Emergency Response Plan

Aviation Unit
Emergency Response Plan

01.00   GENERAL INFORMATION

01.01   **Purpose of Mishap Plan:** The Aviation Unit is responsible for maintaining the safe operation of agency aircraft, including preparing for and responding to mishaps. To fulfill this obligation, a plan of action is needed to cover missing aircraft searches, mishap site management, caring for aircrews and their families, mishap investigation and associated documentation. This plan will maximize safety for Aviation Unit members, minimize agency losses due to aircraft damage and give guidance to critical agency members responding to mishaps who do not have aviation backgrounds.

01.02   **Activation of the Mishap Response Plan:** The plan will be activated if unit aircraft are involved in an emergency situation. An emergency situation exists if any of the following criteria are met:
- Aircrew does not answer a status check from Communications for ten minutes
- Aircrew is more than 30 minutes past due on cross country, maintenance or administrative type flight
- Aircraft Emergency Locator Beacon is activated (this will be advised by an air traffic control or federal search and rescue source)
- Aircrew advises via law enforcement or aviation radio that they are in an emergency situation
- 911 call advises agency aircraft is in an emergency situation (and unable to confirm otherwise with aircrew)

02.00   COMMUNICATIONS (Click here for Checklist)

02.01   **Aircraft/Crew Location Unknown:**
- Notify Watch Commander(s). They will notify Command Staff.
      Click here for phone number list
- Call Aviation Unit Commander or Chief Pilot
- Call Aviation Hangar
- Attempt to locate Duty Crew by cell phone
- Send patrol unit to Aviation Hangar
- Call Page (0700-2200hrs) and SW FL Intl (0600-2400hrs) Towers. Call Miami Air Traffic Control after hours.
- Have LCSO, CCPD and FMPD patrol units BOLO for aircraft using last reported position and/or dispatched call location until search plan is formed
- Assist Watch Commander (or Aviation Unit Commander) in setting up search plan
- Make sure as much information as possible is being recorded on the call (in electronic form or on a hand-written log), this incident log WILL be used in the follow up investigation.

02.02   **Aircraft Crash Location Identified:**
- Send fire/rescue and EMS to the location immediately whether or not they are requested (unless specifically cancelled by person on scene).
- Instruct fire dispatch to send a HAZMAT team due to the nature of aircraft accidents (unless specifically cancelled by person on scene).
- Inform Watch Commander and responding Aviation Unit members of the location

- Inform Air Traffic Control Towers (or Miami Center) of the aircrew's location and of any emergency medical needs (state and federal aircraft may have flight medics onboard or hoist equipment if needed)
- Ensure the following units respond to the scene
  - Crime Scene Unit
  - At least one Aviation Unit member
  - Patrol supervisor
  - Patrol units to secure scene

03.00 WATCH COMMANDER (Click here for checklist)

03.01 **Aircraft/Crew Location Unknown:** Obtain the following information:
- The time and location of Aircrew's last two unit checks in order to narrow search area
- Possible Destination (call location they were en route to, cross country destination)
- Establish who is missing and what steps have been taken to contact them
   Click here for phone number list
- Verify a patrol unit has gone to the hangar
- Verify Aviation Unit Commander or Chief Pilot has been contacted
- Determine if the control towers (or Miami Center) have any information
- Coordinate with other law enforcement/public safety agencies and begin ground search (Charlotte and/or Collier County SO Air Units, US Coast Guard, Civil Air Patrol, local Law Enforcement Agencies, Fire Departments, FWC, etc.)
- Establish command post at Aviation Unit Hangar
- Assign someone to begin an incident log
- Use the search plan guide to develop a plan for deploying search and rescue resources.

When the Aviation Commander or Chief Pilot arrives at the command post, they shall assume responsibility for the search.

03.02 **Aircraft Crash Location Identified:** Scene located before Aviation staff arrive:
- If the engine is still running **and** crewmembers need medical assistance, have Communications contact responding Aviation staff by phone so they can advise how to shut off the engine (or refer to paragraph 12.00).
- Instruct the first officers on scene not to disturb the aircraft other than what is necessary to rescue crewmembers. It is to be treated as a incident scene similar to a crime scene. Any debris trail leading to the crash site is part of the scene and should be treated as such. The nature of aircraft accidents is such that they tend to throw debris (evidence) a great distance from the scene. Also, aircraft contain substances such as jet fuel and composite materials which can be hazardous.
- After first aid needs have been met, there is no need for anyone other than those specific individuals listed below to be near the aircraft. Thus, instruct the officers to set up a very large crime scene **(at least 500 feet from aircraft)** and assume there is a HAZMAT possibility. This will also keep responding media personnel a safe distance from the scene.
- Assign an on-scene supervisor the task of securing the scene until an Aviation staff member arrives.
- Crime Scene Technicians and Fire/EMS personnel are allowed inside the crime scene before Aviation staff arrive.

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- In the unlikely event that FAA or NTSB officials arrive before Aviation staff, they are also allowed to enter the scene. The Civil Air Patrol may need to silence the emergency beacon as well.

