Wanaka Hike and Fly

**Safety Management Plan** (SMP) for volunteer Club hike and fly competitions

Document is in word format - Amend SMP to reflect your competition or event management, including hazards and risks.

Safety Management Plan



# Table of Contents

[Table of Contents 2](#_Toc119695361)

[1. Overview 3](#_Toc119695362)

[1.1. Overview of race 3](#_Toc119695363)

[1.2. Safety objectives 3](#_Toc119695364)

[1.3. Continual Improvement 3](#_Toc119695365)

[2. Competitor preparation 4](#_Toc119695366)

[2.1. Event information 4](#_Toc119695367)

[2.2. Race rules and terms of participation 4](#_Toc119695368)

[2.3. Competitor Applications 4](#_Toc119695369)

[2.4. Competitor Vetting 4](#_Toc119695370)

[2.5. Safety Assistants 4](#_Toc119695371)

[2.6. Event Registration and Briefing 5](#_Toc119695372)

[2.7. Mandatory equipment 5](#_Toc119695373)

[3. Race safety systems 6](#_Toc119695374)

[3.1. Safety Communication 6](#_Toc119695375)

[3.2. Check In System 6](#_Toc119695376)

[3.3. Competitor Withdrawal 7](#_Toc119695377)

[3.4. Illness and Injury 7](#_Toc119695378)

[3.5. Satellite Tracking 7](#_Toc119695379)

[3.6. Safety Related Race Issues and Rules 8](#_Toc119695380)

[3.7. Hazard Register 8](#_Toc119695381)

[3.8. Emergency Response Plans 8](#_Toc119695382)

[3.9. Accident Reporting 9](#_Toc119695383)

[3.10. Treble Cone Zero Harm Farm 9](#_Toc119695384)

[Appendix 1: Race committee 10](#_Toc119695385)

[Appendix II: Hazard Register 12](#_Toc119695386)

[Appendix III: Competitor Emergency Response Plan 17](#_Toc119695387)

[Appendix IV: Safety Officer Emergency Response Plan 19](#_Toc119695388)

# Overview

## Overview of race

The Wanaka Hike & Fly Race is a New Zealand Hang Gliding and Paragliding Association (NZHGPA) endorsed hike and fly paragliding race, conducted in accordance with NZHGPA and the Paragliding Competition Committee guidelines.

It takes place in Wanaka and the surrounding area, with the furthest waypoints typically not exceeding 100km from Wanaka. The start and finish are published with the other waypoints before the race begins and will typically be around the Wanaka or Lake Hawea township.

Up to 45 paraglider pilots may compete, either walking/running or flying (from foot launching) to try and reach as many waypoints as their piloting skills and fitness levels permit. The race generally takes place over three days, with a race briefing the evening before the first day.

The purpose of this race is to provide a competitive environment for hike and fly pilots as well as encourage pilots new to hike and fly competitions to gain experience in such an environment.

A list of Race Staff and their roles can be found in Appendix I

## Safety objectives

The aim of the race is to provide a fair, fun and rewarding platform to encourage and promote NZ hike and fly activities.

Safety is paramount. It is the intention of the organisers to complete the race with a level of zero safety-related incidents, meaning that any level of injury, other than entirely trivial, is deemed unacceptable.

Due to the nature of this event, which will see competitors alone in isolated locations, they are reminded that they hold the primary responsibility for their safety and the safety of others around them.

## Continual Improvement

The race committee strives for continual improvement and welcomes feedback from all participants for both safety and general race related information. As a result, the race manual, safety management plan, and website will be updated and re-published every year, or more frequently as the need arises. If significant changes occur between race entries opening and the start of the race, all competitors will be notified of these changes by email.

# Competitor preparation

## Event information

The event’s hosting website is <https://wanakahikefly.nz>

This website is used to promote and provide detailed information for the event for all interested parties, including detailed race rules, terms of participation, and general preparation advice.

