



**Fédération
Aéronautique
Internationale**

FAI Guidelines

In the event of a casualty or a serious accident at FAI Air Sports

2012 Edition

Approved by the FAI Commission d'Aéronautique
Sportive Internationale (CASI)

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GUIDELINES IN THE EVENT OF A CASUALTY OR SERIOUS ACCIDENT
IN FAI AIR SPORT EVENTS

AMENDMENT RECORD

Formal amendments are published by the FAI secretariat, acting for the Commission d'Aéronautique Sportive Internationale (CASI). Within Nations, the National Airsport Control (NAC) organisation is then responsible for distributing amendments to all holders of this document and for informing Organisers, Team Managers and other interested parties of relevant changes

When holders of paper copies of this document have incorporated an amendment in the main text, they should insert a copy of the amendment instructions before the page index, so that at a later date, the subjects of the amendment may easily be identified. Electronic copies will have the amendments already incorporated and included in the table below.

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CHECK LIST FOR ORGANISERS AND TEAM MANAGERS

This complements the main paper and gives cross-references to the appropriate paragraphs (§). It is a summary, and makes no pretence of providing detailed guidelines, for which the main paper should be consulted.

ORGANISERS

Advise Regional ATC Centre and also local ATC organisation (§ 1.5.)

Raise NOTAM (§ 1.5.)

Insurance to cover liability, rescue charges, etc. (§ 1.2.2., 2.10.)

Advise local police (§ 1.5.)

Advise local ambulance, hospital and other medical services (§ 1.5.)

Arrange medical doctor rota to cover the event (§ 1.6.) also to cover any post-mortem examination (§ 2.11.) and inquest (§ 2.11.1.)

Arrange site facilities, including a control room and incident room (§ 1.9., § 1.10.)

Appoint officials: Event Director and Deputy Director, Event Safety Officer (ESO), Public Relations Officer (PRO). (§ 2.2.)

Investigate laws, rules and procedures which apply at the event site or sites, for accidents, injuries, fatalities and air accidents (§ 1.5.)

Make plan for dealing with accidents and incidents: release of names (§ 1.9.), control actions (§ 1.11.), incident log (§ 1.12.), official statements (§ 1.14.), after the event (§ 1.15.), immediate actions (§ 2.1.), follow-up actions (§ 2.2.), dealing with press and media (§ 2.4.), witnesses (§ 2.5.), details of injured or deceased (§ 2.6.), National accident investigation procedures (§ 2.7.), continuance of event (§ 2.13.), facilities for victim's team (§ 2.15.), report to FAI (§ 2.16.)

Injury, illness or death of participants or spectators (§ 3.)

Aircraft accident on/or near airfield (§ 4.)

Aircraft reported crashed (§ 5.)

Aircraft missing or overdue (§ 6.)

TEAM MANAGERS (§ 1.8.)

Obtain and record names, addresses, telephone & email of all team members whether competitor, crew or associated person. Note any special medical conditions or needs (§1.7.1.). Note that in the event of accident the Team Manager or his deputy will be responsible for initial notification (§ 1.8.1.).

Obtain details of a person to contact (next-of-kin or equivalent) for each team member, and record names, addresses, telephone numbers & emails of such persons (§ 1.7.1.)

Insurance for relevant aircraft and other vehicles (§ 1.2.2., § 2.10.)

Contact details of home NAC of team (§ 1.8.1.)

Contact details for manufacturers and airworthiness authorities of aircraft operated by the team (§ 1.7.2.).

GUIDELINES IN THE EVENT OF A CASUALTY OR SERIOUS ACCIDENT IN FAI AIR SPORT EVENTS

INTRODUCTION

(i) Application

This guide is intended for all FAI air sports. These include events where aircraft are utilised either directly or indirectly, aeromodelling and parachuting.

(ii) General

Fortunately, serious accidents are rare during air sport events, but it is as well to be prepared. These notes are intended as general guidance to organisers who may find themselves faced with tasks such as informing close family members about fatalities and serious injuries, deciding whether or not flying should continue; and dealing with police, local authorities, consulates, press and media.

