

2021



Washington State DNR Aviation Mishap Response Guide

WILDFIRE

*Do not waste time trying to figure out if an event is an accident, that's the NTSB's job.
If you have an event with an aircraft that results in damage or injury no matter how slight,*

REPORT IT

DOI / USFS: 888-464-7427 (888-4MISHAP)

DNR: 800-562-6010 / 360-902-1300

Has 911/ Search and Rescue (SAR) been notified?

Notify your Bureau / Agency and follow their procedures
Bureau / Agency Point of Contact and phone number

[Aviation Safety Manager – Business Hours \(360\) 902-2105 / After Hours \(360\) 867-3275](#)

Revised March 2021



ADMINISTRATIVE INFORMATION

All responsible **DNR** Employees are encouraged to review procedure # PR20-001-200, 210 and 225 at the start of each fire season and attach a copy of the procedure to this mishap guide.

DNR Category 20 Policy and Procedures:

<http://sharepoint/agency/DNRPolicy/Procedures/Forms/AllItems.aspx>

DNR Emergency Notification to All Employees Procedure 200:

<http://sharepoint/agency/DNRPolicy/Procedures/Emergency%20Notification%20to%20All%20Employees.pdf>

DNR Non-Fire Emergency Assistance Procedure 210:

<http://sharepoint/agency/DNRPolicy/Procedures/Non-Fire%20Emergency%20Assistance.pdf>

DNR Initial Response to a Fatal or Serious Critical Incident Procedure 225:

<http://sharepoint/agency/DNRPolicy/Procedures/Initial%20Response%20To%20A%20Fatal%20Or%20Serious%20Critical%20Incident.pdf>

All personnel involved in aviation operations should be familiar with the Aviation Mishap Response Guide and Checklist. When you review your Aviation Mishap Response Checklist, ensure that all of the points-of-contact listed and their respective phone numbers and e-mail addresses are still valid. This guide should be read in its entirety.

Priority of Actions. As soon as you are aware of the accident, **START A LOG OF ALL ACTIONS AND CALLS**, then refer to the expanded subsections of this plan. The subsections are listed in order of priority.

(Tab A) - Protect people	Lifesaving operations takes first priority.
(Tab B) - Protect property	Property should be protected from unnecessary additional damage.
(Tab C) - Preserve evidence	Treat site as crime scene. Provide 24-hour security. Identify witnesses; get their addresses, phone numbers, and email.
(Tab D) – Notify and investigate	Report the accident using your organization’s chain-of-command and policies. Do not delay reporting if detailed information is not immediately available.
(Tab E) - Recovery operations	Everything at the site is under the control of the NTSB until released.

Practice — The absolute best way to be prepared for the unexpected is to periodically practice your Aviation Mishap Response Plan. Coordinate in advance and get as many responders as possible to participate when you conduct a practice drill. Mishap response plans should be rehearsed / simulated annually at a minimum

Date of Review

01 JAN 2021

Signature

Michael E. Culbertson

Update Record



PROTECTING PEOPLE

- a. Responders may place themselves in jeopardy and become victims themselves when assisting accident victims. Accident site must be controlled by senior onsite employee. Conduct risk assessment procedures prior to taking action.
- b. Ensure ALL crew and passengers involved in an aircraft accident are cleared by medical authority prior to returning to duty regardless of appearance or faculty.
- c. Aircraft wreckage attracts people like a magnet. Keep non-essential personnel well clear and preferably upwind. Accident site must be controlled by senior onsite employee. Request Law Enforcement assistance to secure accident site.
- d. Hazards at an aircraft accident site may include:
 1. **Biological Hazards** — Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and many others. See OSHA's 29 CFR 1910.1030 for control measures.
 2. **Toxic Substances** — Fuel, oil, hydraulic fluid, and exotic aircraft materials such as beryllium, lithium, chromium, and mercury. You must also consider the cargo the aircraft was carrying (See the DOT Emergency Response Guide at [Hazardous Materials Information Center](#))
 3. **Pressure Vessels** — Tires (often above 90 psi), hydraulic accumulators, oleo struts, oxygen cylinders, and fire extinguishers. They may look OK, but may have been damaged in the crash.
 4. **Mechanical Hazards** — Metal under tension (rotor blades bent under fuselage), heavy objects, composite materials, and innumerable sharp edges.
 5. **Fire Hazards** — Unburned fuel, hot metal (or other components), aircraft batteries, pyrotechnics, and the ignition of grass as a result of the accident. Be cautious of smoldering items which may re-ignite.
 6. **Environmental Hazards** — Weather, terrain, and animals (snakes, spiders, scorpions, etc.) Depending on the location and time of year, the environment may be among the most serious hazards at the scene.
- e. Utilize available protective devices and clothing. Use extreme caution when working around the wreckage. Protective measures include:
 1. Minimize the number of personnel allowed to enter the accident site.
 2. Ensure exposed personnel use appropriate personal protective equipment (PPE) such as boots, long pants, long-sleeved shirts, leather gloves (use surgical gloves as inserts if blood or bodily fluids are present), and appropriate respirators if toxic vapors or composite material pose respiratory hazards.
 3. Do whatever is necessary to extricate victims and to extinguish fires, but keep in mind the need to protect and preserve evidence. If any evidence must be disturbed in order to carry out rescues or fire suppression activities, document and/or photograph location.

REMEMBER, it's already a bad day; don't make it worse by letting someone else get hurt!



PROTECTING PROPERTY

NTSB Section 831.12 Access to and release of wreckage, records, mail, and cargo.

- a. Only the 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 [to the DOI or USFS IIC] 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.*
-

Treat the accident site like a crime scene. Wreckage, cargo, and debris should not be disturbed or moved except to the extent necessary:

- a. To remove victims.
- b. To protect the wreckage from further damage.
- c. To protect the public.