The event’s social media sites are:

* <https://www.facebook.com/wanakahikefly>
* <https://www.instagram.com/wanakahikefly>

## Race rules and terms of participation

Race rules and terms of participation are provided on the Wanaka Hike and Fly website:

* <https://wanakahikefly.nz/rules>
* <https://wanakahikefly.nz/terms>

The rules, terms, and safety management plan are drawn to participants’ attention when they register for the event.

## Competitor Applications

Applications for Wanaka Hike and Fly typically open in November. Pilots can apply to compete via the Wanaka hike and fly website. On being accepted they must pay the applicable fee, and provide all details required by the entry form. These details will be checked at the race pre-briefing.

## Competitor Vetting

To compete in the Wanaka Hike and Fly race, pilots must have at minimum a NZHGPA PG2 certificate. If they hold an international license, they must have joined the NZHGPA as at minimum a temporary member with a PG2 equivalent license from their home country. Pilots are also encouraged to have a minimum of 50 hours flight time. Applications from pilots with less than 50 hours flight time will be considered on a case-by-case basis by the race director, with emphasis being placed on experience flying in mountainous terrain.

## Safety Assistants

All competitors **MUST** have a safety assistant. This is a person who the competitor will be in contact with throughout the race. They are the first point of contact if race officials have any concerns about the competitor but cannot contact the competitor.

The safety assistant does not physically need to be present in the race area – they may choose to monitor the competitor remotely.

If they are present in the race area, they are allowed to carry non-mandatory equipment for the competitor, bring them extra food and water, and otherwise support the competitor throughout the race. They should endeavour to remain in cell phone coverage where possible, and failing that, MUST be contactable via a two-way satellite communication device (i.e. InReach), the contact details of which must have been recorded by the safety officer by event registration.

As safety assistants are not expected nor intended to go into backcountry terrain, they are not vetted, and assume all responsibility for their own safety if they choose to do so.

One safety assistant may support multiple competitors.

## Event Registration and Briefing

Registration and an initial briefing containing information on safety, land access and expected weather will take place the evening before the event, at a location and time communicated by email to all competitors at least 24 hours before the race. As part of the registration, race staff will confirm each competitor’s details, including:

* Full name
* Contact number
* Equipment make and model (Wing, Reserve, Backpack, Helmet)
* Equipment colour
* Safety Assistant full name
* Safety Assistant contact number
* That their tracking is functioning on the website
* They are in the two mandatory WhatsApp groups

**The registration and briefing are mandatory.**

## Mandatory equipment

The mandatory equipment is set out in part 5 of the race rules.

# Race safety systems

## Safety Communication

Safety information (including information about weather) will be conveyed in the following means;

* Before the race;
	+ Available on the Wanaka Hike and Fly website
	+ Via email
	+ In person at the briefing the evening before the race start
* During the race;
	+ In person
	+ Via WhatsApp groups
	+ Via Radio
* After the race;
	+ In person
	+ Via WhatsApp groups
	+ Via feedback forms

All competitors and safety assistants are encouraged to express safety concerns before, during and after the race to the race director or safety officer by phone, email, radio, InReach or WhatsApp messages and to other participants via the WhatsApp Chat group or on the radio (if in range).

Throughout the race the race director and safety officer will continuously monitor their UHF radio. They will also endeavour to stay within cell reception where/as reasonable, and will always be contactable via a two way satellite communication device.

In an emergency situation competitors and safety assistants shall follow the emergency response plan and contact emergency services directly if deemed necessary or if they are unsure. Race officials should be contacted once doing so does not interfere with rescue efforts, unless information from them is required.

The race director is an experienced competition pilot who is familiar with the area the event is held in. They may stop the days’ activities for any safety concerns raised by competitors or the race officials. In the event that the race director cannot be contacted, the safety officer also has the power to stop the days’ activities for these reasons.

### WhatsApp Groups

Three WhatsApp groups are created for the race, each serving a separate purpose. These are;

* **WH&F Check-in ONLY!!!** - checking in at the end of each day. Pilots are instructed NOT to post anything else in this group, it is only for check-ins and confirmation. It is mandatory to be in this group.
* **WH&F Announcements** - info and updates from race officials. It is mandatory to be in this group.
* **WH&F Chat** - anything else participants might want to share or discuss prior and during the race.