(iii) National laws, regulations and procedures

It is emphasised at the outset that national laws, rules and procedures should always be followed. This document necessarily gives general guidance only, for organisers to note and adapt to their particular circumstances, always in accordance with national laws, rules and procedures.

(iv) Wording

To simplify the wording when referring to people, the male gender is used in this document (he, him, etc); this should be taken to refer to persons of the female gender where relevant. In the case of aeromodelling and parachuting, the following words may or may not be relevant, depending on the context: "aerial vehicle", "aircraft", "air accident investigation", and NOTAM (with aeromodelling some events require a NOTAM due to the location and the possible altitude of the activity).

(v) Scope

Circumstances that should be considered include anywhere the organisers may be involved in action concerning any incident or accident. This could be directly concerned with competitive activities, with support for such activities, or with general activities at the event. Examples include illness, injury or death of any persons including crew and spectators, and include aircraft used for glider launch, parachuting, and visiting aircraft.

1. GENERAL PRINCIPLES

1.1. Local laws and regulations

The laws and official regulations of the host nation or region should always be followed.

1.2. Organisers' responsibilities

In accepting the organisation of an event on behalf of FAI, organisers have both responsibilities and potential liabilities. For instance, they have a duty to ensure that relevant national laws and regulations (1.1) are applied in circumstances such as accidents to aircraft or injuries to persons. Before the Sporting Event, such laws and regulations should be found, and, where relevant, incorporated in rules and procedures specific to the event.

1.2.1. (a) Forward planning

If a serious accident occurs, organisers can easily be overwhelmed by the extra workload. Much stress and activity can be avoided if likely events have been anticipated. Plans should be prepared in advance, and these guidelines should be used for guidance.

(b) Organiser's responsibilities

Organisers should consider the need to make available knowledgeable (voluntary and/or professional) persons to provide for Psychological First Aid Services to family members, teams, athletes, participants and others at First Category Events when accidents and fatalities occur. (e.g. Critical Incident Stress Management for Psychological Trauma Relief)

1.2.2. Insurance

The need for insurance should be investigated. The organisers might find themselves charged for services such as fire, medical and rescue. They might also be involved in subsequent legal proceedings. All these possibilities should be considered and, where necessary, insured against.

1.3. Aircraft accident investigation

Normally, investigations into fatal or serious aircraft accidents are made by the appropriate national aircraft authorities, usually on the basis of International Civil Aviation Organisation (ICAO) procedures.

1.3.1. Types of aerial vehicle

In some nations, for the purpose of airworthiness rules and accident investigation, the official term "aircraft" may apply only to powered aircraft, and sometimes even then only above certain weights and powers. If this applies, para-gliders and gliders will probably not be classified as aircraft, and motor gliders and microlights may or may not be so classified. Therefore, in the event of a fatal accident involving such craft, no official aircraft accident investigation will take place. Probably there will be enquiries by police and legal agencies concerned with injuries or deaths of persons. In such cases, the organisers should conduct their own aircraft accident investigation to record the facts, to protect the organisation and FAI, and record lessons for the future.

1.4. Circumstances

The following circumstances should be covered in procedures written for the event. This FAI document may be used as a guide, and advice is sought on possible improvements:

- Injury to, serious illness of, or death of a person;
- Accident or incident to personnel or aircraft on/or near the airfield or site;
- Reported accident to personnel or aircraft;
- Aircraft missing or overdue past its endurance;

1.5. **National procedures in the host nation**

The organisers should be aware of any national procedures, such as the circumstances in which the police or legal authorities may have to be notified, and if they exist in the host nation, the National Air Accident Investigation Organisation and/or Airworthiness Organisation. The following organisations should be contacted during the organisation of an FAI Sporting Event so that, if they have to be contacted during the event, they will already be briefed on the existence and nature of the event:

- Local police, fire and ambulance services
- Local Air Traffic Control (ATC) and the regional ATC Centre.
- ***An ATC NOTAM (Notice to Airmen) should be raised to cover the event***

It is not normally necessary to specially notify the National Air Accident Investigation Organisation or National Airworthiness Organisation that the Sporting Event is taking place, but the event organisers should know how to contact them on a 24-hour basis.

