MELBOURNE AIRPORT

Melbourne Airport Emergency Plan

2024-2025

! WARNING !

Warning

Even during an emergency, the airfield may remain operational for some time. The safety of responders and aircraft is the highest priority.

Before entering the airfield, all responders must proceed to the nominated access gate or staging area and rendezvous with an escort who holds an Airside Driver's Authority and is acting under the Airport's direction.

During an airport emergency as defined in this plan, a staging area will be setup. During normal operations contact the Melbourne Airport IOC on 03 9297 1601 and request an escort.

The Senior Airside Safety Officer (Car 2) is responsible under CASR Part 139 to ensure there are procedures in place to protect the preservation and integrity of the movement area during an emergency.

Entering an aerodrome without appropriate authority or escort could result in charges under the Crimes (Aviation) Act.

Reference: Airports (Control of On-Airport Activities) Regulations 1997; Melbourne Airport Airfield Driver Authority Handbook; Airside Safety Officer Emergency Response and Escorting SOP.

! WARNING !

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Using this document

Users must read and understand the State Emergency Management Plan (SEMP) as the overarching document for emergency response in Victoria. The aim of this document is to provide agencies with the agreed initial actions and highlight any differences or clarifications to the SEMP and provide relevant supporting information. It is designed to be a quick reference guide and does not repeat information from other documents (e.g. the SEMP) unless there is a fundamental need to do so.

Melbourne Airport is a unique environment. Agencies not often encountered during emergency response throughout the rest of Victoria are present at the airport. As such the initial response will often be responded to by ARFFS or AFP.

CASR Part 139 Manual of Standards requires this plan to be reviewed at least annually. This version was approved by the Airport Emergency Committee on 1 August 2024.

Responding to Melbourne Airport

Melbourne Airport is complex, and access can be restricted by traffic and security. Wherever possible and appropriate, Melbourne Airport resources will establish access via an airfield gate unless the emergency is in the terminal and before security screening.

Staging

When an emergency is of a scale that is expected to require large numbers of emergency service vehicles, arriving resources will be responded to the designated staging area (nominated in each emergency tab). Melbourne Airport will appoint a Staging Area Manager to support agencies and facilitate escorts.

For emergencies that only require a limited number of resources, an escort will meet the vehicles at the emergency access gate and take them to the scene.

Forming an Emergency Management Team

When resources are being held at the staging area, the first arriving Officer should make themselves known to the Staging Area Manager on arrival. They will be escorted to the Incident Controller's location as a priority to join the IEMT.

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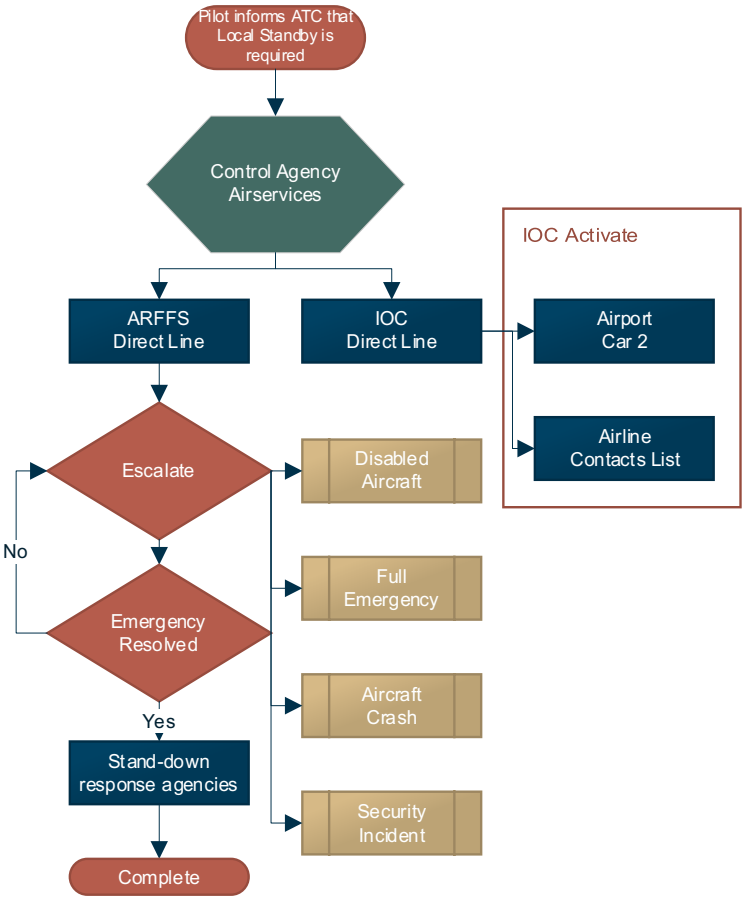
LOCAL STANDBY

Local Standby



Definition

An aircraft approaching the airport with a known or suspected defect which would not normally result in serious difficulty performing a safe landing. Only airport-based agencies are activated, the incident does not require a response by off-airport agencies.

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Control Agency

Airservices Australia **03 8340 8282**	Role	CONTROL AGENCY Provide inflight emergency response capability
	Immediate Action	Notification of ARFFS and IOC Assist involved aircraft in emergency operations

Response Support Agencies

ARFFS **03 9286 3199**	Role	Aviation firefighting and rescue specialist
	Immediate Action	Stage ARFFS resources in preparation for escalation Take handover of control if incident escalates
Airport Forward Commander **03 9297 1484**	Role	Aerodrome operation capability
	Immediate Action	Preserve the integrity of safety and security for airside operations. Respond to the location of the ARFFS Commander in preparation for IEMT. Activate airfield emergency roles. Standby for escalation
Pilot in Command of Aircraft	Role	Responsible for management of the aircraft in distress.
	Immediate Action	Communicate needs to Airservices Australia ANS and ARFFS Provide a Situation Report as required.

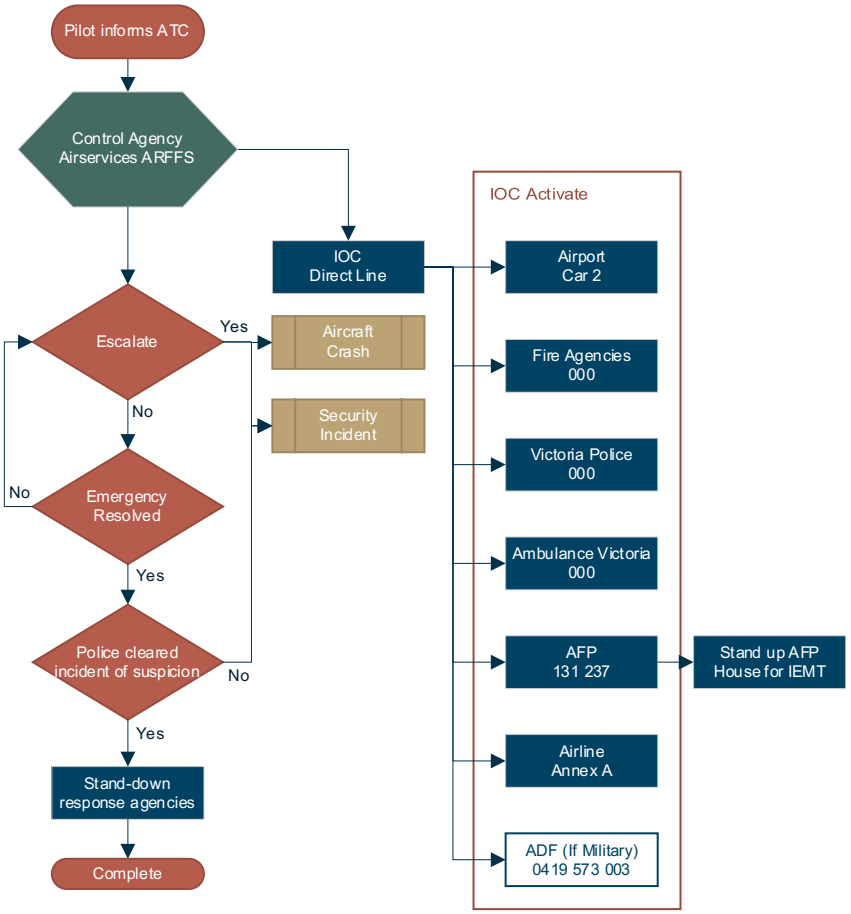
Other

Airline /GHA **Refer to airline Contact through IOC**	Role	Organisation responsible for passengers and crew under the family assistance code.
	Immediate Action	Activate airline emergency procedures. Prepare staff to facilitate relief and recovery of passengers, aircrew, and aircraft, in the event the situation escalates.

Airport IOC **03 9297 1601**	Role	Communication and Coordination for Melbourne Airport resources.
	Immediate Action	Notify airline operations. Notify APAM emergency roles.

FULL EMERGENCY

Full Emergency



Definition

An aircraft approaching the airport with a known or suspected defect which may cause an accident. A response by all agencies, including the establishment of Forward Command and ICC structures is required, **as if the aircraft is anticipated to crash.**

Airservices may declare the Full Emergency using the following levels which may be used as a trigger point for emergency services' level of response:

- Level I – light – up to 18 seats
- Level II – medium – up to 215 seats
- Level III – heavy – up to 560 seats

Notes

Agency Commanders or first arriving officers will be escorted immediately to the control point to form an IEMT.

Staging Area The Staging Area Manager will coordinate the staging area in consultation with agency commanders to arrange escort and deployment of resources under the direction of the IEMT until the role is handed over to Victoria Police if they request.

Standing Down Standing down of agencies must be called for by the Incident Controller who will communicate this to the agency commanders. The Incident Controller must liaise with police to confirm if there are or are not suspicious circumstances relating to the incident.

Control Agency

ARFFS **03 8340 8282**	Role	CONTROL AGENCY Aviation firefighting and rescue specialist
	Immediate Action	ARFFS Commander position at a location suitable to manage escalation Stage ARFFS resources in preparation for escalation Liaise with Airport Forward Commander to form IEMT

Response Support Agency

AFP **131 237**	Role	Policing and security capability
	Immediate Action	Attend emergency gate Alpha to provide access control and site security, until relieved by VicPol Prepare AFP House for ICC
Airservices ANS **03 9286 3199**	Role	Provide inflight emergency response capability
	Immediate Action	Notification of ARFFS and IOC Assist involved aircraft in emergency operations
Airport Forward Commander **03 9297 1484**	Role	Aerodrome operation capability
	Immediate Action	Preserve the integrity of safety and security for airside operations. Respond to the location of the ARFFS Commander in preparation for IEMT. Activate airfield emergency roles. Standby for escalation
Ambulance Victoria **000**	Role	Health Commander Emergency medicine and first aid capability
	Immediate Action	Proceed to staging area. Health Commander prepare to be escorted to IEMT.
Fire Agencies **000**	Role	Firefighting and Rescue support capability.
	Immediate Action	Proceed to designated staging area. First FRV officer on scene prepare to be escorted to IEMT.
Victoria Police	Role	Emergency response coordinator Policing, security and criminal investigation capability

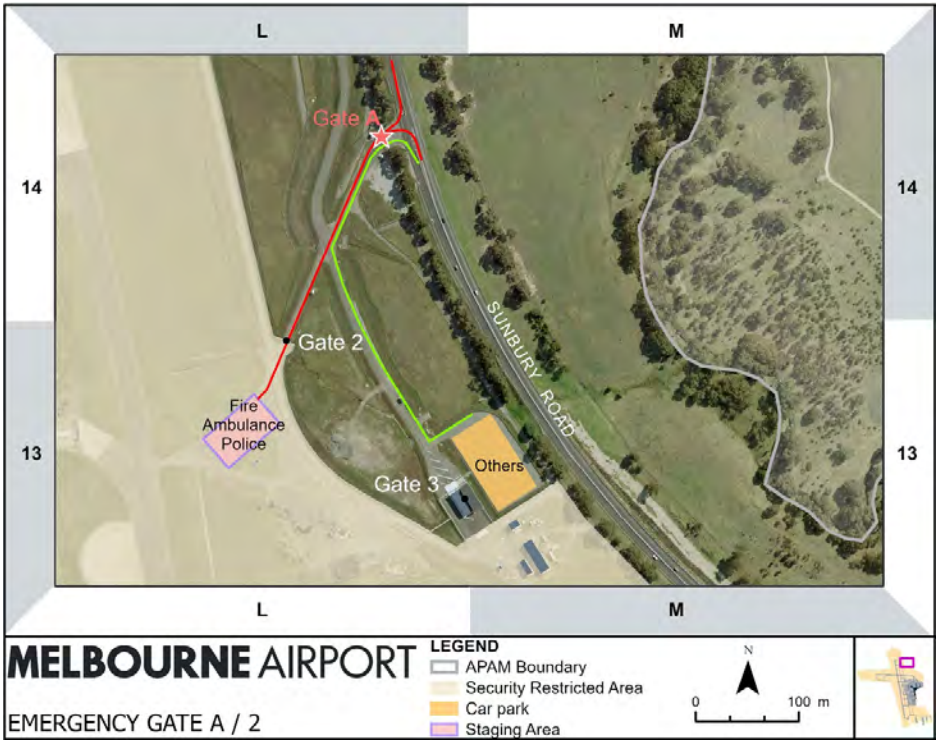
000	Immediate Action	Proceed to staging area. First officer on scene, prepare to be escorted to IEMT. Coordinate staging area, relieve the Airport Staging Area Manager Establish the ICC. Support the activation of Emergency Reception Area. Consider public/traffic management. Confirm with ARFFS when passengers/crew are cleared for release.

Other

Airport IOC **03 9297 1601**	Role	Communication and Coordination for Melbourne Airport resources.
	Immediate Action	Activate Emergency Response Procedures for Full Emergency which includes: Activate APAM emergency roles. Continue passing new information from the emergency line to the IMT via the Airport Commander.
Airline / GHA **Coordinate communication through the Airport IOC**	Role	Organisation responsible for passengers and crew under the family assistance code.
	Immediate Action	Activate airline emergency procedures. Prepare to deploy staff to the Emergency Reception Centre. Facilitate the relief and recovery of passengers, aircrew, and aircraft in collaboration with emergency services and the airport.
Pilot in Command of Aircraft	Role	Responsible for management of the aircraft in distress.
	Immediate Action	Communicate needs to Airservices Australia ANS Provide a Situation Report as required.

Staging Area

Emergency Access Point Alpha is the Primary Response Gate for **Full Emergency**



Photos of Sunbury Road Entrance. First responders turn right to staging area, all others turn left towards Gate 3 holding point

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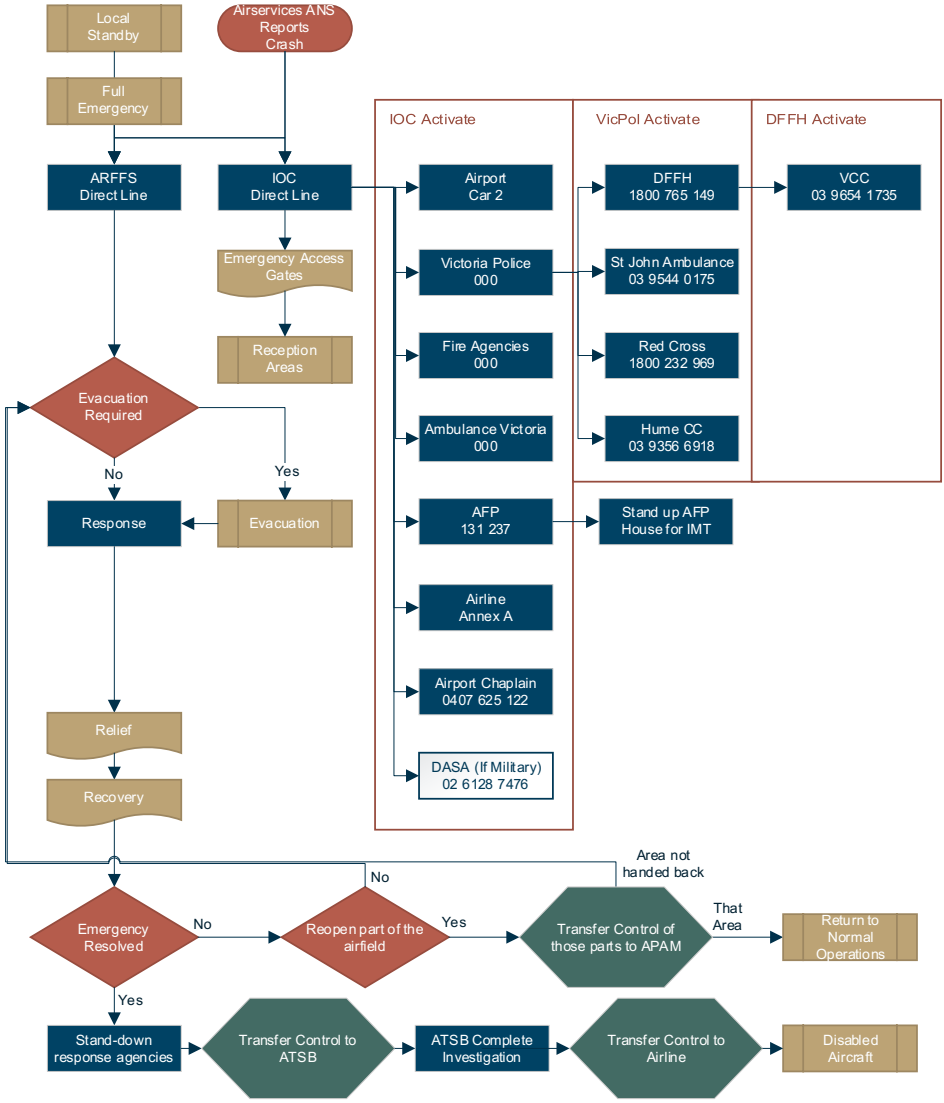
AIRCRAFT CRASH ON AIRFIELD

Aircraft Crash on Airfield



Definition

An aircraft crash on the airfield, or within 1km of the airfield boundary.

Notes

DJSIR must be notified that this incident has occurred (through the DJSIR State Duty Officer 0428 863 564) and be kept informed of any potential/actual economic impacts.

Staging Area

The Staging Area Manager will coordinate the staging area in consultation with agency commanders to arrange escort and deployment of resources under the direction of the IEMT until the role is handed over to Victoria Police if they request.

Military Aircraft

Definition.

Any aircraft owned or operated by the Australian military, a foreign military, or a foreign State government.

Control Agency.

Where the aircraft is a military asset, ADF are listed as the Control Agency under the SEMP. On arrival of an ADF Officer ARFFS will, when appropriate, handover control.

Hazardous Materials.
It should be assumed that any or all the following hazards are present in a military aircraft:

- Armaments
- Explosive ejection canopies
- Explosive ejection seats
- Hazardous cargo
- Hazardous construction materials
- Hydraulic accumulators
- Oxygen bottles
- Radar
- Radioactive materials
- Volatile fuels

Aviation Investigating Agency.

The Defence Aviation Safety Authority (DASA) is the lead aviation investigator, rather than the ATSB. Contact 02 6144 9199.

Control Agency

ARFFS **000**	Role	CONTROL AGENCY Aviation fire and rescue specialist capability.
	Immediate Action	First response to aircraft incidents Form IEMT Undertake aviation rescue activities and mitigate risks of fire and hazardous materials.

Response Support Agencies

Airservices ANS **03 8340 8282**	Role	Initiate emergency Coordinate airfield and airspace restrictions
	Immediate Action	Notification to ARFFS and IOC Part or full closure of the airfield and airspace, including NOTAM issue
AFP **131 237**	Role	Policing and security capability
	Immediate Action	Attend emergency gate Alpha to provide access control and site security, until relieved by VicPol Senior member prepare to be escorted to IEMT. Prepare AFP House for ICC
Ambulance Victoria **000**	Role	Health Commander Emergency medicine and first aid capability
	Immediate Action	Proceed to staging area. Management of Mass Casualty triage site. Health Commander prepare to be escorted to IEMT.
Fire Agencies **000**	Role	Firefighting and Rescue support capability.
	Immediate Action	Proceed to designated staging area. First FRV officer on scene prepare to be escorted to IEMT.

Airport Forward Commander **03 9297 1484**	Role	Aerodrome operation capability
	Immediate Action	Proceed to ARFFS Commander's location to form IEMT. Preserve the integrity of safety and security for airside operations. Activate airfield emergency roles. Establish the passenger evacuation management system (PEMS) Ensure the Forward Command Vehicle is being deployed.
Victoria Police **000**	Role	Emergency response coordinator Policing, security and criminal investigation capability
	Immediate Action	Proceed to staging area. First officer on scene, prepare to be escorted to IEMT. Coordinate staging area, relieve the Airport Staging Area Manager Establish the ICC. Support the activation of Emergency Reception Area. Consider public/traffic management. Confirm with ARFFS when passengers/crew are cleared for release.

Other

Airport IOC **03 9297 1601**	Role	Communication and Coordination for Melbourne Airport resources.
	Immediate Action	Activate Emergency Response Procedures for Aircraft Crash which includes: APAM emergency roles Inquirer Contract Point Emergency Reception Centre Bus Transport Continue passing new information from the emergency line to the IEMT via the Airport Forward Commander
Airline / GHA **Coordinate communication through the Airport IOC**	Role	Organisation responsible for passengers and crew under the family assistance code.
	Immediate Action	Activate airline emergency procedures. Provide a manifest to Victoria Police Deploy staff to the Emergency Reception Centre. Facilitate the relief and recovery of passengers, aircrew, and aircraft in collaboration with emergency services and the airport.
Pilot in Command of Aircraft	Role	Responsible for management of the aircraft in distress.
	Immediate Action	Communicate needs to Airservices Australia ANS and ARFFS Provide a Situation Report as required. Follow reasonable directions of the Incident Controller.

