

# **Interagency Aviation Mishap Response Plan**

## **Ely District**

**Review by and Date:**

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**Mary Anderson, EIDC Center Manager**

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**Juan Torrealday, Ely Unit Aviation Manager**

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**Raymond Maestes, Assistant Fire Management Officer**

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**\*Someone's Life May Depend on Your Decision and Actions\***

**PLAN\*ACT\*INFORM\*COORDINATE\*LOCATE\*RECOVER\*SECURE\*RECORD**

**Safety is the primary consideration for every aviation mission.**

Required by 9400. 81. B

Initial Notification to Aviation Management Directorate  
(formerly OAS) or the USDA-FS will be  
conducted by calling **1-888-4MISHAP** and providing the  
information on AMD Form 77 / FS 5700-28.

**\*\*DO NOT DELAY the initial notification by trying to complete all the blanks on the form. Call in the accident as soon as possible and call back as more information becomes available.**

The AMD or USFS Investigator you contact will review your actions and advise you of any additional actions you should be taking, or reports you need to make.

**\*\*If you have enough people you should conduct the notification process at the same time as you are conducting other aspects of the immediate response.**

**Investigation:**

a. Aircraft accidents (fatality, serious injury, or substantial damage) will usually be investigated

by NTSB personnel (PL 103-411). AMD/USFS personnel will generally be a “party” to the NTSB investigation.

b. Aircraft incidents with potential (incident that narrowly misses being an accident and in which the circumstances indicate significant potential for substantial damage or serious injury—this classification is usually determined by the agency Aviation Safety Manager) may not necessarily be investigated by NTSB personnel, but will be investigated by Air Safety Investigators from AMD or USFS.

c. Aircraft incidents will usually require the local Aviation Manager or Aviation Safety Manager to investigate the event and report the facts and circumstances to AMD/USFS. No report is required by the NTSB unless specifically requested (Part 830.15)

d. All aviation-related events, which impact aviation safety, must be reported using the SAFECOM (see <http://amd.nbc.gov/safety/index.htm> or for USFS activities, <http://www.aviation.fs.fed.us/safecom/index.htm>).

## AVIATION INCIDENTS

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

Aviation Incidents are reported electronically on a SAFECOM at (<http://amd.nbc.gov/safety/index.htm>) or ([www.aviation.fs.fed.us](http://www.aviation.fs.fed.us)) or on form AMD-34/FS 5700-14. Anyone may (and should) report aviation incidents, including pilots, passengers, dispatchers, aircraft managers, ground personnel, etc. The reported data is used as an accident prevention tool. It identifies safety concerns and increases safety awareness, may indicate trends prevent similar situations from re-occurring and promotes aviation involvement. A SAFECOM may be submitted anonymously, though copies must be provided to the local and State (or Forest) Aviation Managers. Individual's not comfortable or able to complete the written report, should report the incident verbally to dispatch or the aviation manager.

### REPORTING PROCEDURES:

- 1. Complete electronic or legibly written SAFECOM form. Narrative should be concise, factual, and objective.**
- 2. Submit to Ely Interagency Dispatch Center, Aviation Manager, and Unit Aviation Manager...retain a printed copy for your records.**
- 3. Disseminate a copy to the appropriate individuals.**
- 4. Local aviation manager should provide corrective action, if possible. National, state, or regional aviation managers may provide follow-up, feedback or action.**

### 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 of 15 minutes for agency flight following, or when an aircraft operating on an FAA VFR flight plan fails to arrive within 30 minutes past Estimated Time of Arrival, and its location cannot be established. Dispatchers or other personnel tasked with flight following are responsible for initiating and documenting actions and for making the appropriate contacts specified below. When the status of an overdue aircraft changes, notify all contacts.

### MISSING / DOWNED AIRCRAFT

An aircraft is officially missing when its fuel duration, as reported on its request for flight following or as reported on its FAA Flight Plan, has been exceeded and the aircraft's location is not known. EIDC has the option of instituting missing aircraft procedures at any time prior to fuel exhaustion time. At EIDC, when an aircraft is overdue for one hour, it is determined to be missing. The missing aircraft designation requires that all of the items on the Overdue Aircraft Checklist be completed and available for reference purposes when conducting this phase. Documentation of all actions, contacts, conversations, date/time, and names of individuals are an absolute necessity during the overdue and missing aircraft phase.<sup>6</sup>

The missing aircraft phase cannot be conducted solely by EIDC. The National Search and Rescue (SAR) Plan requires coordination with SAR agencies and the Congressional mandate for Emergency Locator Transmitters (ELTs) removes the last vestige of uncoordinated in-house search authority. The FAA Flight Service Station (FSS) is the entry agency into the National SAR system. Pass all documentation and information data to the FSS. The FSS will notify the Air Force Rescue Coordination Center (AFRCC), who will coordinate with the proper State Emergency Services, and/or County Emergency Services, as appropriate under the National SAR Plan. Agency aircraft may participate in SAR, under the direction of the AFRCC.

## OVERDUE / MISSING AIRCRAFT CHECKLIST

At 15 Minutes from Last Check-in:

		Initials	Date/Time
1.	<b>ALL</b> radio channels have been tried w/out success.		
2.	Airport/Location where aircraft originated has been checked to see if the aircraft is safely on the ground.		
3.	Appendix A has been started.		

At 30 Minutes from Last Check-in:

		Initials	Date/time
4.	The Agency Aviation/Lead Dispatcher has been contacted.		
5.	Neighboring dispatch centers have been notified to see if they have radio contact with the aircraft.		
6.	Notify the USFS/BLM Supervisory Dispatcher, if the incident is on USFS/BLM lands, or a USFS/BLM employee is involved.		
7.	The vendor has been contacted to see if the aircraft has been in contact with them by phone or radio.		
8.	GBCC Aviation Desk has been notified of overdue or possible missing aircraft.		
9.	The Project Leader's Supervisor has been notified of possible missing aircraft.		

