

Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

**WALLOPS FLIGHT FACILITY  
RANGE AND MISSION MANAGEMENT OFFICE**

---

**Wallops Flight Facility  
Airfield Mishap Response Plan**

**Rev F**

**Effective: 07/15/2013**





Wallops Flight Facility Airfield Mishap Response Plan

Page ii

Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

---

## Wallops Flight Facility Airfield Mishap Response Plan

---

Revision: F

Approved by:

15 July 2013.

\_\_\_\_\_  
Steven E. Kremer, Chief  
Range Mission Management Office (Code 840)

\_\_\_\_\_  
Date



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

Wallops Flight Facility Airfield Mishap Response Plan

## Change Information Page

REV	DATE	Description of Changes
Baseline	December 8, 2000	This plan updates the procedures to comply with current requirements for emergency preparedness planning and reflects personnel and organizational changes. The Emergency Operations Center in the Aeronautical Control Tower was eliminated since it proved to be unworkable in practice.
A	September 12, 2002	<ul style="list-style-type: none"> <li>• DELETE the requirements for the Fire Inspector on Page 12, item d, and Page 13, item e (1).</li> <li>• DELETE the reference to the run cards on Page 14, item g.</li> <li>• ADD the statement "or as requested by Fire Command" on Page 14, item h.</li> <li>• DELETED references to telephone operators on Page 15, item j.</li> <li>• ADD the word "EMERGENCY" to the end of the sentence "THIS IS A REPORT OF AN AIRCRAFT" on Page 17, item b.</li> <li>• INSERTED the word "yearly" on Page 19, item 8c.</li> <li>• CHANGED all references of "TAM" to "Emergency Preparedness Coordinator".</li> <li>• UPDATED the AIRCRAFT CRASH RECALL ROSTER on Page 21, APPENDIX A-2.</li> </ul>
B	December 1, 2004	<ul style="list-style-type: none"> <li>• ADD the statement "GMI 1040.5, "GSFC Emergency Management Plan" on Page 5, BACKGROUND.</li> <li>• ADD the statement "a tour will be given to Emergency Services personnel (all three shifts)" on Page 7, item j.</li> <li>• RENUMBER the statements on Page 11, item a.</li> <li>• REPLACE all references to "Fire Chief" with "Emergency Services Division Manager".</li> <li>• REPLACE all references to "Emergency Frequency, 171.000 Mhz" with "VHF Trunked LMR System".</li> <li>• UPDATE the AIRCRAFT CRASH RECALL ROSTER on Page 21, APPENDIX A-2.</li> </ul>
C	May 1, 2007	<ul style="list-style-type: none"> <li>• Deleted references to GMI 1700.2, GSFC Health and Safety Program (canceled) and GMI 1040.5, GSFC Emergency Management Program (replaced by GPR 1040.6).</li> <li>• Replaced Appendix A-1 (Crash Alert Notification) with a revised Appendix A-1 (Aircraft Crash Recall Roster).</li> <li>• Deleted Appendix A-2.</li> <li>• Added to Page 20 – 9. Daily Crash Alert System Test.</li> <li>• Deleted all references to Emergency Services Division Manager.</li> <li>• On Page 9, changed Minimum Response Requirements to the new NFPA 403-2003 requirements.</li> <li>• Modified to clarify all requirements in accordance with Center Rules Review recommendations.</li> </ul>
D	August 12, 2008	<ul style="list-style-type: none"> <li>• Update AIRCRAFT CRASH RECALL ROSTER, page 21</li> </ul>
E	May 2, 2011	<ul style="list-style-type: none"> <li>• Document transferred to Code 840</li> <li>• Update AIRCRAFT CRASH RECALL ROSTER, page 21</li> </ul>



# Wallops Flight Facility Airfield Mishap Response Plan

Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

REV	DATE	Description of Changes
F	July, 2013	<ul style="list-style-type: none"><li>Major updates</li></ul>



## Wallops Flight Facility Airfield Mishap Response Plan

Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

Page v

### 0 Preface

This plan establishes the responsibility and procedures to effectively and safely respond to and mitigate the effects of any aircraft mishap occurring at or near the Wallops Flight Facility (WFF).

