

Emergency Response Plan

Skyline Soaring Club

MANAGING AN
INCIDENT / ACCIDENT
AT THE GLIDERPORT

Skyline Soaring Club acknowledges value of the plan developed for the Blue Ridge Soaring Society by John T. Molumphy as a resource for the development of this document.

GENERAL INFORMATION

In the event of an accident or incident at Skyline Soaring, many things will have to happen in a compressed time period. Some things will happen without direction - people will rush to the scene for first aid and rescue, for example, but other tasks need supervision. This Emergency Response Plan sets forth some considerations for allocating resources while dealing with an emergency situation.

- 1) ***The Duty Officer will be responsible for implementing the Emergency Response Plan and will remain in charge until that responsibility is turned over to another member, by agreement. See Checklists following this section!***
- 2) In the event of an accident or serious incident, operations will be shut down for the day.
- 3) Skyline Soaring personnel shall at all times be fully cooperative with all emergency services personnel, the local airport management, and the FAA-NTSB. Should events surrounding the accident suggest culpability on the part of Skyline Soaring, responses to inquiry may be presented in the light most favorable to Skyline Soaring. Investigating officials will ask questions; *only the questions asked should be answered*. The responses you give should be based upon your firsthand knowledge. ***Do not respond with opinions, speculation, suppositions or conclusions.***
- 4) NTSB Part 830 controls the reporting of accidents or incidents. (See attached, Part 830)
 - Aircraft damage and personal injury does not necessarily mean an "accident" or "incident", as defined by the NTSB, has occurred. In light of the facts of a particular event, carefully read the definitions at Section 830.2 and .5.
 - If an accident or incident (as defined) occurs involving Skyline Soaring equipment, we have the responsibility to report.
 - If an accident or incident (as defined) occurs involving non-Skyline Soaring equipment, we may not have the requirement to report, although the Club has a professional responsibility to assist in any way possible.
- 5) When notifying the FAA (which is acceptable in lieu of notifying the NTSB), specific information will be expected. (See Section 830.6.) Be prepared to relate the aircraft make, model and N number, name of PIC, name of owner/operator, date and time of the accident, points of departure and intended landing, location of accident, number aboard and nature of injuries, and nature of accident, extent of damage and weather conditions.
- 6) Since conditions can change in minutes, it is important to record weather data immediately.
- 7) ***Dealing with the news media can be overwhelming for the unwary.*** Some points to keep in mind:
 - ***One*** person should be designated to deal with the media
 - The media have a legitimate interest in receiving information in a timely manner, however, our interest in protecting our own is greater. *The names of people involved should not be released or confirmed unless you are certain that family members have been advised of the situation.* In response to questions about identity and the status of the situation, it is helpful to state what is currently being done, for example:

- “We are working diligently to gather the information and verify its accuracy. According to our policy, the names will be released as soon as verification is complete and family members have been notified”
- Do not assign the cause of the accident; typically, accidents have multiple causes and it is unlikely that a cause you may identify is the proximate cause.
- AVOID SPECULATION ON ANY PHASE OF THE ACCIDENT RELATED TO PROBABLE CAUSE OR ANY UNCONFIRMED DETAILS. DO NOT ASSIGN CAUSE, instead state:

“We are cooperating fully with the FAA-NTSB in handling information related to the investigation of the accident.”

- If you must release information, prepare a statement using objective terms only, for example:

“Shortly after 2:30 P.M, a glider landed off field after departing the airport. The reason for the outlanding is undetermined Two persons have been transported to Front Royal and the nature and extent of the injuries are unknown. The names will not be available until the families have been notified”

- 8) Blue tarps are inexpensive, available and effective for covering wreckage. They can be purchased in Front Royal.
- 9) In the event an aircraft is overdue or missing, the Civil Air Patrol will organize the search. They must receive an "official" request from Sheriff, FSS, ATC, etc., at Air Force Rescue Center, Scott AFB, IL., 1-800-851-305 1.
- 10) Crash site security is a local option, but is done whenever possible by the Civil Air Patrol and/or the KFRR FBO and/or the local rescue or police.
- 11) During a crisis, the overwhelming majority of people rise to the challenge and do what must be done. In the days following, most will suffer some symptoms of posttraumatic stress. This very normal response can be dealt with through a critical incident debriefing. If indicated, a debriefing will be conducted.
- 12) Accident Report Form Available at: <http://www.nts.gov/aviation/report.htm>.

