



BUREAU OF LAND MANAGEMENT

ALASKA FIRE SERVICE

ALASKA INTERAGENCY COORDINATION CENTER

AIRCRAFT PRE-ACCIDENT PLAN

Reviewed by:

State Aviation Manager

Alaska Interagency Coordinator Center (AICC) Manager

AICC Tactical Resources Coordinator

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AIRCRAFT PRE-ACCIDENT PLAN

Note: This plan is based in part upon the INTERAGENCY AVIATION MISHAP RESPONSE GUIDE AND CHECKLIST which is available online at <http://amd.nbc.gov>. This plan is specifically designed to meet the needs of AICC and is reflective of AFS/BLM policy. As specific procedures and points of contact will vary by locale, this plan should not be relied upon to meet the specific needs of any other agency, department, or office.

This plan shall be maintained at the AICC Tactical Resources console and AICC Aircraft desk, for use by AICC dispatchers, and shall be reviewed annually and updated as necessary. The current update was completed April 2009.

This Plan outlines actions required in the event of an overdue or missing aircraft, aircraft accident, Search and Rescue request, or PLB alert. This guide outlines the basic procedures necessary to activate emergency crash, search/rescue, and associated support services as rapidly and orderly as possible. Each section lists priorities and required actions.

Sections are identified by tabs:

SAR Policy

Overdue Aircraft

Missing Aircraft

Aircraft Accidents

PLB Incident

Ambulance Information

Accident Investigation

PLAN * ACT * INFORM * COORDINATE * LOCATE * RECOVER * SECURE * RECORD

**SEARCH AND RESCUE
EMERGENCY PROCEDURES**

SEARCH AND RESCUE (SAR) POLICIES:

- A. AICC is the primary point of contact for all SAR operations involving overdue, missing, or downed BLM aircraft in Alaska. SAR efforts will be coordinated by AICC in close communication with the DOI Aviation Management Directorate (AMD) Flight Coordination Center. In the event AICC is unable to provide coordination of a SAR operation, responsibility will pass to the AMD Flight Coordination Center.

- B. The role of the BLM in Alaska will be supportive to the Alaska Air Command and State agencies with statutory SAR responsibilities. However, the BLM may assist individuals requiring immediate emergency assistance when the BLM is the closest force and has in-place capability. Requests for routine assistance from the public will be relayed to the responsible SAR office.

- C. Statutory authority and coordination responsibility for SAR in Alaska is broken down as follows:

<u>Type of Incident</u>	<u>Statutory Authority</u>	<u>Responsibility</u>
Aircraft SAR (land)	Alaska State Troopers	U.S. Air Force Alaska Air Command Rescue Coordination Center (RCC)
Aircraft SAR (sea)	Alaska State Troopers	U.S. Coast Guard
Ground SAR (land)	Alaska State Troopers	Alaska State Troopers
Large scale rescue operations (Such as natural disasters, large scale evacuations, etc.)	Alaska Division of Emergency Services	Alaska Division of Emergency Services

GENERAL PROCEDURES:

- A. For aircraft owned by, working for, or carrying BLM personnel, the normal notification channel for SAR actions depends on the location of the event and the unit involved:

For events occurring in the AFS Fire Protection Area (including AFS Zones and Fairbanks District Office operations), as well as AFS South Zone, the notification chain will be from the field to Zone Dispatch or District/Field Office to AICC Tactical Resources section (AICC TAC). AICC will assist as appropriate and coordinate with the Aviation Management Directorate (AMD) Flight Coordination Center. In the event Alaska Air Command Rescue Coordination Center (RCC) participation is required, AICC will make the request through AMD. AICC will make necessary Agency notifications.

For events occurring in the State of Alaska DOF Fire Protection Area, the notification will be from the field to DOF Area Dispatch Office to DOF Statewide Logistics Center (SLC) in Fairbanks. SLC will respond as appropriate and notify AICC. AICC will assist as appropriate.

Requests for large-scale or village evacuations will be routed to the State of Alaska Division of Emergency Services.