This plan outlines the procedures and responsibilities for the safe and effective handling of aircraft emergencies at or near WFF.

In this plan, a requirement is identified by "shall," a good practice by "should," permission by "may" or "can," expectation by "will," and descriptive material by "is."

Comments and questions concerning the contents of this Plan should be addressed to the Range and Mission Management Office, Code 840, Wallops Flight Facility, Wallops Island, Virginia 23337.

This is a controlled plan and shall be reviewed annually and revised by page changes when necessary.

This plan applies to Goddard Space Flight Center (GSFC) personnel at Wallops Flight Facility. It also applies to contract personnel at WFF in accordance with contractual requirements.



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

## Table of Contents

---

<b>0</b>	<b>PREFACE.....</b>	<b>V</b>
<b>1</b>	<b>BACKGROUND.....</b>	<b>1</b>
<b>2</b>	<b>RESPONSIBILITIES.....</b>	<b>1</b>
<b>3</b>	<b>DISPOSITION OF CRASH, FIRE FIGHTING, AND EMERGENCY VEHICLES DURING FLIGHT</b>	
<b>OPERATIONS</b>	<b>3</b>	
<b>4</b>	<b>PROCEDURE FOR AN ON-STATION MISHAP DURING NORMAL WORK HOURS.....</b>	<b>5</b>
<b>5</b>	<b>PROCEDURE FOR AN ON-STATION CRASH AFTER NORMAL WORK HOURS.....</b>	<b>11</b>
<b>6</b>	<b>PROCEDURE FOR AN OFF-STATION MISHAP DURING NORMAL WORK HOURS.....</b>	<b>11</b>
<b>7</b>	<b>PROCEDURE FOR AN OFF-STATION CRASH AFTER NORMAL WORK HOURS.....</b>	<b>14</b>
<b>8</b>	<b>PERIODIC SURVEYS AND DRILLS.....</b>	<b>14</b>
<b>9</b>	<b>DAILY CRASH ALERT SYSTEM TEST.....</b>	<b>14</b>
<b>APPENDIX A.</b>	<b>ESSENTIAL SERVICES AND PERSONNEL NOTIFICATION ROSTER.....</b>	<b>1</b>



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

## 1 Background

This plan has been compiled from established procedures and generally encompasses responsibilities, basic preparatory measures, and operating procedures essential to activate all emergency firefighting services and associated supporting activities in the event of a reported in-flight emergency or aircraft mishap at or in the vicinity of WFF. This plan carries the actions to the point that the event has been rendered safe and is turned over to the investigation team.

Since it is difficult to cover all of the various situations that may arise during aircraft emergencies, this plan shall not restrict in any way the use of good judgment by the On- Scene Commander.

## 2 Responsibilities

a. Chief, Range and Mission Management Office/Code 840

The Chief of the Range and Mission Management Office shall commence implementation of NPR **8621.1**, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping, once notified by either the PM or the Airport Manager of an occurrence. In addition, all SSOP Directorate notification processes shall also be initiated by the Chief of the RMMO.

b. Office of Communications /Code 130

Release of mishap information to the public is the exclusive authority of the public affairs organization. Release of information shall be in accordance with established guidelines.

c. Emergency Preparedness Coordinator/Fire Department/Code 803

The Emergency Preparedness Coordinator in conjunction with the Wallops Institutional Consolidated Contract (WICC) Emergency Services shall ensure that the most current methods of aircraft crash and firefighting technology are employed at WFF. As such, he/she shall develop and implement policies, procedures, and standards for a program offering maximum feasible protection against injury and property damage resulting from an aircraft crash, fire, or explosion. He/she shall work with the Aircraft Office and the Airport Manager in the performance of his/her duties pertaining to aircraft operations to ensure an effective and cohesive plan at all times. The Emergency Preparedness Coordinator shall ensure that the WICC Emergency Services is cognizant of applicable aircraft emergency data relevant to crash, fire, and rescue operations. He/She shall also ensure that management officials including the Director of Suborbital and Special Orbital Projects (SSOP) are informed using SSOP Directorate incident reporting processes.

d. On-Scene Commander

The Emergency Services duty captain, or in his/her absence, the next senior Fire Officer shall actively direct and supervise all aircraft crash, firefighting, and rescue operations. He/she shall maintain a continuous firefighting and rescue training program to ensure that all assigned personnel remain at a high state of proficiency and preparedness. The On-Scene Commander shall also work closely with the Aircraft Office's management and operations personnel to obtain relevant emergency data for GSFC assigned aircraft.



