



2 – 9 September 2023

Pilot Operations Handbook

AND

Incident Management Plan

Risk, Resource, Response

BLANK

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PILOT OPERATIONS HANDBOOK

INTRODUCTION

This document outlines the event operation and safety for the conduct of the 5th FAI Women's World Hot Air Ballooning Championship at Northam, Western Australia in 2023. It sets out and provides guidance on the safety procedures to be used during the event. Practice flights will take place on Sat 2 & Sun 3 September 2023. Competition flights are programmed each morning & afternoon for the duration of the event (Monday 4 – Friday 8 September 2023, with Saturday 9 September as reserve).

The goals of this plan are to document and resource operational and response actions.

FLIGHT DIRECTION TEAM

The following is a list of the Event Officials and their responsibilities:

Director (Gary Lacey):

Is in overall operational charge of the Event flight operations and is responsible for: good management and the smooth and safe running of all flights; coordination of all flight activities; coordination with the Australian Ballooning Federation (ABF) concerning flight activity during the event; working directly with the Safety Officer, Meteorologist and Deputy Director to determine any need for cancellation; briefing pilots on conditions for the day's flight, including restrictions that may apply; prohibiting flying if unfavourable conditions for flight exist; directing all officials; and being the point of contact for pilots and officials regarding problems, safety concerns and media enquiries.

Deputy Director (Les Purfield):

Is responsible for: advising the Flight Director of all matters pertaining to flight operations and deputising in the event of the Director being unable to perform his duties. He will maintain an on-field presence; monitoring launches; and coordination with on-field operations. He may assist the Director in matters of task choice & task setting, and issues associated with rules, scoring & competition interaction.

Safety Officer (John Wallington):

Is responsible for: advising the Flight Director of all matters pertaining to flight safety; monitoring flight operations from a safety aspect; detecting and correcting potentially unsafe operations and to counsel pilots who have violated safety and/or Event procedures and rules; maintaining an on-field presence during Event flight operations; monitoring launches; and coordination with on-field law enforcement and emergency personnel in situations requiring their assistance.

Meteorologist (Don Whitford):

Is responsible for: acquiring the latest and most accurate weather information from the Bureau of Meteorology and a variety of other sources; making on-field weather observations; interpretation of data as it relates to balloon flight; advising the Flight Director on weather issues as they relate to flight safety; and briefing officials and pilots on current and forecast weather conditions prior to each flight.

LEGISLATION AND RULES

The '5th FAI Women's World Hot Air Ballooning Championship' operates under a Civil Aviation Authority (CASA) Air Display Approval issued to the Organiser. This document has been circulated to you electronically and will also be available in your Pilot Pack. It is your responsibility to ensure you **read, understand and adhere** to the conditions of the Air Display Approval, and ensure your crew are also

conversant with this document. Pilots will be required to sign their acceptance of the Air Display Approval conditions prior to participation.

All ballooning during the event shall conform to all Civil Aviation Safety Authority (CASA) and civil regulations and participants are deemed to have demonstrated the qualifications set out in the event rules. ***Nothing in this plan is intended to conflict with current formal legislation and rules, which in case of doubt must be regarded as over-riding.***

Specific rules for the Event will be emphasised at the General Briefing and at task briefings.

No balloon or pilot may participate in the Event whilst carrying passengers for hire or compensation, unless they do so with the express permission of the Director and the event management. Pilots may carry passengers (friends/crew) at their discretion providing they do not exceed their balloon/insured passenger capacity.

No flight or event is mandatory and all flights are made at the discretion of the Pilot In command.

