

INFORMATION FOR TEACHERS/PARENTS

- Please wear hi-vis vests/ jackets at all times.
- Keep to the building line / marked walkways when in transit and in a tight group.
- Best behaviour from the students – it is a live Airport.
- Toilet facilities are available in the Terminal Building.
- If the emergency alarm sounds, move promptly to a safe area as directed by staff members.

GROUND RULES FOR THE STUDENTS

- Please stay in your groups.
- Follow the instructions of your Airport leader.
- Please do not touch anything unless you ask.
- Please raise your hands to ask a question at all times.
- Listen to what people are telling you.
- In particular-please remain quiet in the control tower due to operational requirements. The controller will advise when it is okay to talk.

4 STATIONS TO VISIT

1. Check-in
2. Air Traffic Control
3. Fire Station and fire truck
4. Engineering and hangars / aircraft sit-in

SCHEDULE

1200	School arrives.
1200-1245	Lunch followed by Welcome & Safety Brief from Airport Manager.
1245-1345	Split into groups to visit the 4 stations.
1350	Debrief by Airport Manager.
1400	Depart.



DEPARTMENT OVERVIEWS

CHECK-IN / SKYBUS OPERATIONS

- Explain what we do in check-in - tickets / identity / baggage / scales.
- Explain load sheets / why we do them / how it helps the pilots.
- Show where the baggage goes.
- How a typical day is planned.
- Disruptions - weather / technical / etc.
- Pilot rosters.
- Airports we fly to.

AIR TRAFFIC CONTROL

- Visit the tower .
- Explain ATC equipment.
- Explain the job of a controller.
- Airport Layout.

FIRE STATION AND FIRE TRUCK

- Explain what the fire crew do at the Airport.
- Extraneous duties undertaken.
- Demonstration of uniform.
- Sit in the fire truck-fire crew member to explain the truck.

ENGINEERING AND HANGARS / SIT IN AIRCRAFT

- Watch what the engineers are doing that day.
- Explain why the aircraft have to be serviced regularly.
- What kind of jobs the engineers have to do.
- Explain what type of aircraft we have.
- Explain the various parts of the aircraft.
- Sit in an aircraft (a few at a time)

