



NAMIBIA CIVIL AVIATION

AVIATION DISASTER MANAGEMENT PLAN



TGM-09-5 AvDMP 1.0



TGM Volume 9 Part 5

State Safety Programme

Aviation Disaster Management Plan

AvDMP

Document: TGM-09-5-AvDMP

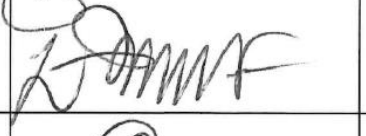
Version 1.0

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Document Control

Approval

Edition Number	1.0	Effective Date		
	Position	Name	Signature	Date
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Change Summary

Edition Number	Brief Description of Change	Prepared by	Effective Date
1.0	First Edition	SPQ	

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Amendments

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FORWARD



In the management of large-scale disasters, ensuring the safety and resilience of our operations stands as an unwavering commitment. Disasters, whether of natural origin or human-induced, are a stark reminder of the unpredictability we face. Hence, the essence of preparedness cannot be overstated.

This Disaster Risk Management Plan for Aviation marks a milestone in proactively addressing the intricate web of challenges and threats that this sector navigates daily. Its primary objective is to establish a comprehensive framework that bolsters our ability to reduce vulnerabilities, respond effectively, and ensure continuity in aviation operations amidst adversity.

The aviation domain is uniquely exposed to a broad spectrum of risks: weather-related disruptions, maintenance, human error, security concerns, and public health emergencies, are among a few that we must be ever ready to respond to.

This plan has been meticulously crafted, drawing on industry expertise, international best practices, and regional specificities, and based on the Disaster Risk Management Regulations and the Disaster Risk Management Act, No. 10 of 2012. It stands as a testament to the collaborative spirit that is at the heart of aviation safety. It is through unity and shared responsibility that we can face the unforeseen challenges that lie ahead.

Key components encompass risk assessment, mitigation measures, response strategies, and recovery efforts. By adopting a multi-disciplinary approach, where aviation stakeholders work hand in hand, we strengthen our ability to manage disaster risks cohesively.

This Disaster Risk Management Plan for Aviation is our commitment to fortifying our sector against unforeseen perils. It underscores our resolve to maintain the highest standards of safety and security for passengers, personnel, and assets. It is not merely a document; it is a living pledge to safeguard the skies. Together, we embrace the imperative of resilience, for it is not just an aspiration; it is our duty.

Sincerely,

A stylized, handwritten signature in black ink, appearing to read 'Toska Sem'.

Ms. Toska Sem,
Executive Director, Civil Aviation

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1. INTRODUCTION

1.1. AIM

Objective of the NAM AvDMP

- 1.1.1. The Namibian Aviation Disaster Management Plan (NAM AvDMP) serves as a comprehensive framework outlining systematic communication and information flow procedures among the Namibian Government, the general public, and pertinent industry stakeholders in the event of genuine or impending aviation disasters or emergencies. This plan is aligned with international best practices, such as those outlined by the International Civil Aviation Organization (ICAO) and incorporates insights from Namibian national policies and disaster management frameworks.

1.2. SCOPE

Inclusive Scope of NAM AvDMP

- 1.2.1. NAM AvDMP covers the following aspects:
- 1.2.2. **Types of Emergency Covered Under the Plan:** Any event that is considered a national disaster related to the aviation sector is covered by this plan.
- 1.2.3. **Communication and Information Flow:** This section outlines step-by-step communication and information exchange processes from the initial incident notification to either the aircraft's safe landing or the enactment of measures to manage the resulting emergency. These procedures align with ICAO Annex 12 (Search and Rescue) and Annex 13 (Aircraft Accident and Incident Investigation) guidelines for aviation incident response.
- 1.2.4. **Support for Emergency Managers:** NAM AvDMP provides essential support to emergency managers responsible for government communications and resource coordination within the Namibian Search and Rescue (SAR) Region. The responsibilities and coordination framework are detailed in Section 1.3.
- 1.2.5. **Acknowledgment of Existing Plans:** Recognizing the multifaceted nature of disasters, this plan acknowledges the existence of various Namibian Government plans designed to respond to events within the all-hazards environment. Notably, the Namibian Disaster Risk Management Plan (NDDRM) serves as the mechanism for regions to request both financial and non-financial assistance for diverse events. This acknowledgment reinforces a synergistic approach to disaster management across Namibian agencies.

Exclusions from NAM AvDMP

- 1.2.6. NAM AvDMP does not encompass actions resulting from aircraft incidents handled within established jurisdictional or existing aviation arrangements. These include but are not limited to:
- 1.2.7. **Unlawful Interference with Aviation:** Actions defined under the 'National Civil Aviation Security Programme – Unlawful interference with aviation fall outside the scope of this plan unless it results in a potential disaster.
- 1.2.8. **Declaration of Emergency Phase:** The process of declaring an Emergency Phase by a Namibian Air Navigation Services Provider for an aircraft within Namibian airspace remains governed by existing aviation regulations.
- 1.2.9. **National Search and Rescue Procedures:** Coordination arrangements and protocols for search and rescue operations concerning missing civil aircraft and its occupants within the Namibian Search and Rescue Region are governed separately under National Search and Rescue procedures.

Associated Documents

- 1.2.10. Additional aviation arrangements, including reference materials and supplementary documents, are cataloged in Section 1.4 – Reference Materials for comprehensive reference.

Review Period

- 1.2.11. This plan shall be reviewed every 5 years unless changes or amendments are required prior to this.

1.3. KEY TERMS

Definitions

- a. **Aerodrome Emergency Plan:** A plan developed by certified aerodromes detailing actions required during aviation incidents within the vicinity of the aerodrome.
- b. **Amber Alert:** A lower-level alert status indicating a significant aviation incident but not a national disaster.
- c. **Aviation Incident:** An event related to the operation of an aircraft that poses a risk to the safety of the aircraft, its occupants, or the public.
- d. **Disaster Victim Identification (DVI):** The process of identifying individuals who have perished in a disaster event, particularly in cases involving mass casualties.
- e. **ICAO:** International Civil Aviation Organization, a specialized agency of the United Nations, responsible for regulating and overseeing international civil aviation.
- f. **Multi-Agency Drill:** A coordinated exercise involving multiple government agencies and organizations to evaluate response coordination.
- g. **Nam-AvDMP:** Namibian Aviation Disaster Management Plan, the primary document governing the response to aviation incidents within Namibian airspace and territory.