04.00   AVIATION UNIT COMMANDER (Click here for checklist)

04.01   **Aircraft/Crew Location Unknown:**
- The Aviation Unit Commander will respond to the Aviation Unit hangar, which will serve as the command post. The Division Commander will be needed in the command post to coordinate the search, recovery, investigation, and care for injured aircrews and their families. The Aviation Commander must ensure there are enough personnel made available to delegate the various tasks involved in the operation. However, the total number of personnel at the command post needs to be limited to avoid confusion and minimize the chance of unofficial news leaks to the media.
- The Aviation Commander will assume command of the search plan using information obtained from the Watch Commander and Communications Center. The Aviation Commander will coordinate the efforts of the communications center, patrol units, crime scene, and responding Aviation staff. The Commander will also work with the PIO to ensure accurate information is being disseminated to the media.
- Check with adjacent County Sheriff's Offices, the USCG, Department of Defense and/or CAP to determine if they can assist with the search with aircraft
- Verify if an ELT signal has been received.
- Ensure someone has been assigned to maintain an incident log.
- Assign Aviation staff to contact crewmembers' family, in person, if search extends beyond an hour.

04.02   **Aircraft Crash Location Identified:**
- Ensure Fire/Rescue (including HAZMAT) and EMS responds to the scene, regardless of initial reports.
- Inform ATC and any search & rescue aircraft in the area of the aircrew's location and of any emergency medical needs (state and federal aircraft may have flight medics onboard or hoist capability if needed).
- Ensure a 'crime' scene is set up around the accident site (at least 500 feet from aircraft/debris) and assign a supervisor control of the scene.
- Send Aviation staff to the scene (Chief Pilot, Chief Mechanic & Safety Officer).
- Send Aviation staff and/or patrol supervisor to the hospital if a crewmember is being transported by EMS.
- Assign Aviation staff to contact crewmembers' family, in person, if required.
- Update PIO when able.

In the event the Aviation Unit Commander is unavailable or is involved in the mishap, the Chief Pilot will assume control of the search and accident follow up procedures. If the Chief Pilot is unavailable, the Safety Officer will fill in this role.

05.00   CHIEF PILOT (Click here for checklist)

05.01   **Aircraft/Crew Location Unknown:**
The Chief Pilot will initially be assigned to begin searching for the aircraft by air. The Chief Pilot will select an Aviation Unit TFO to fly with him and begin the search using information obtained from communications and the command post located at the Aviation Unit office.

05.02   **Aircraft Crash Location Identified:**
The Chief Pilot will go to the accident site. The primary task is to tend to any injured crewmembers. The Chief Pilot must also make sure the aircraft is made 'safe' (engine/ power off, etc.). Once these tasks are satisfied, the Chief Pilot will begin a preliminary investigation of the incident by doing the following:

- Document the accident site (including the cockpit) with sketches and/or photographs as they see fit.
- Interview crewmembers, first responders, flight controllers and witnesses as soon as practical.
- Obtain weather conditions at the time of the incident.
- Obtain fuel samples, if possible.
- Obtain info on call the crew was working.
- Complete a mishap report.

The Chief Pilot is responsible for the proper completion of these tasks, and any others he sees fit in the process of the investigation. To accomplish this, the Chief Pilot may delegate some of these tasks as necessary, including requesting additional personnel or specialty units to assist (forensics, traffic homicide investigators, additional flight crews, etc.).

In the event that the Chief Pilot is unavailable or involved in the accident, the Safety Officer will assume responsibility for the Chief Pilot's assigned tasks.

06.00   SAFETY OFFICER

During the initial stages of the incident response, the Safety Officer will concentrate his efforts on locating the missing aircraft and assisting in facilitating any emergency medical assistance needed by the flight crew. The Safety Officer will take direction from the Aviation Unit Commander and Chief Pilot in order to fill the operational needs of the search and response. If the Safety Officer arrives at the command post before the Aviation Commander or Chief Pilot, he will assume command of the operation until they arrive.

Once the aircraft has been located and the crew tended to, the Safety Officer will assist the Chief Pilot in the incident investigation at the scene. If necessary, the Aviation Commander may recall the Safety Officer for other tasks (for family contact, to go to the hospital with the crew, etc.).

After the mishap, the Safety Officer will complete a safety report on the incident, possible causes and/or contributing factors and proposed response to prevent a reoccurrence. The report will be completed as soon as possible, but the Safety Officer should consult with other accident investigation experts before documenting possible causes of the incident. The report should be factual and not speculative, aimed at enhancing safety, not placing blame.

In the event that the Safety Officer is involved in the accident, the Chief Pilot will complete the incident safety report, or designate someone to do so.

07.00   CHIEF MECHANIC (Click here for checklist)

The Chief Mechanic's knowledge of the aircraft components and systems make him an extremely valuable asset in any operation following an aircraft incident.

07.01   **Aircraft/Crew Location Unknown:**
During the search the Chief Mechanic will take fuel samples from the fuel storage tanks and the other LCSO aircraft to ensure any possible contamination will not cause further loss of equipment or injury. He will then be available to the Division Commander for any operational tasks needing to be completed. The Chief Mechanic may be utilized as a crew member (Observer) on the search aircraft.

07.02   **Aircraft Crash Location Identified:**
The Chief Mechanic will respond to the incident site with any equipment that may be required. The Chief Mechanic will assist the Chief Pilot in making the aircraft 'safe' (engine/power secured) and then in the initial investigation that follows.