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

## Wallops Flight Facility Airfield Mishap Response Plan

Page 2

e. Security Officer/Code 240

The Security Officer or authorized representative shall be responsible for securing the scene of the mishap to prevent unauthorized personnel from interfering with firefighting and investigation efforts. The scene shall remain secured until released by the Wallops Safety Office or the Aviation Safety Officer. He/She shall serve as the interface with local, state, federal, and civil authorities for area and civil control.

f. Health Unit/Code 250

The Health Unit shall support triage procedures including evaluation of patients and stratification of injuries in terms of severity and needs for immediate referral to regional medical centers. Health Unit personnel shall assist the ambulance crews with first aid/life support measures.

g. Chief, Wallops Safety Office/803

The Chief, Safety Office shall be responsible for assisting with aircraft mishap investigations and reporting; providing liaison with Safety and Mission Assurance at NASA Headquarters. When GSFC personnel are involved in a mishap the Wallops Safety Office Chief shall advise the Director of SSOP or the Center Director concerning the notification of next of kin. The Wallops Safety Office shall also provide personnel and information to the emergency response team for explosive items, which may be associated with incoming project aircraft.

h. Chief, Aircraft Office/Code 830

The Aircraft Office Chief shall be responsible for the preparation and implementation of procedures relative to aircraft mishaps involving GSFC assigned aircraft and aviation safety functions. Upon notification of a mishap or potential mishap involving GSFC assigned aircraft, the Chief, Aircraft Office shall activate an aircraft operations and maintenance support team and shall ensure the timely commencement of mishap reporting and investigation procedures.

The Aircraft Office Chief shall also be responsible for providing the WICC Emergency Services with advance information on assigned GSFC aircraft emergency data and sponsoring periodic aircraft orientation visits for fire department personnel. When mishaps involve GSFC assigned aircraft, he/she shall be available near the Command Post to assist the On-scene Commander, the aircraft crew, and airport authorities.

i. Aviation Safety Officer/Code 830

The Aviation Safety Officer shall assist airport authorities in mishap prevention and pre- accident planning. When a mishap occurs, he/she may function as the interim accident investigation officer until relieved by an officially appointed investigation officer or accident board chairperson. He/she shall work with airport authorities, the Wallops Safety Office Chief, and the Office of Communications personnel when reporting mishaps

j. Airport Manager/Code 840

The Airport Manager shall be responsible for working with the Aircraft Office, Aviation Safety Officer, Wallops Safety Office, and other airport support activities in the development and implementation of mishap procedures. When notified of a mishap or potential mishap, the Airport



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

## Wallops Flight Facility Airfield Mishap Response Plan

Page 3

Manager shall notify the RMMO Chief and Project Manager; monitor crash support activities and provide coordinating assistance as required. The Airport Manager shall be responsible for the closure and reopening of the airport.

k. Project Manager/Code 840

Range and Mission Management Office personnel who function as project managers for visiting project aircraft shall be responsible for providing aircraft emergency data to the Emergency Services Chief and shall provide a tour of the aircraft to Emergency Services personnel (all three shifts). Emergency egress information, ejection seat safeing procedures, and location of fuel tanks are examples of emergency data needed by the WICC Emergency Services. When a mishap occurs to visiting project aircraft, the assigned WFF project manager shall notify the RMMO Chief; be responsible for assisting project personnel with mishap procedures. Support in arranging for transportation, lodging, etc. is critical when a visiting aircraft has an emergency.

l. ROC (Range Operations Contract)/Code 840

The Photo/Optical Group shall be responsible for providing mishap photographic support. They shall work with safety, security, and operations personnel to obtain timely and complete photographic documentation of mishaps unless other support is available locally at distant crash sites.

