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## *A Worksheet for Aerial Applicators*

# *Emergency Preparedness and Response Plan*

This worksheet contains a description of an *Emergency Preparedness and Response Plan* for use by agricultural aviation operators. The plan is intended for small aviation companies ranging in size from single pilot to multiple employee organizations.

Its objective is to identify the critical response actions an operator must be prepared to implement following an accident, incident, or serious occurrence. It will serve as source document for information needed to meet the operator's responsibilities and will reduce post incident stress on company management by utilizing a professional and organized approach. The plan will address the collateral impact which an event may have on a company's functions and suggest means to mitigate risks the company may face as they resume routine operations.

The plan should be a written document and maintained by the company in a current status. A brief list of suggested contents is included later in this document.

It is difficult to predict the timing and the nature of an accident or incident. Therefore, the response plan should be comprehensive and flexible. The advantage of using a plan is that it allows personnel to manage the response rather than reacting to it. This framework with a checklist approach should minimize research at the time of an incident: a time when company management may be under great stress and/or pressure.

The following is the general framework to be used in developing an *Emergency Preparedness and Response Plan*:

### **EVENTS THAT REQUIRE THE PLAN:**

- Aircraft accidents, incidents, and occurrences  
Reference: 14 CFR and NTSB Part 830
- Other non aviation related accidents, incidents, and occurrences resulting in death, injury, property damage, or threat to public safety  
Reference: OSHA, Other
- Hazardous materials incidents and occurrences  
Reference: HazMat regulations
- Security related incidents including theft of aircraft, equipment, or products  
Observation of suspicious activities and related concerns
- Events outside of company operations that could affect safety or performance of employees such as loss of family member, serious injury incurred off the job, etc.

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## **PERSONNEL:**

The written plan should identify a person who has overall responsibility for the plan. This will typically be the company's CEO or owner. The plan will identify specific persons designated to manage various tasks as required by the plan. A list of personnel and their designated responsibilities should be kept current.

## **CONTACT LISTS:**

- Law enforcement including federal, state, and local agencies
- Fire-fighting and medical emergency response
- Hospital and emergency response contacts such as specialty treatment centers
- Agricultural Commissioner and/or DPR office
- NTSB, FAA FSDO, and FAA Regional Operations Center
- Air Traffic Control/Flight Service Station and National Weather Service
- Hazmat response and information
- Chemical company emergency contacts
- State or Regional Agricultural Aviation Association
- National Agricultural Aviation Association
- Aircraft and engine manufacturer support contacts
- Grower/customer emergency contacts
- News Media
- Employee emergency contact information (comprehensive folder)
- Employee vehicle information including license number
- Employee medical information (if known)
- Management contact information
- Clergy or spiritual advisors
- Employee insurance contacts
- Workman's compensation contacts
- Company insurance contacts
- Medical consultants
- Attorney and other legal advisors

## **ACCIDENT AND INCIDENT PREVENTION PROGRAM(s) (optional)**

A company should list possible hazards that may cause detrimental results in the event of an incident or an accident. Company policies and procedures mitigating those risks should be developed and recorded so a plan of action is in place.

## **PROCEDURES:**

When developing procedures, the following priorities are suggested:

1. *Protection of human life*
2. *Protection of public safety*
3. *Ensuring integrity of investigation*
4. *Appropriate communications with all involved parties.*

## **Develop procedures and assign duty for the following:**

- Accounting for all personnel and determining their status
- Accounting for all equipment and determining status
- Determine if company operations should continue or temporarily stand down
- Communication with family members of employees
- Communications with family members of non-employees
- Assignment of liaison responsibilities for law enforcement, NTSB/FAA, other governmental organizations directly involved in investigation
- Assignment of liaison responsibilities for news media and any other organizations external to investigation including a clear statement of company policy
- Assignment of post incident liaison responsibilities for affected employees and their families
- Assignment of post incident liaison responsibilities for persons (victims) not employed by the company
- Responsibility for identifying hazards that exist subsequent to the event and their potential effect on response (Chemical issues, for example)
- Responsibility for preservation of aircraft wreckage, business records, aircraft records, and pilot records including dissemination of information to authorities
- Establishing status as a party to an aircraft accident investigation
- Cooperation with investigators
- Identifying witnesses and establishing their contact information
- Assignment of post-accident liaison responsibilities with insurance company(s)
- Non accident or aviation including national security management procedures
- Other

## **POST INCIDENT CONSIDERATIONS:**

- Company management must recognize, in the aftermath of a serious accident or incident management and/or employee performance may be affected. Consideration must be given to possible residual problems and challenges. These may range from morale issues to more long term personal problems arising from the loss of a co-worker or family member. Managers must thoughtfully evaluate these factors and take appropriate action to ensure an adequate level of safety is maintained as routine operations resume.
- Factors such as loss of equipment and personnel may put remaining equipment and employees under additional stress because a company's business must go on.

Managers should develop contingency plans to ensure the loss of an employee or aircraft does not result in an unsafe condition due to lack of personnel or resources. Support agreements and cooperation with customers can help mitigate these problems. Advance planning makes a significant difference in solving potential problems.

#### **AUDIT AND PRACTICE DRILL PROCEDURES:**

- Management should periodically conduct exercises to test the readiness and effectiveness of the *Emergency Preparedness and Response Plan* and those responsible to execute it. Exercises should be realistic; however, simulated contact with law enforcement and governmental agencies such as NTSB should be avoided to prevent posing a false alarm.
- Exercises may be combined with personnel training and should be documented in company records.
- The plan should be modified if the exercise demonstrates a procedure needs improvement or a contact should be changed.

#### **GETTING STARTED ~ IMPLEMENTING YOUR OWN**

#### ***EMERGENCY PREPAREDNESS AND RESPONSE PLAN THE PLAN:***

Agricultural aviation operators may use this document as a guide in developing a suitable plan for their own company. The most effective format would be a simple manual that contains the following sections:

1. A preface describing the plan and when it is required to be used
2. Identification of company personnel and their responsibilities
3. Regularly updated contact lists for employees and agencies
4. A list of hazards and locations which may pose risk
5. A Procedures Checklist tailored to your company's needs
6. A Post-Accident/Incident checklist including contingency plans
7. Accident and Incident Prevention Section (if applicable)
8. Audit and Practice Drill Procedures/Employee Emergency Training

***PAASS 2011-2012***