In addition to the authority outlined in NTSB 831.12, restricting access protects the public from the hazards of the accident site (Tab A). For further information regarding the security of an accident site, refer to the Washington State DNR Aviation and Helitack Accident Investigation Process Manual located here:

J:\aviation_ops\Air Program\8.0-Aviation Safety\Safety Publications

Initially the accident site should be protected by either your own people (e.g. if the accident occurred at a fire) or by agency and local law enforcement officers. The investigation team may request extended security until the investigation is complete.



PRESERVING EVIDENCE

NTSB Section 830.10 Preservation of aircraft wreckage, mail, cargo, and records.

The operator of an aircraft involved in an accident or incident for which notification must be given is responsible for preserving (to the maximum extent possible) any aircraft wreckage, cargo, and mail aboard the aircraft, and all records, including all recording mediums of flight, maintenance, and voice recorders, pertaining to the operation and maintenance of the aircraft and to the airmen until the Board takes custody thereof or a release is granted pursuant to Section 831.12(b) of this chapter.

Prior to the time the Board or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:

1. To remove persons injured or trapped;
 2. To protect the wreckage from further damage; or
 3. To protect the public from injury.
- c. Where it is necessary to move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original positions and condition of the wreckage and any significant impact marks.
- d. The operator of an aircraft involved in an accident or incident shall retain all records, reports, internal documents, and memoranda dealing with the event, until authorized by the Board to the contrary.
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In addition to those items required by law above, you should also:

Control access to the site by cordoning off the area and contacting the agency aviation safety investigator to determine who needs access. Request agency or local law enforcement to immediately secure the site for the accident investigation team. Establish a pass system to identify authorized personnel for serious accidents. Everyone who enters should be briefed on the known or suspected hazards and cautioned to avoid disturbing the evidence (flipping switches and souvenir hunting).

Photograph everything. Some evidence may be easily destroyed prior to the arrival of the accident videos taken by witnesses, participants, and rescuers.

DO NOT DISTURB WRECKAGE UNLESS EXTRICATION OF LIVE VICTIMS IS PRIORITY.

Identify witnesses. Request witnesses write out their statements as soon as possible (before witnesses can compare notes if possible). **Collect witness names, addresses, phone numbers, and email addresses.**

Supervisors must ensure that personnel with information pertinent to the investigation are made available to the investigators in a timely manner. If possible, coordinate with the accident investigator(s) PRIOR to de-mobilizing personnel with information pertinent to the accident. **Secure equipment and records.** Crew items, such as helmets, survival equipment, notes, charts, etc. as well as dispatch logs and records, should be controlled and provided to the investigation team upon arrival.

Preserve Evidence

Tab C
(Preserve Evidence)



NOTIFY AND INVESTIGATE

If you see something...SAY SOMETHING!!

Do not try to “classify” events as accidents or incidents, that’s the job of the National Transportation Safety Board (NTSB). If you have an event with an aircraft that results in damage or injury, **REPORT IT** to [DNR ASM](#), OAS or USFS.

Initial Notification. DOI’s Office of Aviation Services (OAS) or the USDA-Forest Service (USFS) can be contacted by calling 1-888-464-7427 (**1-888-4MISHAP**). When you call, provide the information on the Aircraft Accident Checklist.

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

The OAS/USFS/[DNR](#) Investigator will review your procedures taken and advise you of any additional actions you should be taking, or reports you need to make. The OAS/USFS/[DNR](#) Investigator will notify the NTSB as appropriate. Field personnel should not make initial notification to the FAA or the NTSB. If contacted by the FAA or the NTSB you should refer them to the OAS/USFS/[DNR](#) Aviation Safety Office and answer those questions that you can.

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 be investigated by NTSB personnel (Public Law 110-181). OAS/USFS/[DNR](#) personnel will generally be a “party” to the NTSB investigation and will conduct their investigation in accordance with NTSB and their agency’s regulations.
- b. Aircraft **Incidents-with-Potential** (IWP) will be investigated by Air Safety Investigators from OAS/USFS/[DNR](#).
- c. Aircraft incidents will usually require the [DNR Wildfire Division Aviation Safety Manager](#) to investigate the event and report the facts and circumstances to the Wildfire Division Manager. No report is required by the NTSB unless specifically requested (Part 830.15)
- d. All aviation related events that impact aviation safety (for either DOI/USFS), should be reported using the **SAFECOM** (<https://www.safecom.gov>) reporting system.
- e. All [DNR](#) incidents causing Property damage or injury to [DNR employees](#) will be reported on the [DNR IIR](#) form in accordance with [DNR Procedure # PR22-004](#)



RECOVERY OPERATIONS

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

- a. Only the 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.
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If an accident is investigated by OAS/USFS/DNR investigators, they are responsible for notification of 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 aircraft owner. Before committing the Government to unnecessary costs, check with the [DNR Wildfire Aviation Manager](#).

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

Release of wreckage from the NTSB will go to the OAS or USFS investigation team. They will release it to the contractor through the contracting officer.



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

Conduct of Aircraft Accident Investigations. All [DNR](#) aircraft accidents 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) 110-181 and Federal Management Regulation (FMR) 102-33.185.

This means that regardless of severity, all aircraft accidents are the domain of the NTSB. If the NTSB elects to not visit the site and the field investigation is conducted by DOI/USFS/[DNR](#) personnel, it is still an NTSB investigation and investigative efforts must comply with their rules and standards.