- B. Every effort will be made to follow the above procedure. However, when an emergency exists and immediate contact can not be made to the next level of authority or above, action may be taken, and notifications made as soon as possible.
- C. Commensurate with its role as a supportive organization, AFS may respond to requests from those agencies having statutory authority for SAR. The level of the BLM response will be based on personnel and aircraft availability, impact on BLM programs and the urgency of the situation.
- D. Requests for SAR assistance from other agencies shall be adjudicated with the following in mind:
1. Does BLM have resources in place to provide assistance?
 2. Urgency of SAR mission; life and death vs. participating in grid search?
 3. What delay would occur if BLM does not respond?
 4. Time commitment involved in responding to request; hours vs. days?
 5. Impact of BLM response on BLM programs?
 6. BLM will not respond if doing so would endanger the lives of BLM employees or the lives of others.

AIRCRAFT PROCEDURES:

A. Overdue Flights:

1. BLM aircraft are considered overdue when they fail to communicate at any pre-established check-in or communication time. This includes any established takeoff time, en-route check-in time, or arrival time. When an aircraft becomes overdue, a thorough communications search shall be immediately initiated by the responsible dispatcher. This shall include searching by radio, telephone, and any other available appropriate means. A communications search shall include contacting the intended destination, point of departure, possible stops along the planned route, the aircraft's base of operations and other aircraft in the target area. If repeated communications searches are unsuccessful, Zones/Areas shall notify AICC within one hour of the original time of failed communications, and advise the Coordinator of the ongoing situation and actions being taken. The AICC Tactical Resources Coordinator will make subsequent required notifications.
2. If contact is not made with the aircraft within one hour, the Coordinator will contact AMD Flight Coordination Center, the BLM State Aviation Manager, and the AFS Manager. AICC or AMD will then coordinate actions and make other appropriate notifications. Any request for RCC involvement shall be placed by AICC through AMD.

B. "Mayday" Transmissions:

1. The distress signal "Mayday" has absolute priority over all other transmissions. All stations will immediately cease transmissions that could potentially interfere with the distress transmission. The pilot will transmit as much of the following as possible (listed in order of priority).
 - a. Mayday, Mayday, Mayday.
 - b. Aircraft ID repeated three times.
 - c. Type of aircraft.
 - d. Position or estimated position (stating which).
 - e. Heading (stating true or magnetic).
 - f. Nature of distress.
 - g. Pilot's intentions.
 - h. Assistance desired.
 - i. True or indicated air speed.
 - j. Altitude.
 - k. Fuel remaining.
2. Acknowledgment of receipt shall be given following *conclusion* of (do not interrupt) the message and consist of the aircraft call sign three times. The words, "this is," the call sign of the receiving station three times, and the words, "received Mayday."
3. Receiving station will immediately relay any Mayday message from a non-BLM aircraft to the nearest FAA office who will initiate rescue operations. When Mayday involves BLM aircraft, follow established agency SAR procedures.
4. If the pilot alerts a dispatch office of possible problems, the dispatcher will closely monitor the aircraft's progress. If practical, the aircraft should be routed to an airport with crash rescue capabilities. The pilot will normally communicate directly with the airport. If the pilot is unable to do so, the dispatcher may act as a relay.

C. Aircraft Accidents:

An accident is any unplanned event that results in either serious injury to one or more people or substantial damage to property, or both. The responding dispatch office will first verify that an aircraft accident has occurred. If an aircraft is only overdue and presumed down, initiate search procedures. If an actual aircraft accident is known to have occurred, priorities will be:

1. Rescue injured personnel.
2. Protect the public from injury.
3. Secure the site and protect the wreckage from further damage.
4. Secure all BLM records pertaining to the operation, flight, maintenance, crewmembers, etc.
5. Gather data for the AIRCRAFT MISHAP REPORT. This data will be telephoned to the AMD Aviation Safety Manager for completion of the preliminary accident/serious incident report for DOI aircraft. This data will also provide the input for completing Form AMD-34 if the mishap is less than an accident or serious incident. Obtain as much information as possible and complete an AIRCRAFT MISHAP REPORT. Much of the information should be available from the aircraft flight request and the aircraft flight following log. Relay to AMD as soon as possible.
6. The BLM State Aviation Manager will notify the AMD National Aviation Safety Manager, the Chief of External Affairs, and the State Director.
7. The State Director will:
 - a. Depending on the severity of the accident, may request AMD to include a BLM member on the accident investigation team.
 - b. Notify next of kin if serious injury or fatality.
 - c. Notify BLM Director's Office.
 - d. Notify Director - NIFC.
8. The AMD Regional Director is responsible for investigating all Departmental aircraft accidents in Alaska. AMD is responsible for:
 - a. Submission of an Aircraft Accident Report.
 - b. Notifying the National Transportation Safety Board.
 - c. Establishing an Aircraft Accident Investigation team.
See Departmental Manual Part 352, Aviation Safety, Chapter 6, for detailed information.