At 45 Minutes Past Check-in:

		Initials	Date/time
10.	FAA Flight Service Station has been notified about missing/overdue aircraft and requested to do a radio search.		
11.	The Agency District Manager/Supervisor has been notified of Overdue/Missing aircraft and informed that EIDC will now begin SAR operations.		
12.	Appendix A has been started and has been filled out as completely as possible.		

At 1 Hour Past Check-in:

			Initials	Date/time
13.		EIDC has initiated and/or requested an aerial search.		
14.		EIDC has initiated a ground search.		
15.		Elko County Sheriff's Office has been notified. (775)738-3421		
16.		MEDEVAC Helicopter has been briefed on situation. REACH Air (775)738-3493 or 911		
17.		Documentation of all telephone calls and conversations with name(s), date, and time is being completed.		

**OVERDUE AIRCRAFT INFO SHEET (Complete as information is available)**

1. Type of aircraft:	2. FAA REG #:	3. Color:	
4. Type of mission:	5. Flight Plan:	Agency	FAA
6. Name of pilot(s):			
7. Number and names of passengers:			
8. Departure Point:		Time:	
9. Destination:		ETA:	
10. Last known location: Lat./Long.:		Heading:	Time:
11. Fuel on board or maximum flight time for aircraft:			
12. Other Information:			



## DOWNED AIRCRAFT

Downed aircraft notification may be the result of a search effort for a missing aircraft or may be an initial report from a person or persons observing the mishap occurring or locating a yet unreported missing aircraft. The action that is taken with a downed aircraft will be determined by the location of the crash site.

### Downed Aircraft Located Within CRASH / FIRE / RESCUE Airport Response

If the aircraft is located within the Crash/Fire/Rescue (CFR) response area associated with an FAA-Controlled, Commercial Services Airport or Municipal Airport. The CFR plan will be activated by the airport personnel. The local CFR plan becomes primary in the initial rescue effort, with EIDC being secondary. DO NOT interfere with the established plan or, through lack of knowledge, duplicate efforts which lead to confusion and delays in life-saving efforts.

### DOWNED AIRCRAFT LOCATED AT AN FAA-CONTROLLED, COMMERCIAL SERVICES, OR MUNICIPAL AIRPORT CHECKLIST

		Initials	Date/Time
1.	Start new incident in WildCAD and tone it over the radio.		
2.	Start an OAS-77 or the Appendix A information sheet.		
3.	Notify the airport manager that EIDC will assist in any way possible.		
4.	Participate with the CFR and airport personnel as requested.		
5.	Notify the Agency Aviation Officer of the downed aircraft.		
6.	Notify the Aviation Dispatcher of the downed aircraft.		
7.	Notify GBCC of the downed aircraft.		
8.	Notify the Project Leader's Supervisor of the downed aircraft.		
9.	Notify the Agency Manager(s) or their acting of the downed aircraft.		
10.	Contact the Office of Aviation Services (OAS). Give them all of the information from Appendix A.		
11.	Arrange for agency security at the aircraft mishap site.		
12.	Notify the agency public affairs officer.		
13.	Prepare for the arrival of the investigation team (i.e., hotel rooms, rental vehicles, etc.)		
14.	Help coordinate the assumption of control of the mishap site.		
15.	Help coordinate the removal of mishap aircraft with airport, FAA and the local Sheriff's Office.		
16.	Documentation is extremely important. Document all information to turn over to the investigation team.		



**Downed Aircraft Located Away From CRASH/FIRE/RESCUE Airport Response.**

If the downed aircraft site is away from an FAA controlled, commercial, or a municipal airport, then EIDC will become the action office for response, rescue, and notification.

**DOWNED AIRCRAFT AWAY FROM FAA CONTROLLED, COMMERCIAL SERVICES, OR MUNICIPAL AIRPORT CHECK LIST.**

		Initials	Date/Time
1.	Identify the mishap site. Get accurate location, visible landmarks, land formations, highways, roads, signs, latitude/longitude, etc.		
2.	Begin and complete Appendix A. Document all information with name(s), date, and time.		
3.	Notify agency aviation officer of downed aircraft.		
4.	Notify aviation dispatcher of downed aircraft.		
5.	If smokejumpers are in the area, dispatch EMT smokejumpers to the scene for immediate assistance.		
6.	Dispatch agency law enforcement to the mishap site.		
7.	Notify the agency public affairs officer for all agencies.		
8.	Determine the landowner and notify the agency or landowner of mishap, SAR, and recovery efforts.		
9.	Notify GBCC of downed aircraft.		
10.	Notify local area hospitals of possible incoming casualties. <i>Northeastern Nevada Regional Hospital (775) 738-5151</i>		
11.	Notify civil law enforcement. <i>Central Dispatch 911</i>		
12.	Notify the District Manager / Agency Supervisor.		
13.	Notify the Aviation Management Directorate (888) 464-7427		
14.	Complete the OAS-77 and/or USFS FS-5700-14		
15.	Prepare for the arrival of the investigation team. (ie. hotel rooms, rental vehicles, etc.)		
16.	Coordinate control of the mishap site.		

## Recovery Operations

### ***NTSB Sec. 831.12 Access to and release of wreckage, records, mail, and cargo.***

- a. *Only the National Transportation Safety Board's accident investigation personnel and persons authorized by the investigator-in-charge to participate in any particular investigation, examination or testing shall be permitted access to wreckage, records, mail, or cargo in the Board's custody.*
- b. *Wreckage, records, mail, and cargo in the Board's custody shall be released by an authorized representative of the Board when it is determined that the Board has no further need of such wreckage, mail, cargo, or records. When such material is released, Form 6120.15, "Release of Wreckage," will be completed, acknowledging receipt.*

If an accident is investigated by OAS / USFS personnel, they are responsible for notification to the NTSB and compliance with section 831.12, prior to releasing the wreckage.