- h. **Disaster:** A serious disruption of the functioning of a community or society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community/society to cope using its own resources.
- i. **Public Information Officer:** A designated representative responsible for communicating with the media and the public during aviation incidents.
- j. **Red Alert:** A higher-level alert status indicating an aviation incident considered a national disaster.
- k. **Search and Rescue (SAR) Region:** The defined area within which Namibia assumes responsibility for coordinating search and rescue operations for missing civil aircraft and its occupants.

Acronyms

- a. ANSP: Air Navigation Services Provider
- b. DDRM: Directorate of Disaster Risk Management
- c. DVI: Disaster Victim Identification
- d. ICAO: International Civil Aviation Organization
- e. MHAISS: Ministry of Home Affairs, Immigration, Safety, and Security
- f. MIRCO: Ministry of International Relations and Cooperation
- g. MOHSS: Ministry of Health and Social Services
- h. MWT: Ministry of Works and Transport
- i. NAC: Namibia Airports Company
- j. NAMPOL: Namibian Police Force
- k. NCAA: Namibian Civil Aviation Authority
- l. NDRMC: National Disaster Risk Management Committee
- m. NDRMP: National Disaster Risk Management Plan
- n. NGO: Non-Governmental Organization
- o. SAR: Search and Rescue

1.4. REFERENCE MATERIALS

Documents

- a. International Civil Aviation Organization (ICAO) Annex 12 - Search and Rescue
- b. International Civil Aviation Organization (ICAO) Annex 13 - Aircraft Accident and Incident Investigation
- c. Namibian Disaster Risk Management Plan (NDRM-2011)
- d. National Search and Rescue Plan
- e. Aerodrome Emergency Plans
- f. Airlines' Emergency Response Plans
- g. Regulations for the Investigation of Aircraft Accidents and Incidents, 2020
- h. Disaster Risk Management Regulations, Government Notice No. 349 of 2013
- i. National Emergency Response Framework
- j. National Disaster Risk Management Plan, 2011
- k. National Disaster Management Policy

- l. Disaster Risk Management Act, No. 10 of 2012
- m. Civil Aviation Act, No.6 of 2016
- n. NAMCAR Part 179 Search and Rescue
- o. National Civil Aviation Security Programme
- p. The Convention on International Civil Aviation (The Chicago Convention), 1944 Articles 25 and 26, 37 and 38

International Agreements

- a. Letter of Agreement (LOA) with South Africa for Search and Rescue Coordination
- b. Letter of Agreement (LOA) with Botswana for Search and Rescue Coordination
- c. Letter of Agreement (LOA) with Zambia for Search and Rescue Coordination
- d. Letter of Agreement (LOA) with Zimbabwe for Search and Rescue Coordination
- e. Letter of Agreement (LOA) with Angola for Search and Rescue Coordination

Local Agreements

- a. MOU NAMPOL and NCAA
 - b. MOU DDRM and NAMPOL
 - c. MOU MFMR and NCAA
 - d. MOU DAAll and NCAA
 - e. MOU between Ministry of Works and Transport Department of Transport South Africa
 - f. MOU DDRM and NCAA
 - g. MOU DDRM and DAAll
 - h. MOU between DAAll and French Government for offshore recovery
 - i. MOU between DAAll and German Government for assistance
-

2. ROLES AND RESPONSIBILITIES

2.1. OVERVIEW

Introduction

2.1.1. This section provides a comprehensive overview of the roles and responsibilities of various government agencies, institutions, and entities in Namibia in the event of significant aviation emergencies or disasters. The NAM AvDMP aims to establish a well-coordinated and efficient response framework to address aviation incidents within Namibian airspace and territory.

2.2. AREA OF RESPONSIBILITY

Geographic Responsibility

2.2.1. Namibia assumes responsibility for the geographical region within Namibia and the airspace covering the territory of Namibia.

Shared Search and Rescue Responsibility

2.2.2. Search and Rescue (SAR) responsibility is a shared commitment between Namibia and South Africa, governed by a Letter of Agreement (LOA) to ensure efficient coordination and response in the event of aviation incidents within the defined SAR Region.

Aerodrome Emergency Response

2.2.3. This plan recognizes that all certified aerodromes in Namibia must maintain an Aerodrome Emergency Response Plan (ERP). The ERP outlines specific actions required during emergencies, with funding considerations addressed within the framework of NAM AvDMP.

Airlines' Emergency Response Plans

2.2.4. All airlines operating within Namibia are mandated to establish and maintain an Emergency Response Plan, ensuring their readiness to respond effectively to aviation emergencies.

Details of Passenger and Relative Reception Facilities

2.2.5. The Aerodrome and Airline Emergency Plans incorporate comprehensive details concerning passenger and relative reception facilities and communication protocols, as outlined in relevant international and national aviation standards.

Mandatory Information Sharing by Airlines

- 2.2.6. Under the Regulations for the Investigation of Aircraft Accidents and Incidents, 2020, airlines are required to share certain pertinent information, including passenger manifests and cargo manifests, with relevant response agencies.

Preservation of Flexibility

- 2.2.7. The arrangements articulated in NAM AvDMP are designed to operate independently and should not hinder the activation of relevant plans and standing arrangements, ensuring flexibility and adaptability in crisis management.

2.3. PRIME MINISTER'S OFFICE

Central Coordination

- 2.3.1. The Office of the Prime Minister's is responsible for overall coordination and during aviation incidents of national significance.
- 2.3.2. The Prime Minister's Office will provide leadership and ensure alignment with the broader national emergency response framework.
- 2.3.3. Provision of resources to cover large scale emergencies are covered by the Ministry of Works and Transport as well the Namibia Civil Aviation Authority as per the DDRM Policies. However, in an event where financial resources are inadequate to meet the needs, resources from National Disaster Fund may be considered after Cabinet approval.