D. Aircraft Incidents:

An incident is any unplanned event that could have, but did not result in serious injury or extensive damage.

A formal incident report form AMD-77 must be completed promptly after each incident and forwarded to the BLM State Aviation Manager, who will forward it to the State Safety Officer. In addition, Form AMD-34 (Safecom) will be completed by pilot and/or supervisor and forwarded within five days to the BLM State Aviation Manager.

OVERDUE AIRCRAFT

A Bureau aircraft normally will be considered "overdue" when it has not completed a required check-in by radio or telephone every thirty minutes, or within the time frame specified in the flight following agreement. Dispatchers or persons who flight follow aircraft are responsible for initiating and documenting all actions, contacts, conversations, and times on the Overdue Aircraft Information Sheet.

If an overdue aircraft is located, contact all parties previously notified, and request they cancel / stand down further response. If the overdue aircraft is not located before anticipated fuel exhaustion, declare the aircraft missing and proceed with the search and rescue (SAR) phase.

Time	Action	Contact	Time Log
Immediately at overdue time	Begin a communications search. Attempt contact via radio, direct or relay, or through telephone calls.		
10 minutes past due	Notify the Coordinator. Begin documentation on "Overdue Aircraft" document sheets. Implement full communications search. Attempt contact on all radio frequencies, teletype to sending/receiving/en-route stations. Attempt radio relay through other in-flight aircraft.		
15 minutes past due	Contact vendor base for possible contact.		
20 minutes past due	Call FAA Flight Service Stations, giving flight information and requesting specific action desired (i.e. ramp checks, ELT reports (from SARSAT and/or known aircraft in area). Specifically state whether SAR procedures <u>are</u> or <u>are not</u> requested at this time.	474-0452 FAI-ATC 474-4536 FAI 852-2521 BRW 778-2219 ORT 283-3466 ENA 443-2291 OME 442-3310 OTZ 269-1103 ANC-ATC 659-2401 SCC	
At 30 minutes after overdue check-in:	Update co-workers reference ongoing situation. Designate one dispatcher to continue search and associated documentation.		
At one hour after overdue for check-in, or fuel duration exceeded:	Declare aircraft "Missing"; refer to <u>Missing Aircraft</u> procedures		

MISSING AIRCRAFT

At one hour after overdue for check-in, the aircraft shall be declared "Missing" and the AICC Coordinator may initiate SAR procedures. The Search and Rescue will generally be aerial in nature. All actions will be documented on a Missing Aircraft Information Sheet.

TIME	ACTION	CONTACT	TIME
One hour after overdue check-in or fuel duration exceeded; aircraft is declared missing	<u>Coordinator will:</u>		
	Dispatch aerial resource(s) to begin the search		
	Notify the State Aviation Manager		
	Notify the Alaska Fire Service Manager		
	Notify the BLM Field Office Manager (if Field Office flight)		
	Notify appropriate Agency Representative (if DOI agency flight)		
	Notify AMD Flight Coordination Center	907 271-3935 (24 hrs)	
	Contact Alaska State Troopers for case number	451-5100 ask for dispatch	
	Contact the FAA to pass missing aircraft data	907-474-4536	
	<u>AMD Flight Coordination Center will notify:</u>		
Air Command Rescue Coordination Center (ACRCC) for assigned search number and assistance (as necessary)	907-428-7230		
DOI Aviation Manager	1-208-433-5002		
National Transportation Safety Board	1-202-314-6290		
<u>State Aviation Manager will notify:</u>			
National Aviation Office	208-387-5448		

The Missing Aircraft designation requires that all the items on the Overdue Aircraft check list have been completed and are available for reference while conducting this phase. Documentation of all actions, contacts, conversations, and times is mandatory.

The Missing Aircraft phase cannot be conducted solely in-house by the agency. The FAA Flight Service Station (FSS) is the entry agency into the National SAR system. Pass all Missing Aircraft data to the FSS.

