



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.

UNLESS YOU MUST DO SO TO ATTEND TO INJURED PEOPLE OR PREVENT FURTHER ACCIDENTS, DO NOT MOVE THE AIRCRAFT UNTIL PERMISSION TO DO SO HAS BEEN GIVEN BY THE AAIB OR BGA.

	Action	Time	Person
☐	Incident Controller picks up Emergency Response 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		
☐	Direct a responsible person to telephone the emergency services and advise: • Name and contact telephone (use a number you can keep free) and an alternative (if possible) • Exact accident location (see EAP flowchart) • Number of casualties and whether apparently fatal or serious injury • Are any dangerous substances or power cables involved? If the aircraft is fitted with a FES or ballistic parachute		
☐	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		



SCOTTISH GLIDING CENTRE

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KY13 9JJ
Tel: 01592 840543
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☐	Establish Control Point (most likely in clubroom or office)		
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After establishing the Control Point, continue as follows:

	Action	Time	Person
☐	Detail a responsible person to man radio and manage the safe return of airborne aircraft.		
☐	Send a responsible person to the airfield gate to direct the Emergency Services and to control entry.		
Notify the following ASAP, passing essential details:			
☐	Air Accident Investigation Branch (AAIB) Tel: 01252 512299		
☐	Local Police (even if 999 call already made) Tel: 101		
☐	Club Chair Keith Buchan Tel: 07766222277		
☐	Club Safety Officer Lachlan Sloan Tel: 07415690865		
☐	Club CFI Bruce Duncan Tel: 07811021553		
☐	BGA Office Tel: 0116 2892956		
☐	Detail a responsible person to redirect any media enquiries to the chairman or the most senior club official who knows of the accident.		
☐	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.		
☐	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.		
☐	Brief the Chairman, CFI, and Safety Officer.		
☐	If an investigator is expected, consider arranging for lighting at the scene.		
☐	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.		
Review			
☐	Review the actions taken and ensure nothing essential has been omitted.		



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☐	Gather all paperwork and hand it to the Investigator, Club Chair 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>

Continue on a separate page if required