2.4. NAMIBIAN CIVIL AVIATION AUTHORITY (NCAA)

- 2.4.1. Air Incident and Accident Coordination NCAA will undertake investigations with a view to taking appropriate safety-related action pursuant to civil aviation safety authority functions.
- 2.4.2. NCAA will support DAAll with their investigations where appropriate.
- 2.4.3. NCAA will establishing restricted airspace of a temporary nature (temporary restricted area) to limit or control aviation activity in the interests of public safety, or to protect the environment as required.

2.5. MINISTRY OF WORKS AND TRANSPORT

Transportation Coordination

- 2.5.1. The Ministry of Works and Transport will coordinate transportation of resources for the swift movement of emergency response teams, equipment, and supplies to and from the incident site.

- 2.5.2. They will collaborate with the Namibia Airports Company (NAC) and regional councils to ensure transportation support.

Directorate of Aircraft Accident and Incident Investigation (DAAI)

- 2.5.3. DAAI takes overall responsibility and command of accident and incident investigation of civil aircraft in the territory of Namibia, up to and including 12 nautical miles offshore, and beyond if a Namibian registered aircraft is involved. DAAI may assist the Namibian Defence Force in investigation of military accidents whenever there is a collision with a civil aircraft or civilian structure, or when requested to do so.
- 2.5.4. DAAI holds the central role in managing and coordinating aviation accidents and incidents within Namibian airspace and territory.
- 2.5.5. DAAI will liaise with the Prime Minister's Office, relevant ministries, and entities for accident and incident assessment, response coordination, and public communication.

2.6. MINISTRY OF HEALTH AND SOCIAL SERVICES

Medical Response and Public Health

- 2.6.1. The Ministry of Health and Social Services will oversee medical response efforts, ensuring the readiness of medical facilities to treat injured passengers and crew and provide psychological support where needed.
- 2.6.2. They will collaborate with the Namibia Red Cross Society and other non-governmental organizations (NGOs) for logistical or medical support.

2.7. REGIONAL COUNCILS AND MUNICIPALITIES

Local Response

- 2.7.1. Local authorities, including regional councils and municipalities, will play a vital role in supporting incident response efforts within their jurisdictions.

Regional Coordination

- 2.7.2. They will work closely with the RDRMC and relevant government agencies to ensure coordinated local responses to aviation incidents.

2.8. PORTS AUTHORITIES OF NAMIBIA

Coastal Response

- 2.8.1. Ports authorities will support aviation incidents involving aircraft operating near or over coastal areas.

- 2.8.2. They will coordinate maritime resources and assistance if required for search and rescue operations.

2.9. NATIONAL DISASTER RISK MANAGEMENT COMMITTEE (NDRMC)

Disaster Response Coordination

- 2.9.1. NDRMC will provide overall coordination of disaster response activities, including aviation incidents, in collaboration with government ministries, agencies, and regional authorities.
- 2.9.2. They will manage the allocation of resources and ensure that the disaster response aligns with the broader national disaster management framework.

2.10. NAMIBIAN RED CROSS SOCIETY

Humanitarian Support

- 2.10.1. The Namibian Red Cross Society will provide humanitarian support, including first aid, relief, and volunteers' mobilization to affected individuals and communities.
- 2.10.2. They will coordinate their efforts with government authorities and other humanitarian organizations.

2.11. MINISTRY OF DEFENCE

Military Support

- 2.11.1. The Ministry of Defense will provide logistical support, including transportation, search and rescue capabilities, and disaster response teams, when requested by the relevant authorities.
- 2.11.2. They will collaborate with other response agencies to ensure a unified and effective response to aviation incidents.

2.12. MINISTRY OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

Information Dissemination

- 2.12.1. The Ministry of Information and Communication Technology will be responsible for dissemination of information in disseminating accurate and timely information to the public during aviation incidents.
- 2.12.2. They will collaborate with the NCAA and government agencies to ensure that the public is well-informed, adhering to communication protocols.

2.13. NON-GOVERNMENTAL ORGANIZATIONS (NGOs)

Humanitarian Assistance

- 2.13.1. NGOs may provide humanitarian assistance and support to affected individuals and communities in coordination with the government.
- 2.13.2. They will collaborate with relevant government agencies to ensure effective assistance delivery.

2.14. AVIATION INDUSTRY REPRESENTATIVES

Industry Cooperation

- 2.14.1. Aviation industry representatives, including pilot associations and aviation unions, will collaborate with government agencies to provide expertise and support in incident response and investigation.
- 2.14.2. They will adhere to established protocols and guidelines for aviation incident management.

2.15. COMMUNITY AND VOLUNTEER GROUPS

Community Engagement

- 2.15.1. Community and volunteer groups may play a vital role in supporting affected communities and providing additional resources as needed.
- 2.15.2. They will coordinate their efforts with government agencies and respond to specific requests for assistance.

2.16. MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY, AND SECURITY

Police, Immigration, and Border Control

- 2.16.1. The Ministry of Home Affairs, Immigration, Safety, and Security will manage immigration processing for passengers and crew affected by aviation incidents, ensuring the accurate collection and sharing of personal details as required.
- 2.16.2. They will work closely with the Ministry of Works and Transport and other relevant authorities to facilitate immigration and border control processes.
- 2.16.3. The Air Navigation Services Provider may transfer coordination to local law enforcement or regional authorities in accordance with the recovery effort, as well as under national SAR arrangements.
- 2.16.4. The Namibian Police will assist with victim identification and notification.

Disaster Victim Identification

- 2.16.5. The Ministry of Home Affairs, Immigration, Safety, and Security will provide Disaster Victim Identification (DVI) capabilities under the National Forensic

Institute, including forensic expertise, to assist in the identification of victims in cases of mass casualties resulting from aviation incidents.

- 2.16.6. They will collaborate with the Namibian Police Force and other relevant agencies to ensure accurate and efficient DVI processes.

International Coordination

- 2.16.7. In cases involving foreign nationals or international incidents, the Ministry of International Relations and Cooperation (MIRCO) will liaise with foreign governments to provide necessary information and support for their citizens affected by aviation incidents within Namibian territory.

2.17. AIRPORTS

- 2.17.1. Providing passenger and relative reception and reunification at ports of origin and destination.
- 2.17.2. Assisting the Directorate of Aircraft Accident and Incident Investigations and other authorised investigators with accident investigations as needed.