TIPS AND TECHNIQUES

- a. **Whose in Charge** — Although accident investigations are the responsibility of the NTSB and DOI/USFS, you need to determine in advance who will be responsible for the initial actions at the accident site.
- b. **Notification of Next-of-Kin** — See Agency Administrator's Guide to Critical Incident Management for guidance. As a minimum, all [DNR supervisors](#) should have a plan approved by the [DNR Commissioner of Public Lands](#) on how to contact [DNR employee's next-of-kin](#).
[PR20-001-225 Initial Response to a Fatal or Serious Critical Incident](#)
- c. **Start a Journal** — Write down everything regarding events, actions, points of contact (who, what, when, where, and why). A chronologically organized log is an effective method of documenting events.
- d. **Control of Records** — Under the provisions of NTSB Part 831.12 (Tab B) the records pertaining to the aircraft and the flight become a part of the investigation and "belong" to the NTSB until released. Gather and control the appropriate records until they can be turned over to the NTSB or DOI/USFS/[DNR](#) investigator. Required records include (but are not limited to) aircraft operating and maintenance documents, crew records (flight and medical), flight plans, weather briefings, weight and balance forms, and load calculations.
- e. **Conduct After-Action Review (AAR)** — After the dust has settled and the professional investigators have taken charge, it is time to review what happened, what worked, and what needs to be improved. Conduct the AAR while issues and events are fresh in everyone's mind. Share your lessons learned with your Regional/Bureau/National Aviation and Safety Managers. Update your Aviation Mishap Response Plan with the lessons learned.

NOTE: NTSB policy prohibits Parties to an investigation (see Part 831.11 and .13) from discussing information about that accident without the specific approval of the NTSB Investigator-in-Charge (IIC). For questions on the proper release of information about an accident investigation contact the OAS/USFS investigators.



DEFINITIONS (SEE 49 CFR (NTSB) 830/831)

- a. **Aircraft Accident** — an occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.
- b. **Substantial Damage** — damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered

“substantial damage” for the purpose of this part.

- * **Incident-with-Potential (IWP)** - an incident that narrowly misses being an accident and in which the circumstances indicate significant potential for substantial damage or serious injury. The [DNR Aviation Safety Manager](#), as appropriate, will determine final classification.
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- c. **Aircraft Incident** — an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.
- d. **Investigator-In-Charge** — the designated Investigator-In-Charge (IIC) organizes, conducts, controls, and manages the field phase of the investigation. The IIC has the responsibility and authority to supervise and coordinate all resources and activities of all personnel, both Board and non-Board, involved in the on-site investigation. The IIC continues to have considerable organizational and management responsibilities throughout later phases of the investigation, up to and including Board consideration and adoption of a report or brief of probable cause(s).
Note: the NTSB determines probable cause(s); DOI/USFS determine contributing factors.
- e. **Serious Injury** — any injury which:
 - 1. Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received;
 - 2. Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
 - 3. Causes severe hemorrhages, nerve, muscle, or tendon damage;
 - 4. Involves any internal organ; or
 - 5. Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

49 CFR Part 830.5 requires the NTSB be immediately notified whenever damage (including ground damage) occurs to main or tail rotor blades that requires major repair or replacement of the blades, whenever there is a runway incursion that requires immediate corrective action, and whenever an aircraft is overdue and believed to be involved in an accident. **Report any of these events immediately to [DNR Aviation Managers](#) by calling 1-360-528-9011.**

Managers will need to record employee injuries in their DNR’s Safety Reporting System.



MEDIA RELATIONS

NTSB Sec. 831.13 Flow and dissemination of accident or incident information.

Release of information during the field investigation, particularly at the accident scene, shall be limited to factual developments, and **shall be made only through the Board Member present at the accident scene, the representative of the Board's Office of Public Affairs, or the Investigator-In-Charge.**

The WA DNR Communications Department shall be immediately consulted when an accident occurs for official statements and information released to the media. When able, a Public Information Officer (PIO) shall be assigned to manage information released as well as conducting press conferences for the purpose of accident information dissemination. **Never release names of those involved in the accident without specific authorization from the WA DNR Communications Department.**

All information concerning the accident or incident obtained by any person or organization participating in the investigation shall be passed to the IIC through appropriate channels before being provided to any individual outside the investigation. Parties to the investigation may relay to their respective organizations information necessary for purposes of prevention or remedial action. However, no information concerning the accident or incident may be released to any person not a party representative to the investigation (including non-party representative employees of the party organization) before initial release by the Safety Board without prior consultation and approval of the IIC.

When the field investigation is conducted by OAS/USFS investigators, they will comply with all applicable DOI/USDA and NTSB regulations by referring all media requests to the NTSB IIC, NTSB Field office or the DOI/USFS IIC.

TIPS AND TECHNIQUES WHEN WORKING WITH THE MEDIA:

- a. You can acknowledge an accident has occurred, but do not speculate on what caused it or release any names. Advise the media that the investigation of this accident is under the jurisdiction of the NTSB and any questions must be directed to them.
- b. Don't aggravate the media and don't get aggravated by the media. They're just doing their job. Even aircraft accidents don't stay in the headlines forever, unless the reporter thinks you're hiding something.
- c. Most reporters have prior experience at accident sites. Remind them of the hazards, to avoid disturbing the wreckage, and ask them to be respectful of the victims.

Media Relations



OVERDUE AIRCRAFT

An aircraft is considered “overdue” when it fails to arrive within 30 minutes past the estimated time of arrival (ETA) and cannot be located.

Time	Action	Contact and Phone	Time Log
Immediately at time aircraft is due	Attempt to contact aircraft by radio or phone. If equipped, review Automated Flight Following data. Contact destination agency airbase or airport. Gather info required for Aircraft Accident Report.		
15 minutes past due	Contact originating or enroute agency dispatch. Contact originating or enroute agency airbase. Contact originating or enroute airports	NEWICC - (509) 685-6900 CWICC - (509) 884-3473	
30 minutes past due	Contact vendor home base. Contact the FAA / Leidos Flight Service Station and request an Alert Notice (ALNOT)	1 800 992-7433 (800 WX BRIEF) – Select “1” to speak to a briefer. Give the briefer the info and your contact info. The briefer will notify the “Hub” supervisor who will notify the FAA. Expect a return call for more info.	

