicating areas where radio communication and or escort services are required.

CHAPTER 4:

The second "grid chart" depicts the ten kilometer radius surrounding the airport. It is also required that this grid map indicates off airport available water resources, hospitals, clinics and road layout. For this purpose a compilation of acceptable map studio charts can be utilized.

CHAPTER 5:

5.1 This section depicts the aircraft recovery procedure as well as the contact detail of the institution that will be doing the recovery. where possible the largest size of aircraft that can be salvaged with available resources should be indicated.

5.2 **NOTE:** Please note that the information contained in the different role-players section, should provide sufficient information to enable those role-players to effectively perform their allocated tasks for all possible scenarios.

CHAPTER 6:

6.1 As the AEMS is a licensing requirement; and the AEMS Manuals must be submitted in duplicate to the SACAA Aerodromes & Facilities Department's administrative offices for attention of the ARFFS Inspector. These manuals are provisionally approved for a period of twelve months upon which updates, if any, as per the requirement depicted in chapter 13 of ICAO DOC 9137-AN/898 Part 7 is received. Based on the feedback or changes the approval is extended for another period of twelve months. If no updates or changes are necessary a nil submission/ indication must be forwarded to the SACAA on or before 30 November of each year. On receipt of this the CAA will issue a letter/ email confirming approval. For any further queries or assistance please contact the ARFFS Inspector at the SACAA Aerodromes & Facilities Department.

6.2 **AS A FOOT NOTE:** The SACAA strongly recommends that all airports, although not legally enforceable, consider including stress counseling for personnel that were subjected to a major or an accident that could have a traumatic after effect on the personnel.

DEVELOPED BY:		
	B SIBIYA	24 OCTOBER 2014
SIGNATURE OF ACTING MANAGER: AERDROMES SAFETY OPERATIONS	NAME IN BLOCK LETTERS	DATE
REVIEWED & VALIDATED BY:		
	N NKABITI	24 OCTOBER 2014
SIGNATURE OF SENIOR MANAGER: AERODROMES & FACILITIES DEPARTMENT	NAME IN BLOCK LETTERS	DATE
APPROVED BY:		
	G BESTBIER	24 OCTOBER 2014
SIGNATURE OF GENERAL MANAGER: AIR SAFETY INFRASTRUCTURE DIVISION	NAME IN BLOCK LETTERS	DATE

END