



INCIDENT RESPONSE PLAN

Contest Location:

Contest Dates:

Prepared by:

International Aerobatic Club, Inc.

A Division of the Experimental Aircraft Association

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. Feel free to add material to this document as you see fit, but think carefully before removing anything. Instructions to the author are shown in **green highlighted text**, and should be deleted once they have been followed.

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

Note: You should delete this page prior to publication and distribution.

For Vicki

Quick Guide – Urgent Actions

Use this list to help ensure that nothing is overlooked in the first few minutes of an incident response. More detailed information is provided on the pages that follow.

Send Help: Chief Judge (or Starter if the Chief cannot be reached)

1. Quickly assess the situation, and then take action.
2. Identify the incident site or sites. Make a rough estimate of the bearing and distance from a well-known point such as the judges' line, ramp, FBO, tower, etc.
3. Refer to the Terrain Access Diagram to determine the best route to the site(s).
4. Dispatch on-field resources to the site(s). Use caution when crossing any taxiway or runway, and coordinate with Ground Control if operating at a towered airport.
5. Contact municipal emergency responders (typically "911") for fire, police, and EMT assistance.
6. The Safety Director, Chief Judge, and Starter should communicate with one another as soon as practical to ensure that they are all aware of what's going on.
7. Announce that everyone except rescue personnel should stay well away from the site(s).

Terminate Contest Operations: Chief Judge

1. Recall any aircraft that are airborne, and notify pilots of any affected runways.
2. If the incident has compromised airport safety, suggest that pilots consider diverting to another airport. Holding aircraft aloft is not advised due to fuel limitations.
3. Towered airports: Verify that the tower is aware of the incident, and is taking appropriate actions with the aircraft aloft.
4. Uncontrolled airports: Monitor CTAF, inform any inbound aircraft of the situation, and request their cooperation as needed.
5. Notify IAC Headquarters of the incident.

Manage Aircraft on the Ground: Starter

1. Uncontrolled airports: Direct any taxiing aircraft to a safe location and have them shut down.
2. Inventory contest aircraft (on the ground and aloft) to ensure they are all accounted for.

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 & Contacts 2019	Jim Bourke, IAC President	541-231-6077	
(Start at the top and work down until you reach someone.)	Karen Kryzaniak, EAA Risk Management	920-426-4822 (office) 920-379-4822 (mobile)	
	Stephen Kurtzahn, IAC Executive Director	920-426-6574 (office) 651-448-1604 (mobile)	
	Jordan Ashley, Treasurer	765-618-3723	
	Sara Arnold, Secretary	515-991-0866	
<i>(Others as appropriate)</i>			

* - 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.

Introduction

Purpose

This plan was prepared for the (name) aerobatic contest, to be held at (location) on (dates).

This plan is deliberately general because there is no way to foresee all possible circumstances, and because there is no replacement for on-scene judgment.

The parties named in this plan – Contest Director, Safety Director, Chief Judges, Starter, Box Monitor, ATC, and emergency services – should keep a copy close at hand during contest operations.

Objectives

This plan is intended to:

- Set the stage for a highly effective incident response,
- Avoid additional damage or injuries,
- Care for affected persons and their families,
- Manage the flow of information appropriately, and
- Assist any official investigation.

Assumptions

These guidelines presume that an aircraft is involved in the incident. However, it should also be useful in other types of crises.

Definitions

- **Incident:** A significant injury, serious illness, or fatality involving anyone associated with an IAC contest (competitor, volunteer, spectator or bystander), or property damage related to contest operations.
- **Site:** The location of any ill or injured persons, or damaged property. Keep in mind that a single incident may have multiple sites (for instance, pilot who bails out may land far from the aircraft.)
- **Damage:** As defined by NTSB rules, [49 CFR Part 830](#) (excerpts provided in Appendix C below.)
- **Resources:** Personnel, vehicles, and equipment that may be useful in an incident response. This can include contest personnel, on-airport emergency services, and municipal emergency services.

Roles and Responsibilities

Note: You may shuffle these duties as you see fit, just make sure that all the bases are covered.

Safety Director

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

The Safety Director (or designee such as a Box Monitor) is responsible for initiating a response for any incident that occurs during practice.

The Safety Director is also responsible for managing the Short-Term Actions and Post-Crisis Actions (pages 13 and 15 below.)

Chief Judge

The Chief Judge has primary responsibility for watching for in-flight incidents, with the assistance of the line judges, assistants, and corner judges.

The Chief Judge should initiate the response for any incident that occurs during contest operations.

Starter

The Starter has primary responsibility for watching for taxi, takeoff, and landing incidents.

If the Starter sees an incident, the Starter should contact the Chief Judge immediately. If the Starter cannot reach the Chief Judge promptly, the Starter should initiate the incident response.

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.

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

Practice/Registration Period

Gather Participants' Emergency Contact Info

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

The Volunteer Coordinator should collect emergency contact information from volunteers that are not competing in the contest.

Practice Sessions

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. Only pilots who have registered, signed the waiver, and passed the tech inspection should be allowed in the practice box.