MISSING AIRCRAFT

The aircraft is “missing” when the fuel duration, as reported on the request for flight following, or as reported on the FAA flight plan, has been exceeded and the aircraft location is unknown. It can also be considered missing when it has been reported to the FAA as being “overdue” and the FAA has completed an administrative search for the aircraft without success.

Anytime the fuel duration is exceeded or if an aircraft is missing/and an accident is suspected	Submit data from the Aircraft Accident Checklist to: FAA / Lockheed-Martin Flight Service Station and request an Alert Notice (ALNOT) or contact the FAA Regional Operations Center Notify DNR Aviation Safety Office Notify Local DNR Aviation Manager	(800) 992-7433 (800 WX BRIEF) (360) 867-3275 DNR Aviation Safety (360) 528-9011 DNR Aviation PM	Cuthbert Ritchie
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Provide the information on the Aircraft Accident Checklist. Do not delay notification if you do not have all the blocks filled. Provide as much information as you can and follow-up when additional info is available.

SEARCH AND RESCUE. Search and Rescue (SAR) operations should be coordinated through the FAA to the Air Force Rescue Coordination Center (AFRCC) console – (800-851-3051 / 850-283-5955) and with local law enforcement agencies. It is recommended that both the FAA and AFRCC be contacted to ensure optimum coordination. For additional information on SAR visit:

[USAF Rescue Coordination Center](#)

Immediately notify Washington State DOT Emergency Services once aircraft is determined “missing”. WSDOT Aviation should be contacted at (800) 258-5990. Aviation Emergency Services can coordinate SAR response and conduct radar and cell phone forensics to find missing aircraft and personnel

Overdue and Missing Aircraft



FAA REGIONAL 24-HOUR ACCIDENT AND INCIDENT RESPONSE CENTERS

Northwest Mountain Region	(425) 227-1389
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UAS Mishap Reporting

1. In the event of a fly-away, immediately notify aerial supervision, aircraft in area, and ground personnel where applicable. Note direction of flight, battery life, and assign VO to predict landing area.
2. Notify Flight Following contact: (Helibase, Dispatch, etc.)
3. Wait for battery exhaustion and recover UAS (only if environmental conditions allow). Record Lat/Long.
4. Call the Regional UAS Coordinator and National UAS Program Manager for further direction prior to calling the Aircraft Accident Reporting Hotline.
5. Contact local Forest Aviation Officer or Unit Aviation Officer and follow local protocols for further Regional notifications. Immediately report the following by calling the Aircraft Accident Reporting Hotline at 1-888-4MISHAP prior to continuing operations:
 - I. Any missing aircraft.
 - II. Injury to any person or any loss of consciousness.
 - III. Damage to any property other than the small unmanned aircraft.

Initial Notification: DOI's Office of Aviation Services (OAS) or the USDA - Forest Service (USFS) can be contacted by calling 1-888-464-7427 (1-888-4MISHAP). When you call, provide the information from the Aircraft Accident Checklist, PASP or Interagency Aviation Mishap Response Guide and Checklist.
6. SAFECOM is a tool used to identify, document, track and correct safety related issues. Submit SAFECOM reports for any conditions, acts, observations, circumstances or maintenance problems that led to, or could have led to, an aircraft mishap (<https://www.safecom.gov>). This includes any damage to an aircraft that renders it non-airworthy, even temporarily.
7. The same reporting requirements for manned aircraft apply to any incident involving a UAS that exceeds the small category. Please reference [352 DM 3](#) or [FMS 5700 Chapter 5723.1](#) for details.

UAS Emergency Reporting

In the event of a serious accident that any person suffers death or serious injury, anyone involved will initiate a call to the FAA associated geographic call center to report. It is imperative to communicate directly to the Regional UAS Coordinator, National UAS Program Manager and Dispatch as soon as possible.

NTSB Definition

A UAS accident is defined by the NTSB as an occurrence associated with the operation of any public or civil UAS that takes place between the time that the system is activated with the purpose of flight and the time that the system is deactivated at the conclusion of its mission, in which **any person suffers death or serious injury**, or the UAS has a maximum gross takeoff weight of 300 pounds or greater and sustains substantial damage. In the case of a midair collision between a manned aircraft and a UAS that weighs less than 300 pounds in which no injuries were sustained, consideration should be given to the damage incurred to the manned aircraft to determine if the criteria for substantial damage to the manned aircraft has been met.

Accident Reporting to the FAA for sUAS

Accident Reporting:

Unmanned Aircraft Mishap/ Emergency Reporting



No later than **10** calendar days after an operation that meets the criteria of either paragraph (a) or (b) of this section, a remote pilot in command must report to the FAA, in a manner acceptable to the Administrator, any operation of the small unmanned aircraft involving at least:

- (a) Serious injury to any person or any loss of consciousness
- (b) Damage to any property, other than the small unmanned aircraft, unless one of the following conditions is satisfied:
 1. The cost of repair (including materials and labor) does not exceed \$500; or
 2. The fair market value of the property does not exceed \$500 in the event of total loss.

From [14 CFR Part 107, Subpart A, 107.9](#)

These emergency phone numbers are subject to change. [Visit here for applicable FAA Webpage.](#)

For an emergency or incident requiring immediate response, contact any 24-hour operations center

Headquarters 24-Hour Operations Center: 202-267-3333 (Washington, DC)

Regional 24-Hour Operations Centers	
Areas of Responsibility	Phone
Alabama, Florida, Georgia, Kentucky, North Carolina, Mississippi, South Carolina, Tennessee, Puerto Rico, and U.S. Virgin Islands, Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia, and the District of Columbia	404-305-5180
Illinois, Indiana, Michigan, Minnesota, North Dakota, Ohio, South Dakota, Wisconsin, Arkansas, Iowa, Kansas, Louisiana, Missouri, New Mexico, Nebraska, Oklahoma, and Texas	817-222-5006
Alaska, Colorado, Idaho, Montana, Oregon, Utah, Washington, Wyoming, Arizona, California, Nevada, Hawaii, Guam, and American Samoa	206-231-2000

