



LAA INCIDENT TEAM CHECKLIST

AIM

1. **General** This LAA Incident Team Checklist is the framework for an effective incident response. It is based on best practice and has been compiled with the assistance of the Emergency Services. Incident management should be pre-planned and practised so that should an incident occur, a workable plan can be initiated without delay, resulting in a greater chance of survival and avoiding an initial response of shock, paralysis, or panic which could cost someone their life.
2. **Checklist** The Incident Team Checklist provides an action plan for LAA event organizers that will ensure that an incident at an LAA event is managed quickly and effectively, in order to, control and contain the incident, save life and involve the emergency services promptly and with the right information.
3. **Checklist Cards** For ease on the day, a set of laminated cards listing the key actions will be issued with this checklist and should be carried by each member of the incident team.

APPLICABILITY & SCALABILITY

4. **Scalability** This checklist is intended to be scalable depending on the nature of the event and the outcome of any Risk Assessment. Things to consider when determining the scale would include:
 - **Size and nature of the event.** A small BBQ for instance may require a simple Risk Assessment and very little incident preparation, while a fly-in would necessitate a more detailed Risk Assessment, including how to mitigate any risk and how to react should an incident occur.
 - **Event location.** Consider whether the host has their own Risk Assessment and Incident Team, and how effective their preparations are. The event organizer has a duty of care to ensure that a managed venue has the wherewithal to react appropriately.

COMMAND & CONTROL

5. **Terminology** This is a term is used in this context because understood by the Emergency Services. A clear Command & Control arrangement is important to ensure swift reaction to the incident and contact of the Emergency Services.
6. **Incident Commander** The event organizers are to ensure that they nominate an Incident Commander and Incident Team, and agree an incident plan at the beginning of each event. The Incident Commander should be the person most qualified and need not be the person running the event. This might be a club member with emergency service or incident experience, and who is available to be on-site throughout the event.
7. **Identification** The LAA Incident Commander is to be easily identifiable with a Hi-Vis vest clearly marked LAA INCIDENT COMMANDER, worn only when an incident is declared. If a hand-held ground management radio is in use, the call sign to be used is LAA (site) Incident Commander.

8. **Established Venues** If the event is at an established airfield or venue their staff may take control, if this is the case, then that is to be decided and agreed at the outset and actions agreed and incident staff nominated accordingly.

9. **Emergency Services** The Incident Commander is to report to the first emergency service on site and assist as required. In most cases, the police will attend, and in most cases the senior police officer will be the overall incident commander. The LAA Incident Commander is to provide all advice and assistance where necessary.

10. **Communications** Clear communication is essential and Incident Team phone numbers are to be provided to all involved in the event and in the Incident Team. Numbers are to be noted on the Incident Team Checklist Cards.

ORGANIZATION

11. A clear and well practised organizational structure is essential and can mean the difference between life and death. Clear roles and responsibilities mean that an Incident Commander can spend more time assessing the incident and making sure key tasks are undertaken, and less time having to sort out who does what.

12. The key roles and responsibilities are described below, and must be agreed before the event starts. The size of the incident team is scalable to the event. A large event should make use of their greater number of helpers and volunteers on the incident team. A smaller event would require fewer people to manage the event and also to react to an incident.

Key Members and Tasks of an Incident Team		
Role	Key Tasks	Role allocated to
Incident Commander	Maintains overall control of the incident Assesses the incident Initiates 4Cs actions – see below Gathers information Makes plans and Allocates tasks Contacts emergency services Sets up incident room if required Liaises with emergency services Contacts LAA & CAA staff asap Liaises with press if required	
Deputy Incident Cdr	On-scene incident manager Makes site safe Assesses and plans medical assistance Reports to incident commander as required	
Fire Team (may be venue's own staff)	Assesses initial fire fighting requirements Applies fire fighting where possible Assists in making site safe Reports to Incident Commander	
First Aid Team (may be venue's own staff)	Assesses first aid requirements Applies first aid where possible Reports to Incident Commander	
Cordon (possibly marshalling team)	Clears incident site of people Sets-up 100 m cordon Ensures incident debris not removed Keeps site clear Keeps site access clear Clears site for HEMS helicopter if required Keeps press away from the incident	
Incident Commanders Assistant	Monitors phones Keeps incident log (a good idea) Keeps people away from Incident Commander	
Runners	Passes info between Incident Commander and incident site & assists as required	

