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| **Accident & Incident Response Team – Remote Accident** | |
| **Role** | **Duties** |
| Scene Co-ordinator | IMMEDIATE RESPONSES:  • Gather information on nature of accident, location, aircraft and pilots involved  • Ensure Emergency Services called 000 • Ensure AUSSAR called 1800 815 257  • Ascertain if other pilots able to provide immediate accident site support, first aid, communications  • Safety roll call of aircraft on task or in area  • Consider assigning towplane to confirm location, facilitate direction of Emergency Services to accident site  • Inform Contest Director, Safety Officer, Event Manager, CFI as appropriate  Ensure preservation of physical evidence: • assist Police and investigation authorities • aircraft or wreckage may have to remain at the scene  • photographs are important before any physical evidence is moved • covering or protection of evidence may be required  Note: Physical evidence may be collected by Police or other authorities. If this occurs, keep an inventory of what evidence is collected. Appoint record keeper to maintain log of events, key decisions, notes.  Allocate Tasks – Delegate – Use Task Cards and ERP Flowchart, ERP Forms Inform Club Operations (CFI) and Club Management (President), or their deputies: • they will assist in these responses and may mobilise help for duty crew on the scene Inform ATSB and GFA Operations Manager  • either duty instructor, or Panel Chairman / CFI should do this whenever feasible  ENSURE SAFE TERMINATION OF FLYING OPERATIONS • Recall airborne aircraft and gliders, roll call safe return • Manage radio communications and safe ground operations • Terminate ground operations without interference to emergency response |
| Deputy Co-ordinator | SUPPORT FOR ON-SCENE MANAGEMENT OF ESSENTIAL RESPONSES  Prepare and collect accounts of the accident or incident, plus relevant data and imagery as soon as possible. Prepare and collect independent written statements from witnesses, those attending the scene, having briefed them on the importance of recording their own observations and actions, with minimum discussion with others – use Pro Forma  • take and retain photographs • take measurements and prepare diagrams • retain meteorological forecast printouts and data Note: If Police officers retain any records and documents, recommend delegating someone to accompany officers to the station to collect photocopies of those documents.  Assist in tasking of members to attend accident site. Assist in deploying towplane to area if required.  Manage club members present on the field • focus on the key facts, try to avoid or limit speculation • affirm assistance will be provided to deal with any stress or trauma • affirm that it is normal for strong emotions to be felt, that may require expression and comfort • get statements in writing from club members present as to what they did or did not see, what their actions were • get a complete list of members present and contact information |
| Record Keeper | TIME LOG AND TRACEABILITY  • Maintain Time Log of Key Events, Decisions, Actions of Key People  • Maintain Radio Log, record aircraft and vehicle movements, locations  • Ensure safe keeping of key records, forms, witness statements  • If practicable, maintain electronic and photographic records  • Provide forms, papers, writing implements for witnesses |
| Emergency Services Assistant | ASSIST EMERGENCY SERVICES • Expedite their access to the accident/incident site and any deceased or injured people • Escort emergency services onto AD ensuring they do not enter active runways and taxiways.  • Facilitate access to facilities, data, information  • Observe Police instructions |
| Crowd Controller | LOCAL PUBLIC SAFETY AND ACCESS CONTROL  Manage members of public, limit access, prevent incursions into operational areas, hazard zones • safety of members of the public present on the field is paramount • members of the public who are witnesses should be carefully debriefed and contact information retained for follow-on contact • delegate a club member to man the airfield gate to limit access to essential people only, politely decline access to spectators and gawkers in order to assist duty crew and emergency services to manage the scene, reduce movement of physical evidence, limit exposure to hazards, and better manage stress or trauma of those affected • if there is a fatality, media and public should be advised it is a Coronial issue under investigation by the Police  Note: If there is a fatality, the site technically becomes a crime scene. Police will require strict access controls. |
| Member Wellbeing | SUPPORT FOR MEMBERS IN HIGH STRESS ENVIRONMENT  • Support for members suffering trauma, distress  • Treat minor injuries, minor first aid  • Hydration, sustenance, cleaning, protective clothing  • Contact others able to provide direct member support |
| Media Liaison | MEDIA ACCESS AND LIAISON  Manage media access or inquiries, limit public comment • if media are present at the time, ensure they are escorted by a club member at all times and refer them to the duty instructor  • maintain safe distance from accident scene, ensure no impediments to emergency services • defer comment to club officials, the designated Point of Contact – for an accident or serious operational incident, this will normally be the CFI • if time permits, draft a very short summary of the key facts regarding the accident or incident • if there is a fatality, DO NOT release names of victims • if there is a fatality, media and public should be advised it is a Coronial issue under investigation by the Police  • arrange suitable location for briefings OAN 03/12 The Media and Gliding Accidents refers |
| Witness Coordinator | WITNESS MANAGEMENT AND RECORDS  • Identify witnesses. • Inform witnesses that the primary purpose for taking their statements is for accident prevention purposes.  • Let the witnesses know that you cannot assure the confidentiality of their statements.  • Hand out witness forms and ask witnesses to go to a quiet area and write down everything they have observed. • Ensure witnesses include their name, address, phone number, date and signature in the statement. • To ensure candour, witnesses should be isolated from each other while making individual statements. • Collate and hand to GFA investigator or Record Keeper |