[*Aircraft Accident and Incident Notification, Investigation, and Reporting Order 8020.110](#) effective 05/10/2018



Format for Latitude – Longitude Coordinates:

Format: DD°MM'SS.S" N / DDD°MM'SS.S" W

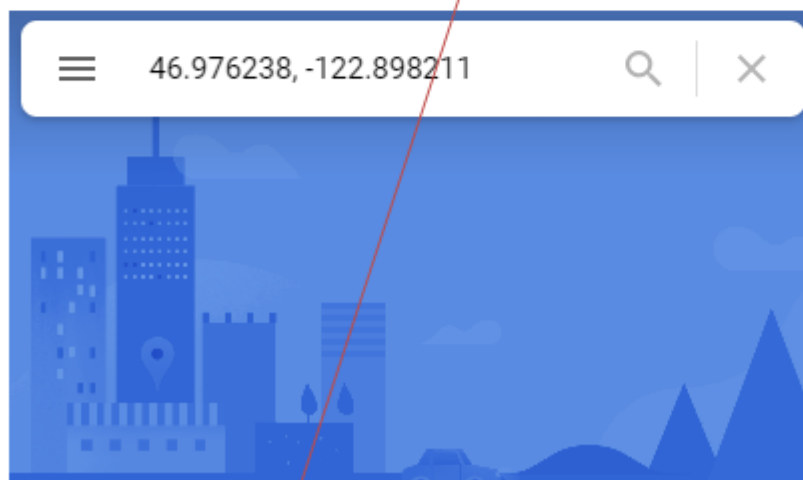
Example: 46°58'34.4" N / 122°53'53.6" W

How to pull a LAT LONG Coordinate from Google Maps:

1. Go to Google Maps
2. Frame General Location of Desired Coordinate
3. Select Satellite View
4. Single Left Mouse Click Desired Location of Coordinate



5. At bottom of map screen, Click the Grey Coordinates in Location Box
6. Read LAT – LONG Coordinates in Proper Format in Large Bold Text in Upper Left Screen



46°58'34.5"N 122°53'53.6"W

46.976238, -122.898211



AIRCRAFT ACCIDENT CHECKLIST

OAS/USFS: (888) 464-7427 (888-4MISHAP)

DNR Fire Operations Coordination Center: (360) 902-1300 / (800) 562-6010

Has 911/Search and Rescue (SAR) been notified?

(Do not delay initial report by trying to fill in all the blanks)

1. Point of Contact Information			
a. Name		c. Duty Position:	
b. Phone Numbers		d. Address:	
Work:	Cell:		
Fax:	Home:		
e. E-mail:			
2. Accident Information			
a. Aircraft Registration/Tail Number	Type of Aircraft	Color	
b. Date and Time of Accident			
c. Location of Aircraft (Grid, Lat/Log, Reference to Known Point)			
d. Hazardous Materials Involved? (Explosives, Radioactive Materials, etc.)			
e. Witnesses identified and statements requested?			
f. Accident Site Secured?		Photos Taken?	
g. Flight Data Recorder Secured? (if applicable)		ELT Deactivated?	
h. 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. Admin Information			
a. Aircraft Owner		b. Operator	
c. Pilot in Command			
d. Point of Last Departure		e. Destination	
f. Route of Flight		g. Fuel on Board	
h. Nearest Commercial Airport		i. Suitable Helicopter Landing Site	
j. Other			

Aircraft Accident Checklist



EMERGENCY CONTACT CHECKLIST

DNR Fire Operations Coordination center (1-800-562-6010)
 FAA Flight Service Station 1-800-WX BRIEF (1 800 992-7433)
 FAA Communication Center 1-202-267-3883 (after Hours 202-267-3333)
 NTSB Communication Center 1-202-314-6290

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

1. Primary Response (Emergency Responders - dial 911 , use discrete numbers as a back-up)
a. Fire Department
b. Police
c. Ambulance
d. Air Ambulance
e. Hospital
2. Secondary Response (Support Personnel)
a. Flight Following -- FAA Flight Service Station (800-992-7433)
b. Local Dispatcher Center
c. DNR Aviation Safety Officer (360) 902-2105 or Cell (360) 867-3275
d. DNR Aviation Program Manager (360) 902-2107 or Cell (360) 528-9011
e. NTSB (202-314-6290)
f. Photographer
g. HAZMAT Response Team
h. Coroner
i. Clergy
j. Explosive Ordnance Disposal (Military or Police)
k. Engineer / Recovery Specialists
3. Agency Management and Other Agencies (as required)
a. DNR Wildfire Assistant Division Manager, Wildfire & Aviation (360) 480-9567
b. DNR Wildfire Division Manager (360) 827-1931
c. Public Affairs Officer
d. Military Base Operations
e. Federal Emergency Management Agency (FEMA)
f. Airport Operations
g. Aircraft Owner/Operator
h. Contracting Officer
i. Security

Emergency Contact Checklist



Washington State Department of Natural Resources
 Aviation Mishap / Incident Response
 Notification Call Down Phone List

Pre – SAR Notification

Aircraft Past Due or Unresponsive

- Lost Communication
- Lost Automatic Flight Following
- 1. Attempt Other Frequencies
- 2. Attempt Cell Phone