## Check In System

This system has been created to ensure that at the end of each day, the race officials know each competitor is safe, and if they are not safe, or are not responding, to alert search and rescue services.

Monitoring check ins are the responsibility of the safety officer, though they may delegate that responsibility to someone else.

When a competitor has finished racing for that day (meaning flying or walking, i.e. they have reached the point from which they will continue the next day), the competitor, or their safety assistant, must inform the safety officer that they are safe. This can be done;

* In person
	+ the competitor or safety assistant must confirm the safety officer has marked the competitor as safe
* Via messaging, by sending “Full Name Safe” and receiving the confirmation. If no confirmation is received within 30 minutes, another message shall be sent. The message can be sent via;
	+ SMS/text
	+ WhatsApp Check In ONLY!!! Group
	+ InReach

Please note that pilots cannot check in via Radio or SPOT tracker (as Spot trackers have no option to receive the confirmation message). However, a competitor with a Spot tracker may decide they are comfortable sending a safe message to their safety assistant, and then the safety assistant checks them in and receives the confirmation.

Competitors MUST check in no later than 30 minutes after the end of the day’s racing, and ideally as soon as they finish racing for the day (i.e. if you finish racing at 1700, ideally don’t wait until the latest possible time to check in).

If search and rescue is initiated due to a competitor failing to check in on time (and not because they require search and rescue), the competitor is disqualified from the race.

This requirement is covered at the race briefing immediately prior to the group.

## Competitor Withdrawal

If a competitor decides to withdraw, they, or their safety assistant, must immediately inform both the race director and the safety officer.

## Illness and Injury

If a competitor is ill or injured, it is strongly encouraged they withdraw from the race as it can be a very challenging event.

If any person suspects they are suffering from a contagious illness, they shall not partake in the race or race related social events. This is to ensure all other competitors and their supporters are not placed at risk.

Where a person has Covid/Flu-like symptoms, they shall get themselves tested and, upon a positive result, isolate in accordance with government guidelines.

## Satellite Tracking

All competitors MUST have satellite tracking, preferably a two-way satellite communication device with tracking such as an InReach, but SPOT Gen 3 or other similar trackers will also be acceptable. Please note that this is a separate requirement to that of logging your track for the sake of collecting turn points. The satellite tracking must be live (with no more than 1 hour update intervals) with a tracking link shared to event staff and the ability to call for help. In comparison, the tracklog for points must be an igc file which can be uploaded at the end of the event.

## Safety Related Race Issues and Rules

A penalty and protest system is in place within the race rules that can be activated in the event of any unsafe behaviour by competitors (for example, flying in cloud or aggressive piloting). A protesting pilot should contact the race director (or safety officer) via phone or in person. Punitive measures for such unsafe activities can include censure, warnings, points penalties, and disqualification.

A system is in place to reward pilots (with race points) that assist in the event of a safety related incident and, by doing so, jeopardise their own race. In such a case, the race director has the right to award the pilot a chosen number of points.

The race committee will include officials who are particularly familiar with local weather patterns and flight planning. They have access to a plethora of online, gliding specific, weather and flight planning websites such as MetService, MetVuw, NZ RASP, SkySight and XC Skies for the latest in actual and forecast weather situations. By nature, paragliders can only operate in a very small window of fine weather conditions (Visual Meteorological Conditions (VMC) and light winds).

## Hazard Register

A hazard register is promulgated in Appendix II.

## Emergency Response Plans

### Competitors

Competitors must be provided with the emergency response plan in appendix III which they must keep on them throughout the event.

Competitors are reminded that the race director will award points to competitors who jeopardise their own race to help someone in need.

### Safety officer

The safety officer is provided with the emergency response plan in Appendix IV.

Upon becoming aware of an accident, the safety officer must inform the race director as soon as practicable. If a serious accident occurs, then the safety officer must also inform the chief executive of the NZHGPA as soon as practicable.