CONTACT LIST

CONTACT	PHONE NUMBER
Event Director – GARY LACEY	0413 135 775
Event Deputy Director - LES PURFIELD	TBC
Safety Officer – JOHN WALLINGTON	0418 606 029
Operations Manager - GREN PUTLAND	0409 113 011
Media Relations – BRIGHT COMMUNICATIONS	0418 911 796
Landowner Relations – Brendon Parker	0428 229 554
Landowner Relations – Gerard Sermon	0419 199 594
Area Pilot – DAMIEN HAYS	0417 906 281
Northam Aero Club	9622 3248
EMERGENCY	000 (or 112 from mobiles)
See also Emergency Contacts on Page 9	
UHF Emergency Channel	5
VHF - Northam CTAF “Traffic Northam”	124.2

ELEMENTS COVERED IN THIS DOCUMENT

This plan provides information and requirements in relation to:

- FLIGHT OPERATIONS
 - General Briefing
 - Pre Flight Briefings
 - Launch site & protocols & Launch Procedure
 - Landing site protocols
- FLIGHT CANCELLATION PROCEDURE
- POWER LINE CONTACT
- REFUELLING
- EMERGENCY/INCIDENT RESPONSE
- RESOURCE LIST, AGENCIES & STAFF CONTACTS

FLIGHT OPERATIONS

General Briefing

The general briefing will be held at 14.30 hrs (2.30 pm) WST on Sunday 3 September 2023.
Venue TBC.

It is compulsory for all pilots and crew chiefs to attend this briefing.

Pre Flight Briefings

Unless advised otherwise, there will be a flight briefing at 05:15 every morning prior to the morning flights and it is a requirement that every pilot must attend. This briefing will contain up to date meteorological information and other information relevant to the flight. If you are unable to attend this briefing you must obtain a personal briefing from the Flight Director or their nominee before taking part in the morning's flight. Any meteorological report or forecast, or other safety or navigational information, is provided in good faith for the guidance of participants.

Unless advised otherwise, flight briefing time for the afternoon flight will be at 15.15 hrs.

Launch Site Protocols

The main launch site is at the Northam Airfield, Withers Street, Northam (see map on page 10). Sites may be allocated at the discretion of the Flight Direction Team. If you are not assigned a specific launch site, please exercise courtesy and common sense to your fellow pilots.

Spectators may have limited access to the Northam Aero Club launch field during inflation and launch procedures. Each Pilot-In-Command (PIC) shall be responsible for crowd control around their balloon during their inflation and launch and should ensure crew adhere to the inflation safety management plan. The PIC will also brief all designated crew members prior to their flight and ensure that they understand their duties and the provisions of the CASA Air Display Approval. Events and NAC officials will assist in crowd control during the launch if an emergency should occur.

Vehicles entering and traversing the main section of the launch site should display their launch vehicle pass; must have their flashing hazard lights ON, and shall travel no faster than a fast walking pace.

The Event Director will define launch site arrangements. Alternative launch sites will be advised at briefings.

To enhance safety for layout and inflation, balloonists should allow sufficient room from adjacent balloons when choosing their set-up site. This will also facilitate better visibility of nearby balloons during launch and take-off.

Tie-offs (launch ropes) are mandatory and must be connected by a quick release device to be activated only by the Pilot in Command (PIC) or a designated crew person on board. The tie-off must be non-stretch to avoid injury on release. It should be kept short (generally less than 3 metres) to minimise movement of the balloon rig in case of wind gusts.

During all ground handling activity, pilots shall control buoyancy. Crew and 'helpers' are to be briefed that if they sense they're being lifted off the ground they are to immediately relinquish their grip.

