



Incident Response Plan

Contest Name and Location



INCIDENT RESPONSE PLAN

Contest Location:

Contest Dates:

Prepared by:

International Aerobatic Club, Inc.

A Division of the Experimental Aircraft Association



Incident Response Plan

Contest Name and Location

General Instructions

The Safety Director should start working on this Plan at least 30 days before the contest. The Plan for a given airport should be reusable year after year, subject to verification of the details.

Replace all yellow highlighted text with the specifics for your contest.

Instructions to the author are shown in green highlighted text and should be deleted once they have been followed.

Feel free to add material to this document as you see fit but think carefully before removing anything.

Comments and suggestions are welcome, and should be directed to Keith Doyne, IAC Safety Chair, at 717-512-2608 or kdoyne@verizon.net.

Delete this page prior to publication and distribution



Objectives

The IAC's Incident Response Goals are to:

- Ensure an effective immediate incident response,
- Avoid additional damage or injuries,
- Care for affected people,
- Manage the flow of information appropriately, and
- Assist any official investigation.

Roles and Responsibilities

Contest Director

The Contest Director has final authority over all contest operations.

Registrar

The contest Registrar is responsible for pre-contest collection of emergency contact information for each participant.

Safety Director

The Safety Director is responsible for pre-contest safety planning.

The Safety Director (or their designee such as a Box Monitor) is responsible for ensuring contest aircraft operate with sufficient spacing during **practice flights**, both in the air and on the ground.

Medical Director

The Medical Director is responsible for providing immediate care to any victims of an incident and to take immediate charge at the incident site(s) until relieved by emergency services.

Chief Judge

The Chief Judge is responsible for ensuring contest aircraft operate with sufficient spacing during **contest flights**. The Chief Judge shall watch for in-flight incidents, with the assistance of the line judges, assistants, and corner judges.

Starter

The Starter has primary responsibility for ensuring aircraft operate safely during starting, taxi, shutdown, fueling, and any type of ground operations during **contest flights**.



Incident Response Plan

Contest Name and Location

Pre-Contest Responsibilities

Registrar

The Contest Entry Form includes a line for emergency contact information. The Registrar should verify that each contestant completes this section.

The Registrar shall ensure that the Volunteer Coordinator collects emergency contact information from volunteers that are not competing in the contest.

Contest Director

Before practice flights begin, the Safety Director should convene a meeting of the Contest Director, Chief Judge(s), Starter(s), and Box Monitor(s) to review the Incident Response Plan.

Safety Director

The risks during pre-contest practice are largely the same as competition flying. Therefore, all precautionary measures should be in place for the duration of the practice period.

The Safety Director, or their appointee (Box Monitor) shall ensure that, prior to operation in the Aerobatic Practice Area, each competitor has:

1. fully executed the liability waiver, Aerobatic Practice Box waiver, and tech inspection forms.
2. been briefed on proper operations from startup to shutdown of their aircraft.

All practice flights will be monitored by a volunteer qualified to assist the pilot by radio if the need arises.

Identify any vehicles that could be useful in an incident response, such as pickup trucks, SUVs and ATVs. Place a copy of the terrain access diagram in those vehicles.

You may wish to keep a designated emergency vehicle at the judges' line, with the keys always in it. That vehicle should be pre-stocked with equipment such as a large fire extinguisher, wire cutters, axe, a heavy coat, gloves, goggles, nomex gear, and a first aid kit.

Medical Director

The Medical Director shall collect the names and contact information of all attendees with emergency and medical training, working with the Volunteer Coordinator as needed.



Contest Briefing Responsibilities

Contest Director

Summarize the key points of the Incident Response Plan, to wit:

- Instruct competitors that, in the event of an emergency, they should:
 - trust Contest Officials, Air Traffic Control, and Emergency Services to do their job.
 - await instructions unless they can provide immediate assistance.
 - avoid taking pictures, posting to social media, or making phone calls.
- Provide pilots with a list of alternate airports, including their direction and distance from the contest airport.
- Have the Medical Director introduce attendees with medical training.
- Include any additional information that's appropriate for the event.



Urgent Actions (the first few minutes)

Responsibility during the immediate moments after an incident falls upon the Chief Judge or the Starter depending on whether the incident occurred in the air or on the ground.

Perform the following:

1. Take Charge
2. Identify the Incident Site(s)
3. Contact Emergency Services
4. Shut down all Contest Operations
5. Hand off Control of the Incident Response to the Contest Director

Take Charge

- ✓ Announce that an incident has occurred and ask the people nearby to wait for instructions.
- ✓ Take a moment to assess the situation. Consider both the immediate emergency and whether other participants or the public are in danger. Then, take appropriate action.
- ✓ If it makes sense to do so, direct any nearby personnel to assist using the equipment and vehicles provided for this purpose.

