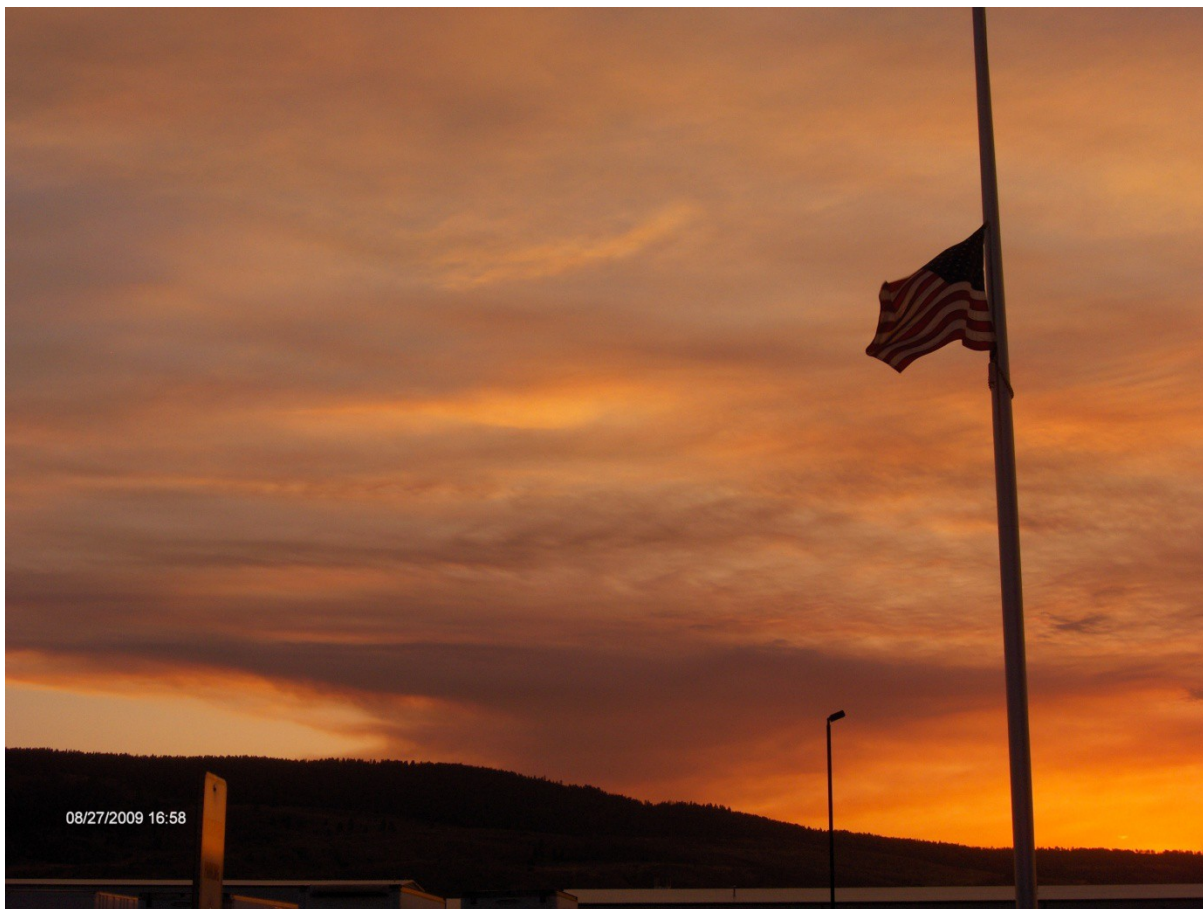


Umatilla National Forest
Wallowa Whitman National Forest
Oregon Department of Forestry-NEO
Fire Management
Aviation Response Guide
Updated April 15th, 2010

AIRCRAFT CRASH, SEARCH, AND RESCUE GUIDE



PLAN*ACT*INFORM*COORDINATE*LOCATE*RECOVER*SECURE*RECORD
Someone's Life Can Depend on Your Actions

2010

AVIATION INCIDENTS

Aviation incidents include hazards, maintenance deficiencies, airspace conflicts or any act, event, or circumstance which affects or could affect safety of aircraft operations.