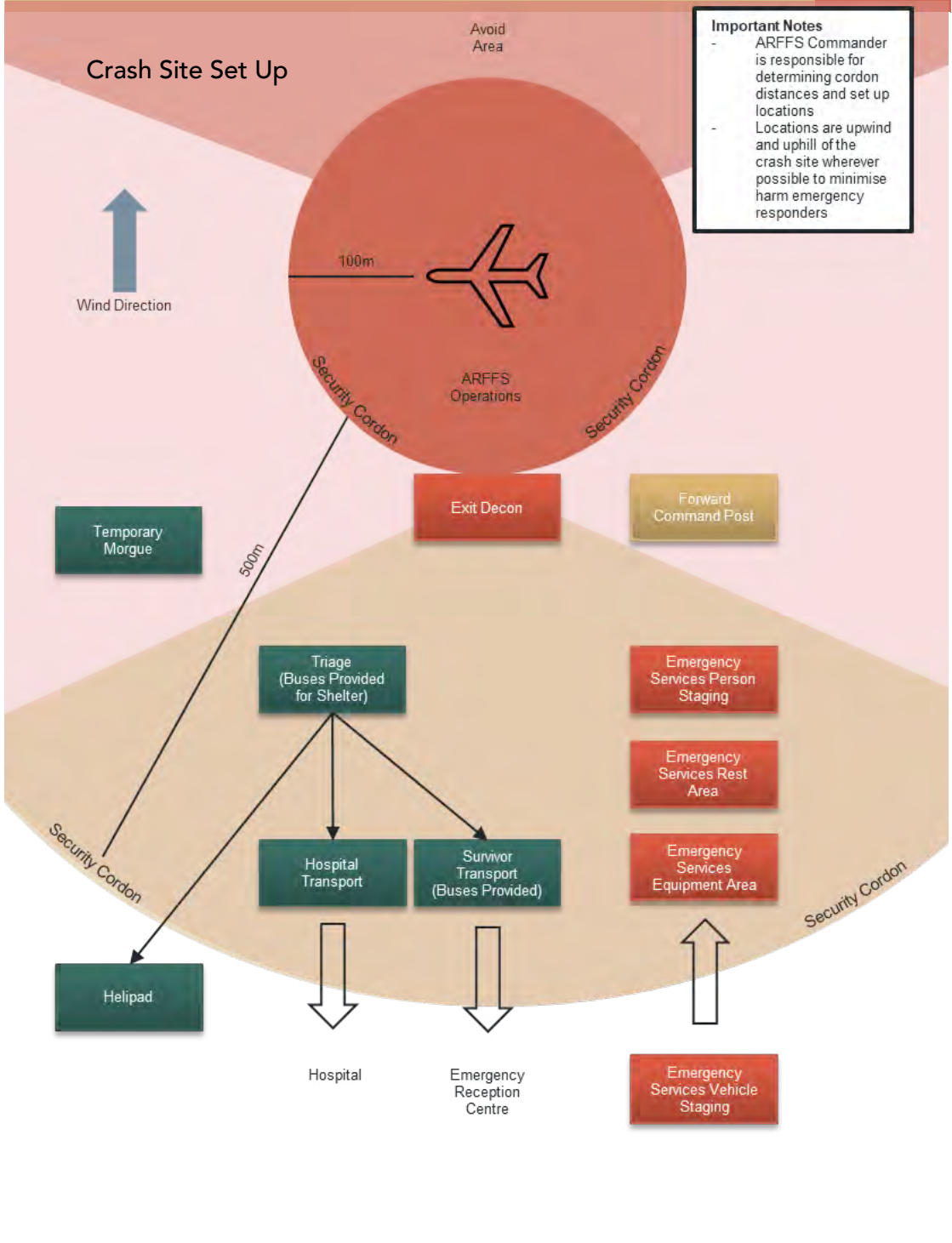
Aircraft Crash on Airfield

Control Agency: **Airservices ARFFS**

ICC Location

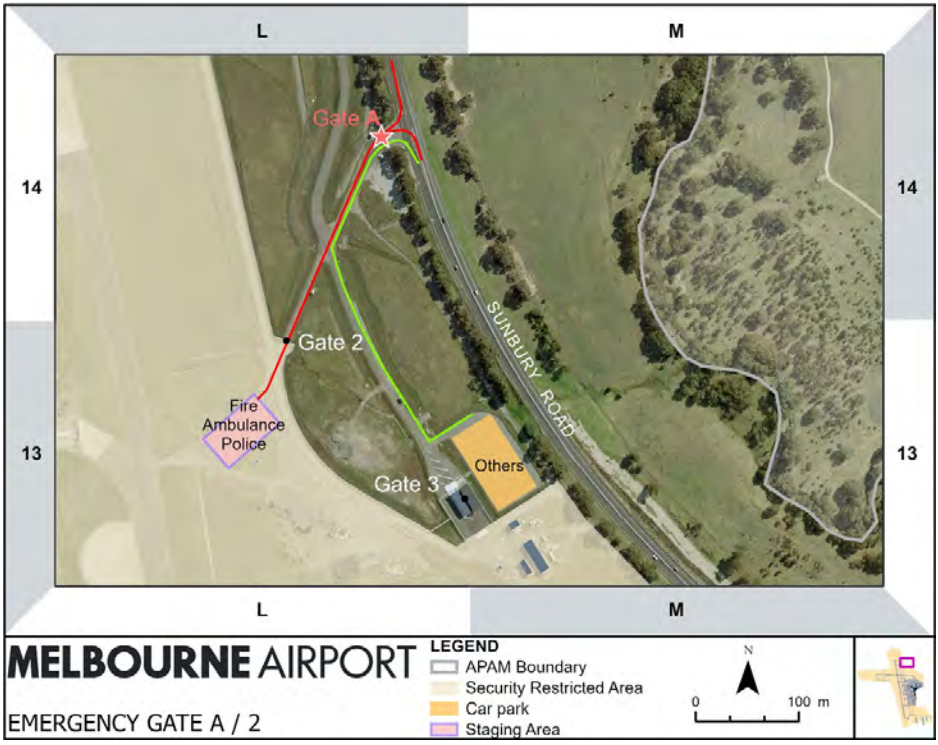
AFP House, 2 Francis Briggs Rd

Emergency Class **2**



Staging Area

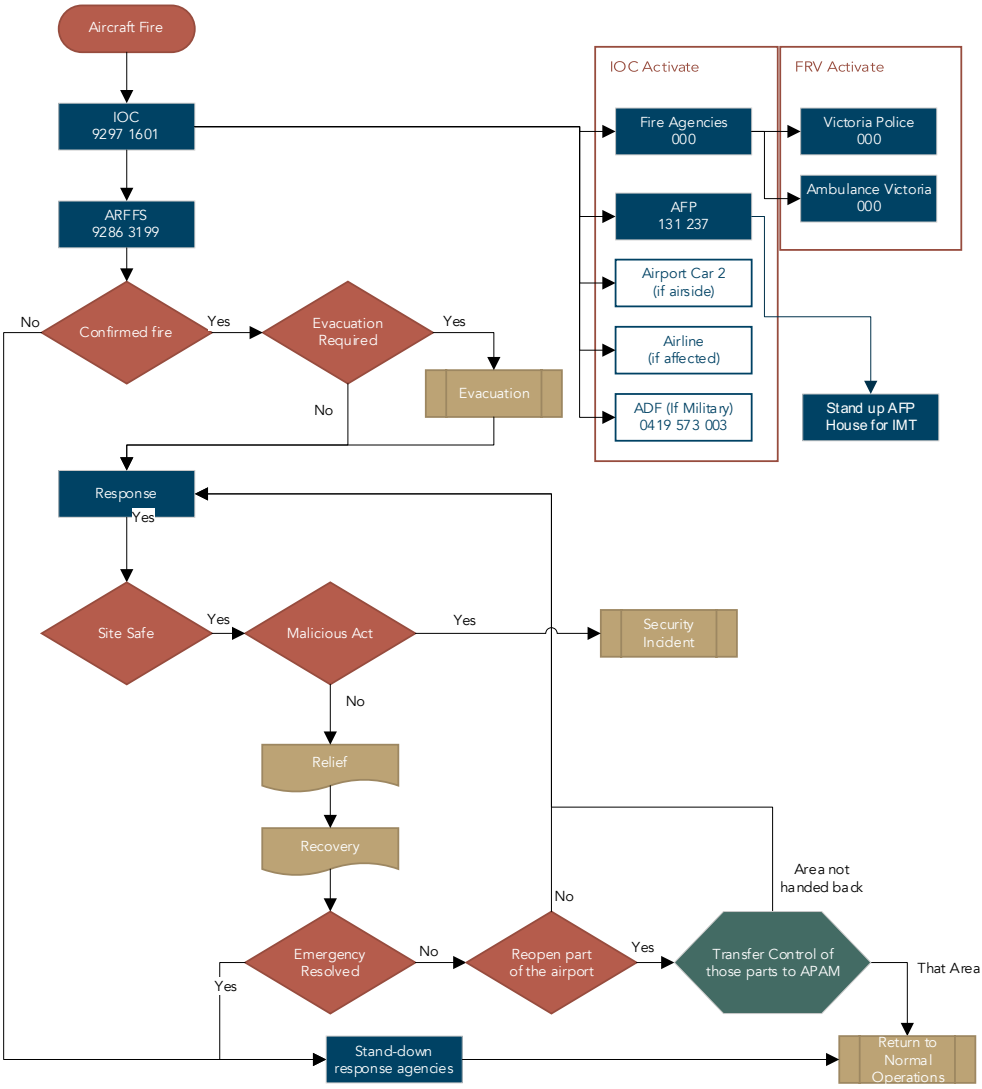
Emergency Access Point Alpha is the Primary Response Gate for **Aircraft Crash on Airfield**



Photos of Sunbury Road Entrance. First responders turn right to staging area, all others turn left towards Gate 3 holding point

AIRCRAFT FIRE

Aircraft Fire



Definition

Where here an aircraft is seen to be on fire or there is an indication of fire within an aircraft on the ground. This may include fire in the cargo hold, in the cabin or any part of the aircraft.

Notes

Agency Commanders

Agency commanders or first arriving officers will be escorted immediately to the control point to form an IEMT.

Staging Area

The Staging Area Manager will coordinate the staging area in consultation with agency commanders to arrange escort and deployment of resources under the direction of the IEMT until the role is handed over to Victoria Police if they request.

Airfield access and staging area shall be Gate 27 unless ARFFS Commander determines a better location for the incident.

Control Agency

ARFFS **03 9286 3199**	Role	CONTROL AGENCY Aviation fire and rescue specialist capability.
	Immediate Action	Conduct first response fire suppression and rescue Manage technical requirements of aviation fire Nominate staging area (if different from Emergency Access Point Alpha) Form IEMT

Response Support Agencies

AFP **131 237**	Role	Policing and security capability
	Immediate Action	Prepare AFP House for ICC Provide policing support until Victoria Police arrive
Airport Forward Commander **03 9297 1484**	Role	Aerodrome operation capability
	Immediate Action	Proceed to ARFFS Commander's location to form IEMT. Preserve the integrity of safety and security for airside operations. Activate airfield emergency roles. Establish the passenger evacuation management system (PEMS) Ensure the Forward Command Vehicle is being deployed.
Ambulance Victoria **000**	Role	Health Commander Emergency medicine and first aid capability
	Immediate Action	Proceed to staging area. Health Commander prepare to be escorted to IEMT.
Fire Agencies **000**	Role	Firefighting and Rescue support capability.
	Immediate Action	Proceed to designated staging area. First FRV officer on scene prepare to be escorted to IEMT.

Victoria Police 000	Role	Emergency Response Coordinator
	Immediate Action	Attend IEMT Eliminate suspicious activity and confirm release of passengers.

Other

Airport IOC 03 9297 1601	Role	Communication and Coordination for Melbourne Airport resources.
	Immediate Action	Activate Emergency Response Procedures for Aircraft Fire which includes APAM emergency roles and bus transport. Continue passing new information from the emergency line to the IMT via the Airport Commander

Staging Area

Emergency Access Gate B is the primary response gate for **Fire.**

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DISABLED AIRCRAFT

Disabled Aircraft

Definition

An aircraft that is immobilised within the airport perimeter. This can include, but is not limited to, a burst tyre, an aircraft excursion, an aircraft that has suffered a fire, or crash.

Notes

See the Melbourne Airport Disabled Aircraft Recovery Plan for the management and removal of disabled aircraft.

Lead Agency. The Airline is the lead agency. Where the airline does not have staff in Melbourne they should nominate a representative such as their Ground Handler.

Powers to Remove

A disabled aircraft may not be recovered/moved except with the permission of the ATSB (or Airservices when it is in the interests of safety). This clearance may be obtained by telephone through the provision of photos or digital images. Written advice of approval should be obtained.

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CLASS 3 EMERGENCIES

Class 3 Emergencies

A Class 3 emergency is defined by the State Emergency Management Plan as a warlike act or terrorist act, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth, or a hijack, siege or riot. Class 3 emergencies may also be referred to as security emergencies.

Security incidents, active armed offenders and explosive devices or any other incident may be assessed by Victoria Police as being a Class 3 emergency.

If an incident is declared a Class 3 emergency, this plan is void and Victoria Police will take control of the incident.

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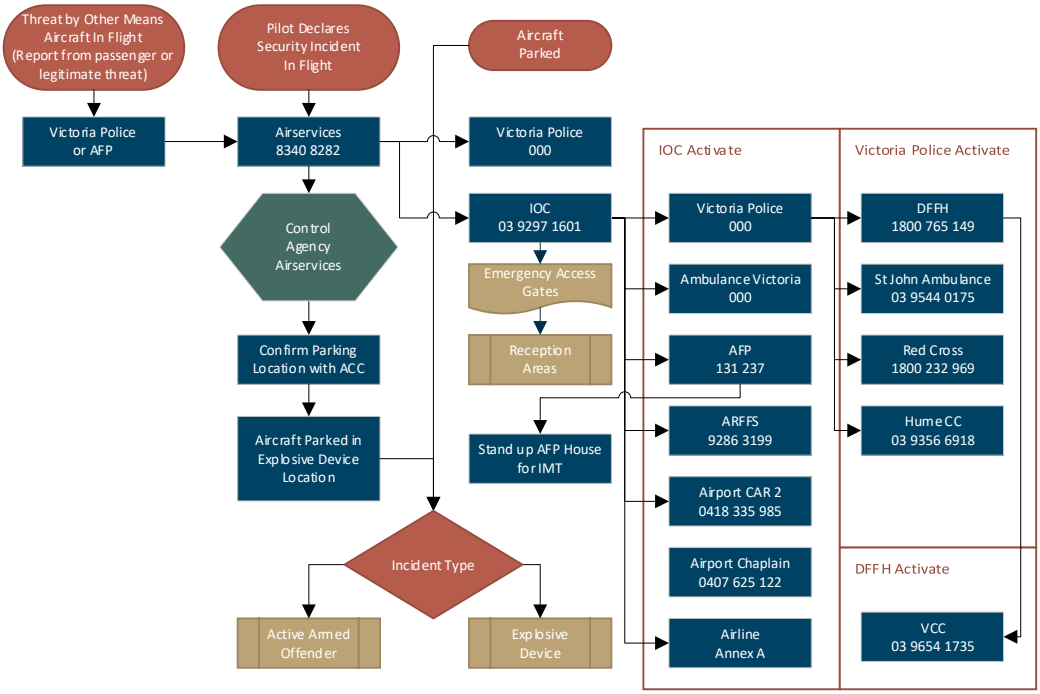
SECURITY INCIDENT ON A MOVING AIRCRAFT

Security Incident on a Moving Aircraft



Definition

A security incident which occurs on an aircraft, including explosive device, hijack, or dangerous mental health issues causing threat to passengers, crew, or the aircraft.

Notes

Aircraft parking spot is nominated by Airservices Australia in consultation with Airport Forward Commander and is passed to the emergency services by IOC to 000.

Control Agency Airservices are the control agency until the aircraft comes to a complete stop (including crash or disabled aircraft). At that point, the incident escalates to a crash or security event, thereby transferring control to the agencies in control of those incidents. Or agencies are stood down.

DJSIR must be notified that this incident has occurred (through the DJSIR State Duty Officer 0428 863 564) if there are any potential/actual economic impacts.

Staging Area. Service Road adjacent to AFP house will be used as the primary staging area.

Victoria Police Activation. Airservices will make the first call 000 notifying Victoria Police of the incident details, the Airport IOC will also call 000 with further details on the access, staging and ICC locations.

Control Agency

Airservices ANS **03 8340 8282**	Role	Provide in-flight emergency response capability
	Immediate Action	Activate Victoria Police Notify of Airport IOC Liaise with the Airport Forward Commander on most appropriate aircraft explosive parking location. If flight time permits, liaise with Victoria Police as well. Consider the movement area and airspace closures that could affect airport recovery time

Response Support Agencies

AFP **131 237**	Role	Policing capability and Counterterrorism First Response.
	Immediate Action	First responding Police agency. Stand up AFP House as the ICC and provide building access. Assist with the closure of Service Road for use as a staging area.
Ambulance Victoria **000**	Role	Health Commander
	Immediate Action	Proceed to staging area
Airport Forward Commander **03 9297 1484**	Role	Aerodrome operation capability
	Immediate Action	Activate airfield emergency roles. Establish a cordon around the parking area. Proceed to staging area. Meet with Police Commander to form IEMT. Advise staging area manager of the chosen access gate and provide control arrangements for that gate
ARFFS **03 9286 3199**	Role	Aviation rescue firefighting capability
	Immediate Action	When instructed, prepare to escalate. Provide firefighting and rescue capability if required and safe to do so. Respond with Local Standby arrangements.

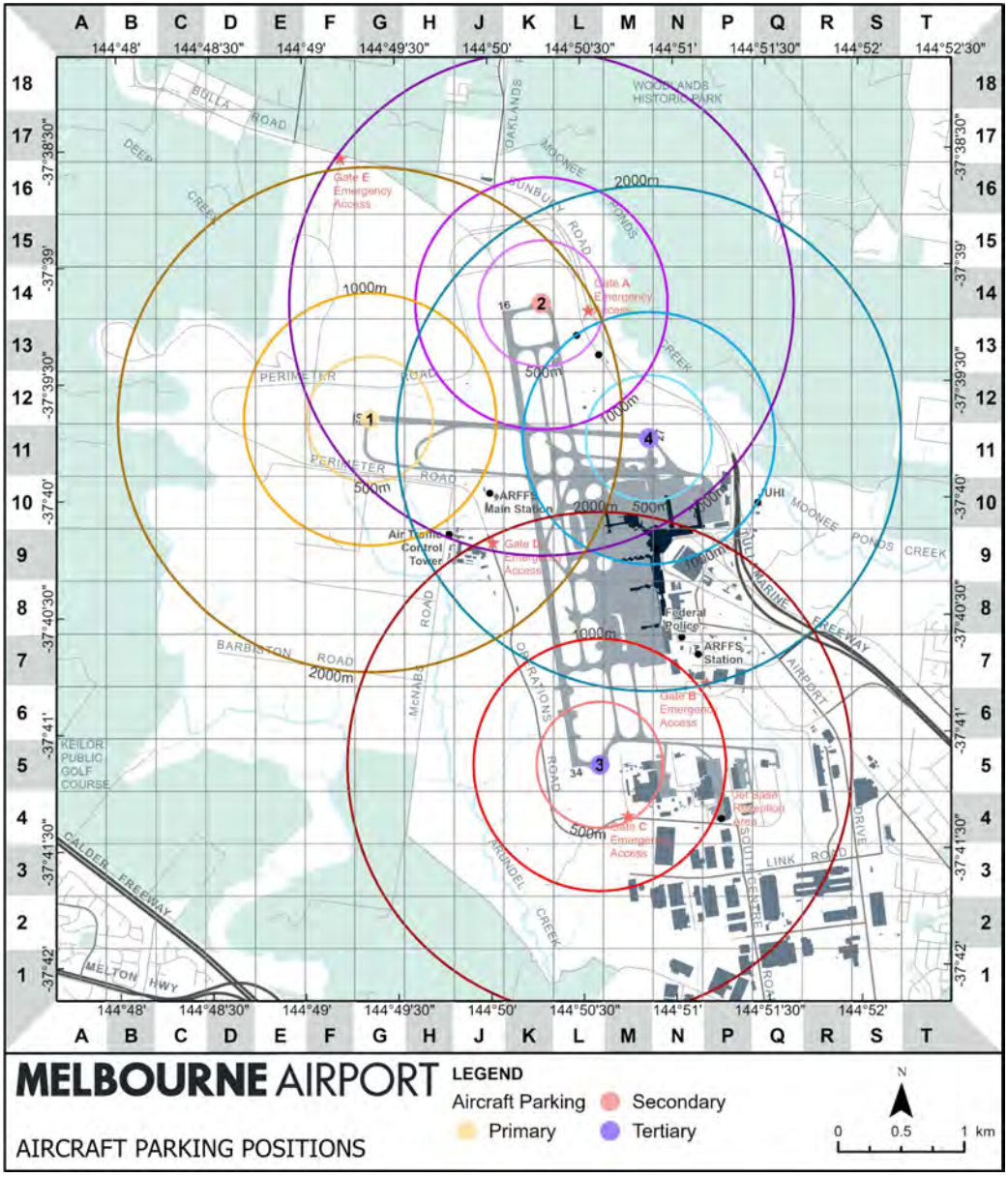
Victoria Police **000**	Role	Emergency response coordinator Policing, security and criminal investigation capability
	Immediate Action	Respond resources to the staging area Prepare to become the control agency once incident transitions to Active Armed Offender (Hijack) or Explosive Device response Incident Controller respond to ICC and prepare for handover of incident.

Other

Airport IOC **03 9297 1601**	Role	Communication and Coordination for Melbourne Airport resources.
	Immediate Action	Activate Emergency Response Procedures for Security Incident on a Moving Aircraft which includes: Inquirer Contract Point Emergency Reception Centre Bus Transport Continue passing new information from the emergency line to the IMT via the Airport Commander

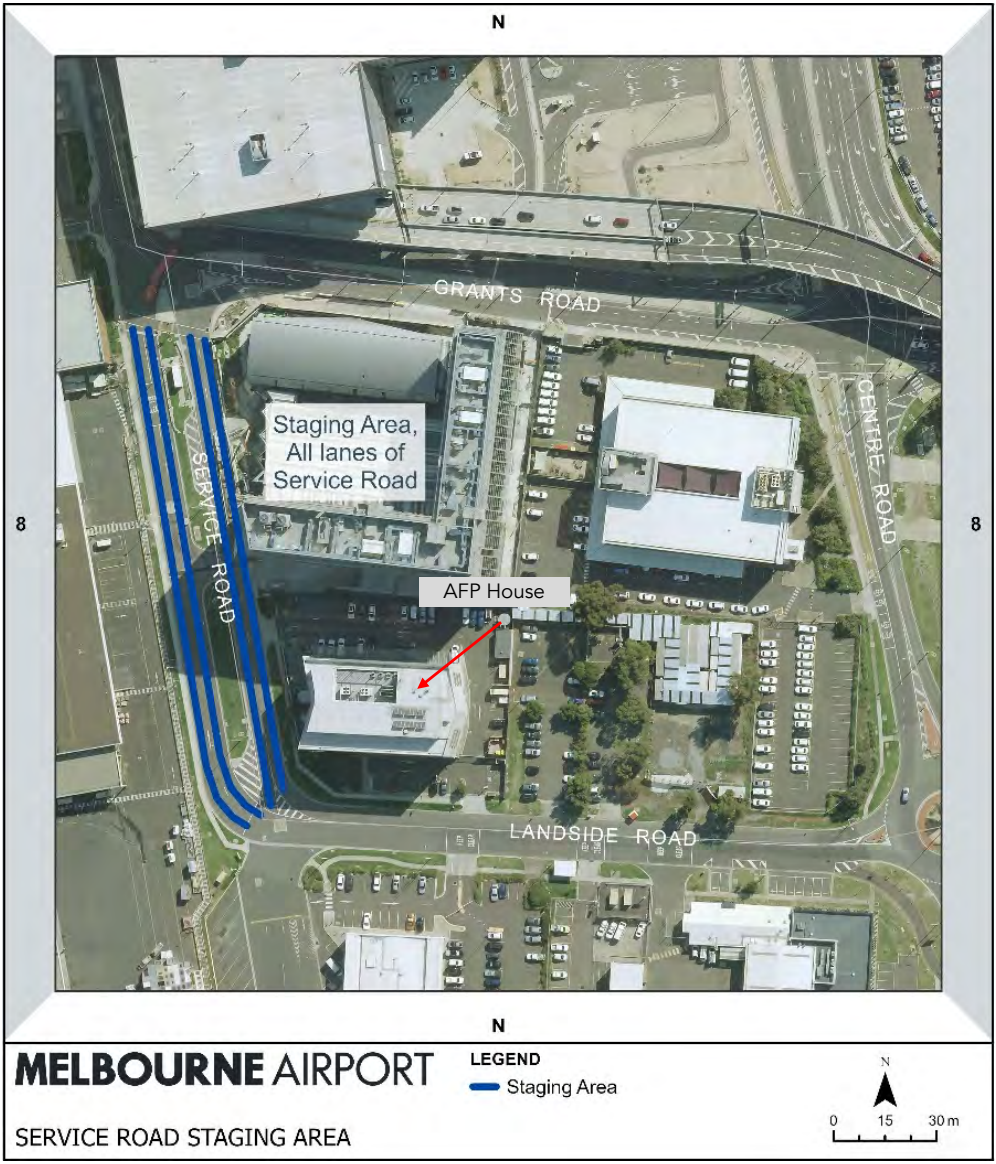
Airline **Coordinate communication through the Airport IOC**	Role	Facilitate relief and recovery of passengers, aircrew, and aircraft
	Immediate Action	Activate airline emergency procedures Provide passenger manifest to IOC Deploy staff to the Emergency Reception Centre

Aircraft Parking Positions

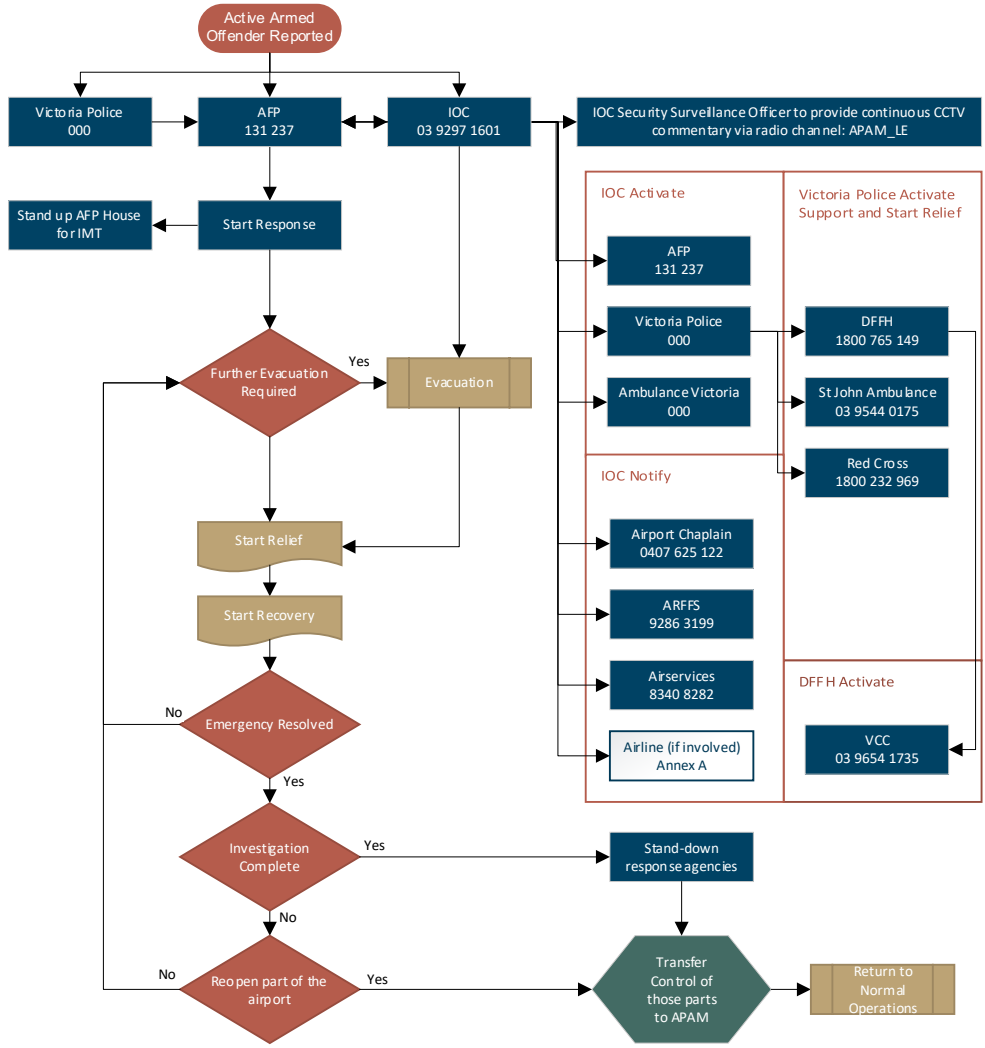


Staging Area

Service Road adjacent AFP house is the nominated staging area for Security Incidents



Active Armed Offender



Definition

An active armed offender at Melbourne Airport, including on an aircraft on chocks. For an aircraft in motion, see *Security Incident on a Moving Aircraft*.

Notes

IOC must be notified immediately, by the caller, AFP, or Victoria Police, after the initial call to 000 or 131 237. This is so they can initiate the evacuation of public from the area, to minimise further harm to the public.

AFP Resources. AFP have the following resources available:

- Mobile Xray Machine
- Explosive detection dogs
- Extensive knowledge of the terminal building layout, with ability to escort emergency services via non-public areas.

Departures must stop. Airservices to stop departing flights until VicPol permits this. VicPol may need to confirm there is no threat to passengers on board, or no suspect persons onboard.

DJSIR must be notified that this incident has occurred (through the DJSIR State Duty Officer 0428 863 564) if there are any potential/actual economic impacts.

Forward Command Post is initially nominated by the PFC and will be communicated via Victoria Police radio frequency.

Staging Area. Other than police, all other agencies shall report to the staging area until safe to move forward. Unless otherwise communicated, the staging area shall be all of Service Road, adjacent to AFP House. This allows easy access from the major arterial roads to the airfield and terminal.

Communications

APAM_LE The IOC will provide continuous commentary of CCTV on the current location, description, actions of the offender and any other relevant information. This is provided on specific radios with the dedicated APAM_LE channel.

AFP-VicPol communications can occur on the Victoria Police radio network. AFP Duty Sergeant must always carry and monitor VicPol radio.

Control Agency

Victoria Police **000**	Role	CONTROL AGENCY. Emergency response coordinator Policing, security and criminal investigation capability
	Immediate Action	Radio AFP for SITREP and FCP location Receive handover of control from AFP Control ICC

Response Support Agencies

AFP **131 237**	Role	Policing capability and Counterterrorism First Response.
	Immediate Action	First responding Police agency. Stand up AFP House as the ICC and provide building access. Assist with the closure of Service Road for use as a staging area.
ABF **03 9339 1325**	Role	Secure the Customs Controlled Area and marshal people in the CCA
	Immediate Action	Lock the CCA and hold passengers if safe or evacuate via safe route. Communicate plan with IOC Chief Warden on 9297 1601
ARFFS **03 9286 3199**	Role	Provide fire and first aid support if requested and safe to do so
	Immediate Action	Position resources in a safe location in preparation to support once safe to do so
Airservices ANS **03 8340 8282**	Role	Assist with public safety through aircraft positioning and communications
	Immediate Action	Stop all departing flights, until permitted by Victoria Police. Inform pilots of aircraft on gates to lock doors. Hold all arriving aircraft off gates. Initiate a ground stop for Melbourne Airport..