Identify the Incident Site(s)

- ✓ Make a rough estimate of the bearing and distance from a well-known point (e.g., the judge's line or the ramp) to the site(s).

Contact Emergency Services

- ✓ Give them the location of the incident site(s).

Shut Down all Contest Operations

The Chief Judge and the Starter shall coordinate to ensure that:

- ✓ All aircraft in the air on contest frequencies are recalled.
- ✓ All ground operations are ceased
- ✓ All bystanders are removed from the tarmac and any other area that could be needed by emergency services.

Hand off Control of the Incident Response to the Contest Director

- ✓ Contact the Contest Director. Tell them what you know.
- ✓ Pass information to the Contest Director as it comes in and await instructions.
- ✓ Continue leading anyone in the area around you to safety and to avoid any conflict with emergency services.



Incident Response Plan

Contest Name and Location

Next Steps (the next few minutes)

Chief Judge

- ✓ Non-towered airports only:
 - ✓ Monitor CTAF. Provide assistance when requested.
 - ✓ Trust pilots to coordinate their own entry into the pattern. Do not try to act as Air Traffic Controller.
- ✓ Towered airports only:
 - ✓ Contact ATC and follow their instructions.
 - ✓ Trust ATC to direct competitor aircraft to safety. Do not try to coordinate air traffic after an incident. Emergency aircraft could be on their way. The airspace belongs to them.
 - ✓ Expect that ATC will shut down the airport if there is an emergency. Pilots in the air may be allowed to land at the airport if they contact ATC right away.

Starter

- ✓ Inventory the contest aircraft to ensure that they are all accounted for.
- ✓ Ensure that the tarmac and all other airport operations areas stay clear of contest attendees until the incident is fully resolved.
- ✓ Talk curious people out of departing to the incident site unnecessarily.
- ✓ Provide or coordinate emotional support for anyone emotionally affected by the incident.
- ✓ Reassure everyone that Salina ARFF is trained and equipped for emergency situations.

Medical Director

- ✓ Activate and coordinate the IAC's immediate emergency response.
- ✓ Ensure that IAC emergency operations do not interfere with Salina ARFF

Contest Director

As soon as possible, the Contest Director or their designees will go to the incident site(s) to:

- ✓ Identify evidence and ensure it is not disturbed.
- ✓ Command anyone not necessary for rescue efforts to leave the site.
- ✓ Discourage recording, social media posts, and phone calls.

After Emergency Services is on site:

- ✓ Record the names and status of any victims, and where they are being taken.
- ✓ Determine when IAC presence at the site is no longer needed, and to coordinate the safe departure of IAC volunteers.



Incident Response Plan

Contest Name and Location

Post-Incident (Same Day)

Chief Judge

Clear the Judge Line of personnel and equipment

Starter

Clear the tarmac of aircraft

Contest Director

Continue to manage the situation after the initial emergency response.

- ✓ Contact Headquarters
 - IAC President
 - IAC Executive Director
 - EAA Risk Management
- ✓ Contact Airport Management
- ✓ Brief Contest Attendees
 - Provide attendees with a brief synopsis of what happened.
 - Let them know the status of any victims.
 - Tell them to remain silent on social media
 - Ask them to refrain from responding to any media inquiries.
 - Tell them not to contact families of any victims.
 - Determine who needs emotional support.
 - Tell them whether the contest will continue.
- ✓ Coordinate with NTSB
 - Prepare a list of witnesses for the NTSB.
 - Encourage witnesses to write down what they saw.
- ✓ Respond to Family Inquiries
 - Do not make initial contact. Let local authorities do that job.
 - If family members reach out to you, it's ok to tell them what you know.
 - Remember that this is an important moment in their lives that they will remember.
- ✓ Care of Hospitalized Victims
 - Provide or coordinate emotional and logistical support for any hospitalized victims.
- ✓ Respond to Press Inquiries
 - There is nothing gained by speaking to the press, issuing press releases, etc. It's best to say "We have no comment at this time."
 - Direct all Press Inquiries to the IAC President and IAC Executive Director.
 - Press may call and ask for contact information of witnesses. Do not share anyone's information.



Incident Response Plan

Contest Name and Location

About the NTSB

This task is normally the responsibility of the pilot(s), but if the incident is reportable under [49 CFR Part 830](#), you may notify the NTSB. (Excerpts from this regulation appear in an Appendix).