IMMEDIATE ACTIONS – 4Cs

13. The Incident Commanders Immediate Actions are:

Control

- Take control of the incident
- Identify key staff – fire, first aiders, marshals, etc
- Prioritise actions – see below: Confirm, Clear and Cordon
- Task individuals as required
- Set up incident control room or office – if required
- Prepare details for call to emergency services - 999

Confirm

- What happened
- Where it happened – post code or lat & long – if a crash off-airfield
- How many people are involved
- If there any casualties, damage or fire

Clear

- Away any unnecessary helpers or observers
- Any 'walking wounded' to a safe place
- Any injured away from further hazards
- Any hazards that can be removed without compromising site
- Nominate a competent person to switch-off fuel and electrics

Cordon

- Create a 100m cordon around the main crash site(s)
- Mark and secure any scattered debris
- Note any hazards
- Close airfield/site to all unnecessary visitors
- Control access gates for emergency services

14. Event organizers are also to make all participants aware that should an incident occur that they are all to keep well away from the incident and not to hinder the INCIDENT COMMANDER and the Incident Team

IMMEDIATE FIRST AID

15. **First Aiders** Event organizers must ensure that properly trained first aiders are available on site, that they have a comprehensive First Aid Kit, and know how to use it. For large events, organizers should consider a St John's Ambulance or other medical presence.

16. **Priorities** Immediate application of First Aid is a priority and a medical assessment should be made to treat the most seriously injured first. Any decision made to remove the occupants must take into consideration the risks and dangers present, and the possibility and possible exacerbation of back/neck/chest damage. If there is any doubt, and there is no risk of fire or explosion, the injured should be left in place until the emergency services arrive – unless other life-threatening injuries cannot be treated without removing them from any wreckage. In which case, great care must be taken.

17. **Treatment** All injured should be treated as alive unless there is obvious and complete or partial disintegration of the head or chest.

18. **Primary Survey** Initial First Aid should start by conducting a 'primary survey'. This is called Dr ABC and it stands for:

- **Danger.** Are you or the casualty in any danger? If you have not already done so, make the situation safe and then assess the casualty.
- **Response.** If the casualty appears unconscious check this by shouting and gently shaking their shoulders; if there is no response, shout for help then follow the ABC Procedure below:
- **Airway.** Open the airway by placing one hand on the casualty's forehead and gently tilting the head back. Check the mouth for obstructions and then lift the chin using 2 fingers only
- **Breathing.** Check for breathing. If the patient is not breathing open the airway by placing one hand on the casualty's forehead and gently tilting the head back. Rescue breaths as required.
- **Circulation.** Spend 10 seconds checking for signs of circulation: look, listen and feel for breathing, coughing, movement or any other signs of life. Check circulation (including a check for severe bleeding). Treat any injuries and get help if necessary.

19. This First Aid Initial Actions list is taken from the St Johns Ambulance Service best practice and our thanks to them for providing this information.

CONTACT EMERGENCY SERVICES

20. **Key Actions** Once you have a clear initial picture of the incident contact the Emergency Services on 999. Report the incident using the Emergency Services preferred report – **CHALET**

Casualties

- Number involved
- Believed Fatalities
- Seriously Injured
- Slightly Injured

Hazards

- Fire
- Asbestos or composite materials
- Fuel
- Flares or pyrotechnics – including Ballistic Recovery Systems
- Any other hazards – electricity pylons, fuel installations, etc

Access

- To the site – post code of access if known
- Access restrictions (narrow gates)
- Access codes for gates – if needed
- Emergency Rendezvous Points (RVPs) if known

Location

- Precise location – post code if known
- Lat & long – especially if off-site
- Key landmarks
- Directions as required

Emergency Services Required

- In most cases this will be police & ambulance; fire service as required

Type of Incident

- What happened
- Aircraft type(s) and registration(s)

FOLLOW-UP ACTIONS

21. **Emergency Helicopter (HEMS) Landing Site.** If a HEMS helicopter is to be called, the INCIDENT COMMANDER is to liaise with the airfield staff to ensure that a HEMS helicopter can get in quickly and safely; the HEMS pilot will determine where to land, and crowds are to be kept clear of the airfield and incident site to enable the HEMS pilot to find a landing area quickly, easily and safely.