Actual recovery (and the associated costs) is usually the responsibility of the owner (or the owner's insurer). Before committing the Government to unnecessary costs, check with the appropriate contracting officer.

Use extreme caution when removing or recovering aircraft wreckage (Tab A). Normally, salvage personnel are aware of and take appropriate precautions for hazards at accident sites. Your people may not!

*Anyone who has ever been involved in the immediate response to an aircraft accident will agree that the first few minutes (and hours) are chaotic. Time is an extremely critical factor and immediate positive action is necessary; delay may affect someone's survival. **Developing and practicing your Aviation Mishap Response Plan today is your best defense against the chaos of tomorrow.***

### **Conduct of Aircraft Accident Investigations**

All U.S. Department of the Interior (DOI) and U.S. Department of Agriculture - Forest Service (USDA-FS) aircraft mishaps are investigated under the authority of the National Transportation Safety Board (NTSB) as defined in:

- a. 49 Code of Federal Regulations (CFR) Parts 830 and 831
- b. Public Law (PL) 103-411

\*\* This means that regardless of severity, all aircraft mishaps (accidents or incidents) are the domain of the NTSB. If the NTSB elects to not visit the site and DOI or USDA-FS personnel conduct the physical investigation, it is still an NTSB investigation and investigative efforts must comply with their rules and standards.

## PREPARING FOR THE ACCIDENT INVESTIGATION TEAM

I. An aircraft accident can be a serious and traumatic event. This is a checklist of some tasks which both the line manager and the 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. This list was developed with the objective of providing a place to start during the initial phase after notification of an aircraft accident.

A. **General** The first agency employee to arrive at the scene of the accident will be responsible for crash site protection until a higher agency line officer, law enforcement, or an OAS/agency-appointed accident investigator has arrived on the scene and taken over the incident. Accident scene protection 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, intermediate actions and how long it will take for the investigation team to assemble, organize and take over the incident. Responsibilities for preparing for the investigation team are split between on-scene and off-scene duties.

### B. ON-SCENE RESPONSIBILITIES: PRESERVING LIFE IS THE #1 PRIORITY

No information of death or injury is to be released out of agency by telephone, radio or word of mouth, until authorized by the chief investigator. Complete the On-Scene Responsibilities Checklist

### *ON SCENE RESPONSIBILITIES CHECK LIST*

			Initials	Date/Time
1.		Ensure that all steps have been taken to assist survivors and aid the injured.		
2.		Personal risk should only be taken to assist evacuation of injured persons.		
3.		Establish a Line Manager. One person to focus on relaying information and acting as the primary contact for the Incident until the Investigation Team arrives or such a time when they can be relieved of the command by and agency representative.		
4.		Request a MEDEVAC helicopter or ambulance.		
5.		Removal of bodies falls under the coroner's authority. No removal efforts should be attempted by non-authorized personnel.		

6.	The Emergency Locator Transmitter (ELT) has been deactivated. For the most positive method, remove the batteries.		
7.	Prevent unauthorized people from conducting activities around or near the site.		
8.	Preserve ground impact points and wreckage.		
9.	Do not allow anyone but the Contracting Officer, or the Chief Investigator of the accident team to release any property or wreckage.		
10.	Assist Law Enforcement with keeping non-agency persons away from the site.		
11.	Ensure that the names of aircraft occupants, type of aircraft, and/or types of injuries are not broadcast over the radio. No more information than what is required for medical personnel en route to the site.		
12.	Inform rescue personnel that the wreckage is hazardous. Fuel may burn, tires may explode, gauges and metals can be ingested, and corrosive liquids may be exposed.		
13.	Absolutely no smoking permitted near the wreckage.		
14.	Prepare written notes of all activities at the accident scene. Remember to record time of each entry and event.		
15.	Take photographs, if possible, before removing or disturbing any wreckage.		
16.	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.		
17.	Have a written narrative from each witness. Make sure that each statement includes: name, date, address and contact telephone number.		
18.	Attempt to separate all witnesses until a written statement is completed.		
19.	No information of death or injury is to be released out of agency by telephone, radio, or word of mouth, until authorized by the chief investigator.		

**C. OFF-SCENE RESPONSIBILITIES: DISPATCH AND LINE MANAGERS**

No information of death or injury is to be released out of agency by telephone, radio, or word of mouth, until authorized by the chief investigator. Complete the Off Scene Dispatch Responsibilities Check List.

***OFF SCENE DISPATCH RESPONSIBILITIES CHECK LIST***

		Initials	Date/Time
1.	Start an incident in WildCAD to serve as the documentation log.		
2.	Make notifications as promptly as possible, while documenting everything.		
3.	DO NOT release identities of accident victims by radio, to the news media, or to the general public.		
4.	Determine landowner of the crash site and notify the owner of the accident.		
5.	Inform the receptionist at BLM, USFS, NDF, emergency dispatch, and PIOs for all agencies of the incident and document thoroughly any incoming calls that may be related to the incident. Including the name of the caller and contact telephone number.		
6.	Prepare a list of names, telephone numbers, addresses, etc. of all known witnesses at or near the accident site.		
7.	Prepare a list of all personnel working the accident in dispatch. Include what was heard, how EIDC was notified, documentation, etc.		
8.	Obtain all weather data for the area, spot weather, and be prepared to gather information for the investigation team 24 hours later.		
9.	Determine when and where the aircraft was last fueled.		
10.	Contact the last known fuel stop and request a fuel sample (one gallon in a clean container) for the agency to pick up and have analyzed.		
11.	Get the local Sheriff's and/or local law enforcement's name, telephone and contact number.		
12.	Get coroner's name and contact number.		
13.	Get the names of the chief medical doctor(s) attending to the injured.		
14.	Get the name of the landowner if not on federal lands.		

