

EMERGENCY ACTION PLAN

THIS DOCUMENT MUST BE AVAILABLE IN THE LAUNCHPOINT AND CLUBHOUSE WHILST FLYING OPERATIONS TAKE PLACE, ALONG WITH THE INCIDENT RESPONSE FLOWCHART

AFTER AN ACCIDENT DO NOT MOVE AIRCRAFT OR INJURED PERSONS UNLESS REQUIRED TO PRESERVE OR SAVE LIFE

YOU MUST USE THIS FORM IF ANY OF THE FOLLOWING APPLY:

- A person is fatally or seriously injured whilst onboard an aircraft as a result of being onboard (e.g., an aircraft has crashed).
- A person is fatally or seriously as a result of direct contact with an aircraft or anything towed or dropped by an aircraft (e.g., a person has been hit).
- An aircraft sustains serious damage or structural failure that adversely affects the aircraft's structural strength, performance, or flight characteristics.
- An aircraft is missing or completely inaccessible.

Whenever control over the accident site is transferred (e.g., a pilot or instructor controls the site until the Chair, Safety Officer or Chief Flying Instructor arrives), it must be logged below.

Accident Site Controller	Time	Sign

Follow the actions below in the order they are listed. Timestamp and sign as they are complete.

Tick	Action	Time	Sign
	The Accident Site Controller (ASC) is appointed. The priority as to who should be appointed is as follows: 1. Chair, Safety Officer, or Chief Flying Instructor 2. Any full or restricted Flight Instructor (Sailplanes) 3. Any qualified pilot The ASC may not leave the site unless they hand their duties and this form to an appropriate person.		

	Cease flying operations IMMEDIATELY . Do not launch any more gliders and ensure gliders that are already airborne are able to still land safely on-site or off-site.		
	Direct a responsible person to NOTIFY THE EMERGENCY SERVICES by calling 999. They must provide: • Name and contact phone number of the ASC • Exact location of the accident • Number of injured persons, including information on their condition and type of injury if possible • Whether the aircraft holds fuel, is fitted with an electric motor or FES, or has a ballistic parachute. • Whether the accident includes power lines. Request the ambulance service, fire brigade, and police. Portmoak Airfield Scotlandwell, KY13 9JJ what3words: lecturing.replace.ramble Grid Reference: NO 18193 00239		
	Attend to injured people – cautiously! Do not move injured persons unless necessary to save life because of other threats. Be aware that movement may cause spinal injury. Ensure someone stays with the injured persons until professional help arrives. Try to keep them conscious.		
	Where the accident occurs on the airfield, transmit the following on 122.915 MHz (PORTMOAK): “All stations, Portmoak Base, [north/centre/south] field closed due to accident, I say again, [north/centre/south] field closed due to accident, Portmoak out” A RESPONSIBLE PILOT or ROCC/FISO/ATCO HOLDER must be appointed to man the radio and assist airborne aircraft in their return or diversion (e.g., to Fife or Balado).		
	Send a RESPONSIBLE PERSON to the front gate to allow entry and direct arriving emergency services. They must refuse access to any member of the public including those from the media or press.		
As soon as possible, quickly notify the following people in this order: If someone does not answer their phone, call again and then skip them if they don't answer.			
	Chair – Reiner Kipp	07392 037131	
	Safety Officer – Ollie Killeen	07485 263822	
	Chief Flying Instructor – Bruce Duncan	07811 021553	
	Prestwick Centre Operations Supervisor OR (if contact cannot be made) Scottish Area Control	01294 655300 01292 479800	

	Fife Airport (Fife Radio)	08000 903787		
	Balado Airfield (Balado Radio)	07795 578072		
	British Gliding Association	01162 892956		
	Air Accidents Investigation Branch	01252 512299		
	Secretary – Andrew Wood	07471 196429		
	Local Police Station The local police must be notified even if a 999 call has been made.	101		
	Clear a location (e.g., north field diagonal) for a potential air ambulance arrival. Ensure there is no FOD that could damage the helicopter or otherwise obstruct it during landing. Continue to monitor 122.915 MHz .			
	Detail a responsible person to direct any media enquiries to the Chair: chair@scottishglidingcentre.com .			
	Secure the accident scene. Unless it is necessary to attend to injured persons or to prevent further accidents, do not permit any person to move any wreckage until permission has been provided by the AAIB or the BGA. If required: “It is an offence under section 24 of The Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 2018 to fail to preserve evidence or otherwise tamper with evidence, except when required to save life, without permission from the AAIB.”			
	Turn off any webcams that the club has in use.			
	Note the names and contact details of all witnesses and ask them to make written statements (use attached forms).			
	Brief a person to take photographs of the accident scene.			
	Where possible, obtain and secure the glider C of A, ARC and logbook. Collect the pilot’s medical certificate, flying licence, and logbook. These are all pieces of evidence.			
	Review the actions taken and ensure nothing essential has been omitted.			
Once the accident scene has been secured, emergency services have arrived, and the Chair, Safety Officer, or Chief Flying Instructor has arrived:				
	Brief the Chair, Safety Officer, and Chief Flying Instructor. Provide them this document, evidence collected, witness statements and contact details, and photographs taken.			