After initial coordination, and if Bureau aircraft are available, AMD may request an Air Command Rescue Coordination Center (ACRCC) assigned search number, search radio frequency, and approval to conduct a route search, or grid search. If Bureau aircraft are not available, AMD may request an aerial search by the responsible SAR agency. AMD will notify the ACRCC who, in turn, will coordinate with the proper state agency (Alaska State Troopers or Emergency Services) as appropriate under the National SAR Plan.

Continue coordination in-house and with other SAR agencies. Searches for missing aircraft may be short for local flights or may extend over a large area and continue for several days for an aircraft missing on a long cross country flight.

Aerial search missions are potentially hazardous. Search aircraft must stay within their assigned and coordinated search area. A common search radio frequency is mandatory. The search aircraft making the "find" is further exposed to hazards due to excitement and desire to help. When the find is announced on the search frequency, all search aircraft should clear the area unless specifically requested to participate in the rescue phase.

AIRCRAFT ACCIDENT:

AIRCRAFT DOWN - WITHIN AIRPORT'S CRASH / FIRE / RESCUE RESPONSE AREA

The planning for a mishap within the crash/fire/rescue (CFR) response area associated with a commercial services airport must include obtaining and posting the subject airport's (1) CFR plan, (2) emergency alarm/notification procedure and (3) the crash/rescue grid map of the response area. The CFR plan and response area map are obtained from FBK Base Operations and are located at the AFS Flight Operations Office. AFS Zone Dispatch offices will develop a checklist for their field station airports.

Individuals observing an aircraft mishap involving a downed aircraft within the crash/fire/rescue response area should immediately report the mishap as provided by the notification procedure, or notify the local agency dispatcher. The local CFR plan becomes primary in the initial rescue effort, with the bureau being secondary. Do not interfere with the established plan, or through lack of knowledge, duplicate efforts which could lead to confusion and delay of life saving efforts.

If Bureau aircraft; coordinate assumption of control of the mishap site (or removal of the mishap aircraft) with the CFR Agency, the FAA, and the local Base Operations Staff. Document, document, document! Record all actions, activities, contacts, conversations, aircraft and personnel dispositions, and times on the Aircraft Mishap Report.

ACTION	CONTACT	TIME LOG
For airfield emergencies on Ladd Field, AFS Flight Operations will activate CFR plan and participate as requested by the CFR Plan agency.	911	
For Bureau aviation incidents on Fort Wainwright, but away from Ladd airfield, activate local CFR Plan.	911	
Dispatch Ground Ambulance, if necessary	911	
Fill out <u>Ground Ambulance Information Sheet</u>		
Make notifications - see Notification Checklist for accidents.		
Fill out <u>Safecom</u> and <u>Aircraft Mishap Report</u>		

AIRCRAFT ACCIDENT:

MISHAP REPORT

Gather as much of the following information as possible, and relay to AMD at 1 888-464-7427. Do not delay the report trying to fill in all the blanks! Much of the information should be available from the aircraft flight request and the aircraft flight following logs. Contact AMD as soon as possible.

CAUTION: Names of individuals aboard the aircraft shall not be announced over the radio.

1. CONTACT INFORMATION

- a. Name of individual reporting the mishap _____
- b. Radio Frequency / Phone Number(s) _____
- c. Address _____ Agency / Position _____

2. MISHAP INFORMATION

- a. Date of mishap _____ Time of mishap _____
- b. Location of mishap or last known location of aircraft (lat/long) _____
- c. Mishap site secured? _____ ELT deactivated? _____
- d. Airport / landing strip nearest to mishap site _____
- e. Total number of people involved _____ Number of injuries _____ Number of Fatalities _____
- f. Assistance on scene or en-route _____

Brief description of mishap (extent of damage, type of mission / cargo, haz-mat, weather, what happened?):

3. AIRCRAFT / FLIGHT INFORMATION

- a. Aircraft tail number _____ Type _____ Color _____
- b. Name of pilot(s) _____ Number of souls on board _____
- c. Aircraft vendor _____
- d. Point of last departure _____ Intended destination _____
- e. Last reported position _____ Heading _____
- f. Last reported fuel on board _____ Time reported _____ Location reported _____

AIRCRAFT ACCIDENT:

AIRCRAFT DOWN - AWAY FROM CRASH/FIRE/RESCUE EQUIPPED AIRPORT

The initial action of the observer(s) of the mishap should be to report the mishap location. The local dispatch office or other agency designated office then becomes the action office for response, rescue, and notification.