15.	Get names and telephone numbers of media persons requesting information of the incident.		
16.	Arrange ground transportation for the investigation team to the crash site, including at least two vehicles, plus a driver who is familiar with the area.		
17.	Arrange air transportation for the investigation team to the crash site if needed.		
18.	Arrange lodging for the investigation team in the town/city nearest to the crash site.		
19.	Prepare a briefing for the chief investigator upon arrival. Include at the briefing: dispatchers, aviation manager and all personnel involved with the flight.		
20.	Secure five topographic and agency maps of the area, aerial photographs if available, plus any other maps that may be helpful.		
21.	If the aircraft was under contract to the agency, secure a copy of the contract for the investigation team. If the aircraft is on an OAS contract or Aircraft Ordering Agreement (ARA), the OAS Investigator-In-Charge will obtain a copy from OAS.		
22.	Provide the investigation team with a copy of local aviation policy documents.		
23.	Determine who the line manager wants to designate as the primary contact for the chief investigator.		
24.	Establish a work area with desks, telephones, and a computer station for the use by the Investigator-In-Charge.		
25.	Locate a private room to conduct personnel interviews. The investigation team will determine where this will take place.		
26.	Ensure that adequate personnel are assigned to provide 24-hour security of the site until specifically released by the investigation team.		
27.	Notify Agency Manager or Superintendent, and Personnel Officer for notification of next of kin.		
28.	Activate the Nevada Stress Debriefing Management Team to assist the survivors and persons dealing with the incident. Activate this by notifying EIDC Center Manager or contact GBCC.		







**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 of (15 minutes) for agency flight following or when an aircraft operating on an FAA (VFR) flight plan, fails to arrive within 30 minutes past ETA and its location cannot be established Dispatchers or other personnel tasked with flight following, are responsible for initiating actions, making appropriate contacts and documenting their efforts as specified below. When overdue aircraft status 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
<b>Immediately at overdue time</b>	Attempt to contact by radio or phone. Contact destination agency airbase or airport. Complete Overdue aircraft Info Sheet (below)		
<b>15 minutes past due</b>	Contact originating or en route agency dispatch. Contact originating or en route agency air base Contact originating or en route airports		
<b>30 minutes past due</b>	Contact vendor home base for possible information Contact FAA Flight Service Station: <b><u>Only if A/C had filed FAA Flight Plan</u></b> - give information (below)		
<b>Fuel duration exceeded</b>	<b>Declare as "Missing Aircraft"</b> <b>Inform local Aviation Manager</b>		

**OVERDUE AIRCRAFT INFO SHEET** (Complete as information is available)

1. Type of aircraft:	2. FAA REG #:	3. Color:
4. Type of mission:	5. Flight Plan:	Agency      FAA
6. Name of pilot(s):		
7. Number and names of passengers:		
8. Departure Point:	Time:	
9. Destination:	ETA:	
10. Last known location:	Heading:	Time:      Latitude and Longitude or VOR
11. Fuel on board or maximum flight time for aircraft:		
12. Other Information:		

**MISSING AIRCRAFT**

An aircraft is officially missing when its fuel duration has been exceeded and aircraft's location is unknown. 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 contact on all items.

ACTION	CONTACT NAME & PHONE	TIME LOG
<b>DISPATCH: Inform:</b>	<b>Great Basin Coordination Center (801) 531-5320</b>	
Continue radio and phone search	<b>FSS (800) 992-7433 or 800-WX BRIEF</b>	
Local Aviation Manager	<b>Juan Torrealday 775-728-4204 / 775-293-3065 c</b>	
County Sheriff of possible SAR	<b>Linc. Co. (775) 962-5151 White Pine Co. (775) 289-8808 Nye Co. (775) 751-7000</b>	
Unit Line Manager/District Manager	<b>Robbie McAboy W – (775) 289-1840 C – (702) 622-5754</b>	
Assist/Coordinate agency SAR effort documenting actions and information	<b>NV State SAR Jeramiah Seng W – (775) 861-6535 / C – (775) 685-6170 Ely Dist.SAR-Tye Petersen W# 289-1835/ PC# 293-1005/ C#293-0243</b>	
State Aviation Manager	<b>Jeramiah Seng W - (775)-861-6535 C – (775) 685-6170</b>	
Public Information Officer	<b>Chris Hanefeld W# 289-1842 H# 289-9041 C# 296-0679</b>	
Agency Law Enforcement Officer	<b>Caliente – Nickolas Wadford (775) 726-1820 – 775-401-4370 / Ely – Allison Bishop (775) 289-1810 – 228-365-9276 / Forest Service - Cody Nicholes (775) 289-5119</b>	
Complete a SAFECOM	<b><a href="https://www.safecom.gov/">https://www.safecom.gov/</a> (within 24hrs, if possible)</b>	

An aircraft is considered “missing” when it has been reported to a Flight Service Station (FSS) as being “overdue” and the FSS has completed an administrative search for the aircraft.