2.18. NAMIBIA AIRPORTS COMPANY (NAC)

Airport Operations and Management

- 2.18.1. NAC, responsible for airport operations in the eight major airports, will activate its Aerodrome Emergency Response Plans (ERPs) at affected airports.
- 2.18.2. They will provide passenger and relative reception facilities and coordinate with airlines for the welfare of passengers and crew.
- 2.18.3. Airports must provide and accept liaison officers into industry crisis centres, or equivalent.

2.19. AIRLINES

- 2.19.1. Airlines must provide services consistent with the Aircraft Accident Victims and their Next of Kin Plan for Namibia , Appendix E.
- 2.19.2. Airlines must provide and accept liaison officers into industry crisis centres, or equivalent.

3. RESPONSE

3.1. ACTIVATION OF NAM-AvDMP

Alert Levels

- 3.1.1. The NAM-AvDMP maintains two alert levels to ensure emergency managers are prepared for and can quickly respond to aviation incidents:
- 3.1.2. **Red Alert:** This level is maintained for accidents considered national disasters.
- 3.1.3. **Amber Alert:** This level is used for serious accidents resulting in a significant loss of life onboard the aircraft and/or on the ground but do not constitute a national disaster. It is also utilized for aviation incidents within Namibia's Search and Rescue Region that may require government agency coordination in the search for a missing aircraft. The alert may be upgraded to a 'red alert' when the missing aircraft is a domestic, regional, or international scheduled airliner with a large number of occupants, and the time has lapsed past the time of remaining fuel on board.

3.2. COORDINATION FOR SPECIFIC CONTINGENCIES

Emergencies Involving Civilian Aircraft:

- 3.2.1. **Aircraft Emergencies near Aerodromes:** When an aircraft emergency occurs within the vicinity of a certified or registered aerodrome, the local Aerodrome Emergency Plan details the response arrangements to the emergency from the aerodrome and will work with the provisions of this plan.
- 3.2.2. **Airline Emergencies:** When an aircraft emergency occurs with an airline, the local Airline Emergency Plan response arrangements to the emergency from the airline and will work with the provisions of this plan.
- 3.2.3. **Search and Rescue (SAR) Coordination:** The Air Navigation Services Provide, under the Namibian Civil Aviation Authority, is responsible for coordinating the aircraft SAR phase when an aircraft is assumed to be lost, to have ditched, or to have crashed outside of a certified aerodrome, or when a distress beacon associated with the aircraft or persons on board is detected.
- 3.2.4. **Transfer of Coordination:** The Air Navigation Services may transfer coordination to local law enforcement or regional authorities in accordance with the recovery effort, as well as under national SAR arrangements.

Airspace and Resource Coordination:

- 3.2.5. The Namibian government recognizes that during response and in some recovery respects, particularly where aerial damage assessments are being conducted, the Namibian Civil Aviation Authority (NCAA) may need to rapidly establish airspace coordination.
- 3.2.6. Airspace coordination will be implemented in consultation with engaged agencies, using relevant aviation specialists.
- 3.2.7. The relevant lead agency will coordinate all required resources throughout the event. During the location and rescue phases, the lead agency will be the Air Navigation

Services Provider. After rescue, the lead agency will be the healthcare service providers or law enforcement.

- 3.2.8. The lead agency for SAR will deliver the rescued individuals to a designated triage or treatment point established by the Ministry of Health and Social Services or the healthcare service providers.

Transferring Overall Responsibility for Coordination:

- 3.2.9. Under agreements between relevant Namibian authorities, once the position of the crashed aircraft is known, the Air Navigation Services Provider may transfer overall SAR coordination responsibility to local law enforcement or regional authorities at a mutually suitable and appropriate time. The Air Navigation Services Provider would then provide continuing support as required.

Investigation:

- 3.2.10. Upon an aviation crash or disaster, the Namibian Directorate of Aircraft Accident Incident Investigation, under the Ministry of Works and Transport, must be contacted to ensure that rescue operations do not compromise investigation activities. The Directorate of Aircraft Accident Incident Investigation can provide relevant information to the rescue and recovery process.
- 3.2.11. Concurrently with the investigative role played by the Directorate of Aircraft Accident Incident Investigation, the appropriate law enforcement agencies have an investigative responsibility to meet the requirements of the coroner and to conduct any criminal investigations.
- 3.2.12. The Namibian Civil Aviation Authority (NCAA) also has a subsidiary responsibility to support and assist the Directorate of Aircraft Accident Incident Investigation and law enforcement accident and incident investigation where necessary. This is separate and distinct from the NCAA's authority to carry out a regulatory investigation into the accident, which may be conducted in parallel to the Directorate of Aircraft Accident Incident Investigation's investigation.

Emergencies Involving Military Aircraft:

- 3.2.13. The Namibian Air Force under the Ministry of Defence is responsible for investigating Namibian and foreign military aircraft accidents in Namibia.
- 3.2.14. The Namibian Air Force is responsible for recovery operations for military aircraft crash site mapping. The Namibian Air Force officer in charge of the Aircraft Accident Investigation Team will ensure adequate mapping is completed to satisfy the Namibian Defence Force, coroner, and other agency requirements.
- 3.2.15. If an aircraft accident investigation involves other law enforcement inquiries (such as information for a coroner or a criminal investigation), the officer in charge of the Aircraft Accident Investigation Team will assist where possible.
- 3.2.16. When there is civilian infrastructure involved in the accident there shall be coordination between the Directorate of Aircraft Accident and Incident Investigation and the Namibian Air Force.

4. SUPPORTING ADMINISTRATIVE ACTIVITIES

4.1. COMMUNICATIONS

- 4.1.1. Effective communication is vital during aviation incidents to ensure a coordinated response among all stakeholders. The following communication protocols will be adhered to:

Inter-Agency Communication

- 4.1.2. All government agencies, local authorities, and other response organizations shall establish and maintain clear communication channels for sharing information related to aviation incidents.
- 4.1.3. Communication protocols will be tested through regular exercises and drills to ensure seamless coordination during actual incidents.
- 4.1.4. Communication should be secure, confidential, and in compliance with relevant data protection laws.