In the event that the Chief Mechanic is unavailable, the Aviation Mechanic I will assume their responsibilities during the incident.

08.00   ADDITIONAL AVIATION STAFF

In the event of an aircraft incident, the vast amount of work needed to find the aircraft, care for the crew and conduct a follow-up investigation will be best facilitated by having as many Aviation staff members on the job as possible.

Responding Aviation staff members not already assigned a task by this response plan will first go to the command post at the Aviation Unit office and report to the Aviation Commander (or designee).

Family Contact
Family contact will be conducted at the Division Commander's discretion and not before. Aviation staff WILL NOT call a family member. The Aviation Commander will send an Aviation staff member to the contact person's home, school or place of work **in person**. If a phone call is required to locate the contact person, effort should be made not to convey traumatic information by phone. A patrol unit may be dispatched to the person listed on the contact sheet as someone requested to be with the family member in case of an emergency. The family member will be discouraged from driving themselves to the hospital; the Aviation staff member will drive them.

09.00   **PUBLIC INFORMATION OFFICER RESPONSIBILTIES**

Due to the complexity and general misunderstandings involved with aircraft operations, Sheriff's Office PIO(s) will not make statements to the media about Aviation Unit aircraft incidents without first consulting the Aviation Commander (or designee) to ensure the accuracy of information which can be legally released. By law, only the FAA or NTSB may release the cause of the accident to the media or speak to the media about any investigation being conducted by the NTSB or its designee.

Refer to Title 49, Ch. VIII 830, 831.13 (a) for further information or contact the NTSB at: 202-314-6100

10.00

Aviation Unit
Mishap Response Plan
Quick Reference Guides

10.01 **Communications** (Click here for detailed instructions)

If aircraft location unknown:

☐ Page aircraft on all applicable radio channels

☐ Watch Commander notified. Watch Commander to notify Command Staff.

☐ Check with CCPD, FMPD and Lee Control (in case possibly working on those channels)

  Click here for phone number list

☐ Call Aviation Unit Hanger   [555-5555]

☐ Check CAD to determine who the duty crew is and call their cell phones (**NOT** home phones)

☐ Aviation Unit Commander notified (555-5555)

☐ Send patrol unit to Aviation Unit hangar

☐ Review dispatch records for last two status check locations and time, and/or call location

☐ LCSO and local law enforcement patrol units BOLO for aircraft

☐ Call Air Traffic Control   Page Tower – (555-5555) open 0700-2200hrs

                                SW FL Intl Tower – (555-5555) open 0600-2400hrs

                        Miami Air Traffic Control – (555-5555) after hours.

                  *** If asked – The aircraft transponder code is: XXXX***

☐ **DO NOT** contact aircrews' homes without Aviation Commander or designee authorization

☐ PIO Contacted

With Approval from Aviation Unit Commander/ Watch Commander

☐ Additional Aviation staff called out (Chief Pilot, Safety Officer, and Chief Mechanic)

☐ Call Civil Air Patrol (US Air Force) and request aircraft and ground teams [757-764-8112]

☐ US Coast Guard SAR request [555-5555]

Continued on next page

Communications (continued)

Aircraft location known:

☐   Verify Aviation Unit Commander (or other Aviation Unit staff) and Watch Commander are aware of the location

☐   Fire/Rescue dispatched (HAZMAT also)

☐   EMS Dispatched

☐   Patrol units sent to scene to establish scene perimeter/security – (advise at least 500 feet from aircraft/debris)

☐   Crime Scene dispatched to scene

☐   Patrol Supervisor dispatched to scene

☐   Update Air Traffic Control by calling Page Tower, SW FL Intl Tower, or Miami Center.

☐   Update CCPD, FMPD if applicable

☐   Update Air Force/Coast Guard if applicable

Click here for phone number list

10.02   **<u>Watch Commander</u>** (Click here for detailed instructions)

<u>If aircraft location unknown:</u>

☐   Time and location of Aircraft's last status checks

_____

_____

Click here for phone number list

☐   Control tower/ Air Traffic Control location information

_____

☐   Emergency Locator Beacon Information (obtained from USAF SAR or USCG)

_____

☐   Assign someone to begin an incident log

☐   Establish command post at Aviation Unit Hangar (Key lock box code: XXXX)

☐   Additional Agencies Responding: Name   Contact number

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

(Possible: Civil Air Patrol (Air Force), US Coast Guard, Collier/Charlotte County SO Aviation)

☐   Formulate Search Plan – Refer to paragraph 13.00

☐   Assign Aviation staff to contact crewmembers' families in person, if search extends beyond an hour.

