



## Onguma Game Reserve Airfield Protocol

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- Guides must be at the airstrip at least 30 minutes before indicated ETA for pick-up of Guests
- Vehicles will only be allowed on the edges of the airstrip when chasing animals off the airstrip. NO DRIVING ON CENTRE OF RUNWAY.
- Vehicles shall be parked next to the boma clear off the runway when aircraft arrive or depart
- Always check if the emergency equipment is present and ready for use in case of emergency. (Fire Buckets, Fire extinguishers.)
- Guides must assist with bringing and taking luggage to and from the aircraft.
- **NB! Only the Pilot will load and off load his aircraft – he is responsible for weight distribution of the luggage in the aircraft and damages to his/her plane.**
- All guides will have a cooler box with drinks and ice ready for arriving guests to enjoy.
- All empty bottles and cans must be taken back to the lodge for disposal. Ensure no littering.
- When doing a drop off, guides must stay until the aircraft has safely taken off and reached a safe height and turned to go on its route.
- Vehicles MUST have a functional radio in order to communicate with the lodge.
- Do not travel through any back of house or workshop areas with guests.

## **Safety: (Do with EVERY arrival and departure)**

**Inspect** the runway and make sure it is **free of large rocks and holes**.

**Inspect** and make sure safety equipment is there and **functional**.

**Ensure** the windsock is **free and functional**.

After take-off do not leave. Wait for the aircraft to take off safely.

Be sure to clear all animals of the runway before landing and take-off.

No vehicle to approach closer than 5 meters from any aircraft.

Before approaching an aircraft: Make sure that:

**The aircraft has come to a stop.**

**The engine is shut down and propeller has stopped.**

**The pilot indicates it safe to approach the aircraft.**

## **In case of emergency:**

- In case of an emergency – IMMEDIATELY contact the lodge managers who will alert all necessary parties that can give assistance  
**Provide the following information regarding the Emergency clearly and to the point.**
  - What is the nature of the accident (e.g. Plane has crashed into an animal, Plane has fallen, etc.)
  - Has the plane over run the runway.
  - Is the wreck burning or not.
  - Do you see the any people?
  - Is the accident severe or not. Meaning do you suspect serious injury to the passengers or not.
- Do not put yourself or others in unnecessary danger.

## **Managers**

### **If you are alerted of an emergency: Do the following!**

- Stay calm and talk in an understandable tone to the guide to obtain clear and direct information regarding the emergency.
- Establish the severity of the emergency.
- Alert the parties needed to handle the emergency accordingly (and Fritz!)
- Alert all managers on the property of the emergency including Game Ranch. – State if help is needed or not – we do not want unnecessary people around.
- First on scene need to control and take charge of the scene to direct first aid and emergency treatment and to inform arriving assistance of the situation.
- Act calm, swiftly and accurately.
- Give direct, straight to the point info of the happenings to others.
- Do not endanger yourself or others on your way, during or after the emergency.