**FAA Flight Service Station**

**Dial 1-800-992-7433 or 1-800-WXBRIEF**

**File a Safecom within 24 hours, if possible.**

**AMD Aviation Safety (select AMD and BLM to submit SAFECOM) 1-888-464-7427 (24 hr. Accident reporting)**

### AIRCRAFT ACCIDENT

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/incident:
Location of accident: Geographic: Lat/Long: VOR: _____ Degrees _____ NM VOR: _____ Degrees _____ 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	CONTACT & PHONE	TIME LOG
<b>Maintain communication with Crash site or person reporting</b>		
<b>Activate local airbase Crash Rescue Plan (if applicable)</b>	<b>LCSO 962-5151, WPSO 289-8808, Nye Co. 482-8101(Tonopah)</b>	
<b>Activate Ground Ambulance (if applicable)</b>	<b>LCSO 962-5151, WPCSO 289-8808, Nye Co. 751-7000, Eureka SO 237-5701</b>	
<b>Dispatch Helitack/SMJ with EMT (if applicable)</b>	<b>EIDC 289-1925, Helibase 289-1972 Ely Airport 289-8804</b>	
<b>Activate Air Ambulance (if applicable; page</b>	<b>LCSO 962-5151, WPSO 289-8808</b>	

<b>Activate Military Rescue (if applicable)</b>	<b>Natl.AF Rescue Coord. Cen. 800-851-3051, Nellis 702-652-6692, Fallon Ops. Duty Officer 775-426-2419/2715</b>	
<b>Inform County sheriff</b>	<b>LCSO 962-5151, WPSO 289-8808, Nye Co. 751-7000 Eureka SO 237-5701</b>	
<b>Inform County Coroner (if applicable)</b>	<b>LCSO 962-5151, WPSO 289-8808</b>	
<b>Notify Hospital</b>	<b>Caliente Med Center 726-3171, William Bee Ririe Hospital 289-3001</b>	
<b>** Inform FAA Flight Service Station ** (Only if an FAA Flight Plan was filed.)</b>	<b>Reno FSS 775-858-1300/856-9005 Cedar City FSS 435-586-3806/1525</b>	
<b>Request TFR through ARTCC (if applicable)</b>	<b>LAX 805-265-8200 SLC 801-320-2560</b>	
Ensure security at crash site (page 11)		
<b>Make Agency notifications</b>	<b>The following will be notified – not all by dispatch see phone tree, pages 14-16</b>	

<b>NOTIFICATION SEQUENCE</b>	<b>CONTACT &amp; PHONE/CELL/HOME</b>	<b>TIME LOG</b>
<b>Dispatch Notifies: Ely District Office Local Aviation Manager B.L.M.</b>	<b>Juan Torrealday (775) 293-3065</b>	
<b>Fire Management Officer Ely District Office Duty Officer for Agency</b>	<b>Tye Petersen W# 289-1835/ H# 289-2843 C#293-0243 Raymond Maestes 289-1923 / C# 296-0374</b>	
<b>Local unit Agency Line Manager B.L.M., Ely District Office Manager</b>	<b>Robbie McAboy W – (775) 289-1840 C – (702) 622-5754</b>	
<b>State Aviation Manager BLM NSO</b>	<b>Jeremiah Seng W - (775)-861-6535 C – (775) 685-6170</b>	
<b>National BLM Aviation Safety Manager</b>	<b>Michael Rothwell W# 208-387-5879 C# 208-914-8483</b>	
<b>AMD/USFS Safety Mgr 1-888-464-7427</b>	<b>Keith Raley W# 208-433-5071 C# 208-867-7875  John Mills W#208-433-5072 C# 208-890-3936</b>	
<b>Local LEO</b>	<b>Caliente – Nickolas Wadford (775) 726-1820 / Ely – Allison Bishop (775) 289-1810 / Forest Service - Cody Nicholes (775) 289-5119</b>	

<b>Local Public Information Officer</b>	<b>Chris Hanefeld W# 289-1842 H# 289-9041 C# 296-0679</b>	
<b>State Director</b>	<b>Jon Raby (775) 861-6590</b>	
<b>External Affairs</b>		
<b>State Safety Officer</b> <b>Local Safety Officer</b>		

**EMERGENCY TELEPHONE LIST**

<b>LOCAL UNIT Ely D.O.</b>	<b>NAME</b>	<b>OFFICE/CELL/PAGER</b>	<b>HOME</b>
<b>Aviation Manager DFMO</b>	<b>Juan Torrealday Tye Petersen</b>	<b>775-728-4204 / 293-3065 289-1835/296-0243</b>	
<b>District Manager</b>	<b>Robbie McAboy</b>	<b>W – (775) 289-1840 C – (702) 622-5754</b>	
<b>Public Information Officer</b>	<b>Chris Hanefeld</b>	<b>289-1842 / 296-0679</b>	<b>289-9041</b>
<b>Law Enforcement Officer</b>	<b>Caliente – Nickolas Wadford Ely – Allison Bishop Forest Service - Cody Nicholes</b>	<b>(775) 726-8182 (775) 289-1810 (775) 289-5119</b>	
<b>County Sheriff</b>	<b>LCSO WPSO</b>	<b>962-5151 289-4833</b>	
<b>City Police</b>	<b>call sheriff's office</b>		
<b>State Police</b>	<b>NHP</b>	<b>Ely -775-289-1600</b>	<b>Elko-753-1111</b>
<b>Ground Ambulance</b>	<b>LCSO WPSO</b>	<b>962-5151 289-8808</b>	
<b>Air Ambulance</b>	<b>U of Utah LDS Life Flight Summit Air Mercy Air Clark County Air Life Dixie Life Flight</b>	<b>1-800-453-0120 SLC 801-321-1234 SLC 877-554-9111 Elko 702-383-1000 Las Vegas 877-686-4460 Las Vegas 1-800-453-0120 St. George</b>	
<b>Military Rescue</b>	<b>AF Rescue Coord. Center Nellis AFB Rescue Squad. Fallon Naval Air Station</b>	<b>800-851-3051 702-652-6692 775-426-2419/2715</b>	
<b>Hospital</b>	<b>G.C. Dils Medical Center William Bee Ririe Hospital Valley Hospital Nye Regional Med. Center Univ. of Utah Hospital Valley View Med Center Dixie Reg. Med Center Elko General Hospital</b>	<b>726-3171 Caliente 289-3001 Ely 702-388-4000 Las Vegas 775-482-6233 Tonopah 800-453-0120 SLC 435-586-6587 Cedar City 435-634-4000 St. George 775-738-5151 Elko</b>	<b>702-383-2268 UMC LVs</b>
<b>Burn Center</b>	<b>Univ. of Utah Washoe Medical Center St. Alphonsus Emanuel Hospital</b>	<b>801 581-2700 SLC 775 328-4140 Reno 208-367-2121 Boise 503-280-4232 Portland</b>	<b>UMC -702-383-2000 LV</b>