1.6. **Medical rota**

It is desirable as a minimum that event planning includes preparing a rota of medical doctors who are on call and preferably quickly available, on/or close to the airfield. They should have their own transport and either a pager or a mobile phone. Their duties will vary from attending to minor problems with spectators to initial actions at an aircraft accident.

1.7. **Entry forms**

1.7.1. Personnel details

Against each person in a team, including any crew or support personnel, space should be available for "person or persons to be notified in the event of sickness or injury". This should request contact details including telephone, fax, email, postal address. The term "Next of Kin" (NoK) is rather emotive, "persons to be notified" is better. In this document, NoK is used as the abbreviation.

1.7.2. Aircraft details

These should include contact details for the manufacturer of the aircraft, and of the national airworthiness authority which has certificated the type, in case consultation has to take place on matters of airworthiness, structural integrity, limitations, etc.

1.8. **Team managers (TMs)**

As well as the event organisers, Team Managers need to have the NoK details for all people in their team, and a general awareness of accident procedures in the host nation and for the sporting event concerned.

1.8.1. Status of rules and guidance

It should be noted that the policy and rules for the event are those laid down by the Organiser. This document has no status except general guidance, from which some event procedures may be taken.

1.8.2. Notification to NoK

When a TM or his representative is on site, he should be responsible for notification to NoK, and to other organisations in the country of the casualty (if different to the Event Site nationality) such as the Air Sport organisation, National Air Sport Control, aircraft manufacturer, etc.

1.9. **Principle for release of names**

It is important that names of casualties are not released, particularly to the press or media, until NoK have been informed and confirmation of the notification is available. It may not be possible to ensure this, due to the amount of information readily available outside the event organisation, but it should be the aim wherever possible. Situations where the first notice that a close relative has been involved in an accident, comes from the media should be avoided at all costs.

1.10. **Incident room**

A room should be available which can quickly be made private, has communication facilities, and can be locked. It is important that confidential or sensitive conversations are not overheard except by authorised staff, and documents are not copied by other people, particularly by the press or media. A lockable cabinet or safe should be available for storage of sensitive documents. Bear in mind that viewing of videotape evidence or digital pictures may be required, so playback facilities for these types of media should be available in the room or ready to be moved to the room.

1.11. **“Control” responsible for initial action**

At an FAI sporting event, there should be a Control room which functions as a central point for information on the event and through which messages are passed. This facility ("Control") should be manned at all times when event activities are taking place. Initial action should be taken by Control staff until other officials such as the Event Director or Safety Officer take over.

1.12. **Incident log**

A written log of events and times should be kept. A sample form is at Annex A.

1.13. **Rumours**

Many rumours circulate after an accident. Do not believe any of them without incontrovertible proof, preferably confirmation from several reliable and independent sources. Do all that is possible to persuade all event participants not to speak directly to the press and media about the incident, but to refer questions to the event PRO.

1.14. **Statements by the organisation –**

may be written or verbal, or consist of interviews by the media in which an authorised representative of the organisers makes a prepared statement and answers questions. A sample initial statement is at Annex B.

1.15. **After the Sporting Event**

Any debrief should include medical and procedural aspects of incidents. These should be included in any report to the NAC or FAI, even if they consist only of a simple statement such as "satisfactory, no incidents".

2. GENERAL GUIDELINES AND ACTIONS

The following actions are suggested:

2.1. **Immediate actions**

If the incident is on or near the airfield and appears to need this level of assistance, call the fire and rescue services (ambulance, fire service), and the medical doctor on the pre-arranged rota (§ 1.6.). Some nations' emergency services include major facilities such as helicopters with paramedics on call; the local rescue and emergency services will know the procedures for calling such facilities where they may be needed. If charges are to be made, you need to know beforehand and to cover these with insurance.

2.1.1. Prevent further accident and/or damage

For instance, a runway may be blocked with wreckage, a damaged aircraft, or emergency services dealing with the incident, and other aircraft may have to be diverted to another airfield.