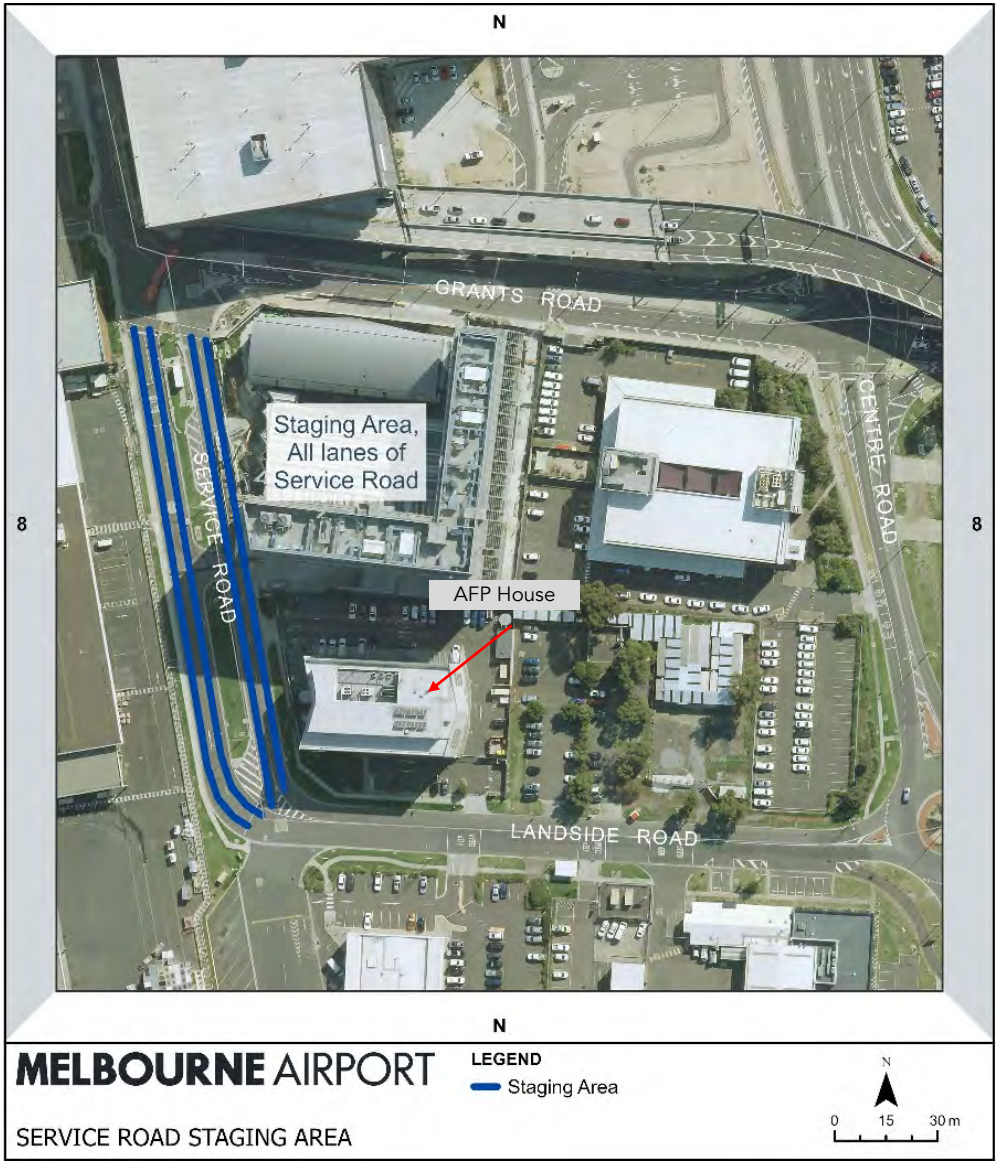
ACTIVE ARMED OFFENDER

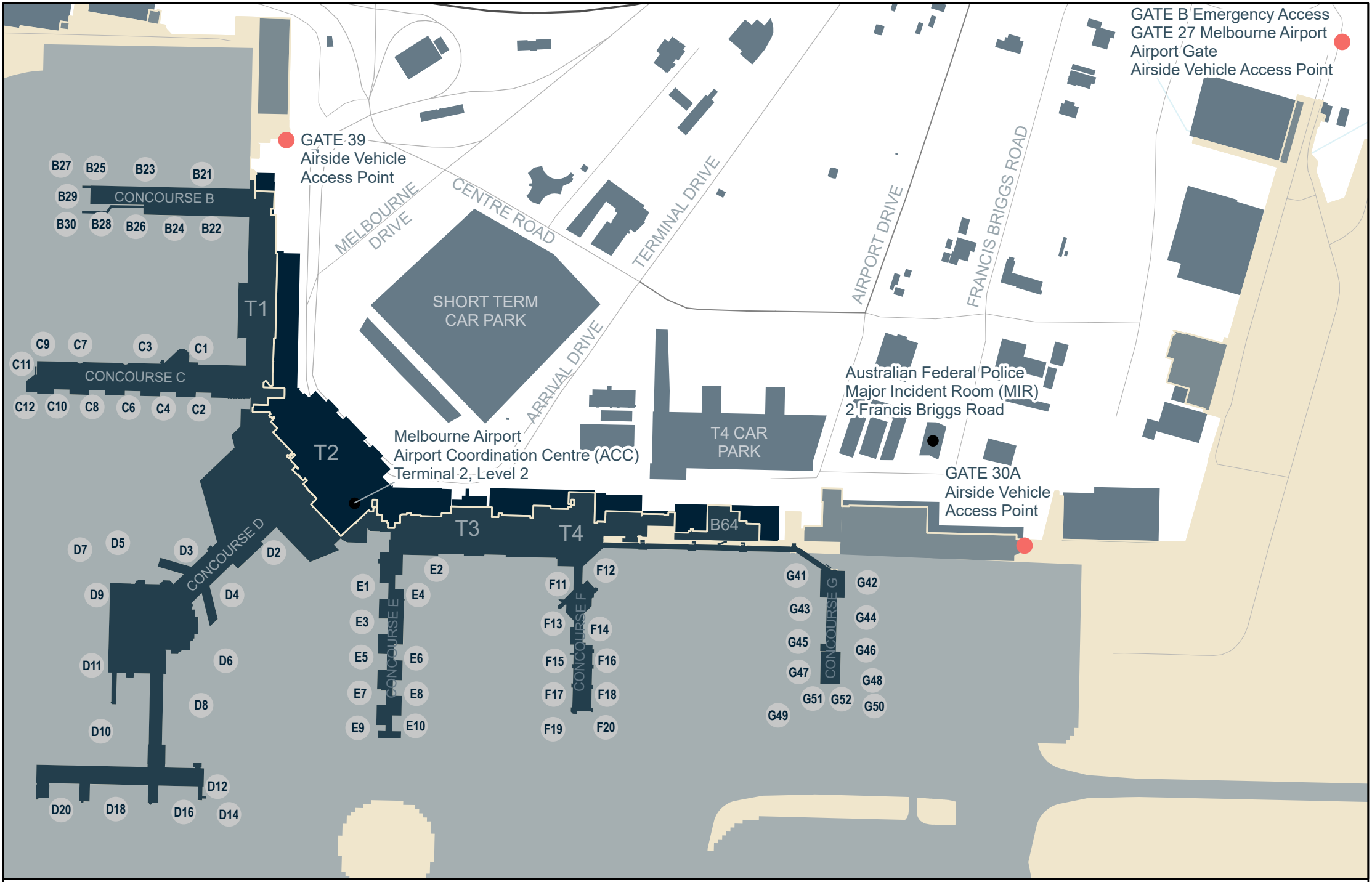
Other

Airport IOC **03 9297 1601**	Role	Evacuate public and provide live CCTV commentary
	Immediate Action	Activate AFP then Victoria Police Evacuate effected areas. Provide continuous CCTV commentary via APAM-LE radio. Inform stakeholders of situation
Airport Chief Warden **03 9297 1601**	Role	Activation of emergency response. Communications
	Immediate Action	Activate Emergency Response Procedures

Staging Area

Service Road adjacent AFP house is the nominated staging area for Security Incidents





MELBOURNE AIRPORT

Responder Reference Map

LEGEND

Security Restricted Area | Main Terminal | Terminal Airside | Building | Gates

N

0 50 100 m

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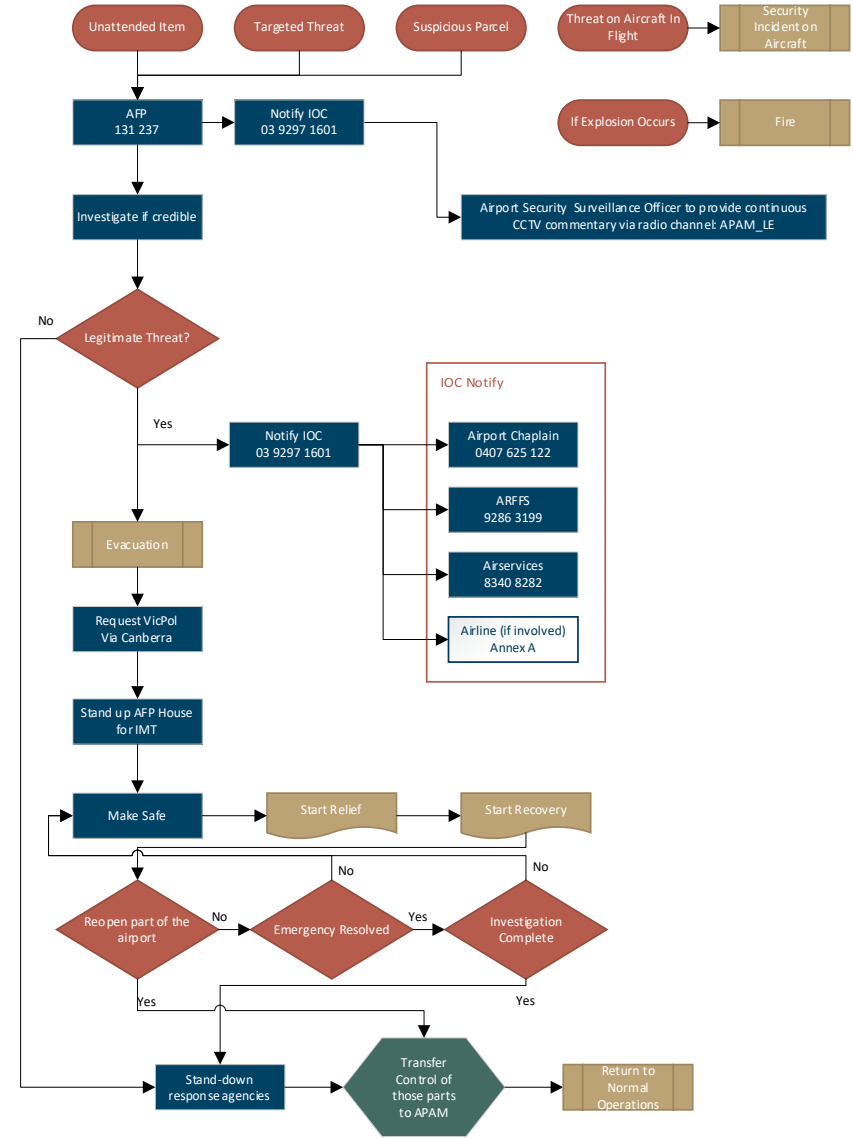
EXPLOSIVE DEVICE

Explosive Device



Definition

An explosive device found or threatened to be in the Melbourne Airport Response Area, including a parked aircraft. For an aircraft in motion, see *Security Incident on a Moving Aircraft*.

Notes

AFP Resources. AFP have the following resources available:

- Mobile Xray Machine
- Explosive detection dogs
- Extensive knowledge of the terminal building layout, with ability to escort emergency services via non-public areas.
- Rapid Appraisal Officers

Staging Area. Other than police, all other agencies shall report to the staging area until safe to move forward. Unless otherwise communicated, the staging area shall be all of Service Road, adjacent to AFP House. This allows easy access from the major arterial roads to the airfield and terminal.

Communications

APAM_LE The IOC will provide continuous commentary of CCTV on the current location, description, actions of the offender and any other relevant information. This is provided on specific radios with the dedicated APAM_LE channel.

Control Agency

Victoria Police	Role	CONTROL AGENCY Emergency response coordinator Policing, security and criminal investigation capability
000	Immediate Action	Receive handover from AFP. Make safe.

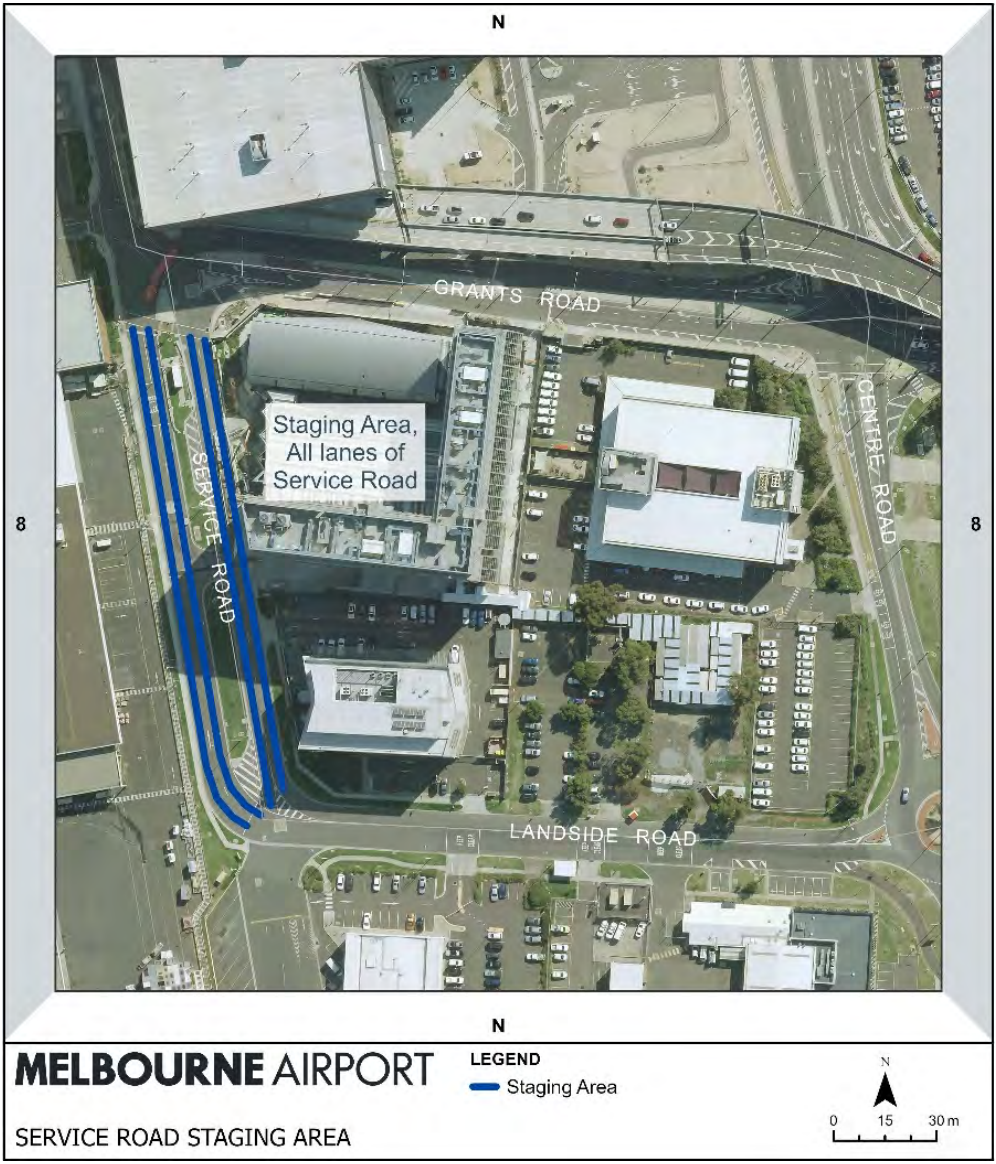
Response Support Agencies

AFP **131 237**	Role	Policing capability and advanced explosive detection resources.
	Immediate Action	First response to suspicious devices. Investigate the threat. If found to be credible: - Evacuate, cordon, and contain. - Escalate to Victoria Police. Activate AFP House as ICC if required.

Airport IOC **03 9297 1601**	Role	Communication and Coordination for Melbourne Airport resources.
	Immediate Action	Activate Emergency Response Procedures Continue passing new information to the Airport Forward Commander and Airport Commander

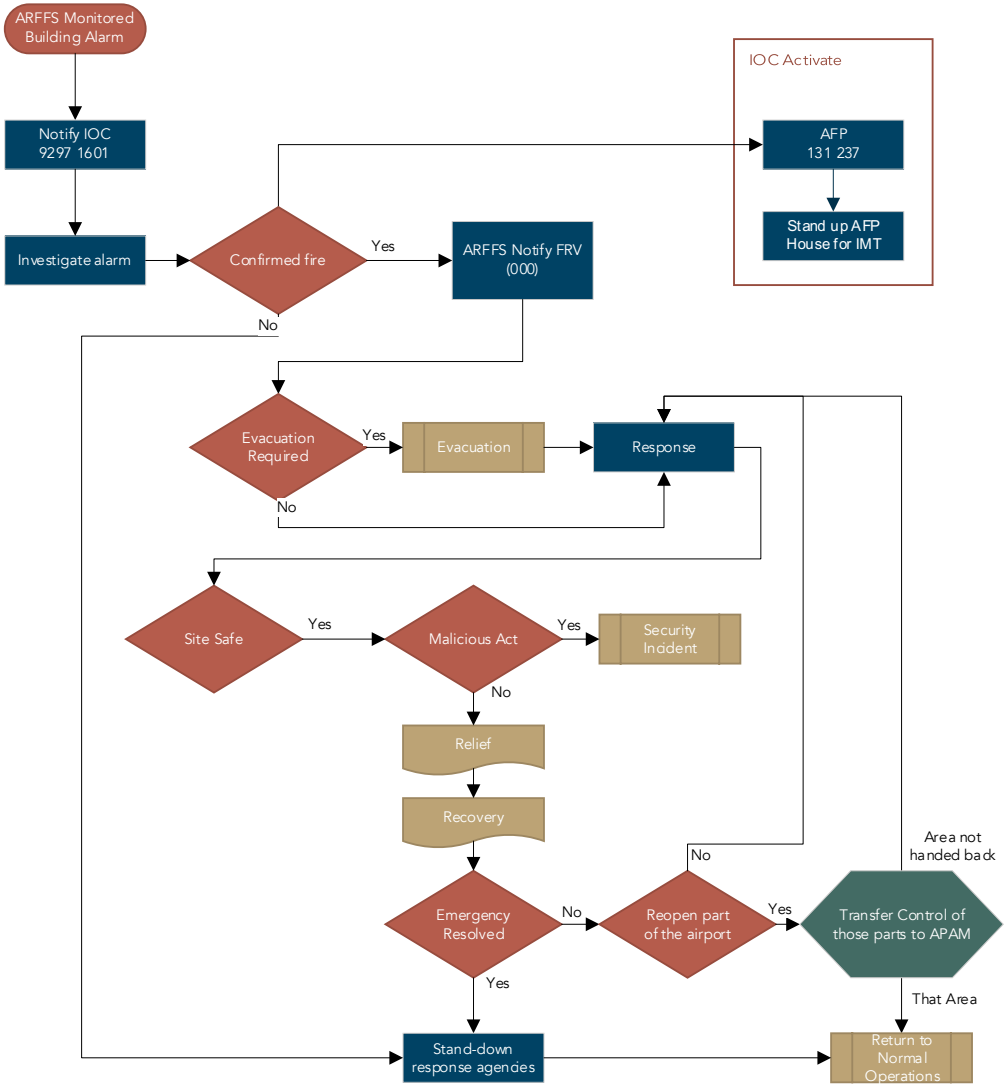
Staging Area

Service Road adjacent AFP house is the nominated staging area for **Explosive Device**



FIRE ON AERODROME

Fire On Aerodrome



Definition

Fire on Aerodrome means any fire, other than an Aircraft Fire, that occurs within or adjacent to the airfield boundary, or within aviation critical areas such as the terminals.

Building alarm is the automatic activation of a fire service monitored building. Melbourne Airport has a mix of both ARFFS and FRV monitored buildings.

Other fires include building fire, gas leaks, vehicle accidents resulting in fire, grass, or bush fire encroaching on the airport.

Notes

Access to Airfield. Due to the unfamiliar nature of the Airfield environment and CASA regulations, all emergency vehicles must be escorted, maximum of two vehicles per escort. The FRV Commander will be escorted immediately on arrival to the emergency access gate (see airfield access). The remaining emergency service vehicles are to stage and wait to be called forward with an escort, in the priority the FRV Commander determines. Emergency vehicles are not to be handed over to ARFFS once on site, they must be handed over to an escort who must remain on site (e.g. an ASO, WSO or other appropriately responsible airport employee or contractor).

Airfield access and staging area shall be Gate 27 unless ARFFS Commander determines a better location for the incident.

Control Agency

ARFFS **03 9286 3199**	Role	CONTROL AGENCY Aviation fire and rescue specialist capability.
	Immediate Action	Conduct first response fire suppression and rescue Manage technical requirements of aviation fire Nominate staging area (if different from Emergency Access Point Alpha) Form IEMT

Response Support Agencies

AFP **131 237**	Role	Policing and security capability
	Immediate Action	Prepare AFP House for ICC Provide policing support until Victoria Police arrive
Airport Forward Commander **03 9297 1484**	Role	Aerodrome operation capability
	Immediate Action	Proceed to ARFFS Commander's location to form IEMT. Preserve the integrity of safety and security for airside operations. Activate airfield emergency roles. Establish the passenger evacuation management system (PEMS) Ensure the Forward Command Vehicle is being deployed.
Ambulance Victoria **000**	Role	Health Commander Emergency medicine and first aid capability
	Immediate Action	Proceed to staging area. Health Commander prepare to be escorted to IEMT.
Fire Agencies **000**	Role	Firefighting and Rescue support capability.
	Immediate Action	Proceed to designated staging area. First FRV officer on scene prepare to be escorted to IEMT.

Victoria Police 000	Role	Emergency Response Coordinator
	Immediate Action	Attend IEMT Eliminate suspicious activity and confirm release of passengers.

Other

Airport IOC 03 9297 1601	Role	Communication and Coordination for Melbourne Airport resources.
	Immediate Action	Activate Emergency Response Procedures for Aircraft Fire which includes APAM emergency roles and bus transport. Continue passing new information from the emergency line to the IMT via the Airport Commander

Staging Area

Staging area will be nominated by the control agency. Where staging is required the enter the airfield this will be at **Emergency Access Gate B,** Gate 27.

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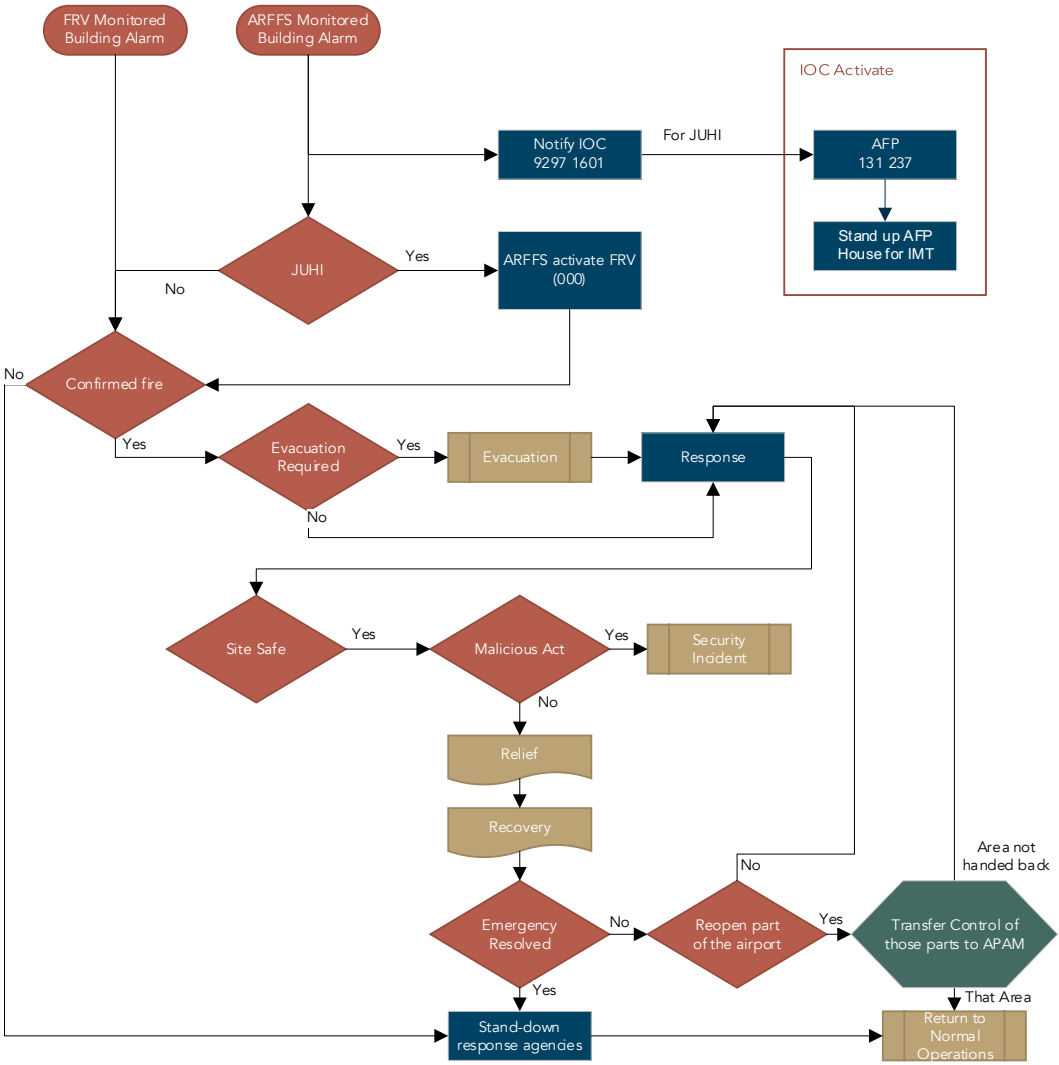
FIRE OFF AERODROME

Fire Off Aerodrome



Definition

Fire Off Aerodrome is any fire except aircraft fires that require the response of fire services including response to monitored building alarms. For the purposes of this section, Off Aerodrome refers to any location outside and not adjacent to the airfield boundary and unrelated to the aviation operation.

