

INTERNATIONAL CIVIL AVIATION ORGANIZATION
FIRST MEETING OF DIRECTORS OF CIVIL AVIATION OF THE
CARIBBEAN REGION (CAR/DCA/1)

(Grand Cayman, Cayman Islands, 8-11 October 2002)

**Agenda Item 7: Eastern Caribbean Search and Rescue/Mass Casualty Incident
(E/CAR SAR/MCI) development.**

(Presented by the Chairman, E/CAR/SAR Committee)

Summary
This working paper presents to the CAR DCA a status update on the Development of the sub-regional Civil Aviation Mass Casualty Incident Response Plan:
References:
<ul style="list-style-type: none">• 3rd E/CAR/SAR Committee Meeting held in Port of Spain, Trinidad and Tobago from 4 – 5 October, 2001• 17th E/CAR/DCA Meeting held in Port of Spain from 4-7 December, 2001.• 1st E/CAR SAR/MCI Task Force Meeting held in Barbados on May 10, 2002.

1. Introduction

1.1 At the eleventh Eastern Caribbean Directors of Civil Aviation Meeting held in Martinique, F.W.I. (December 1994) a Search and Rescue Committee was established.

1.2 The E/CAR/SAR Committee comprises the following States and Organizations:

Antigua and Barbuda
Barbados
France
Trinidad and Tobago
Venezuela
Caribbean Disaster Emergency Response Agency
(CDERA)

Intercaribbean Aeronautical Communications
Ltd (IACL)
Organisation of Eastern Caribbean States
(OECS)
Pan American Health Organisation (PAHO)

ICAO is an Advisor to the SAR Committee.

The United States of America is an observer to the SAR Committee.

1.3 **Terms of Reference:**

- a) to provide a standing regional forum for coordination of administrative and operational SAR matters in the Eastern Caribbean;
- b) to provide an interface with other national and international organizations involved with emergency services;
- c) to oversee the SAR Agreement for the Eastern Caribbean, and develop and maintain a Regional SAR Manual;
- d) to promote effective use of available facilities for SAR;
- e) to serve as a cooperative forum to exchange information and develop positions and policies of interest to more than one Party to the Plan; and
- f) to promote close cooperation and coordination between civilian and military authorities and organizations for the provision of effective SAR.

1.4 At the 3rd E/CAR/SAR committee meeting the E/CAR SAR/MCI Task Force was established to develop a time based coordinated activity programme for the completion of a response plan for the E/CAR Region.

1.5 In view of the specialized nature of Mass Casualty Management for aviation cases, this Task force comprised representatives of the following:

- PAHO – Chairman
- ICAO
- CDERA
- Ministry of Health, Trinidad and Tobago

1.6 At the 17th E/CAR/DCA meeting the following conclusion was adopted:

CONCLUSION 17/3 CIVIL AVIATION MASS CASUALTY INCIDENT RESPONSE PLAN FOR THE EASTERN CARIBBEAN REGION

That the E/CAR SAR Committee develop a programme for the development of a civil aviation MCI response plan for the Eastern Caribbean region to be completed by the 18th DCA E/CAR Meeting and present this programme to the CAR DCA Meeting in 2002.

2. Discussion

2.1 PAHO accepted the role of facilitator and after coordination and preparation, the E/CAR/SAR/MCI Task Force held its first meeting in Barbados on 10 May 2002.

2.2 The following information was received from the Task Force.

2.2.1 ***Mode of Operation***

It was agreed that:

- Only members of the Task Force would be required to participate in meetings of the Task Force to address development of work programmes of the task Force.
- The task Force would identify suitable key actors, states and agencies whose services maybe co-opted from time to time to assist in the development of the regional civil aviation MCI Response Plan.
- The number of meetings of the MCI Task Force be kept to a minimum and as far as possible work would be done by electronic means.
- CDERA would coordinate MCI response in the event of disasters including civil aviation disasters.

2.2.2 ***Work Programme: Collection & Analysis of Documentation***

A number of documents were identified which would be helpful in the work of the Task Force. These are to be examined and analysed:

- C/CAR MCI (Draft) Plan
- C/CAR MCI Questionnaire
- CDERA Regional Coordination Plan
- T&T Mass Casualty Incident Plan
- CDERA Status of Disaster Preparedness Study
- ICAO Airport Services Manual Part 7 Airport Emergency Planning
- ICAO-PAHO/WHO-ACI/LAC Guide for the Implementation of an Airport Emergency Plan
- Minutes of all relevant Meetings

2.2.3 ***Additionally it was agreed that:***

- CDERA would examine, with the support of ICAO agreements allowing
- CDERA to plan and coordinate civil aviation accidents in the E/CAR region including non-CDERA Caribbean territories of France, Netherlands and the United States.
- ICAO would work to assist in strengthening CDERA agreements with States/Territories to undertake planning and coordination functions.
- The Ministry of Health T&T and PAHO would collaborate in identifying health related data required.
- ICAO would identify Civil Aviation Accident Coordinators and collect and review Airport Emergency Plans to be used as reference in Disasters.
- CDERA would assist in identifying data sets needed.

