

BLM-AFS Aviation Flight Following / Mishap Notification Protocol

The basic procedures outlined herein shall be incorporated into each office's Aviation Mishap Plan. Each individual within the notification chain must remain aware of her/his responsibilities.

OVERDUE AIRCRAFT

Immediately upon missing a required check-in (by radio or telephone, every thirty minutes or within the time frame specified in the mission specific flight following agreement), an aircraft is considered "**Overdue**". Immediately upon the aircraft becoming overdue for check-in, dispatchers or persons who are flight following an aircraft are responsible for initiating a communications search by all means available to them (via radio, sat-phone, other proximal aircraft, contact with Flight Service, contact with the aircraft vendor, etc.).

Notification actions:

- Notify your immediate supervisor, ASO, and/or others per local office protocol.

If the aircraft is not located within **30 minutes**:

- Notify a AICC Coordinator that you are looking for an **overdue** aircraft and *continue your search efforts*.

(See notification sequence checklist attached)

MISSING AIRCRAFT

At **one hour past overdue** for check-in, or at such time as the aircraft's **fuel supply is projected to be exhausted**, whichever is shorter (not to exceed one hour), the aircraft shall be declared "**Missing**".

Notification actions (see notification sequence checklist attached):

- Update your immediate supervisor, ASO, and/or others per local office protocol.
- Notify a AICC Coordinator that you are **declaring the aircraft missing**.

(See notification sequence checklist attached)

If an overdue or missing aircraft is located and no further response is warranted, contact all parties previously notified, and request they cancel / stand down.

AIRCRAFT INCIDENTS

An “**Incident**” is any unplanned event that affects or could affect the safety of operations, or that could have but did not result in serious injury or substantial damage.

Notification actions (see notification sequence checklist attached):

- Notify your immediate supervisor, ASO, and/or others per local office protocol.
- Notify a AICC Coordinator that you are dealing with an aircraft **incident**.

(See notification sequence checklist attached)

A formal incident report form AMD-77 must be completed promptly after each incident and forwarded to the BLM State Aviation Manager, who will forward it to the State Safety Officer. In addition, Form AMD-34 (Safecom) will be completed by pilot and/or supervisor and forwarded within five days to the BLM State Aviation Manager.

AIRCRAFT ACCIDENTS

An “**Accident**” is any unplanned event that results in either serious injury to one or more people, or substantial damage to property, or both. The responding dispatch office will first verify that an aircraft accident has occurred. If the aircraft is only overdue or missing, initiate search procedures. If an actual aircraft accident is known to have occurred, priorities shall be:

1. Initiate rescue of injured personnel.
2. Initiate action to protect the public from injury.
3. Notify your immediate supervisor, ASO, and/or others per local office protocol, and notify a AICC Coordinator that you are dealing with an aircraft **accident**.
(See notification sequence checklist attached).
4. Secure the site and protect the wreckage from further damage.
5. Secure all BLM records pertaining to the operation, flight, maintenance, crewmembers, etc. and gather data for the Aircraft Mishap Report. This data will be telephoned to the AMD Aviation Safety Manager for completion of the preliminary accident/serious incident report for DOI aircraft. This data will also provide the input for completing Form AMD-34 if the mishap is less than an accident or serious incident. Obtain as much information as possible and complete an Aircraft Mishap Report. Much of the information should be available from the aircraft flight request and the aircraft flight following log.

Utilize the notification sequence checklist attached:

**OVERDUE / MISSING AIRCRAFT INCIDENT / ACCIDENT
NOTIFICATION SEQUENCE CHECKLIST**

ACTION	CONTACT	TIME LOG
<p><u>The Dispatcher will notify:</u></p> <ul style="list-style-type: none"> • Immediate Supervisor • ASO and/or others, per established office protocol. • AICC Coordinator or Duty Officer 		
<p><u>The AICC Coordinator or Duty Officer will notify:</u></p> <ul style="list-style-type: none"> • AICC Manager • BLM State Aviation Manager • AMD Alaska Flight Coordination Center • Local Alaska State Troopers Office, if non DOI aircraft (Troopers will activate local search and rescue if needed). 		
<p><u>The AICC Manager will notify:</u></p> <ul style="list-style-type: none"> • AFS Manager • AFS Safety Officer • BLM Field Office Manager (if District employees are involved) 		
<p><u>The BLM State Aviation Manager will notify:</u></p> <ul style="list-style-type: none"> • AMD National Aviation Safety Manager • National Aviation Office 		
<p><u>The AFS Manager will notify:</u></p> <ul style="list-style-type: none"> • BLM State Director • Agency head, if non-BLM employee. • Alaska State Troopers to request the appropriate coroner, if applicable. • External Affairs 		
<p><u>The BLM State Director will:</u></p> <ul style="list-style-type: none"> • Depending on the severity of the accident, may request AMD include a BLM member on the accident investigation team. • Notify next of kin if applicable. • Notify the BLM Directors Office. • Notify NIFC Director. 		
<p><u>AMD will notify:</u></p> <ul style="list-style-type: none"> • Local FAA • NTSB, and initiate the accident investigation. • RCC, if necessary. 		