2.1.2. Secure the accident site

Take steps to cordon off the accident site, if this is within the event operating area. Call on authoritative people for this task. Try to prevent people from disturbing wreckage any more than is necessary to give first aid to injured persons and to remove such persons for medical attention. Undisturbed wreckage is important for investigation of the causes of an accident. Take photographs of the accident site from all angles, at various distances, as early as possible. Try to obtain photographs or videotape taken by others.

2.2. **Follow-up actions**

While the above is going on, contact the following, making a record of calls and times on the event log.

Event Director (or Deputy Director if Director is not available). One or the other should always be available somewhere on the airfield at all times when event activities are taking place. They should have a mobile phone or pager. In this document "Director" includes his authorised deputy when the director is not personally available. On being briefed, the director may choose to nominate an Incident Liaison Officer (ILO) of appropriate knowledge and standing to be the executive who deals with the detail and co-ordinates actions on his behalf. The ILO should be familiar with the technicalities of the sport (in a multi-sport event the event director may not have expertise in the sport concerned in the incident).

Event Safety Officer (ESO). Nominated before the event, and may be combined with another duty which should be terminated immediately if essential ESO duties have to be carried out. Mobile phone or pager required. If he has expertise in the sport concerned in the incident, it will be normal for the ESO to be nominated by the director as the Incident Liaison Officer mentioned above.

Event Public Relations Officer (PRO). GS 4.3.4.3 refers. Nominated before the event, and may be combined with another duty which should be terminated immediately if essential duties have to be carried out such as after an incident. Mobile phone or pager required. The PRO should be prepared to brief on the incident to media, press, and other competing teams, should stick to confirmed facts, and avoid opinion or speculation.

The Air Accident Investigation (AAI) organisations relevant to the event, if the initial reports appear to warrant this action. If in doubt leave this for a decision by the Event Director and/or the Event Safety Officer. There may be a national authority which will normally be a government-sponsored body, and the national air sport discipline may have accident or safety officers at national or regional level.

2.3. **Papers and documents**

Start to collect relevant documents, for handing over to the Event Safety Officer for safe keeping.

These include: witness statements, contact names and telephone numbers (see § 2.5. below), photographs and diagrams of the incident, technical documentation such as airworthiness documents, daily inspection books etc.

2.4. **Press and Media**

These will almost certainly show interest or appear at the event site and/or the site of any major accident (which may be off the event site). Opinions, assumptions, and names of individuals involved should not be passed to the media. A properly constructed announcement should be released when agreed by the Event Director. This needs to be done quickly once the immediate life-saving actions are taken, to avoid uninformed speculation and rumour and adverse comment about lack of co-operation.

2.4.1. Replies to questions –

until some confirmed facts are known, should be on the lines of “no comment at this stage, we are looking into the reports and a statement will be issued shortly”.

2.4.2. Spokesman

A spokesman should be nominated to make any statement and to deal with the Media. The Event PRO is normally the best person, since he will already have been dealing with the media on more normal issues related to the event. If the accident is serious or a fatality is involved, the Event Director should be involved at all stages and may himself wish to make a statement to the media, or make a statement to event personnel either at a normal briefing or a briefing called specially for the purpose.

2.4.3. Press statement

A sample Press statement is at Annex B.

2.5. **Witness statements**

As soon as possible after the accident, get witnesses to write down in their own words exactly what they saw. Statements should be dated, timed and signed. Try to prevent witnesses from talking to each other about the accident before they have written down their version; perceptions are known to change having heard descriptions of events by others. Speculation rather than facts in a statement is most undesirable because investigators can be misled, or innocent people may be blamed. Any statement should be restricted to observed facts wherever possible, but it is better to have a poorly constructed statement than none at all. Keep statements in one place and under lock and key when appropriate event staff are not there. Take a photocopy of particularly important statements and put in a separate locked safe.

2.6. **Details of injured or deceased**

Together with the emergency services and local authorities, try to identify positively any people injured or killed in the accident. *Under no circumstances release any names of dead or injured people to anyone outside the event emergency organisation, until you are absolutely certain about identities, and the person's NoK have been informed.* Nor should you make any statements that particular individuals are fit and well unless you are absolutely certain of their accuracy.