2.2.4 *Development & Completion of Response Plans*

The following key dates and milestones were identified:

- **May 2002** – 1st MCI Task Force Meeting to develop Work Programme.
- **September 2002** – MCI Task Force presents Work Programme to develop and complete the regional civil aviation MCI Response Plan to E/CAR/SAR Committee.
- **October 2002** – 1st CAR DCA Meeting: E/CAR SAR Committee presents Work Programme to develop and complete regional civil aviation MCI Response Plan.
- **Third Quarter 2003** – E/CAR SAR Committee Meeting: MCI Task Force presents final draft Plan for approval
- **December 2003** – Present final draft of regional civil aviation MCI Response Plan for approval of the 18th E/CAR DCA Meeting by the E/CAR SAR Committee.

2.2.5 *Development of Time Based Coordinated Activity Programme for Completion of a regional civil aviation MCI Response Plan for the Eastern Caribbean*

The following Activities Programme was agreed to:

1. CDERA is to indicate its position on the acceptance of responsibility for coordination of Regional Response to civil Aviation emergencies.
2. Reference documents identified are to be circulated and reviewed by the Task Force within a month.
3. CDERA is to review Agreements and identify any additional agreements needed to facilitate regional coordination.
4. ICAO is to review Airport emergency Plans to help establish a database of Airport and Aviation resources.
5. ICAO is to assist in identification of National Civil Aviation Emergency Coordinators.
6. Ministry of Health of Trinidad and Tobago and PAHO are to review and modify health section of questionnaire to facilitate collection of data and development of Medical database.
7. CDERA is to collect and examine National Disaster Plans with a view of identifying data sets required. This is to be done with support from ICAO for non-CDERA states.
8. CDERA is to perform a gap analysis of the Regional Coordination Plan with a view of preparing an Annex to include Civil Aviation emergencies as well as to establish needs and possible resources.
9. Ministry of Health T&T and PAHO are to examine protocols that would allow for the provision of medical services in Civil Aviation MCI at National and Regional levels in order to inform development of the regional civil aviation MCI Response Plan.
10. It was agreed that the next MCI Task Force Meeting should be January 2003.
11. First Draft of the regional civil aviation MCI Response Plan should be completed by June 2003.

12. There should be a review of the First Draft of the regional civil aviation MCI Response Plan by all E/CAR States, territories and Agencies.
13. There should be a Meeting of the MCI Task Force to finalise the proposed regional civil aviation MCI Response Plan.
14. The Task Force should examine financial mechanisms associated with the management of MCI that would allow for the provision of Medical Services at National and Regional levels.
15. Present Plan to the E/CAR SAR Committee Meeting in October 2003.
16. Formal incorporation of regional civil aviation MCI Response Plan into the Regional Coordination Plan.

2.2.6

The following Time Table was developed in relation to the Activity Programme

SER	ACTIVITY PROGRAMME	RESPONSIBILITY	TIME FRAME
01	Indication of position re: acceptance of Responsibility for coordination of Regional Response to Civil Aviation Emergencies	CDERA	May 31, 2002
02	Circulation and Review of Reference Documents	MCI Task Force	May 31, 2002
03	Review of Agreements with States/Territories	CDERA	June 30, 2002
04	Review of Airport emergency Plans	ICAO	IR – August 31, 2002 FR – December 31, 2002
05	Identification of National Civil Emergency Aviation Emergency Coordinators	ICAO	July 31, 2002
06	Development of Medical database	PAHO, Ministry of Health T&T	IR – August 31, 2002 FR – December 31, 2002
07	Collection and Examination of National Disaster Plans	CDERA with support (ICAO)	IR – August 31, 2002 FR – December 31, 2002
08	Gap Analysis of the regional Coordination Plan	CDERA	July 31, 2002
09	Examination of protocols allowing for the provision of medical services in MCI at National and regional levels	PAHO, Ministry of Health T&T	August 31, 2002
10	2 nd MCI Task Force Meeting	MCI Task Force	January 2003
11	Draft Plan	MCI Task Force	June 2003
12	Review of Draft Plan by States and Agencies	E/CAR States and territories	August 2003
13	3 rd MCI Task Force Meeting to finalise Proposed Plan	Task Force	September 2003
14	Examination of financial mechanisms associated with the management of MCI Plan	MCI Task Force	September 2003
15	Present Plan at E/CAR SAR Committee Meeting	MCI Task Force	September 2003
16	Formal incorporation of MCI Plan into the CDERA Regional Coordination Plan	CDERA	October 2003

IR – Interim Report
FR – Final Report

2.2.7 *Framework for Development and Establishment of Regional Civil Aviation MCI Plan*

The MCI Response Plan developed by C/CAR SAR Committee, the MCI Plan T&T and the Regional Coordination Plan of CDERA were noted and recommended as documents to guide the MCI Task Force in the development of the civil aviation MCI Response Plan for E/CAR. The regional civil aviation MCI Response Plan to be developed should be incorporated into the CDERA Regional Coordination Plan as an Annex.

2.2.8 *Drafting of Plans for convening of MCI Meeting to establish a preferred approach to creating a mechanism for regional response to MCI resulting from civil aviation aircraft in the East Caribbean.*

Approaches to facilitate full consultation and participation with and by all stakeholders in the development of the Plan for Regional Response to Civil Aviation MCI was examined. It was agreed that members of the Task Force would include this item in significant activities or for a in normal work agenda of their respective agencies.

3. *Suggested Action*

3.1 The meeting is invited to take note of the work done (to date) by the E/CAR/SAR MCI Task Force and to propose any additional action that may be taken by the E/CAR/SAR Committee and/or through its Task Force in order to enhance the final draft of the Civil Aviation MCI Response Plan for the Eastern Caribbean.

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