<b>Local Crash Rescue/Airport</b>  Call 911	<b>Lincoln County Airport</b> <b>Yelland Field</b> <b>CDC</b> <b>VGT</b> <b>Mesquite Airport/67L</b> <b>DXZ</b>	<b>728-4409</b> <b>289-8804</b> <b>435-867-9408</b> <b>702-261-3806</b> <b>346-2841/343-0878</b> <b>435-627-4080</b>	<b>Panaca</b> <b>Ely</b> <b>Cedar City</b> <b>NLV</b> <b>Mesquite</b> <b>St. George</b>	
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<b>UNIT / DISTRICT ELD</b>	<b>NAME</b>	<b>OFFICE/CELL/PAGER</b>	<b>HOME</b>
<b>Dispatch</b>	<b>EIDC</b>	<b>289-1925 / 289-9395-C</b>	
<b>Coordination Center</b>	<b>GBCC</b>	<b>801-531-5320</b>	
<b>Aviation Officer</b>	<b>Juan Torrealday</b>	<b>77-728-4204 / 293-3065</b>	
<b>Duty Officer</b>	<b>Raymond Maestes</b>	<b>289-1923 / 296-0374</b>	<b>Call forwarding 289-1984</b>
<b>BLM NATIONAL OFFICE</b>			
<b>Aviation Program Chief</b>	<b>Glen Claypool</b>	<b>208-387-5160 / 208-859-7506</b>	
<b>Aviation Safety Manager</b>	<b>Michael Rothwell</b>	<b>208-387-5879 / 208-914-8483</b>	
<b>Assistant Director (Office of Fire and Aviation)</b>	<b>Grant Beebe</b>	<b>208-387-5999</b>	
<b>Public Affairs Officer</b>	<b>Don Smurthwaite, Chief</b> <b>Randy Eardley Asst. Chief</b>	<b>208-387-5458</b> <b>208-387-5895</b>	
<b>WO Senior Advisor</b>			
<b>Principal Deputy Director BLM</b>	<b>Neil Kornze</b>	<b>202-208-3801</b>	

<b>AMD-Aviation Mgmt. Directorate</b>			<b>1-888-4MISHAP (safecom)</b>
<b>Aviation Safety Manager</b>	<b>Keith Raley</b>	<b>208-433-5071 / 208-867-7875</b>	
<b>Associate Director</b>	<b>Mark Bathrick</b>	<b>208-433-5001</b>	
<b>Air Safety Investigator</b>	<b>John Mills</b>	<b>208-433-5072 C#208-890-3936</b>	<b>1-888-4MISHAP (safecom)</b>
<b>West Area Director</b>	<b>Gary Kunze</b>	<b>208-334-9300-</b>	<b>1-888-4MISHAP (safecom)</b>
<b>Contracting Officer</b>	<b>John Hedeem Ely &amp; Vegas Ships</b>	<b>208-433-5016</b>	
<b>Contracting Officer</b>	<b>Tina Young (SEAT's)</b>	<b>208-433-5021/C#384-1324</b>	
<b>Contracting Officer</b>	<b>Eddie Stansbury</b>	<b>208-433-5028</b>	

<b>F.A.A.</b>			
<b>Air Route Traffic Control Centers</b>	<b>Seattle Los Angeles ARTCC</b>	<b>253-351-3520 805-265-8200</b>	
	<b>Salt Lake City Oakland</b>	<b>801-320-2560 415-797-3200</b>	
	<b>Seattle</b>	<b>206-764-6609</b>	
<b>Flight Services Stations</b>	<b>Boise Cedar City Reno</b>	<b>208-334-1704 435-586-1525/3806 775-858-1300</b>	
<b>Airport Towers</b>	<b>Boise</b>	<b>208-334-1642</b>	
	<b>Elko</b>	<b>775-777-7188</b>	
	<b>N. Las Vegas</b>	<b>702-648-6588/261-3806</b>	
	<b>Las Vegas McCarran</b>	<b>702-261-5125</b>	
	<b>Cedar City Airport</b>	<b>435-586-3881 / 3806</b>	

<b>Air Ambulance (fixed)</b>	<b>American Med</b>	<b>Ely</b>	<b>800-799-0400</b>
<b>See med plan for helicopter</b>	<b>U of U Air</b>	<b>Salt Lake City</b>	<b>800-453-0120</b>
<b>and more flight info</b>	<b>Tri State Care</b>	<b>Las Vegas</b>	<b>800-800-0900</b>
<b>Poison Center</b>	<b>Linc. Co. 800-446-6179 NATIONAL 800-222-1222</b>	<b>W.P./Nye Co. 800-456-7707 Clark Co. 800-446-6179</b>	<b>503-494-8968</b>

