

Beaufort Gliding Club
EMERGENCY RESPONSE PLAN

March 15, 2014
Revision 0

Principal Place of Business
Bacchus Marsh Aerodrome

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Overview

This guidance is provided for reference by Duty Instructors, Tug Pilots and Duty Pilots in the unfortunate event of accidents or incidents involving Beaufort Gliding Club flying operations. This document describes club requirements for immediate action and informing club people, amplifying the official requirements mandated by GFA and CASA, plus key contacts and phone numbers.

Important Definitions

The following advice is important; these definitions not only delineate the severity of occurrences but also invoke different levels of required response. In accordance with the Air Navigation Act 1920 Part 2A, it is mandatory to report all **accidents, serious incidents, incidents** and **occurrences** involving civil aircraft operations in Australia and Australian-registered aircraft overseas to the Australian Transport Safety Bureau (ATSB). These requirements flow into GFA mandated requirements.

Accident - 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 until all such persons have disembarked, in which:

1. Any person suffers death or serious injury.
2. The aircraft incurs substantial damage or structural failure.
3. The aircraft is missing or inaccessible.

Serious incident - An occurrence associated with the operation of an aircraft that affects or could affect the safety of the operation of the aircraft or that involves circumstances indicating that an accident nearly occurred. Examples include near-collisions, serious undershoots, pilot incapacitation and like occurrences.

Incident - An occurrence, other than an accident or serious incident, associated with the operation of an aircraft that affects or could affect the safety of operation of the aircraft. In practice this definition is broadly interpreted and the incident reporting system accepts any reports, requests, complaints and suggestions which relate to aviation safety.

Whilst the focus of this document is on accidents, serious incidents and occurrences involving aircraft and glider operations, it is also possible that untoward events, accidents and incidents may occur on the airfield with regard to ground operations, motor vehicles, machinery and plant, ground infrastructure or natural hazard. The same principles apply with regard to emergency response, with these requirements tailored to the demands of the situation.

References:

- A. Air Navigation Act 1920 Part 2A
- B. Transport Safety Investigation Act 2003 Sections 18 and 19
- C. [GFA Operational Regulations](#)
- D. [GFA Manual of Standard Procedures](#), Section 21

Signed By the CFI, Christopher Thorpe



Date 28 March 2014

IMMEDIATE PRIORITIES AND RESPONSES

1. SAFETY OF LIFE

- Ascertain if it is safe to approach the crash/accident site.
- Provide immediate first aid.
- Call Emergency Services (000) if required or if in any doubt – Police, Fire, Ambulance
- Provide immediate firefighting response, if required
- If required to prevent further injury, remove to safe location clear of immediate hazards
- Ensure members of public and club members are not exposed to further hazards
- If airborne, inform and recall duty instructor(s) – responsible for operational safety and operations supervision

2. ASSIST EMERGENCY SERVICES

- Expedite their access to the accident/incident site and any deceased or injured people
- Escort emergency services if required ensuring they do not enter active runways.
- Assist in preserving the accident scene.
- Observe Police instructions

3. ENSURE SAFE TERMINATION OF FLYING OPERATIONS

- Recall airborne aircraft and gliders
- Provide advice on landing requirements, blocked runway areas
- Manage radio communications and safe ground operations
- Terminate ground operations without interference to emergency response

NOTES -

- These immediate priorities and responses are paramount and must take precedence over lower priority responses described below.
- When an accident or serious incident occurs, people will be stressed and will tend to react instinctively, sometimes focusing on lower priority issues.
- Restoring a sense of calm and discipline is very important.
- Clear delegation of tasks to individuals is very important.
- People will respond positively to calm and assured leadership.
- The number one rostered instructor is ultimately responsible for managing the response to an accident or serious incident, as he/she is responsible for operational safety and operations supervision.
- If airborne, another instructor may act on his or her behalf.
- Failing that, the tug pilot or duty pilot should act on his or her behalf until the instructor returns.

HIGH PRIORITIES AND RESPONSES

Having ensured that the immediate priorities and responses are being or have been undertaken, the following high priority actions should be pursued.

Records:

- prepare and collect accounts of the accident or incident, plus relevant data and imagery as soon as possible prepare and collect independent written statements from witnesses and those attending the scene, having briefed them on the importance of recording their own observations and actions, with minimum discussion with others – Pro Forma is attached
- take and retain photographs
- take measurements and prepare diagrams
- retain meteorological forecast printouts and data

Note: If Police officers retain any records and documents, recommend delegating someone to accompany officers to the station to collect photocopies of those documents.

Ensure preservation of physical evidence:

- assist Police and investigation authorities
- aircraft or wreckage may have to remain at the scene or on runway, if no further safety hazard
- photographs are important before any physical evidence is moved
- covering or protection of evidence may be required

Note: Physical evidence may be collected by Police or other authorities. If this occurs, keep an inventory of what evidence is collected.