2.6.1. Informing Next-of-Kin of injured or deceased

As soon as the identities and condition of injured or dead people are established without any doubt, take steps to inform the next-of-kin. This should be done by the Team Managers of the affected teams and with the Consular services of the country concerned, unless the next-of-kin is present on the site. This delicate task should normally be carried out by a responsible person from the same country as the victim, and certainly by someone who speaks the appropriate language. If this is not possible and you have to inform the next-of-kin directly yourself, take great care to prepare a tactful statement in advance. This action should be taken on the day that the accident happens, and before rumours proliferate which may appear in the media both in the host nation and the nation of those affected. The statement to NoK should contain the following :

- Who you are and from where you are speaking
- Confirm to whom you are speaking and that it is who you expected (or someone equally appropriate), before going further
- Inform as tactfully as possible that an accident has occurred to (Name of person affected)
- Time and place of accident
- Brief description of circumstances (collision, impact with the ground, unknown at this stage, etc.)
- Whether another aircraft was involved (but do not give details)
- A statement that the causes of the accident are being investigated, but no conclusions are yet possible
- If the victim is still alive, the official medical report on his condition, and details of the hospital where he is being treated (address, telephone number, name of responsible doctor etc.)
- Regrets/condolences from all involved in the event
- Contact details for follow-up information (this will normally be the Control or Incident room number)

2.7. **National Accident Investigation Procedures**

Start the accident investigation procedures required by the host country, notifying any national or local authorities as required by national laws and regulations.

2.7.1. Assistance from the contest organisers –

is usually welcome if it is made clear that you are trying to assist the local investigators, rather than appearing to set up another investigation. Do not upset local officials, but give them help and gentle guidance where appropriate such as on the rules of the sporting event, the technicalities of the aircraft involved, etc.

2.7.2. Statements of witnesses –

should be handed over to the official accident investigators, but always keep a photocopy.

2.7.3. Provide office facilities

Offer to provide the official investigators with an office, telephone, fax, email, photocopying, secure storage for wreckage, and an interpreter for interviewing witnesses. This will be appreciated by investigators and will enable the Contest Director to keep in touch with the official inquiry. The event Incident Room may be an appropriate place, and should already have these facilities.

2.7.4. Inform the aircraft manufacturer and/or airworthiness authority

Depending on the type of accident, the aircraft manufacturer and/or the airworthiness authority for the aircraft may have to be informed. In cases where airworthiness aspects may have contributed to the accident, or where advice is needed from these bodies, for instance on limitations, aircraft fit, modification state, etc.

2.8. Notify FAI Headquarters

- +41 21 345 1070, Fax +41 21 345 1077, e-mail sec@fai.org. Do not hesitate at any time to call FAI Headquarters for advice, and make sure that the final report of the official accident investigation is sent to FAI so that any lessons learned can be made available to others.

2.9. Make a statement

As soon as you have some facts, issue an initial statement to media, press, and other competitors and teams. FAI will help with the precise form of words, but time may be of the essence and it is better to get a short, factual statement out early rather than wait for cosmetics. An early statement of some sort is essential to stop speculation, more facts and details can be added later. Speculation on the cause of an accident should be avoided for legal and common-sense reasons. Stick to facts wherever possible and avoid giving the names of personnel involved until NoK have been confirmed as having been notified. Copies of all statements issued should be posted on a notice board so that competitors have the opportunity to see them before they appear in the media. Consider posting details on an internet web page or the appropriate sport's newsgroup, but remember that this can be read and quoted "by the world". A draft statement is at Annex B.

2.10. Insurance aspects

Inform insurance companies, as appropriate. The organiser's own competition insurance may be affected if there has been damage or injury to property or persons on the ground. Otherwise the appropriate Team Manager should be asked to co-ordinate aircraft insurance aspects (including damage to third parties) with the aircraft insurers.