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 brief them on the Incident Response Plan. This is a good time to distribute copies of the Plan.

A Box Monitor (already required by many FAA waivers) should watch all practice flights. This individual should be qualified to assist the pilot by radio if the need arises.

Organize Vehicles

Identify any non-official 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, and a first aid kit.

The following non-official vehicles are available for an incident response:

- _____
- _____
- _____
- _____
- _____

Contest Briefing

Outline the key points of the Incident Response Plan:

- The Chief Judge (or the Starter if the Chief cannot be reached) will contact emergency services. This will help avoid overwhelming 911 operators.
- Contest personnel should generally await instructions unless they are in a position to provide immediate assistance.
- Review alternate airport choices, including direction and distance from the contest airport.
- The Medical Director should collect the names of anyone else with medical training.
- Any additional information that's appropriate for your contest site.

Incident Response

Urgent Actions (the first few minutes)

Responsibility

The Chief Judge is responsible for all actions in this section, unless otherwise noted.

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 problem and whether other participants or the public are in danger. Then take action.

Identify the Incident Site(s)

Keep in mind that a single incident may involve multiple sites. For example, in the case of a bail-out the pilot and plane will come down in separate locations.

Make a rough estimate of the bearing and distance from a well-known point (e.g., the judges line or the ramp) to the site(s). If a third party reports an incident to the Chief Judge or Starter, be sure to get as detailed a description of the site location(s) as possible.

Use the terrain access diagram to determine how best to reach the site(s).

Dispatch Resources

Decide who to dispatch first: emergency services or contest personnel. If the emergency services go first, consider whether it makes sense to send contest personnel at all. Contact emergency services (see table on page 9), and assign someone to meet them and direct them to the incident site(s).

Tell the responders where they're going, how to get there, and urge them to be careful. Exercise caution when crossing any taxiway or runway, and coordinate with Ground Control if operating on a controlled field. *Don't create a second incident on the way to the first!*

Driving vehicles is generally better than running. Vehicles can cover even moderate distances more quickly, and carry multiple people and a lot of safety equipment. Sprinting just a few hundred yards will leave the responders winded and less able to help.

Dispatch the Medical Director and any other qualified contest personnel to the site(s) where they are likely to do the most good.

Terminate contest operations

The Starter should immediately suspend takeoffs, direct any taxiing aircraft to a safe location, and instruct them to shut down. Once ground operations are under control, the Starter should inventory the contest aircraft to ensure that they are all accounted for.

The Chief Judge should recall any aircraft that are in the air. If it is safe to land at the contest airport, the Chief Judge should ask the pilots to do so. If not, the Chief Judge should advise the pilots of available alternate airports. (Refer to the table on page 8.)

Holding aircraft aloft is not advised due to fuel limitations. However, aircraft aloft can help direct resources to an incident site provided they have adequate fuel on board.

Secure the Airport

If the contest is held at an uncontrolled field and the safety of airport operations is affected, the Chief Judge should continue to monitor Unicom and warn any inbound traffic. The Chief Judge should also contact the airport manager or ATC to close any affected runways or the entire airport if appropriate.

If the contest is held at a towered airport, the Chief Judge should notify Ground or Tower of the incident, state that emergency response has been initiated, and request that they divert traffic.

Make an announcement instructing everyone except rescue personnel to remain well away from the incident area(s).

Short-Term Actions (the first hour)

Responsibility

The Safety Director is responsible for all actions in this section, unless otherwise noted.

Get Organized

Select a secure working area for incident management. The scoring room will probably work well for this purpose. The Safety Director should use this area as their headquarters, and generally remain there so that others involved in the incident response can find him/her easily.

Start an incident log. (A template is provided in Appendix A below.)

Designate a liaison for public safety officials and the press. You should respond to press inquiries by saying that a statement will be released as soon as practical, but that there will be no comment before then. Do not respond to any questions. Discourage contest personnel from speaking to the press, and ask them to refer all inquiries to the liaison instead.

Casualties

Determine where injured persons are being taken, and dispatch a liaison to that location. The liaison's job is to stay abreast of developments (bearing in mind that medical privacy laws limit what information can be given to non-family members), keep the Safety Director informed, and to be a friendly face for the injured parties.

If identities have been conclusively determined, the Safety Director should notify their emergency contacts. If the injured person(s) have family or friends at the contest site, assign someone to escort them to a private area and remain with them. If the emergency contact is not present, call them:

- State who you are, and where you are calling from.
- Confirm you are speaking to the person you expected (or someone equally appropriate.)
- As considerately as possible, inform them that there has been an incident involving the pilot or volunteer, and state what you know about their condition.
- Provide contacts for additional information, such as a hospital.
- Extend sympathies from everyone involved.
- Ask if there is anything else you can do to assist them.

If possible and appropriate, send someone to assist the emergency contact in person.

Provide names to public safety officials as requested. DO NOT release names to the press or public under any circumstances; that is the responsibility of public safety officials. DO NOT comment on the condition of any anyone involved in the incident.