Building alarm is the automatic activation of a fire service monitored building. Melbourne Airport has a mix of both ARFFS and FRV monitored buildings.

Other fires include building fire, gas leaks, vehicle accidents resulting, grass, or bush fire off the aerodrome and not expected to impact it.

Notes

Alarmed Premises that are monitored by ARFFS will receive first response from their domestic pumper. Where fire is confirmed, ARFFS will activate FRV. Where ARFFS Category is impacted, ARFFS may handover to FRV and return to the airport.

Where response to a Fire Off Aerodrome require airside access, this must be conducted in consultation with Melbourne Airport.

Due to the unfamiliar nature of the Airfield environment and CASA regulations, all emergency vehicles must be escorted, maximum of two vehicles per escort. The FRV Commander will be escorted immediately on arrival to the emergency access gate (see airfield access). The remaining emergency service vehicles are to stage and wait to be called forward with an escort, in the priority the FRV Commander determines. Emergency vehicles are not to be handed over to ARFFS once on site, they must be handed over to an escort who must remain on site (e.g. an ASO, WSO or other appropriately responsible airport employee or contractor).

Airfield access and staging area shall be Gate 27 unless ARFFS Commander determines a better location for the incident.

Joint User Hydrant Installation (JUHI) Fires

JUHI alarms are monitored by ARFFS who will respond, notify FRV of their response and investigate. FRV will respond as the control agency. If escalation is required ARFFS will notify Melbourne Airport IOC. The following considerations should be made when there is a fire at the JUHI:

Road closure of Sunbury Rd, Centre Rd and the Tullamarine Freeway has been preplanned. Wilson Security will assist Police with these closures where possible until relieved.

Staging area for JUHI is Centre Road northbound lanes and the IEMT will operate from the HOLIDAY INN Carpark.

Notifications should be made by the Control Agency (through the Airport Forward Commander) to the following:

- Airservices Australia ANS to issue NOTAMS and plan aircraft traffic movements around smoke
- Airlines that may be affected

Firefighting Foams note the different foams in use may not be compatible:

ARFFS – Solberg RF6. ARFFS will use their foam if they determine the JUHI installation foam is not having an effect.

FRV & CFA – Solberg RF3X6ATC

JUHI

- Ansulite 3% AFFF Fluoroprotein Foam Concentrate: 14 x 200lt drum: Located on bunds across fire canon points onsite
- FP70: 1 x 1000lt Bulk IBC: Located next to the foam injection pumping station
- FP70: 1 x 200lts drum: Located at fire valve rack
- Respondol ATF 3/3 - 3%: 4 x 1000lt IBC: Located in tanks 7 & 8 foam shed
- Thunderstorm W813a 1X3 AR-AFFF: 2 x 1000lt IBC: Located in tanks 7 & 8 foam shed

Fuel and Capacity of the entire site is 31.22ML of JET-A1 Aviation Turbine Fuel (3YE)

Control Agency

FRV **000**	Role	CONTROL AGENCY Provide fire suppression and rescue capability.
	Immediate Action	Respond to the incident. Form IEMT. Lead the response for rescue and fire suppression.

Response Support Agencies

AFP **131 237**	Role	Policing and security capability
	Immediate Action	Prepare AFP House for ICC where fire will affect Airport Operations Provide policing support until Victoria Police arrive
Ambulance Victoria **000**	Role	Health Commander Emergency medicine and first aid capability
	Immediate Action	Proceed to staging area. Health Commander prepare to be escorted to IEMT.
ARFFS **03 9286 3199**	Role	Fire suppression and rescue capability.
	Immediate Action	Investigate alarms under ARFFS monitor Activate FRV and other agencies if confirmed fire Provide support to FRV by mutual aid as per SEMP
Victoria Police **000**	Role	Incident Emergency Response Coordinator
	Immediate Action	Attend control point. Provide support to FRV where required to coordinate incident Manage road closures Eliminate suspicious activity

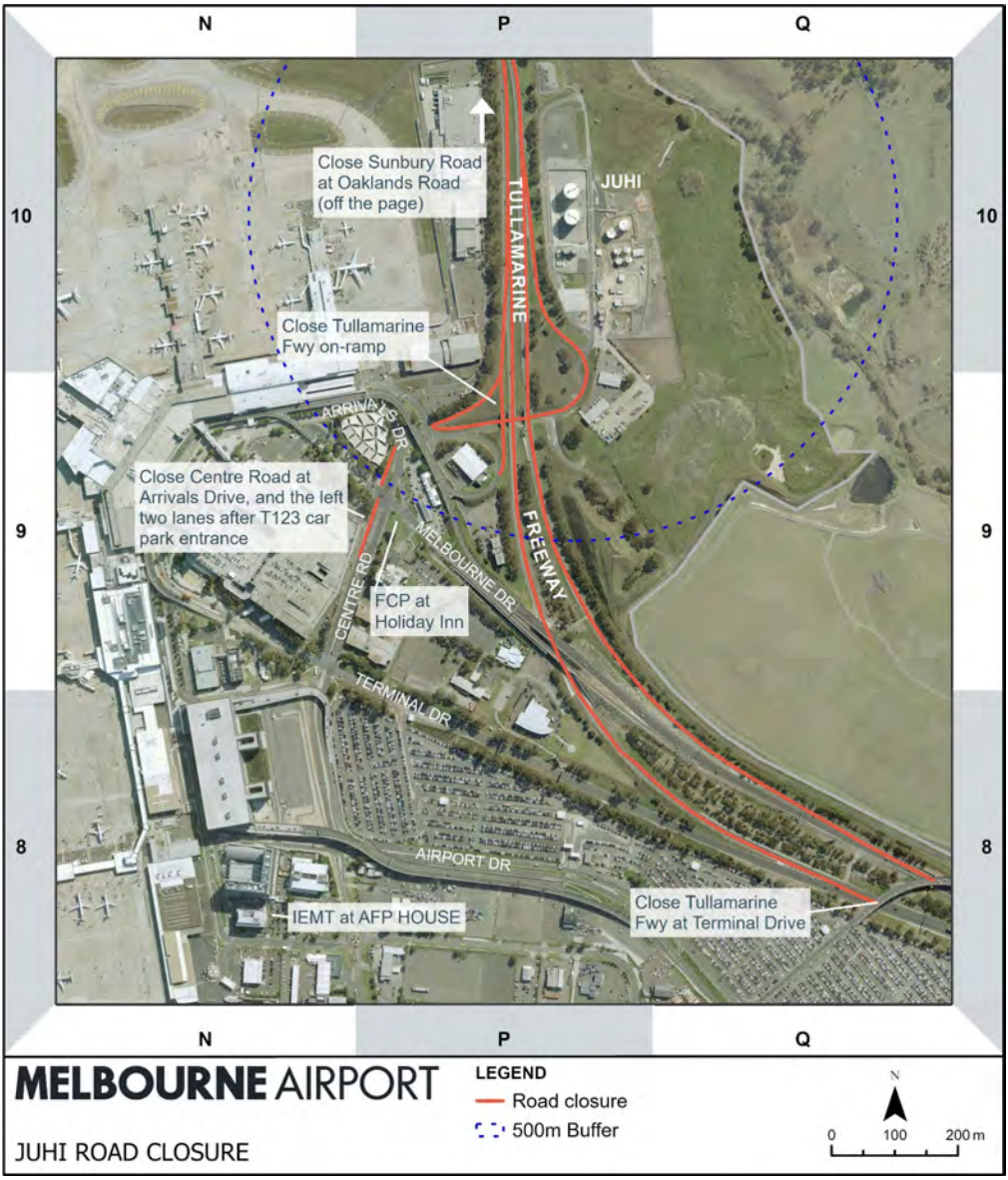
Other (Where incident affects airport operations)

Airport Forward Commander **03 9297 1484**	Role	Act as an airport liaison to the IEMT if required. Preserve the integrity of safety and security for airside operations
	Immediate Action	If airside access required: Liaise with Incident Controller for escort and staging requirements where required Arrange escorts for emergency services if required Advise Incident Controller of any impacts to the airport
Airport IOC **03 9297 1601**	Role	Communication and Coordination for Melbourne Airport resources.
	Immediate Action	Activate the Airport Forward Commander Assist the Airport Forward Commander with activating other resources as required Provide situational awareness of any impacts to airport operations

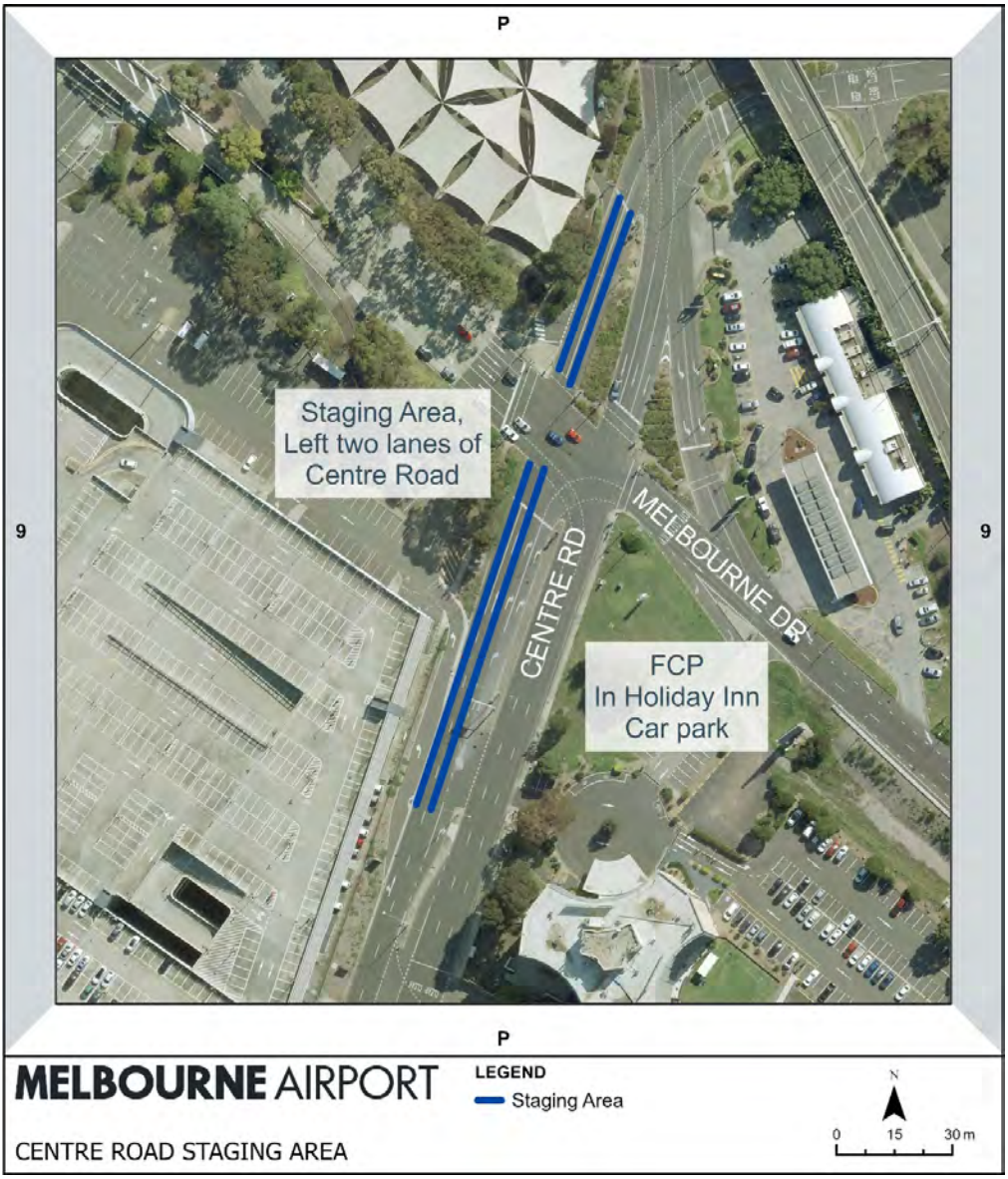
Staging Area

Staging area will be nominated by the control agency. Where staging is required to enter the airfield this will be at **Emergency Access Gate B,** Gate 27.

Sunbury Road Closure for JUHI

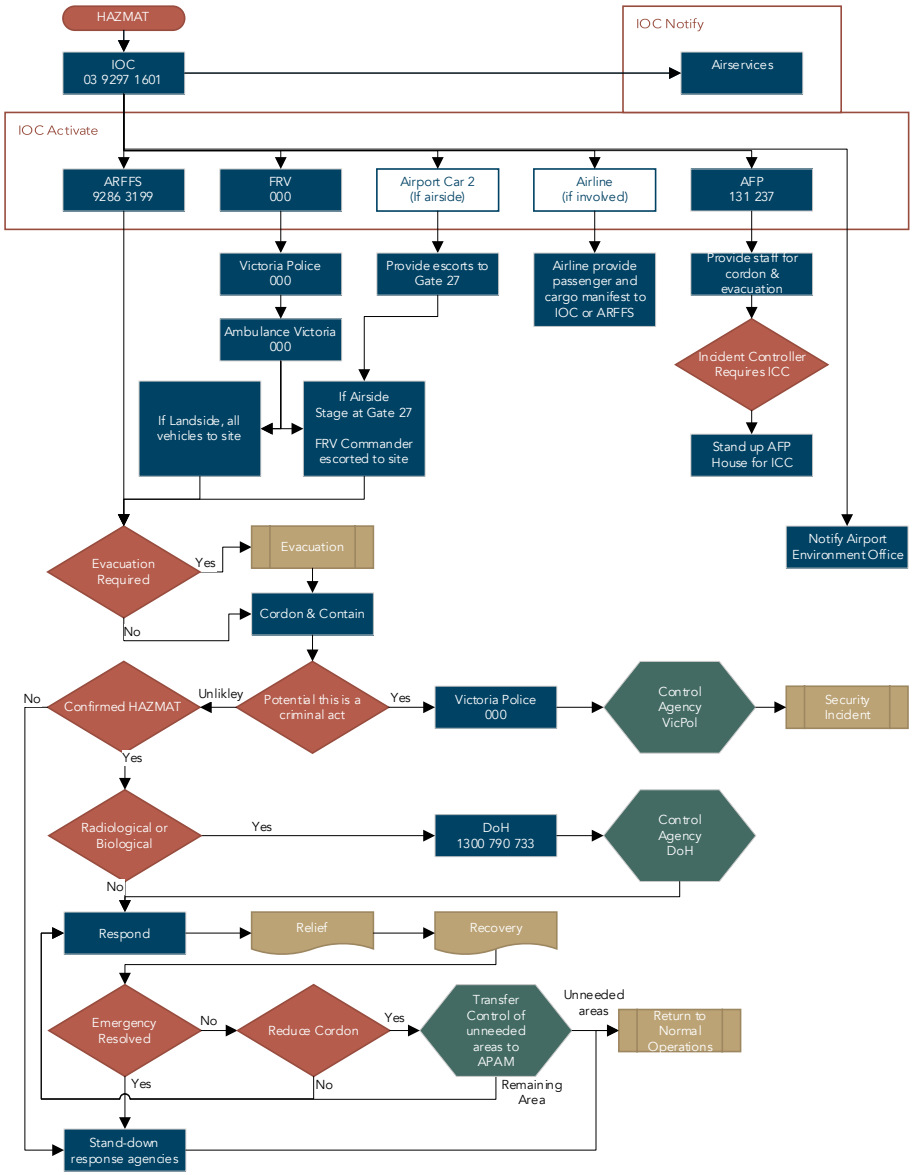


Staging Area for JUHI



HAZMAT

HAZMAT


HAZMAT
IOC
03 9297 1601
IOC Notify
Airservices
IOC Activate
ARFFS
9286 3199
FRV
000
Airport Car 2
(If airside)
Airline
(if involved)
AFP
131 237
Victoria Police
000
Provide escorts to
Gate 27
Airline provide
passenger and
cargo manifest to
IOC or ARFFS
Provide staff for
cordon &
evacuation
Ambulance Victoria
000
Incident Controller
Requires ICC
If Landside, all
vehicles to site
If Airside
Stage at Gate 27
FRV Commander
escorted to site
Stand up AFP
House for ICC
Notify Airport
Environment Office
Evacuation
Required
Yes
Evacuation
No
Cordon & Contain
No
Confirmed HAZMAT
Unlikley
Potential this is a
criminal act
Yes
Victoria Police
000
Control
Agency
VicPol
Security
Incident
Yes
Radiological or
Biological
Yes
DoH
1300 790 733
Control
Agency
DoH
No
Respond
Relief
Recovery
Emergency
Resolved
No
Reduce Cordon
Yes
Transfer
Control of
unneeded
areas to
APAM
Unneeded
areas
Return to
Normal
Operations
Yes
No
Remaining
Area
Stand-down
response agencies

Definition

HAZMAT is the presence of a known chemical liquid, powder or gas, or an unknown substance that requires a physical inspection in the appropriate HAZMAT equipment.

Biological or radioactive HAZMAT is the uncontrolled presence of biological or radioactive materials. Examples could be damaged vaccination supplies (biological) or damaged survey equipment (radioactive).

Notes

Access to Airfield. Due to the unfamiliar nature of the Airfield environment and CASA regulations, all emergency vehicles must be escorted, maximum of two vehicles per escort. The FRV Commander will be escorted immediately on arrival at the emergency access gate (see airfield access). The remaining emergency service vehicles are to stage and wait to be called forward with an escort, in the priority the FRV Commander determines. Emergency vehicles are not to be handed over to ARFFS once on site, they must be handed over to an escort who must remain on site (e.g. an ASO, WSO or other appropriately responsible airport employee or contractor).

Emergency access gate and staging area shall be Gate B/27 unless ARFFS Commander determines a better location for the incident.

Control Agencies:

FRV are the control agency for HAZMAT.

DoH are the control agency for HAZMAT Biological and Radioactive unless it is weaponised or suspected to be part of a criminal act. Incident becomes a Class 2 emergency.

Note: Where appropriate, ARFFS may take incident control when the HAZMAT incident significantly affects an aircraft or the aerodrome and resources are sufficient to maintain category for incoming aircraft.

DJSIR must be notified if the incident has, or potentially has, an economic impact to the State (through the DJSIR State Duty Officer 0428 863 564)

Drainage system. If any substance has the potential to enter the stormwater drainage system, Melbourne Airport environmental team (via Airport IOC) must be notified immediately so action can be taken to prevent it traveling to the Melbourne Water catchments.

Environmental Protection Melbourne Airport environment team will be notified, via an internal SOP, of any liquid spill, so they can quickly arrange for drains to be isolated. Where an incident occurs the Airport Environment Office should be notified as the statutory authority for environmental hazards on Airport land.

Fuel Spill. ARFFS are responsible for responding to an aircraft fuel spill. ARFFS will activate FRV if the incident is beyond the capability of ARFFS or significantly affects ARFFS response category.

RPAS. FRV's standard level 3 alarm will deploy RPAS (Drones) to the incident. However, RPAS must not be used within 5.5km of the airport, without Airservices approval. The use of RPAS must be carefully coordinated to avoid unnecessary impact to Melbourne and Essendon airports. 'Unknown' RPAS may be disabled or destroyed by the AFP or the airport.

Security Incident. If there is a suspicion that any HAZMAT incident is the result of an intentional malicious act, or is weaponised, this becomes a security incident, and AFP and VicPol should be notified immediately.

Control Agency

Fire Rescue Victoria **000**	Role	CONTROL AGENCY – except Biological and Radioactive materials Provide HAZMAT response
	Immediate Action	Proceed to incident scene Proceed to emergency access gate (see airfield access) and await escort FRV commander to be escorted to site immediately Form IEMT

Response Support Agencies

ARFFS **03 9286 3199**	Role	Aviation fire and rescue capability and technical advice on aviation incidents.
	Immediate Action	Initial response to incident. Conduct rescue if necessary. Obtain passenger and cargo manifest from airline or Airport IOC if airline related. Establish a cordon.
AFP **131 237**	Role	Provide security and resourcing in support of VicPol
	Immediate Action	If landside, attend site and provide traffic and crowd control for any evacuation. If an ICC is required, prepare AFP House
Airport Forward Commander **03 9297 1484**	Role	Aerodrome operation capability
	Immediate Action	Proceed to ARFFS Commander's location to form IEMT. Preserve the integrity of safety and security for airside operations. Activate airfield emergency roles. Establish the passenger evacuation management system (PEMS) Ensure the Forward Command Vehicle is being deployed.

Ambulance Victoria **000**	Role	Health Commander Coordinate the medical and health response during the incident
	Immediate Action	Proceed to emergency access gate and staging area (see airfield access) and await further instructions from the IC Provide triage, pre-hospital care and patient transport capability. Provide health monitoring to responding agencies
Victoria Police **000**	Role	Emergency Response Coordinator
	Immediate Action	IERC/MERC to confirm with AFP, if ICC is required at AFP House Provide coordination support to the Incident Controller

Other

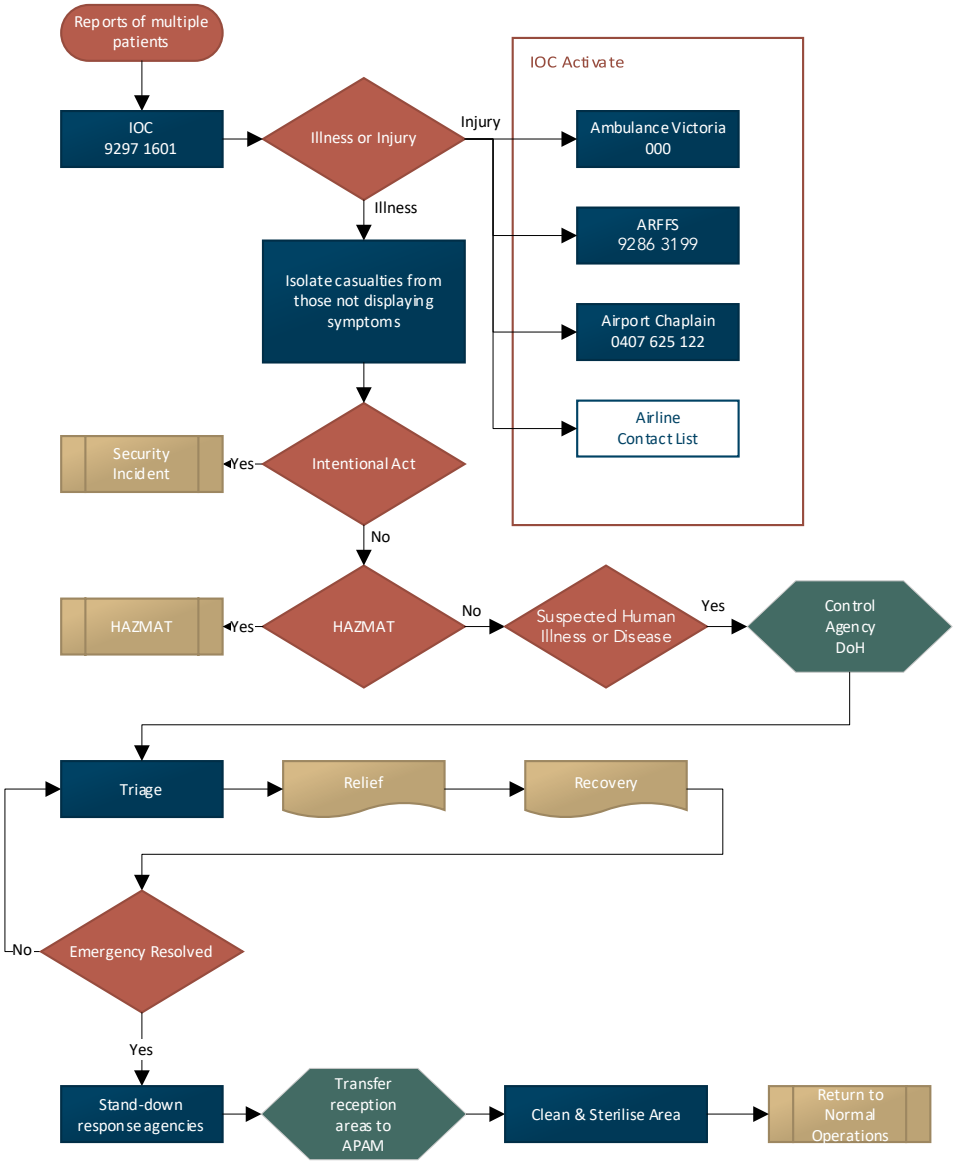
Airport IOC **03 9297 1601**	Role	Communication and Coordination for Melbourne Airport resources.
	Immediate Action	Activate emergency response procedures. Obtain passenger and cargo manifest from airline, if applicable

Staging

Emergency Access Gate B is the primary response gate for **HAZMAT.**

HUMAN HEALTH EMERGENCY

Human Health Emergency



Definition

A class 2 health emergency is the initial detection of any plague, epidemic or contamination incident that effects, or has the potential to effect humans. This includes retail food contamination, drinking water contamination and human disease.

This does not include COVID-19.

Medical Emergencies

A medical emergency that requires advanced care where if left untreated poses an immediate risk to a person's life or long-term health.