Ensure that witnesses write down what they saw so they can submit it to the NTSB.

About the Media

Following a serious incident, it is common to receive many media inquiries. It's best not to speak to the media at all. Refer all media contacts to the IAC President and the Executive Director through their email addresses: president@iac.org and execdir@iac.org.

The media's interest in the story will last a few days.

About Liability Concerns

Following an incident, you or other contest attendees may be contacted by attorneys. You are under no obligation to take sides in any dispute, and there is no guarantee that you will not be the subject of a lawsuit. Contact your own attorney for advice before responding to any such inquiries.

About Families of Victims

The families of an incident victim often have many questions about what happened. The "Why?" of the incident is very important to them.

Do not speculate as to the cause of the accident or any other non-factual matters.

Be a good listener and provide whatever facts you can, if you feel safe doing so. Share stories of your positive experience with the victim.

About Eyewitness Trauma

Emotional trauma can be lasting and debilitating. Trauma affects everyone differently depending on life experience, their relationship to the victim(s), and their proximity to the incident scene. It is common for survivors to feel guilt. They may spend significant time each day reliving the experience. Emotional trauma can last for days, weeks, months, or years.

Look for signs of emotional trauma in yourself and in others and encourage those suffering from emotional trauma to seek professional assistance.

People suffering from emotional trauma often feel better after talking about their experience. Be a good listener.



Incident Response Plan

Contest Name and Location

About the Decision to Resume Contest Operations

Do not resume the contest after an incident involving serious injury until any on-site investigation is complete and any wreckage has been removed. In such a situation, the airport is likely to remain closed, anyway. Realistically, this may mean the contest is simply unable to continue.

In other situations, the decision is up to the Contest Director after careful consideration.

It's ok to seek advice from trusted parties, but do not poll contest attendees or otherwise defer the decision to others. This shows a lack of leadership. Simply do not continue the contest unless it is clearly safe and prudent to do so.

Aerial tributes such as a missing man formation are not covered by IAC sanction, insurance, or the FAA waiver. Do not authorize any such flights.



Incident Response Plan

Contest Name and Location

Appendix A - Key Contacts

Title	Name(s)	Phone #	Radio Freq/Channel
Contest Director*			
Safety Director*			
Chief Judge(s)*			
Starter(s)*			
Medical Director			
Airport Emergency Services			
Municipal Emergency Services	(Fire & rescue) (Ambulance) (Police)		
Airport Manager			
ATC			
IAC Officers (Start at the top and work down until you reach someone)	Jim Bourke, IAC President Phillip Gragg Vice President Jordan Ashley Treasurer Sara Arnold Secretary	541-231-6077 208-272-0141 765-618-3723 515-991-0866	
IAC Executive Director	Tim Dahnke	920-426-6574 (office) 608-697-1648 (cell)	
EAA Risk Management	Primary - Tammy Thomas Secondary - Kelly Ruh EAA Risk Management	920-426-6106 (office) 920-878-1555 (cell) 920-426-6576 (office) 920-379-4822 (cell)	



Incident Response Plan

Contest Name and Location

* - Consider giving these individuals separate mobile phones or radios for contest operations only, to prevent them from being swamped by calls if an incident occurs. These individuals' phones should also be pre-programmed with key contact numbers.

Appendix B - Terrain Access Diagram

Airport managers usually have detailed maps and aerial photos, and are very familiar with obstacles such as ditches and fences. Satellite photos, such as those provided by Google Maps, can also be helpful.

Use this information to create a terrain access diagram. Divide the airport and surrounding area into sectors based on access points (roads, bridges, gates, etc.) and terrain type (crops, forest, water, etc.) Highlight the best route for reaching each sector.

Place a copy of the diagram in each official and non-official vehicle. Color copies are highly recommended.

Insert diagram here or staple it to the end of the document.



Incident Response Plan

Contest Name and Location

Appendix C - Alternate Airports

In the event the airport becomes unusable, airborne competitors should consider landing at one of the following facilities:

Name	ID	Bearing	Distance	Runways	Freq

If a pilot needs radar guidance to another airport, advise them to contact Approach Control or Center on frequency .

You can find the Approach or Center frequency that serves your contest airport in the AOPA Airport Director or on www.airnav.com.



Appendix D – Excerpts from 49 CFR 830 (NTSB Accident Reporting)

Note: The text below is copied from the government GPO Access web site: www.gpoaccess.gov, and is subject to change. Ellipses (...) indicate text that has been removed for the sake of brevity and clarity. You are encouraged to use the official online copy of this regulation if circumstances permit.

