

EDGEHILL GLIDING CENTRE EMERGENCY PROCEDURES

VERSION 1.1



EDGEHILL GLIDING CENTRE LTD

SHENINGTON AIRFIELD, RATTLECOMBE ROAD, SHENINGTON, BANBURY, OXON, OX15
6NY

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1 INTRODUCTION

The emergency procedures for Edgehill Gliding Centre are detailed in this document. Scenarios for five major emergency types are given.

A generalised layout of the airfield is given below (Figure 1) to indicate:

1. The main entrance off Rattlecombe Road to the west of Shenington village, OX15 6NY
2. What three words address: 'graceful.unimpeded.conveys'
3. EGC Contact Number: 07513 357463

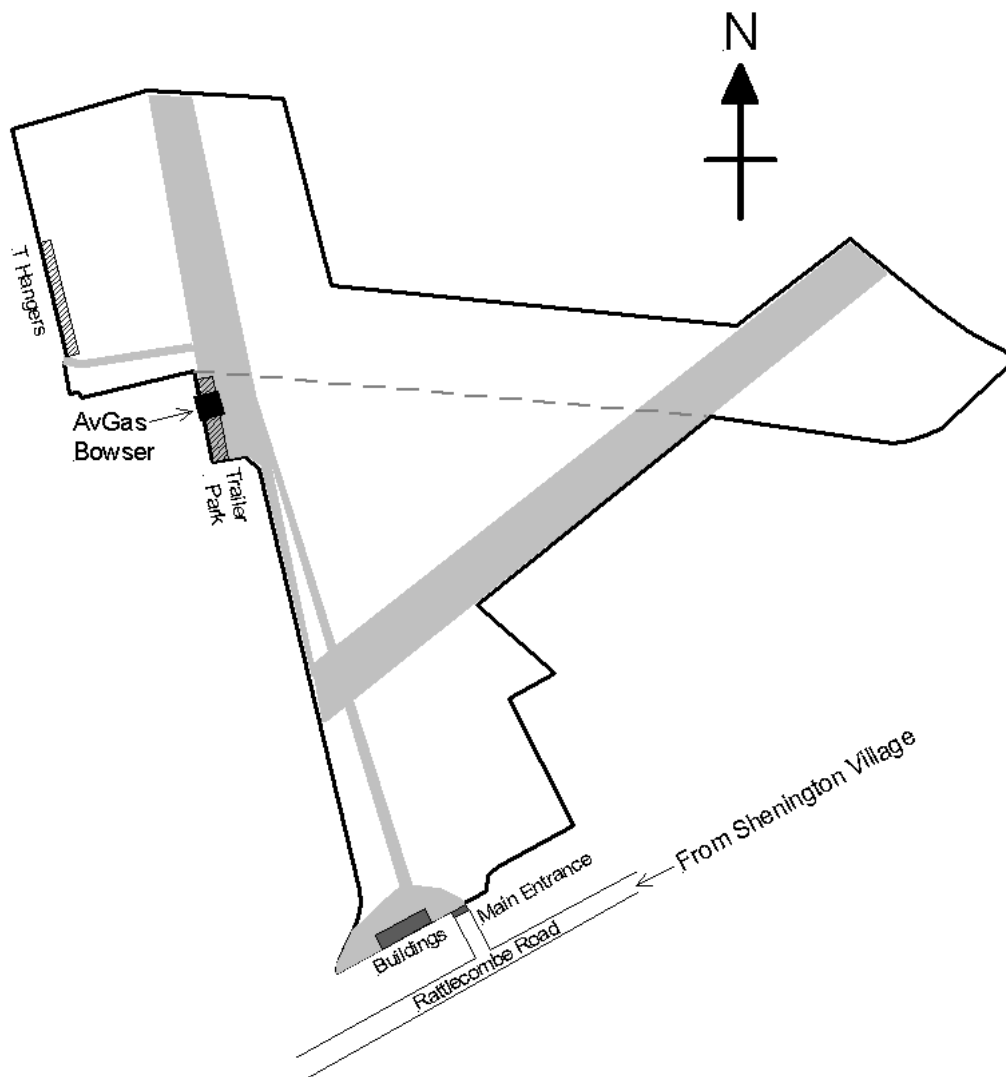


Figure 1: Shenington Airfield General Layout (Areas marked in grey are hard surfaces. Position of AVGAS bowser is indicated)

2 REPORTING

Reporting Requirements – AAIB (Air Accidents Investigation Branch)

The following accidents must be immediately reported by telephone to the AAIB (01252 512299) and AAIB permission must be obtained before the aircraft is moved, except for the purposes of rescue:

All accidents in the UK involving gliders, self-launching gliders, microlight gliders, TMGs and tugs, resulting in fatal or serious injury and/or substantial aircraft damage, where the accident is associated with the operation of an aircraft from embarkation with the intention of flight, to disembarkation.