Click here for phone number list

Continued on next page

<u>Watch Commander (continued)</u>

<u>Aircraft location known:</u>

☐   Instruct on-scene units to establish a secured incident scene (500 feet from aircraft, debris and any areas containing collateral damage)

☐   Confirm if aircraft is 'safe' (engine off)

<div align="center">

<u>-If not and crew needs to be extracted-</u>

</div>

☐ Aviation staff contacted by phone on how to proceed or refer to <u>paragraph 12.00</u>

☐   Assign supervisor control of scene

☐   Confirm unit assigned has begun scene access log

☐   Blood type/ allergy info on Contact Sheets relayed to EMS (Located in master copy of Emergency Response Plan at Aviation Unit office)

<u>Click here for phone number list</u>

10.03   __Aviation Unit Commander__ (Click here for detailed instructions)

If aircraft location unknown:

☐   Command post established at Aviation Unit office

☐   Confirm who is involved in the possible mishap

☐   Aviation staff enroute (Chief Pilot, Chief Mechanic, Safety Officer, additional crews)

☐   Time and location of Aircraft's last two status checks

_____

_____

Click here for phone number list

☐   Control tower/ Air Traffic Control location information

_____

☐   Emergency Locator Beacon Information _____

☐   Establish or adjust search plan as necessary (refer to paragraph 13.00)

☐   Civil Air Patrol, US Coast Guard, Collier/Charlotte County SO Aviation –responding (if required). See attached phone list

☐   Assign Aviation staff to contact crewmembers' families in person, if search extends beyond an hour.

Aircraft location known:

☐   Confirm condition of aircrew

☐   Fire/Rescue (HAZMAT also) and EMS enroute

☐   Confirm if aircraft is 'safe' (engine off)

-If not and crew needs to be extracted-

☐ Provide instructions or have Aviation staff enroute to make aircraft safe

☐   Supervisor assigned to establish incident scene (500 feet from aircraft, debris and any areas containing collateral damage)

☐   Confirm unit assigned has begun scene access log

☐   If any crewmember is transported to hospital, send aviation staff members

Continued on next page

Aviation Unit Commander (continued)

☐   Blood type/ allergy info on Contact Sheets relayed to EMS (Located in master copy of Accident Response Plan at Aviation Unit office)

☐   Aviation staff enroute to scene (Chief Pilot, Chief Mechanic, and Safety Officer)

☐   Tower, ATC, other SAR resources updated

☐   Aviation staff assigned to contact crewmembers' families if required

☐   PIO Updated

☐   Aircraft Recovery plan initiated when applicable (Chief Mechanic)

☐   Update Command Staff on Mishap Status and confirm Aviation Unit Stand-down (no flight ops) until further notice

Click here for phone number list

10.05   **Chief Mechanic** (Click here for detailed instructions)

If aircraft location unknown:

☐   Confirm fuel samples from SAR aircraft and fuel storage tanks clean

☐   Prepare flight suit/ helmet if needed as crew member for search

☐   Prepare tools needed to respond to accident site

Aircraft location known:

☐   Aircraft safe

☐   ELT turned off

☐   Fuel sample taken

☐   Assist Chief Pilot with investigation

☐   Begin Aircraft Recovery Plan when applicable

Click here for phone number list

11.00

Phone Numbers

Aviation Unit Commander

Chief Pilot

Chief Mechanic

Aviation Safety Officer

Aviation Unit Hangar

Page Tower   (0700-2200 hrs)

SW FL Intl Tower   (0600-2400 hrs)

Miami Air Traffic Control

Coast Guard SAR

Civil Air Patrol (Air Force SAR Center)   757-764-8112

Collier County SO Aviation Unit

Charlotte SO Aviation Unit

FAA - Tampa

FAA Critical Incident Center   202-793-5107

EMS/Fire Rescue Dispatch

Crime Scene Unit

Hospital (Local Trauma Center)

NTSB – Local Office

Aircraft Manufacturer

Public Affairs Officer On-Call Number

Agency Family Assistance Resource

Aircraft Recovery Resource

Back to:

Aviation Unit Roster
07/24/2013

Callsign	Name	Emp #	Cell Phone
Aviation 1	XXXXX	XX-XXX	555-5555
Aviation 2			

Aircraft Identification

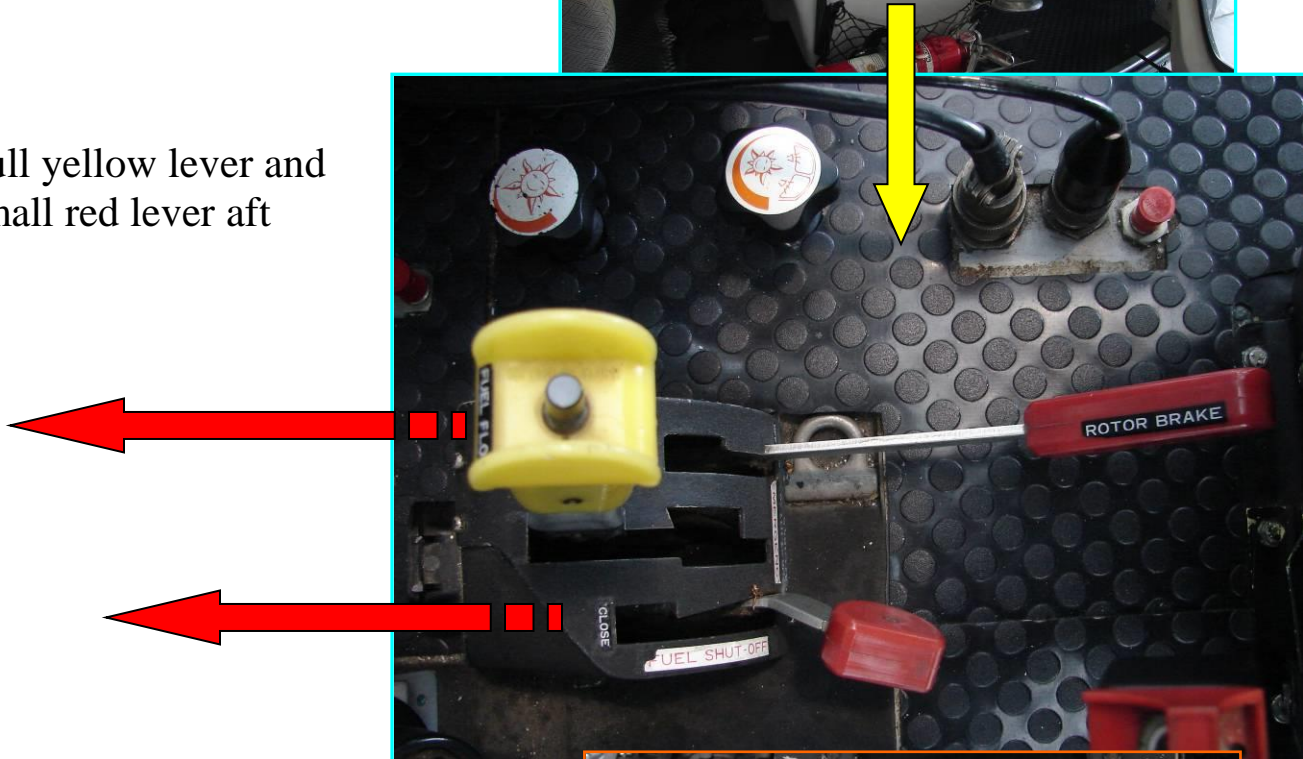| Callsign	Aircraft Type	FAA Reg #
Chopper 1	AS 350 B2 Helicopter	N72LC
Chopper 2	AS 350 BA Helicopter	N73LC
Able 1	Cessna T210L Airplane	N74LC

EMERGENCY AIRCRAFT SHUTDOWN

Helicopter:

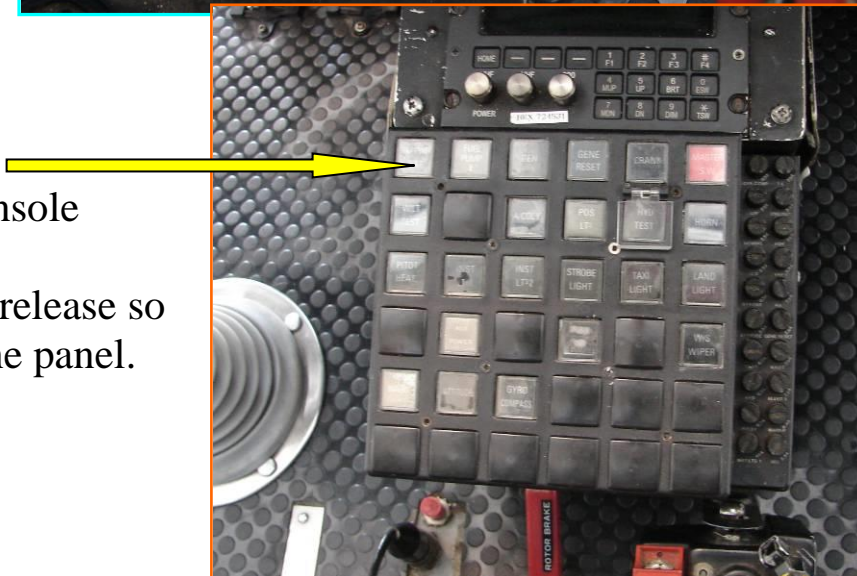Between the seats – on the floor
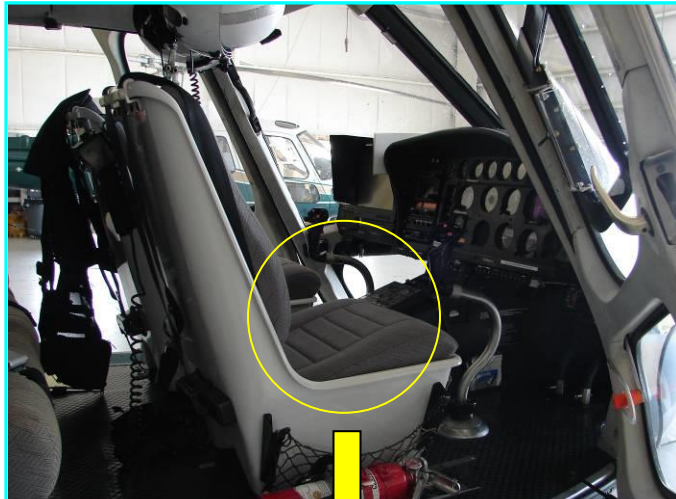
Pull yellow lever and
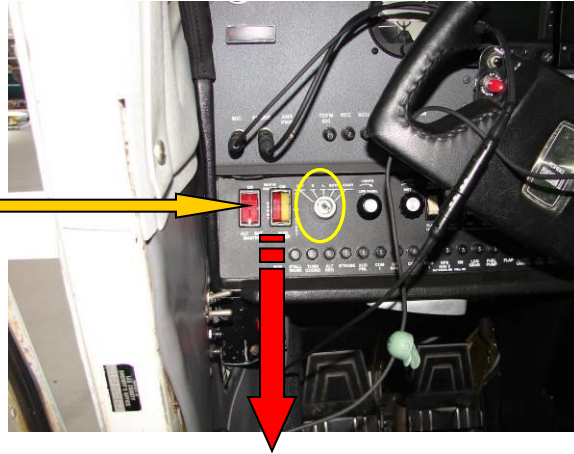small red lever aft

Center control panel/console

Push BATT switch and release so
it is up and flush with the panel.