Anyone may (and should) report aviation incidents. This includes pilots, passengers, dispatchers, aircraft managers, ground personnel, etc. The reporting and wide dissemination of aviation incidents is a good accident prevention tool. It identifies safety concerns and increases safety awareness, may indicate trends, may prevent similar situations from re-occurring and promotes aviation involvement and team building.

Aviation Incidents are reported on the **SAFECOM form (OAS-34/FS 5700-14)**. Anyone may fill out this form but dispatchers or aviation personnel should process them. They may be submitted anonymously. If an individual is not comfortable or able to complete the written report, they should report the incident verbally to Dispatch or Aviation staff.

REPORTING PROCEDURES:

- 1) Fill out form completely and legibly. The narrative should be concise, factual, and objective.
- 2) Submit to local/Incident Dispatch or Aviation Staff as soon as possible.
- 3) Dissemination: one copy to each person under respective column (electronically/Fax/mail)

Unit Aviation Officer: Miles Hancock: Office: 541-975-5418 Cell: 541-786-1357	
Regional Aviation Safety Manger: Gary Sterling: Office: 541-504-7263 Cell: 971-227-0732	
USFS	BLM/DOI
National Aviation Safety Manager: Ron Hanks 208-387-5607 (FAX 5398)	National Aviation Safety Manager: Joe Bates 208-387-5879 (FAX 5199) Cell 208-672-8126 OAS Aviation Safety Manager: Bob Galloway 208-387-5803 (FAX: 5730)
Retain copy in local files	Retain copy in local files

4) Action. Local Aviation manager may take corrective action, if possible. National, State or Regional levels may provide follow-up, feedback or action. ***Airspace incidents should be reported through normal channels (SAFECOM).**

Figure 9: Tri-Forest Aviation Accident Notification Guide

Unit Dispatch / On Scene “Officer in Charge” (OIC)

- Initiate unit Emergency Action Plan (EAP) (Initial response based on situation, i.e. Ground Ambulance, Air Ambulance, Haz Mat response, etc.)
- Document all preliminary details/information (situation) to pass on with initial notifications.
- Insure an “on scene” Officer In Charge (OIC) is identified, and remains on scene until relieved of duty by UAO or assigned designee.
- Initiate and maintain a positive communication link with OIC. Radio frequency, Phone number, etc. (Routine check in’s to update documentation, order response resources, update dispatch on situation at the scene.)

NOTE: Established crash/fire/rescue plans, at public airports, is primary to any agency response. Close coordination is essential as to not delay life saving efforts and for assumption of control of the mishap site.

- **Dispatch notifies:**

- Unit Aviation Officer (UAO)
- FAA Flight Service Station *
- County Sheriff’s Office **
- GACC
- 1-888-4MISHAP (1-800-464-7427)

- **UAO notifies:**

- Forest Fire Staff Officer (FMO)
- Regional Aviation Safety Officer (RASO)***
- Regional Aviation Officer (RAO)
- Regional Aviation Contracting Officer (RACO)

- **Fire Staff Officer notifies, or coordinates notification of:**

- Forest Line Officer (Forest Supervisor)
- Forest Law Enforcement Officer (LEO)
- Forest Public Information Officer (PIO)
- Forest Safety Officer
- Forest Personnel Officer
- District Ranger

Fire Staff’s will coordinate with Line Officer, LEO, PIO, Safety Officer, and Personnel Officer to make all required notifications to the Regional level within their respective departments.

* - Notification to preclude National SAR response due to ELT activation.

** - Activates local/regional S&R unit, if applicable.

*** - RASO will coordinate with National Office Aviation / NTSB on appropriate level of Investigation.

OVERDUE AIRCRAFT

An aircraft normally will be considered "overdue" when it has not completed a required check-in by radio or telephone within the time frame specified in the flight request, flight plan, or resource order. This time frame may be an elapsed time period (15 minutes) for agency flight following or may be Estimated Time of Arrival in a point to point itinerary/FAA flight plan.

