

Initial Response Actions: create pocket document

Duty instructor if available or most senior instructor if available or most experienced pilot to assume role of on scene commander until emergency services arrive.

1. Time _____ Assess Scene
2. Time _____ Render Assistance if safe to do so (do not endanger responders)
3. Time _____ Call Emergency Services (000) check how this works
4. Time _____ Allocate duties to assisting members cards for duties
 - 4.1. Time _____ Name _____ Look after survivors safety/welfare
 - 4.2. Time _____ Secure and protect scene (Evidence)
 - 4.3. Time _____ Arrange for a member to meet emergency services at the main gate or muster area.
 - 4.4. Time _____ Limit access to scene to only those who need to be there.
 - 4.5. Time _____ Manage witnesses and other members and visitors on the airfield.
5. Time _____ Monitor flying activities and communicate on appropriate radio channels as required
6. Time _____ Commence Incident Log Annex C
7. Time _____ **If Emergency Services are required transfer Incident Management to their On-scene Commander on their arrival.**

Post Initial Response Actions

1. Time _____ If appropriate suspend flying Operations on selected/all runways using 'all stations' broadcast. Recommence when safe to do so
2. Time _____ Account for all Gliders (use the duty pilots log sheet)
3. Time _____ Obtain Witness statements - Annex E1 & E2
4. Time _____ Quarantine all operational documents relating to the incident flight: Flight sheet(s), maintenance release, data logger(s), pilots log books
5. Time _____ Complete Incident Details on Occurrence Report Form (GFA-SMS-024) – this information will be transferred into IRIS

Notifications

- Time _____ Contact the following: (Refer to Emergency Contact List)
1. CFI (request that they notify RMO and EMO)
 2. President/Vice President
 3. Club Safety Officer
 4. Property owner
 5. ATSB
 6. Aviation Service and Rescue (if a Distress Beacon has been activated)

Hot Debrief

Once Initial responses are complete and the survivors have been looked after, where ever possible conduct a "Hot Debrief" while events are fresh in everyone's mind; record comments and outcomes on the Incident Log (Annex C).