



Appendix 1

Example from Southdown Gliding Club

Aircraft Accident Procedure – IMMEDIATE ACTIONS

1.	THINK!!!!			
2.	ASSESS THE SITUATION, IF POSSIBLE	How many people are seriously injured? Is anyone trapped? What kind of help is needed?	Ambulance-emergency? 4 wheel drive? Fire- Cutting gear	
	ACTION	RESPONSE	ASSESSMENT	REPLY
3	DIAL 999	What service required?	Serious injury? Trapped people? Powered aircraft? Any doubt?	Ambulance Ambulance and Fire Ambulance and Fire Ambulance and Fire
		Telephone number	01903 746706	01903 746706
	You will be transferred to the fire and/or ambulance controller	What is the emergency? How many people affected? Where?	On airfield (RH0 4HP)	Describe the accident State number of casualties Parham Airfield RH20 4HP, 1 mile west of Storrington centre, on north side of A283
			Not on airfield	Give accurate location
			Could helicopter land?	Tell them – you might not be asked
			Four-wheel drive ambulance required?	Tell them – you might not be asked

Aircraft Emergency Procedure – SECONDARY ACTIONS (FOR DUTY INSTRUCTOR)

	ACTION	INFORMATION
4	STOP ALL FLYING	Until situation is under control and field is clear and safe to resume operation
5	START LOG OF EVENTS	Record time of accident, details of aircraft, pilots, weather details and events following the accident as they occur
6	If accident is on the airfield – APPOINT MARSHALS: At club entrance from main road At bend in drive by fuel store (to act as guide for emergency vehicles) At clubhouse telephone If accident is off the airfield – APPOINT MARSHALS: Two on main road nearest accident site, to act as guides for emergency vehicles One at clubhouse telephone	Instruct marshals to refuse entry to all except emergency vehicles and club members. (The purpose being to keep the (very persistent) media and sight-seers away). Arrange relief marshals if necessary To all enquires from media, make no comment and refer to club safety officer
7	INFORM CLUB SAFETY OFFICER AND C.F.I.	
8	OBTAIN WITNESS NAMES AND ADDRESSES AND STATEMENTS IF POSSIBLE	
	For further information, refer to Aircraft Accident Procedure folder (by clubhouse telephone)	
	If a glider is missing or reported crashed, follow guidance in Aircraft Accident Procedure folder	