Dispatchers or other personnel tasked with flight following are responsible for initiating actions, making appropriate contacts and documenting their efforts as specified below. When the status of overdue aircraft changes (especially locating the aircraft) all contacts must be re-notified and updated.

*****DO NOT ANNOUNCE NAMES OF INDIVIDUALS INVOLVED OVER THE RADIO*****

TIME	ACTION	CONTACT & PHONE	TIME LOG
Immediately at overdue time	Attempt to contact by radio or phone. Contact destination agency airbase or airport. Complete Overdue aircraft Info Sheet (below)		
15 minutes past due	Contact originating or enroute agency dispatch. Contact originating or enroute agency air base Contact originating or enroute airports		
30 minutes past due	Contact vendor home base for possible information Contact FAA Flight Service Station: -give known flight information (below) - request commo, ramp, ELT check		
Fuel duration exceeded	Declare as "Missing Aircraft" Inform local Aviation Manager		

OVERDUE AIRCRAFT INFO SHEET (Complete as information becomes known)

1. Type of aircraft:	2. FAA REG #:	3. Color:
4. Type of mission:	5. FAA or Agency flight Plan:	
6. Name of pilot(s):		
7. Number and names of passengers:		
8. Departure point/time:		
9. ETA at destination:		
10. Last known location, time, latitude, and longitude.		
11. Amount of fuel on board or maximum flight time for aircraft.		
12. Other Information:		

MISSING AIRCRAFT

The Missing Aircraft designation requires that all the items on the Overdue Aircraft check list are completed and available for reference (previous section). The unit Aviation Manager should be involved as described below; if unavailable, Dispatch must complete all items.

ACTION	CONTACT & PHONE	TIME LOG
Dispatch office notifies: <input type="checkbox"/> Local Aviation Officer <input type="checkbox"/> Request Alert Notice (ALNOT) with Flight Service Station (FSS) <input type="checkbox"/> District Forester (ODF Only)	Miles Hancock Wk 975-5418 Cell 786-1357 Home 962-0118 McMinnville FSS 503-474-1897 Seattle FSS (Ops) 206-764-6609 (Admin) 6606 John Buckman 963-3168/969-6878/966-8426	
Inform NWC	503-808-2720	
Alert County Sheriff, of possible SAR, coordinate		
Inform Salem Coordination	If ODF only 503-945-7434	
Continue radio/phone search.		
Continue documenting actions and information		

Local Aviation Manager Notifies: Regional/State Aviation Manager/Officer Staff Aviation Specialist	USFS Jon Rollins 503-808-2359 Cell 503-708-8399 Hm 360-573-4327 BLM Kurt Kliner 503-808-6593 Cell 971-338-3091 ODF Mike Ziobro 503-945-7508/503-580-4942/503-625-5934	
Forest Fire Staff Officer	WWF Bret Ruby 523-1415/519-8280 cell UMF Brian Goff 278-3748/969-3547 cell	

Forest Fire Staff Officer coordinates the notification of Forest/Unit Line Officers, as appropriate.	WWF Steve Ellis 523-1201/519-0277/529-9726 UMF Kevin Martin 278-3752/969-8580 cell	
Forest PIO	WWF Judy Wing 562-5870/519-4623/523-1246 UMF Joani Bosworth 278-3722/	
Zone Law Enforcement	Walter Merritt 278-3840/969-8855 cell	
Forest Safety Officer	WWF Don Crompton 523-1427/519-5424/524-9416 UMF Patty Jones 278-3775	
Dispatch, or other appropriate party Completes SAFECOM (5700-14/ OAS-34)	USFS: http://www.aviation.fs.fed.us/ (click Safecom) OAS: http://www.oas.gov/ (click Safecom)	

AIRCRAFT ACCIDENT

Report IT – 1-888-4MISHAP

Aircraft accidents may be reported by individuals involved in the accident, witnesses, search aircraft, general aviation and others. The agency Dispatch/office receiving the report becomes responsible for action, rescue, notification, coordination, and documentation. The following required actions are listed by priority:

ACCIDENT INFORMATION (Document as much information as possible)