CHECKLIST FOR ACCIDENT ON OR NEAR FRR

A. IMMEDIATELY.

- (1) Notify: Rescue - Fire – Police - Local Air Traffic
 - Fire/Rescue: Front Royal 911
 - FRR FBO: 540 635 3570
 - Air Traffic in area: FRR 123.0

- (2) Set up Skyline Soaring command post at FBO or other location with telephone.

- (3) Send two people to the road to direct emergency personnel and restrict access to others (including media).

- (4) Send at least two people to the scene for first aid rescue, do NOT send everyone – too many can be unhelpful to.
 - Send blankets - first aid kit - fire extinguisher - tool box – cell phone – handheld radio

B. NEXT:

- (1) Assign one person to be Skyline Soaring spokesperson and emergency services contact.

- (2) Assign two persons to be Skyline Soaring contact with family at scene, hospital or home.
 - Coordinate actions with the Virginia State Trooper.

- (3) Assign one person to collect accident information:
(exact times, known facts, witnesses, photos, current conditions, take pictures at scene, etc.)

C. THEN.

- (1) Notify in club:
 - Skyline Soaring President - Tel: _____

- (2) Notify FAA:
 - FAA - Dulles FSDO (703) 661 8160 / 6882.
 - Ask for Duty Officer.
 - Weekends: Leesburg FSS (703) 779 4606 – direct line to supervisor and advise that wish to report an accident (note the time reported and initials of supervisor) FSS will contact FAA Duty Officer, who will return call.
 - If no response within 30 min., call back

D. LAST:

- (1) If aircraft released by FAA-NTSB and State Police, and it can be moved, move it to hangar, or into trailer.

- (2) If aircraft not released or cannot be moved, cover with blue tarps and secure scene. (Civil Air Patrol may assist)

(3) Notify remaining officers/directors of Skyline Soaring.

(4) The next business day, notify our insurance company if necessary.

- Tel: 480-968-7746
- Fax: 480-967-3828
- Toll Free: 800-528-6483

(Assign one person as insurance company contact.)

CHECKLIST FOR ACCIDENT AT REMOTE SITE

A. IMMEDIATELY.

- (1) Notify: Rescue - Fire - Police
 - 911
 - Cass Aviation (Reggie) 540 635 3570
 - Ask that report be relayed to . . .as appropriate
- (2) Set up command post at FRR
- (3) Gather all people at command post for assignments.
- (4) Assign following Tasks:
 - Two people to be the Skyline Soaring contact with family at scene, hospital or home.
 - Three people to handle aircraft
 - One person to be Skyline Soaring spokesperson and emergency services contact.
- (5) Spokesman, and at least five others, in vehicles, go to scene. Take cell-phone, GPS, handheld radio, to accident location.

B. NEXT.

- (1) Notify:
 - Skyline Soaring President _____
- (2) Assign one person to gather accident information at FRR (witnesses, photos, current conditions, exact times, investigators, landowner name, take pictures at scene, etc.)
- (3) Notify FAA:
 - FAA - Dulles FSDO (703) 661 8160 / 6882.
 - Ask for Duty Officer.
 - Weekends: Leesburg FSS (703) 779 4606 – direct line to supervisor and advise that wish to report an accident (note the time reported and initials of supervisor) FSS will contact FAA Duty Officer, who will return call.
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C. LAST.

- (1) If aircraft released by FAA-NTSB and State Police and it can be moved, move it to hangar or into trailer.
- (2) If aircraft not released or cannot be moved, cover with blue tarps and secure scene. (Civil Air Patrol may assist)
- (3) Notify remaining officers/directors of Skyline Soaring
- (4) Next business day, notify our insurance company as above, if necessary. (Assign one person as insurance company contact.)

