

EMERGENCY PROCEDURES

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1 Introduction

Each club should have a clearly defined set of procedures to be followed in the event of an emergency. All members should be familiar with their club's accident and emergency procedures, which should be posted in a prominent place, and also by the telephone available for members' use.

Full site details, eg. access road number, map reference (grid reference and latitude and longitude), correct address including postcode should be available by the telephone, together with all the emergency telephone numbers. (See specimen at Appendix 1).

2 Accident and Incident Reporting

"The purpose of accident reporting and investigation is to ascertain facts and to prevent reoccurrence and not to apportion blame".

Any occurrence involving an aircraft or launching equipment, during which:

- A person is injured.
- An aircraft is damaged.
- Property is damaged.
- A hazardous incident without injury or damage occurs

must be reported as soon as practical by forwarding a completed BGA Accident or Incident report form to the BGA office.

3 Investigation of Serious Accidents

In the U.K., responsibility for the investigation of serious aircraft accidents rests with the Air Accident Investigation Branch (AAIB) of the Department for Transport (DfT). Usually, the AAIB delegates the investigation of accidents involving gliders to the BGA, but they can retain the task themselves if they so wish.

When a gliding accident is reported to the AAIB, their Duty Officer contacts the BGA Chief Accident Investigator (CAI), and together they agree who should carry out the investigation. In the case of fatal accidents, it will almost invariably be one of the BGA's trained investigators. In the case of other accidents, the CAI may elect to investigate any accident involving a BGA aircraft when, in his opinion, additional lessons may be learned from doing so.

4 Confidential Human Factors Incident Reporting

Pilots and aircraft maintainers are encouraged to report any potentially hazardous incident, regardless of whether damage or injury occurred.

CHIRP, the Confidential Human Factors Incident Reporting Programme is a voluntary reporting system that aims to reduce the number of accidents that have human factor causes in all disciplines of aviation. Depersonalised data from reports by pilots and engineers are recorded in a secure database for analysis of key topics and trends. A newsletter, *Feedback*

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GA, containing current topics is circulated to clubs via the *Flight Safety Bulletin*, four times a year.

Gliding clubs are recommended to obtain blank copies of the Chirp reporting forms direct from the Chirp Charitable Trust - telephone 01252 370768.

Please note that completion of a Chirp report does not remove the need to follow the normal accident reporting procedure as determined in "Laws and Rules".

5 Emergency Procedure Examples

Essential features of each emergency procedure are as follows:

Case A - In the event of an accident on or near the airfield, resulting in fatality or serious injury or serious damage to an aircraft.

- Dial 999 and request the following Emergency Services:
 - Ambulance
 - Fire brigade
 - Police
- Direct First Aiders and emergency equipment straight to the scene of the accident
- Ensure the Instructor in charge is aware of the accident. Someone must take charge and direct proceedings until the Instructor in charge can assume responsibility.
- Start a log of proceedings.
- Set up internal communications.
- Station someone at the telephone.
- Station a marshal at the main entrance to direct emergency services to the scene of the accident without hazarding landing aircraft and to deter sightseers, etc.
- Stop further launching and ensure that a landing area is kept clear for aircraft already airborne.
- Inform DETR Air Accident Investigation Branch (AAIB). Telephone 01252 512299. Note. Generally, AAIB will contact the BGA themselves. However, it is also recommended to contact the BGA Accident Investigators. During normal office hours, contact them via the
- BGA office at Leicester. If out of hours, contact one of the BGA investigators direct.
- Contact CFI, Deputy CFI and Club Chairman.
- Do not move injured people unless there is further danger eg. fire. Wait for medical care.
- Ensure that it is safe to approach any injured persons before attempting to remove them from danger.
- Inform club's press officer or appoint a spokesman.
- Brief all club members not to provide details to Press, TV or Radio. State that a press release will be prepared by a club official.
- Station a responsible person at the wreckage and do not permit anything to be removed until authorised by the AAIB or by the BGA accident investigator.
- Start gathering information, ultimately to complete a BGA Accident Report Form.
- Assist the Emergency Services and the AAIB as they request.

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Case B - Glider / Aircraft reported crashed

When a report is received from a reliable source (ie. Police, Emergency Services) collect as much information as possible from the reporting authority in order to identify the aircraft or its pilot(s).

Questions should include:

- Is it a glider or an aeroplane?
- Registration, Competition No. or Tail Letters ?
- Colour scheme?
- Aircraft type?
- What action has been taken so far eg Ambulance etc?
- Pilot's identification?
- Location of accident to include O.S. Grid ref. or Lat / Long.
- Access to accident location.
- Contact names and telephone numbers of local police.
- Names and addresses of additional eye witnesses.
- Name of police officer in charge of the incident.

Note: If the aircraft is positively identified as belonging to the Club or having taken off from the home site, then the procedures identified at Case (a) should be followed as far as practicable. If the aircraft is clearly identified as not from the home site, then advice should be given as to the best direction for the Emergency Services to proceed in order to ascertain the base airfield of the crashed machine, based on the information available.

Case C - Aircraft missing

Ensure the aircraft is genuinely missing. Check log sheets, search hangar and trailer park and make enquiries.

If aircraft still missing:

- Inform Duty Instructor.
- Telephone the Watch Supervisor at London Air Traffic Control Centre (LATCC) Telephone
- 01895 445566. Explain the problem, ask if they have received any reports, seek and follow the supervisor's advice.
- If the aircraft returns or a report is received that explains its whereabouts, inform the
- Watch Supervisor at LATCC immediately.
- Overdue action must be taken by sunset.
- If a crash is reported and the aircraft identified, proceed as for Case B.