## Accident Reporting

All incidents and accidents are to be reported via the NZHGA reporting system. The NZHGPA Operations Manual Section 5.13 (available from the NZHGPA website) and that same website’s ‘Safety’ tab has details for filing and reporting accident and incident reports.

The NZHGPA insists on a ‘no fault’ reporting culture.

## Treble Cone Zero Harm Farm

The Treble Cone / Pub Corner take-off may only be used by competitors (or any other users) if they have registered and signed in (and out when done) on the ZeroHarmFarm website or App. This is due to the land being leased by CAR, and means the competitor or user, once signed in, is encompassed by CAR’s health and safety policy. This will be covered in the event briefing.

# Appendix 1: Race committee

The following table sets out compulsory roles. Additional officials may be included on the committee to support the race.

|  |  |  |
| --- | --- | --- |
| **Role** | **Outside of race** | **During race** |
| **Race Director** | * Approves applications from participants
* Approves safety management plan
* Liaises directly with NZHGPA about running of race
* Leads the setting of the race waypoints, and start/finish and appoints a team to support
* Leads any direct engagement with media
* Organises and approves budget
* Responds to questions
 | * Welcome at pre-race briefing
* Should generally be contactable by phone and should always be contactable by in reach, but may fly and stay at night turnpoints
 |
| **Race Secretary** | * Oversees race manual
* General administration
* Sponsorship requests and thank you
* Publicity and communications (see appendix I for tips)
* Organise venue for race briefing
* Responding to questions
* Collects prizes
* Organise feedback forms post-race, including safety questions
 | * Support director with matters that arise
 |
| **Safety Officer** | * Organise first aid kit
* Review of safety management plan
* Email to participants about race safety – ensure they are aware of terms of participation, race rules, safety management plan, hazard register, and emergency response plan
* Require each participant to test High Cloud prior to the event and check that each participant’s track is showing
* Prepares/reviews a PowerPoint for briefing competitors at the pre-race briefing and seeks approval from the race director of the content – a standardised PowerPoint is provided to the safety officer
 | * Provide a copy of the emergency response plan to all competitors (electronic and paper)
* Safety briefing at pre-race briefing
* Ensure competitors are made aware of all elements of the emergency response plan at the pre-race briefing
* Check all registration details at race pre-briefing
* Carry contact details for athletes, safety assistants, race committee, and NZHGPA CE at all times
* Must be contactable at all times during the race and should stay on the ground
* Each day of the race, must ensure each athlete has checked in within 30 minutes of the end of the day’s racing
 |
| **Technical Officer** | * Organise site access and liaise with landowners (including Mt Maude)
* Organise vehicle access with DoC, land owners
 | * Pre-race briefing on sites (PowerPoint)
 |
| **Scoring and IT** | * N/A
 | * Process scores using track logs uploaded by competitors
 |
| **Website Officer** | * Load content to website
* Activate/de-activate online entry form (November/February)
 |  |
| **Photographer** | * N/A
 | * Race pre-briefing
* Race
* Prize giving
 |
| **Race Advisor and weather guru** | * Weather presentation at race pre-briefing
 | * Weather briefing to race chat every morning of the race at 8am
 |

# Appendix II: Hazard Register

Hazards in this hike and fly race include but are not limited to those in the table below.

