

APPENDIX B. TEMPLATE EMERGENCY RESPONSE PLAN

(to be completed by Clerk of the Course for each race venue)

Race Venue: Date:

Contact Name	Position	Mobile/Telephone
	3Rs Clerk of the Course *	
	Airfield Manager *	
	ATC *	
	3Rs Accountable Manager (Chairman) *	
	3Rs Race Safety Officer (Chief Steward) *	
	Local Police	
	Local Hospital	
	Air Accident Investigation	01252 512299

Emergency Response Plan (ERP) Hard Copies. At least one hard copy of this completed ERP shall be located in the Race Office and given to those marked * above.

Airfield Operations and 3Rs Airfield Control. Races are undertaken at different airfields at the invitation of those organisations. The airfield will conduct normal operations for most of each weekend and this will include practice periods when racers will make requests to, and receive information, or instructions, from the local Air Traffic Control (ATC) whilst the Clerk of the Course will keep a radio watch. Control of the airfield will pass to the 3Rs for a limited period so that the race can take place. The airfield retains overall responsibility for the response to any emergency.

Emergency Declaration during 3Rs Control. On declaring an emergency, the Clerk of the Course will:

- a. Make a call to the racers on the race frequency :
 “All Racers, this is Clerk of the Course. The race is cancelled because of an emergency. Remain in the race circuit and await further instructions.”
- b. Hand back control of the airfield to the local ATC, support the airfield and assist with control of race aircraft if requested. If necessary, this could result in aircraft being diverted to another airfield.

Media Embargo. All 3Rs members are to maintain a media embargo until the Chairman or Clerk of the Course has prepared a statement after establishing the initial facts, which will be made at a briefing location given in the Pre Practice/Race Brief. Members should request that their guests follow this policy.

Media Enquiries. All enquiries are to be forwarded to the Chairman or Clerk of the Course without giving any comment.

Standard Press Release. “The Royal Aero Club Records, Racing and Rally Association known as the “3R’s” deeply regrets to announce the loss of (.....[aircraft type]) operating from (.....[airfield]). The accident occurred at (.....[local time]) at (.....[location]). The total number of crew and passengers on board was (.....[number]). The next of kin are being informed and the Air Accident Investigation Branch will investigate the accident.

Air Accident Investigation Branch (AAIB). In the event of an accident or serious incident the Accountable Officer or Race Safety Officer is to:

- Complete as much as possible of the front page of an Air Safety Report (ASR) Form SMS C.4
- Contact AAIB on 01252 512299 and give the information from the ASR
- If in any doubt as to what constitutes an accident or serious incident check the AAIB website <https://www.gov.uk/government/organisations/air-accidents-investigation-branch>

Venue Specific Procedures. List below and the Clerk of the Course will brief relevant information at the Practice and Race Briefing.