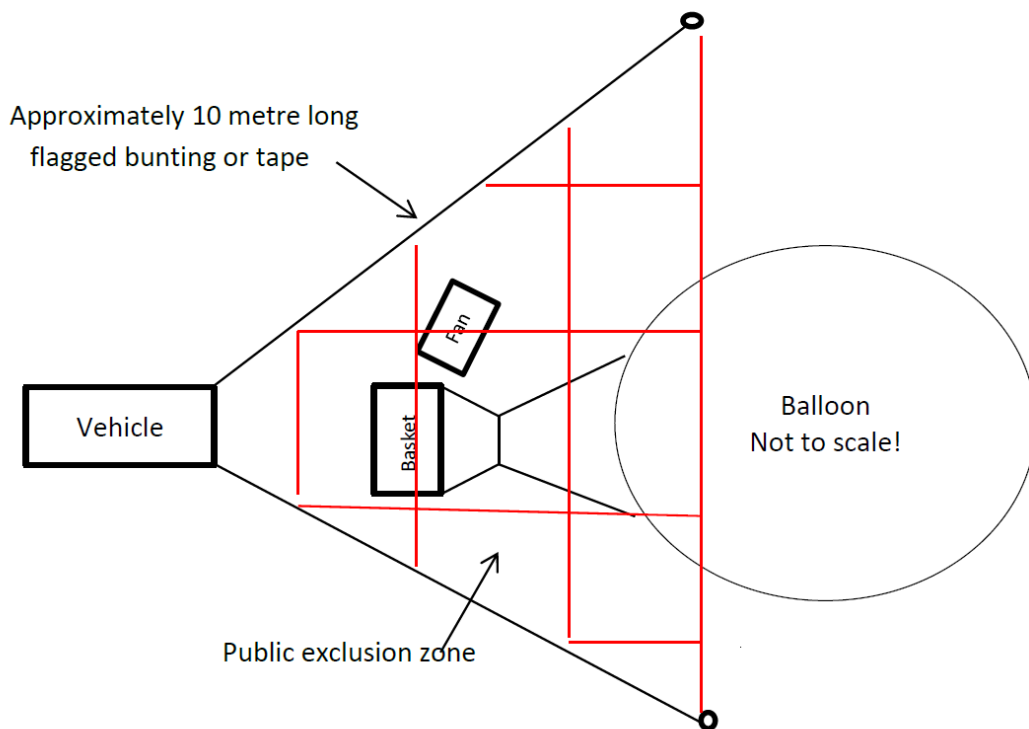
Please abide by the following rules while on the launch site, and particularly during the launch period:

1. No smoking during the launch period
2. Drive at a walking pace with hazard lights on
3. When reversing trailers always have one of your crew assigned to crowd control
4. Follow the inflation safety management plan (see Incident Management Plan)
5. Crew Chief to wear cotton (low flammable) hi visibility vest (yellow or orange)
6. Take extreme caution to avoid damaging turf and/or irrigation sprinklers when driving on the fields
7. Use quick release/tie offs for launching
8. Always follow the instructions of the Safety Officer and the other launch field staff

Inflation Fan Safety Management Plan

The inflation fan or fans will be set up adjacent to the basket within a restricted person zone.

It is recommended that an exclusion zone be created as per the diagram below:



The only persons allowed inside the exclusion zone whilst the fan is running or before the balloon stands up should be:

- The pilot in command,
- Mouth crew – pilots are encouraged to avoid use of mouth crew during hot inflation,
- Fan crew,
- Event officials.

Fan Crew

At all times whilst the fan is running it is recommended that there will be a fan crew person whose job is ensure safe operation of the fan. The fan crew will be instructed by the pilot on:

- The operation of the fan engine controls,
- The hazards associated with the inflation fan with particular reference to loose clothing, scarves and long hair,
- Not to wear any clothing that could be entangled in the fan,
- Not to stand beside or immediately in front of the fan,
- **The requirement to keep all unauthorised persons outside the exclusion zone at all times the fan is running,**
- **To immediately switch off the fan in case of any safety concern of any type,**
- **Not to move or tilt the fan whilst the engine is running,**

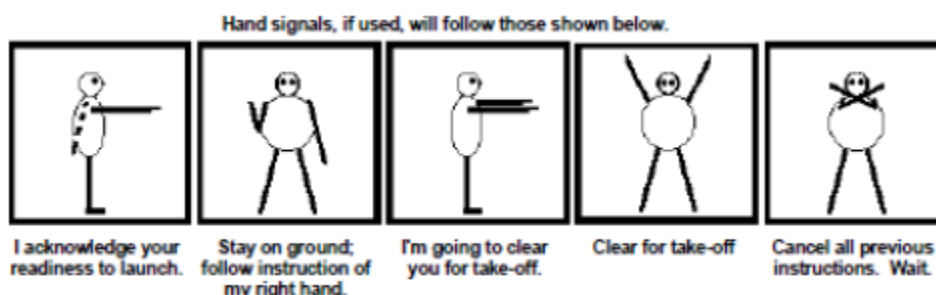
The fan crew person should remain within the exclusion zone and within 3 metres of the fan at all times the fan is running.

