

2016

TRI UNIT

*Columbia River Gorge National Scenic Area,
Gifford Pinchot National Forest,
Mt. Hood National Forest*

Aviation Mishap Response Guide and Checklist

*Do not waste time trying to figure out if an event is an accident, that's the job of the NTSB
(National Transportation Safety Board).*

If you have an event with an aircraft that results in damage or injury no matter how slight.

REPORT IT—1-888-4MISHAP.

Update Record

Date of Review

Signature

3/9/16

/s/ Robin W. Balaban

4/25/16

/s/ Joseph Fansler

Update phone numbers, frequencies, and POCs quarterly and for each mission.

Administrative Information

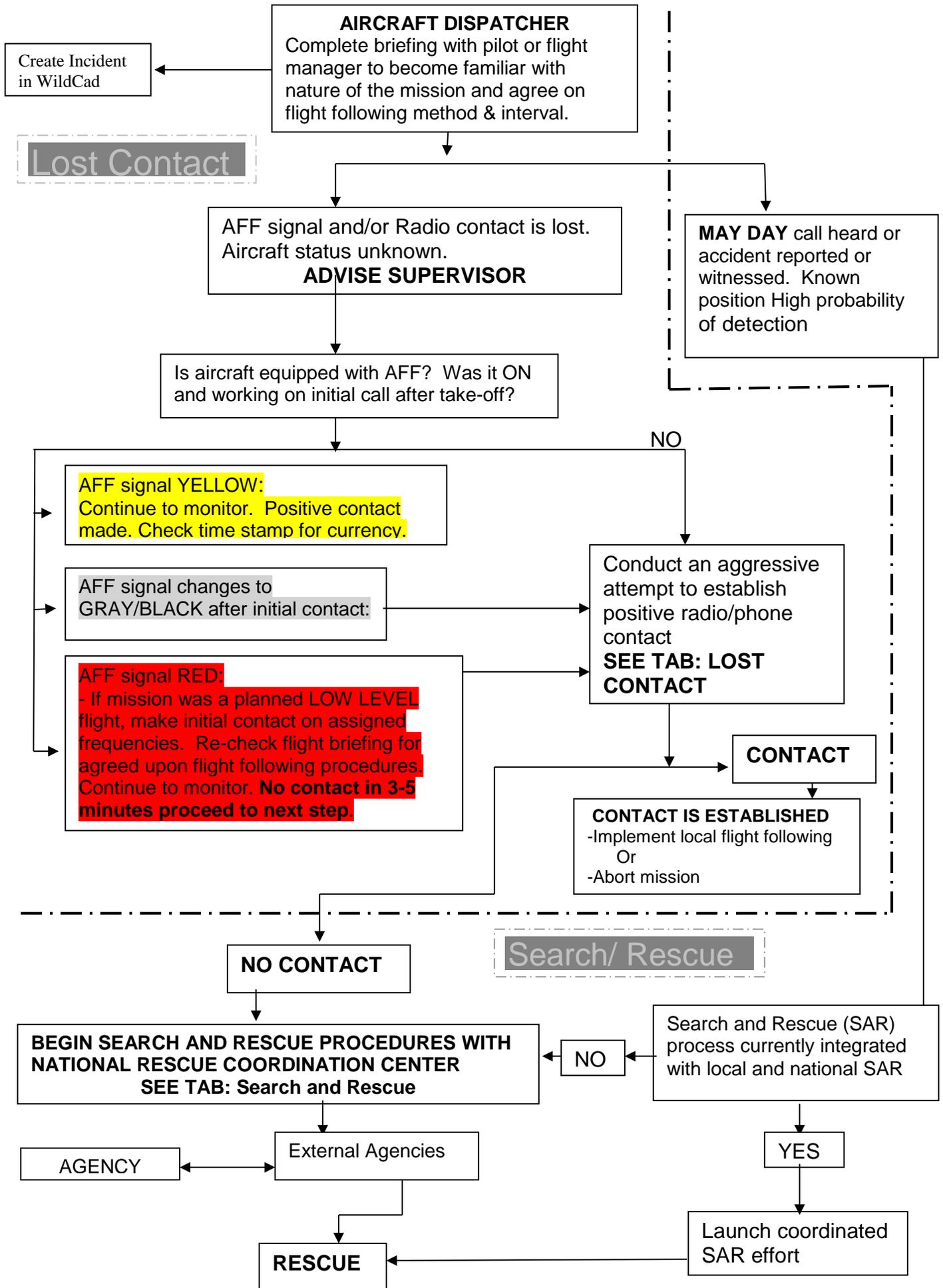
All personnel involved in aviation operations should be familiar with this Aviation Mishap Response Guide and Checklist This guide is to be reviewed and updated annually or when contact numbers or personal changes occur.