The action office needs all the information immediately obtainable as to injured and/or deceased persons to request adequate ambulance and life support equipment. The absences of this information should not delay initiating life saving actions. Early establishment of communications with the mishap site is critical.

Documentation of all actions, activities, contacts, conversations, aircraft and personnel dispositions, and times is accomplished on the Aircraft Mishap Report.

ACTION	CONTACT	TIME LOG
Notification received by designated action office: For <u>NON-DOI Aircraft</u> contact the State Troopers and pass on all relevant information. Use the checklist below if requested by the State Troopers to assist in the SAR.	451-5100	
Notification received by designated action office: For <u>DOI Aircraft</u>: Complete the following checklist.		
Initiate Search and Rescue procedures. Contact pre-designated rescue units or Zone Resources.		
Dispatch Agency helicopter with helitack or Emergency Medical Technicians	Aircraft Desk	
Dispatch Smokejumpers/ Emergency Medical Technicians		
Dispatch Commercial Air Ambulance	See Request Information Sheet	
Dispatch Ground Ambulance	474-7721 (Fairbanks 911 dispatch)	
Notify Hospital to receive victims		
Contact State Troopers if necessary	451-5100	
Request MAST UNIT: Make a formal request through the Alaska State Troopers. Fill out <u>MAST Unit Checklist Form</u> and /or <u>Request Information - Helicopter Ambulance Form</u> .	451-5100	
Notify FAA Flight Service Station to preclude search and/or rescue missions by others (example: the ELT, if activated, will cause the National SAR Plan to be activated).	474-4536 (Fairbanks FSS)	
Request FAR 91.137 Temporary Flight Restriction, if needed.	Aircraft Desk	
Make notifications - see Notification Checklist for accidents		
Fill out <u>Safecom</u> and <u>Aircraft Mishap Report</u>		
Arrange for security at the mishap site. See "PREPARING FOR THE ARRIVAL OF THE INVESTIGATION TEAM."		

AIRCRAFT ACCIDENT:

NOTIFICATION SEQUENCE

Advise the Coordinator if there are injuries. Advise if there are fatalities, and establish the need for a coroner. *Names of deceased and/or seriously injured individuals shall not be stated on the radio.* Notifications shall be made as follows:

ACTION	CONTACT	TIME LOG
<p><u>The AICC Coordinator will notify:</u></p> <p>AICC Manager</p> <p>BLM State Aviation Manager</p> <p>AMD Flight Coordination Center</p> <p>Local Alaska State Troopers Office if non DOI aircraft. (Troopers will activate local search and rescue if needed).</p>	<p>907-271-3935 (24 hours)</p> <p>451-5100</p>	
<p><u>The AICC Manager will notify:</u></p> <p>Alaska Fire Service Manager</p> <p>AFS Safety Officer</p> <p>BLM Field Office Manager (if District Employees)</p>		
<p><u>The State Aviation Manager will notify:</u></p> <p>AMD National Aviation Safety Manager</p> <p>National Aviation Office</p>		
<p><u>The AFS Manager will notify:</u></p> <p>State Director</p> <p>Agency head if non-BLM employee</p> <p><u>If fatalities, AFS Manager will also notify:</u></p> <p>Alaska State Troopers to request the appropriate coroner</p> <p>External Affairs</p>		
<p><u>AMD will contact:</u></p> <p>Local FAA</p> <p>NTSB and initiate the accident investigation</p> <p>RCC, if necessary</p>		

HELICOPTER AND FIXED-WING AMBULANCE RESOURCES

The AICC Medevac Guide contains contacts and numbers for commercial ambulance services. The Guide contains the steps to follow when an individual is being transported to Anchorage or Fairbanks. When transporting injured personnel by Agency helicopter, the dispatcher shall gather necessary information and telephone the appropriate destination, whether it be a hospital, local airfield or helibase. The Dispatcher shall confirm a ground contact frequency. This information shall be passed on to the pilot and/or manager. The Agency helicopter should then establish direct communication with the receiving facility staff.

Below is a list of commercial vendors for 2009.