### 3 Disposition of Crash, Fire Fighting, and Emergency Vehicles during Flight Operations

a. Response Requirements

The minimum response requirements are based on the size of the aircraft, the number of passengers and crew, and the presence of hazardous cargo. Aircraft size should generally be the governing factor.



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

## Wallops Flight Facility Airfield Mishap Response Plan

Page 4

Table 1  
*Minimum Response Requirements (NFPA 403-2009)  
Aqueous Film Forming Foam (AFFF)*

NFPA CAT.	AIRCRAFT LENGTH (feet)	WATER CAPACITY (US Gal.)	WATER DISCHARGE RATE (gpm)	NO. OF CFR VEHICLES
1	Less than 30	120	120	1
2	30- 38	200	157	1
3	39-58	670	285	1
4	59- 77	1340	468	1
5	78- 89	2762	863	2
6	90-125	3740	1245	2
7	126- 159	4880	1585	3
8	160-199	7780	2095	3
9	200 -250	9570	2619	4
10	251-300	14260	3195	4



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

## Wallops Flight Facility Airfield Mishap Response Plan

Page 5

### b. Standby Vehicles

Typically, one fully operational Aircraft Rescue Fire Fighting (ARFF) truck shall be on ready standby on the field during scheduled aircraft landings, takeoffs, and when requested/needed for special circumstances (unusual fueling operations, engine tests, research activities, flight emergencies, etc.).

### c. Additional ARFF Vehicles

In addition to the standby vehicle(s), the additional ARFF vehicles required to make the minimum response as outlined in paragraph 3a. should be capable of responding within three minutes.

### d. Status Reports

The On-Scene Commander shall maintain a status report of all ARFF equipment and notify the Emergency Preparedness Coordinator, Aviation Safety Officer, and the Airport Manager when equipment shortages or failures make it impossible to meet the minimum response requirements. The On-Scene Commander shall provide a daily status report to the Director of SSOP and the Chief of Wallops Safety.

### e. Hazardous Flight Operations

When hazardous flight operations are planned in connection with aircraft research, additional ARFF support services shall be requested in advance. This information should normally be passed through the Wallops Project Managers and referenced in mission operations documents and the planning meetings that precede such operations.

## 4 Procedure for an On-Station Mishap during Normal Work Hours

**NOTE: For the purposes of this plan, normal work hours are 8:00 a.m. to 4:30 p.m., Monday thru Friday, except Federal Holidays.**

The concept of operations in the event of an aircraft emergency is that the Airport Control Tower will close the airport and the Fire Department shall respond to the appropriate site to control fires and affect a rescue. The support forces such as the Photo/Optical Services Group and Emergency Medical Services shall stage at the base of the Control Tower, Bldg. A-1, pending direction from the On-Scene Commander. See Figure 1 for locations.



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013



Figure 1. Key Locations for Aircraft Mishap Response



## Wallops Flight Facility Airfield Mishap Response Plan

Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

Page 7

### a. Airport Control Tower Operator

**NOTE: When the Airport Control Tower is closed, these duties are transferred to the Dispatch Center.**

- (1) In the event of a reported in-bound, in-flight emergency, the Airport Control Tower Operator shall attempt to obtain the aircraft's position, the nature of the emergency, the number of people on board, fuel quantities, the presence of any hazardous materials in or on the aircraft, the type and identifying number of the aircraft, and any other information that will aid personnel in handling the emergency.
- (2) If radio contact with an in-bound aircraft in distress is lost, the Airport Control Tower Operator shall assume that the plane has crashed and pass all information to the On Scene Commander for transmittal and if appropriate, to the U. S. Coast Guard Office, Chincoteague, Virginia.
- (3) In the event of a reported in-flight emergency or a mishap, the Airport Control Tower Operator shall immediately pass all of the obtained information through the Crash Alert System.
- (4) Activate Crash Phone to all stations. Particular emphasis shall be placed on the specific location of the mishap to assure that ARFF vehicles do not lose time responding to the mishap site.
- (5) Shall notify all air traffic in the vicinity/on the airport that the field is closed until further notice and to either hold position on the airport, clear the Airport Traffic Area or go to alternate field, and to maintain radio silence except when such transmissions would assist the search and rescue operations.
- (6) Shall continually monitor the Very High Frequency (VHF) Trunked Land Mobile Radio (LMR) System in order to maintain liaison between various ARFF vehicles and personnel. All requests from the On-Scene Commander shall be carried out expeditiously.
- (7) Shall log all pertinent information in the Control Tower Log concerning the event including the time, place, type of aircraft, radio transmissions, and related information.