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Case D - Personal injury or illness with no associated aircraft damage

- If medical treatment is required, call Ambulance 999.
- If the injury is serious, notify the CFI, the Chairman and the Safety Officer.
- If the injured person is taken to hospital, ensure next of kin are notified, either by requesting a friend to make contact or by asking the police to notify them.
- Ensure accident is properly reported using the HSE's RIDDOR procedure (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995). See Health and Safety at Work Act, 1974 (Section 8).

6 Emergency Equipment

A formal risk assessment needs to be carried out in order to determine the worst case of emergency that could occur at the airfield. Emergency equipment should be designed to enable club members to cope with and contain the emergency until professional emergency services (Fire Brigade, Ambulance and Police) arrive on the scene.

Risk assessment shows the worst risk is likely to be a crashed aircraft (glider, motor glider or tug) with attendant fire risk in the latter cases and seriously injured occupants.

For the first 10-15 minutes, management of the accident and care of the injured rests with those already at the scene. Emergency equipment available at the airfield should consist of the following:

- First Aid Box.
- Fire extinguishers.
- Cutting equipment.

This equipment should always be at the launch point and should always be in a readily mobile form. It should be on a separate trailer or vehicle, preferably used for no other purpose and always ready with keys in the ignition and unencumbered so that First Aid, Firefighting and cutting equipment can reach any part of the airfield within seconds of a crash.

A list of qualified First Aiders and medically qualified club members should be available at the launchpoint.

All emergency equipment should be checked and serviced or replaced at regular intervals to ensure that, should an emergency occur, everything is present and in working order. An inventory and checklist of emergency items as follows:

First Aid Box

Unless medically qualified personnel are available, contents should be kept as basic as possible, eg

- First Aid Guidelines leaflet (HSE) See R.P. 32, Laws & Rules.
- Wound dressings of assorted sizes to staunch bleeding and prevent (medium, large and extra-large) infection.
- Assorted adhesive dressings (plasters) for minor wounds.

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- Melonin non stick dressings for sticky wounds or burns.
- Micropore tape for sensitive skin / allergy to plasters.
- Triangular bandages to secure dressings, form slings, secure and pad splints etc.
- Crepe bandages support for sprains or sprains.
- Safety pins to fix bandages, slings etc.
- Scissors to remove clothing, expose injuries.
- Eyepads to protect eye injuries.
- Sterile water / eyewash bottle(s) to irrigate eyes or cool burns.
- Antiseptic wipes to clean minor wounds.
- Plastic gloves to minimise infection risk.
- Plastic bags to dispose of dressings.
- Blankets (stored in plastic bag) to keep casualty warm.

If medically qualified personnel are likely to be available, a separate box containing plastic airways of assorted sizes is worth including but it must be clearly labelled "For the use of medically qualified personnel only".

The First Aid Box should be checked and replenished periodically, by an appointed person.

Fire Extinguishers

Minimum requirements are:

See R.P.33 - Laws & Rules

- One Carbon Dioxide extinguisher for use on flammable liquids and fuel fires.
- One Halon (BCF) for use on flammable liquids and safe on high voltages.

Note. Fire extinguishers should be replenished after use and serviced periodically, according to manufacturers' recommendations.

Cutting Equipment

If casualties are trapped in an aircraft, it may be necessary to release them before the arrival of the Fire Brigade. The following equipment should be available:

- Heavy Bolt-Croppers for cutting metal or tubular structures.
- Rip Saw For cutting through fuselage of wooden or GRP structures.
- Metal Shears For cutting through skin of metal structures.
- Axe where all else fails and in case of fire.
- Crowbar for forcing an entry into damaged aircraft.

Note. Whenever possible, unless there is a risk of fire, if the casualty is breathing and conscious and not bleeding seriously, it is better to leave him in the aircraft until the Emergency Services arrive. Hasty and unskilled removal could lead to spinal or other injuries.

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7 Mass-Landing Procedures

On days when a number of gliders are likely to be airborne at any one time, it is prudent to agree a mass-landing procedure in case soaring conditions and /or visibility should rapidly deteriorate and they all need to land in a hurry. Such conditions might occur with a change of wind eg. a sea-breeze front or with the development of squalls or, more particularly, snow showers.

It is important that every pilot is familiar with the set procedure for each landing direction and, clearly, the matter should be discussed at the pre-flight briefing.

The objective is to get everyone down safely within the confines of the airfield and in a short space of time. The principle is to continue to land in an area that can be cleared quickly. Once that primary landing area is blocked, gliders should land at the far upwind end of the field and subsequent landings should stack in behind, leaving as much of the field unencumbered as possible. Actual procedures are, of necessity, site specific. See John Bally's recommended mass landing procedure for Talgarth (from Mountain Flying Talgarth, 1983).

Mountain Flying Talgarth provided some valuable precedents and the early days at Talgarth demonstrated to the gliding movement that good pre-flight preparation, coupled with the necessary handling skills, could enable a number of gliders safely to enjoy the exceptional soaring conditions of the Black Mountains from a relatively small airstrip. In granting permission for his illustration to be reproduced, the author has emphasised that the prime purpose of the somewhat complicated procedure was to focus pilots' attention on the available options within a restricted landing area.