This Guide is to be reviewed by all dispatch and aviation personnel on a bi-yearly basis.

Name

Date

AIRCRAFT LOST CONTACT AND SEARCH AND RESCUE FLOWCHART



LOST CONTACT CHECKLIST

Initial

- _____ Attempt contact on all available frequencies
 - See Flight Request/PASP for frequencies**
 - Air Guard: 168.625
 - National flight following: RX/TX 168.6500 Tone 110.9 RX/TX
 - Aircraft in area attempt to make verbal contact with aircraft.
 - Aircraft in area check 121.50 for ELT signal- If YES Proceed to Search**
 - Ground units in area: Attempt to contact aircraft.

- _____ Contact all available phone numbers
 - Local Base managers: (SEAT, HELO, Tanker)
 - Flight Manager: **See Flight Request/PASP**
 - Flight Service Station:**
 - Lockheed 1-800-992-7433 Press # 1
 - Air Route Traffic Control Center:**
 - Seattle 253-351-3520
 - Salt Lake City 801-320-2560
 - Contact Air Towers along flight route:**
 - Eugene 541-607-4600
 - Pendleton 541-278-1993
 - Portland 503-493-7500
 - SEA-TAC 206-214-2500
 - Troutdale 503-665-0108
 - Yakima 509-575-5887
 - Vendor: **See Flight Request/PASP**
 - Originating Dispatch **See Flight Request/PASP**
 - Pilot/PAX cell phone: **See Flight Request/PASP**

- _____ Continue to monitor AFF

- _____ Plot last known position of aircraft.

- _____ Print out AFF last known position if available

- _____ Supervisor: Contact local Aviation Manager/ Fire Management Officer

- _____ Fill out Aircraft Information Sheet

- _____ **Document all contacts and actions in WILDCAD.**

- _____ Delegate duties as needed

If unsuccessful, continue to pursue Lost Contact checks and move to Search and Rescue
Instruct all to contact dispatch if they reach the A/C by radio/phone or acquire information on status of A/C

Aircraft Accident Checklist

1. Point of Contact Information (the person who will provide information and direct actions)			
a. Name		c. Duty Position:	
b. Phone Numbers		d. Address:	
Work:	Cell:		
Fax:	Home:	e. E-mail:	
2. Accident Information			
a. Aircraft Tail Number:		Type of Aircraft :	Aircraft Color:
Date and Time of Accident:			
Legal: Township	Range	Section	Latitude & Longitude:
			Geographic location:
Hazardous Materials Involved?			
Accident Site Secured?		Photos Taken?	
NTSB & DOI/USFS IIC ONLY:			
Flight Data Recorder Secured? (if applicable)			
Witnesses identified and statements requested?		ELT Deactivated?	
Total Number of Personnel Involved:			
Number of Fatalities:		Number of Injuries:	
3. Accident Description (type of mission, what happened, weather, extent of damage, etc.)			
4. Administrative Information			
Aircraft Owner:		Operator:	
Pilot in Command:		Point of Last Departure:	
Destination:		Route of Flight:	
Fuel on Board:		Nearest Commercial Airport:	
Suitable Helicopter Landing Site:		Other:	