FIXED -WING AND HELICOPTER LIFE FLIGHT IN FAIRBANKS AND ANCHORAGE

<u>Base</u>	<u>Aircraft Type</u>	<u>Contractor</u>	<u>Telephone No.</u>	<u>Comments</u>
Anchorage	1 AS-350 at IYS 1 BK-117 at SXQ 1 King Air 200 (req 2000') 3 Lear 35-A (req 5000') 1 C-208 at BET	Life Med Alaska Air Ambulance	1 800 478-5433 (907) 563-6633	RN/EMT-P teams
Anchorage	1 King Air 200 (req 2000')	Alaska Regional Lifeflight Air Ambulance	1 800 478-9111 (907) 264-2388	RN/RN or RN/EMT-P teams
Fairbanks	1 King Air 200 (req 2000') 1 Lear 35A (req 5000')	Guardian Flight	1 888 997-3822 (907) 474-1746	RN/EMT-P teams Critical care certified
Fairbanks	Cheyenne II XL	Warbelow's Ambulance	1 800 491-1247 emergency (907) 374-6222 non-emergency	RN/EMT-P team
MAST*	Unit is currently unavailable due to war activities. National Guard <i>may</i> be providing back-up coverage.			
Alaska State Troopers Fairbanks	-----		(907) 451-5100	ask for dispatch
Barrow Search and Rescue	-----		(907) 852-6111 (907) 852-2822	emergency dispatch (rings to the P.D.) direct commercial

*Use of MAST is a last resort; all other options must be exhausted before the MAST Unit will accept a mission. AICC does not have the authority to mobilize MAST directly. The MAST Unit is mobilized by placing a request with the Alaska State Troopers. The MAST unit will need certain information before departing on the mission. Have the following information available for the AST Dispatcher (complete Helicopter Ambulance Request Form on the following page):

- Location of pick-up site: lat/long, mile marker, etc.
- Ground contact name, call sign, frequency etc.
- Number of patients?
- Any available patient info: nature of injuries or illness, treatment already provided etc.
- Any special equipment required: hoist, Stokes litter?
- Method of marking pick-up site: panels, parachutes, flares, smoke, chemlights, vehicle lights, other?
- Terrain description
- Site hazards: trees, wires, loose debris, other aircraft operating in the area?

HELICOPTER AMBULANCE REQUEST INFORMATION SHEET

A. Injury Information

1. Total personnel involved in mishap _____
2. Time of mishap _____
3. Type or extent of injuries (vitals, other medical personnel on scene):

B. Mishap Site Information

1. Unit/Agency _____
2. Contact telephone number _____
3. Radio frequency to contact unit/agency: VHF - AM _____ VHF - FM _____
4. Location of mishap
 - a. Township _____ Range _____ Section _____ 1/4 Section _____
 - b. Latitude _____ Longitude _____
 - c. _____ Nautical miles at _____ Degrees from _____ VOR
 - d. Prominent landmark: Distance _____ Direction _____
5. Site Contact: _____

Radio frequency at mishap site:
Primary: VHF - AM _____ VHF - FM _____
Secondary: VHF - AM _____ VHF - FM _____
6. Other known aircraft in the area (call signs) _____
Air-to-Air Frequency
Primary: VHF - AM _____ VHF - FM _____
Secondary: VHF - AM _____ VHF - FM _____
7. Special information, flight hazards, MOA, MTR, etc. _____

8. Landing site(s) and conditions (is it completed or when will be completed)

9. Proximity of landing site to mishap site _____
10. Nearest available AV Gas/Jet A fuel _____
11. Conditions at the mishap site: Wind direction _____, Wind velocity _____,
Ceiling and visibility _____, Obstructions / hazards _____,
Temperature: Degrees (F. or C.) _____, Elevation _____, Sunrise _____, Sunset _____,
Description of Terrain _____

Note: EMS helicopters do not usually carry extrication equipment nor are the EMS personnel always trained in these procedures. Ensure that if this capability is needed, it is immediately ordered from a locally known source.

GROUND AMBULANCE REQUEST INFORMATION SHEET

Fairbanks 911 EMS / Fire Dispatch (off Post) 474-7721

Ft Wainwright EMS / Fire Dispatch (on Post) 911

1. State your name and phone number (in case you are cut off)

2. Incident location

3. Directions to scene

4. Number of patients

5. Medical personnel on the scene

6. Treatment being provided

7. On scene contact name and frequency

8. Get following from dispatcher:

 Call sign of responding unit

 Radio frequency

 Estimated time of arrival

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PREPARING FOR THE ARRIVAL OF THE INVESTIGATION TEAM

An aircraft accident can be a serious and traumatic event. This is a checklist of some tasks, which both the Line Manager and Aviation Manager can use to take charge of the accident scene and prepare for the arrival of a trained aircraft accident investigator and/or the aircraft accident investigation team. Some items may not be applicable, and others may need to be added, depending on the circumstances of the accident. This list was developed with the objective of providing a place to start during upsetting times.