No Response

- 1. Conduct Full - SAR Notification

Dispatch Center

Aviation Safety Manager
Michael Cuthbert
 OFF: 360-867-3275
 MOB: 360-902-2107

Courtesy

ADM – Fire Operations
Russel Lane
 MOB: 360-480-9657
 OFF: 360-902-1308

Full - SAR Notification

- 1. Immediate Notification
 - Left Side First
 - Top to Bottom

911
Dispatcher
911

National Rescue
Coordination Center
202-314-6000

Region Manager
 (Mishap Location)
 OFF: _____
 MOB: _____

Aviation Rotor PM
Dave Ritchie
 OFF: 360-902-2107
 MOB: 360-528-9011

Aviation Fixed PM
Miguel Marlowe
 OFF: 360-902-2107
 MOB: 360-280-0558

Aviation Maint Mgr.
Ron Worrell
 OFF: 360-902-2106
 MOB: 360-764-3774

Interagency
Mishap Notification
888-4MISHAP
888-464-7427

AVN Safety Manager
USFS – Region 6
 OFF: 503-808-6593
 MOB: 971-338-3091

NTSB
Aircraft Accident
202-314-6000

Wildfire Div. Mgr.
Chuck Turley
 OFF: 360-902-1742
 MOB: 360-827-1931

DNR – Wildfire Deputy
George Geissler
 OFF: 360-902-1684
 MOB: 360-819-3482

DNR – Chief Operating Officer
Katy Taylor
 OFF: 360-902-1125
 MOB: 360-790-5445

DNR Safety
Chris Allen
 OFF: 360-902-1133
 MOB: 360-819-0044

Wildfire Safety
Jay Phipps
 OFF: 360-902-2115
 MOB: 360-972-6877

DNR - Commissioner
Hillary Franz
 OFF: 360-902-1004
 MOB: 360-791-0136

Call Down Notification List



Notes

Notes



HELICOPTER AMBULANCE REQUEST INFORMATION

A. Injury Information

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

B. Mishap Site Information

1. Unit/Agency _____
2. Contact name and 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 _____
5. Site Contact: _____
Radio frequencies at mishap site: 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 (location, description, hazards, control measures, etc.) _____

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 _____

Helicopter Ambulance Request



ADMINISTRATIVE REVIEW

All personnel involved in aviation operations shall be familiar with the Aviation Mishap Response Guide and Checklist. Supervisory Personnel shall ensure their subordinates are familiar as well.

The Guide should be reviewed and updated annually or when contact numbers or personnel changes occur. The Guide should be reviewed and practiced with a mishap drill by all aviation personnel on an annual basis.

NAME & POSITION	DATE
<u><i>/s/ Michael Cuthbert - Wildfire ASM</i></u>	<u><i>01 JAN 2021</i></u>
<u>Dave Ritchie – Wildfire SCAO</u>	
<u>Joe Thorpe – Wildfire HOM</u>	
<u>Rich Knoth – Wildfire CPT</u>	
<u>Devin Gooch – Wildfire CPO</u>	
<u>Callan Wilkins – Wildfire ABM</u>	
<u>Will Dickinson – Wildfire ABM</u>	
<u>Bob Stein – Wildfire TS</u>	
<u>Byron Sinden – Wildfire TS</u>	

Administrative Review



POLICY MANUAL *Department of Natural Resources*

Date: August 1, 1996 Page: 1 of 3

PO20-001 FIRE SUPPRESSION

DISCUSSION

In conformance with [RCW 76.04.165](#), there is a minor change in the Department's priorities in suppressing forest wild fires. The first priority continues to be saving human lives. The second priority is the protection of forest resources.

This policy also clarifies that Department personnel are not allowed to fight fires in buildings because they are not trained or equipped to meet Department of Labor and Industries requirements for structural firefighting. Structural fires are the responsibility of fire protection districts, whose priorities are protecting human life and structures. Aggressive suppression of wildland fires before they involve structures is the most effective way to protect structures.

POLICY

The priorities of the Department's fire control program are (in order) to:

- 1. Protect human life**
- 2. Protect natural resources on Department protected lands**
- 3. Minimize resource losses and fire costs**

When structures are threatened, the Department will cooperate fully with Fire Protection Districts using unified command, to meet the priorities of both agencies.

Regional managers establish objectives for fire suppression for each incident, with the safety of firefighting personnel as their first priority.

Department personnel and equipment may provide assistance on structural fires as long as they do not enter the structure.

Incident commanders take vigorous suppression action on all fires until a fire is no longer a threat.

IMPLEMENTATION

Region managers and incident commanders are responsible for implementing this policy.

Policy Review



POLICY MANUAL *Department of Natural Resources*

Date: August 1, 1996 Page: 2 of 3

PO20-001 FIRE SUPPRESSION

Approval Date: July 31, 1996 Approved By: /S/

JENNIFER M. BELCHER
Commissioner of Public Lands

Approval Date: July 31, 1996 Approved By: /S/

KALEEN COTTINGHAM
Supervisor

SEE ALSO:

[RCW 76.04.165](#) - Legislative declaration -- Forest protection zones.

Administration Procedures

(For PDF files download [Adobe Acrobat](#).)

[PR20-001-105](#) Forest Fire Protection Assessment

[PR20-001-110](#) Landowner Contingency Forest Fire Suppression Account

[PR20-001-120](#) Cooperating with Other Firefighting Agencies

[PR20-001-130](#) Hiring Non-Department Fire Resources

[PR20-001-140](#) Preparing Wildland Fire Reports

[PR20-001-155](#) Recovery Costs for Federal Emergency Management Agency (FEMA)
Eligible Incidents

[PR20-001-170](#) Standby

[GL20-001-175](#) Travel Expenses for Emergency Dispatch

Non-Fire Emergencies Procedures

[PR20-001-200](#) Emergency Notification to All Employees

[PR20-001-210](#) Non-Fire Emergency Assistance

[PR20-001-225](#) Initial Response to a Fatal or Serious Critical
Incident

Equipment Procedures

[PR20-001-300](#) Developing Wildland Fire Equipment [PR20-](#)

[001-310](#) Authorization of Emergency Fire Vehicles

[PR20-001-320](#) Conditions for Operator Use of Emergency Fire Vehicle Equipment