Name of person reporting accident:	Phone# and/or Radio Frequency:
Date & Time reported:	Date & Time of Accident:
Location of accident: Geographic:	Lat/Long:
VOR: _____ Degrees _____ NM	
VOR: _____ Degress _____ NM	
Access to crash site: Road?	Helispot?
Number and type of injuries:	****Do not announce names over radio****
Number of fatalities:	****Do not announce names over radio****
Type of aircraft:	FAA Reg#: _____ Color: _____
Owner/Vendor:	Pilot(s) name:
Departure point & time:	Destination & ETA:
Type of mission:	
Other information:	

TAKE ACTION

ACTION	CONTACT & PHONE	TIME LOG
Maintain communication with Crash site or person reporting		
Activate local airbase Crash Rescue Plan (if applicable)		
Activate Ground Ambulance (if applicable)	contact local sheriff for remote locations	

Dispatch Helitack/Rappellers with EMT or Paramedic (if applicable)	Frazier 541-427-5320 Sled Springs 541-263-1153 John Day 541-575-3384	Note: HEAR Freq 155.340 for Hospitals
Activate Air Ambulance (if applicable)	<i>See Page 15 For Details</i>	
Activate Military Rescue (if applicable) Hoist Capable	OEM S&R Coordinator: 800-452-0311 NGEOC 503-584-2800 or 2830	
Inform County sheriff		
Inform County Coroner (if applicable)	Through County Sheriff	
Notify Hospital Regional Contract. FS EMT's may call Oregon Health Sciences University Medical Research Hospital for direct advice from on-duty Physician.	See List at end of plan OHSU Consult-800-648-6478	
ACTION	CONTACT & PHONE	TIME LOG
Request TFR through ARTCC (if applicable)	use dispatch ARTCC list	
Ensure security at crash site	Contact Law Enforcement Sheriff or Forest Service LEO Can provide crash site security.	

MAKE NOTIFICATIONS

NOTIFICATION	CONTACT & PHONE/CELL/HOME	TIME LOG
Dispatch Notices: Unit Aviation Officer District Forester (ODF Only)	Miles Hancock 541-975-5418 Cell 541-786-1357 John Buckman 541-963-3168 Cell 541-969-6878	
National Aviation Safety Office	1-800-4MISHAP (800-464-7472)	
NWCC	503-808-2720	

LOCAL EMERGENCY CONTACTS:

County Sheriff (see Pg 12 for commercial #'s)		911	
City Police		911	
State Police		911	
Ground Ambulance		911	
Air Ambulance	See List on Page 15		
Military Rescue (1042nd)	Activate 1042 nd thru Oregon State Emergency Management first if possible. Utilize direct number if no contact.	OEM 800-452-0311 NGEOC 503-584-2800 or 2830	
Hospital	Notify appropriate hospital		
Burn Center	Emmanuel(Portland)	503-413-4232	Burn Center
Trauma Center	Saint Alphonsus (Boise)	208-367-2121	Trauma Center
Crash Rescue: Local Airport		911	
Local Airport Office	Union County	541-963-6615	Rich Comstock - Manager
	Eastern Oregon Regional	541-276-7754	Larry Dalrymple-Manager
Local FAA Flight Service Station (FSS)	McMinnville	800-992-7433	

USFS REGION 6:			
Regional Aviation Officer	Jon Rollens	503-808-2359 Cell 503-708-8399	
Regional Aviation Safety Officer	Gary Sterling	541-504-7263 Cell 971-227-0732	
Helicopter Program Manager	Ken Ross	541-504-7265 Cell 541-408-7100	
Helicopter Operations Specialist	Dave Glose	541-504-7274 Cell 503-807-4925	

HELICOPTER AMBULANCE REQUEST INFORMATION

A. Injury Information

1. Total personnel involved in mishap
2. Time of mishap
3. Type of extent of injuries (vitals, other medical personnel on scene):

—
—
—
—
—
—
—
—
—
—

B. Mishap Site Information

1. Unit/Agency
2. Contact telephone number
3. Radio frequency to contact unit/agency: VHF – AM _____ VHF – FM _____
4. Location of mishap: a. Township _____ Range _____ Section _____ ¼ Section _____
b. Latitude _____ Longitude _____
c. _____ Nautical miles at _____ Degrees from _____ VOR
d. Prominent landmark: _____ Distance _____

