



ناس افغانستان
NAS Afghanistan



Emergency Policy



National Aviation Services

Safety Department

EMERGENCY POLICY

EMERGENCY POLICY

RELEVANT EMERGENCY NUMBERS

STATION MANAGER	+93790300114
ASST. STATION MANAGER	+93789809627
NAS ARIANA OCC	+93790300114 or +93789809627

PURPOSE

The objective of this emergency response plan, in order of priority, is to protect the lives and health of employees, as well as to minimise damage to company /customer property in the event of an emergency.

Communication shall be followed as per **“Emergency Flow Chart”**

DEFINITION


An emergency is a situation that poses an immediate risk to health, life, and property or environment requiring urgent intervention to prevent a worsening of the situation.

AND / OR

An emergency is a serious, unexpected, and often dangerous situation requiring immediate action.

Examples:

Fire, DGR Emergency, Hazardous material spill, Unlawful /criminal act, Bomb / Terrorist threat, Explosion, Electrical failure, Suicide / Accidental death, Human incident, Medical Emergencies& industrial disputes.

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PRIORITIES

Objectives of this plan are, in order of importance:

- ◆ To evacuate and account for all employees and visitors
- ◆ To contact organisations as defined in the KBL Airport Emergency Plan (AEP);
- ◆ To assemble NAS / NAS Ariana to implement the designated response plan
- ◆ Contact relevant regulatory authorities as required in the AEP
- ◆ Assist search-and-rescue operations, turnoff utilities, and control of any hazardous chemical spills or releases
- ◆ Prevent further property damage through protective measures or by removing property
- ◆ Perform clean-up and salvage as needed
- ◆ File any applicable reports with regulatory authorities


In the event an emergency takes place within NAS Ariana premises located at the airport, KBL Airport authority “Emergency Response Procedures” shall be followed.

NOTIFICATION OF AN EMERGENCY

NAS Ariana OCC operates and acts as the Central Emergency Command for NAS Ariana in the event of a crisis/emergency for communicating and coordinating with other NAS departments, authorities and customer airlines.

Upon receiving a report of an emergency, NAS Ariana OCC shall make the initial judgment as to the level of response required to communicate with all appropriate Personnel, Customer airlines, Emergency services & Authorities as defined in the Airport Emergency Plan (AEP) and outlined in the below flow chart.

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EMERGENCY RESPONSE

The Station Manager (Asst. Station Manager in their absence) shall report to the Emergency Operations Centre (EOC) and be the point of contact for NAS Ariana.

The Designated Person (Passenger Services Manager, or in their absence the Asst. Passenger Service Manager) shall provide direction and coordination to the response of an emergency.

- ◆ The Designated Person shall respond immediately upon notification of an emergency
- ◆ NAS Ariana staff members shall receive guidance on the course of action to follow on receipt of the initial notification from the designated person (dependent on the nature of the Emergency)
- ◆ The designated person shall coordinate the opening and manning of the Friends and Relatives Centre (FRC), Survivors Reception Centre (SRC) and Crew Reception Centre (CRC) – where applicable
- ◆ If the emergency is determined to be handled as an emergency response situation, then the secondary members applicable to the situation will be notified to respond

If an emergency has been declared, the designated person shall select the course of action to be taken based on the type of emergency declared.

EMERGENCY PHASES

The Asst. Station Manager shall plan, coordinate and assign responsibilities to staff members during the emergency, in conjunction with the Station Manager.

A. RESPONSE PHASE

- ◆ Immediate mobilisation of NAS Ariana personnel to control the situation at the emergency site
- ◆ To conduct a preliminary assessment of emergency impact, known injuries, extent of damages and the disruption of services and business operation
- ◆ To find and disseminate information when access to the facility is permitted

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- ♦ To provide all factual information to the management to assist them in making decisions regarding subsequent resumption and recovery activities

B. RESUMPTION PHASE

- ♦ To mobilise and activate the support teams necessary to facilitate and support the resumption process
- ♦ To notify team members of the resumption of operations

C. RECOVERY PHASE

(Clean Up, Salvage and Recovery)

Prompt, proper clean up and salvage can significantly reduce property damage and operational downtime on station. Following an emergency, maintenance, management, and other company personnel should act quickly to initiate clean up and salvage operations. These efforts should include the following:

- ♦ Separate undamaged property from damaged property
- ♦ Make temporary repairs as to minimise further damage
- ♦ Arrange for decontamination if necessary
- ♦ Contact government agencies and private organisations that can assist in the recovery process
- ♦ Itemise and document damage and losses (with photographs if possible)
- ♦ A pre-recovery report of the emergency occurrence shall be forwarded to the respective department to estimate the cost of recovery

D. RESTORATION PHASE

- ♦ Each department shall follow procedures to facilitate the relocation and migration of business operations to the new or repaired facility
- ♦ Each department shall implement procedures necessary to mobilise operations and support departmental relocation or migration



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- ♦ In addition, each department shall notify employees, customer airlines and authorities before, during and after relocation or migration

EMERGENCY FOLLOW-UP & INVESTIGATION

Once the emergency has been controlled and responsibilities completed as required, follow-up shall be completed as outlined below:

Type of Emergency	Attending Management	Notification to NAS Management	Details
Fatality Serious injuries that could result in disability or loss of body part	General Manager Station Manager Asst. Station Manager	CEO GCOO Safety Manager Notification should be immediate	A formal investigation report is required within 5 working days completed by the Safety Department
Serious Injuries Major Property Damage Major financial loss Cessation of operation	Station Manager Asst. Station Manager	Safety Manager Notification should be immediate GCOO General Manager	A formal investigation report is required within 5 working days completed by the Safety Department
Minor Property Damage Minor Injuries Minor Near Miss	Asst. Station Manager Dept. Supervisor	Safety Manager General Manager	Complete event shall be recorded in Accident / incident form and submitted to the Safety department. Safety department shall coordinate & discuss with the concerned Department Head for safety follow-up actions.

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INITIAL EMERGENCY REPORT

On notification of an Emergency stand down, all completed reports shall be collated and forwarded to the Station Manager through the designated person

The report shall include:

- ◆ Narrative (Details of Emergency occurred)
- ◆ Time of emergency occurred
- ◆ Location of emergency
- ◆ Extent of damage or loss
- ◆ Casualties
- ◆ Type and extent of assistance utilised

POST-EMERGENCY REPORT

The information for the post Emergency Report shall be compiled and completed by the Station Manager or designated person.

The report shall be completed within 30 days from the conclusion of the emergency.



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EMERGENCY POLICY FLOW CHART