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TITLE 49—TRANSPORTATION CHAPTER VIII--NATIONAL TRANSPORTATION SAFETY BOARD PART 830--
NOTIFICATION AND REPORTING OF AIRCRAFT ACCIDENTS OR INCIDENTS AND OVERDUE AIRCRAFT, AND
PRESERVATION OF AIRCRAFT WRECKAGE, MAIL, CARGO, AND RECORDS—

Table of Contents
Subpart A--General

Sec. 830.1 Applicability.

This part contains rules pertaining to:

(a) Initial notification and later reporting of aircraft incidents and accidents and certain other occurrences in the operation of aircraft, wherever they occur, when they involve civil aircraft of the United States; when they involve certain public aircraft, as specified in this part, wherever they occur; and when they involve foreign civil aircraft where the events occur in the United States, its territories, or its possessions.

(b) Preservation of aircraft wreckage, mail, cargo, and records involving all civil and certain public aircraft accidents, as specified in this part, in the United States and its territories or possessions.

Sec. 830.2 Definitions.

As used in this part the following words or phrases are defined as follows:

Aircraft accident means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Civil aircraft means any aircraft other than a public aircraft.

Fatal injury means any injury which results in death within 30 days of the accident.

Incident means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Operator means any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or bailee of an aircraft.

Public aircraft means an aircraft used only for the United States Government, or an aircraft owned and operated (except for commercial purposes) or exclusively leased for at least 90 continuous days by a government other than the United States Government, including a State, the District of Columbia, a territory or possession of the United States, or a political subdivision of that government. ``Public aircraft'' does not include a government-owned aircraft transporting property for commercial purposes and does not include a government-owned aircraft transporting passengers other than: transporting (for other than commercial purposes) crewmembers or other persons aboard the aircraft whose presence is required to perform, or is associated with the performance of, a governmental function such as firefighting, search and rescue, law enforcement, aeronautical research, or biological or geological resource management; or transporting (for other than commercial purposes) persons aboard the aircraft if the aircraft is operated by the Armed Forces or an intelligence agency of the United States.

Notwithstanding any limitation relating to use of the aircraft for commercial purposes, an aircraft shall be considered to be a public aircraft without regard to whether it is operated by a unit of government on behalf of another unit of government pursuant to a cost reimbursement agreement, if the unit of government on whose behalf the operation is conducted certifies to the Administrator of the Federal Aviation Administration that the operation was necessary to respond to a significant and imminent threat to life or property (including natural resources) and that no service by a private operator was reasonably available to meet the threat.

Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Substantial damage means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered "substantial damage" for the purpose of this part.

Subpart B--Initial Notification of Aircraft Accidents, Incidents, and
Overdue Aircraft
Sec. 830.5 Immediate notification.

The operator of any civil aircraft, or any public aircraft not operated by the Armed Forces or an intelligence agency of the United States, or any foreign aircraft shall immediately, and by the most expeditious means available, notify the nearest National Transportation Safety Board (Board) field office \1\ when:

\1\ The Board field offices are listed under U.S. Government in the telephone directories of the following cities: Anchorage, AK, Atlanta, GA, West Chicago, IL, Denver, CO, Arlington, TX, Gardena (Los Angeles), CA, Miami, FL, Parsippany, NJ (metropolitan New York, NY), Seattle, WA, and Washington, DC.

- (a) An aircraft accident or any of the following listed incidents occur:
- (1) Flight control system malfunction or failure;
 - (2) Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness;
 - (3) Failure of structural components of a turbine engine excluding compressor and turbine blades and vanes;
 - (4) In-flight fire; or
 - (5) Aircraft collide in flight.
 - (6) Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.
 - (7) For large multiengine aircraft (more than 12,500 pounds maximum certificated takeoff weight):
 - (i) In-flight failure of electrical systems which requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit, or air-driven generator to retain flight control or essential instruments;
 - (ii) In-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces;
 - (iii) Sustained loss of the power or thrust produced by two or more engines; and
 - (iv) An evacuation of an aircraft in which an emergency egress system is utilized.

(b) An aircraft is overdue and is believed to have been involved in an accident.

Sec. 830.6 Information to be given in notification.