### b. Airport Manager

- (1) Shall proceed to the Control Tower, Bldg. A1 to oversee and assist tower operations as well as provide mishap support activities as requested. For non-project aircraft, the Airport Manager shall be responsible for the arrangement of tugs, tow bars, etc. to support the movement of the aircraft after the emergency is terminated.
- (2) Shall notify project support personnel if visiting project aircraft are involved.
- (3) In the event of a mishap shall reopen the Airport when it is determined that it is safe and ready to continue normal operations. The Airport shall not be reopened without consultation with the On-Scene Commander, Aviation Safety Officer, and the Wallops Safety Office.



## Wallops Flight Facility Airfield Mishap Response Plan

Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

Page 8

- (4) In the event of an in-flight emergency followed by an uneventful landing, shall reopen the Airport following consultation with the On-Scene Commander.

### c. On-Scene Commander

- (1) Immediately upon receiving notification of an in-bound, in-flight emergency or a crash, the On-Scene Commander shall proceed directly to the scene or to the runway in use and establish the Command Post.
- (2) The On-Scene Commander shall obtain all known information on the aircraft, its occupants, and cargo from the Airport Control Tower Operator and shall issue orders and instructions on the VHF Trunked LMR System to the various firefighting and rescue units. The On-Scene Commander or a designee shall ensure that this frequency is properly used and kept free of unnecessary radio transmissions.
- (3) Upon arriving at the scene of a crash, the On-Scene Commander shall immediately attempt to ascertain if personnel are still in the crashed aircraft and shall take steps necessary to suppress, contain, or prevent fire from starting. He/She shall employ any measures necessary within the bounds of his/her own judgment and the capabilities of the personnel and equipment at his/her disposal to save human life. This concept toward saving human life shall always be paramount, and shall not be subordinated or compromised for any reason.
- (4) Injured personnel removed from a crashed aircraft shall be turned over to medical authorities immediately for treatment. In cases of severe crash, fire, or explosion wherein death has occurred, the On-Scene Commander shall assure that the County Coroner is notified immediately. No attempt shall be made to remove the deceased from the wreckage until the Coroner has arrived at the scene and has directed such action.
- (5) The On-Scene Commander shall request security support to preserve the crash scene and shall ensure that no salvage operations are started until authorized by the Aviation Safety Officer or the Wallops Safety Office.

### d. Health Unit Personnel

- (1) When notified of a mishap or inbound in-flight emergency, all medical personnel assigned to the Health Unit shall respond to the Command Post. They shall immediately make necessary preparations to administer emergency treatment to injured personnel. (Appropriate emergency equipment and medical supplies shall be ready for immediate use.)
- (2) Shall monitor the VHF Trunked LMR System to gather as much detailed information as possible to prepare effective preparations for treating injured personnel.
- (3) If helicopter evacuation of injured is necessary, the Health Unit personnel shall request through the On-scene Commander that the Emergency Services Dispatch Center make arrangements with the Aircraft Office, Virginia State Police, and/or Maryland State Police as necessary.



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

## Wallops Flight Facility Airfield Mishap Response Plan

Page 9

- (4) If the aircraft is on fire, personnel shall standby at the Staging Area until regularly assigned crash and rescue crews have affected the rescue of personnel involved in the crash.
- (5) After the County Coroner authorizes the removal of the victims from the wreckage, they shall be removed one body at a time. All parts of the body and portions of clothing, belt buckles, I.D. tags, etc. shall be placed in a separate bag/s marked with the victim's name, if known, and the relative position he/she occupied in the aircraft. Personal items of monetary or sentimental value shall be identified where possible and properly safeguarded. Extreme care shall be taken in collecting all portions of human tissue from the area surrounding the crash. These parts shall be placed with other identifiable remains. Biohazard precautions shall be used.

