

*Serious Accident/  
Incident?*

*One person to  
take charge!*

*Turn over the Page!*

<p><b>1. <i>Flying Accidents</i> involving death/ serious injury or substantial damage.</b></p>	<p><b>Red Sheets</b></p>
<p><b>2. Death or serious injury not caused by flying or gliding ground activities.</b></p>	<p><b>Orange sheets</b></p>
<p><b>3. <i>Incidents</i>. Damage or serious injury caused by gliding ground activities or an incident associated with flying where an actual or potential hazard is identified but no damage or injury occurs.</b></p>	<p><b>Lilac sheet</b></p>
<p><b>Glider overdue at end of day.</b></p>	<p><b>White sheet</b></p>

# **1. Flying Accidents**

***One person to take firm control and act to prevent another accident and carry out tasks below. Delegate helpers. Use tick boxes to ensure essential tasks completed.***

***The pages referred to should be detached and given to helpers in lieu of briefings.***

		<u>Page</u>
	Send only sufficient helpers to accident (inc. any first aiders) with mobile phone(s) and instructions to call medical help if required.	red 2
	Send persons to main gate to direct emergency services.	red 3
	Maintain listening watch on DP van radios/phone. Inform airborne gliders of hazards and control their safe recovery.	red 4
	Control field to provide space for landing of gliders, and arrival and operation of emergency services (including air ambulance). Protect accident site from interference.	red 5
	Notify CFI Safety Officer AAIB Police BGA	red 6a & b
	Keep diary of events and note essential details.	red 7
	Inform next of kin	red 8
	Further actions	red 9
	Check no essential actions omitted.	

***If injured present.***

**Accident on or adjacent to airfield.**

- **Only first aid qualified individuals** to give first aid if necessary. Do not move injured until medical help arrives.
- Telephone for medical assistance (details below), police and fire service if needed. Give club landline number (see footer). Remain with, comfort and reassure injured until help arrives.
- Keep person in charge informed of the situation.
- Direct one person to man the telephone in the CFI's office.

**Accident distant from airfield.**

As above but if any 4x4 vehicles available use these. If sufficient people send at least two vehicles. Map of local area is at front of this folder.

We are at:-

Lower Cock Hill Farm Fiddler's Lane Chipping	<u>WGS 84 Grid Ref.</u> N 53 <sup>0</sup> 53.165 W 002 <sup>0</sup> 37.242
Preston PR3 2WN	<u>Ord. Survey</u> N 53 <sup>0</sup> 53.153 W 002 <sup>0</sup> 37.157

*If no serious injuries*

Report back to person in charge. Refer occupants to advice in accident file regarding shock.

## **Control Main Gate**

- Guide emergency service to accident site using safe and suitable route.
- Prevent members of public from entering the site.
- Escort any members of press to person in charge.

## **Take responsibility for DP van communications.**

Communicate with airborne gliders as appropriate/  
instructed by person i/c.

- Hazards that may have contributed to the accident or resulted from it.
- Restrictions to landing area that may have resulted from accident.
- Instructions.– “Land immediately”, “Keep circuit clear for air ambulance” etc
- Other information as instructed.

Maintain listening watch on D.P. van radios and mobile phone and report to person i/c as necessary.

## **Control the field, liaising with person i/c, radio operator etc.**

- Organise retrieve crews to remove landed gliders to keep field free for other gliders to land and use of emergency vehicles and aircraft.
- If necessary direct the removal of members of the public that have entered the site.
- Ensure that once any casualties have been removed the aircraft involved are left undisturbed until instructions received from AAIB.
- Prevent non-essential activity at crash site that might obscure evidence.
- Other relevant activities e.g. controlling/ensuring safety of ramblers crossing the field.

**Make note of essential details using BGA Accident/ Incident Report form (in envelope over page) and then contact in following order :-**

**CFI and safety officer  
AAIB  
Police (if not already informed)  
BGA**

**passing essential details as requested.**

Use telephone in CFI's office and take a messenger with you.

**CFI and Safety Officer**

	Home	Work	Mobile
CFI	01772 499419	01772 738634	07702846123
Safety officer	01257 792219	N.A.	07719361796

**Air Accidents Investigation Branch**

**Telephone 01252 512299**



**Local Police**

**999 call.**

**BGA**

**Telephone 01162 531051**

Send message to person i/c about contacts made and giving name of investigator if known. Continue to man the telephone until relieved.

Respond to press enquiries with message that a press release will be forthcoming if appropriate.

## **Diary of Events**

Commence and maintain a log of events starting at time of accident (forms in envelope at back of file).

Should include:-

- Actions taken
- Communications made
- Arrival of key organisations or personnel

Also

- Use BGA Accident/Incident form (in envelope at back of folder) to record essential details of accident.
- Make additional notes/ take photographs for full accident report.
- Take witness statements or issue statement forms. Note names and addresses of witnesses (statement forms in envelope at back of file).
- Note any unusual circumstances which might be relevant to accident.

**When complete pass to safety officer/CFI.**

## **Inform next-of-kin**

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- Seek advice from police in this matter before proceeding further.
- Ideally carried out by a person known to those being informed.
- Should be carried out if possible before the time the injured/deceased person would normally arrive home.
- Two individuals should travel together, one to drive, other to navigate.