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Potential Risk / Degree**  | **Mitigation** |
| Spectators | * Pilot / spectator injury ranging from minor to fatal
 | * Use of a launch director
* Task safety briefing
* Hazard identification / marked off area “for take-off only”
* Emergency Plan
 |
| Other air traffic / Users | * Collision
* Pilot injury (self /other) ranging from minor to fatal
 | * NOTAMs and timely communications with local Air Users to advise of heightened paraglider activity.
* Airspace file went to all participants via email
* Safety briefing
* VFR Flight Rules
* Hazard identification
* Airband Radio might be used by organizers
* Listen out.
* Use your radios…. Speak up!
 |
| Power cables | * Electrocution injuries, ranging from serious to fatal
* Public inconvenience
 | * Identification of this specific hazard at task briefing
* Keep your eyes out to identify possible lines.
* Immediate contact with emergency services to disconnect power
 |
| Weather | * Pilot Injury ranging from minor to fatal.
* Turbulence
* Variability.
 | * Detailed briefings
* A plethora of weather and flight planning websites.
* Pilot check back process
* Each pilot carries mandatory warm clothes, shelter, food and water
 |
| Mountains | * Remoteness
* Lack of communication.
* Mountain passes used by other air traffic - congestion.
* Turbulence
* Flight close to terrain.
 | * Briefings
* Do not ‘push on’ outside your own flying limits. Know when to say ‘enough’
* Each pilot carries mandatory warm clothes, shelter, food and water
 |
| Extended no landing zones – forests, wooded areas, water | * Injury
* Remoteness and long walk outs
* Fatigue
* Delays in Reporting /rescue
* Exposure
 | * Briefings
* Don’t take unnecessary risks.
* Always have landing options.
* Personnel available.
* Satellite tracker, UHF radio
* Use of emergency services
 |
| Equipment | * Injury
 | * Ensure equipment is WoF’d
* Know your wing characteristics.
* Fly wing appropriate to your piloting skills
 |
| Pilot Fitness – Mental Emotional Physical | * Injury to self and or other
* Nervousness
 | * Be Prepared
* Illness, Medication, Stress, Alcohol, Drugs, Fatigue, Nourished.
* Detailed Flight Briefings
* Instruction and mentoring
* Briefings with respect to use of medicines and drugs
* Hydration
* Carry a personal first aid kit
 |
| Poor radio reception | * Check back delays.
* Search and rescue delays
* Isolation
* Exposure
* Fatigue
 | * Pre-flight brief.
* Beware of flying behind ridges and mountains
* Mandatory satellite trackers.
* Check back protocols.
* Carry UHF
* Carry mobile phone with ‘navigation’ details: compass / GPS for co-ordinates.
* Carry spare batteries / portable charger.
 |
| Traffic accident | * Injury ranging from minor to fatal
* Blockage of access for emergency response
 | * Briefing
* Tactics to reduce upward and downward vehicle traffic at the same time on the mountain roads
* Ground based safety officer trained in first aid and equipped with first aid kit
 |
| Heat, Sunburn and Sunstroke | * Dehydration
* Blistering / pain
* Distraction and poor thinking skills.
* Lack of coordination
 | * Sun cream available at the start of the race and at the Night Turnpoint
* Pilots reminded to bring and use sun cream
* Pilots reminded to hydrate during the race
* Pilots reminded to wear hats and sunglasses
 |
| Animals and farm stock | * Injury to Self /other
* Injury to stock
* Damage to property
* Public inconvenience
 | * Detailed briefing
* Contact with landowners prior to the event
* Keep a good lookout
* Be considerate and stay well clear
* NZHGPA ‘code of conduct’
* NZHGPA insurance
* Visit unhappy farmers asap.
 |
| Avalanche | * Injury from minor to fatal
 | * Briefing
* Crossing areas with avalanche danger is forbidden
* Crossing any snow covered areas is strongly discouraged
 |
| Hiking | * Injury from minor to fatal
* Dehydration
* Hypothermia
 | * Briefing
* Pilots declare no contradictions to hiking prior to the event
* Each pilot carries mandatory warm clothes, shelter, food and water
* Satellite trackers
 |
| River crossing | * Injury from minor to fatal
* Lost equipment
 | * Briefing
* Hazard identification
* Satellite trackers
 |
| Fire | * Forest fire
* Camping fire
* Burn injuries
* Blockage of access for emergency response
 | * Briefing
* Smoking ban at all race locations other than the HQ or in enclosed vehicles
* Electronic cigarettes are not deemed to be a fire hazard
 |
| Paraglider crash on take off | * Pilot injury ranging from minor to fatal
 | * Task safety briefing
* Hazard identification
* Cell phone for calling emergency services
* Satellite tracker with SOS function (where there is no cell coverage)
* UHF radio
 |
| Paraglider crash on course line | * Pilot injury ranging from minor to fatal
 | * Task safety briefing
* Hazard identification
* Ground based person with first aid kit
* Information relayed from the air by radio
* In the event of inadequate cell phone coverage, correspondence to emergency service by relayed radio call or satellite tracker
* If the event is deemed serious then the race might be paused or stopped to allow personnel to focus on mitigation of the event
 |
| Paraglider impact with power cables | * Falling and electrocution injuries, ranging from serious to fatal
 | * Identification of this specific hazard at task briefing
* Immediate contact with emergency services to disconnect power
* Otherwise as above
 |
| Missing pilot | * Delayed response to potential injuries
* Exposure
* Exhaustion
* Dehydration
 | * Pilot check back process
* Mandatory Safety Assistant supporting contact with the pilot
* Contact details available to all safety personnel
* Organised search party both on ground and via paraglider
* Alert to emergency services (LSAR) if the situation is deemed serious.
 |
| Proximity with other aircraft | * Mid-air collision leading to crash
 | * Notification to other airspace users in AIP supplement and/or NOTAM, as required
 |
| Paraglider landing in water /trees | * Drowning
* Injury
 | * Task course line to avoid all major areas of water /heavily forested areas
 |