### e. Security Supervisor

- (1) Upon receiving notification of an inbound in-flight emergency or crash, the Security Supervisor shall instruct security officers to proceed directly to pre-established or real-time determined traffic control points and report to the On-Scene Commander to assist in any way possible. The security officers shall keep all personnel not authorized by the On-Scene Commander away from the crashed aircraft and shall set up traffic control points to maintain site accessibility for the emergency and support vehicles. Security forces shall assure that no one moves or disturbs any part of the aircraft, except as necessary for the removal of injured personnel, until authorized by the Aviation Safety Officer or the Safety Office.

### f. Dispatch Center

- (1) The Dispatch Center shall ensure that the initial crash alarm is passed to all ARFF personnel present at Station #1 and via the VHF Trunked LMR System to Fire Station #2 and to assigned personnel who could be away from Station #1. He/she shall monitor the VHF Trunked LMR System and shall be prepared to contact the Accomack 911 dispatcher for mutual aid organizations and shall assist the On-Scene Commander. Additionally, the on duty dispatcher shall ensure that a Flash Report, using the ECHO system is sent in the event of an aircraft emergency

### g. Fire Station #1

- (1) As directed, all ARFF vehicles shall proceed directly to the scene of the mishap or to the runway in use by the inbound aircraft. Each vehicle shall monitor the VHF Trunked LMR System while en route.
- (2) The rescue crews shall review all precautions relative to the ignition system, fuel system, ejection seat system, and ordnance equipment of the aircraft involved while in route to the scene of the mishap. Up-to-date Aircraft Pre-Fire Plans shall be located on all crash, fire, and rescue vehicles. The Emergency Services supervisory personnel shall monitor safety procedures.
- (3) When notified of an aircraft mishap by telephone, refer to the duties given in paragraph 6c(2).



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

## Wallops Flight Facility Airfield Mishap Response Plan

Page 10

(4) Shall advise the Wallops Safety Office of the status of the response activities.

### h. Fire Station #2

- (1) All available personnel shall respond to the Command Post with the ambulance or other emergency equipment as requested by the On-Scene Commander.
- (2) During off duty hours, Fire Station #2 personnel shall pick up the Main Base Ambulance and respond to the Command Post or as requested by the On-Scene Commander .

### i. Photo/Optical Group Personnel

As soon as information is received concerning inbound emergencies or an aircraft crash, photographic personnel equipped with still and video cameras shall report to the Staging Area at the base of the Control Tower, Bldg. A-1 to provide photographic documentation for the subsequent accident investigation. Initial video/photos should be taken from the A1 Tower catwalk. Photos shall be taken from various angles and views to depict skid marks, initial impact area, damage, etc. to enable the investigation board to reconstruct the sequence of events. Documentation of locations and the inclusion of reference scales shall be included to assist the mishap investigation. Photos shall be restricted and released in accordance with NPR 8621.1 REV B, NASA Procedural Requirements for Mishap Reporting, Investigating, and Record Keeping, and any security restrictions that may apply.

### j. Chief, Aircraft Office

When notified of a crash or an inbound in-flight emergency involving the Aircraft Office's aircraft, the Chief, Aircraft Office or a designated representative shall proceed either to the Command Post or the Control Tower and inform the On-Scene Commander of anything that could aid in more effectively controlling the situation and the subsequent rescue of crew members/passengers.

When notified of a crash or in-bound flight emergency, the Chief of the Aircraft Office shall ensure that maintenance personnel are available to support the aircraft emergency and to provide assistance as needed.