EMERGENCY AIRCRAFT SHUTDOWN
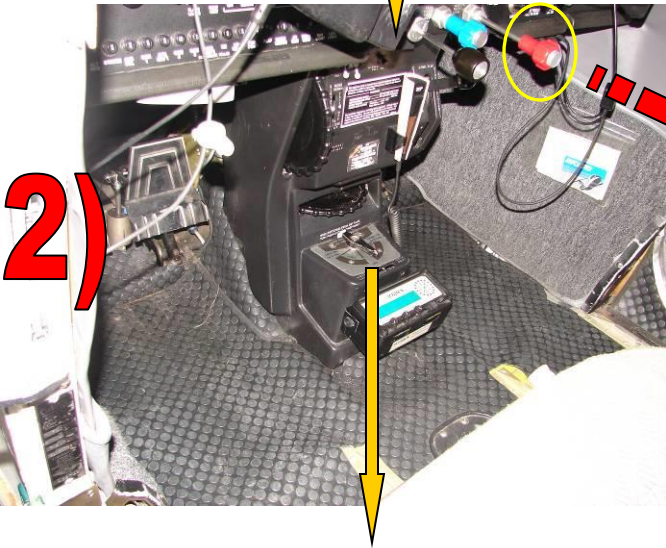
Airplane:

1)

Turn ignition key full left
Push red rocker switch down to 'OFF'

2)

Push in center of red knob and pull knob back
until it stops –as shown

3)

Turn fuel selector handle to center (down)
position – as shown

13.00   Search Plan

1. Establish the type of flight the aircraft was on:
   - Cross Country – Flight Plan Information may be available from the FAA (202-793-5107) or on the web (www.fltplan.com – enter the aircraft N number: N72LC, N73LC or N74LC)
   - Call Response or Predefined Mission – Obtain possible destination information from dispatch
   - General Patrol – Least amount of information available for search.

2. Obtain any information available from Air Traffic Control such as last location, transponder location or flight plan info.

3. Obtain a map encompassing the area the aircraft was believed to be in or headed towards

4. Attempt to contact someone at any airport within 50 miles of the search area or track. Use www.airnav.com to find phone numbers.

5. Confirm the type of GPS coordinates you receive and give out during the search. There are three formats and confusion can lead to misdirection of significant distances. The following are all for the same location:

   a.   26° 31'44" N   Degrees Minutes Seconds
        81° 51'44" W

   b.   26° 31.733' N   Degrees Decimal Minutes
        81° 51.739' W

   c.   26.528842° N   Decimal Degrees
        81.862331° W

6. If a last known position and destination are known, begin a route type search (**Figure 1**)

7. If there is no destination known, but a last location and time are known, develop an area search.
   - Use the estimated airspeed depending on the type of flight and aircraft (patrol vs. en route to call)
   - Multiply by the number of minutes since that last position report
   - Designate a primary search area expanding from that last location report using the Time X Airspeed distance figure.
   - **See Figure 2**

8. If no position report is available and no destination known begin a general area search until such information can be obtained. (**Figure 3**)

Continued on next page

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9. Request that any aerial search patterns have between .5 and 1 mile maximum between sweep legs.

