



## EMERGENCY ACTION PLAN

### for serious accidents

Tick each box as the action is completed and note time and person responsible.

The following actions will have been completed, note times and names.

	Action	Time	Person
<input type="checkbox"/>	Incident Controller picks up <b>Emergency Response</b> flowchart from launch point and ensures no further accidents occur.  Anyone can be the incident controller to begin with.		
	Whenever incident control is handed over to someone else, please note time and person		
<input type="checkbox"/>	Direct a responsible person to telephone the emergency services and advise: <ul style="list-style-type: none"><li>• Name and contact telephone (use a number you can keep free) and an alternative (if possible)</li><li>• Exact accident location (see EAP flowchart)</li><li>• Number of casualties and whether apparently fatal or serious injury</li><li>• Are any dangerous substances or power cables involved?</li></ul> If the aircraft is fitted with a FES or ballistic parachute		
<input type="checkbox"/>	Attend to injured people - cautiously! Do not move injured occupants unless necessary to save life because of other threats e.g. fire and bleeding. Be aware that movement may cause spinal injury. Ensure someone stays with the injured person until professional help arrives. Try to keep them conscious		
<input type="checkbox"/>	Establish Control Point (most likely in clubroom or office)		



# SCOTTISH GLIDING CENTRE

Portmoak Airfield  
Scotlandwell, by Kinross  
KY13 9JJ  
Tel: 01592 840543  
e-mail: [office@scottishglidingcentre.co.uk](mailto:office@scottishglidingcentre.co.uk)  
website: [www.scottishglidingcentre.co.uk](http://www.scottishglidingcentre.co.uk)

## After establishing the Control Point, continue as follows:

	Action	Time	Person
<input type="checkbox"/>	Detail a responsible person to man radio and manage the safe return of airborne aircraft.		
<input type="checkbox"/>	Send a responsible person to the airfield gate to direct the Emergency Services and to control entry.		
<b>Notify the following ASAP, passing essential details:</b>			
<input type="checkbox"/>	Air Accident Investigation Branch (AAIB) Tel: <b>01252 512299</b>		
<input type="checkbox"/>	Local Police (even if 999 call already made) Tel: <b>101</b>		
<input type="checkbox"/>	Club Chairman <b>Alastair Mutch</b> Tel: <b>07785 264511</b>		
<input type="checkbox"/>	Club Safety Officer <b>Wolf Rossmann</b> Tel: <b>07534 240767</b>		
<input type="checkbox"/>	Club CFI <b>Kate Byrne</b> Tel: <b>07855 456743</b>		
<input type="checkbox"/>	BGA Office Tel: <b>0116 289 2956</b>		
<input type="checkbox"/>	Detail a responsible person to redirect any media enquiries to the chairman or the most senior club official who knows of the accident.		
<input type="checkbox"/>	Secure the accident scene. Unless it is necessary to attend to injured persons or to prevent further accidents, do not move any wreckage until authorised by the AAIB or the BGA accident investigator.  Turn off any webcams that the club has in use.		
<input type="checkbox"/>	Note the names and contact details of all witnesses and ask them to make written statements (use attached forms)  Brief a person to photograph the accident scene.		
<input type="checkbox"/>	Brief the Chairman, CFI, and Safety Officer.		
<input type="checkbox"/>	If an investigator is expected, consider arranging for lighting at the scene.		
<input type="checkbox"/>	For fatal and serious injury accidents, when possible, obtain and secure the glider C of A / ARC and log book and the pilot's medical certificate, flying licence or certificate and log book, and obtain details of the next of kin.		
<b>Review</b>			
<input type="checkbox"/>	Review the actions taken and ensure nothing essential has been omitted.		
<input type="checkbox"/>	Gather all paperwork and hand it to the Investigator, Club Chairman or Safety Officer.		



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**Major Accidents – Witness Report Form**

Name:
Profession or Club Position Held:
Address:
Telephone:
Email:
Flying Experience:
Statement: <i>(Please print or type)</i>
<i>Continue on a separate page if required</i>