# Appendix III: Competitor Emergency Response Plan

**Wanaka Hike and Fly Emergency Response Plan**

***10-13 February 2023***

***Your own safety must come first.***

You cannot help in an emergency if you are injured yourself

|  |
| --- |
| **Contact Information and Phone Numbers** |
| **Organisation** | **Contact** | **Number** |
| All Emergency Services | Police/Fire/Ambulance | 111 |
| Race Director | TBA | 021 000 000 |
| Safety Officer | TBA | 021 000 000 |
| Technical Officer | TBA | 021 000 000 |

|  |  |
| --- | --- |
| UHF Radio Frequency | Channel 07 (476.575) |
| Airband Emergency Frequency | 121.500 |
| **Equipment Available** |
| **Equipment** | **Location** |
| First Aid Kit  | Race Director |
| First Aid Kit | Safety Officer |

IF YOU HAVE AN ACCIDENT:

Leave your glider spread open to alert others you need help (if it isn’t too windy/safe to do so)

If able, un-attach from your glider to ensure you don’t get dragged

Activate emergency function on satellite tracker/PLB

Call for help on radio/cell phone

If a helicopter is on the way stash your glider where it will not be blown around.

IF YOU WITNESS AN ACCIDENT:

Note location and notify safety officer or other race official(s) and other nearby pilots by radio

If you can, SAFELY land nearby (do not land if you cannot do so safely)

Administer First Aid

If someone is injured call 111

IF YOU WITNESS AN ACCIDENT BUT CANNOT LAND:

MARK the position on your GPS, NOTE the direction and distance to a prominent landmark

REPORT info on the radio or phone

KEEP IN SIGHT of the accident if you can do so SAFELY. You will be compensated for lost points.

MAINTAIN CONTACT by radio or phone with the organisers and the injured pilot

CHECK on landing that the accident has been attended to

If you are the only witness and cannot contact anyone, you may need to land elsewhere to phone emergency services on 111 or activate the SOS function on your InReach or Spot. Contacting emergency services is more important than remaining in sight of the accident site.

**YOUR OWN SAFETY SHOULD NOT BE COMPROMISED FOR AN ATTEMPTED RESCUE!**

**KEEP A COPY OF THIS IN YOUR FLIGHT DECK OR HARNESS. ENTER PHONE NUMBERS INTO YOUR CELLPHONES**

Considerations

ACCESS:

* 2WD access: Phone 111 and request Ambulance
Ambulances can only deal with urban and easily accessible areas
* 4WD access or complex evacuation: Phone 111 and request Police Search and Rescue
Search and Rescue can handle more complicated terrain, and will send a helicopter if required as well
* This decision should be made quickly. Time may be important. If in doubt, ask for Police Search and Rescue.