Emergency access gate for Ambulance onto the airfield is Gate 39

Control Agency

Department of Health **1300 790 733**	Role	CONTROL AGENCY Class 2 Health Emergencies
	Immediate Action	Establish IMT Provide specialist advice

Other

Ambulance Victoria **000**	Role	Health Commander – Coordinate the medical and health response during the incident
	Immediate Action	Provide triage, pre-hospital care and patient transport capability.
Airport IOC **03 9297 1601**	Role	Communication and Coordination for Melbourne Airport resources.
	Immediate Action	Activate response agencies. Implement APAM emergency procedures.
ARFFS **03 9286 3199**	Role	Initial response for life threatening medical emergencies
	Immediate Action	Respond to scene Provide first aid and resuscitation until AV arrive

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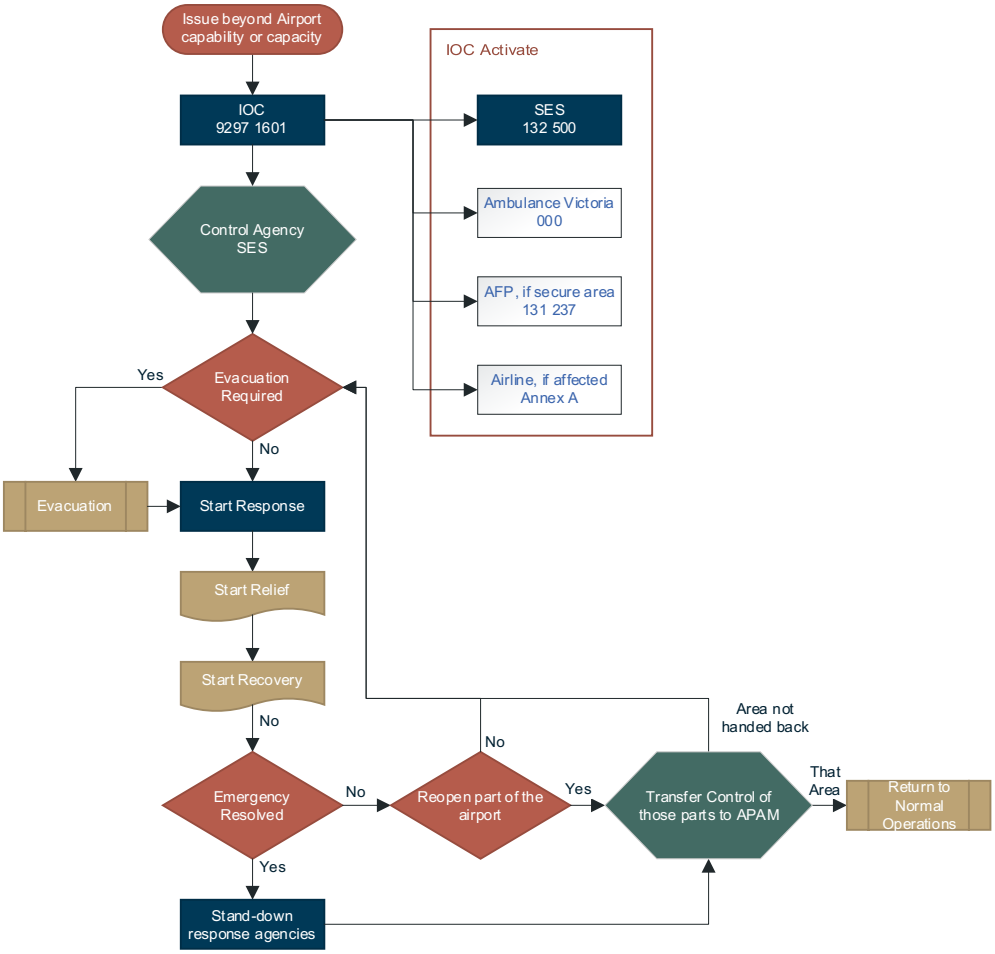
NATURAL DISASTER

Natural Disaster



Definition

Natural disasters considered are flood, earthquake, or storm affecting Melbourne Airport property.

Notes

Control Agency is SES. However, as the natural disaster is likely to have affected a wider geographic area than just the Melbourne Airport precinct, Melbourne Airport will likely deal with issues on its land to allow SES to concentrate elsewhere. The Airport Commander will keep the Incident Controller informed of readiness, response, and recovery progress via the Regional Emergency Management Team.

Control Agency

VIC SES **132 500**	Role	CONTROL AGENCY Provide natural disaster response capability.
	Immediate Action	Establish IMT

Response Support Agencies

AFP **131 237**	Role	Policing capability
	Immediate Action	Provide security and crowd control policing if required. Contact Airport IOC to understand evacuation plan and any effect on airport security
Ambulance Victoria **000**	Role	Health Commander – Coordinate the medical and health response during the incident
	Immediate Action	If there are casualties, provide triage, pre-hospital care and patient transport capability. Respond to incident location

Other

Airport IOC **03 9297 1601**	Role	Communication and Coordination for Melbourne Airport resources.
	Immediate Action	Activation of required agencies Coordinate evacuation of affected area if required

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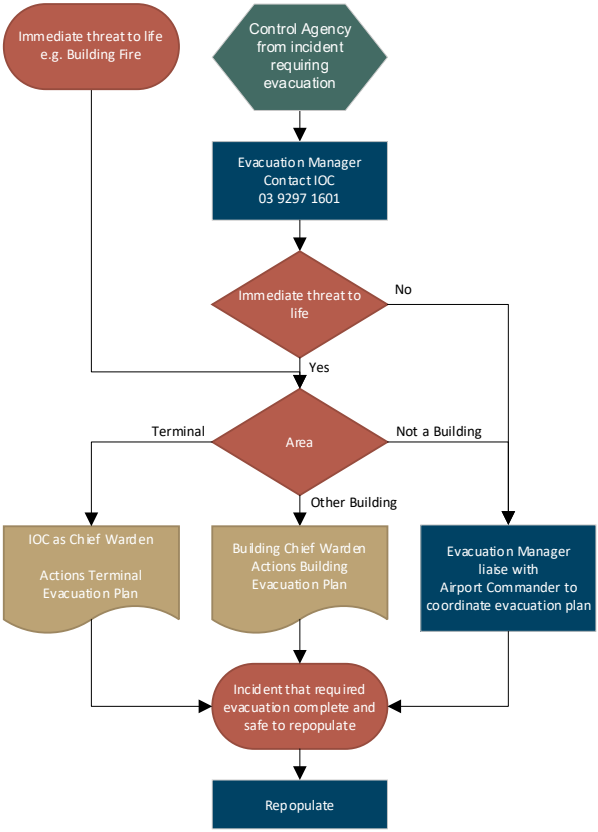
EVACUATION

Evacuation


Immediate threat to life e.g. Building Fire
Control Agency from incident requiring evacuation
Evacuation Manager Contact IOC 03 9297 1601
Immediate threat to life
No
Yes
Terminal
Area
Not a Building
Other Building
IOC as Chief Warden
Actions Terminal Evacuation Plan
Building Chief Warden Actions Building Evacuation Plan
Evacuation Manager liaise with Airport Commander to coordinate evacuation plan
Incident that required evacuation complete and safe to repopulate
Repopulate

Evacuation
Coordinating Agency: **Victoria Police**

Definition

Evacuations can vary from a small part of a single building to a large part of the airport precinct, depending on the incident causing a need for evacuation.

Unplanned evacuations occur where there is an immediate need to evacuate a space to protect life. The decision to evacuate is usually made by the Chief Warden of the affected building, the Airport Commander, or the Control Agency of the incident causing the need for evacuation, however, evacuation may also be triggered by any person activating an evacuation alarm, such as a break glass

Planned evacuations will be managed by a Police Evacuation Manager in consultation with the Airport Commander and Control Agency of the incident. These are events where the threat to life is not immediate, and a controlled evacuation will reduce the risk of injury. Planned evacuation should follow the procedures in **JSOP 3.12 Planned Evacuation for Major Emergencies.**

Notes

Terminal Evacuation

- The IOC is the Chief Warden and can use the EWIS & PA to make evacuation announcements.
- Terminal Evacuation Plan has detailed information about the command structure and process for several incidents requiring terminal evacuation.

All other evacuations

- Notify the IOC to coordinate an orderly evacuation plan.
- The Airport Commander can offer airport staff, traffic management, and security contractors, who understand the precinct and can assist in evacuating public in an orderly manner

Evacuation
Coordinating Agency: **Victoria Police**

Evacuation Manager

Victoria Police **000**	Role	EVACUATION MANAGER
	Immediate Action	Liaise with Incident Controller and Airport Chief Warden to develop a coordinated evacuation plan

Other

Airport IOC **03 9297 1601**	Role	Chief Warden for Terminal
	Immediate Action	Activate evacuation when there is an immediate threat to life or as directed by Airport Commander Assist Victoria Police and Incident Controller as required.
AFP **131 237**	Role	Assist Victoria Police with an orderly evacuation
	Immediate Action	Liaise with Evacuation Manager

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EMERGENCY RECEPTION CENTRE

Emergency Reception Centre

The aim of the Melbourne Airport Emergency Reception Centre is to minimise passengers' emotional trauma by expediting their departure and arranging at home welfare arrangements. These arrangements are generally managed by the airline in line with the Australian Government's Family Assistance Code.

This is not an Emergency Relief Centre.

Definition

The primary location for the Melbourne Airport Emergency Reception Centre (MelERC) is Melbourne Jet Base and is the collection of the following areas:

Passenger Reception Area

Located in the adjoining hangar of Melbourne Jet Base, the passenger reception is used for processing the uninjured or slightly injured passengers (walking wounded), confirm passenger numbers and identification through using a registration system and where police interviews are completed, basic welfare is provided, and temporary travel and accommodation needs are met.

Family and Friends Reception Area

Located at Melbourne Jet Base canteen, this is where one member of family or friend of a passenger can be assembled, registered, and given information regarding the emergency.

Crew Reception Area

The accommodation suites of Melbourne Jet Base. A separate area from passengers, inquirers, and other staff of the airline. This area is to keep crew separated until the police and ATSB interviews are completed, and for the welfare of crew who may be subjected to abuse from surviving passengers. The affected airline's lounge or office should not be used. The timing of the separation will be dependent on the level of assistance the crew can provide at the emergency site.

Matching Area

Used for reuniting inquirers with passengers prior to departing the airport, informing inquirers which hospital their passenger has been admitted, or informing inquirers their passenger is deceased. It is the location where any final arrangements for relief support to be made.

MelERC Coordination Area

Conference room and adjacent lounge area of Melbourne Jet Base. For agencies to coordinate the MelERC operation and resources.

Inquirers arriving at Melbourne Airport

Another area required post-incident, but is not located in the same location, is the **Inquirer Contact Point** for the initial registration with the airline as being the one (1) person (excluding minors or vulnerable persons) that will be escorted to the Family and Friends Reception Area.

Location:

- Domestic Airlines shall allocate check-in desks within their terminal and notify the Airport IOC.
- International Airlines shall be allocated a T2 check-in zone by the Airport IOC for this purpose.
- Domestic Airlines, with an affected international flight, due to their airline branding external to, and throughout, the terminal should also use their domestic check-in area.

The Airport Emergency Relief Plan has further detail about the roles and function of agencies. The following pages of the AEP outline the roles and initial actions of the agencies to setup and operate each reception area.

Activation

The full MelERC will be automatically activated by the Airport IOC for:

- Aircraft Crash on Airfield; or,
- Security Incident on a Moving Aircraft (e.g., Hijack, bomb threat) onboard an aircraft.

The Inquirer Contact Point will be automatically activated by the Airport IOC for an Aircraft Crash or Missing Beyond 1km, for an aircraft that had departed from, or was expected to arrive at Melbourne Airport.

Parts, or the full, MelERC can also be activated by the Airport Commander on request from the Control Agency for any other emergency

Transport

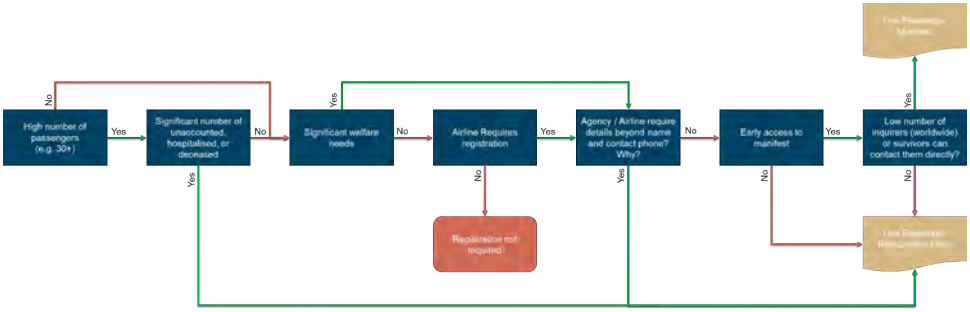
Transport of passengers, inquirers, crew from an incident within 1km of the airfield to the MelERC will be arranged by the Airport IOC.

Transport from the terminal to the MelERC for terminal-based staff to the MelERC will also be arranged (airline, GHA, and APAM staff).

Transport from the Matching Area to accommodation is the responsibility of the airline.

Registration Objective

Collect essential information from affected persons, by the most efficient means.



Border Control

Section 166 of the Migration Act sets out the evidence that most persons entering Australia are required to present to a Clearance Authority in order to be immigration cleared under section 172.

Section 167(2) and 43(1)(c) of the Migration Act recognise that, because of an emergency situation that places a person's health and safety at risk or because of another prescribed reason, persons might not enter Australia at a port, and might not be able to comply with section 166 immediately upon arrival. In these situations, regulation 3.04 states that a person must comply with section 166 of the Migration Act within 2 working days at any port where a clearance officer is present or at a departmental office.

ABF will work with authorities to achieve this in the most efficient and practical way to minimise the stress of passengers.

MelERC Handbook

Further detailed procedures, including alternative arrangements for the Melbourne Airport Emergency Reception Centre are available in the MelERC Handbook which can be obtained from Melbourne Airport resilience team by emailing resilience@melair.com.au.

Coordinating Agency

Melbourne Airport **03 9297 1601**	Role	Operation of the Emergency Reception Centre
	Action	Lead the operation of the MelERC. Coordinate the functions of the MelERC and ICP. Coordinate the registration and aid delivered to passengers and crew, family, and friends.

Relief Coordinating Agency

The relief coordinating agency is determined by the SEMP and is dependent on whether the incident is managed at a State, Region or Incident level. The incident controller will activate the appropriate agency, in consultation with the relief coordinating agency and the Emergency Response Coordinator who will discharge their responsibilities in support of the airline where they cannot meet the needs of passengers and their families.

Activating a State Emergency Relief Centre

The relevant Incident Controller in consultation with the MERC and MERO from Hume Council will determine if an Emergency Relief Centre should be activated as per the SEMP. An ERC would support the Reception Centre and is not designed to replace it.

Support Agencies

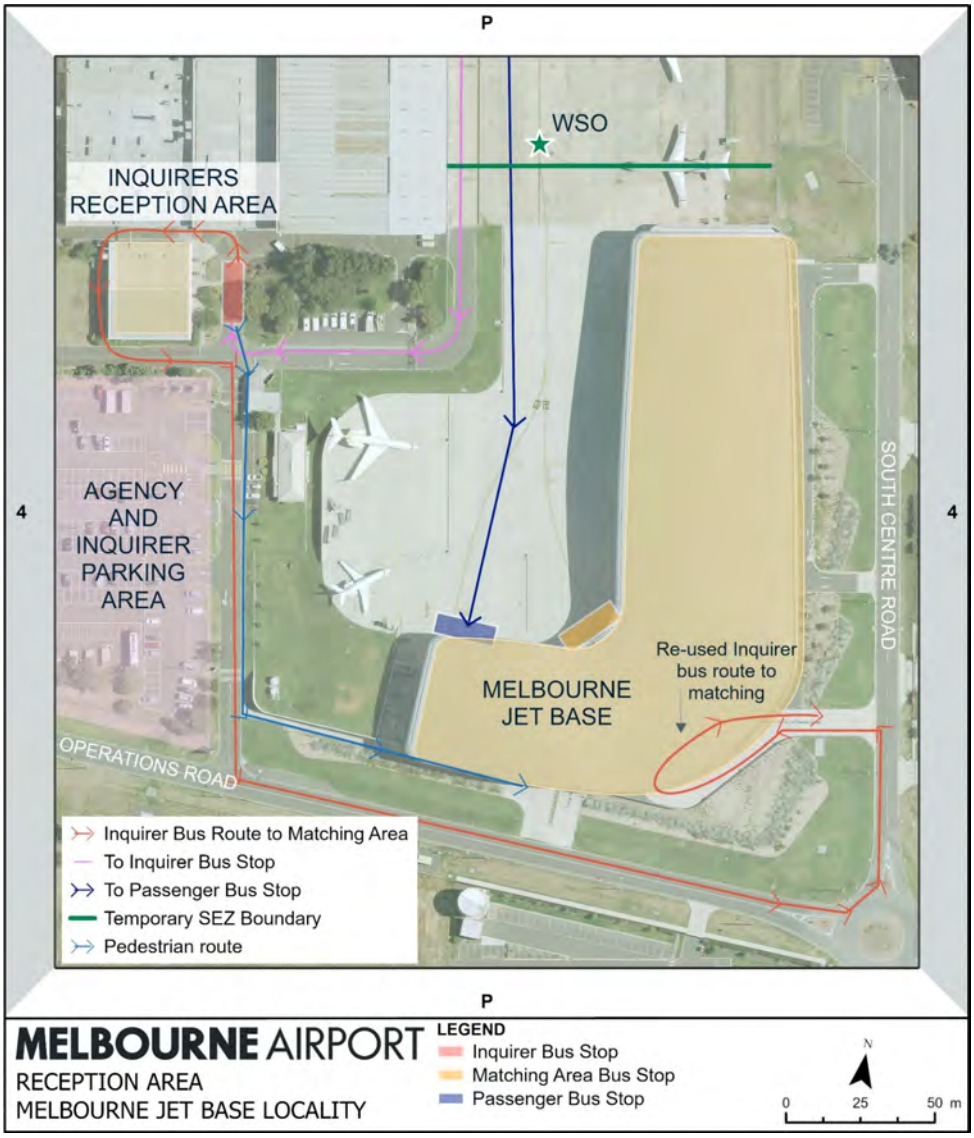
Victoria Police **000**	Role	Emergency response coordinator Policing, security and criminal investigation capability
	Action	Provide a security escalation point. Prioritise passenger/family and friends matching. Manage complex issues as they arise e.g. unaccompanied minors. Conduct investigations as required. Authorise the release of passengers.
Ambulance Victoria **000**	Role	Health Commander Coordinate the medical response
	Action	Provide one (1) paramedic to the passenger reception area initially. Lead any pre-hospital care with the support of St. John Ambulance.
St John Ambulance **03 9544 0175**	Role	Provide pre-hospital first aid and emergency support as per the SEMP
	Action	If activated by Ambulance Victoria or Victoria Police: Respond to the MelERC Liaise with Health Commander or ERC Manager Provide first aid
VCC **03 9654 1736**	Role	Provide psychosocial support under the direction of DFFH Melbourne Airport Relief Coordinator
	Action	If activated by DFFH or Victoria Police: Respond to the MelERC Liaise with DFFH Agency Lead or ERC Manager Provide psychosocial support services to passengers and crew

Other Agencies

Airline **Coordinate contact through the IOC**	Role	Responsible for passenger welfare as per the Family Assistance Code
	Initial Actions Priority	The following (minimum) should report to the MelERC Lead, then deploy: - four (4) staff to Inquirer Contact Point in the terminal - four (4) staff to the Emergency Reception Centre Manage the inquirer contact point – confirming family member or friend (and any dependents) that will attend the Inquirer Reception Area. Assist with registration and passenger welfare at the Emergency Reception Centre
ABF **03 9339 1328**	Role	Border Control functions as per legislative responsibilities
	Action	Provide agency commander to the MelERC Coordination Area to understand resourcing. Support Victoria Police by providing resources where available to assist with management of passengers. Communicate with Victoria Police any persons of interest on board the aircraft.
AFP **131 237**	Role	Support Victoria Police with policing duties.
	Action	Respond a member to the MelERC. Liaise with Police Commander or attend agency brief. Support Victoria Police by providing resources where available to assist with management of passengers.

Airport Chaplain **0407 625 122**	Role	Provide psychosocial support to airport and airline staff and assist with support of Passengers and Crew.
	Action	Respond to the MelERC Provide psychosocial support in the passenger reception area until relieved by VCC. Then, Provide psychosocial support to airport and airline staff.
Biosecurity **1800 858 714**	Role	Provide biosecurity processing for international flights, at the passenger reception area.
	Action	Provide agency commander to the MelERC Coordination Area to understand resourcing. Alert Police Commander of any POIs. Declarations will only be required if there is intelligence to suggest it is required and approval must be sought from incident controller.
Ground Handler **Coordinate contact through the IOC**	Role	Perform the Airline's role in the absence of, or until relieved by, the Airline.
	Action	Provide staff to fulfil the airlines resourcing requirements Contact Airline to allocate staff resources Respond to the MelERC and connect with the airline lead.
ISS Security **Coordinate contact through the IOC**	Role	Provide security services to the MelERC under the direction of Melbourne Airport.
	Action	Activate emergency response procedures as agreed with Melbourne Airport. Assist with setting up the MelERC facilities. Assist with greeting passengers and crew. Assist with staff sign in at the MelERC.

MelERC Maps


P
WSO
INQUIRERS RECEPTION AREA
AGENCY AND INQUIRER PARKING AREA
4
4
SOUTH CENTRE ROAD
MELBOURNE JET BASE
Re-used Inquirer bus route to matching
OPERATIONS ROAD
Inquirer Bus Route to Matching Area
To Inquirer Bus Stop
To Passenger Bus Stop
Temporary SEZ Boundary
Pedestrian route
P
MELBOURNE AIRPORT
RECEPTION AREA
MELBOURNE JET BASE LOCALITY
LEGEND
Inquirer Bus Stop
Matching Area Bus Stop
Passenger Bus Stop
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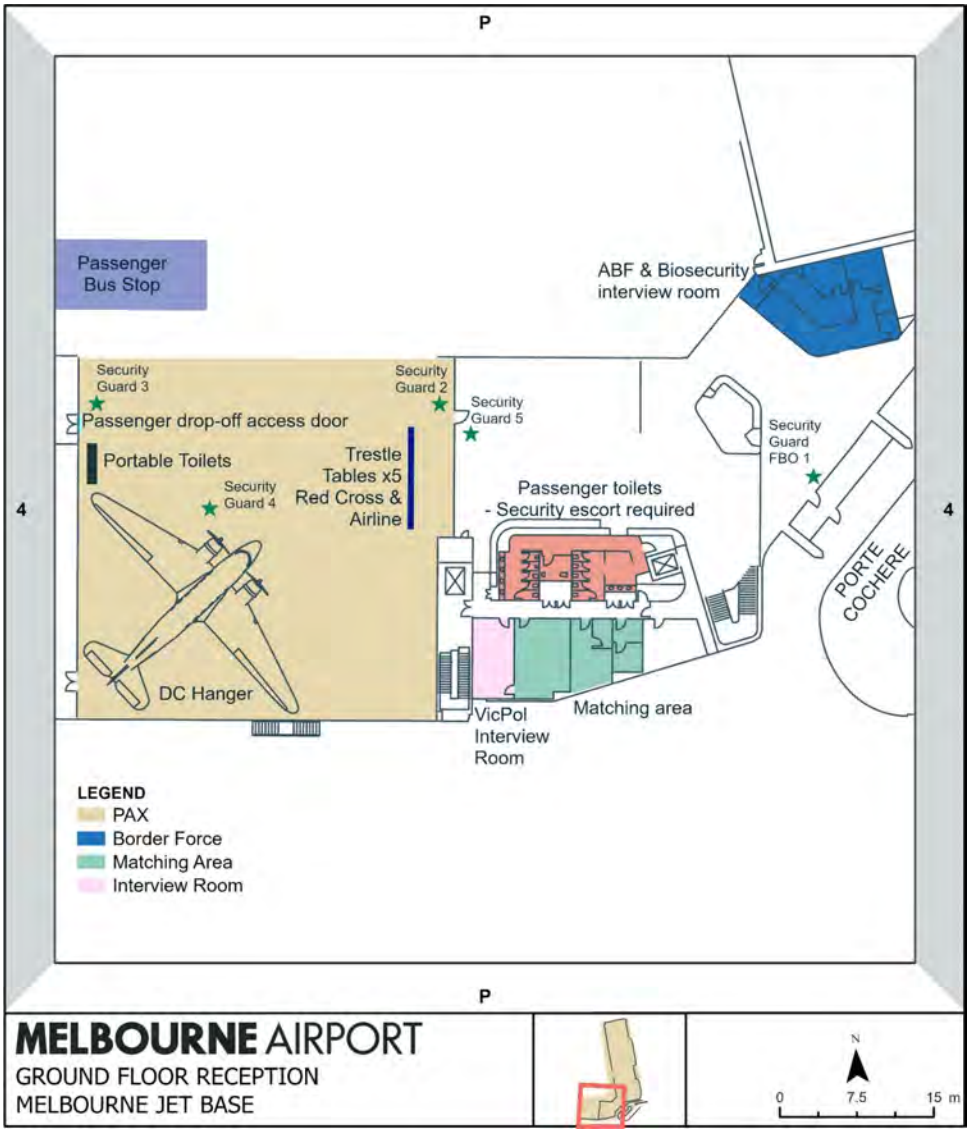
P
Passenger Bus Stop
ABF & Biosecurity interview room
Security Guard 3
Security Guard 2
Passenger drop-off access door
Security Guard 5
Portable Toilets
Trestle Tables x5 Red Cross & Airline
Security Guard 4
Security Guard FBO 1
Passenger toilets - Security escort required
4
4
PORTE COCHERE
DC Hanger
VicPol Interview Room
Matching area
LEGEND
PAX
Border Force
Matching Area
Interview Room
P
MELBOURNE AIRPORT
GROUND FLOOR RECEPTION
MELBOURNE JET BASE
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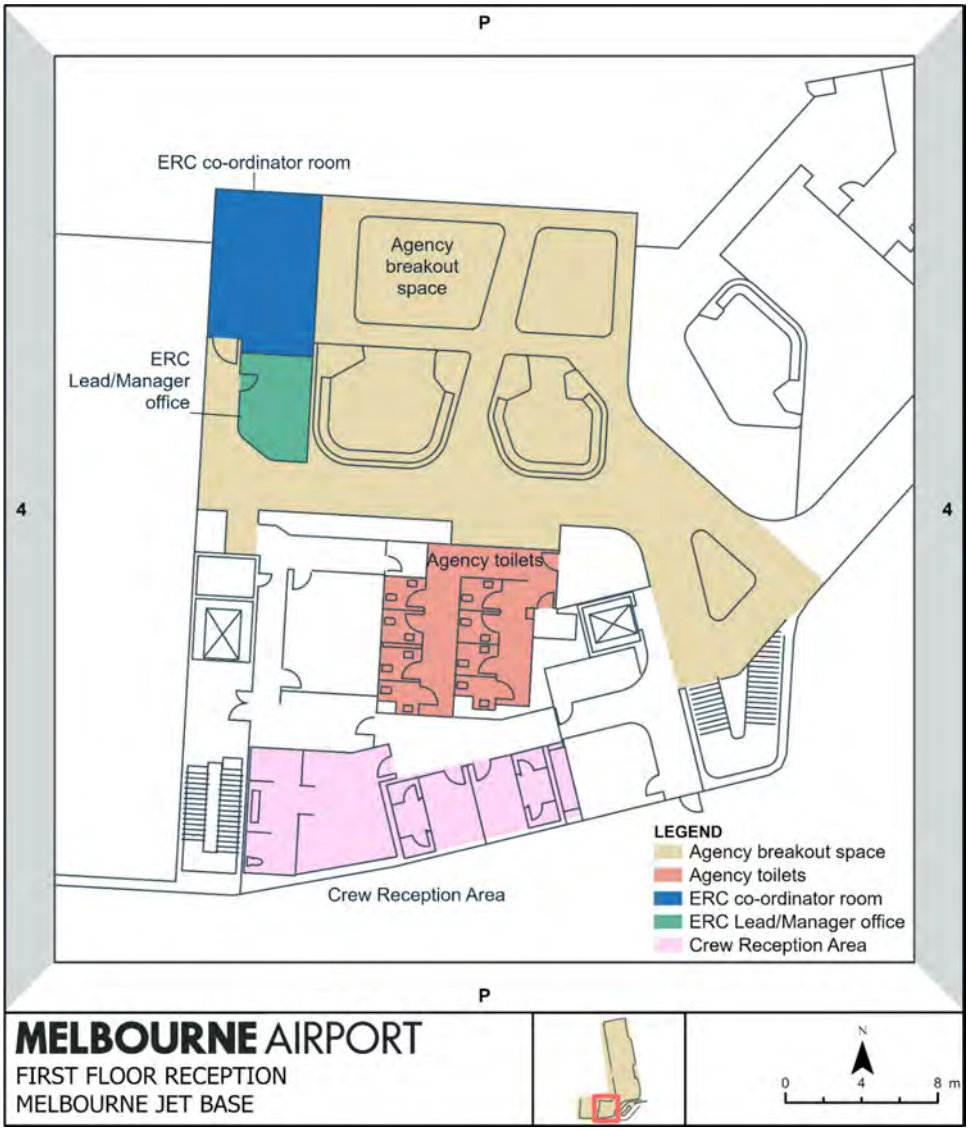
P
ERC co-ordinator room
Agency breakout space
ERC Lead/Manager office
4
4
Agency toilets
Crew Reception Area
LEGEND
Agency breakout space
Agency toilets
ERC co-ordinator room
ERC Lead/Manager office
Crew Reception Area
P
MELBOURNE AIRPORT
FIRST FLOOR RECEPTION
MELBOURNE JET BASE
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0
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Traffic Management and Access Control