2.11. Post-mortem medical examinations

If the local authorities intend to conduct a post-mortem examination, make arrangements wherever possible, for it to be attended by an independent medical practitioner who can represent the organisers and/or the airport concerned. Often, a suitably qualified person will be present as a member of one of the participating teams. Local pathologists usually welcome informed professional support.

2.11.1. Inquests

Some nations hold inquests on individuals who have been killed abroad. The existence of an independent report from a doctor with knowledge of the sport can do much to satisfy officials in the home country and prevent speculation and possible second post mortems.

FOLLOW-UP ACTIONS

2.12. Next briefing

When the contest participants next meet (morning briefing, or a special briefing), the Contest Director should inform them of the basic facts and of the action taken. Words said at a formal briefing may be quoted, so they should be carefully chosen.

2.13. To fly or not to fly

The Director should test the mood of other competitors and people in general. Most often, this will be that "the show should go on", and that the victims would not have wanted their friends to stop flying, quite the contrary, that is what everyone has come for.

However, if there is little desire to fly in the immediate aftermath of a serious accident, it may be appropriate to cancel one day's competition. This can be stated as a mark of respect, and it also gives time for you to take the appropriate actions, for wreckage to be cleared, for decisions to be made on any resulting changes in competition rules or procedures (you have virtual "carte blanche" if safety related to the accident can be shown to be improved), and for people to come to terms with what has happened.

2.13.1. Cancellation –

of the rest of the contest should only be considered if there are special circumstances such as if a general airworthiness problem has been revealed, or if flight safety might be endangered by the mood of some or all of the participants, or if members of the general public have been killed or injured in the accident and bad publicity would follow if flying continued in the same way.

2.13.2. Director's Decision

The Director should make these decisions and brief other competitors and the media where appropriate. Such decisions should not be put to a vote; if opinion is divided, such a vote would only add controversy to tragedy. Better a firm ruling from the Director, having taken advice and assessed the mood of the competitors, general public, press and media (where these have been involved). In general, there should be very good reasons before the rest of a competition is cancelled, and a decision to continue with due caution and maybe with some changes, will generally be understood by all.

2.13.3 Results

Subject to the Director's discretion, in the event of a fatality of a competitor during competition, the scores remain on the scoreboard and in results sheets, with no additional comment.

2.14. Further statements –

should be issued as further information becomes available. The names and places of origin of the victims can be released as soon as you are certain that the next-of-kin have been informed. Keep press releases strictly factual. Do not give opinions, or enter into discussions about who was to blame for the accident, since this will only be established once the accident investigation procedure is complete.

2.14.1. State of injured

Give information at regular intervals to other contest participants about the condition of injured victims. Hospitals may set up information cells when there is a lot of interest in a single patient, but they will usually prefer the contest organisation to take this responsibility.

2.15. Facilities for victim's teams

Team members from the countries concerned may need help with the various administrative tasks they have to accomplish. Help might include providing communications facilities (telephone, fax, email), and provision of extra transport for visiting injured team-members.

2.16. **Report to FAI**

The Contest Director should send a report to FAI. This should include a report from the FAI Jury if such a Jury was nominated, copies of all witness statements, contact details of the involved accident investigation authorities and other relevant information, including recommendations to prevent a recurrence.

Fédération Aéronautique Internationale, Av. de Rhodanie 54, CH-1007 LAUSANNE, Switzerland, email sec@fai.org

2.17. **Report to all NACs involved** –

Including the organising NAC, as specified in 2.16.

SPECIFIC INCIDENTS

3. AIRCRAFT ACCIDENT ON/OR NEAR THE AIRFIELD

This is where there is either:

Death or serious injury to one or more of the pilots, crew, or other personnel; OR,
Substantial damage to an aircraft.

3.1. **Definitions**

Substantial damage - any damage that requires the replacement or extensive repair of a major component.

Serious injury - where the person is unconscious, requires major treatment in hospital, or requires other major medical treatment for a period of 5 days or more. In some countries, some hospitals do not have full accident and emergency facilities. It should be ensured that people needing quick treatment are taken to a hospital with such facilities.