This definition of an accident means that accidents resulting from, for example, falling winch cables, runaway tractors, and towing gliders behind a vehicle should not be reported to the AAIB even if they are very serious. Nor do the AAIB have to be informed about any accidents resulting in minor injury and/or minor damage.

Reporting Requirements – Police

All accidents involving fatal or serious injury must be immediately reported to the local police.

Reporting Requirements – BGA

All accidents and incidents involving gliders, self-launching gliders, microlight gliders, TMGs and tugs normally based at a BGA club or resulting from the flying operations of BGA gliding clubs, including those foreign registered, must be reported to the BGA. This includes accidents also reported to the AAIB.

'All accidents and incidents' includes accidents anywhere in the world resulting in personal injury, and/or damage to gliders, self-launching gliders, microlight gliders, TMGs, tugs, other aircraft, and 3rd party property.

If in doubt, please report it!

Excluded are injury or damage unconnected with gliding operations, for example a fall in the clubhouse or injury in a workshop. These situations are the domain of the Health and Safety Executive.

An immediate report must be made to the BGA office by email or telephone, and followed asap by a *BGA Incident and Accident Report Form*, containing as much information as possible and submit to the BGA Office, ideally by email.

Club Officials

As soon as possible, inform the club Chairman, CFI, and Safety Officer about any serious accident.

Reporting An Airworthiness Or Maintenance Occurrence

Where an Owner or Inspector identifies an airworthiness or maintenance related occurrence or significant hazard, the Owner or Inspector should supply the following details on a *BGA Incident and Accident Report Form* and submit the form to the BGA Office, ideally by email.

- Glider Type and Registration
- Name and contact details of the person reporting
- Details of the airworthiness or maintenance occurrence

Please note that to comply with the terms of the BGA's Part M subpart F&G approvals, the following airworthiness related occurrences **must** be reported:

Sailplanes and Aeroplanes

- Abnormal severe vibration (for example: aileron or elevator 'flutter', or of propeller).
- Any flight control not functioning correctly or disconnected.
- A failure or substantial deterioration of the aircraft structure.
- A loss of any part of the aircraft structure or installation in flight.

Aeroplanes

- A failure of an engine, rotor, propeller, fuel system or other essential system.
- Leakage of any fluid which resulted in a fire hazard or possible hazardous contamination of aircraft structure, systems or equipment, or risk to occupant

The form will be processed by the BGA Office and details will be passed to the Chief Technical Officer.

3 EGC EMERGENCY PROCEDURE 1: ACTION TO BE TAKEN IN THE EVENT OF AN ACCIDENT ON OR NEAR THE AIRFIELD, RESULTING IN FATALITY OR SERIOUS INJURY

- a. Dial 999 and request the following Emergency Services :-

Ambulance
Fire Service
Police

State '**SHENINGTON AIRFIELD, OXFORDSHIRE**'

- b. If the person is seriously or fatally injured, provide the police with next of kin details and allow police to inform them. On no account should the next of kin be contacted directly.
- c. Do not move injured people unless there is further danger (e.g. Fire). Wait for medical care. If injuries are fatal, the body should only be moved under supervision of police/ambulance.
- d. Direct First Aiders, if present, and emergency equipment straight to the scene of the accident
- e. Ensure the Duty Instructor is aware of the accident, if one is present due to training taking place. Someone must take charge and direct proceedings until the Duty Instructor can assume responsibility, if they are present (due to training taking place).
- f. Start a log of proceedings.
- g. Set up internal communications.
- h. Station someone at the launch point telephone.
- i. Station a marshal at the main entrance and all other airfield entrances, as well as on the perimeter track, to direct emergency services to the scene of the accident without creating a hazard for landing aircraft and to deter sightseers, etc.
- j. Stop further launching and ensure that a landing area is kept clear for aircraft already airborne.
- k. Inform DETR Air Accident Investigation Branch (AAIB). Telephone **01252 512299** (24 hours).

Note. Generally, AAIB will contact the BGA themselves. However, it is also recommended to contact the BGA Accident Investigators. During normal office hours, contact them via the BGA Office at Leicester 01162 892956. If out of hours, contact one of the BGA Investigators direct.

- l. Contact the EGC CFI, EGC Chairman and EGC Safety Officer.
- m. Ensure that it is safe to approach any injured persons before attempting to remove them from danger.
- n. Temporarily shut down all club WhatsApp groups that allow discussion, to prevent inappropriate discussion or release of information
- o. Inform the club's press officer (if appointed) or appoint a spokesman (e.g. CFI, EGC Chairman and EGC Safety Officer).
- p. Brief all club members not to provide details to Press, TV or Radio. State that a press release will be prepared by a EGC official.