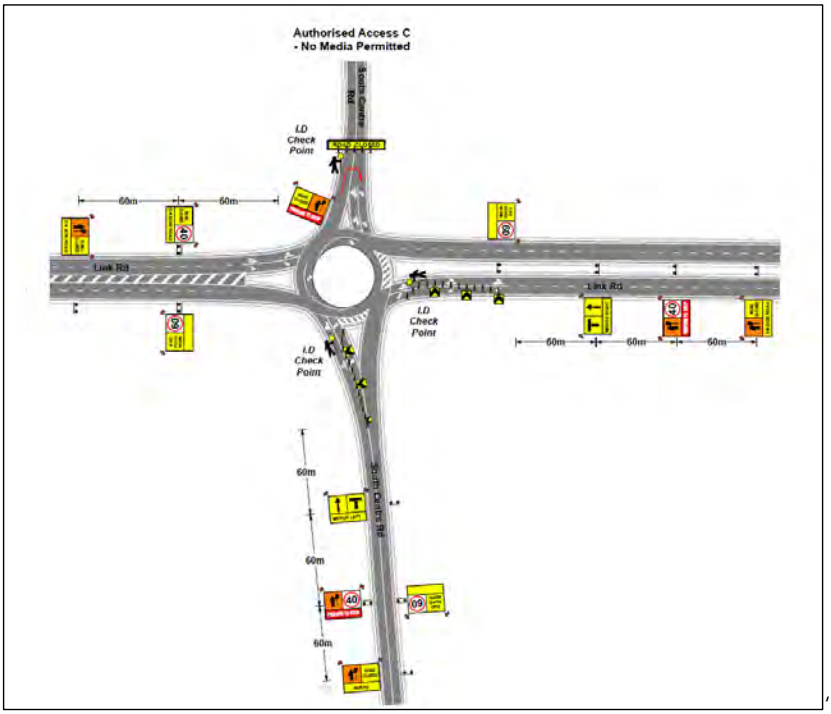
Access control

Will be allowed to:

- any emergency service in uniform or in a marked vehicle
- any employee, whose place of work is within the access-controlled area (e.g. Airservices, Maintenance bases, catering), permitted by displaying an ASIC

Will be restricted from entering:

- Media
- General Public
- Maintenance and construction employees and deliveries
- Freight handling



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AERODROME RECOVERY

Aerodrome Recovery

The impact of a runway or terminal closure, no matter the duration is likely to have worldwide effects, potentially lasting days. The diversion of flights to other major Australian airports is likely to have created incidents at those locations as those airports provide relief to thousands of unexpected passengers.

Planning for return to normal operations should begin as soon as practical, to inform the airlines, Airservices, and other airports to minimise the impact on them. This should begin as soon as practicable after the start of a concurrent incident, i.e., while the incident is still in the response phase.

Recovery Team Membership

The team is formed with the following attendees, or their nominated representative, and is responsible to the IEMT via the Airport Commander. The Airport Commander may appoint a recovery lead, most likely from one of the following core attendees:

Melbourne Airport

- Aircraft Bay Planner
- Airfield Manager
- Facilities Manager
- Ground Transport Operations Manager (if there are impacts on the road network)
- Integrated Operations Centre Manager
- Security Manager

External Agencies

- Airservices Network Operations Manager
- Airline Representative (if affecting a single airline)

Considerations for a Return to Operational Status

The capacity for Melbourne Airport to process aircraft and passengers is reliant on many factors. Therefore, the Recovery Team should agree on a plan before Airservices issues new or amended clearances for aircraft delayed on the ground, in the air, or entering the Australia FIR.

Airservices Readiness:

- What NOTAMs have been issued on the current airport status?
- What airspace is, or needs to remain, restricted or closed?
- Are there any existing ground stops or METRON delays/restrictions currently in place at other ports?
- Is the tower or centre restricted to contingency operations due to (controller availability, system defects etc.) due to the incident?
- What aircraft are still inbound (i.e. have not begun diversion)? Should these be considered the priority for arrivals, irrespective of aircraft size or passenger load?
- Are there weather forecast considerations that may affect any recovery plans?
    - Are we anticipating poor weather (e.g. CATIII-B ops), therefore significantly reducing the airport's capacity on movements anyway?
    - Are the conditions likely to reduce any aircraft types or airlines from operating anyway?
- What is the status of the aviation network overall?
    - What other airports are significantly affected by Melbourne's closure? This may assist in discussions with airlines about priorities
    - Are there any considerations, such as curfews at other airports that may determine the priority of flights?

Airfield Readiness:

- What movement areas are still available?
- Is there a way to use what's available for some operations (e.g. shortened runway length that may, longer taxi route?
- Are any obstacles affecting obstacle clearance surfaces (e.g. a crane removing disabled aircraft encroaching PANS-OPS surface)?
- Has the disabled aircraft recovery plan been activated?
- Which areas will continue to be affected by movements to/from the incident site, can this be mitigated with WSO's in place?
- Have the Airside Safety Officers completed an inspection of the movement area?
- Do these movement areas have all the available lighting, if not can the movement area be used (e.g. Day VMC)?
- Are all on-field navaids available? If not:
    - Do they have a NOTAM?
    - Are they necessary for the current weather forecast?
- If airport is currently IMC, do we accept the increased risk associated with landing or departing aircraft in poor weather and the abnormal airfield condition (additional vehicles, and other distractions)?
- Is JUHI and the apron fuel network fully operational?

Return to Unrestricted Aircraft Operations

Return to unrestricted aircraft operations means the re-commencement of all scheduled of aircraft movements from their normal gates, without any unplanned restrictions to airfield movement areas, or to the passenger journey, including the landside road network.

To achieve this:

- The airfield must be secured. With any vehicles or personnel associated with the incident screened and under escort, as any other airfield contractor would be expected to comply with.
- All paperwork expected during planned works are to be completed. This includes, but is not limited to risk reviews, instructions to supervising staff, method of works plans, and NOTAMS.

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FACILITIES

Facilities

Melbourne Airports complexity and resources available means that there are a number of locations where emergency response occurs from. This section will detail the various locations and their function.

Incident Control Centre – AFP House

Purpose built emergency operations centre. Has IMT room, EMT room, kitchen, and ample space to expand operations if required.

(ICAO/IATA reference Emergency Operations Centre or EOC)

Location	2 Francis Briggs Road, AEP Grid Map Ref: N8
Comms	Airport Operations, Airport Non-Operations, AFP Operations, APAM_LE, Victoria Police
CCTV	Yes
Operation	AFP Duty Sergeant is responsible for activation and access Automatically activated as ICC for: - Aircraft Crash - Full Emergency - Active Armed Offender - Security Incident on a moving aircraft (Hijack) - JUHI Fire Activated on request for all other emergencies

Forward Command Post

The Forward Command Post (FCP) is the location at which the IEMT control an incident from until the ICC is established. It then becomes the forward operating point for coordinating the response. It refers to the location that the Incident Controller or control agencies Forward Commander chooses work from.

To identify this location and support operation, Melbourne Airport's Forward Command Vehicle (FCV) with be located there. The FCV provides a working location and suppliers, maps, communication equipment, internet access and other resources to support all agencies.

Location	Deployed by Melbourne Airport the location requested by the Incident Controller.
Comms	Airport Operations, Airport Non-Operations, ARFFS Operations, Victoria Police
CCTV	Yes, via Ethernet and 5G
Power	Yes. 12V and 240V power outlets.
Operation	Vehicle is operated by the Airport Forward Commander.

Integrated Operations Centre

Purpose built operations centre for the airport. Provides a principal communication and coordination point for airport. Has IMT room, breakout room, and kitchen adjacent.

Location	Terminal 2, Level 2 above McDonalds, AEP Grid Map Ref: N9
Comms	Airport Operations, Airport Non-Operations, APAM_LE
CCTV	Yes
Operation	Airport operates this facility 24/7 Includes EWIS and FIP for making public announcements to all terminals

Fire Control Room

Purpose built fire control room and back up for the IOC should it need to be evacuated.

Location	T2 Apron level zone 21 in vicinity of Stair 83, AEP Grid Map Ref M10
Comms	Airport Operations, Airport Non-Operations Coordinates Airport Emergency Calls 03 9297 1601
CCTV	Yes
Operation	Operated by Airport when IOC evacuated, or on request of control agency Includes EWIS and FIP for making public announcements to all terminals

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GOVERNANCE

Governance

Melbourne Airport considers emergencies to be a shared responsibility governed by an all communities, all hazards approach. The responsibility for planning, preparedness response and recovery are that of the members of the Airport Emergency Committee.

Purpose

The Airport Emergency Committee is established to meet the requirements of the Civil Aviation Safety Regulation 1998 (The Regulation) for the planning and management of aerodrome emergencies. The Melbourne Airport Emergency Committee (AEC) provides expert advice on the establishment, review, testing and improvement of the Melbourne Airport Emergency Plan. In providing advice, the AEC must have due consideration to the safe operations of the airport. The AEC must also consider the current security environment, focus all planning activities on saving lives, maintaining aircraft operations and the timely restoration of airport operations.

Function

The functions of the AEC are to:

- involve emergency response and support agencies in the emergency planning at the airport;
- develop an exercise and training programme for the agencies involved in the response, relief, and recovery functions to airport emergencies;
- review the effectiveness of the plan (and any sub or supporting plans) on an annual basis;
- review the AEP risk assessment ensuring contemporary and emerging threats are considered and mitigated;
- continually review the committee membership to ensure that all agencies inclusive of airlines and Ground Handling Agents are represented at the appropriate organisational level on the committee;
- promote awareness of airport emergency preparedness amongst airport, airline staff, Ground Handling Agents and other government and non-government stakeholders;
- keep abreast of the developments in emergency management and where appropriate, share these enhancements amongst the committee for consideration of potential inclusion;
- identify emergency resources available on the airport and prepare procedures for the allocation and coordination of these resources;
- establish and review systems for use in supporting the command, control, coordination, consequences, communication, and community connection functions of an emergency operation at Melbourne Airport; and;
- establish communication networks within and between on airport and off airport response agencies.

Chairperson

As required by the Civil Aviation Safety Regulation 1998, the AEC will be chaired by an employee of APAM. Where the Chair is unavailable, APAM will provide an alternative chairperson. The Chair is responsible for:

- guiding the meeting according to the agenda and time available,
- ensuring all discussion items end with a decision, action, or definite outcome,
- reviewing and approving the draft minutes before distribution,
- authoring correspondence external to the AEC when a request for advice from the Committee has been sought.

Secretariat

The secretariat for the AEC will be provided by the Melbourne Airport Emergency Planning Manager. The secretariat is responsible for:

- being the primary liaison as the authorised person responsible for emergency planning arrangements,
- being contactable via, and is to monitor and respond to inquiries received via, resilience@melair.com.au,
- Scheduling meetings and notifying committee members,
- Inviting specialists/subject experts to attend meetings when required by the Committee,
- Preparing agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda,
- Distributing the Agenda and meeting materials at least 7 days prior to the meeting,
- Taking notes of proceedings and preparing minutes of meeting,
- Distributing the minutes to all committee members no more than four weeks after the meeting. The minutes should be checked by the Chair and accepted by committee members as a true and accurate record at the commencement of the next meeting.

Membership

There are two types of membership on the Airport Emergency Committee. Primary Members and Associate Members.

Primary Members are agencies that have responsibilities during the response phase of an emergency and count toward a chorum. Current primary members are:

- Australia Pacific Airports (Melbourne) – Chairperson, secretariat and specialist representatives
- Airservices Australia - Tower Operations
- Airservices Australia - Aviation Rescue Fire Fighting Service
- Ambulance Victoria
- Australian Federal Police
- Country Fire Authority
- Fire Rescue Victoria
- Hume City Council
- Victoria Police
- Victoria State Emergency Service

Associate Members are agencies and organisations that have responsibilities in support functions, relief and recovery phases and other stakeholders involved in the planning and preparation for emergencies. Associate members are not required to make a quorum.

Current associate members are:

- Airline representatives – Airport Operating Committee Representative (representing International Airlines), Domestic airlines are representative individually.
- Airport Chaplaincy (KorusConnect)
- Australian Border Force
- Australian Red Cross
- Department of Jobs, Skills, Industry and Regions (DJSIR)
- Department of Families, Fairness and Housing (DFFH)
- Emergency Recovery Victoria (ERV)
- Victorian Council of Churches Emergency Ministries

Committee members will cease to be a member of the AEC if they:

- resign from the committee,
- fail to attend three consecutive meetings without providing delegate/nominated representative to the Chair,
- resign from their employment; or,
- breach confidentiality.

Responsibility

Each Committee member is responsible for:

- providing a delegate/nominated representative at each meeting in their absence. Failure to attend three consecutive meetings without providing delegate/nominated representative may lead to the cessation of the membership,
- complying with the requirements for confidentiality, code of conduct and conflict of interest. The obligations also apply to the member's delegate/nominated representative,
- where appropriate, consulting with colleagues and relevant staff within their organisation or representative group to inform the advice given to the committee,
- when requested, providing feedback to colleagues and relevant staff within their organisation or representative group on meeting actions and outcomes,
- actioning the allocated meeting task(s) and completing the tasks within the agreed reasonable timeframe.

All documents circulated to the Committee for comment will include a reasonable and agreed response deadline. Where no communication is received post that deadline, it will be assumed there is no comment and the content within is agreed.

Meeting papers and draft documents sent to AEC members are confidential and not for circulation outside the Committee without explicit permission from the AEC Chair.

Accountability

Melbourne Airport's General Manager of Aviation Operations is accountable for ensuring that there is a committee as per MOS139.

Quorum

A quorum, consisting of the chair and six of listed primary members, must be present (in person or by teleconference) for decision-making. The AEC secretariat will make every effort to ensure there is a quorum for each Committee meeting. Cancellation of meetings due to lack of a quorum is at the discretion of the AEC Chair.

If a quorum is not achieved, committee matters can be discussed by the members present. Where a quorum has not been achieved, the members may not vote on any decisions.

Internal or external specialists/subject experts may be invited to attend the meeting at the request of the Chair on behalf of the committee to provide advice and assistance where necessary. They have no voting rights and may be required to leave the meeting at any time as requested by the Chair.

Frequency of Meeting

Meetings should be held approximately every three months and not less than once every six months. Meetings will usually be held onsite at Melbourne Airport. An extraordinary meeting may be called by half of the primary committee members, or by the AEC Chair, when required. Extraordinary meetings will be called with a minimum of 48 hours' notice (unless an urgent situation dictates sooner).

Subcommittees and Working Groups

The AEC may convene sub committees or working groups to address specific issues or to undertake specific tasks on behalf of the AEC. Sub committees and working groups are accountable to the AEC for decision making and reporting.

Sub committees are standing committees that are responsible for the ongoing development and management of specific items or issues that are relevant to the AEP and the effective management of emergencies at the Airport. Sub committees will have terms of reference prepared and agreed to by the AEC.

Any formed sub committees or working groups will report on their activities to each AEC meeting.

A working group is convened to address a specific issue or group of issues. A working group is limited in nature and not an ongoing committee.

Committee Performance

The performance of the AEC will be measured annually. Performance will be measured against the committee functions and the participant role descriptions. Performance of the AEC will be reported to the Head of Aviation Operations and Security annually. The AEC's Key Performance Indicators and performance measures are at the end of this section.

Amendments

The terms of reference will be reviewed annually at the last meeting of the calendar year to ensure the role of the Committee is clear and understood by members.

Supporting Plans

The following unclassified supporting plans relating to specific operations or functions may be issued to AEC members and other associated agencies as part of, and relating to, the AEP:

Melbourne Airport documents:

- Disabled Aircraft Recovery Plan
- Melbourne Airport Relief and Recovery Plan
- Melbourne Airport Emergency Reception Centre Handbook

External agency documents:

- Australian Government's Aviation Disaster Response Plan (AUSAVPLAN)
- Australian Government's Reception of Overseas Evacuees (AUSRECEPLAN)
- Victoria's State Emergency Management Plan (SEMP)
- North-West Metro Regional Emergency Management Plan
- Hume Municipal Emergency Management Plan
- Hume Municipal Emergency Relief and Recovery Plan

AEP Review

Review of the AEP shall be conducted:

- When the roles and responsibilities of any agency or organisation are changed
- In the event of legislative changes
- Following activation of the plan
- Following an exercise designed to practice or test any aspects of the AEP
- Not less than annually.

The review after an emergency will involve, where available, a representative from each of the response, relief, support, and recovery agencies involved. Where possible the review will be held within 30 days of any emergency and will be convened by the relevant control agency. The review session will be used to identify areas where the emergency plan might be improved.

A report consolidating all information provided during the review session will be published and circulated to all AEC members and other agencies that may benefit from the review findings.

The AEC will discuss and accept or reject the recommendations. Amendments to the AEP will be issued by the Chair of the AEC following endorsement of the recommendation(s).

AEC Key Performance Indicators

By 30 June each year:

1. Complete AEP review and ensure that AEP and supporting documentation is operationally ready:
   a. Ensure that the AEP content plans for the worst type of emergency situations that can conceivably occur at the airport.
   Evidenced by risk assessment documentation.

   b. Undertake desktop review of the AEP and supporting documentation to ensure the plan reflects operational requirements.
   Evidenced by records of desktop review and agency input into the content of the plan.

   c. Undertake desktop review of the AEP and supporting documentation to ensure that they operate effectively.
   Evidenced by desktop testing and exercising of the plan.

   d. Ensure that the review includes AEC member agencies.
   Evidenced by participation from member agencies.

2. Conduct exercise and review of the AEP
   a. Ensure that a full emergency exercise (full deployment) is conducted at least once every two years, or once every three years provided a series of modular tests are carried at regular intervals in the intermediary period.
   Evidenced through exercise program in place.
   Evidenced through exercise conduct, exercise review, exercise report and input into AEP.
   Evidenced through an exercise that tests the adequacy of facilities provided for the plan.

   b. Ensure that a minimum of one exercise (desktop or practical) is conducted every calendar year to test the AEP and its supporting documentation.
   Evidenced through conduct of exercise annually.

GLOSSARY

Glossary

ABF	**Australian Border Force**
ACC	Airport Coordination Centre, now renamed the Integrated Operations Centre (IOC)
ADF	Australian Defence Force
AEC	Airport Emergency Committee
AEP	Airport Emergency Plan (this document)
AFP	Australian Federal Police
AFFF	Aqueous Film Forming Foam
Airfield	The area within the perimeter fence, not including airside terminal areas.
Airport Commander	The airport's 'agency functional commander' who represents the whole of airport in the IMT and/or IEMT, including but not limited to APAM, airlines, contractors, and public. The Airport Commander will support the Incident Controller with advice on the impact to the airport's public and infrastructure, and with resourcing to assist in the response and recovery.
Airside	The area of the airport beyond the perimeter fence or beyond security screening within the terminals.
AMSA	Australian Maritime Safety Authority
ANS	Air Navigation Services
APAM	Australia Pacific Airports Melbourne, the company who owns and operates the airport infrastructure.
ARFFS	Aviation Rescue Fire Fighting Service
ASIC	Aviation Security Identification Card
ASO	Airfield Safety Officer
ATSB	Australian Transport Safety Bureau
AUSAVPLAN	Australian Aviation Disaster Response Plan
AV	Ambulance Victoria
BCS	Baggage Carousel System
Car 2	The airport's 'forward commander' who represents the Airport Commander at the Forward Command Post. Car 2 is the most senior airfield safety officer on duty and is responsible for the safety and security of the airfield.
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulation
CCA	Customs Controlled Area
CCTV	Closed Circuit Television
CFA	Country Fire Authority
Class 1 Emergency	A major fire; or any other major emergency for which the Fire Rescue Victoria, the Country Fire Authority or the Victoria State Emergency Service Authority is the control agency under the state emergency response plan.

Glossary

Class 2 Emergency	A major emergency which is not: a Class 1 emergency; or a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or any other state or territory of the Commonwealth; or a hi-jack, siege, or riot.
Class 3 Emergency	A warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or any other state or territory of the Commonwealth; or a hi-jack, siege, or riot.
CMT	Crisis Management Team – APAM's internal team that addresses airport specific issues as a result of an emergency.
Control Agency	An agency nominated to control the response activities to a specified type of emergency.
CUSS	Common Use Self Service
DASA	Defence Aviation Safety Authority
DEECA	Department of Environment, Energy, Environment and Climate Action
DFFH	Department of Families, Fairness and Housing
DH	Department of Health
Direct	The other party must carry out the instruction
DJSIR	Department of Jobs, Skills, Industry and Regions
EOC	See ICC
EPA	Environment Protection Authority
ERV	Emergency Recovery Victoria
EWIS	Emergency Warning and Intercommunication System
FIDS	Flight Information Display System
FIP	Fire Indicator Panel
FPC	Forward Police Commander
FRV	Fire Rescue Victoria
GHA	Ground Handling Agent – a company that provides airlines services on behalf of an airline, including the loading and unloading of passengers, baggage, and cargo to and from aircraft
HAZMAT	Hazardous Materials
Hume CC	Hume City Council
HVAC	Heating, ventilation and air conditioning system
IC	Incident Controller
ICC	Incident Control Centre is the building facility includes space for an IMT and EMT. Normally referred to as the Emergency Operations Centre (EOC) in the Aviation Industry.
IARD	Immediate Action Rapid Development
IAW	In Accordance With
IEMT or EMT	Support the Incident Controller to manage the effects and consequences of the emergency. Membership comprises the agency commanders, including the Airport Commander, and the affected Airline.
IERC	Incident Emergency Response Coordinator

IMC	Instrument Meteorological Conditions
IMT	Support the Incident Controller to manage the incident-tier operational response to the emergency including with the planning, intelligence, public information, operations, investigation, logistics and finance functions
IOC	Integrated Operations Centre for Melbourne Airport. See the Facilities section for more information.
IRT	Incident Response Team is APAM's internal team that reports to the Airport Commander with tasks and resources, in support of the Incident Controller.
JUHI	Joint User Hydrant Facility. The fuel storage facility located on Marker Road, Tullamarine.
Landside	Airport land, including inside terminals, that is not airside.
MelERC	Melbourne Airport Emergency Reception Centre
MERC	Municipal Emergency Response Coordinator
MIR	Major Incident Room, located at AFP House, 2 Francis Briggs Road
MSDS	Material Safety Data Sheet
NOTAM	Notice to Airmen
PA	Public Address
PAN-OPS	Procedures for Air Navigation Services – Aircraft Operations. PANS-OPS are rules for designing instrument approach and departure procedures.
PAX	Passengers.
PEMS	Passenger Evacuation Management System
QF	Qantas Freight
RPAS	Remote Piloted Aircraft System (Drones)
SEMP	Victorian State Emergency Management Plan, September 2020
SES	Victoria State Emergency Service
SITREP	Situation Report – used by emergency services to update others on a situation.
SOP	Standard Operation Procedure
VCC EM	Victorian Council of Churches Emergency Ministries
VicPol	Victoria Police
VMC	Visual Meteorological Conditions
WSO	Works Safety Officer