### k. Aviation Safety Officer

When notified of a crash or inbound in-flight emergency the Aviation Safety Officer or a designee shall:

- (1) Notify the On-scene Commander of his/her location. The Aviation Safety Officer shall research and provide technical assistance to aid in minimizing loss of life and property.
- (2) Initiate the reporting and investigative process, as soon as conditions permit, in order to preserve as much data and physical evidence as possible. This process is detailed in NPR 8621.1 REV B, NASA Procedural Requirements for Mishap Reporting, Investigating, and Record Keeping.

### l. Wallops Safety Office

The Emergency Preparedness Coordinator shall report to the On-Scene Commander to coordinate government support activities. The Emergency Preparedness Coordinator may activate the



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

## Wallops Flight Facility Airfield Mishap Response Plan

Page 11

Emergency Operations Center in Building E-107 room 104 to coordinate support activities. When notified that an involved aircraft has, or is suspected of having ordnance aboard, the Wallops Safety Office shall supply certified ordnance personnel and shall report to the On-Scene Commander at the Staging Area at the Base of the Control Tower, Bldg. A-1 to provide guidance and assistance as needed to assess the ordnance material.

### m. Office of Communications

When notified of a crash or in-bound emergency, the Office of Communications representative shall report to Fire Station 1, Bldg. B-129. From this location, the Office of Communications should be able to collect the information necessary to begin managing media requests. After consultation with the On-scene Commander, Office of Communication support may move to the mishap site or if activated, to the Emergency Operations Center in Building E-107 room 104. All public requests for information shall be referred to the Office of Communications.

## 5 Procedure for an On-Station Crash After Normal Work Hours

If possible, all criteria established for on-station crashes during normal working hours shall apply to a crash happening after working hours.

All NASA and other scheduled project aircraft shall be provided ARFF support services at all times. Should a crash occur after normal work hours, the Essential Services and Personnel Notification Roster (Appendix A) shall be activated by the Dispatch Center to notify support services and critical personnel who are required to implement additional measures in the event of an incident.

## 6 Procedure for an Off-Station Mishap during Normal Work Hours

Mishaps occurring off of the Main Base shall be handled, as applicable, in accordance with the instructions and guidelines established in Paragraph 4 of this plan concerning ON STATION CRASHES, with the following changes:

### a. Mishaps in the Vicinity of WFF

- (1) Any aircraft crash within the immediate vicinity of WFF that is accessible to ARFF vehicles shall be handled in the same manner as on-station crashes.
- (2) The Search and Rescue Plan shall be initiated for crashes in which location is not immediately determined.
- (3) The On-Scene Commander or a designated representative shall respond with the ARFF equipment as the situation requires, keeping in mind the minimum needs of WFF. All equipment not needed at the scene of the crash shall be returned to WFF as soon as possible.
- (4) Grid maps of the local area, with the Airport Control Tower as the focal point, shall be maintained in the Airport Control Tower, Dispatch Center, EOC, Fire Stations #1 and #2 and all Crash, Fire and Rescue (CFR) vehicles. A grid map shall also be sent to the U.S. Coast Guard in



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

## Wallops Flight Facility Airfield Mishap Response Plan

Page 12

Chincoteague. The grid maps shall be used to pinpoint the location of an off-station crash in order to facilitate and expedite crash, firefighting, rescue, and salvage work. The grid maps shall be maintained and distributed by the Aviation Safety Officer.

- (5) The On-Scene Commander shall take steps necessary to assure that the proper local authorities are notified of the situation.
- (6) The airport shall be reopened as soon as adequate ARFF equipment is made ready, manned, and in position on the airport. Authorization to reopen the airfield shall be granted by the Airfield Manager with the concurrence of the CFR Duty Capt.

### b. Mishaps at Sea, Inland Waters, or Marsh Areas

- (1) If a mishap occurs at sea, on inland waters, or in the inaccessible marsh areas, the Dispatch Center shall immediately request assistance from the U.S. Coast Guard, Chincoteague, VA. Phone number 9-336-5900/6511.
- (2) When contacting the Coast Guard, provide the following information to aid in expediting assistance. State "THIS IS A REPORT OF AN AIRCRAFT EMERGENCY" and relay the following information:
  - (A) Estimated time and location of the crash (bearing and distance from the Wallops Control Tower or geographic coordinates).
  - (B) Type and/or identifying number of aircraft.
  - (C) Number of personnel on board.
  - (D) Hazardous cargo/fuel quantities.
  - (E) How information was first received.
  - (F) Action already underway by WFF personnel.
  - (G) WFF phone number: 757-824-1300/1507.
  - (H) Provide any information requested by these facilities as stated above.