3.2. **If fire is present or personnel are trapped –**

call the fire services (which may be on- or off-site). ▪ ▪

3.3 **If there are serious injuries –**

call an ambulance (which may be on- or off-site). ▪ ▪

and the nominated medical doctor. ▪ ▪

Note: Do not move seriously injured personnel unless there is a risk of further injury, such as a possibility of fire, or being hit by other vehicles or aircraft which cannot be stopped. Evidence of lack of feeling in limbs or torso can be an indication of spinal injuries which may need careful immobilisation of the body to prevent serious long-term effects.

3.4. **Directing the emergency services**

If the fire and/or medical services are off-site, brief and station a responsible person at the site entrance to "flag down" and direct emergency services to the accident location. Brief the emergency services that this will be done, so that they will look for guidance on arrival at the site.

3.5. **Open the "Log of Events" -**

and appoint responsible persons to man telephones and to keep the log.

3.6. **Arrange for the crash site to be roped off and protected –**

from the public, particularly from souvenir-hunters. The police and/or emergency services may provide initial site guarding but for more prolonged protection the organisers may have to organise a rota of volunteers to ensure that wreckage is not moved without permission.

3.10.2. Do not move items

Particularly if the accident is fatal, do not move anything at the crash site except as necessary to put out fire and save life. Bodies (cadavers) may normally be moved later to a mortuary under the supervision of the police and emergency services. Even so, where the national AAIO is sending investigators to the scene, be careful before seeming to give permission to move anything including bodies. If bodies are being moved, ensure that many photos are taken of their position in the wreckage and of what was underneath, so that evidence is not lost.

3.10.3. Take as many witness statements as can be obtained

Make sure that potential witnesses give their names and contact details, and do not just go away without having these details recorded. Try and prevent witnesses from conferring about the incident before they make their statements. See § 2.5.

3.10.4. Accident Report Form –

if there is one, complete as much as is possible at this stage.

3.10.5. Complete a statement –

in conjunction with the event Publicity Officer, for release to the press, media and other competitors. See § 2.9. and Annex B.

3.10.6. Check the general actions in § 2. –

take any which appear relevant which have not already been taken.

4. AIRCRAFT REPORTED CRASHED

This is where you have no direct evidence, but there are reports of an aircraft crash. Since these may be wrong or misleading, it is important not to make assumptions and start actions or make statements which then have to be undone. Aircraft disappearing over the horizon in unusual but safe attitudes, forced landings without damage, and normal glider field-landings, have all been reported as crashes in the past. The first priority is to confirm facts from a reliable source. When a report is received from a reliable source (police, emergency services, more than one reliable witness, etc) the following action should be taken:

4.1. Collect as much information as possible –

from the person making the report to enable identification of the aircraft and its crew. If you have a telephone recorder, switch it on.

4.1.1. Write down the name and contact details –

of who is making the report. This is essential in case communication is lost during the report.

4.1.2. Questions –

should include:

- Location of accident, distance and bearing from well-known feature. Get an assistant to check on map and relay questions if necessary. Work out an accurate grid reference and lat/long. This may be vital information for the emergency services if they are not already in attendance.
- What type of aircraft is it? If not known ask simple questions such as:
- Biplane/monoplane
- Engines, position
- Tail shape and layout
- Undercarriage fixed/down/up
- Registration letters or numbers if possible
- Colour scheme
- Crew numbers and condition. In the event of fatalities or serious injuries, the person reporting may be in a state of agitation and gentle questioning to obtain the facts may be needed, or you may have to ask another person (such as police or local officials) to come to the phone.
- Obtain numbers of local police
- Obtain names, , and addresses of additional eye-witnesses
- Obtain name and telephone number of person at or in charge of the incident at the crash site (may be a police officer or fire service officer if they have arrived)

4.2. Aircraft not from FAI Sporting Event

If the aircraft is positively identified as not being from the Sporting Event concerned, you should ensure that the Emergency services have been informed, and that they have all of the information which you have gained.

4.3. Aircraft from FAI Sporting Event

Follow the actions, where appropriate to the circumstances, given in § 3 for a crash on or near the airfield.