Secure the incident area(s)

Station someone to keep unauthorized persons away, and erect barriers (cones, tape, etc.) if possible.

Avoid disturbing wreckage beyond what is necessary for rendering emergency assistance.

Inform IAC Headquarters

Inform IAC Headquarters that an incident has occurred. (See the Key Contacts table on page 4.)

Inform EAA Headquarters with the information below as soon as possible:

If you should have an incident at your EAA Chapter sponsored event, please contact EAA Risk Management as soon as possible with the following information:

- Date, time & location of the incident
- Names, addresses & telephone contact numbers for all injured persons
- Names, addresses & telephone contact numbers for all witnesses to the incident
- Make sure immediate first aid and qualified medical personnel are notified of any injury. Protect damaged property from any further damage
- Have someone take immediate photographs of the incident if possible
- Do not discuss the facts leading up to the incident with the news media at any time
- Report incident to local FAA office or other government authority if applicable

EAA Risk Management Department Emergency Contact:

Karen Kryzaniak 920-426-4822 (Office M-F 8:15am to 5:00pm) or 920-379-4822 (cell)

Post-Crisis Actions (second hour and beyond)

Responsibility

The Safety Director is responsible for all actions in this section, unless otherwise noted.

Brief Contest Personnel

Gather the contestants and volunteers, and give them brief factual account of the incident.

Request that the participants refrain from posting on social media, emailing, texting, or phoning outside parties for the time being, avoid discussing the particulars of the incident until they have had a chance to write down a statement (see “Collect and Secure Evidence” below), and refrain from speculating about a possible cause.

Take time to acknowledge the emotional impact of the event and to console the participants. Recognize that different people will react in different ways, and at different times. This is a good time for a brief prayer or moment of silence.

Announce the time for the next update or briefing.

Collect and Secure Evidence

It is important to collect evidence as quickly as possible in order to assist the accident investigation. The Safety Director should impound all evidence in the secure working area. Evidence includes but is not limited to:

- Witness Statements. Ask witnesses to write down what they saw in factual terms, without speculation as to the cause. Sketches may also be helpful. Discourage witnesses from discussing what they saw until the statements are written.
- Any photos or video of the incident.
- Refueling paperwork and fuel test samples, if contamination is a possible factor.
- All contest paperwork for all pilots and aircraft involved in the incident, including:
 - Contest Entry Form
 - Waiver Signature Sheet
 - Tech Inspection Form
 - A copy of the program being flown (Known, Free, or Unknown)
 - Practice Signup Sheet / Log

Important: Make copies before providing any originals to the authorities. Be sure that any materials you retain are kept secure and untouched.

Notify the NTSB

If the incident is if reportable under [49 CFR Part 830](#), notify the NTSB. (Excerpts from this regulation appear in Appendix C below).

This task is normally the responsibility of the pilot(s). If they are unable to make the report in a timely fashion, the Safety Director should contact the NTSB.

Press Release

Draft a statement (a template is provided in Appendix B below) and, if possible, solicit input from a few respected individuals. Read the statement to the press, but do not provide a written copy and do not respond to questions.

Notify the Aerobatic Community

You may wish to notify members of your chapter by phone and post a note on the "Aerobatic Exploder" email list, consistent with privacy and legal considerations.

Resuming Operations

If an emergency NOTAM was issued, call ATC to rescind it when the airport is once again safe for normal operations.

Poll the pilots to find out if they wish to resume the competition. State that if the contest does continue, each participant must decide if they are ready and willing to fly, and that their individual decisions will be respected. Consider offering refunds to anyone who does not wish to continue.

Convene the Contest Jury to decide whether to resume the contest, and if so, when. *If there is doubt about the competitors' mental and emotional readiness, the Jury should cancel the remainder of the contest.*

Competition should not resume until any on-site investigation is complete and any wreckage has been removed. Challenging Unknown sequences should not be flown soon after a serious incident.

Aerial tributes such as a missing man formation are not covered by IAC sanction, insurance, or the FAA waiver. Anyone participating in an aerial tribute does so at their own discretion, and must operate within the FARs.

Appendix B – Sample Press Statement

Feel free to modify this template as appropriate for the circumstances, but carefully consider the privacy of everyone involved and the integrity of the investigation process before adding information.

Hello, my name is [redacted], and I am the [redacted] (role) for this event.

At approximately [redacted] (time) today, a serious incident occurred during the course of a sanctioned aerobic competition / practice session.

We are aware of injuries to [redacted] (number) person/people, but cannot comment on their condition for privacy reasons. We are taking steps to notify the families concerned, and to assist the authorities with their investigation. Our thoughts and prayers are with everyone affected, and we ask the public and press to respect their privacy during this difficult time.

Here are the facts of this incident as we currently understand them:

[Brief factual description]

That is all the information we can provide at this time, but we will make another statement if and when it's appropriate to do so. Thank you.

[Do not answer any questions that are beyond the scope of the statement.]

Appendix C – 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 cowling, 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.

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

(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.