The mouth crew on the side of the fan may also take on the role of fan crew. Whilst holding the mouth the crew must ensure that he or she at all times focuses on the fan and any public straying into the exclusion zone. If there are any fan safety concerns he or she must immediately leave the mouth to ensure the requirements outlined above are complied with. **If in any doubt switch the fan off immediately.**

The purpose of the restricted person zone is to enhance safety for both the public and passengers around not only the fan but also the burners and flying wires during inflation.

Launch Procedure

Launch Masters will not be used at this event. Once the green flag is raised and a pilot is completely ready for take-off, they should signal so to their nominated identifiable experienced crew member (crew chief) who will advise them when the airspace above and upwind is clear for launch using the following signals:



Although the crew chief will indicate when the launch area is clear, the pilot in command is ultimately responsible for the decision to launch the balloon.

When two balloons are converging in flight, both pilots are responsible for avoiding collision. The pilot of the higher balloon shall give way and shall climb if necessary.

FLIGHT CANCELLATION PROCEDURE

A flag and audio signal system will be used to communicate the cancellation of any flight during the Event. Flag poles will be placed at pre-set locations. Refer to the competition rules for flag definition & explanation.

LANDING SITE PROTOCOLS

Safety issues concerning the concentration of balloons and retrieve vehicles in a confined space can present safety problems. Added to this, pilots and crew may to some extent be fatigued or focused on limited landing opportunity. Pilots and crew must acknowledge the attendant safety issues and adopt due caution to minimise the chance of landing site incidents, primarily in regard to envelope snags and collision with obstacles. Refer also to farm landing site protocols and Farmer Liaison Officer.

POWERLINE CONTACT

If powerline contact occurs it is extremely important the pilot remains calm. A calm pilot is better able to assess the situation, reassure and manage others involved and ultimately take control and manage the situation appropriately.

Important: Pilots and others MUST NOT attempt to free a balloon from powerlines.

Retrieve crew must assume the pilot is incapacitated if they're unable to confirm his/her condition. They shall contact the local power authority and request a power shutdown. The Emergency Contact Details Page of this document provides telephone contacts for important agencies including the local Western Power Emergency Officer.

The request must be along the following lines:

'A hot air balloon has struck powerlines at (give location). This is a life threatening situation. Shutdown the power.' The phrase 'life threatening' must be included as this gives the duty controller at the power company the authority to shutdown the power.



















REFUELLING

Pilots will undertake refuelling at the nominated Northam Airfield. All operations will be conducted in accordance with the Safety Officer's Briefing Advice and the Refueler's instructions.

For all balloon refuelling the following rules must be adhered to:

- **Propane can be EXPLOSIVE!** All possible sources of ignition must be either deactivated or kept away from the cylinder storage compound – at least 5 metres
- ABSOLUTELY - NO SMOKING!
- Crew involved shall wear gloves while refuelling
- Synthetic clothing and static electricity sources must not to be taken into the refuelling area
- No radios, mobile phones, pagers or other electronic items shall be used in the refuelling area as these are potential ignition sources
- No loose strikers shall be in the basket (they must be disarmed and stored)
- Consumption of alcoholic beverages is prohibited in the cylinder storage compound
- Dogs or other pets are not permitted in refuelling areas