4.4. Check the general actions in para 2 –

take any which appear relevant which have not already been taken.

5. AIRCRAFT MISSING AND/OR OVERDUE

On receipt of a report of an aircraft missing or seriously overdue:

- 5.1. Start the incident log.
- 5.2. Inform the Event Director, Safety Officer, Public Relations Officer.
- 5.3. Ensure the aircraft is genuinely missing. Make a request over the PA system for the pilot or crew to come to Control. Have a search made of the airfield, and hangars and make other on-site inquiries. Sometimes the aircraft is merely out of sight and the pilot is in the bar!
- 5.4. Check aircraft details, flight plan, task of the day, last report from the aircraft, etc.
- 5.5. Continue inquiries such with other pilots and crews, airfields near to track, etc.
- 5.6. Wait for at least 30 minutes after the last time the aircraft could have landed before taking formal overdue action, which normally involves notifying the national air traffic authorities.
- 5.7. Telephone the Watch Supervisor at the local Air Traffic Control Center.
 - :Explain the situation, and ask if they have had any reports of the aircraft (airborne, missing, emergency calls, notification of crash in a possible area), note and follow supervisor's advice.
- 5.8. IF THE AIRCRAFT RETURNS, OR ANY REPORT IS RECEIVED THAT EXPLAINS ITS WHEREABOUTS, INFORM THE WATCH SUPERVISOR IMMEDIATELY.
- 5.9. If a crash is reported and the aircraft identified, follow the actions at § 3.
- 5.10. Check the general actions in § 2, and take any which appear relevant which have not already been taken.

6. PERSONAL INJURY OR ILLNESS WITH NO ASSOCIATED AIRCRAFT DAMAGE

- 6.1. If medical treatment is required, call an ambulance and the medical doctor on Control's rota.
- 6.2. Open the written event log.
- 6.3. If the injury or illness is serious, notify the Event Director, Safety Officer, Publicity Officer
- 6.4. If the person has to be taken to hospital, inform the Team Manager of the person concerned and ask them to notify NoK or other "persons to be notified". If the person is not part of a team (may be a visitor), do your best through local organisations such as the police.
- 6.5. Collect witness statements and relevant details which may be needed at any subsequent inquiry, or in the event of legal or insurance action.
- 6.6. Check the general actions in para 2, and take any which appear relevant which have not already been taken.

INCIDENT LOG

This should be on ruled paper so that it is easier to see what is written under the headings. If in doubt, record too much rather than too little. Dictate into a tape recorder if one is available but do not lose the tape! If a telephone recorder is available, switch it on and record all in and out calls.

Date			Page #		
Serial #	Time	Message to/from	Content of message	Action	Initials

PRESS STATEMENT (Specimen)

Notes: The following information can reasonably be released in the event of a serious accident with a view to maintaining a good relationship with press, media, and other competition personnel. The Event Publicity Officer will normally deal with enquiries from press and media, and be interviewed by the media where this is requested and agreed. Interviewing of other persons by the Press should be actively discouraged, politely but firmly. If the Press insist on interviewing other people, it should be emphasised that their opinions are not necessarily the opinions of the Officials of the FAI Sporting Event or the Accident Investigators.

We are very sorry to announce that:

An accident took place on (date) at approximately (time) in which a (aircraft type) was damaged/crashed whilst on a (local/training/cross-country/competition) flight.

The (pilot/crew/people on the ground) who is/are/are not/part of this FAI sporting event may have/have sustained injuries/were killed (be very certain before saying this) the extent of which is officially described as "critical" (or whatever term is used by the medical authorities) OR the extent of which are presently unknown.

They/he/she have been taken to a local hospital for medical checks.

Brief factual description of what is known for certain to have happened, e.g. collision between two hang gliders/gliders/microlights/light aircraft.

We are taking steps to inform the families concerned, and cannot release the names of those involved until this has been done.

We do not yet know what caused the accident, but an investigation has started to determine the causes and to prevent such a thing from happening again. This is being undertaken by the event organisers, together with the Air Accident Investigation Organisation of the and the local police.

We intend to make a further statement at ...(time) today/tomorrow."