SEARCH AND RESCUE CHECKLIST

Initial

- ___ EVENT MAIN POINT OF CONTACT ESTABLISHED
- ___ Continue with radio/phone search move forward with Search and Rescue
- ___ Aircraft information sheet Completed
- ___ **SAR** section of **MISHAP RESPONSE COMMUNICATION TREE** is initiated
 - Primary calls to initiate SAR
 - **LOCATION KNOWN: 911/EMS**
 - **Ensure the most accurate number of souls involved is relayed**
 - **LOCATION UNKNOWN: Rescue Coordination Center**
 - Event point of contact calls the RCC.
 - Tyndall AFB, FL. 850-283-5955
 - 800-851-3051
 - The RCC will initiate the search with the FAA and appropriate agencies.
 - **FAA Northwest Mountain Region 24 Hour Accident/Incident Response Center 425-227-1389 Renton Washington**
 - **Coast Guard Rescue Coordination Centers:**
 - Seattle, WA. 206-220-7001
- ___ Information for Rescue Coordination Center (RCC):
 - Inform the RCC an aircraft has not checked in, location is unknown
 - Give information from the Aircraft information sheet (or FAX sheet)
 - Ensure a contact name and call back phone number is given to the RCC.
- ___ Continue with SAR portion of **MISHAP RESPONSE COMMUNICATION TREE**
- ___ Communication is maintained with Event Point of Contact.
- ___ If applicable, ensure that the vendor is contacted
- ___ **Document** all contacts and actions in WILDCAD.
- ___ **Delegate tasks if needed**

Document all contacts

**Fire Management Officer/Unit Aviation Manager
Or Designated Main Point of contact for event**

PROCEDURES CHECKLIST

LOST CONTACT: Aggressively trying to make contact

- _____ Maintain contact with the Dispatch Center Manager
- _____ Document all actions and conversations
- _____ Obtain copy of Aircraft information sheet
- _____ Maintain contact with dispatch supervisor or center manager

CONTACT MADE

- Document events and outcome.
- If requested by dispatch, help determine if mission should continue or aborted

NO CONTACT

- Transition to Search and Rescue procedures

SEARCH AND RESCUE:

- _____ Put the **Mishap Response Communications Tree** into action
- _____ **LOCATION KNOWN:** Confirm that local 911/EMS has been contacted
- _____ **LOCATION UNKNOWN:** Contact appropriate Rescue Coordination Center
- _____ Ensure that OAS/USFS Mishap has been called, **1-888-464-7427**
- _____ Regional Aviation Safety Manager has been contacted
- _____ Public affair Officer Notified.
- _____ Safety Manager Notified.
- _____ Forest Supervisor Notified.
- _____ Aircraft Owner Notified.
- _____ Contracting Officer Notified. (Ben McGrane 541-504-7273/Cell 541-410-5714)

Local Unit Coordination in conjunction with the Rescue Coordination Center (RCC) Efforts

- _____ Request an RCC assigned search number: _____
- _____ Request an RCC search radio frequency: _____
- _____ Request RCC approval to conduct a route search or a grid search with agency aircraft.
- _____ If Agency Aircraft are not available request an aerial search by the responsible SAR agency.
- _____ Continue coordination in-house and with other SAR agencies