Public Communication

- 4.1.5. The Ministry of Information and Communications Technology will serve as the primary point of contact for media inquiries and public information dissemination during aviation incidents.
- 4.1.6. Information released to the public shall be accurate, timely, and consistent, aiming to prevent the spread of misinformation.
- 4.1.7. Public information officers designated by government agencies and relevant organizations shall participate in media briefings and updates.

Liaison Officers

- 4.1.8. Nominated representatives for the AvDMP Committee will act as liaisons and may be deployed to the Search and Rescue of Disaster Management Centre.

4.2. RESOURCE MANAGEMENT

Resource Identification and Allocation

- 4.2.1. The Ministry of Works and transport and the Namibia Civil Aviation Authority will be responsible for resource identification, allocation, and deployment in coordination with relevant government agencies.
- 4.2.2. Resource tracking and management systems shall be utilized to ensure the efficient allocation of personnel and equipment.
- 4.2.3. Where an aviation disaster occurs, and expenses are incurred beyond the requirements of the normal functions of responsible entities, an application will be submitted to the Office of the Prime Minister, DDRM for assistance under the terms and requirements of the National Disaster Fund.

- 4.2.4. Under this plan all costs related to the SAR response within the Namibian SAR Region will be funded under the Inter-Governmental Agreement on Search and Rescue Cost and the National SAR Plan and arrangements at the time.

Mobilization of Resource and Expertise

- 4.2.5. In the event of a national disaster-level aviation incident, the Namibian government may request assistance from international organizations, neighboring countries, and donor agencies.
- 4.2.6. The Ministry of International Relations and Cooperation (MIRCO) shall coordinate international assistance efforts, including the provision of resources and personnel.

4.3. LOGISTICS

Transportation

- 4.3.1. The Ministry of Works and Transport (MWT) will coordinate transportation resources, including vehicles, aircraft, and vessels, for the rapid movement of emergency response teams, equipment, and supplies.
- 4.3.2. Logistics support for transportation shall be provided as required to facilitate response and recovery efforts.

Warehousing and Stockpiling

- 4.3.3. The Ministry of Works and Transport, in collaboration with the Namibian Civil Aviation Authority, shall establish and maintain stockpiles of essential emergency response supplies and equipment strategically located for rapid deployment during aviation incidents.
- 4.3.4. Equipment may be jointly convened with the Namibian Aviation Search and Rescue plan and accident and incident response teams.
- 4.3.5. Warehousing facilities, where required, shall be secured and well-maintained to ensure the availability of critical resources.

4.4. SUPPORT FOR PERSONNEL

Health and Safety

- 4.4.1. The Ministry of Health and Social Services (MOHSS) will ensure the health and safety of emergency response personnel and affected individuals during aviation incidents.
- 4.4.2. Adequate medical facilities, equipment, and personnel shall be deployed to treat injured passengers and crew.

Mental Health Support

- 4.4.3. The Ministry of Health and Social Services, , shall provide psychological support and counseling services to affected individuals and communities.
- 4.4.4. Mental health and psychosocial support programs shall be integrated into the overall response and recovery efforts.

5. TRAINING AND EXERCISES

5.1. TRAINING

Training for Emergency Managers

- 5.1.1. Relevant government agencies, including the Directorate of Disaster Risk Management, and organizations involved in aviation incident response shall provide regular training to their personnel.
- 5.1.2. Training programs shall cover incident management, communication protocols, resource allocation, and other essential skills.

Capacity Building

- 5.1.3. The Namibian government, in collaboration with international partners, shall support capacity-building initiatives to enhance the readiness and capabilities of emergency response personnel.
- 5.1.4. Training shall be provided to local authorities and communities to ensure they can effectively support incident response efforts.

5.2. EXERCISES

Scenario-Based Exercises

- 5.2.1. Scenario-based exercises shall be conducted regularly to test the effectiveness of the NAM AvDMP and the coordination of response activities.
- 5.2.2. Exercises shall simulate aviation incidents of varying scales to assess the readiness of government agencies and organizations.
- 5.2.3. NCAA shall be responsible for initiation, management, and record keeping for exercises.

Multi-Agency Drills

- 5.2.4. Multi-agency drills shall involve the participation of multiple government agencies, local authorities, and response organizations to evaluate the coordination and communication among stakeholders.

Frequency of Drills

- 5.2.5. Full scale drills shall be 2 yearly, partial drills once a year where full scale not held, and tabletop exercises held every 6 months, in coordination with those drills of the airports or airlines.
- 5.2.6. Lessons learned from drills shall be incorporated into response plans and procedures to enhance preparedness.

Public Awareness Campaigns

- 5.2.7. Public awareness campaigns shall be conducted to educate the general population about aviation accident response procedures and safety measures.
 - 5.2.8. These campaigns shall promote public cooperation and support for emergency response efforts.
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6. EVALUATION AND REVIEW

6.1. EVALUATION

Performance Evaluation

- 6.1.1. After each aviation accident, a thorough evaluation of the response efforts shall be conducted to identify strengths and areas for improvement.
- 6.1.2. Performance evaluations shall involve all relevant government agencies and organizations.

Public Feedback

- 6.1.3. Feedback from the public and affected individuals shall be solicited and considered during the evaluation process.
- 6.1.4. Public feedback shall be used to enhance response procedures and public communication strategies.

6.2. REVIEW

Plan Review

- 6.2.1. The NAM AvDMP shall be reviewed periodically to ensure its continued relevance and effectiveness.
- 6.2.2. Reviews shall be conducted at least every three years or more frequently if deemed necessary.

Regulatory Compliance

- 6.2.3. The NAM AvDMP shall be updated to align with changes in national and international regulations and standards related to aviation incident response.
- 6.2.4. Regulatory compliance shall be a priority in plan reviews and updates.

Lessons Learned

- 6.2.5. Lessons learned from aviation incidents and exercises shall be incorporated into plan revisions to improve the response framework continually.
- 6.2.6. The NAM AvDMP shall remain a dynamic document that evolves based on real-world experiences and feedback.