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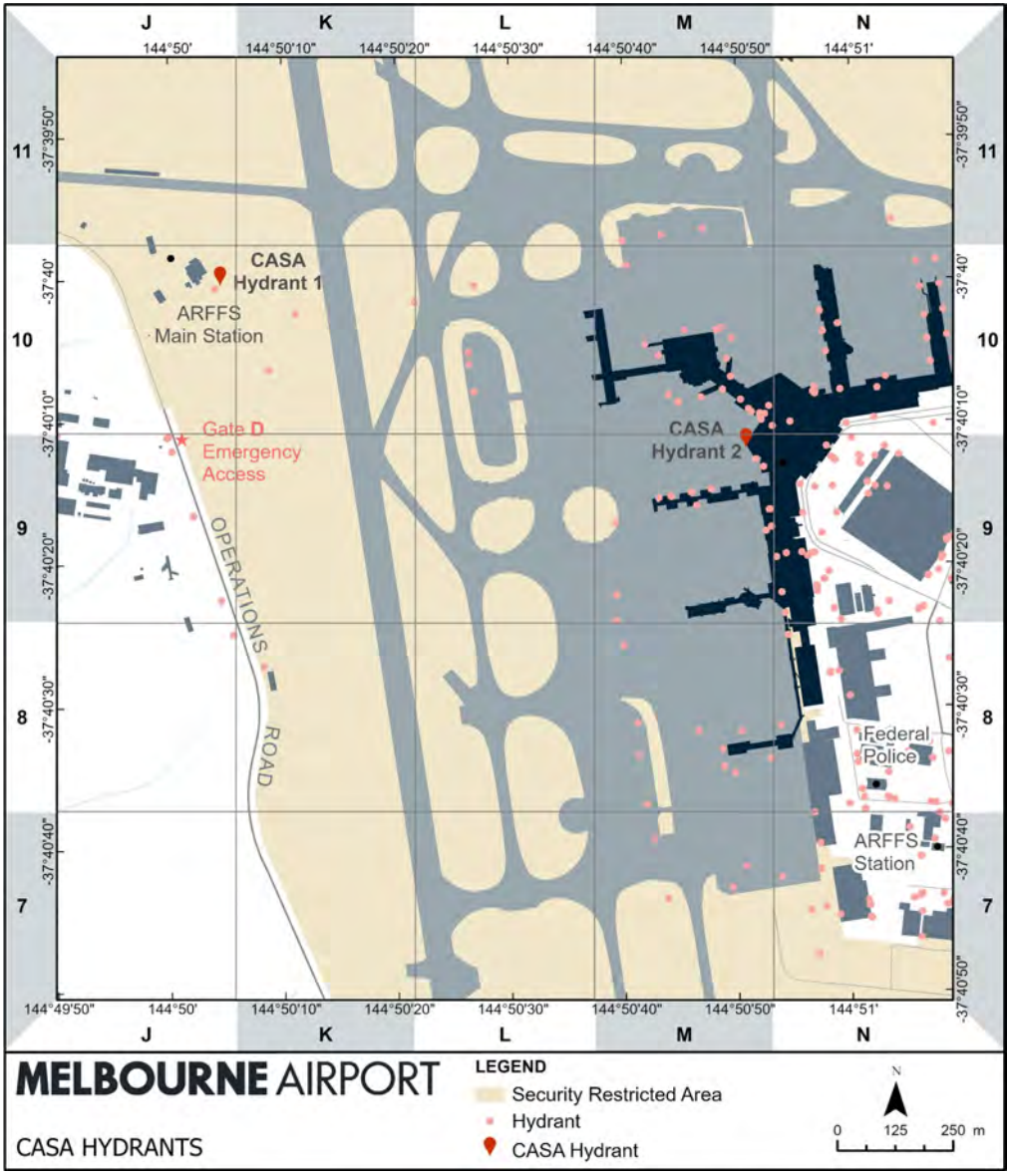
MAPS

Maps

This section contains the following maps for reference:

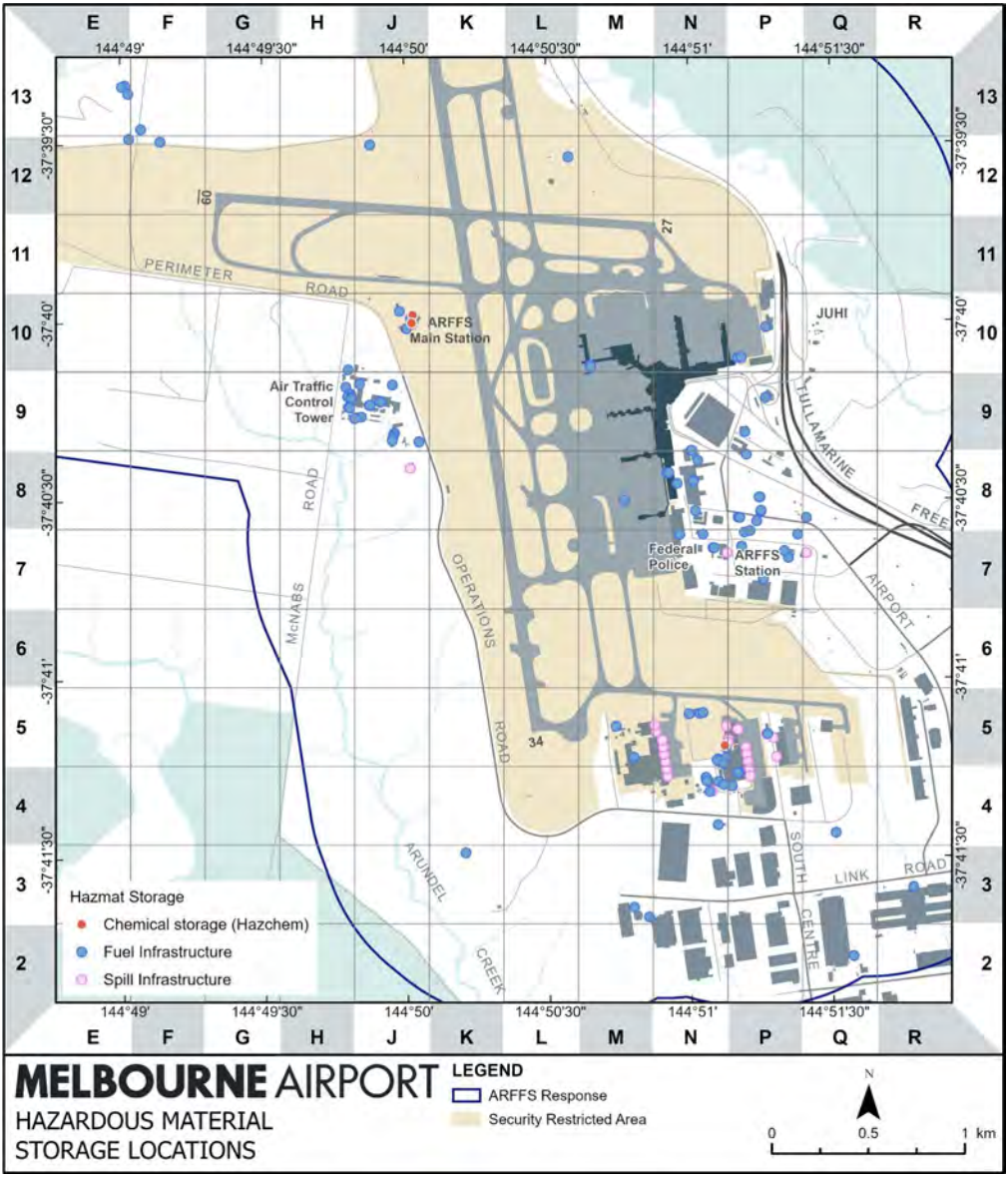
- Water hydrant locations on the airfield and forecourt
- Terminal 1 – Apron/Ground
- Terminal 2 – Apron/Ground
- Terminal 3-4 – Apron/Ground
- Terminal 4 - Apron/Ground
- Terminal 1 – Bravo and Charlie Concourse
- Terminal 2 – Delta Concourse
- Terminal 3-4 – Echo and Foxtrot Concourse
- Terminal 4 – Foxtrot and Golf Concourse
- Terminal 1 – Level 1
- Terminal 2 – Level 1
- Terminal 2-3 – Level 1
- Responder Reference Map

Hydrant Locations



Maps

HAZMAT Storage Locations



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LEGEND

- Accessible Toilet
- Shared Toilet
- Female Toilet
- Male Toilet
- Parent's Room
- Worship Space
- 1 Baggage Carousel 1
- 2 Baggage Carousel 2
- 3 Baggage Carousel 3
- 4 Baggage Carousel 4
- 5 Baggage Carousel 5
- 6 Baggage Carousel 6
- 7 Baggage Carousel 7
- 8 Baggage Carousel 8
- X-ray Machines
- Internal Leases (Aviation/Commercial)
- Retail, Food & Drink
- Amenities
- Check-In Services
- Common Areas
- Equipment Spaces
- Staff Only/Restricted Access
- Vertical Transport

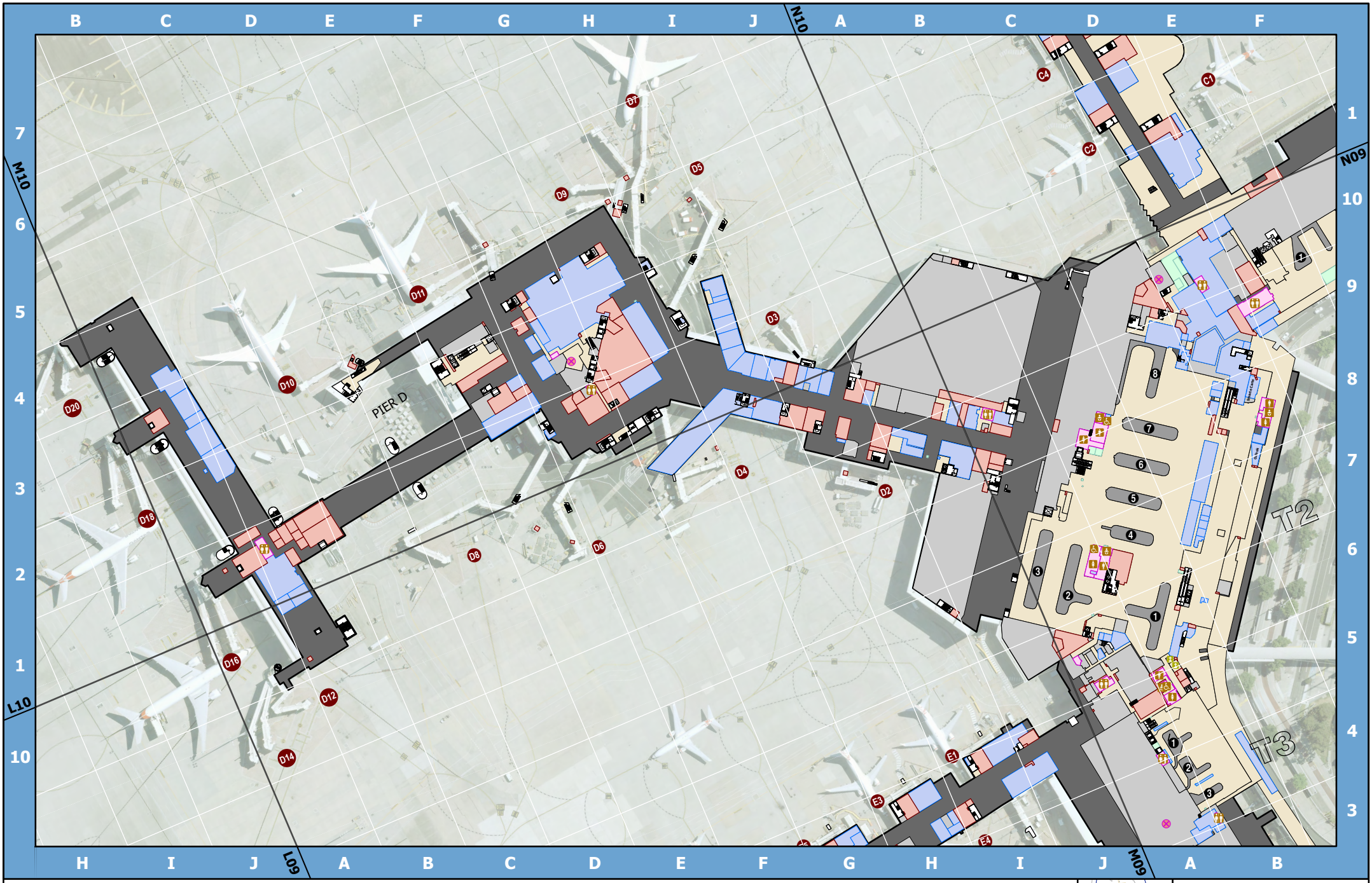
MELBOURNE AIRPORT

Map 1 of 11

Terminal 1 - Apron/Ground

Aerial: 16th January 2022 via MetroMap.

Path: V:\01_GIS_DE\DE21005_EMP\01 GIS\02 Simplified Floorplans\Emergency Management Plan - Updated Maps.aprx Printed: 19/08/2022 12:10 PM



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N

0 20 40m

LEGEND

- Accessible Toilet
- Shared Toilet
- Female Toilet
- Male Toilet
- Parent's Room
- Worship Space
- 1 Baggage Carousel 1
- 2 Baggage Carousel 2
- 3 Baggage Carousel 3
- 4 Baggage Carousel 4
- 5 Baggage Carousel 5
- 6 Baggage Carousel 6
- 7 Baggage Carousel 7
- 8 Baggage Carousel 8
- X-ray Machines
- Internal Leases (Aviation/Commercial)
- Retail, Food & Drink
- Amenities
- Check-In Services
- Common Areas
- Equipment Spaces
- Staff Only/Restricted Access
- Vertical Transport

MELBOURNE AIRPORT

Map 2 of 11

Terminal 2 - Apron/Ground

Aerial: 16th January 2022 via MetroMap.

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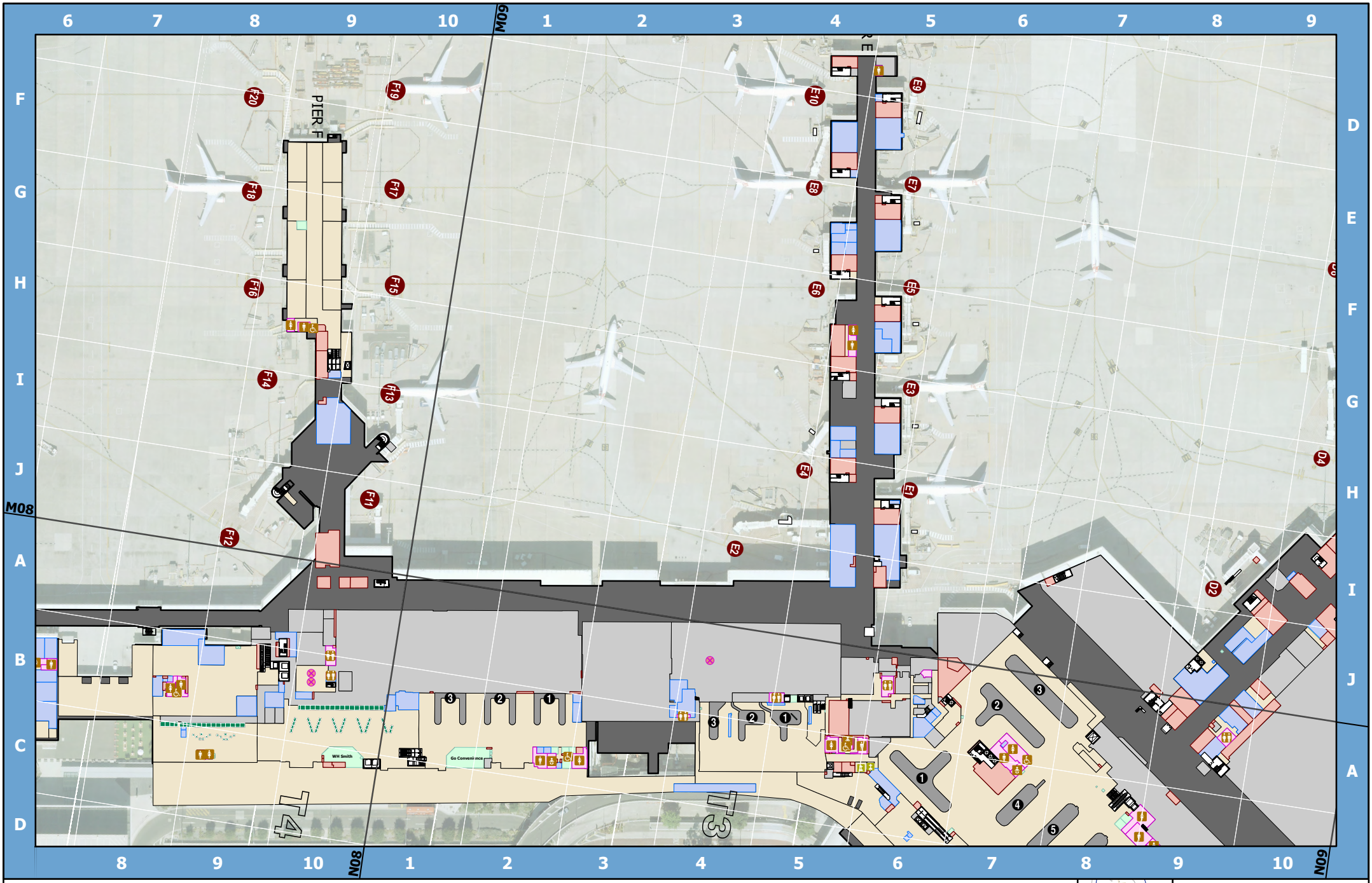

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N

0 15 30m

LEGEND

- Accessible Toilet
- Shared Toilet
- Female Toilet
- Male Toilet
- Parent's Room
- Worship Space
- 1 Baggage Carousel 1
- 2 Baggage Carousel 2
- 3 Baggage Carousel 3
- 4 Baggage Carousel 4
- 5 Baggage Carousel 5
- 6 Baggage Carousel 6
- 7 Baggage Carousel 7
- 8 Baggage Carousel 8
- X-ray Machines
- Internal Leases (Aviation/Commercial)
- Retail, Food & Drink
- Amenities
- Check-In Services
- Common Areas
- Equipment Spaces
- Staff Only/Restricted Access
- Vertical Transport

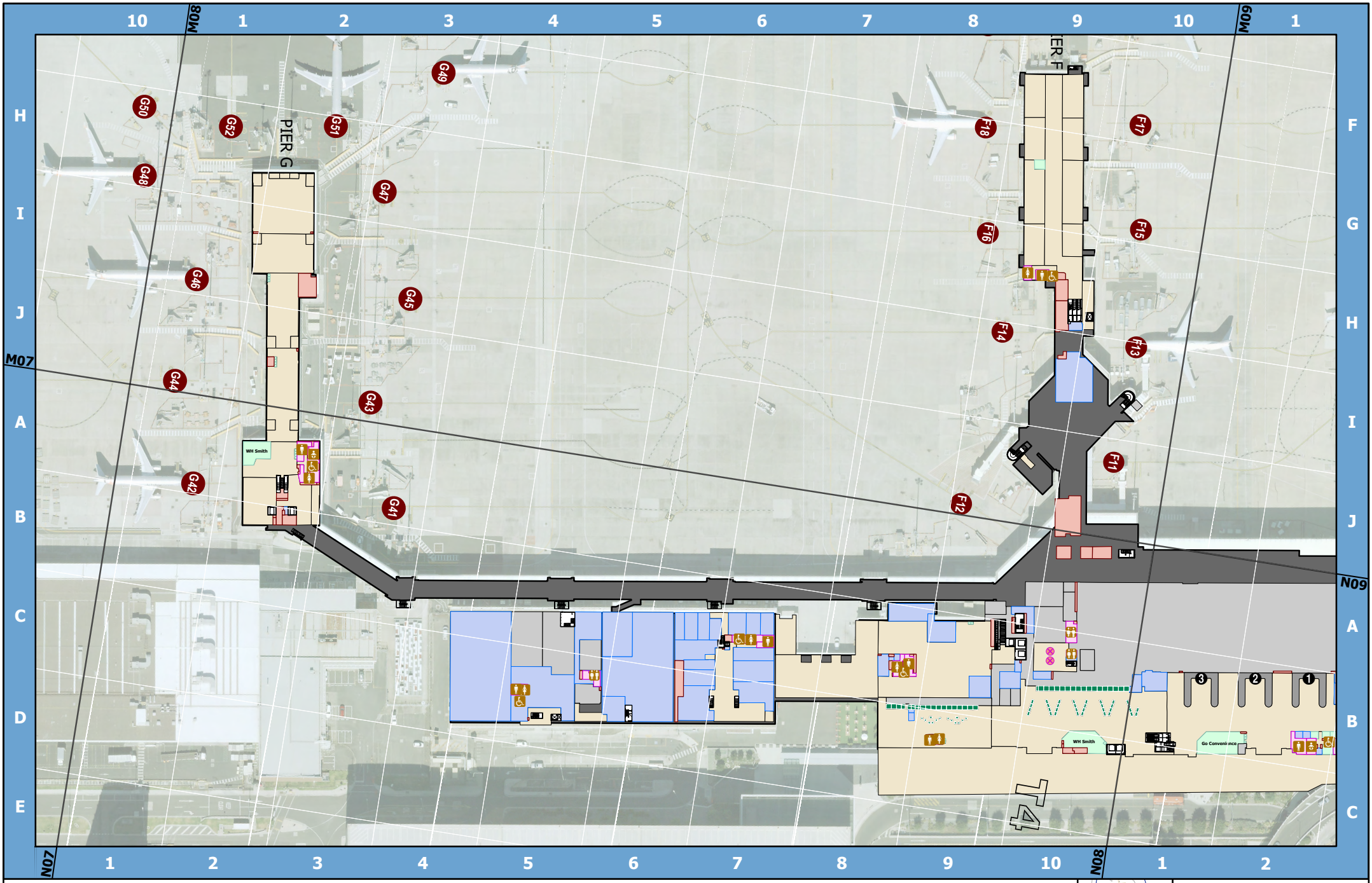
MELBOURNE AIRPORT

Map 3 of 11

Terminal 3-4 - Apron/Ground

Aerial: 16th January 2022 via MetroMap.

Path: V:\01_GIS_DE\DE21005_EMP\01 GIS\02 Simplified Floorplans\Emergency Management Plan - Updated Maps.aprx Printed: 19/08/2022 12:23 PM



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N

0 15 30m

LEGEND

- Accessible Toilet
- Shared Toilet
- Female Toilet
- Male Toilet
- Parent's Room
- Worship Space
- 1 Baggage Carousel 1
- 2 Baggage Carousel 2
- 3 Baggage Carousel 3
- 4 Baggage Carousel 4
- 5 Baggage Carousel 5
- 6 Baggage Carousel 6
- 7 Baggage Carousel 7
- 8 Baggage Carousel 8
- X-ray Machines
- Internal Leases (Aviation/Commercial)
- Retail, Food & Drink
- Amenities
- Check-In Services
- Common Areas
- Equipment Spaces
- Staff Only/Restricted Access
- Vertical Transport

MELBOURNE AIRPORT

Map 4 of 11

Terminal 4 - Apron/Ground

Aerial: 16th January 2022 via MetroMap.

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N

0 15 30m

LEGEND

- Accessible Toilet
- Shared Toilet
- Female Toilet
- Male Toilet
- Parent's Room
- Worship Space
- 1 Baggage Carousel 1
- 2 Baggage Carousel 2
- 3 Baggage Carousel 3
- 4 Baggage Carousel 4
- 5 Baggage Carousel 5
- 6 Baggage Carousel 6
- 7 Baggage Carousel 7
- 8 Baggage Carousel 8
- X-ray Machines
- Internal Leases (Aviation/Commercial)
- Retail, Food & Drink
- Amenities
- Check-In Services
- Common Areas
- Equipment Spaces
- Staff Only/Restricted Access
- Vertical Transport

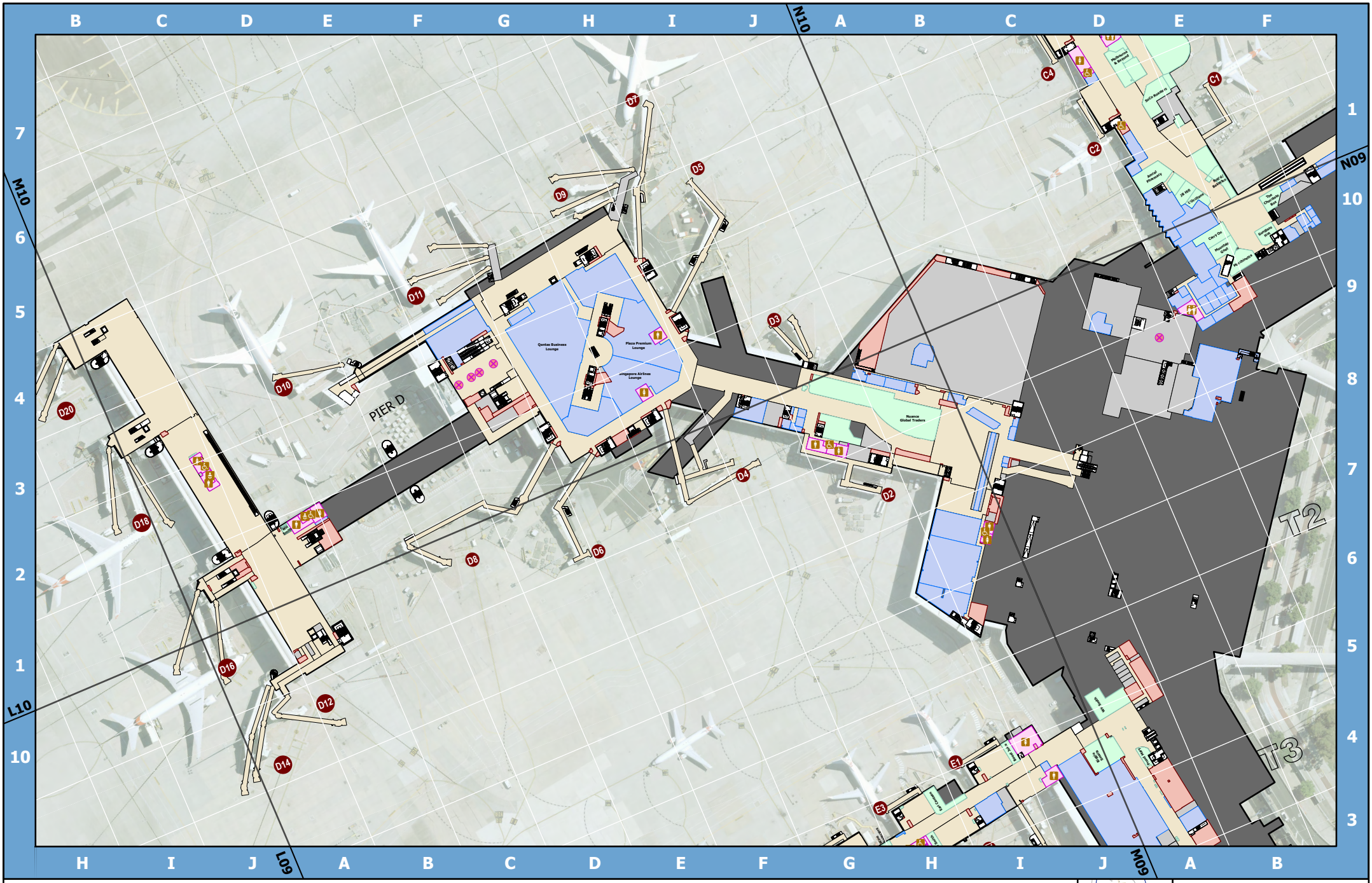
MELBOURNE AIRPORT

Map 5 of 11

Terminal 1 - Concourse

Aerial: 16th January 2022 via MetroMap.