Direction

5. Site Contact:

Radio frequency to contact unit/agency: Primary: VHF – AM _____ VHF – FM _____

Secondary: VHF – AM _____ VHF – FM _____

6. Other known aircraft in the area (call signs)

Air-to-Air Frequency Primary: VHF – AM _____ VHF – FM _____

Secondary: VHF – AM _____ VHF – FM _____

7. Special information, flight hazards, MOAs, MTRs, etc.

—
—
—

- 8. Landing site(s) and conditions (is it completed or when will be completed)
 —
 9. Proximity of landing site to mishap site
 —
 10. Nearest available AV Gas/Jet A fuel
 11. Conditions at the mishap site: Wind direction_____Wind velocity
 Ceiling and visibility_____Obstructions to visibility
 Obstructions to visibility_____Temperature
 Degrees (F or C)_____Elevation_____Sunrise_____Sunset
 Description of Terrain
 —

Note: EMS helicopters do not usually carry extrication equipment nor are the EMS personnel always trained in these procedures: Ensure that if this capability is needed, it is immediately ordered from a locally known source. (The local sheriff is a logical contact point).

HELICOPTER AMBULANCE SERVICES

HELICOPTER LIFEFLIGHT IN & ADJACENT TO REGION 6

<u>Base</u>	<u>Make and Model</u>	<u>Contractor</u>	<u>Telephone No.</u>	<u>Comments</u>
Hillsboro		Life Flight 1	503-542-7700	Oregon
Boise		Life Flight 77	208-342-2711	Or/Id
Spokane/TriCities	EC-135 King Air	Northwest Medstar	(800) 422-2440	Washington

Bellingham	BO-105	MedFlight	800-426-2430	West Wash.
Bend	Pilates	Air Link	(800) 621-5433	Fixed Wing
Bend	Eurocopter EC-145	Air Link	“”””””””””	Fixed Wing
La Grande	Pilates	Air Link	“”””””””””	Fixed Wing
McCall		A119 Kola	Life Flight	877-367-8855
	OR/ID night vision			
Portland	Bell L3 Bell 230	Life Flight	800-452-7434	Night Vision

TRANSPORTING INJURED PERSONNEL BY HELICOPTER USING THE "HEAR"* SYSTEM
When transporting injured personnel by helicopter under Forest Service Contract, the Forest Dispatcher will telephone the appropriate hospital and request they monitor their "HEAR" system radio.

The aircraft pilot or foreman will tune in the "HEAR" Frequency (**normally 155.340 as primary**) on the aircraft multi-channel radio and establish direct communication with the hospital staff.

Helicopter will verify frequency through Forest Dispatcher. Local police will be requested to secure landing area when needed.

This procedure is to be used only for emergencies that warrant immediate hospital services.

*** Hospital Emergency Administrative Radio**

PREPARING FOR THE ARRIVAL OF THE INVESTIGATION TEAM

An aircraft accident can be a serious and traumatic event. This is a checklist of some tasks, which both the Line Manager and Aviation Manager can use to take charge of the accident scene and prepare for the arrival of a trained aircraft accident investigator and/or the aircraft accident investigation team. Some items may not be applicable and others may need to be added, depending on the circumstances of the accident. This list was developed with the objective of providing a place to start during upsetting times.