NORTHAM SUNRISE/SUNSET TIMES 2023

Fri 1 Sept	Sat 2 Sept	Sun 3 Sept	Mon 4 Sept	Tues 5 Sept	Wed 6 Sept	Thurs 7 Sept	Fri 8 Sept	Sat 9 Sept
First Light 6.05 am	First Light 6.04 am	First Light 6.03 am	First Light 6.02 am	First Light 6.00am	First Light 5.59 am	First Light 5.58 am	First Light 5.57 am	First Light 5.55 am
								
Sunrise 6.30 am	Sunrise 6.29 am	Sunrise 6.27 am	Sunrise 6.26 am	Sunrise 6.25 am	Sunrise 6.24 am	Sunrise 6.22 am	Sunrise 6.21 am	Sunrise 6.20 am
Sunset 5.56 pm	Sunset 5.57 pm	Sunset 5.57 pm	Sunset 5.58 pm	Sunset 5.59 pm	Sunset 5.59 pm	Sunset 6.00 pm	Sunset 6.00 pm	Sunset 6.01 pm
								
Last Light 6.21 pm	Last Light 6.21 pm	Last Light 6.22 pm	Last Light 6.22 pm	Last Light 6.23 pm	Last Light 6.23 pm	Last Light 6.24 pm	Last Light 6.25 pm	Last Light 6.25 pm

NORTHAM AIRFIELD LOCATION MAP



CONDUCT AND RESPONSIBILITY

By entering the Event, a participant waives any right of action against the organiser, the owner of any site and their respective members, employees, volunteers or personnel for any loss or damage sustained by them in consequence of any act or omission on their part, or on the part of other participants. A participant also assumes all liability for injury, loss or damage to third parties or their property caused by themselves or their crew.

Participants remain completely responsible for the safe operation of their aerostats at all stages of inflation, launch, flight and landing. They must ensure that their equipment, their crew and their own level of skill and experience are suitable for the conditions in their own judgement. A participant is responsible for all the actions of their crew during the event.

Participants and their crews are required to behave in a sportsmanlike manner, and to comply with the directions of event officials. Inconsiderate behaviour may be reprimanded by the Flight Director and/or Event Organiser.

INCIDENT MANAGEMENT PLAN

EMERGENCY/INCIDENT RESPONSE

In all cases of incident or accident (as defined by CASA) the prime contact will be with the Event Safety Officer, or Emergency Services:

If the incident is life threatening, call Emergency Services on 000 (or 112 from mobile phones).

If the incident is not life threatening, call the Safety Officer, John Wallington on (0418) 606 029

The Safety Officer may coordinate, advise, and assist with Emergency Services response as required. Should the Safety Officer not be available, the Flight Director should be contacted.

In the case of any serious injury the response will be as follows:

- Preservation of life (attend to the injured)
- Preservation of site
- Advice to the Hazard Management Agency (HMA)

HMA for aircraft crash is WA Police as detailed in 'WESPLAN - Aircraft Crash' Northam & District Police have been included in the distribution list for this document.

The HMA or the Safety Officer may instigate advice to the ATSB.

The Safety Officer will ensure that all incidents are reported to the Australian Ballooning Federation (ABF) in the appropriate format and time-frame.

For all emergencies and incidents, remember radio may be monitored by other agencies not connected with the Event. Provided safety is not compromised, use a mobile phone to communicate information.

Do not discuss at all with the media. Please immediately report any incidents to the Flight Director that are likely to attract media attention so that the event media team can be briefed.

General requirements in the case of an emergency are:

- If you are at or nearby the scene of an emergency, render necessary assistance
- Proceed to the accident scene if directed to do so. If you are the first there, proceed as per the Emergency Procedures Guide. If necessary, call the rescue services '000'
- As the first person to arrive at the accident scene, you are authorised to represent the Event Safety Officer. Be professional, helpful and honest to reflect a positive image to all persons involved
- Collect information and evidence for the Safety Officer and authorities in case of an investigation. Ensure no evidence is disturbed prior to the arrival of authorities
- All accidents, incidents and emergencies are to be reported ASAP to the event Safety Officer