- q. Station a responsible person at the wreckage and do not permit anything to be removed until authorised by the AAIB or by the BGA Accident Investigator.
- r. Start gathering information, ultimately to complete an EGC and BGA Accident Report Form. Take witness statements, photographs, make sketches as appropriate.
- s. Assist the Emergency Services and the AAIB as they request. Do not move the aircraft without permission from AAIB.
- t. Complete Accident Report Form and Insurance Form as far as possible.

4 EGC EMERGENCY PROCEDURE 2: ACTION IN THE EVENT OF GLIDER / AIRCRAFT REPORTED CRASHED

When a report is received from a reliable source (i.e. Police, Emergency Services), the following action should be taken:

Collect as much information as possible from the reporting authority in order to identify the aircraft or its pilot(s).

Questions should include:-

- a. Is it a glider or a powered aircraft?
- b. Registration, Competition No. or Tail Letters?
- c. Colour scheme?
- d. Aircraft type?
- e. What action has been taken so far? e.g. Ambulance, etc.
- f. Pilot's identification?
- g. Location of accident to include O.S. Grid ref. or Lat / Long. or what3words location
- h. Access to accident location.
- i. Contact names and telephone numbers of local police.
- j. Names and addresses of additional eye witnesses.
- k. Name of police officer in charge of the incident.

Note. If the aircraft is positively identified as belonging to EGC or having taken off from Shenington Airfield, then the procedures identified in **Emergency Procedure 1** should be followed as far as practicable. Send crew with a fully briefed, responsible person in charge to assess the situation, noting third party claims and reporting back. The crew must not take any independent action nor admit liability.

If the aircraft is clearly identified as not from Shenington Airfield, then advice should be given as to the best direction for the Emergency Services to proceed in order to ascertain the base airfield of the crashed aircraft, using the information available.

5 EGC EMERGENCY PROCEDURE 3 : AIRCRAFT MISSING – OVERDUE ACTIONS

PRIMARY ACTION

- a. Ensure the aircraft is genuinely missing. Check log sheets, search hangar and trailer park, make a radio call and make enquiries, especially from other pilots on the same task.
- b. Overdue action must be taken by sunset plus 30 minutes.

THEN, SECONDARY ACTION: If aircraft still missing: -

- c. Inform Duty Instructor, if one is present due to training taking place
- d. Inform CFI
- e. Inform Safety Officer
- f. Telephone the Watch Supervisor at London Air Traffic Control Centre (LACC) Swanwick:

Distress & Diversion **01489 612691**

- g. Explain the problem, ask if they have received any reports, **SEEK AND FOLLOW THE SUPERVISOR'S ADVICE.**
- h. If the aircraft returns or a report is received that explains its whereabouts, inform the Watch Supervisor at LATCC immediately.
- i. If a crash is reported and the aircraft identified, proceed as for **Emergency Procedure 2**

6 EGC EMERGENCY PROCEDURE 4: PERSONAL INJURY OR ILLNESS WITH NO ASSOCIATED AIRCRAFT DAMAGE

- a. If medical treatment is required, call Ambulance 999. State '**SHENINGTON AIRFIELD, OXFORDSHIRE, OX15 6NY.**'
- b. If the injury is serious, inform the:
 - EGC CFI
 - EGC Chairman
 - EGC Safety Officer
- c. Start a log of events.
- d. If the injured person is taken to hospital, ensure next of kin are notified, either by requesting a friend to make contact or by asking the police to notify them.
- e. If person is seriously or fatally injured, provide the police with next of kin details and allow police to inform them. On no account should the next of kin be contacted directly.
- f. Temporarily shut down all club WhatsApp groups that allow discussion, to prevent inappropriate discussion or release of information
- g. Inform the club's press officer (if appointed) or appoint a spokesman (e.g. CFI, EGC Chairman and EGC Safety Officer).
- h. Brief all club members not to provide details to Press, TV or Radio. State that a press release will be prepared by a EGC official.
- i. If the person is an employee or contractor working for the club, ensure accident is properly reported using the HSE's RIDDOR procedure (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) – refer to <http://www.hse.gov.uk/riddor/who-should-report.htm> for guidance.
- j. Complete Accident Report Form with all relevant details and witness statements.