Document all actions and conversations

Project Work/Incident/ Aviation Mishap Response Communication Tree

Lost AFF/Radio

1. Conducting full Radio/Phone search.

- A. CONTACT: No further action.
- B. NO CONTACT: Continue to SAR notification

**Project Manager/Incident
Commander**

**Columbia Dispatch
360-891-5140**

**Center Manager
Jess Costello
360-891-5142**

Full SAR in Progress

**Local Aviation Manager (Acting)
Joey Fansler
503-668-1758/541-840-5003c**

**GPF/MHF Fire Staff: Deb Roy
503-668-1756/ 503-970-8672 c**

**CGF Fire Management Officer:
Darren Kennedy 541-308-1724/541-667-7382c**

**R6 Fire Director:
Kevin D. Martin
503-808-2143/503-703-4334 c**

**Forest Supervisor:
GPF: Gina Owens
360-891-5100/360-601-9682 c
MHF: Lisa Northrop
503-668-1749/503-894-4105 c**

**NSA Area Manager:
Lyn Burditt
541-308-1706/360-921-3382c**

**Admin Officer:
Vacant**

**PAO: Stan Hinatsu
541-308-1708/541-490-0961c**

**Admin Officer:
GPF: Jake Benes
360-891-5074/503-953-6066
MHF: Vicki Peterson
503-688-1795/719-694-4379**

**PAO:
GFP: Sue Ripp
360-891-5222/c:360-907-8728
MHF: Laura Pramuk
503-668-1791/503-314-2036 c**

**Regional Forester:
Jim Pena 503-808-2200**

**National Rescue
Coordination Center
1-800-851-3051/850-283-5955**

**NTSB
202-314-6000**

**1-888-4MISHAP
1-888-464-7427**

**R6 Aviation Officer:
Aaron Schoolcraft
503-808-2359/202-302-4518 c**

**R6 Aviation Safety Manager:
Gary Boyd
541-504-7263/541-280-8555c**

**National Aviation Safety
Mgr: Gary Sterling
208-387-5614**

**National Aviation Mgr:
Art Hinaman
202-205-1505/202-697-1272 c**

**911/Local EMS
See OTHER Side**

**NWCC Manager
503-808-2720**

**GPF/MHF Safety
Officer:
Bodie Ronk
360-891-5157 w/
360-839-3134**

**CGF Safety Officer
Edan Lira
541-308-1727/
541-490-2974**

**Law Enforcement: MHF:
Andy Coriell 503-668-1789
503-807-7809c**

**NSA Law Enforcement: Ken Worstell
541-308-1730/360-624-7937**

**GPF Law Enforcement: Mark Camisa
360-891-5132/360-751-0555c**

Unit Radio Frequency

Gifford Pinchot National Forest					
Repeater	Rx	CG	Tx	CG	BND
Burley	171.4250	123.0	170.3500	123.0	N
South Pt	171.4250	123.0	170.3500	88.5	N
GP WORK1	170.5000	123.0	170.5000	123.0	N
DAVIS	172.2250	123.0	168.7750	127.3	N
MITCHELL	172.2250	123.0	168.7750	167.9	N
COLDWATR	172.2250	123.0	168.7750	136.5	N
PT 3670	172.2250	123.0	168.7750	100.0	N
GP WORK2	170.1250	123.0	170.1250	123.0	N
FLAT TOP	172.3250	123.0	168.4750	127.3	N
MT DEF S	172.3250	123.0	168.4750	192.8	N
LOOKOUT	172.3250	123.0	168.4750	100.0	N
A/G 41	167.4750	N/A	167.4750	N/A	N
A/G 28	170.000	N/A	170.000	N/A	N
WA01 A/A 1	132.125	N/A	132,125	N/A	N

Mt. Hood National Forest					
Repeater	Rx	CG	Tx	CG	BND
FLAG PT	169.9250	123.0	162.6125	114.8	N
MILL CK	169.9250	123.0	162.6125	127.3	N
MT DEF E	169.9250	123.0	162.6125	162.2	N
INDIAN E	169.9250	123.0	162.6125	136.5	N
CLEAR LK	169.9250	123.0	162.6125	192.8	N
WHALEHD	170.5250	162.2	168.6750	162.2	N
MT LOWE	170.5250	162.2	168.6750	141.3	N
TUMALA	170.5250	162.2	168.6750	192.8	N
BAGBY	170.5250	162.2	168.6750	107.2	N
SISI	170.5250	162.2	168.6750	131.8	N
HICKMAN	169.5750	123.0	164.9625	103.5	N
TIMBERLN	169.5750	123.0	164.9625	118.8	N
WORK 1	170.5000	123.0	170.5000	123.0	N
MTH A/G 50	168.2875	N/A	168.2875	N/A	N
R6 A/G 09	166.9125	N/A	166.9125	N/A	N
OR01 A/A 1	134.725	N/A	134.725	N/A	N