The notification required in Sec. 830.5 shall contain the following information, if available:

- (a) Type, nationality, and registration marks of the aircraft;
- (b) Name of owner, and operator of the aircraft;
- (c) Name of the pilot-in-command;
- (d) Date and time of the accident;
- (e) Last point of departure and point of intended landing of the aircraft;
- (f) Position of the aircraft with reference to some easily defined geographical point;
- (g) Number of persons aboard, number killed, and number seriously injured;
- (h) Nature of the accident, the weather and the extent of damage to the aircraft, so far as is known; and
- (i) A description of any explosives, radioactive materials, or other dangerous articles carried.

PART 830--NOTIFICATION AND REPORTING OF AIRCRAFT ACCIDENTS OR INCIDENTS AND OVERDUE AIRCRAFT, AND PRESERVATION OF AIRCRAFT WRECKAGE, MAIL, CARGO, AND RECORDS--Table of Contents

Subpart C--Preservation of Aircraft Wreckage, Mail, Cargo, and Records

Sec. 830.10 Preservation of aircraft wreckage, mail, cargo, and records.

(a) The operator of an aircraft involved in an accident or incident for which notification must be given is responsible for preserving to the extent possible any aircraft wreckage, cargo, and mail aboard the aircraft, and all records, including all recording mediums of flight, maintenance, and voice recorders, pertaining to the operation and maintenance of the aircraft and to the airmen until the Board takes custody thereof or a release is granted pursuant to Sec. 831.12(b) of this chapter.

(b) Prior to the time the Board or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:

- (1) To remove persons injured or trapped;
- (2) To protect the wreckage from further damage; or
- (3) To protect the public from injury.

(c) Where it is necessary to move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original positions and condition of the wreckage and any significant impact marks.

(d) The operator of an aircraft involved in an accident or incident shall retain all records, reports, internal documents, and memoranda dealing with the accident or incident, until authorized by the Board to the contrary.

Subpart D--Reporting of Aircraft Accidents, Incidents, and Overdue Aircraft

Sec. 830.15 Reports and statements to be filed.

(a) Reports. The operator of a civil, public (as specified in Sec. 830.5), or foreign aircraft shall file a report on Board Form 6120.\1/2\ (OMB No. 3147-0001) \2\ within 10 days after an accident, or after 7 days if an overdue aircraft is still missing. A report on an incident for which immediate notification is required by Sec. 830.5(a) shall be filed only as requested by an authorized representative of the Board.

\2\ Forms are available from the Board field offices (see footnote 1), from Board headquarters in Washington, DC, and from the Federal Aviation Administration Flight Standards District Offices.

(b) Crewmember statement. Each crewmember, if physically able at the time the report is submitted, shall attach a statement setting forth the facts, conditions, and circumstances relating to the accident or incident as they appear to him. If the crewmember is incapacitated, he shall submit the statement as soon as he is physically able.

(c) Where to file the reports. The operator of an aircraft shall file any report with the field office of the Board nearest the accident or incident.

[53 FR 36982, Sept. 23, 1988, as amended at 60 FR 40113, Aug. 7, 1995]

REPORTING AN ACCIDENT TO THE NTSB

Federal regulations require operators to notify the NTSB immediately of aviation accidents and certain incidents. An accident is defined as an occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. An incident is an occurrence other than an accident that affects or could affect the safety of operations ([49 CFR 830](#)). The report should be filed with the nearest [NTSB regional or field office](#). A phone call is sufficient initially, but a written follow-up will be required.

If you are requested to complete a Form 6120.1/2 "Pilot/Operator Aircraft Accident Report", you may obtain the form from the requesting NTSB office or from this web page

REGIONAL OFFICES: AVIATION

These regional and field offices are not a source of general NTSB information; such requests must be made to headquarters, telephone (202) 314-6000.

8:30 a.m.-5 p.m. (Eastern)	<u>Northeast Regional Office</u>	
	2001 Route 46, Suite 504 Parsippany, New Jersey 07054	Phone: 973-334-6420 FAX: 973-334-6759

8:30 a.m.-5 p.m. (Eastern)	<u>Northeast Field Office</u>	
	490 L'Enfant Plaza, S.W. Washington, D.C. 20594	Phone: 202-314-6320 FAX: 202-314-6329