Path: V:\01_GIS_DE\DE21005_EMP\01 GIS\02 Simplified Floorplans\Emergency Management Plan - Updated Maps.aprx Printed: 19/08/2022 12:27 PM



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N

0 20 40m

LEGEND

- Accessible Toilet
- Shared Toilet
- Female Toilet
- Male Toilet
- Parent's Room
- Worship Space
- 1 Baggage Carousel 1
- 2 Baggage Carousel 2
- 3 Baggage Carousel 3
- 4 Baggage Carousel 4
- 5 Baggage Carousel 5
- 6 Baggage Carousel 6
- 7 Baggage Carousel 7
- 8 Baggage Carousel 8
- X-ray Machines
- Internal Leases (Aviation/Commercial)
- Retail, Food & Drink
- Amenities
- Check-In Services
- Common Areas
- Equipment Spaces
- Staff Only/Restricted Access
- Vertical Transport

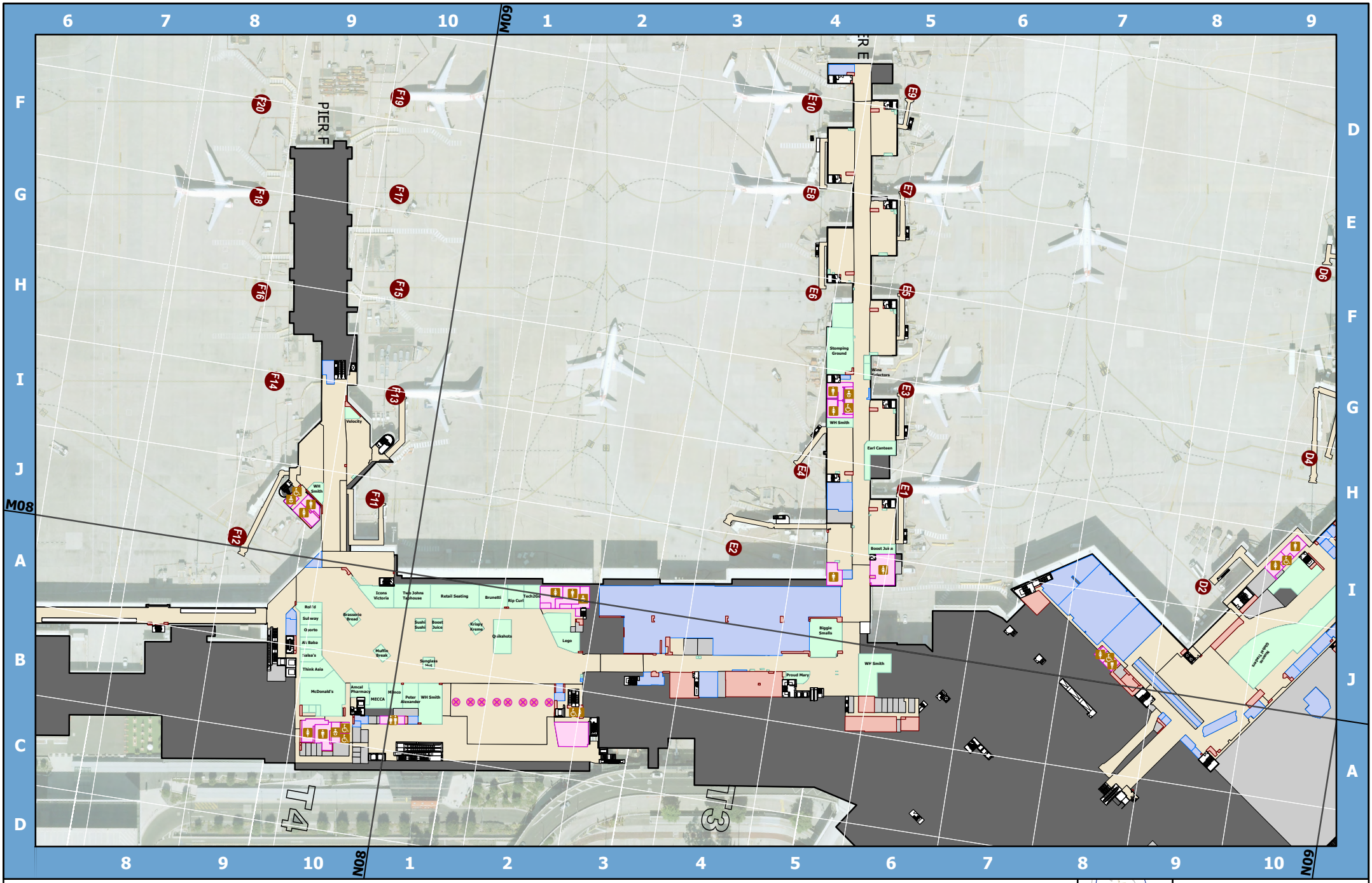
MELBOURNE AIRPORT

Map 6 of 11

Terminal 2 - Concourse

Aerial: 16th January 2022 via MetroMap.

Path: V:\01_GIS_DE\DE21005_EMP\01 GIS\02 Simplified Floorplans\Emergency Management Plan - Updated Maps.aprx Printed: 19/08/2022 12:36 PM



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N

0 15 30m

LEGEND

- Accessible Toilet
- Shared Toilet
- Female Toilet
- Male Toilet
- Parent's Room
- Worship Space
- 1 Baggage Carousel 1
- 2 Baggage Carousel 2
- 3 Baggage Carousel 3
- 4 Baggage Carousel 4
- 5 Baggage Carousel 5
- 6 Baggage Carousel 6
- 7 Baggage Carousel 7
- 8 Baggage Carousel 8
- X-ray Machines
- Internal Leases (Aviation/Commercial)
- Retail, Food & Drink
- Amenities
- Check-In Services
- Common Areas
- Equipment Spaces
- Staff Only/Restricted Access
- Vertical Transport

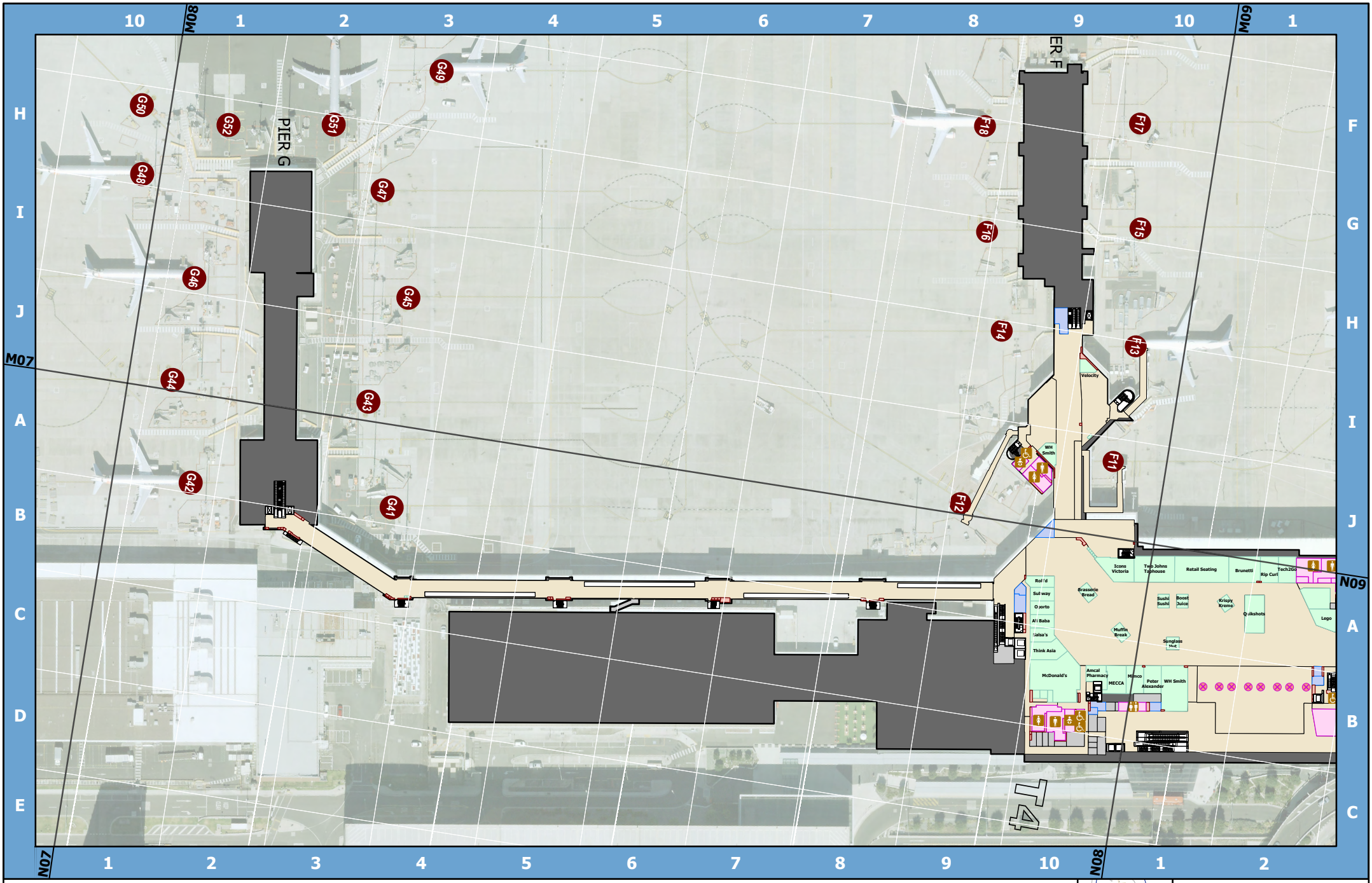
MELBOURNE AIRPORT

Map 7 of 11

Terminal 3-4 - Concourse

Aerial: 16th January 2022 via MetroMap.

Path: V:\01_GIS_DE\DE21005_EMP\01 GIS\02 Simplified Floorplans\Emergency Management Plan - Updated Maps.aprx Printed: 19/08/2022 12:31 PM



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N

0 15 30m

LEGEND

- Accessible Toilet
- Shared Toilet
- Female Toilet
- Male Toilet
- Parent's Room
- Worship Space
- 1 Baggage Carousel 1
- 2 Baggage Carousel 2
- 3 Baggage Carousel 3
- 4 Baggage Carousel 4
- 5 Baggage Carousel 5
- 6 Baggage Carousel 6
- 7 Baggage Carousel 7
- 8 Baggage Carousel 8
- X-ray Machines
- Internal Leases (Aviation/Commercial)
- Retail, Food & Drink
- Amenities
- Check-In Services
- Common Areas
- Equipment Spaces
- Staff Only/Restricted Access
- Vertical Transport

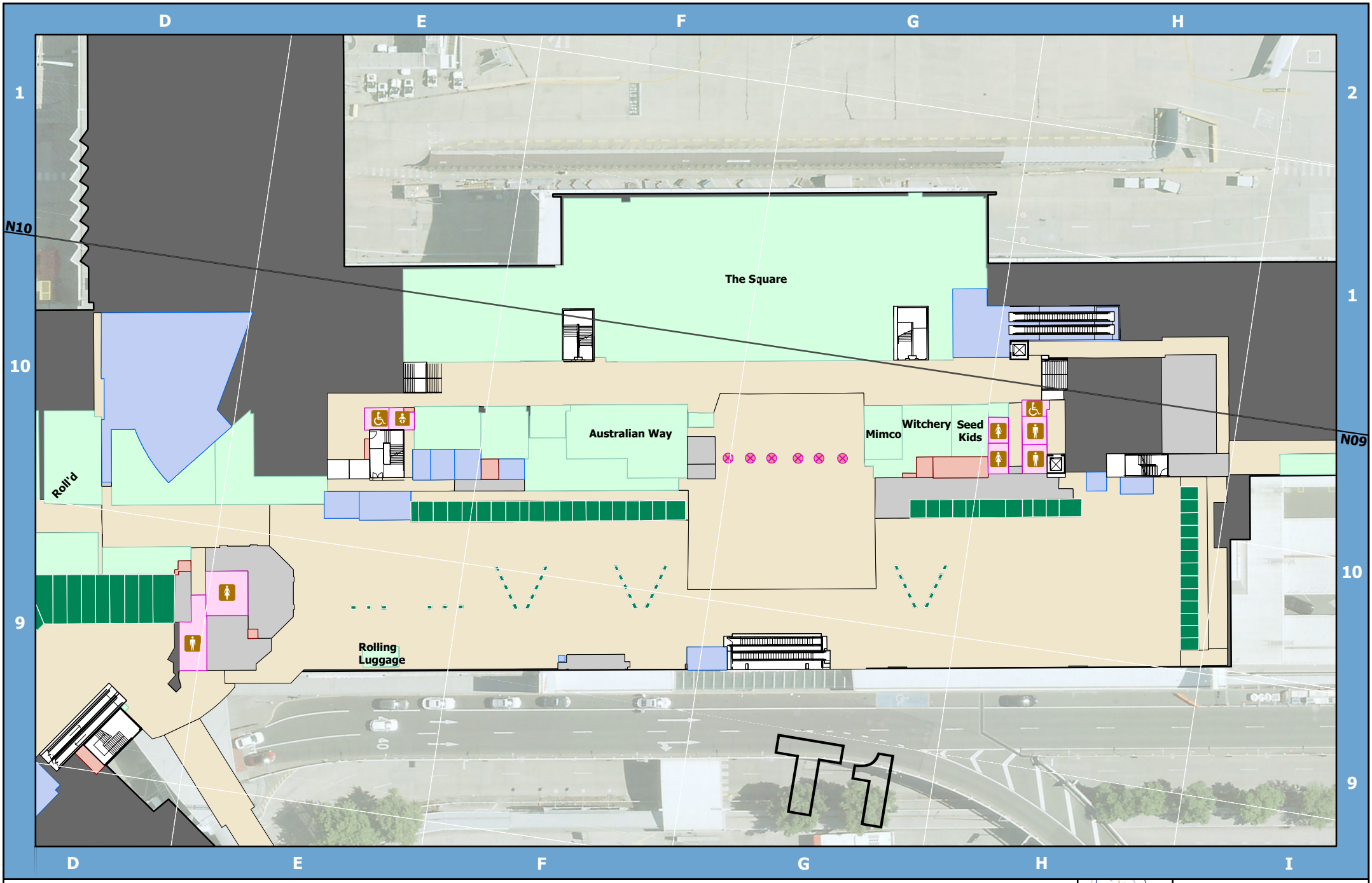
MELBOURNE AIRPORT

Map 8 of 11

Terminal 4 - Concourse

Aerial: 16th January 2022 via MetroMap.

Path: V:\01_GIS_DE\DE21005_EMP\01 GIS\02 Simplified Floorplans\Emergency Management Plan - Updated Maps.aprx Printed: 19/08/2022 12:42 PM



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N

0 5 10m

LEGEND

- Accessible Toilet
- Shared Toilet
- Female Toilet
- Male Toilet
- Parent's Room
- Worship Space
- 1 Baggage Carousel 1
- 2 Baggage Carousel 2
- 3 Baggage Carousel 3
- 4 Baggage Carousel 4
- 5 Baggage Carousel 5
- 6 Baggage Carousel 6
- 7 Baggage Carousel 7
- 8 Baggage Carousel 8
- X-ray Machines
- Internal Leases (Aviation/Commercial)
- Retail, Food & Drink
- Amenities
- Check-In Services
- Common Areas
- Equipment Spaces
- Staff Only/Restricted Access
- Vertical Transport

MELBOURNE AIRPORT

Map 9 of 11

Terminal 1 - Level 1

Aerial: 16th January 2022 via MetroMap.

Path: V:\01_GIS_DE\DE21005_EMP\01 GIS\02 Simplified Floorplans\Emergency Management Plan - Updated Maps.aprx Printed: 19/08/2022 1:00 PM

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N

0 15 30m

LEGEND

- Accessible Toilet
- Shared Toilet
- Female Toilet
- Male Toilet
- Parent's Room
- Worship Space
- 1 Baggage Carousel 1
- 2 Baggage Carousel 2
- 3 Baggage Carousel 3
- 4 Baggage Carousel 4
- 5 Baggage Carousel 5
- 6 Baggage Carousel 6
- 7 Baggage Carousel 7
- 8 Baggage Carousel 8
- X-ray Machines
- Internal Leases (Aviation/Commercial)
- Retail, Food & Drink
- Amenities
- Check-In Services
- Common Areas
- Equipment Spaces
- Staff Only/Restricted Access
- Vertical Transport

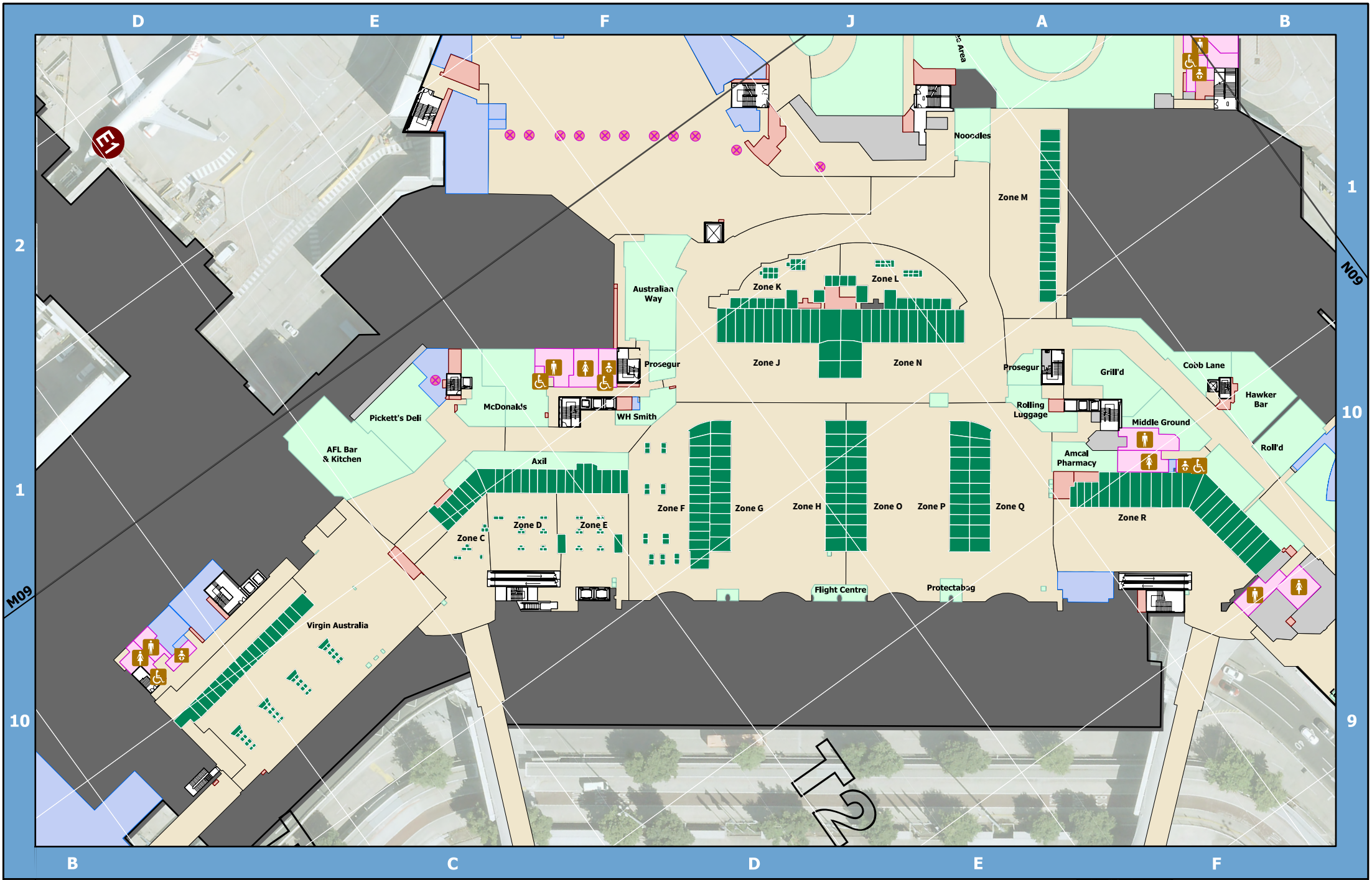
MELBOURNE AIRPORT

Map 10 of 11

Terminal 2 - Level 1

Aerial: 16th January 2022 via MetroMap.

Path: V:\01_GIS_DE\DE21005_EMP\01 GIS\02 Simplified Floorplans\Emergency Management Plan - Updated Maps.aprx Printed: 19/08/2022 12:59 PM



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0 5 10m

LEGEND

- Accessible Toilet
- Shared Toilet
- Female Toilet
- Male Toilet
- Parent's Room
- Worship Space
- Baggage Carousel 1
- Baggage Carousel 2
- Baggage Carousel 3
- Baggage Carousel 4
- Baggage Carousel 5
- Baggage Carousel 6
- Baggage Carousel 7
- Baggage Carousel 8
- X-ray Machines
- Internal Leases (Aviation/Commercial)
- Retail, Food & Drink
- Amenities
- Check-In Services
- Common Areas
- Equipment Spaces
- Staff Only/Restricted Access
- Vertical Transport

MELBOURNE AIRPORT

Map 11 of 11

Terminal 2-3 - Level 1

Aerial: 16th January 2022 via MetroMap.

Path: V:\01_GIS_DE\DE21005_EMP\01 GIS\02 Simplified Floorplans\Emergency Management Plan - Updated Maps.aprx Printed: 19/08/2022 1:02 PM

! WARNING !

Warning

Even during an emergency, the airfield may remain operational for some time. The safety of responders and aircraft is the highest priority.

Before entering the airfield, all responders must proceed to the nominated access gate or staging area and rendezvous with an escort who holds an Airside Driver's Authority and is acting under the Airport's direction.

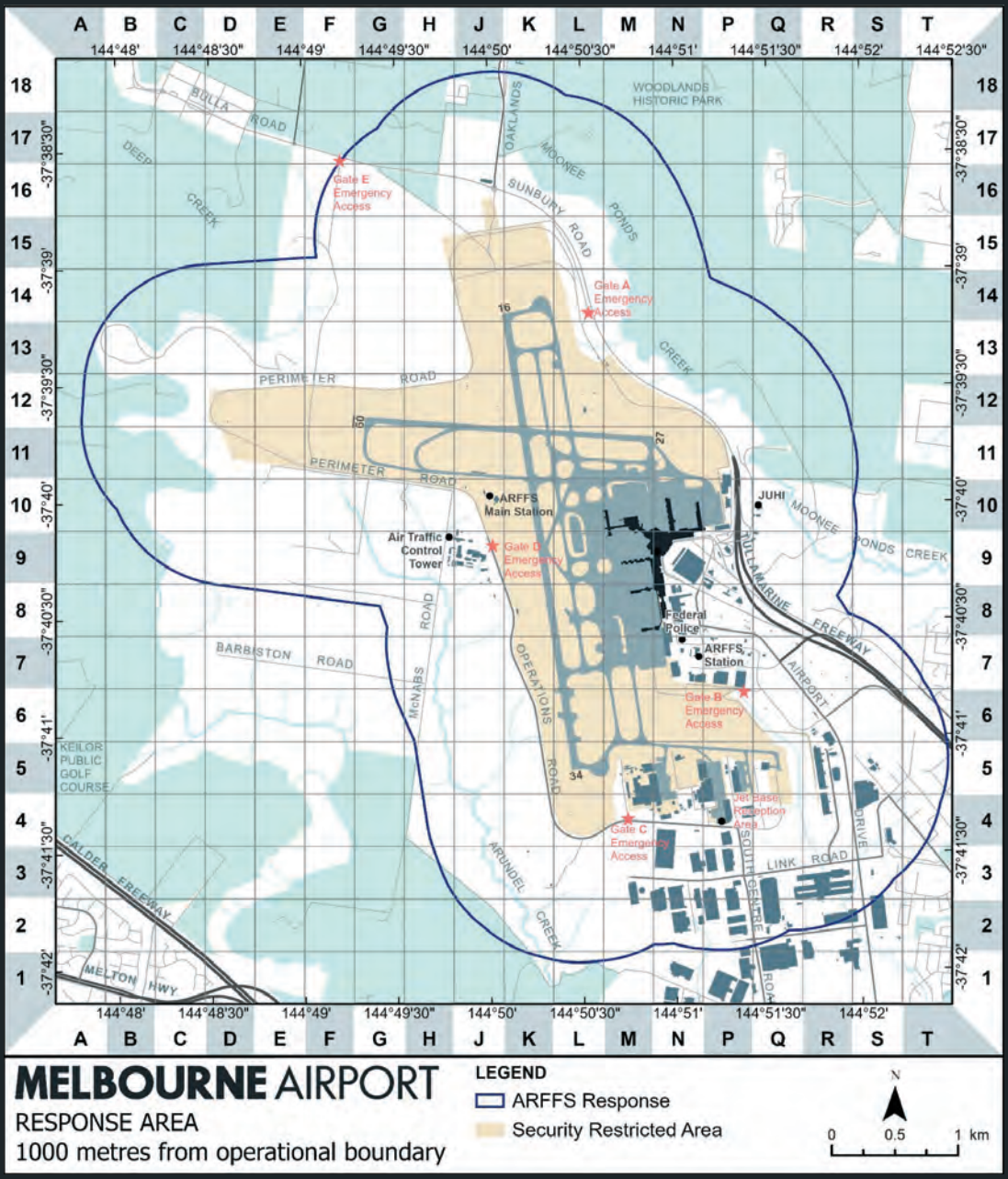
During an airport emergency as defined in this plan, a staging area will be setup. During normal operations contact the Melbourne Airport IOC on 03 9297 1601 and request an escort.

The Senior Airside Safety Officer (Car 2) is responsible under CASR Part 139 to ensure there are procedures in place to protect the preservation and integrity of the movement area during an emergency.

Entering an aerodrome without appropriate authority or escort could result in charges under the Crimes (Aviation) Act.

Reference: Airports (Control of On-Airport Activities) Regulations 1997; Melbourne Airport Airfield Driver Authority Handbook; Airside Safety Officer Emergency Response and Escorting SOP.

! WARNING !



MELBOURNE AIRPORT

RESPONSE AREA

1000 metres from operational boundary

LEGEND

- ARFFS Response
- Security Restricted Area

N

0 0.5 1 km