22. **Contacts.** The Incident Commander is to contact the following LAA Key contacts asap of an incident:

Name	Position	Contact Number	Availability
Roger Hopkinson	Chairman	07770 682220	24 hours
Philip Hall	CEO	07876 029657	24 hours
John Brady	Vice Chair	07770 920223	24 hours if above not available
James Tannock	Vice Chair	07939 667394	24 hours if above not available
LAA HQ	Main Office	01280 846 786	Monday – Friday 0900 – 1700

23. **Other Key Contacts.** The Incident Commander is to contact the following LAA Key contacts asap of an incident:

AAIB	Accident Line	01252 512299	24 hours – asap
CAA	Occurrences	01293 567171	24 hours – asap

24. **Parents & Next of Kin (NoK).** The Event co-ordinator is to have contact details for parents & NoK, and is to pass this information to the police. **DO NOT CONTACT PARENTS OR NoK DIRECT.** However, family and friends at the scene will need to be looked after by the event organizers, and identified to the Police at the earliest opportunity.

25. **Press.** Be prepared for media interest. If possible get the police to handle the media – they know what to do. If you do need to speak about the incident restrict your answers to known simple facts, no names and that you are unable to comment until the emergency services and AAIB have conducted their investigation. See notes below regarding initiation of the LAA Very Serious Incident (VSI) Plan.

26. **Social media.** Ensure that under no circumstances does any member of the event organising team posts details of the incident on any social media sites. Such posts may add considerable trauma, particularly in the case of partial or incorrect information.

27. **Counselling.** Be prepared to contact counsellors to attend – particularly with children; useful actions:

- Pre-arrange with local teams as part of club & strut Emergency Plan
- Find somewhere secure for those involved to use
- Brief counselling team on arrival

28. **Additional Notes.**

- Take only such action as is necessary to save life and minimise damage to property.
- Close the airfield to all other traffic (no departures or arrivals of aircraft or people until the arrival of the emergency services).
- Allow access for emergency services via nominated access points / hand over control as appropriate. Assistance should be given to the emergency services as needed.
- Once control has been handed over to the emergency services, marshals are to assist with crowd control as required and requested.

- If aircraft are involved they are to be treated in accordance with AAIB regulations.
- Aircraft should not be moved unless it is necessary to affect the release of trapped persons or to make it safe.
- Marshals / staff are to wear Hi Vis jackets
- If a fire starts, raise the alarm first, then try to tackle the fire. Do not use any equipment that you have not been trained to use. Use the correct extinguisher for the job.
- Be prepared to give a witness statement and try to remember the details / times / locations. Make notes as soon as safe to do so after an incident.
- If you see bad / unsafe practice step in to stop it as soon as possible
- Report any incidents / accidents to the control point as soon as possible

29. **Very Serious Incident (VSI) Plan.** The LAA VSI Plan is only instigated if significant media interest is expected and an official spokesperson is needed to represent the LAA, and to provide an informative and correct information flow. Clubs & struts should contact the LAA via the numbers above and the LAA HQ will commence the plan and take steps according to the circumstances.

30. **Incident Recording.** Whenever possible, a recording of site, conditions and state of aircraft should be made, including the circumstances, the prevailing conditions, the state of the aircraft and other matters likely to be of use to an investigator of the cause. The position of fuel cocks and switches as they were immediately after the accident should be noted. Photographs are particularly useful, however, exercise caution when using electronic devices in the vicinity of fuel fumes and leaks.

31. **Debris.** Flagging the location of items found away from aircraft can be useful and if any items have become detached from the aircraft their position/s should be noted. Such items should only be moved for safe keeping or to allow traffic flow their location/s and orientation should be marked (e.g. with flags or chalk).

32. **Removal of Wreckage.** The wreckage should only be moved if necessary to allow traffic to flow. Otherwise it should be left as found until AAIB inspectors have given permission for its removal. Covers may be placed over it to protect it from weather deterioration.