

GGC EMERGENCY RESPONSE PLAN

IMMEDIATELY

- Call 911 to report the accident. Pendleton airport address:

**2211 Concession 7
Plantagenet, ON K0B 1C0
ICAO Airport Identifier: CNF3**

- Direct everyone not assisting to use the backup radio frequency (123.4 MHz);
- Send two people to the road entrance of the airport to direct emergency vehicles
 - Restrict access by public and media and direct media queries to the club president. DO NOT COMMENT ON THE INCIDENT TO THE MEDIA;
- Send at least three people to the scene for first aid and rescue (send blankets, first aid kit, fire extinguisher and tools).

NEXT

- Assign one person to be the emergency services contact;
- Assign two people to contact family members;
- Assign one person to collect accident information (photos, weather conditions, witness reports).

NEXT

- Notify club authorities (CFI, President and Directors);
- Notify the TSB (905) 771-7676. They will want pilot's name, licence # and many more details. Follow-up information will likely be required by callback and/or e-mail.

NEXT

- When TSB releases the aircraft, move wreckage to trailer or hangar.

NEXT

- Notify insurance company (Jones Brown Insurance 1-866-767-7600).

Copies of this plan are posted in the clubhouse by the telephone and in the flight shack. Those personnel involved in the accident along with anyone who witnessed the incident should complete and submit a incident/accident report to the Club Safety Officer at the earliest opportunity.