<b>UNIT / DISTRICT</b>	<b>NAME</b>	<b>OFFICE/CELL/PAGER</b>	<b>HOME</b>
<b>Great Basin National Park</b>			
<b>Dispatch</b>	<b>EIDC</b>	<b>289-1925 / 289-9395 c</b>	
<b>Coordination Center</b>	<b>GBCC</b>	<b>775- 861-6455</b>	
<b>Regional Aviation Manager</b>	<b>Shad Sitz Pacific West region</b>	<b>541-504-4496 /541 588-0344</b>	
<b>Chief Ranger</b>	<b>Joshua Vann</b>	<b>775-234-7580 / c 775-293-3642</b>	
<b>Line Manager/Park Sup.</b>	<b>Steve Mietz</b>	<b>775-234-7502</b>	

<b>UNIT / DISTRICT</b>	<b>NAME</b>	<b>OFFICE/CELL/PAGER</b>	<b>HOME</b>
<b>USFS, Humboldt / Toiyabe</b>			
<b>Coordination Center</b>	<b>GBCC</b>	<b>801-531-5320</b>	
<b>Fire Management Officer</b>	<b>Billy Panogopolis</b>		
<b>Regional Aviation Officer</b>	<b>Samuel Ramsey</b>	<b>801-620-1890</b>	
<b>Regional Aviation Safety Officer</b>	<b>Nikki Sandhoff</b>	<b>801-620-1856</b>	
<b>Director Aviation Fire Management</b>	<b>Sue Stewart</b>	<b>801-625-5507</b>	

**Military Training Routes (MTR)**

<b>Contact</b>	<b>Phone</b>	<b>Routes</b>	<b>Routes</b>
NAS Whidbey	360-257-2877/4310/1238	IR-340,341,342,343,344,346, 348,	VR-1350,1352,1353,1354,
NAS Lemoore	559-998-1034/1042		VR-209,1250,1251, 1253,1259,1260
Mtn Home AFB	208-828-2172/4722/2071	IR-303,304	
Idaho Air Guard	208-422-5303/5315/5021	IR-303,304	VR-1300,1301,1302, 1303,1304,1305
Army 304th Portland	503-335-4722	AR-304BV,305AV, 306AV	
Edwards AFB	661-277-4110	IR-234, 235, 425	
Minot AFB	701-723-2002/3527		
Hill AFB	801-777-4401	IR-293	VR-1422
Dyess AFB	915-696-3665	IR-290- 290A	
Pt. Mugu NAS	805-989-7358	IR-290, 290A	
Nellis AFB	702-653-4707	IR-285, 310	VR-1406

**Military Operation Areas (MOA)**

<b>State</b>	<b>MOA</b>	<b>Contact</b>	<b>Phone</b>
Nevada	Desert Gandy	Nellis Control Clover Control	702-652-4644 801-777-7575



**HELICOPTER AMBULANCE REQUEST INFORMATION**

**A. Injury Information**

- 1. Personnel involved in mishap \_\_\_\_\_
- 2. Time of mishap \_\_\_\_\_.
- 3. Type or extent of injuries (vitals, other medical personnel on scene):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: EMS helicopters do not usually carry extrication equipment nor are the EMS personnel always trained in these procedures, if this capability is needed, contact the local sheriff.

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 \_\_\_\_\_ 1/4 Section \_\_\_\_\_
  - b. Latitude \_\_\_\_\_ Longitude \_\_\_\_\_
  - c. Nautical miles at \_\_\_\_\_ Degrees from \_\_\_\_\_ VOR \_\_\_\_\_
  - d. Prominent landmark: Distance \_\_\_\_\_ Direction \_\_\_\_\_
- 5. Site Contact: \_\_\_\_\_  
Radio frequency at mishap site: VHF-AM \_\_\_\_\_, VHF-FM \_\_\_\_\_
- 6. Other known aircraft in the area (call signs) \_\_\_\_\_
- 7. Special information, flight hazards, MOAs, MTRs, etc. \_\_\_\_\_  
\_\_\_\_\_
- 8. Landing site(s) and conditions (is it completed or when will be completed)  
\_\_\_\_\_
- 9. Conditions at the mishap site:
  - Wind direction \_\_\_\_\_, Wind velocity \_\_\_\_\_,
  - Ceiling and visibility \_\_\_\_\_, Obstructions to visibility \_\_\_\_\_,
  - Temperature Degrees (F or C) \_\_\_\_\_, Elevation \_\_\_\_\_, Sunrise \_\_\_\_\_, Sunset \_\_\_\_\_,
  - Description of Terrain \_\_\_\_\_

## AIRCRAFT ACCIDENT CHECKLIST

This checklist outlines the Aviation Manager and dispatch responsibilities to take charge of the accident scene and prepare for the arrival of the Investigator-In-Charge (IIC) (OAS or NTSB) incident site security. Permit only authorized persons on site.

Do not allow anyone to disturb the involved portion of the wreckage when evidence of an explosion is recognized, except for removal of casualties and remains, until the arrival of the IIC.

A. General. The Line Manager should identify the Officer-in-Charge. The first agency employee to arrive at the accident scene is responsible for crash site protection until relieved. Accident scene protection can last from a few hours to several days, depending upon location, accessibility and seriousness of the accident.