Columbia River Gorge National Scenic Area					
Repeater	Rx	CG	Tx	CG	BND
GORGE DEF	169.9500	127.3	164.8750	114.8	N
FS STACKER	169.9500	127.3	164.8750	127.3	N
BIDDLE	169.9500	127.3	164.8750	162.2	N
INDIAN G	169.9500	127.3	164.8750	192.8	N
HAYSTACK	169.9500	127.3	164.8750	136.5	N
GORGE MILLS	169.9500	127.3	164.8750	146.2	N
WORK 1	170.5000	127.3	170.5000	127.3	N
MTH A/G 50	168.2875	N/A	168.2875	N/A	N
R6 A/G 09	166.9125	N/A	166.9125	N/A	N
OR01 A/A 1	134.725	N/A	134.725	N/A	N

EMERGENCY HELICOPTER INFORMATION

SHORT HAUL	HOIST	AIRCRAFT TAIL #:
GENERAL INFORMATION		
Date:	Time:	Sunset Time:
Individual in Charge at Scene?		
Incident Frequency		
Repeater:	Air to Ground:	Air to Air:
Patient Location:		Reminders
Road Number:	Mile Post:	Nearest Road Junction
Latitude:	Longitude:	Set GPS on WGS-84 Use Degrees, Minutes and Tenths of Minutes (00 ^o 00.00' - 000 ^o 00.00')
Legal Location (TRS):		
Patient Assessment/Injuries & Treatment		Reminders
Patient # 1 Male Female	Nature of Injury:	<u>Type of Injury</u> Bleeding Heat Fracture Burns Head Bee Sting Eye
Condition:		<u>Assessment Page 42, IRPG-2010</u> <ul style="list-style-type: none"> • Level of Consciousness • Breathing Rate • Pulse Rate • Skin conditions
Patient # 2 Male Female	Nature of Injury:	<u>Type of Injury</u> Bleeding Heat Fracture Burns Head Bee Sting Eye
Condition:		<u>Assessment Page 42, IRPG-2010</u> <ul style="list-style-type: none"> • Level of Consciousness • Breathing Rate • Pulse Rate • Skin conditions
Landing Zone Location Information		
Lat: _____ ^o _____' Long: _____ ^o _____' Ground Contact: _____		
Weather Conditions:	Current Weather condition (Wind, Clouds)	
Aviation Hazards:	Landing Surface: Grass/Gravel/Dirt/Slope Aerial Hazards: Trees, power lines, wind direction,	

FAX FORM TO MEDIVAC DISPATCHER

Helicopter Medivac Services

Gifford Pinchot National Forest

Cowlitz Valley Ranger District		
Location	Contact	Telephone No.
Seattle/Olympia	Airlift Northwest	1-800-426-2430
Moses Lake	Northwest Med Star	1-800-422-2440
Longview	Life Flight	1-800-232-0911
Mt. Adams Ranger District		
Dallesport / Aurora/Longview	Life Flight	1-800-232-0911
Seattle/Olympia	Airlift Northwest	1-800-426-2430
Mt. St. Helens NM		
Longview/ Aurora/ Dallesport	Life Flight	1-800-232-0911
Seattle/Olympia	Airlift Northwest	1-800-426-2430

Mt. Hood National Forest

Barlow Ranger District		
Dallesport/ Aurora/Redmond	Life Flight	1-800-232-0911
Bend	Air link	1-800-621-5433
Clackamas River Ranger District		
Aurora/Redmond	Life Flight	1-800-232-0911
Bend	Air link	1-800-621-5433
Hood River Ranger District		
Dallesport/ Aurora/Redmond	Life Flight	1-800-232-0911
Bend	Air link	1-800-621-5433
ZIGZAG Ranger District		
Aurora/Redmond	Life Flight	1-800-232-0911
Bend	Air link	1-800-621-5433

Columbia River Gorge National Scenic Area

Dallesport/ Aurora/Redmond	Life Flight	1-800-232-0911
Bend	Air link	1-800-621-5433
Above aircraft will land and will be able to assist with minimal carryout. Will typically travel with pilot, nurse and medic		

Helicopter Hoist Ordering Information

NOTE: All ordering should be placed and coordinated via your local 911 Dispatch Center.