Inform Club Operations (CFI) and Club Management (President), or their deputies:

- contact details are attached
- they will assist in these responses and may mobilise help for duty crew on the scene

If fatality, inform ATSB and GFA Operations:

- contact details are attached
- either duty instructor, or Panel Chairman / CFI should do this

If aircraft overdue or location unknown, call Aviation Search and Rescue

- contact details are attached
- collect accounts or statements of last known movements, radio transmissions
- consider using towplane and other gliders airborne as search or radio relay assets
- ensure listening watch on distress frequency 121.5MHz
- ensure clubhouse phone and mobile numbers are working and monitored

Manage members of public, limit access

- safety of members of the public present on the field is paramount
- members of the public who are witnesses should be carefully debriefed and

contact information retained for follow-on contact

- delegate a club member to man the airfield gate to limit access to essential people only, politely decline access to spectators and gawkers in order to assist duty crew and emergency services to manage the scene, reduce movement of physical evidence, limit exposure to hazards, and better manage stress or trauma of those affected
- if there is a fatality, media and public should be advised it is a Coronial issue under investigation by the Police

Note: If there is a fatality, the airfield will be closed and technically becomes a crime scene. Police will require strict access controls.

Manage media access or inquiries, limit public comment

- if media are present at the time, ensure they are escorted by a club member at all times and refer them to the duty instructor
- defer comment to club officials, the designated Point of Contact – for an accident or serious operational incident, this will normally be the CFI
- if time permits, draft a very short summary of the key facts regarding the accident or incident
- if there is a fatality, DO NOT release names of victims
- if there is a fatality, media and public should be advised it is a Coronial issue under investigation by the Police

Manage club members present on the field

- focus on the key facts, try to avoid or limit speculation
- affirm assistance will be provided to deal with any stress or trauma
- affirm that it is normal for strong emotions to be felt, that may require expression and comfort
- get statements in writing from club members present as to what they did or did not see, what their actions were
- get a complete list of members present and contact information

NOTES:

- These responses are important but must always be lower precedence than the Immediate Priorities and Responses, which may require continuing attention and oversight whilst these responses are being addressed.
- When an accident or serious incident occurs, people will be stressed and will tend to react instinctively, sometimes focusing on lower priority issues.
- After the initial essential responses, people will want to express their emotions and seek out explanations.
- Maintaining a focus on the key facts and most important actions, whilst instilling sense of calm and discipline is very important.
- Clear delegation of tasks to individuals is very important, noting that many activities here must occur in parallel.
- People will respond positively to calm and assured leadership.
- If there is a fatality, Police officers will have authority over many issues on the airfield, but as non-aviators will require expert advice and counsel on what actions are appropriate. The duty instructor must therefore establish a direct clear relationship with the Police officer-in-charge on the scene. The airfield must be closed and access controlled.
- If in doubt, seek advice and support from the CFI and Club President, as appropriate.

FOLLOW UP ACTIONS

In the follow-on stage after an accident or serious incident, there will be a transition of focus from on-field activities supervised by the duty instructor, to whole-of-club management of responses, both on and away from the airfield.

The follow-on priorities and responses will be unique to each event, but the following checklist should be referred to for guidance and allocation of lead responsibilities. Some are not essential actions, but reminders of issues to be considered.

These are no order of precedence.

- “Hot Debrief” – as soon as possible hold a debrief of all members and visitors involved in
- the incident
- Prepare a briefing for the club panel meeting
- Accident and incident analysis with Instructors panel and Safety Committee.
- Provision of counseling and support for stress or trauma
- Media Point of Contact, Public Affairs (normally Panel Chairman/CFI, supported by President)
- Liaison with families of affected people
- Insurance responses and claims management
- Liaison with Police, Coroner
- Compilation of GFA Accident Report through CIP/CFI
- Compilation of ATSB Accident Report through CIP/CFI
- Liaison with CTO(Ops) and GFA and, RTO(Ops)
- Liaison with CTO(Airworthiness) and RTO(A) on airworthiness issues and investigations
- Record keeping
- Legal risks and liaison, representation issues
- Hospital / family / funeral attendance and liaison
- Follow up Incident Debrief – Operations – Safety Management, other Stake Holders

- Document changes to Safety Management System
- Ongoing support for people affected
- Reputation management, media and local community relations
- Further advice to GFA, and other gliding clubs
- Information flow and containment of speculation
- Arrange follow-on GFA Operations Status Check or review by external instructor
- CASA liaison on AOC, Chief Pilot issues
- Review and amendment of Emergency Response Plan
- Provision of other aids and resources to duty crew
- Support to office bearers
- Succession of office bearers

Document Check List

List of supporting documents known as Annex

Annex	Document Name	GFA Revision Number	Issue Date	Club Revision and Date
A	Emergency Response Flow Chart	0	16/09/2013	Rev: O 15/3/14
B1	Emergency Response Checklist	0	16/09/2013	Rev: O 15/3/14
B2	ERP Overdue Aircraft Checklist	0	16/09/2013	Rev: O 15/3/14
C	ERP Incident Response Log	0	16/09/2013	Rev: O 15/3/14
D	ERP Emergency Contact Numbers	0	16/09/2013	Rev: O 15/3/14
E1	ERP Witness Report List	0	16/09/2013	Rev: O 15/3/14
E2	ERP Witness Statement Form	0	16/09/2013	Rev: O 15/3/14
F	ERP Audit Check List	0	16/09/2013	Rev: O 15/3/14

Other Document References:

GFA-SMS-024 - GFA Occurrence Report Form ¹	May 2011
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¹ Ensure you have a GFA Occurrence Report Form with all the ERP Annex forms