Wildland Fires Procedures

[PR20-001-400](#) Preparing for Wildland Fire Suppression

[GL20-001-410](#) Building Control Lines & Burning Out Wildland Fires

[PR20-001-420](#) Wildland Fire Incident Base Camp Management

Policy Review



POLICY MANUAL *Department of Natural Resources*

Date: August 1, 1996 Page: 3 of 3

PO20-001 FIRE SUPPRESSION

[PR20-001-430](#) Investigating Wildland Fires

[GL20-001-440](#) Demobilization of Project Fires and Other Large Incidents

Dispatching & Resource Ordering Procedures-

[PR20-001-500](#) Communicating Dispatch Information During an Incident

[TK20-001-500](#) Completing Resource Order Forms-

[PR20-001-510](#) Dispatching to Department of Natural Resources' Incidents

[PR20-001-515](#) Dispatching & Management of Adult Inmates & Juvenile Offenders at DNR Incidents

[GL20-001-516](#) Forest Crew Supervisors Correctional Facilities Duties & Responsibilities

[GL20-001-517](#) DNR Camps Liaison Duties & Responsibilities

[GL20-001-518](#) Transporting Inmate Crews to Incidents

[PR20-001-525](#) Dispatching Line Overhead Trainees

[PR20-001-530](#) Dispatching Fire District Resources

[PR20-001-535](#) Dispatching Fire District Trainees

[PR20-001-540](#) Dispatching Other Agency Resources to DNR Incidents

[PR20-001-550](#) Dispatching DNR Resources to Other Agency Incidents

[PR20-001-555](#) Dispatching Adult Inmates to Out-of-State Incidents

[PR20-001-560](#) Dispatching Using the Interagency Crew Contracts

[PR20-001-565](#) Dispatching Using the Interagency Engine and Tender Contract

[GL20-001-580](#) Management of Camp Kitchen Operations at Incidents

[PR20-001-590](#) Ordering Supplies From the DNR Fire Cache

Weather Procedures

[GL20-001-610](#) National Fire Danger Rating System

[GL20-001-620](#) Fire Weather Observations & Distribution

Camps Program Administration Procedures

[PR20-001-910](#) Tracking Camp Program Costs Using Activity Codes

[GL20-001-920](#) Scheduling Leave While Maintaining Camp Operations

[GL20-001-940](#) Developing & Implementing Work Plans for Camp Crew Projects

[GL20-001-950](#) Camp-Produced Products/Services

[GL20-001-960](#) Inmate Accountability

[GL20-001-970](#) Inmate Payroll

[PR20-001-990](#) Reimbursable Billings for Camp-Produced Products and/or Services

Policy Review



Cancels: **PR20-001-200 Emergency Notification to All Employees, dated December 1, 2000**

PR20-001-200 **EMERGENCY NOTIFICATION TO ALL EMPLOYEES**

DISCUSSION:

This procedure describes the process of notifying all employees when an incident occurs affecting a Department of Natural Resources (DNR) facility.

PROCEDURE

Action By:

Wildfire &
Emergency
Operations Manager
or designee

Emergency
Coordination Center
Staff

Department
Supervisor or
designee

Emergency
Coordination Center
Staff

Department
Supervisor or
designee

Action:

1. Notifies Executive Management following the Notification process in Chapter 4 of DNR's Emergency Management Plan.
2. Recommends convening the Executive Emergency Management Team (EEMT) Advisors.
3. Notifies EEMT Advisors of emergency situation.
4. Updates DNR's Emergency Response Information Message System as applicable.
5. Creates an 'urgent' email message describing the emergency situation.
6. Sends the email to Department Supervisor and his executive assistant.
7. Updates DNR's Emergency Response Information Message System as applicable.
8. Forwards urgent email to all DNR employees.
9. Post urgent email to DNR SharePoint site
10. After being provided direction by EEMT Advisors, creates email message advising of emergency actions to be taken.
11. Sends the email to Executive Assistant to Department Supervisor
12. Forwards emergency actions email to all DNR employees.
13. Post emergency action email to DNR SharePoint site

Procedure 200



PROCEDURE***Department of Natural Resources***

Date: 11/21/2013


Page 2 of 2

Cancels: PR20-001-200 Emergency Notification to All Employees, dated May 2, 2013**PR20-001-200 EMERGENCY NOTIFICATION TO ALL EMPLOYEES**Emergency
Coordination Center
Staff

14. Faxes message to regions and divisions. If fax machines are not working, the Wildfire & Emergency Operations Manager will:
 - a. Coordinate 'runners' to hand carry the information to each division in the NRB.
 - b. Coordinate distribution of the pertinent information to the regions via radio dispatch.
15. Telephones each region and division to let them know that a fax (and e-mail) was sent with direction to distribute to all employees immediately (within the distribution time frame).
16. Copies and distributes the information to Resource Protection Division staff.

IMPLEMENTATION:

The DNR Region Manager is responsible for implementation of this procedure within his or her Region.

Approval Date: Nov 21, 2013Approved by: 
Albert Kassel
Division Manager
Resource Protection Division**SEE ALSO:**

DNR's Emergency Management Plan

Procedure 200

Date: July 13, 2010**Page 1 of 3**Cancels: PR20-001-210 Non-Fire Emergency Assistance, dated December 1, 2000**PR20-001-210 NON-FIRE EMERGENCY ASSISTANCE****DISCUSSION**

As provided in RCW 38.52.110, this procedure provides direction for utilizing agency resources to assist in non-fire disasters or all-risk emergency responses as defined in PO 20-004 Incident Response “Emergency” and “Incident Command System” Defined. Responding to fires on DNR-protected lands takes precedence over responding to other types of emergencies.

Action by:**Action:****Region Manager**

1. May authorize emergency response assistance in one of the following circumstances: when there is an imminent threat to life or property; when requested by a county emergency management center or municipal executive head; or when requested by the Washington Military Department through Resource Protection Division.
2. May commit region staff, inmate resources, and equipment resources for up to a 24-hour period.
3. Notifies the Resource Protection Division Manager or designee immediately when region resources are mobilized.
4. Requests and obtains a project code from RPD to be used with temporary program index 224.
5. Ensures that cost accounting begins immediately and that the DNR program responsible for payment is identified as soon as possible.