Helicopter Hoist capability is scarce in the PNW.

If a helicopter hoist medivac extraction is needed, the Air Force Rescue Coordination Center is the broker for this service, and can be contacted at the number listed below. *There are no guaranteed time frames for helicopter hoist extractions!*

Oregon National Guard –Salem, OR Blackhawk Helicopter Order thru County 911 or Air Force Rescue Coordination Center 1-800-851-3051 **Medical on board: Unknown** **Response Time: 2-3 Hours + Flight time to Accident site**
Programmable FM Radio

U.S. Coast Guard-Astoria , OR Jayhawk Helicopter Order thru County 911 or Air Force Rescue Coordination Center 1800-851-3051 **Medical on board: EMT** **Response Time: 30 Minutes+ Flight time to Accident site** **Programmable FM Radio**

U.S. Coast Guard-Pt. Angeles, WA Dolphin Helicopter Order thru County 911 or Air Force Rescue Coordination Center 1800-851-3051 **Medical on board: EMT** **Response Time: 30 Minutes+ Flight time to Accident site**
Programmable FM Radio

Snohomish County Washington (North of Seattle) Bell 205 Helicopter Order thru County 911 or State of Washington Emergency Operation Center 1-800-258-5990 **Medical on board: Paramedic** **Response Time: 1 Hour + Flight time to Accident site.**

King County Washington (Seattle Area) Bell 205 Helicopter Order thru County 911 or State of Washington Emergency Operation Center 1-800-258-5990 **Medical on board: EMT** **Response Time: 1 Hour + Flight time to Accident site.**
Programmable FM Radio

U.S. Air Force Survival School Spokane, WA Bell 212 Helicopter Order thru County 911 or Air Force Rescue Coordination Center 1800-851-3051 **Medical on board: NONE** **Response Time: 1 Hour+ Flight time to Accident site**
Programmable FM Radio

Whidbey Island Naval Base-Oak Harbor, WA Knighthawk Helicopter Order thru County 911 or Air Force Rescue Coordination Center 1800-851-3051 **Medical on board: EMT** **Response Time: 30 Minutes+ Flight time to Accident site**
Programmable FM Radio

911 Centers:

Gifford Pinchot National Forest

Cowlitz Valley Ranger District	
County	Telephone No.
Cowlitz 911	360-577-3092
Lewis County 911	360-748-9286
Mt. Adams Ranger District	
Skamania 911	509-427-9490
Klickitat 911	509-773-4545
Yakima 911	509-574-2500
Mt. St. Helens NM	
Clark 911	360-397-2211 or 360-696-4461
Cowlitz 911	360-577-3092
Lewis County 911	360-748-9286
Skamania 911	509-427-9490

Mt. Hood National Forest

Barlow Ranger District	
Hood River 911	541-386-2711
Wasco County 911	541-506-2580
Clackamas River Ranger District	
Clackamas 911	503-655-8911
Marion 911	503-588-5032
Hood River Ranger District	
Hood River 911	541-386-2711
Wasco County 911	541-506-2580
ZIGZAG Ranger District	
Multnomah 911	503-823-3333
Clackamas 911	503-655-8911

Columbia River Gorge National Scenic Area

Oregon	
Hood River 911	541-386-2711
Wasco County 911	541-506-2580
Multnomah 911	503-823-3333
Washington	
Skamania 911	509-427-9490
Klickitat 911	509-773-4545
Clark 911	360-397-2211

Media Relations

The following information and guidelines will assist you in responding to media inquiries regarding a mishap, accident or incident.