- A. General. The local Line Manager should establish an Officer-in-Charge of Search/Rescue. The first agency employee to arrive at the scene of the accident will be responsible for crash site protection until relieved by Agency Officer-in-Charge or by the appointed accident investigation team. Accident scene protection by the Line Manager can last from a few hours to several days, depending upon location, accessibility, etc. The time will depend on which level of the organization will take jurisdiction, what intermediate actions are taken and how long it will take the investigation team to travel to the site, assemble, organize, and take charge.
- B. Off-Scene Responsibilities. The Agency Officer-in-Charge will ensure the following off-scene tasks are accomplished:
1. Procedures in this Aircraft Crash, Search, and Rescue Guide are followed; emergency notifications made promptly.
 2. Determine accident scene land ownership. If the accident site is determined to be on Private or State Lands, ensure that notification is made to the appropriate parties.
 3. Inform receptionists and others who may answer the telephone to pay particular attention to anyone calling in who may have witness information. The investigation team will want to contact those persons, so they will need names and telephone numbers for later contact.
 4. Prepare a list of names, telephone numbers, addresses, etc., of all known witnesses at or near the accident scene.
 5. Obtain all available weather data for the area. Order additional weather information to be taken at weather stations in the area, and be prepared to do it again 24 hours later. The information may be needed to compare with weather readings at the accident scene to estimate the weather at the time and place of the accident.
 6. Determine when and where the aircraft was last fueled, and request the supplier to take fuel samples for the agency to pick up later. It is best if the Agency Officer-in-Charge can do the fuel sample at the last fueling site, but it is recognized that this is not always possible.
 7. Secure the following names and telephone numbers:
 - a. State Troopers or other local law enforcement officer having jurisdiction.
 - b. The coroner or other person having jurisdiction over the removal of the remains.
 - c. The attending medical doctor for those injured in the accident.
 - d. The landowner if the accident occurred off Federally owned lands.
 - e. The names and telephone numbers of any reporters who have requested information for media dissemination. The chief investigator or Agency PIO will be in touch with them, when information becomes available.
 8. Arrange transportation for the use of the investigation team. Two vehicles will probably be needed and one person who is familiar with the area hospital, State Troopers office, witness addresses, etc. A helicopter and/or airplane may be needed for transportation of the team to remote sites.
 9. Arrange lodging for the team at a city/town nearest the accident site.
 10. Prepare for a brief entrance conference with the chief investigator upon his/her arrival. The local Line Manager should make available all personnel involved in the flight (Aviation Manager, Dispatcher, etc.)

11. Secure five topographic and agency maps of the area. Aerial photographs, if available, plus any other maps the unit believes will be helpful to the investigation team, should be included.
12. If the aircraft was under contract to the agency, secure a copy of the contract for the investigation team. If an AMD contract or Basic Ordering Agreement (BOA) aircraft, the AMD representative will obtain copies from AMD.
13. Secure agency radio logs, tapes, flight request/schedule, weather observations and forecasts, etc., that may contain information (no information can also be evidence) relating to the accident.
14. Provide AMD representative a copy of local bureau aviation policy documents.
15. Determine who the Line Manager wants to designate as the unit's primary contact with the chief investigator.
16. Establish a work area with desk, telephone, and computer station for use by the chief investigator.
17. Assign adequate personnel to provide 24-hour security of the site.