### B. Off-Scene Responsibilities.

1. This Plan provides procedures to assure all emergency notification is made promptly.
2. If the accident site is on Private or State Lands, ensure that notification is made to the appropriate parties.
3. Inform anyone who may answer the telephone to obtain full name and phone number of anyone calling with information. The investigation team will want to contact those individuals.
4. Prepare a list of names, telephone numbers, addresses, etc., of 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.
7. Secure the following names and telephone numbers of:
  - The sheriff or other local law enforcement officer having jurisdiction.
  - The coroner or other person having jurisdiction over the removal of the remains.
  - The attending medical doctor for those injured in the accident.
  - The landowner if the accident occurred off federally owned lands.
  - Any reporters requesting information, for later follow up when information is released.
8. Arrange transportation for the investigation team. A helicopter and/or airplane may also be needed for transportation to remote sites. Arrange lodging for the team at a city/town nearest the accident site.
9. Prepare for a brief entrance conference with the chief investigator upon his/her arrival. The Line Manager should make available all personnel involved in the flight (Aviation Manager, Dispatcher, etc.)
10. Secure 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.
11. If the aircraft was on contract to the agency, secure a copy of the contract. If an OAS contract or Aircraft Rental Agreement (ARA) or Call-When-Needed (CWN), obtain copies of the agreements.
12. Secure agency radio logs, tapes, flight request/schedule, weather observations and forecasts, etc., that may contain information (no information can also be evidence)
13. Establish a work area with desk, telephone, and computer station for use by the chief investigator.
14. Assign adequate staffing to provide 24-hour security on site.

C. On-Scene Responsibilities. “Treat the area like a crime scene.”

1. Disable the emergency location transmitter (ELT). Positive method is battery removal.
2. Ground impact points should be preserved.
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. The Officer-in-Charge should stay away from the wreckage and keep others away from it until a trained aircraft accident investigator arrives. Personal risk should only be taken to assist evacuation of the injured. The body removal is the responsibility of the Coroner (local/State/county). No effort, other than a warning concerning hazards posed by the wreckage, should be exerted to prevent these people from doing their jobs.
5. Smoking is not permitted near any wreckage.
6. Prepare written notes on all activities at the accident scene. Each entry should include the date and time of the activity and observation. Examples include:
  - The time the agency Officer-in-Charge arrived at the scene.
  - 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.
  - Weather observations and any odors (such as fuel) noticed upon arrival.
  - Any wreckage moved or removed and by whom.
  - First aid and medical assistance rendered to the injured.
7. Preserving life is the number one priority. Take photographs, if possible, before removing remains or disturbing wreckage unless the injured need to be evacuated. In that case a written recording and/or photographs can be taken after the fact.
8. Flag or rope off the accident scene to prevent unauthorized access.
9. Obtain written witness statements, place them in an envelope and hold them for the investigation team. Encourage written statements by each person and attempt to separate witnesses.
10. Following completion of the on-site investigation or examination of the aircraft, the site and aircraft wreckage will be released back to the appropriate parties.

D. Wreckage and cargo should not be disturbed or moved except to the extent necessary to:

- remove injured or trapped persons.
- protect the wreckage from further damage; and
- Protect the public from injury.

Ely District BLM Phone Tree

Who and when to call?

Cut on dashed lines and give to individual responsible for contacts.

Any type of incident the following will be called as soon as possible by dispatch; the dispatcher will notify the floor supervisor

Write in the Floor Supervisor name, Duty Officer's and anyone else that makes calls. Once all calls are made a copy of the call list will be placed into the folder.

**Floor Supervisor;** \_\_\_\_\_

Name	Title	Phone	Time & Initials
Ray Maestes	AFMO / Duty Officer	(775) 296-0374	
Juan Torrealday	Unit Aviation Officer	(775) 293-3065	
Mary Anderson	Safety Officer/ Center Manager	(775) 289-1925	

**Missing Aircraft phone tree;**

*If floor supervisor is not available a dispatcher will make calls:*

**Dispatch;** \_\_\_\_\_

Name	Title	Phone	Time & Initials
Raymond Maestes	AFMO / Duty Officer	289-1923 W / 296-0374 C	
Juan Torrealday	Unit Aviation Officer	(775) 293-3065	
County Sheriff Office circle which office you call	White Pine Lincoln Eureka Nye		
BLM LEO			
GBCC		801-531-5320	


Duty Officer; \_\_\_\_\_

Will be on hand and can make or take other phone calls as needed, will supervise and relay all info as needed.

Name	Title	Phone	Time & Initials
Paul Petersen	NV State Duty Officer	775-861-6757	
Tye Petersen	District FMO	775-293-0243	
NIFC OPS	Discusses with NSO DO		

If anyone else is unavailable the duty officer or floor supervisor can help with the following calls.

FMO; \_\_\_\_\_

FMO will keep the following updated as needed

Name	Title	Phone	Time & Initials
Robbie McAboy	District Manager	W – (775) 289-1840 C – (702) 622-5754	
Annie Dixon	or ADM	W- 775-289-1803 / c- 775-385-9183	
Chris Hanefeld	Public Information	289-1842 / 296-0679	
NV State FMO	Paul Petersen	775-861-6670 / 530-1947 c	
District Manager / Agency Admin will call			
State Director	Jon Raby	775-861-6400	
Associate State Director	Marci Todd	775-861-6400	

If Aircraft - Unit Aviation Officer; \_\_\_\_\_

Name	Title	Phone	Time & Initials
Jeremiah Seng	State Aviation Officer	W - (775)-861-6535 C – (775) 685-6170	
Discuss with SAM on contacts below			
Nat'l BLM Aviation Safety Manager	Kirk Rothwell	208-387-5879 w / 208-914-8483 c	
OAS USFS Safety	Keith Raley John Mills	208-433-5071 w / 208-867-7875 c 208-433-5072 w / 208-890-3936 c	
USFS R-4 Av. Safety Mgr. R-4 Aviation Officer	Mitch Mignano	801-625-5510w / 801-388-2324 801-625-5111w / 801-622-9115	
R-4 HOS	Brent Campbell	801-620-1882w / 801-721-1431	

Safety; \_\_\_\_\_

Name	Title	Phone	Time & Initials
	State Safety Officer	775-861-6405	
Discuss with Bob - WO Contacts			