### Further Actions

	Lighting	If investigator expected after dark consider lighting. Police may help or if unhelpful consult AAIB/BGA.
	Deal with media.	Direct them to CFI /safety officer/club chairman.
	Moving wreckage.	Only with approval of AAIB but retain sufficient helpers until this has been sorted.

## **2. Serious Injury not Caused by Flying or Gliding Ground Activity**

*Person in charge should take firm control and act to prevent another accident and where these are appropriate carry out the tasks below. Delegate helpers.*

*The pages referred to should be detached and given to helpers in lieu of briefings.*

		<u>Page</u>
	Send only sufficient helpers to accident (inc. any first aiders) with mobile phone(s) and instructions to call medical help if required..	orange 2
	Send persons to main gate to direct emergency services.	orange 3
	Maintain listening watch on DP van radios/phone. Inform airborne gliders of hazards and control their safe recovery.	orange 4
	Control field to provide space for landing of gliders, and arrival and operation of emergency services (including air ambulance). Protect accident site from interference.	orange 5
	Keep diary of events and note essential details.	orange 6
	Inform next of kin	orange 7
	Check no actions omitted.	

## Assist Injured

- **Only first aid qualified individuals** to give first aid if necessary. Do not move injured until medical help arrives.
- Request medical assistance (details below). Give club landline number (see footer below). Remain with and comfort and reassure injured until help arrives.
- Inform police 999 call.
- Keep person in charge informed of the situation.
- Direct one person to man the telephone in CFI's office.

### Request Medical Assistance

We are at:-

Lower Cock Hill Farm Fiddler's Lane Chipping Preston PR3 2WN	<u>WGS 84 Grid Ref.</u> N 53 <sup>0</sup> 53.165 W 002 <sup>0</sup> 37.242
	<u>Ord. Survey</u> N 53 <sup>0</sup> 53.153 W 002 <sup>0</sup> 37.157

## **Control Main Gate**

- Inform emergency services of name of person in charge.
- Guide them using safe and suitable route.
- Prevent members of public from entering the site.

Do not pass any information to members of the press/media. Inform members of the press that a press statement will be issued later if appropriate.

## **Take responsibility for DP van communications.**

Communicate with airborne gliders as appropriate.

- Hazards that may have contributed to the accident or resulted from it.
- Restrictions to landing area that may have resulted from accident.
- Instructions.– “Land immediately”, “Keep circuit clear for air ambulance” etc.
- Other information as instructed by controller.

Maintain listening watch on D.P. van radios and mobile phone and report to person i/c as necessary.



## **Control the field, liaising with person i/c, radio operator etc.**

- Organise retrieve crews to remove landed gliders to keep field free for other gliders to land and use of emergency vehicles and aircraft.
- If necessary direct the removal of members of the public that have entered the site.

## Diary of Events

Commence and maintain a log of events starting at time of accident.

Should include:-

- Actions taken
- Communications made
- Arrival of key organisations or personnel

Also

- Make notes on all details of the accident
- Take witness statements or issue statement forms. Note names and addresses of witnesses (statement forms in envelope at back of file).
- Note any unusual circumstances which might be relevant to accident.

When complete pass to safety officer.

## **Inform next-of-kin**

- Seek advice from police in this matter before proceeding further.
- Ideally carried out by a person known to those being informed.
- Should be carried out if possible before the time the injured/deceased person would normally arrive home.

Two individuals should travel together, one to drive, other to navigate. Only one should speak to the next-of-kin.

### **3. Incidents**

Person in charge of flying operations should:-

	Request medical assistance if incident has caused an injury.	2
	Assess if incident likely to be repeated and take action to prevent its re-occurrence especially if hazardous (including stopping flying operations if appropriate).	
	Ensure information obtained about the incident (including witness statements, photographic evidence, etc.)	3
	Contact safety officer and CFI (Tel. nos. below)	
	Pass information to safety officer.	

	Home	Work	Mobile
Safety officer	01257 792219	N.A.	07719361796
CFI	01772 499419	01772 738634	07702846123

***If injured present.***

- **Only first aid qualified individuals** to give first aid if necessary. Do not move injured until medical help arrives.
- Telephone for medical assistance (details below), police and fire service if needed. Give club landline number (see footer). Remain with, comfort and reassure injured until help arrives.
- Keep person in charge informed of the situation.
- Direct one person to man the telephone in the CFI's office.

We are at:-

Lower Cock Hill Farm Fiddler's Lane Chipping Preston PR3 2WN	<u>WGS 84 Grid Ref.</u> N 53 <sup>0</sup> 53.165 W 002 <sup>0</sup> 37.242
	<u>Ord. Survey</u> N 53 <sup>0</sup> 53.153 W 002 <sup>0</sup> 37.157

Use BGA Accident/Incident form (in envelope at back of folder) to record essential details of incident.

- Make additional notes/ take photographs for full accident report.
- Take witness statements or issue statement forms. Note names and addresses of witnesses (statement forms in envelope at back of file).
- Note any unusual circumstances which might be relevant to accident.