Appendix A: Communication Protocols

Action	Responsible Agency	Description
Establish inter-agency communication channels	All government agencies	Ensure open channels for sharing information during aviation incidents through radio frequencies, emergency phone lines, digital systems, etc.
Conduct communication drills and exercises	All government agencies	Regularly test communication protocols and identify potential gaps to improve coordination.
Ensure secure and confidential communication	All government agencies	Maintain data protection compliance in all communication activities.
Handle media inquiries and public information	Namibian Civil Aviation Authority	Serve as the primary point of contact for media inquiries and manage public information dissemination during incidents.
Disseminate accurate and timely public information	Ministry of Information and Communication Technology	Release information that is accurate, timely, and consistent to prevent the spread of misinformation.
Participate in media briefings and updates	Designated public information officers	Public information officers should engage in media briefings and updates during incidents.

Appendix B: Resource Management

Action	Responsible Agency	Description
Identify and allocate resources	National Disaster Risk Management Committee	Identify and allocate necessary resources, including personnel and equipment, for aviation incident response.
Mobilize resources for international assistance	Ministry of International Relations and Cooperation	Coordinate efforts to request assistance from international organizations, neighbouring countries, and donor agencies.
Coordinate transportation resources	Ministry of Works and Transport	Coordinate vehicles, aircraft, and vessels for rapid movement of response teams, equipment, and supplies.
Establish and maintain stockpiles	Ministry of Works and Transport	Strategically locate and maintain stockpiles of emergency response supplies and equipment for rapid deployment.

Appendix C: Support for Personnel

Action	Responsible Agency	Description
Ensure health and safety of personnel	Ministry of Health and Social Services	Deploy medical facilities, equipment, and personnel for the treatment of injured passengers and crew.
Provide psychological support	Ministry of Health and Social Services	Offer psychological support and counselling services to affected individuals and communities.

Appendix D: Terms of Reference (TOR) - National Aviation Disaster Management Plan (NAM AvDMP) Committee

1. Background and Context

The Namibian Aviation Disaster Management Plan (NAM AvDMP) Committee is established as a sub-committee under the State Safety Plan (SSP) Steering Committee. The NAM AvDMP Committee is responsible for the oversight, management, and periodic review of the NAM AvDMP to ensure its effectiveness and alignment with national and international aviation safety standards.

1.1. Functionality

- 1.1.1. **Disaster Preparedness and Mitigation:** The Namibia Aviation Disaster Risk Management Plan and Committee will focus on disaster preparedness, mitigation strategies, and infrastructure improvements for various aviation-related disasters, including accidents.
- 1.1.2. **Synchronized Response:** This committee will ensure a synchronized response to aviation accidents by coordinating with the "Aircraft Accident Victims and their Next of Kin Plan for Namibia" Committee.
- 1.1.3. **Resource Allocation:** Resource allocation will be coordinated to ensure that resources are efficiently and effectively used in disaster management.
- 1.1.4. **Continuous Improvement:** The Namibia Aviation Disaster Risk Management Plan and Committee will actively share lessons learned and insights gained from their experiences to enhance their plans and overall disaster management capabilities.

2. Purpose

The primary purpose of the NAM AvDMP Committee is to provide guidance and oversight for the planning, implementation, and coordination of aviation disaster management activities within the territory of Namibia. The committee aims to ensure the availability of a well-prepared and coordinated response to aviation incidents and emergencies.

3. Composition

The NAM AvDMP Committee shall be composed of representatives from key government agencies, aviation stakeholders, and relevant institutions. The composition of the committee shall include:

- (a) Chair: Appointed by the SSP Steering Committee, preferably from a relevant government agency or authority.
- (b) Vice-Chair: Appointed by the committee members.
- (c) Representatives from the following organizations:
 - i. Namibian Civil Aviation Authority (NCAA)
 - ii. Ministry of Works and Transport
 - iii. Ministry of Health and Social Services
 - iv. Namibia Airports Company (NAC)
 - v. Regional Councils and Municipalities
 - vi. Office of the Prime Minister
 - vii. Namibian Red Cross Society
 - viii. Ministry of Defence
 - ix. Local Authorities
 - x. Ministry of Home Affairs, Immigration, Safety, and Security

- xi. Ministry of Information and Communication Technology
- xii. Namibian Police (NAMPOL)
- xiii. Non-Governmental Organizations (NGOs) (optional)
- xiv. Aviation Industry Representatives (optional)
- xv. Ministry of International Relations and Cooperation
- xvi. Other relevant stakeholders as identified by the committee.

4. Roles and Responsibilities

The NAM AvDMP Committee shall have the following roles and responsibilities:

- 4.1. **Oversight:** Provide oversight and strategic guidance for the development, implementation, and periodic review of the NAM AvDMP.
- 4.2. **Policy Development:** Develop policies and procedures to ensure effective disaster management within the aviation sector.
- 4.3. **Review and Update:** Periodically review and update the NAM AvDMP to reflect changing circumstances and emerging best practices.
- 4.4. **Coordination:** Facilitate coordination and collaboration among government agencies, stakeholders, and institutions involved in aviation disaster management.
- 4.5. **Resource Allocation:** Oversee the allocation of resources and funding for aviation incident response and recovery efforts.
- 4.6. **Communication:** Ensure effective communication and information sharing among committee members and with the broader aviation community and the public.
- 4.7. **Training and Exercises:** Promote training, simulation exercises, and drills to enhance preparedness and response capabilities.

5. Meetings

The NAM AvDMP Committee shall meet at least twice a year for scheduled meetings. Additional meetings may be convened as needed to address urgent matters or emerging issues. Meetings may be held in-person or virtually, as determined by the committee chair and members.

6. Chair

The Chair of the NAM AvDMP Committee shall be appointed by the SSP Steering Committee. The Chair shall preside over committee meetings, provide leadership, and represent the committee's interests and decisions to the SSP Steering Committee.

7. Reporting

The NAM AvDMP Committee shall provide regular reports and updates to the SSP Steering Committee regarding the progress of aviation disaster management activities and the status of the NAM AvDMP.

8. Amendments

Any amendments to these TOR shall be proposed and approved by the committee members with the endorsement of the SSP Steering Committee.