- A. **General.** The local Line Manager should establish an Officer-in-Charge of Search/Rescue. The first agency employee to arrive at the scene of the accident will be responsible for crash site protection until relieved by Agency Officer-in-Charge or by the appointed accident investigation team. Accident scene protection by the Line Manager can last from a few hours to several days, depending upon location, accessibility, etc. The time will depend on which level of the organization will take jurisdiction, what intermediate actions are taken and how long it will take the investigation team to travel to the site, assemble, organize, and take charge.
- B. **Off-Scene Responsibilities.** The Agency Officer-in-Charge will ensure the following off-scene tasks are accomplished:
1. Procedures in this Aircraft Crash, Search, and Rescue Guide are followed; emergency notifications made promptly.
 2. Determine accident scene land ownership. If the accident site is determined to be on Private or State Lands, ensure that notification is made to the appropriate parties.
 3. Inform receptionists and others who may answer the telephone to pay particular attention to anyone calling in who may have witness information. The investigation team will want to contact those persons, so they will need names and telephone numbers for later contact.
 4. Prepare a list of names, telephone numbers, addresses, etc., of all known witnesses at or near the accident scene.
 5. Obtain all available weather data for the area. Order additional weather information to be taken at weather stations in the area, and be prepared to do it again 24 hours later. The information may be needed to compare with weather readings at the accident scene to estimate the weather at the time and place of the accident.
 6. Determine when and where the aircraft was last fueled, and request the supplier to take fuel samples for the agency to pick up later. It is best if the Agency Officer-in-Charge can do the fuel sample at the last fueling site; but it is recognized that this is not always possible.

7. Secure the following names and telephone numbers:
 - a. The sheriff or other local law enforcement officer having jurisdiction.
 - b. The coroner or other person having jurisdiction over the removal of the remains.
 - c. The attending medical doctor for those injured in the accident.
 - d. The landowner if the accident occurred off Federally owned land

The names and telephone numbers of any reporters who have requested information for media dissemination. The chief investigator or Agency PIO will be in touch with them, when information becomes available

8. Arrange transportation for the use of the investigation team. Two vehicles will probably be needed and one person who is familiar with the area-hospital, sheriff's office, witness addresses, etc. A helicopter and/or airplane may be needed for transportation of the team to remote sites.
 9. Arrange lodging for the team at a city/town nearest the accident site.
 10. Prepare for a brief entrance conference with the chief investigator upon his/her arrival. The local Line Manager should make available all personnel involved in the flight (Aviation Manager, Dispatcher, etc.)
 11. Secure five topographic and agency maps of the area. Aerial photographs, if available, plus any other maps the unit believes will be helpful to the investigation team, should be included.
 12. If the aircraft was under contract to the agency, secure a copy of the contract for the investigation team. If an OAS contract or Basic Ordering Agreement (BOA) aircraft, the OAS IIC will obtain copies from OAS.
 13. Secure agency radio logs, tapes, flight request/schedule, weather observations and forecasts, etc., that may contain information (no information can also be evidence) relating to the accident.
 14. Provide OAS IIC a copy of local bureau aviation policy documents.
 15. Determine who the Line Manager wants to designate as the unit's primary contact with the chief investigator.
 16. Establish a work area with desk, telephone, and computer station for use by the chief investigator.
 17. Assign adequate personnel to provide 24-hour security of the site.
- B. **On-Scene Responsibilities.** The Agency Officer-in-Charge will ensure the following on-scene tasks are accomplished.
1. Deactivate (disable) the emergency location transmitter (ELT). (Most positive method is battery removal).

2. Prevent unauthorized people from conducting activities that will destroy important information. Ground impact points should be preserved; that is, people should not be walking around to satisfy their curiosity. They may damage evidence.
3. Ensure that personnel involved in the search and rescue do not broadcast the names of aircraft occupants or state the extent of injuries over the radio system.
4. Personnel should be advised that the wreckage is hazardous. Fuel can burn; tires can explode; gases and metals can be ingested by the body; bacteria can be present; corrosive liquids may be exposed; liquid and solid poisons may be present; chemical reactions may have occurred, especially if there has been a fire; personal baggage and equipment contain unknown items; etc. The Officer-in-Charge should stay away from the wreckage and keep others away from it until a trained aircraft accident investigator arrives. The untrained person is subject to personal injury, some of which can be permanent. Personal risk should only be taken to assist evacuation of the injured. The removal of bodies falls within the Coroner's (local/State/county) authority. No effort, other than a warning concerning hazards posed by the wreckage, should be exerted to prevent these people from doing their jobs. No smoking should be permitted near the wreckage.
5. Prepare written notes on all activities at the accident scene. Each recording should include the date and time of the activity and observation. Ensure an accurate recording will be made by someone until the wreckage is removed. Examples include:
 - a. The time the agency Officer-in-Charge arrived at the scene.
 - b. Other personnel who were or may have been at the accident location (date/time/location relative to the crash site) before the arrival of the Officer-in-Charge.
 - c. Weather observations and any odors (such as fuel) noticed upon arrival.
 - d. Any wreckage moved or removed and by whom.
 - e. First aid and medical assistance rendered to the injured.
 - f. Removal of fatally injured persons necessitates the recording of:
 - (1) Which body came from which seat, or where it was found.
 - (2) Seat belt usage (or lack thereof).
 - (3) A description of type and color of clothing.
 - (4) A witnessed statement (inventory of personal effects removed, such as counting cash in wallet, listing all identification cards, match books, loose pocket change, keys, pocket notebooks, pens, personal protective equipment worn or found).
 - (5) Names of all persons visiting the accident scene after arrival of the Officer-in-Charge.
 - (6) Any other information that might help the investigation team.
6. Take photographs, if possible, before removing remains or disturbing wreckage. This should be foregone if there are injured that need to be evacuated. In that case a written recording and/or photographs taken after the fact will suffice. Preserving life is the number one priority.
7. Flag or rope off the accident scene to prevent unauthorized access. Colored flagging is preferred, to allow for later pictures taken from the air by the investigation team.