EMERGENCY CONTACT DETAILS

SEE NEXT PAGE FOR LISTING

EMERGENCY CONTACT DETAILS

CONTACT	PHONE NUMBER
EMERGENCY	000 (or 112 from mobiles)
Electricity – Western Power	131 351
Fire Brigade - Northam	9622 1071 or 000
Police Station - Northam	9622 4260 (Select Opt 4)
Ambulance	000
State Emergency Services	132 500
Hospital - Northam	9690 1300
Dept Fire & Emergency Services	9690 2300
Event Director – GARY LACEY	0413 135 775
Safety Officer – JOHN WALLINGTON	0418 606 029
UHF Emergency Channel	5
VHF - Northam CTAF ('Traffic Northam')	124.2
VHF - Area Frequency CEN	120.3

BALLOON CREW EMERGENCY PROCEDURES GUIDE

1. BALLOON RETRIEVE CONTACT DETAILS

Each Pilot is responsible for their retrieve operations. Contact details should be reviewed prior to launch:

1. Balloon Pilot (Mobile)
2. Balloon Crew (Mobile)
3. Common Point of Contact

2. FIRST AID AND MEDICAL ASSISTANCE

First Aid: Obtain a First Aid Kit. For serious injury seek medical assistance. **DRS ABCD:**

- D – Danger; ensure no danger to self, others or casualty before assisting
- R – Response; check for a conscious response, squeeze shoulders, talk to casualty
- S – Send for help, call 000
- A – Airway; ensure airway is clear
- B – Breathing; look/listen for signs of breathing, No? give two breaths
- C – CPR; check for circulation/heart beat, apply CPR as necessary
- D – Defibrillator, portable; use if available and required
- Resuscitation cycle is: **thirty compressions (rate 100/minute), two breaths**
- Once breathing/circulation resumes, place in recovery position, manage any wounds, bleeding and shock

Medical Assistance: Call '000' and request an ambulance. If airborne, the pilot or a passenger may have better mobile phone coverage. Other options:

- If phones are unavailable, try UHF Channel 5 (emergency channel)
- Contact other aircraft on VHF 124.2 MHz on the local CTAF
- Transport injured to nearest hospital

3. POWERLINE CONTACT

Powerline contact is a **critical emergency** in a balloon.

- If the balloon is still in contact with power lines, DO NOT APPROACH
- LIVE WIRES lying on the ground? See phone list, call Western Power
- If no response Dial 000 and seek either emergency electricity contact or police
- Pilot and pax should stay in the basket, unless there is a fire risk
- Should pilot/pax have to exit, they'll probably jump clear to avoid electrical bridging

4. HIGH SPEED LANDING

- **Gas Leak:** Pilot incapacitated - cylinder valves still open? If risk is minimal, main and vapour valves on tanks – OFF. Burner pilot valves on burner unit – OFF
- **Fire:** Use any available extinguisher. Activate/direct at base of fire. If out of control, evacuate area to at least 100 metres – LPG tanks might explode. Remember your own safety has priority. If uncontrolled basket or bush fire, send for Fire Brigade
- **Injuries:** Proceed as per **Paragraph 2 above**. Tree rescue? Send for Fire Brigade
- **Horizontal Landing:** Strong winds may drag the balloon through trees/fencing/ buildings/power-lines, etc. Take instructions from the pilot. If the pilot is incapacitated, attempt to stabilise the balloon – pull main vent line (red) to ensure all air is expelled. Remember though, people take priority over equipment
- **Vertical Landing:** Injuries may include broken bones/back injuries. Do not move suspected back injuries unless fire risk. Medical assistance required?

5. COLD INFLATION – MOUTH CREW

Gas Leak: Smell? Visual? Aural?