Appendix E Aircraft Accident Victims and their Next of Kin Plan for Namibia

1. Introduction

1.1. The Aircraft Accident Victims and their Next of Kin Plan for Namibia establishes a comprehensive and coordinated approach for responding to aircraft accidents and addressing the needs of victims and their next of kin. This plan is developed in strict accordance with the following regulations, international standards, and ICAO recommended practices to ensure a timely, effective, and compassionate response in the event of an aviation accident:

- a. **Namibian Civil Aviation Act**
- b. **Namibian Civil Aviation Regulations**
- c. **ICAO Annex 9: Facilitation**
- d. **ICAO Doc 9973: Manual on Assistance to Aircraft Accident Victims and their Families**

2. Objectives

2.1. Prompt, Coordinated, and Compassionate Response

2.1.1. The primary objective of this plan is to ensure a prompt, coordinated, and compassionate response to aviation accidents that occur within the jurisdiction of Namibia. This response will be conducted in strict adherence to the Namibian Civil Aviation Act and Regulations, which set the legal framework for aviation safety and oversight in Namibia. It will encompass the immediate, efficient, and compassionate reaction to accidents, emphasizing the preservation of life, the mitigation of injuries, and the restoration of normalcy to the affected individuals and communities.

2.2. Support and Assistance to Aircraft Accident Victims and their Next of Kin

2.2.1. This plan is designed to provide support and assistance to aircraft accident victims and their next of kin in full accordance with ICAO standards and recommended practices. Victims and their families often find themselves in distressing situations following an aviation accident. The plan's objective is to offer immediate assistance, emotional support, and clear communication, thereby addressing the specific needs of the affected individuals with sensitivity, dignity, and respect. The plan will be developed and implemented in alignment with ICAO Annex 9 and ICAO Doc 9973, which offer guidance on how to address the needs of aircraft accident victims and their families.

2.3. Compliance with ICAO Standards and Namibian Legal and Regulatory Requirements

2.3.1. A central objective of this plan is to ensure compliance with both international aviation standards set by the International Civil Aviation Organization (ICAO) and Namibian legal and regulatory requirements. The ICAO is the global body responsible for developing and maintaining international standards and recommended practices for civil aviation. By adhering to ICAO standards, we aim to ensure that our response to aviation accidents aligns with best international practices. Additionally, this plan seeks to operate within the framework of the Namibian Civil Aviation Act and Regulations, which define the legal and regulatory landscape for civil aviation in Namibia.

3. Responsibilities

3.1. Namibian Civil Aviation Authority (NCAA)

- 3.1.1. **Oversight and Compliance:** The NCAA plays an important role in ensuring the effective implementation of the plan. This responsibility encompasses:
- 3.1.2. **Oversight:** NCAA is charged with overseeing the plan's implementation to guarantee strict compliance with both Namibian regulations and international standards set by the ICAO. This includes conducting periodic audits and assessments to ensure the plan's effectiveness and alignment with the Namibian Civil Aviation Act and Regulations.
- 3.1.3. **Regulatory Alignment:** NCAA will work diligently to ensure that the plan is in complete harmony with Namibian aviation regulations. This entails consistent review and updates to reflect any changes or amendments in the legal framework to maintain compliance.
- 3.1.4. **Collaboration and Resource Coordination:** The NCAA recognizes the significance of collaboration with relevant stakeholders and organizations, especially in the event of an aviation accident. Responsibilities under this category entail:
- 3.1.5. **Stakeholder Engagement:** NCAA will actively engage with and facilitate collaboration among various stakeholders, including the DAAll, airlines, airports, medical services, and other organizations involved in the aviation sector. The objective is to create a network of support that ensures a unified response in the event of an accident.
- 3.1.6. **Resource Mobilization:** NCAA will take the lead in coordinating the allocation of necessary resources to support the plan's implementation. This includes facilitation to ensure that adequate resources, such as personnel, facilities, and equipment, are available for an efficient response to aviation accidents.
- 3.1.7. **Support Systems:** NCAA will establish communication and support systems to enhance the plan's effectiveness. This includes maintaining lines of communication, coordination, and cooperation among stakeholders to facilitate a coherent and timely response to accidents.
- 3.1.8. **Continuous Improvement** NCAA is committed to continuous improvement of the plan to adapt to changing circumstances, emerging best practices, and evolving regulatory requirements. This responsibility involves:
- 3.1.9. **Plan Enhancement:** NCAA will periodically review and enhance the plan to align with new ICAO standards and recommended practices, ensuring that it remains at the forefront of global aviation safety and assistance to victims and their families.
- 3.1.10. **Lessons Learned:** NCAA will gather and analyze lessons learned from past incidents to refine response procedures, incorporate best practices, and update the plan accordingly. This learning process contributes to the plan's ongoing development and effectiveness.

3.2. Directorate of Aircraft Accident and Incident Investigations (DAAll)

- 3.2.1. **Accident Investigation and Prevention:** DAAll is tasked with a critical role in enhancing aviation safety by thoroughly investigating aircraft accidents to determine their causes. Responsibilities under this category include:
- 3.2.2. **Comprehensive Investigations:** DAAll will conduct in-depth investigations into aircraft accidents to identify the root causes and contributing factors. These investigations are performed in strict adherence to ICAO Annex 13 standards, which provide the international framework for accident investigations.
- 3.2.3. **Accident Prevention:** DAAll will develop recommendations to prevent similar accidents in the future. This proactive approach is vital in maintaining and improving aviation safety standards in Namibia.

- 3.2.4. **Collaboration and Information Sharing** DAAll acknowledges the importance of collaboration with other relevant entities. Responsibilities in this regard include:
- 3.2.5. **Information Sharing:** DAAll will share accident investigation findings and recommendations with relevant stakeholders, such as airlines and airports, to enhance safety and prevent similar incidents.
- 3.2.6. **Cooperation with NCAA:** DAAll will work closely with the NCAA to ensure that the findings and recommendations from accident investigations are effectively incorporated into regulatory and oversight processes.