Procedure 210

Date: July 13, 2010

Page 2 of 3

PR20-001-210 NON-FIRE EMERGENCY ASSISTANCE

**Resource Protection
Division Manager**

- 6. Contacts the Resource Protection Division Manager or Executive Management for direction if resources are needed for a period that exceeds 24 hours or exercises judgment in their absence.
- 7. Authorizes the department to respond on a statewide basis, and in localized instances beyond Region authority, directing Regions and Divisions to provide assistance which may include, but is not limited to:
 - a. Planning and engineering expertise, incident command system advice, mapping/surveying; fiscal control, public information officer support.
 - b. Inmate labor and camp equipment.
 - c. Aircraft and personnel for reconnaissance.
 - d. Mobile field kitchens, small equipment and supplies, bulldozers, trucks and other heavy equipment.
 - e. Other
- 8. Provides administrative liaison to the State Military Department, Emergency Management Division, as appropriate.

Approval Date: 7/13/10 Approved By: 
**Joseph P. Shramek, Manager
 Resource Protection Division**

SEE ALSO:

RCW 38.52.110 Use of existing services and facilities -- Impressment of citizenry
PO01-038 Emergency Response Duty Compensation

Procedure 210



Date: July 13, 2010**Page 3 of 3****PR20-001-210 NON-FIRE EMERGENCY ASSISTANCE**

PO20-005 "Duty Officer" Defined

PO20-004 Incident Response "Emergency" and "Incident Command System" Defined

PR20-001-170 After Hours and Fire Team Dispatch Standby

PR20-001-180 Duty Officer Standby

DNR Emergency Management Plan, chapters 4 and 7

Procedure 210

CANCELS: PR20-001-220 AND PR20-001-230

PR20-001-225 INITIAL RESPONSE TO A FATAL OR SERIOUS CRITICAL INCIDENT

DISCUSSION

This procedure ensures proper notification required by WAC 296-800-32005 and WAC 296-27-031 and provides direction for managing critical incidents that involve:

- a. Fatal or possible fatal injuries; or
- b. Serious on-the-job injuries requiring in-patient hospitalization.

PROCEDURE

Action By

Action

-
- | | |
|----------------------------|--|
| Agency Employee or witness | <ol style="list-style-type: none"> 1. Ensures personal safety first. 2. Requests emergency assistance from Region dispatch office, Incident Command Post (ICP) communications personnel, or local 911 dispatch office. 3. Renders first aid, if qualified. <ul style="list-style-type: none"> a. If incident occurs within a Region or Division, notifies his/her immediate supervisor of critical incident, providing as many details as possible. b. If incident occurs on a DNR jurisdiction fire, notifies Incident Commander. 4. Attempts to preserve the accident scene. 5. Ensures communications are controlled to guarantee privacy. Until immediate family members are notified of the incident, do not authorize any information being released to the media. 6. Completes an Initial Incident Report (IIR) within 24 hours or next working day. |
|----------------------------|--|

-
- | | |
|--|--|
| Immediate Supervisor or Incident Commander | <ol style="list-style-type: none"> 1. (Supervisor) Notifies the Region or Division Manager in which the critical incident occurred. 2. (Supervisor) Ensures communications are controlled to guarantee privacy. Until immediate family members are notified of the incident, do not authorize any information being released to the media. 3. (Supervisor) Completes Supervisor Report of Injury (SRI) within two business days. 4. Incident Commander follows Incident within an Incident Plan. |
|--|--|

Procedure 225



Date: February 15, 2013**Page 2 of 3**

CANCELS: PR20-001-220 AND PR20-001-230

PR20-001-225 INITIAL RESPONSE TO A FATAL OR SERIOUS CRITICAL INCIDENT

Region / Division Manager in which incident occurred	<ol style="list-style-type: none">1. Notifies Resource Protection Division's Emergency Management Specialist of the critical incident. During work hours call 360-902-1300, after hours 1-800-562-6010.2. Notifies the closest Labor and Industries office in person or by calling 1-800-4BE-SAFE within 8 hours of incident when the incident is a fatality or affected person requires in-patient hospitalization.3. Follows Chapter 13 of the Emergency Management Plan to manage the critical incident.
Emergency Management Specialist	<ol style="list-style-type: none">1. Notifies Commissioner of Public Lands (CPL) and Department Supervisor of the critical incident.2. Contacts Chief Law Enforcement Officer to assign lead DNR investigator to begin an internal investigation into the critical incident.3. Contacts DNR's Safety Manager for Industrial Safety notification and Human Resource Division Manager.4. Notifies DNR's Risk Manager of the critical incident.5. Assists Region/Division Manager, as needed, in implementing Chapter 13 of the DNR Emergency Management Plan.

Procedure 225

CANCELS: PR20-001-220 AND PR20-001-230

PR20-001-225 INITIAL RESPONSE TO A FATAL OR SERIOUS CRITICAL INCIDENT

Approval Date: 5/03/2013

Signed by: *Albert Kassel*
Albert Kassel
Resource Protection
Division Manager

Approval Date: 05/01/2013

Signed by: *Phil Wilson*
Phil Wilson
Human Resources
Division Manager

SEE ALSO:

- WAC 296-800-32005 Report the death, probable death of any employee, or in-patient hospitalization of employee within 8 hours.
- WAC 296-27-031 Reporting fatality injury, and illness information
- RCW 43.41.370 Loss prevention review team – Appointment – Duties
- RCW 43.41.380 Loss prevention review team – Final report – Use of report and testimony limited - Response report
- PR 22-004 Reporting Incidents Affecting DNR Employees, Resources and Property, Excludes Vehicle Accidents
- Chapter 13 DNR Emergency Management Plan – Critical Incident Guide
- Incident within an Incident Guide -



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