- Inflation fan OFF, move fan greater than 5 metres away
- Ignition sources OFF, eg: radios off, no one smoking
- Passengers, on-lookers moved away at least 50 metres
- Tank valve/s OFF, await or call pilot

Abnormal Fan Operation: Eg: blade/shroud contact, mis-alignment, smoke/fire, noises

- ON/OFF switch – ACTIVATE
- For minor problems, select throttle to IDLE. If rectified, re-apply throttle. If not, activate ON/OFF switch

Unmanageable Wind Gust:

- Fan – ON/OFF switch ACTIVATE, move fan upwind and well clear
- Crowd Encroachment – Redirect people to a safe distance, 3 metres minimum

6. COLD INFLATION – CROWN CREW

Excessive Envelope Rolling: **DO NOT** attempt to prevent the rolling motion. It is due to excessive wind/gusts. Keep moderate tension on crown line along line of wind direction.

7. COMMUNICATION FAILURE

- **Primary** communication is UHF radio. **Secondary** is mobile phone. Both use line-of-sight principle, so *obstruction* is the first consideration
- **Change Location:** Go to higher ground, clear of obstacles. If not working, try UHF as follows:
- **Hand-held Unit:** Get out of vehicle, hold unit so antenna is VERTICAL. Try spare battery or vehicle cigarette lighter adapter
- **Controls and Adjustments:** Check and/or recycle channel. Adjust squelch to just off ‘hash’ level. Continuous hash or clicking means a flat battery. If not working turn off, try a spare
- **Transmit ‘BLIND’:** ‘Transmit’ button may be stuck ON giving continuous transmission. So transmit anyway (BLIND) and include whereabouts, destination, plan of action, visual contact yes/no. Then turn the suspect radio OFF to avoid clogging up the airwaves
- **Continue Retrieve:** Anticipate a landing site for a 1hr flight. See also ‘Lost Balloon’

8. LOST BALLOON

- **Phone-in Procedure:** Contact Flight Director/ Deputy, or Safety Officer. The pilot notifies position as grid reference or other description. Crew to make frequent contact with Safety Officer to obtain these details. Leave crew phone number with Safety Officer to assist their contact.
- **Search Procedure:** Plot balloon course from take-off site. Search along/either side of line. Look for passengers, fuel tanks, etc on the road-side or high ground. Ask locals if they’ve sighted a balloon (get description to avoid finding the wrong balloon). Ask vehicle occupants to keep a lookout.

9. INACCESSIBLE LANDING SITE

- If balloon is still up-standing: manoeuvre at neutral buoyancy to a better location
- Lay-over landing: dismantle balloon and move piece-by-piece to the vehicle
- May have to negotiate new hazards, EG: barbed wire, electric fences, creeks, canals, marshes, forests, ditches, gullies, etc. Result? Higher injury risk, therefore requires thought and planning
- Crew to carry UHF radio outside of vehicle. Pilot may advise best access route
- Avoid rushing. Apply a little extra care and attention
- Refer to farmer liaison

10. VEHICLE BREAKDOWN

This has greatest effect during the chase and retrieve.

- In all cases keep the pilot informed
- If proceeding to an intermediate landing, use another vehicle if available
- Summon roadside assistance: RACWA, other crew or friends, etc.
- Problem fixed? Use discretion: return to launch site or proceed to balloon

11. VEHICLE/PROPERTY ACCIDENT

- When dealing with land-owners it is an absolute requirement to abide by the procedures under 'Code of Conduct' set out in the Australian Balloon Federation Pilot (ABF) Training Manual
- **Minor Accident:** If the land-owner is unavailable, continue retrieve, report to pilot after flight. If another party is present, exchange names, addresses, telephone, licence, insurance details, incident details, etc. Explain the need to, then resume balloon retrieval as soon as possible
- **Major Accident:** Generally one of:
 1. Major vehicle damage
 2. Major property damage and owner in attendance(possibly angry)
 3. Serious injuryTerminate retrieve. If vehicle is damaged, make suitable arrangements. For property damage, adopt ABF Code of Conduct procedures. Remain courteous/apologetic to landowner. (For injury refer **Paragraph 2 above**)

12. STOCK DISTURBANCE/PROPERTY DAMAGE

This occurs due to low flight or the need for an urgent landing.