0.5 – 1 mile maximum
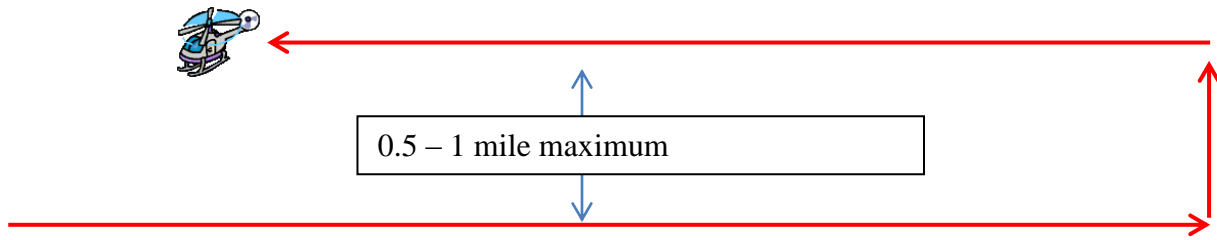
10. Divide the search area into quadrants no bigger than 5 miles square.
- Assign ground and air assets to each quadrant
- Assign aircraft a designated search pattern
- Only one aircraft should be assigned to each quadrant at a time
- Aircraft assigned to adjacent quadrants should be given different search altitude blocks providing at least 500' of vertical separation
- Confirm search aircraft are using the same altimeter setting and radio frequency
- Once a designated search pattern has been completed in each quadrant, assign a different pattern or direction of search (i.e. north/south vs. east/west), or search method (i.e. visual vs. thermal) or switch (swap) parties to check each other's search area.
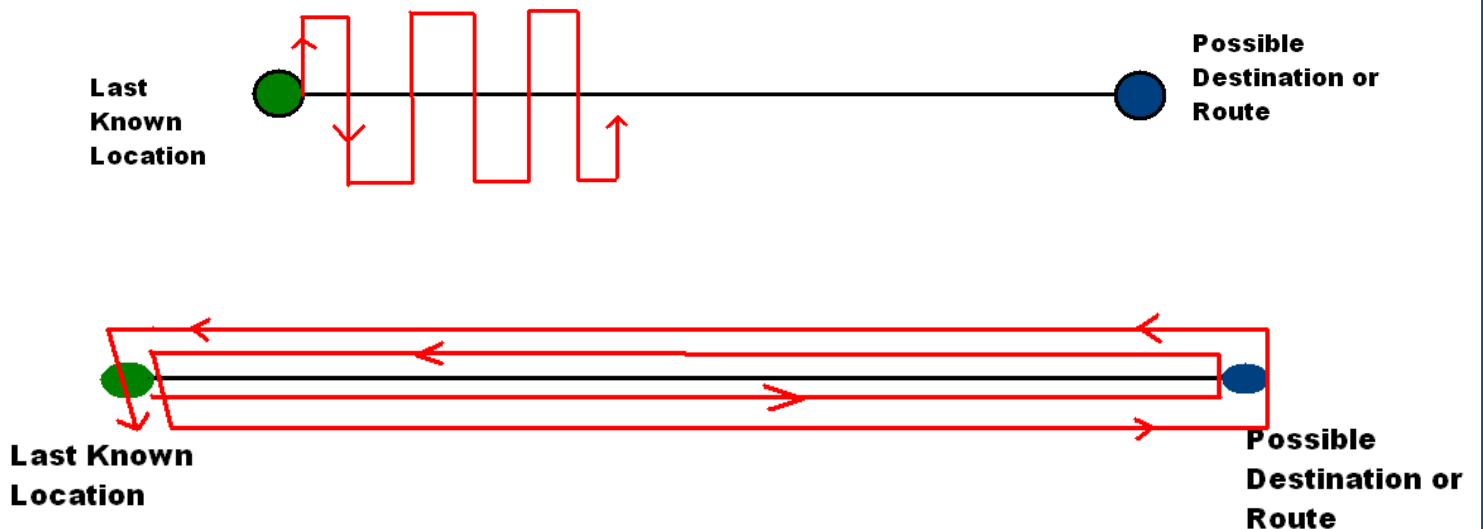
Figure 1 - Route Type Searches

Creeping Line

Last Known Location

Possible Destination or Route

Last Known Location

Possible Destination or Route

Figure 2   Area Type Searches – **With previous location/time information available**

- **Airspeed estimations:**

Helicopter -   70 mph (60knots) for patrol   1.2 miles per minute
**   125 mph (110kts) for en route   2.1 miles per minute**

Airplane -   100 mph (90 knots) for patrol   1.7 miles per minute
**   140 mph (120 kts) for en route   2.3 miles per minute**

- **Multiply estimated speed by the time since the last location report was made.**
- **This will determine the size of the initial search area.**

Example: ABLE1 (airplane) is missing, they were on a patrol flight.
**   The last unit check was at Colonial and US41 15 minutes ago.**
**   Search area initially set up for 25.5 miles from Colonial and US 41**
**   (1.7mph x 15 minutes)**