3.3. Airlines

- 3.3.1. **Emergency Response:** Airlines operating in Namibia have a pivotal role in responding to aviation accidents. Their responsibilities encompass:
- 3.3.2. **Emergency Response Plans:** Airlines are required to develop and maintain comprehensive emergency response plans. These plans will include procedures for immediate response to accidents, including passenger safety and well-being.
- 3.3.3. **Passenger and Crew Support:** Airlines must ensure the safety and support of passengers and crew members following an aviation accident. This includes addressing their immediate medical and psychological needs and providing accurate information about the situation.
- 3.3.4. **Collaboration with NCAA and DAAll:** Airlines will actively collaborate with the NCAA and the DAAll. Collaboration responsibilities include:
- 3.3.5. **Information Sharing:** Airlines will share relevant information about aircraft accidents with the NCAA and DAAll to facilitate a coordinated response and accident investigations.
- 3.3.6. **Compliance with Regulatory Requirements:** Airlines will adhere to all regulatory requirements set forth in the Namibian Civil Aviation Act and Regulations, including any directives or recommendations from the NCAA and DAAll.

3.4. Airports

- 3.4.1. **Emergency Response Coordination:** Airports in Namibia play a central role in emergency response during aviation accidents. Responsibilities include:
- 3.4.2. **Emergency Plans:** Airports will maintain comprehensive emergency response plans that encompass actions to be taken in the event of an aviation accident within the airport's jurisdiction.
- 3.4.3. **Coordination:** Airports will actively coordinate with the NCAA, airlines, and other relevant authorities to ensure a well-organized response to aviation accidents, including victim and next of kin support services.
- 3.4.4. **Resource Allocation:** Airports will allocate resources, including personnel and equipment, to support the response to aviation accidents. This includes ensuring that essential resources, such as firefighting and rescue equipment, are readily available and adequately maintained.

3.5. Medical Services

- 3.5.1. **Immediate Medical Assistance:** Medical services, including hospitals, healthcare professionals, and MOHSS, play a critical role in providing immediate medical assistance to accident victims. Responsibilities encompass:
- 3.5.2. **Immediate Response:** Medical services will promptly respond to aviation accidents, providing necessary medical care to victims.

3.5.3. **Coordination:** Medical services will coordinate with other relevant authorities and agencies to ensure the effective transfer of injured individuals to healthcare facilities.

3.5.4. **Victim Identification and Support:** Medical services will assist in identifying victims and providing support to survivors, which may include informing families of their loved ones' conditions and coordinating their visits to healthcare facilities.

3.6. "Aircraft Accident Victims and their Next of Kin Plan for Namibia" Committee

3.6.1. **Immediate Victim and Family Support:** The "Aircraft Accident Victims and their Next of Kin Plan for Namibia" Committee has the primary responsibility of providing immediate support to aviation accident victims and their next of kin. Responsibilities include:

3.6.2. **Victim Assistance:** The committee will establish protocols for the immediate assistance of victims, which include counseling, medical support, and basic needs such as food and shelter.

3.6.3. **Family Support:** The committee will offer emotional support and practical assistance to the next of kin, including communication, information sharing, and logistical support.

3.6.4. **Communication and Public Relations:** The committee will oversee communication efforts to ensure a consistent and accurate flow of information to the public, media, and next of kin.

3.6.5. **Coordination with NCAA and Stakeholders:** The committee will actively coordinate its actions with the NCAA, other relevant stakeholders, and the DAAll.

4. Activation and Implementation

4.1. Activation Process:

4.1.1. The activation of this plan will occur upon the occurrence of an aviation accident within Namibia. The plan will be activated as follows:

4.1.2. **Notification:** The appropriate authorities, including the NCAA and the DAAll, will be notified immediately when an aviation accident is confirmed.

4.1.3. **Coordination:** NCAA, in collaboration with DAAll, will activate the relevant response protocols and initiate coordination with all stakeholders.

4.2. Immediate Response

4.2.1. The immediate response to an aviation accident will be carried out by the relevant agencies, including airlines, airports, medical services, and the "Aircraft Accident Victims and their Next of Kin Plan for Namibia" Committee.

4.3. Victim and Next of Kin Support

4.3.1. The "Aircraft Accident Victims and their Next of Kin Plan for Namibia" Committee will play a central role in providing support and assistance to aviation accident victims and their families.

4.4. Communication and Information Sharing

4.4.1. Efficient and transparent communication will be maintained with the public, media, next of kin, and relevant authorities throughout the incident.

4.5. Lessons Learned and Continuous Improvement

- 4.5.1. All relevant stakeholders, including the NCAA, airlines, airports, medical services, the "Aircraft Accident Victims and their Next of Kin Plan for Namibia" Committee, and the Namibia Aviation Disaster Risk Management Plan and Committee, will actively gather lessons learned from the incident to enhance their respective plans and overall disaster management capabilities.

5. Regulatory Compliance

- 5.1. This plan will be developed and implemented in strict accordance with the Namibian Civil Aviation Act and Regulations, as well as ICAO standards and recommended practices.

6. Training and Drills

- 6.1. Regular training and drills will be conducted to ensure that all relevant personnel and organizations are well-prepared to implement this plan effectively. These training exercises will include simulations of aviation accidents and response procedures.

7. Public Awareness and Education

- 7.1. Efforts will be made to raise public awareness about this plan and educate the public about the importance of aviation safety and preparedness for emergencies. This includes providing information to the public about their rights and responsibilities in the event of an aviation accident.

8. Evaluation and Review

- 8.1. The plan will be subjected to periodic reviews to assess its effectiveness and identify areas for improvement. These reviews will consider the performance of individual stakeholders as well as their interaction and coordination. Updates and revisions will be made as needed.

9. Conclusion

- 9.1. The "Aircraft Accident Victims and their Next of Kin Plan for Namibia" is a comprehensive and coordinated approach to responding to aviation accidents within Namibia. It is designed to ensure a prompt, coordinated, and compassionate response to such incidents, with a focus on supporting aircraft accident victims and their next of kin. This plan is developed in strict compliance with the Namibian Civil Aviation Act and Regulations and aligns with international standards and recommended practices set by the ICAO.
- 9.2. By implementing this plan, Namibia aims to uphold the highest standards of aviation safety, victim assistance, and disaster management. The commitment of all relevant stakeholders and continuous improvement efforts will contribute to a safer and more compassionate response to aviation accidents in Namibia.