### c. Additional Duties During an Off-Station Crash

- (1) Dispatch Center

If a telephoned report of an aircraft crash is received the Dispatch Center shall:

- (A) Obtain the name and address of the caller and the telephone number he/she is calling from and/or number where he/she can be reached.



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

## Wallops Flight Facility Airfield Mishap Response Plan

Page 13

- (B) Ask if the caller actually saw the crash and get as many details as possible regarding the location and directions to the location.
- (C) Get a description of the aircraft, e.g., single engine or multi-engine; military or civil; color; aircraft identification number; etc.
- (D) Ask if the aircraft is on fire.
- (E) Ask if there are any survivors and the number and extent of any injuries.
- (F) Ask the person reporting the crash to remain at a pre-designated location to act as a guide for the crash convoy that will be dispatched from the WFF.
- (G) Provide the above information to the Fire Station Duty Captain; the Dispatch Center shall notify the Accomack 911 center.

### (2) On-Scene Commander

Upon obtaining the information received by telephone, assemble the necessary ARFF vehicle convoy and proceed to the scene of the reported crash.

### (3) Wallops Security Supervisor

The Security Supervisor (or a representative) and security officers shall proceed to the scene of all crashes and report to the On-Scene Commander for necessary instructions.

The Wallops Security Supervisor shall:

- (A) Upon arrival at the scene of the crash, post officers for the purpose of preventing unauthorized personnel from reaching the immediate vicinity of the accident.
- (B) Take the steps necessary to assure that rescue personnel and equipment are not hampered.
- (C) Cover or conceal, if possible, any personnel or equipment that should not be exposed to the weather or in general view for reasons of security and/or protection of personal sensitivities.
- (D) Turn control of civilians over to the State, County, or local police authorities, if present and appropriate.
- (E) Permit local officials, such as the County Coroner or police officers, to accomplish whatever work is necessary.
- (F) Arrange for proper relief of security officers.



Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

## 7 Procedure for an Off-Station Crash After Normal Work Hours

Crashes during off-duty hours shall be handled similar to normal hours except that the Dispatch Center shall initiate the Flash Report through the ECHO System and notify the Airport Manager or his designee. The Emergency Command Post should generally be established in Bldg. B-129 for an after-hours event.

## 8 Periodic Surveys and Drills

- a. The Aviation Safety Officer and representatives from the Range and Mission Management Office, Aircraft Office, and Wallops Safety Office shall review this plan at least annually to ensure the integrity and effectiveness. They shall make recommendations for corrective action or changes to this plan when and where necessary to ensure a realistic and workable plan of action.
- b. As aircraft are added/deleted or program requirements and equipment changes occur, this plan shall be reviewed and appropriate changes incorporated.
- c. At least one yearly drill shall be conducted by the Wallops Safety Office to test and evaluate the ARFF teams. The On-Scene Commander shall conduct a review within 2 hours after completion to identify improvements. Actual responses may be used in place of a drill at the discretion of the Emergency Preparedness Coordinator.
- d. There shall be a debriefing conducted within 48 hours after each mishap to review the effectiveness and the implementation of this plan. All personnel involved in the incident shall participate in the debriefing.

## 9 Daily Crash Alert System Test

- a. The crash alert system will be tested each work day at 0900.
- b. When the crash alert system tone is transmitted via Airport Control Tower, Dispatch, Security, Station 1, Station 2 and the Health Unit shall acknowledge receiving the tone via their LMR radios.



**Wallops Flight Facility Airfield Mishap Response Plan**

Number:	36FC1-PLAN-007346-F
CAGE:	36FC1
Revision:	F
Release Date:	07/15/2013

Appendix Page 1

# Appendix A. Essential Services and Personnel Notification Roster