- Many media outlets have radio scanners and may call at the first mention of an accident or incident. Also, in today's digital age and media environment, with people having access to cell phones, iPods, and other digital capabilities, virtually anyone can be an instant reporter. Staff at dispatch and coordination centers and home units must be prepared to respond immediately and before an NTSB investigation team is set up and prepared to respond.
- It's important to be responsive to the media, but it's critical that you do not release any detailed information, particularly in the early stages of an accident or incident.
 - You can acknowledge that you have an initial report, but explain there are no other details available.
 - It's especially important that you not release any information about names of individuals known or presumed to have been on board the aircraft.
 - Similarly, it's important to not release preliminary information about aircraft type, location, or specific mission, as many family members could be affected without confirmation.
 - Never say "no comment," in response to a question as that indicates you are hiding something or otherwise purposely keeping information from them. Instead, politely explain that you don't have the necessary information to respond further.
- Responding to media calls can be an unsettling experience for many, but realize that reporters are people, too, and only doing their job, just as you are. Treat them with respect – remember, they can be a great ally or your worst enemy – and be polite and responsive but don't speculate or provide detailed information. Leave any responses beyond explaining that you don't have the necessary information to professional information officers.
- Every dispatch office or coordination center should maintain a current list of public affairs or information officers to contact in the event of an emergency. This contact should be made as early in the process as possible to relieve dispatch or coordination center personnel of dealing directly with media calls so they can focus on needs associated with the incident or accident.
- Once an information or public affairs officer has been notified, calls can simply be referred to him or her. This person also should be in contact with the NTSB investigator or information officer and can handle media inquiries as requested by the investigation team.
- Once an NTSB investigation team is in place, and if the local information officer is not available, obtain the name and phone number of the lead investigator or the team's incident information officer, contact them and ask how they would like media calls to be directed.
- **Remember, the sooner a public information officer or public affairs officer is contacted, the sooner media calls can be diverted from the work of the dispatch or coordination center.**

Accident Site Preservation

Establish Inner and Outer Perimeter

- Protect property utilizing law enforcement agencies to guard site access.
- Prevent the disturbance of wreckage and debris except to preserve life, rescue the injured, or protect the wreckage from further damage
- Protect and preserve ground scars and marks made by the aircraft
- Admit public safety personnel access to the wreckage to the extent necessary to preserve life, and/or stabilize HAZMAT
- Maintain a record of personnel who enter the accident site

BIOHAZARD/HAZMAT

- Potentially dangerous materials that might be present may include but are not limited to: Chemicals-Explosives-Biological-Radioactive materials, fuel, pressure vessels, compressed air, hydraulics, batteries, accumulators, igniters, oxygen systems, oxygen bottles, fire extinguishers, evacuation chutes, flares, composite materials, ballistic parachute systems, tires

Wreckage Documentation (if possible)

Use best judgment to obtain these goals

- Obtain aircraft registration number (N number)
- Obtain number of casualties
- Photograph or video the overall wreckage including cockpit starting at the initial point of impact if possible
- Photograph or video any ground scars or marks made by the aircraft

Injured/Fatalities

- Coordinate with the NTSB prior to the removal of fatalities. If unable, document that part of the scene to be disturbed, including switch/control positions, and instrument/gauge readings

Prior to Investigation Team Arrival on Scene, Restrict Access only to Authorized Personnel

- Land Management Agency personnel
- FAA
- Police/Fire/EMS
- Medical Examiner/Coroner

Witness Documentation

- Obtain name / address / phone numbers (home & work)
- Obtain their location relative to the accident site
- Obtain description of what they observed or heard
- Obtain name of person reporting accident (911 Tapes)

Tip for Dispatch: Preparing For an Agency Investigation Team

Please see agency handbooks for additional requirements.

- Statements from the witnesses and personnel remotely (distance) involved (i.e. dispatchers, incident communication trailer, ATGS, HELCO, other pilots, etc.). Their statements are very important too when it comes to what they heard or saw
- Weather at the time of accident, what was the weather at the time of the event? Temperature, wind direction, approximate visibility, sunny, cloudy, what was predicted?
- Forest/Unit designate a point of contact for the incoming team (usually a line officer)
- If involved on a fire incident, a point of contact from the IMT would be very helpful
- Radio/dispatch logs and tapes
- Secure the fuel truck that the aircraft was last fueled from (If from a Airport's FBO, inform the airport manager in case he needs to alert other aircraft/operators that had been fueled from the same fueling vehicle)
- Please have witnesses and personnel involved with the incident stay in the local area in case the NTSB needs to ask some additional information