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## **INCIDENT PROCEDURES**

### **1. DEFINITION**

In skydiving an incident may be described as anything that does not go according to plan.

### **2. REPORTS**

The British Skydiving require Reports in the following cases:

- a). **Injury Reports** (Form 117). Any injury to any skydiver requiring professional medical treatment whilst taking part in any skydiving activities, including training.
- b). **Incident/Malfunction/Deployment Problem Report** (Form 118). Any malfunction or deployment problem, any incident involving British Skydiving members taking part in skydiving activities, or any incident involving an aircraft flight for the purpose of skydiver dropping.
- c). **Tandem Incident/Malfunction/Deployment Problem Report** (Form 118A). Any malfunction or deployment problem, any incident involving British Skydiving members taking part in Tandem skydiving activities.
- d). **Third Party Claim** (Form 119). Any incident involving injury to a third party or damage to property.

Reports should be sent to British Skydiving HQ on the appropriate form as soon as possible after the incident, injury or malfunction has taken place.

*N.B. The guidelines for completing the above forms (117, 118 & 118A) may be found on Forms 182, 184 & 184A.*

Reports are important in order that the Safety and Training Committee (STC) may identify trends, which could cause concern and enable them to make recommendations, or changes to regulations, in an effort to prevent similar occurrences.

They are also important, in the case of a display that misfires, so that British Skydiving HQ can counter any adverse publicity that may arise.

British Skydiving Incident Reports are required as a condition of insurance cover.

The following non-compulsory reporting forms are also available:

- e). **Pilots' Voluntary Reporting** (Form 176). Confidential form for reporting aircraft/flying incidents/occurrences.
- f). **Equipment Related Incident Report** (Form 298A) To encourage Packers and Riggers to share information, following an equipment related incident on the ground.
- g). **Packing/Rigging Confidential Report** (Form 253). Confidential form for reporting rigging/packing incidents that occurred on the ground.

*N.B. The guidelines for completing Form 298A may be found on Form 298B.*

### 3. FATALITY PROCEDURE

It is important that this procedure is brought into action as calmly and efficiently as possible, by the Chief Instructor (CI) or Team Leader.

As soon as death has been established (or suspected) the following is the order in which action should be taken:

- a) All skydiving must cease.
- b) Police, Ambulance and any other relevant emergency services should be alerted immediately.
- c) Take all means necessary to preserve life or physical evidence.
- d) Two responsible persons should be left at the scene of the accident to keep away all other unnecessary persons and to ensure that nothing is moved.
- e) A suitably nominated person should commence a Diary of Evidence.
- f) The Head of Safety, Training & Competitions (HST&C) Safety and Training Officers (STOs), should be contacted:

**Jeff Montgomery** (Head of Safety), 01455 324 153  
Head of Safety Mobile Emergency Number: 07850 356751

**Ryan Mancey** (STO)  
STO Mobile Emergency number: 07824 957 246

- g) One person should be detailed to meet and escort the police/ambulance to the scene of the incident.
- h) All Parachute Training Organisation (PTO) personnel must be informed that the use of social media is strictly forbidden until the Police, Board of Inquiry and any other authorities have concluded their investigations and the individual's next of kin have been contacted.
- i) Written statements are to be made by witnesses and persons concerned while the incident is still fresh in their minds. Ideally the persons writing the statements should not confer with other witnesses prior to completing their statements, as this may influence their account.

*N.B. Form 213 (Fatality Procedure – Checklist) should be used as it contains further details of what will be required by the British Skydiving Board of Inquiry.*

- j) Witnesses and persons concerned are to be asked to stand by to be interviewed by the members of Board of Inquiry.

*N.B. Form 287 (Witness Statement) may be used by those making statements.*

- k) Detailed notes and as many photographs as possible should be taken of the deceased and equipment. The Police may well provide a photographer and advice should be given as to the most useful photographs to be taken from a technical point of view. Particular attention must be made to:

- i) Position of body, main and reserve parachutes and exposed rigging lines.
- ii) All ripcord handles, cables and deployment devices.
- iii) Any instrumentation.
- iv) Any entanglement of equipment.
- v) Anything else which may be considered relevant or helpful to the Board of Inquiry.

- l) **Documents.** The following are some of the documents that will be required by the Board of Inquiry (*Also see Form 213*):

- i) All of the deceased's personal skydiving documents.
- ii) Any relevant PTO/team parachute equipment documentation.

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- iii) Training/Progression records (where applicable).
- iv) The Manifest and any relevant PTO/team records.

- m) **Police.** On arrival the CI/Team Leader should meet the senior Police Officer. Initially the police may treat the fatality (or in some cases, a serious injury) as a crime scene. This is common and standard procedure. It is not something to be concerned about, as they have the right to do so. However, explain what action has already been taken, including British Skydiving's role in the inquiry - Board of Inquiry set up on behalf of British Skydiving and the Civil Aviation Authority (CAA) - and that this can be verified by contacting either the British Skydiving HST&C or STOs (see telephone numbers above) or the CAA. It may be worth handing them a copy of Form 146a (To police officers attending the scene of a skydiving accident or incident). The Police will normally inform the next of kin.

The Police should be requested, not to have the body or equipment removed (if possible) until a member of the Board of Inquiry arrives, as important evidence may be disturbed. Though it is worth remembering that the police have the right to take whatever action they feel is appropriate. Always co-operate with the police, as this is something that they may be unused to be dealing with.

- n) **Press.** A responsible member of the PTO/Team should be in charge of Press enquiries. All members of the Press should be directed to that individual and no one else should give a statement.

The initial statement should state that a British Skydiving Board of Inquiry will investigate the accident and once completed a report will be submitted to the Coroner, the Police, the CAA, the British Skydiving Safety & Training Committee (STC) and any other relevant authorities. The report will include the Boards' Conclusions and will make any recommendations if appropriate. No other details should be given and certainly not the phrase "No comment".

#### 4. CONCLUSION

The above should be read in conjunction with Section 10 (Safety) of the British Skydiving Operations Manual.

All PTOs and display teams should have their own specific operational procedures relevant to their PTO/Team to deal with fatal accidents.

The majority of accidents are attributed to HUMAN ERROR and can be avoided.