C. On-Scene Responsibilities. The Agency Officer-in-Charge will ensure the following on-scene tasks are accomplished.

1. Deactivate (disable) the emergency location transmitter (ELT). (Most positive method is battery removal).
2. Prevent unauthorized people from conducting activities that will destroy important information. Ground impact points should be preserved; that is, people should not be walking around to satisfy their curiosity. They may damage evidence.
3. Ensure that personnel involved in the search and rescue do not broadcast the names of aircraft occupants or state the extent of injuries over the radio system.
4. Personnel should be advised that the wreckage is hazardous. Fuel can burn; tires can explode; gases and metals can be ingested by the body; bacteria can be present; corrosive liquids may be exposed; liquid and solid poisons may be present; chemical reactions may have occurred, especially if there has been a fire; personal baggage and equipment contain unknown items; etc. The Officer-in-Charge should stay away from the wreckage and keep others away from it until a trained aircraft accident investigator arrives. The untrained person is subject to personal injury, some of which can be permanent. Personal risk should only be taken to assist evacuation of the injured. The removal of bodies falls within the Coroner's (local/State/county) authority. No effort, other than a warning concerning hazards posed by the wreckage, should be exerted to prevent these people from doing their jobs. No smoking should be permitted near the wreckage.
5. Prepare written notes on all activities at the accident scene. Each recording should include the date and time of the activity and observation. Ensure an accurate recording will be made by someone until the wreckage is removed. Examples include:
 - a. The time the agency Officer-in-Charge arrived at the scene.
 - b. Other personnel who were or may have been at the accident location (date/time/location relative to the crash site) before the arrival of the Officer-in-Charge.
 - c. Weather observations and any odors (such as fuel) noticed upon arrival.
 - d. Any wreckage moved or removed and by whom.
 - e. First aid and medical assistance rendered to the injured.
 - f. Removal of fatally injured persons necessitates the recording of:
 - (1) Which body came from which seat, or where it was found.
 - (2) Seat belt usage (or lack thereof).
 - (3) A description of type and color of clothing.

- (4) A witnessed statement (inventory of personal effects removed, such as counting cash in wallet, listing all identification cards, match books, loose pocket change, keys, pocket notebooks, pens, personal protective equipment, etc.)
 - (5) Names of all persons visiting the accident scene after arrival of the Officer-in-Charge.
 - (6) Any other information that might help the investigation team.
6. Take photographs, if possible, before removing remains or disturbing wreckage. This should be foregone if there are injured that need to be evacuated. In that case a written recording and/or photographs taken after the fact will suffice. Preserving life is the number one priority.
7. Flag or rope off the accident scene to prevent unauthorized access. Colored flagging is preferred, to allow for later pictures taken from the air by the investigation team.
8. Accept all written narrative witness statements, place them in an envelope, and transmit them to a central point for collection by the investigation team or by the first trained investigator that arrives. To the extent possible, do not allow anyone to verbally question the witness. Questions by an untrained person can contaminate (modify and/or change) the information the witness will provide. Encourage written statements made by each person; attempt to separate all witnesses.
9. Take all other prudent actions to:
 - a. Preserve life
 - b. Protect people at the scene
 - c. Protect and preserve information

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PERSONAL LOCATOR BEACONS (PLB)

Often, individuals from BLM Field Offices, Alaska Fire Service, and other DOI offices carry PLBs in the field as a means to summon rescue in the event of an emergency. Some personnel may choose to submit a PLB Trip Report (think of it as a flight plan) to AICC before going into the field. A trip report should provide the names of all parties in the group, dates of departure, dates of return, trip itinerary, method of travel, equipment lists, and emergency contact phone numbers. The reports shall be stored in the PLB Log at the AICC TAC console. When travelers return from the field, they must contact AICC to close out the trip (just like a flight plan).

In the event a PLB is activated, its signal is received by satellite, and Alaska State Troopers are notified. The State Troopers may notify AICC that a PLB has been activated, and request information or assistance. At the request of DOI agency management, the Coordinator may initiate, or assist with a Search and Rescue mission. All actions shall be documented on a Documentation Sheet.

TIME	ACTION	CONTACT	TIME
When notified of PLB Activation:	<u>The AICC Coordinator will contact:</u> Designated Emergency Contact for PLB operator AICC Manager AMD Flight Coordination Center for possible assistance State Aviation Manager	907 271-3935 (24 hours)	
	<u>AICC Manager will notify:</u> AFS Manager if AFS employee(s) Field Office Manager if BLM employee(s)		
	<u>State Aviation Manager will contact:</u> National Aviation Office		
To initiate SAR:	<u>The AICC Coordinator will:</u> Dispatch resources to begin the search. Seek additional resources as needed. Contact the State Troopers for Case Number and request SAR action and coordination if no DOI resources are available.	451-5100 ask for dispatch	
	<u>AMD Flight Coordination Center will notify:</u> Air Command Rescue Coordination Center (ACRCC) for possible assistance.		