- Keep the pilot informed
- If the landowner is away but livestock is alarmed but OK, note the location for pilot's later return
- If required, secure any straying stock
- Try to pacify the landowner if they're present (and angry), or make polite, tactical retreat
- Politely explain why problem has occurred. Advise that the pilot will return as soon as possible to discuss
- **Important:** 'Code of Conduct' procedures (ABF Ops Manual) must be adhered to
- Contact Farmer Liaison Officer for assistance

13. USE OF HANDLING LINE

Handling Line is deployed for difficult landing situations, e.g. balloon becalmed or on track for 'unfriendly' terrain. Crew urgency is required. Must be on-scene and in place in advance of balloon approach to land.

- **Crew Response:** Pilot will advise crew via UHF of handling line requirement. Crew procedure is:
 1. At least two crew required downwind of, but not under balloon
 2. Gloves ON, take UHF radio
 3. Stay clear of falling handling line, grasp it when safe to do so.
- **Important:** Keep the handling line at arm's length and ensure it does not get wrapped around any part of the body. Body entanglement could result in very serious injury. Release and get clear of the line if entanglement becomes a risk.

14. INCIDENT REPORTING

- Incident reporting is a legal requirement. Initial contact will be with the Flight Director before reporting to other Agencies. If not a witness, the pilot may request crew to assist with drafting the report. (The ABF Safety Manual or ABF website may assist as a guide to reporting).
- For a flying-related incident the pilot will submit necessary reports

EMERGENCY RESPONSE CONSIDERATIONS

INITIAL ACTIONS

- For a **balloon emergency situation**, contact the appropriate agency immediately.
- The senior crew person of accident balloon is to take charge until police arrive.
- Priorities:
 1. Get to the balloon location
 2. Assist the injured
 3. Adopt relevant emergency procedures – see Emergency Procedures Guide (EPG)
- Attempt further communication with pilot for an update – radio, phone.
- Establish or estimate location and commence search if balloon is unsighted.
- See contact details above and in order of priority make contact with:
 - Emergency Services on **000** if suspecting casualties, fire, major damage;
 - Other emergency services as required;
 - Event Safety Officer.
- Time permitting, obtain witness information and contacts.
- Review the specific emergency procedures on arrival at accident site; share the information with others when they arrive – police, etc.

ACTIONS BY CREW ON-SCENE

- From a safe distance – Survey, Assess, Decide
- Consider the risks: do not endanger self or others
- Put on protective clothing if available – gloves, glasses, all limbs covered
- Look for powerlines, LPG leak, fire, injuries
- If site is safe, adopt appropriate emergency procedures
- Tend the injured. First Aid: ‘DRS ABCD’. If relevant, move casualties a safe distance upwind of accident site
- Guard the wreckage against outside interference until relieved by police
- Advise those entering the site on health, safety and protection, e.g: LPG.
- Media – acknowledge the accident has occurred, that it will be investigated, but **do not** provide any details; refer them to the police or the Safety Officer
- Photograph or sketch position of fatalities, wreckage, witness marks, site, etc.
- Keep a log of event times, e.g: accident, notification, arrival of police, etc.
- Hand over to and assist police and other emergency services

POSSIBLE PROBLEMS AND ACTIONS

- Heavy landing – vertical, horizontal – expect spinal injuries, fractures, lacerations
- If envelope is still inflated, deflate using red vent line ASAP if appropriate
- Gas leak – turn pilot lights OFF, close main and vapour tank valves
- Fire – locate, have on hand and activate fire extinguisher if appropriate
- Powerline contact – remain clear if contact still exists; call electricity authority

FOLLOW-UP ACTIONS

- Confirm notification to the Safety Officer or other official
- For inquiries from relatives and friends, provide only known factual details, don’t speculate. Refer them to the police or the Safety Officer
- Confirm witness contact details have been obtained
- Arrange for documentation of witness and crew recollections ASAP.
- All those involved should review actions, procedures, checklists, and make suggestions for improvement
- Conduct a final review and evaluation with the Safety Officer