Expanding circle

Expanding Square

Estimated
airspeed x time (since location
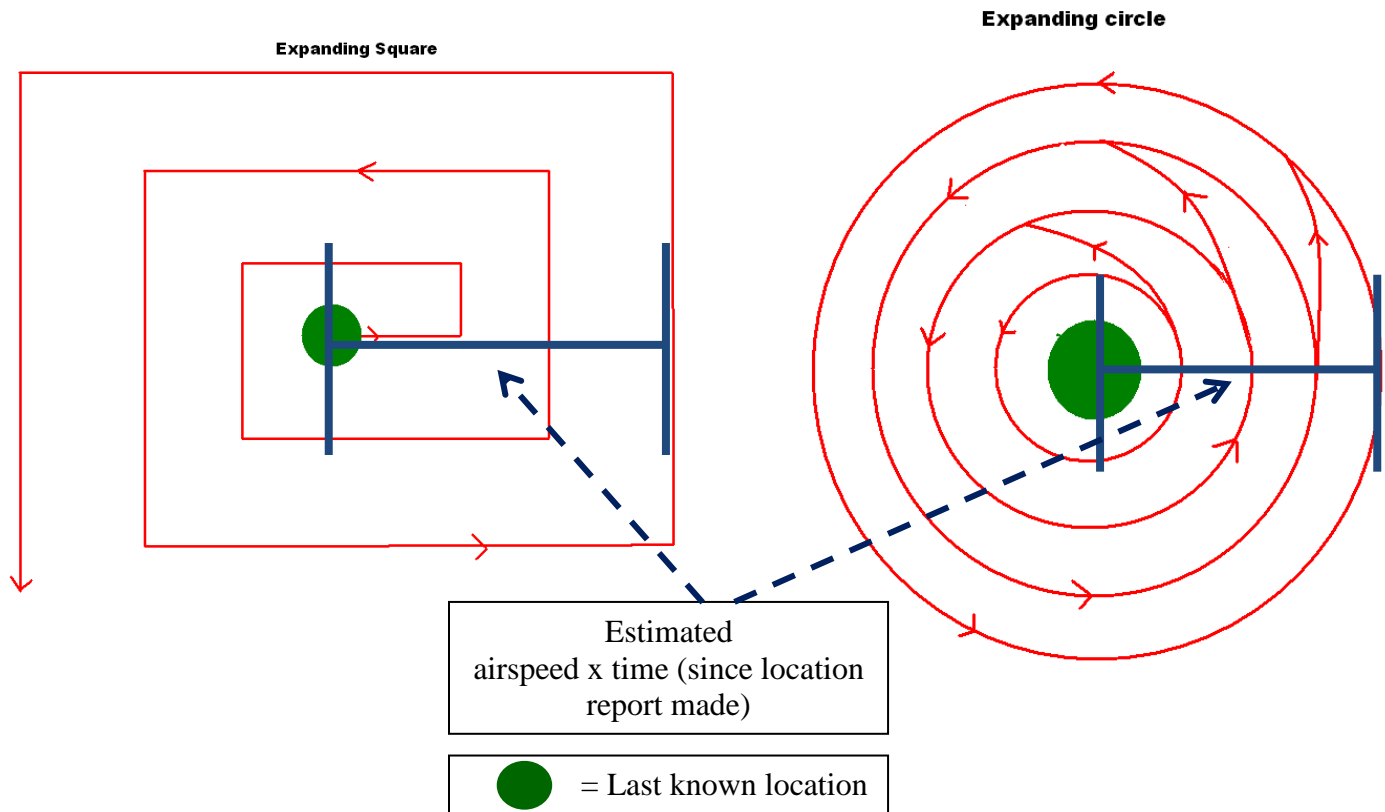report made)

● = Last known location

Figure 2   Area Type Searches – <u>No</u> previous location/time or destination information available

1. Designate search area within the county using any location information possible for the aircraft
2. Limit search areas to 5 square mile sections
3. Assign units to search each quadrant from the ground and air.
4. The grid search is the most efficient area search if no information is available.
5. One the grid has been searched with one search pattern assign a different pattern (expanding circle or square) or direction of search (i.e. north/south vs. east/west), or search method (i.e. visual vs. thermal) or switch (swap) parties to check each other's search area.

Grid (Parallel) Search

Search Area
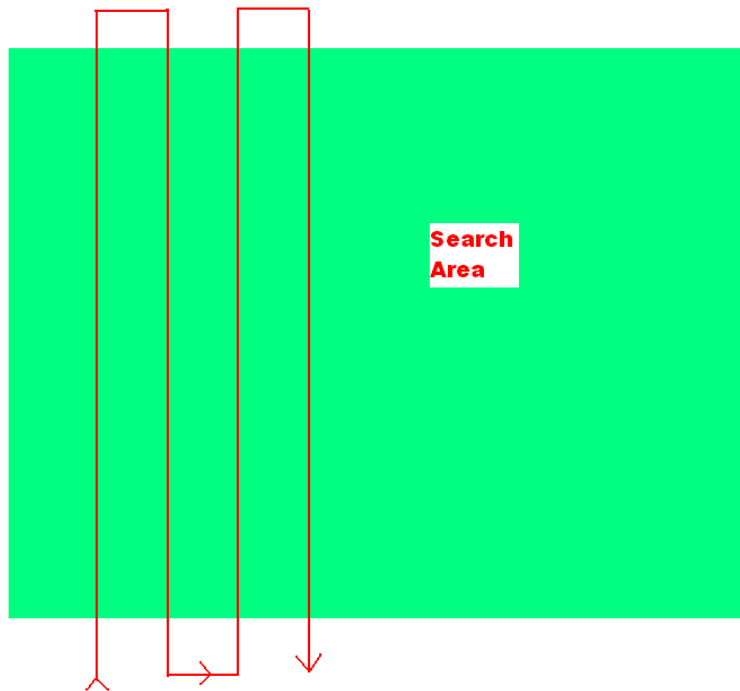
Emergency Response Kit – Contents List

3	Small Notebooks
2	Large Notebooks
6	Black Pens
2	Felt Tip Pens
4	Pencils
1	Pencil Sharpener
1	Copy of Emergency Response Plan
20	Evidence Bags
1	Roll of Clear Tape
1	Roll of Masking Tape
1	Roll of Duct Tape
2	Clipboards
2	Metal or Glass Containers with Lids
1	Accident Diagram Template
1	12" Ruler
1	Tape Measure
2	Sets Latex Gloves
5	Shop Rags
2	Grease Pencils
1	Spool Kite String
4	Plastic Bags
1	Roll Crime Scene Tape

Emergency Information Form

Name: _____

Blood Type: _____

Drug Allergies: _____

Contact Person: _____

Relationship: _____

Address: _____

Alt Address (i.e. work) _____

Phone: _____

Alternate Phone: _____

Family member or friend you would like to be contacted to be with the contact person listed above in an emergency:

Name: _____

Address: _____

Alt Address (i.e. work) _____

Phone: _____

Alternate Phone: _____

Additional Information: _____

_____

_____

_____

_____

_____