7 EGC EMERGENCY PROCEDURE 5: IN THE EVENT OF A MAJOR FIRE ON OR NEAR THE AIRFIELD, OR SERIOUS ACCIDENT ASSOCIATED WITH FUELLING OPERATIONS, INCLUDING A MAJOR FUEL SPILLAGE

- a. Dial 999 and request the following Emergency Services :- Fire Service (plus ambulance if required).
- b. If major fuel spillage has occurred, but not ignited, ensure no vehicle or aircraft engines are started and there are no other sources of ignition.
- c. Move all personnel not dealing directly with the incident to safety (e.g. to the clubhouse)
- d. Direct First Aiders, if present, and emergency equipment straight to the scene of the accident. Allow emergency services to deal with any fuel spillage.
- e. Ensure the Duty Instructor is aware of the accident, if one is present due to training taking place. Someone must take charge and direct proceedings until the Duty Instructor can assume responsibility, if they are present (due to training taking place).
- f. Start a log of proceedings.
- g. Set up internal communications.
- h. Station someone at the telephone.
- i. Station a marshal at the main entrance and all other airfield entrances, as well as on the perimeter track, to direct emergency services to the scene of the accident without creating a hazard for landing aircraft and to deter sightseers, etc.
- j. Stop further launching and ensure that a landing area is kept clear for aircraft already airborne.
- k. Contact the following:
 - CFI
 - EGC Chairman
 - EGC Safety Officer
- l. Do not move injured people unless there is further danger. Wait for medical care.
- m. Ensure that it is safe to approach any injured persons before attempting to remove them from danger.
- n. Temporarily shut down all club WhatsApp groups that allow discussion, to prevent inappropriate discussion or release of information
- o. Inform the club's press officer (if appointed) or appoint a spokesman (e.g. CFI, EGC Chairman and EGC Safety Officer).
- p. Brief all club members not to provide details to Press, TV or Radio. State that a press release will be prepared by a club official.
- q. Assist the Emergency Services as they request.
- r. If any injured person is taken to hospital, ensure next of kin are notified, either by requesting a friend to make contact or by asking the police to notify them.
- s. If the person is an employee or contractor working for the club, ensure accident is properly reported using the HSE's RIDDOR procedure (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) – refer to <http://www.hse.gov.uk/riddor/who-should-report.htm> for guidance.

8 EMERGENCY CONTACT NUMBERS

External

- Immediate Response 999
- BGA 01162 892956
- AAIB 01252 512299
- Distress & Diversion 01489 612691

Internal

- CFI (Lucy Wootton) See pack on Bus
- EGC Chairman (Steve Tilling) See pack on Bus
- Safety Officer (Al Cook) See pack on Bus
- Take Flight Aviation 01789 470424

Other

- Banbury Fire Station 01865 842999
- Thames Valley Police 01865 841148

9 MAJOR ACCIDENTS – INCIDENT LOG

Date:		Time:	
Location:			
Aircraft: Glider/Aircraft Type & Model No: Description & Registration details: Owner: Take Off Time & Place: Fuel on Board:			
Time of accident:		Date of accident:	
Pilot P1: Name: Address:		P2: Name: Address:	
Third Party: Name: Address: Involvement:			
Weather Conditions: Wind Strength & Direction: Visibility: Other significant factors:			

Log Completed By:					
Description of occurrence:					
Persons contacted:					
AAIB on 01252 512299			Informed at.....		
BGA Head Office 01162 892956			Informed at.....		
CFI			Informed at.....		
EGC Chairman			Informed at.....		
Safety Officer			Informed at.....		
Notes / Events:					
NO.	MESSAGE TO/FROM:	DATE/TIME:	SUMMARY OF MESSAGE:	ACTION TAKEN:	BY WHOM:

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10 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>

11 MAJOR ACCIDENT – SAMPLE PRESS STATEMENT TO BE GIVEN ONLY BY A SENIOR MEMBER OF THE BOARD OF DIRECTORS, THE CFI OR CLUB SAFETY OFFICER

The information below can reasonably be released to the Media in the event of a serious accident, with a view to establishing or maintaining a good relationship with representatives of the Press and other Media, ensuring, so far as is possible, accurate reporting of accidents.

In the event of a serious accident, a "Press Officer" should be appointed by the Club, who will deal with all enquiries and conduct any interviews.

Interviewing of Club Members by reporters should be actively discouraged in a polite but firm way. If reporters do interview members or witnesses, it should be emphasised that their opinions are not necessarily the opinions of the Club Officials, the British Gliding Association, the BGA Accident Investigators or the AAIB. **At no time shall the names of those involved be disclosed.**

Fill in the detail **Before** providing the statement:

On < accident date> at approximately < time>, a <aircraft type / glider type> crashed whilst on a <local / training / cross-country...> flight.

The <Pilot / Pupil / Instructor> who <is / are / both> club members < were uninjured / Sustained minor / serious injuries >, <(optional) the extent of which are presently unknown>.

<They / He / She have / has> been taken to a local Hospital for medical checks.

The incident is currently under investigation by Air Accident Investigation Branch of the Department for Transport and the Police in conjunction with the British Gliding Association. Our club is co-operating fully with these bodies. At the present time there is no indication as to the cause of the accident.

<The pilot's name will be released by the police once the next of kin have been informed Our thoughts at this stage are with the family / families of the pilot(s). (use only if a fatality has occurred). >