Title 49: Transportation

PART 830—NOTIFICATION AND REPORTING OF AIRCRAFT ACCIDENTS OR INCIDENTS AND OVERDUE AIRCRAFT, AND PRESERVATION OF AIRCRAFT WRECKAGE, MAIL, CARGO, AND RECORDS

Subpart A—General

§ 830.1 Applicability.

This part contains rules pertaining to:

- (a) Initial notification and later reporting of aircraft incidents and accidents and certain other occurrences in the operation of aircraft ...
- (b) Preservation of aircraft wreckage, mail, cargo, and records involving all civil and certain public aircraft accidents, as specified in this part, in the United States and its territories or possessions.

§ 830.2 Definitions.

As used in this part the following words or phrases are defined as follows:

Aircraft accident means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Civil aircraft means any aircraft other than a public aircraft.

Fatal injury means any injury which results in death within 30 days of the accident.

Incident means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Operator means any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or bailee of an aircraft.

...

Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Substantial damage means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowlings, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered “substantial damage” for the purpose of this part.



Incident Response Plan

Contest Name and Location

Subpart B—Initial Notification of Aircraft Accidents, Incidents, and Overdue Aircraft

§ 830.5 Immediate notification.

The operator of any civil aircraft, or any public aircraft not operated by the Armed Forces or an intelligence agency of the United States, or any foreign aircraft shall immediately, and by the most expeditious means available, notify the nearest National Transportation Safety Board (NTSB) office¹, when:

(a) An aircraft accident or any of the following listed serious incidents occur:

(1) Flight control system malfunction or failure;

(2) Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness;

...

(4) In-flight fire;

(5) Aircraft collision in flight;

(6) Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.

...

(8) Release of all or a portion of a propeller blade from an aircraft, excluding release caused solely by ground contact;

...

§ 830.6 Information to be given in notification.

The notification required in §830.5 shall contain the following information, if available:

(a) Type, nationality, and registration marks of the aircraft;

(b) Name of owner, and operator of the aircraft;

(c) Name of the pilot-in-command;

(d) Date and time of the accident;

(e) Last point of departure and point of intended landing of the aircraft;

(f) Position of the aircraft with reference to some easily defined geographical point;

(g) Number of persons aboard, number killed, and number seriously injured;

(h) Nature of the accident, the weather and the extent of damage to the aircraft, so far as is known; and

(i) A description of any explosives, radioactive materials, or other dangerous articles carried.

Subpart C—Preservation of Aircraft Wreckage, Mail, Cargo, and Records

§ 830.10 Preservation of aircraft wreckage, mail, cargo, and records.

(a) The operator of an aircraft involved in an accident or incident for which notification must be given is responsible for preserving to the extent possible any aircraft wreckage, cargo, and mail aboard the aircraft, and all records, including all recording mediums of flight, maintenance, and voice recorders, pertaining to the operation and maintenance of the aircraft and to the airmen until the Board takes custody thereof or a release is granted pursuant to §831.12(b) of this chapter.

(b) Prior to the time the Board or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:

(1) To remove persons injured or trapped;

(2) To protect the wreckage from further damage; or

(3) To protect the public from injury.

¹ A list of NTSB regional offices is available from: http://www.nts.gov/abt_nts/regions/aviation.htm



Incident Response Plan

Contest Name and Location

(c) Where it is necessary to move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original positions and condition of the wreckage and any significant impact marks.

(d) The operator of an aircraft involved in an accident or incident shall retain all records, reports, internal documents, and memoranda dealing with the accident or incident, until authorized by the Board to the contrary.

Subpart D—Reporting of Aircraft Accidents, Incidents, and Overdue Aircraft

§ 830.15 Reports and statements to be filed.

(a) *Reports.* The operator of a civil, public (as specified in §830.5), or foreign aircraft shall file a report on Board Form 6120.1/2(OMB No. 3147–0001) within 10 days after an accident, or after 7 days if an overdue aircraft is still missing. A report on an incident for which immediate notification is required by §830.5(a) shall be filed only as requested by an authorized representative of the Board.

(b) *Crewmember statement.* Each crewmember, if physically able at the time the report is submitted, shall attach a statement setting forth the facts, conditions, and circumstances relating to the accident or incident as they appear to him. If the crewmember is incapacitated, he shall submit the statement as soon as he is physically able.

(c) *Where to file the reports.* The operator of an aircraft shall file any report with the field office of the Board nearest the accident or incident.