8. Accept all written narrative witness statements, place them in an envelope, and transmit them to a central point for collection by the investigation team or by the first trained investigator that arrives. To the extent possible, do not allow anyone to verbally question the witness. Questions by an untrained person can contaminate (modify and/or change) the information the witness will provide. Encourage written statements made by each person; attempt to separate all witnesses.
9. Take all other prudent actions to:
 - a. Preserve life
 - b. Protect people at the scene
 - c. Protect and preserve information

AREA HOSPITALS

City	Hospital	Phone	Services	Helicopter Landing Areas
Baker	St Elizabeth Community	541-523-6461	Cardiac Unit ICU, 24hr	E. of parking lot N44 47 W117 50
Enterprise	Wallowa Memorial	541-426-3111	24 hr	Call ahead N45 26.95 W117 12.96
La Grande	Grande Ronde	541-963-1442	Cardiac Unit ICU, 24hr	High School Football Field N45 20 W118 06
Pendleton	St Anthony	541-276-2131	Cardiac Unit	E side in parking lot not lighted, mainly type 3 a/c N45 40.5 W118 46.1
Portland	Emanuel Legacy	503-280-5433	Burn Unit Trauma	Roof pad SE Corner approach from SE N45 32 W122 40
Boise	St Alphonsus	208-367-2121	Trauma Cardiac Unit	Call ahead Land on NE Corner of pad N43 36.84 W116 15.547

County Sheriff Office Numbers

Name	Number	Location
Adams County speed 010	541-253-4227	Council, New Meadows
Asotin County speed 012	208-332-2521	Anatone, Asotin, Clarkston
Baker County speed 003	541-253-6415	Hines, Halfway, Huntington, Richland, Sumpter, Unity
Columbia County speed 015	509-382-2518	Dayton, Starbuck
Garfield County speed 016	509-843-3494	Dodge, Pomeroy, Pataha City
Grant County speed 008	541-575-1131	Dale, Dayville, John Day, Monument
Idaho County speed 004	208-983-1100	Grangeville, Pittsburg Landing, Riggins, White Bird,
Malheur County speed 009	541-473-5125	Adrian, Ironside, Nyssa, Ontario, Vale,
Morrow County speed 017	541-676-5317	Boardman, Heppner, Ione, Irrigon, Lexington
Nez Perce County speed 011	208-799-3131	Lewiston, Peck
Umatilla County speed 013	541-966-3651	Adams, Athrna, Echo, Helix, Hermiston, Milton-Freewater, Pendleton, pilot Rock, Standfield, Ukiah, Umatilla Weston
Union County speed 001	541-963-9468	Cove, Elgin, Imbler, Island City, La Grande, North Powder, Summerville, Union
Walla Walla County speed 014	509-527-1960	Burbank, College Place, Dixie, Prescott, Touchet, Waitsburg, Walla Walla, Wallua
Wallowa County speed 002	541-426-3131	Enterprise, Joseph, Lostine, Wallowa