COMMUNICATION:

* Activate the SOS function on your inReach or SPOT.
* If you have cell coverage, make a 111 call to provide additional information to your SOS alert
* If there is no cell coverage, you may be able to ask via radio for someone else to make the call.
* If you are the only person on the scene, as long as an SOS alert has been activated, stay with the injured – help will be on the way.
* If you are not the person contacting emergency services, ensure you are informed once they have been contacted. The messenger should be instructed to provide confirmation to you either via radio or in person.
* Keep your radio on.

INFORMATION: Try to have the following information ready when contacting Emergency Services.

* Nature of emergency – Accident / Illness,
* Location: The easiest way is to activate your SOS on your InReach/Spot/PLB and let emergency services know. Also provide a description of the area and/or a distance and bearing from a prominent landmark (mountain, township etc.) to confirm this.
* Site accessibility – 2WD / 4WD / helicopter. See above.
* Details of accident, injuries and the number of people involved.
* What actions have been taken.
* Any other known medical conditions / allergies that the patient may have.
* Name of patient
* Your name and cell phone number
* Keep your radio on!
* Obtain from the 111 operator their reference for the accident - Usually this is the location of the accident site (e.g. street address) but this can become unclear in the backcountry. This reference should be used in follow up communications to avoid confusion.

INFORM OTHERS: Once an SOS alert has been activated and/or 111 has been contacted, inform the patient and any other pilots in the area.

HELICOPTER PROCEDURES:

* Consider packing gliders if a helicopter rescue is expected.
* An activated InReach/Spot/PLB will greatly assist in locating the injured person. Multiple activations will not cause issue, though it will help if this is communicated to emergency services.

# Appendix IV: Safety Officer Emergency Response Plan

|  |  |
| --- | --- |
| **Rescue Coordination Centre** | 0508 ACCIDENT (222 433) |
| Police | Wanaka | 111 or 03 443 7272 |
| Queenstown | 111 or 03 441 1600 |
| Ambulance | Wanaka | 111 or 03 443 7076 |
| Queenstown | 111 or 03 441 4555 |

Good information on who to call is available [here](https://nzhgpa.org.nz/licensing-and-administration/admin-forms/), under competition manuals>Emergency Rescue Services – who to call.

**Pilot not checked in by end of day**

* Call missing pilot on radio and cell phone
* Call missing pilot’s safety assistant
* Check live tracking and pilot’s satellite tracking personal link
* Ascertain last known position/sighting/radio call of pilot
* Ask other available pilots if missing pilot was seen landing safely
* If possible, send vehicle(s) on search along probably flight path (with radios and cell phones)
* Contact all other pilots about last sighting of missing pilot

The above actions should all be initiated within 30 minutes of a pilot missing the check-in deadline. The vehicle search will probably take some time, so it is important to maintain regular contact with the searchers.

If the above actions are unsuccessful, then contact the rescue coordination centre and initiate formal search and rescue procedures. The RCC will need to know the following information:

* Full name of missing pilot
* Last known position
* Predicted flight path (ideally provide a map with the waypoints drawn on it)
* Equipment description (especially colours or paraglider and reserve)
* Emergency equipment carried by missing pilot (Satellite tracker, phone, radio, food, water, tent)
* Search areas already covered/actions already taken
* Safety Assistant Details

Reported Accident/Incident

* Write down all information that is available:
	+ Time of accident/report
	+ Location
	+ No. of people involved in accident
	+ Injuries sustained
	+ No. of people available to help
* Determine best course of action. This can be done with input from other race officials if they are easily contactable, but do not spend unnecessary time. If in doubt, call 0508 222 433 (RCC) or 111
	+ If contact can be established with the injured person and the injury is minor, talk with them about the best course of action. They may just need a pickup in a 4wd (i.e. sprained ankle near an accessible road). If they are in a hard to reach location, 0508 222 433 for search and rescue/helicopter is best, even for minor injury
	+ If you deem the injury is greater than minor (even if the injured claim otherwise), or you cannot establish contact with the injured, call 0508 222 433
* Once retrieval/rescue operation is complete, report accident to NZHGPA via process in NZHGPA OPM 5.12