



Approved:
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Subject:

311. Aircraft Accidents

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CALEA Standards:

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311.1: PURPOSE AND SCOPE

This policy describes situations involving aircraft accidents including responsibilities of personnel, making proper notification and documentation.

311.1.1: DEFINITIONS

Aircraft Accident – An aircraft accident is defined as an occurrence associated with the operation of an aircraft that 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. ([National Traffic Safety Board](#))

311.2: POLICY

It is the policy of the Albany Police Department to respond to aircraft accidents within the City limits and ensure that notification of appropriate agencies are made for rescue and investigative operations.

311.3: RESPONSIBILITIES

The Federal Aviation Administration (FAA) and National Transportation Safety Board (NTSB) are responsible for the investigation and oversight of aircraft accidents. In the event that a military aircraft is involved in an accident, the appropriate branch of the military may also be involved in the investigation. The Albany Police Department will respond and secure the scene pending the arrival of federal authorities, and provide assistance to these agencies as necessary, but will not normally conduct an independent investigation of an aircraft accident.

311.3.1: RESPONDING OFFICER RESPONSIBILITIES

- a. Officers should treat an aircraft accident site as a crime scene until it is determined that such is not the case.
- b. If a military aircraft is involved, additional dangers, such as live ordnance or hazardous materials, may be present. The scene may require additional security due to the potential presence of confidential equipment or information.

- c. Officer(s) arriving first at the scene of an aircraft accident should:
 - 1) Determine the nature and extent of the accident;
 - 2) Request additional personnel and other resources to respond as needed;
 - 3) Provide assistance for injured parties until the arrival of fire department personnel and/or other emergency personnel;
 - 4) Secure the scene of the accident and surrounding area to prevent entry of unauthorized persons;
 - 5) Provide crowd control and other assistance until otherwise directed by a supervisor;
 - 6) If hazardous materials are suspected to be present, follow guidelines set forth in [Hazardous Materials Response: Policy 233](#);
 - 7) Consider the guidelines set forth in [Major Incident Notification: Policy 292](#).
- d. Officers should not enter any aircraft or tamper with parts or debris unless it is necessary for rescuing injured or trapped occupants, protecting wreckage from further damage, or protecting the public from danger.
 - 1) If possible, the primary investigating agency (NTSB) should be consulted prior to entering or moving any aircraft or accident debris.
 - 2) Photographs or sketches of aircraft and debris should be taken prior to moving them whenever practicable.
- e. The Fire Department has primary control of an aircraft accident scene until injured parties are cared for and the accident scene has been rendered safe for containment. Thereafter, police personnel will be responsible for securing the scene until relieved by the investigating authority.
- f. After-hours access to the Albany Municipal Airport can be made by obtaining the access code from the Communications Center.
 - 1) An airport service worker or the airport manager may be available to assist with technical expertise on scene, and should be contacted through the Albany Department of Public Works.
- g. Any aircraft accident within the City, regardless of whether injuries or deaths occur, shall be documented in a police report.

311.3.2: COMMUNICATIONS CENTER RESPONSIBILITIES

- a. The Communications Center is responsible to make notifications as directed once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. Generally, the dispatcher will need to notify the following agencies or individuals when an aircraft accident has occurred:

- 1) Fire Department;
 - 2) The affected airport tower;
 - 3) Closest military base if a military aircraft is involved;
 - 4) Ambulances or other assistance as required;
- b. When an aircraft accident is reported to the Police Department by the airport tower personnel the dispatcher receiving such information should verify that the tower personnel will contact the Federal Aviation Administration (FAA) Flight Standards District Office and the National Transportation Safety Board (NTSB). In the event that airport personnel are not involved, the dispatcher should notify the FAA and the NTSB.

311.3.3: RECORDS AND SYSTEMS SUPERVISOR

The **Records and Systems Supervisor** is responsible for the following:

- a. Forward and maintain an approved copy of the accident report to the Oregon Department of Aviation;
- b. Forward a copy of the report to the Operations Division Captain and the manager of the affected airport.

311.3.4: PUBLIC INFORMATION OFFICER RESPONSIBILITIES

Any information released to the media regarding an aircraft accident should be handled by the Public Information Officer (PIO), or in accordance with the [Media Relations: Policy 640](#). The PIO should:

- a. Obtain information for a press release from the on-scene commander or their designee;
- b. When practical, the Public Information Officer should coordinate with the FAA and/or NTSB Press Information Officer to prepare a joint press release for distribution.