

**Your County Sheriff's Office**  
**Mike Open, Sheriff**

**Number:**

**Page:**

**Date:**

**Rev:**

**Standard Operating Procedure**

**Subject:** Aircraft Accident Investigation

**Index As:** Aircraft Accident Investigator, AAI

- I. Purpose:** The purpose of this Standard Operating Procedure is to define guidelines for the operation and utilization of the Aircraft Accident Investigator.
- II. Scope:** This procedure shall apply to all Sheriff's office personnel.
- III. Discussion:** Your county is home to one international airport, one military airport and three municipal airports. The amount of air traffic over Your County's airspace continues to increase along with the possibility of an aircraft accident or incident. The scene of a crash site can range from minor to catastrophic. The cargo on these aircraft can contain everything from blood borne pathogens to high explosives. Due to the specialized experience and training, the Aircraft Accident Investigator will play a vital part in the safety, control and investigation of the scene until the arrival of federal investigators.
- IV. Definitions:**
- A. Aircraft-** A device that is used or intended to be used for flight in the air.
  - B. Aircraft Accident-** An occurrence associated with the operation of an aircraft which 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.
  - C. Aircraft Accident Investigator-** the Aircraft Accident Investigator is an appointed deputy who has the additional responsibility of responding to and conducting the initial investigation of an aircraft accident or incident until the arrival of the FAA or NTSB.
  - D. Airplane-** An engine-driven fixed-wing aircraft heavier than air, that is supported in flight by the dynamic reaction of the air against its wings.
  - E. Airport-** An area of land or water that is used or intended to be used for the landing and takeoff of aircraft, and includes its buildings and facilities, if any.
  - F. Balloon-** A lighter-than-air aircraft that is not engine-driven, and that sustains flight using either gas buoyancy or an airborne heater.
  - G. Civil Aircraft-** Any aircraft other than a public aircraft.
  - H. Glider-** A heavier-than-air aircraft that is supported in flight by the dynamic reaction of the air against its lifting surfaces and whose free flight does not depend principally on an engine.
  - I. Gyroplane-** A rotorcraft whose rotors are not engine-driven except for initial starting, but are made to rotate by action of the air when the rotorcraft is moving, consisting of propellers independent of the rotor system.
  - J. Helicopter-** A rotorcraft that, for its horizontal motion, depends principally on its engine-driven rotors
  - K. Incident-** an occurrence other than accident associated with the operation of an aircraft, which affects or could affect the safety of operations.
  - L. Large Aircraft-** Aircraft of more than 12,500 pounds maximum takeoff weight.
  - M. Operator-** Any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, bailee of an aircraft.

- N. **Person**- An individual, firm, partnership, corporation, company, association, joint-stock association, or governmental entity. It includes a trustee, assignee, or similar representative of any of them.
  - O. **Pilot In Command**- the person who has final authority and responsibility for the operation and safety of the flight.
  - P. **Public Aircraft**- An aircraft that is owned or leased for the exclusive use by the United States Government to include state and local governments.
  - Q. **Rotorcraft**- A heavier-than-air aircraft that depends principally for its support in flight on the lift generated by one or more rotors.
- V. **Duties:** A deputy assigned as an Aircraft Accident Investigator will have the following specialized duties:
- A. Respond to and investigate aircraft accidents.
  - B. Respond to and investigate aircraft incidents.
  - C. Respond to and investigate citizen complaints of reckless aircraft operation.
  - D. Provide technical expertise and assistance to other governmental agencies as directed by the sheriff.
- VI. **Training:**
- A. Attend training and safety seminars presented by the FAA and NTSB in an effort to advance the skills and knowledge of the Aircraft Accident Investigator.
  - B. Maintain your current FAA Pilots License and Medical Certificate.
- VII. **General Procedures:**
1. **Aircraft Accident**
- A. Due to the potential of the aircraft carrying hazardous materials, human blood or organs, explosives or threat of fire, treat the scene as you would a HAZMAT site.
  - B. Approach the scene cautiously and from an upwind direction if possible and avoid close contact until the situation is evaluated.
  - C. Do not walk into or touch any spilled material.
  - D. Avoid inhaling fumes, smoke and vapors even if no hazardous materials are involved.
  - E. Do not assume that odorless gasses or fumes are harmless.
  - F. If survivors exist in the wreckage, remove them with caution to a safe area trying not to destroy any physical evidence if possible.
  - G. If there are no survivors clear the area and treat it the same as if it were a crime scene.
  - H. Keep citizens away from the scene and perimeter. Establish a perimeter of 500 ft. from the furthest debris.
  - I. Coordinate with a supervisor for additional resources and call out for the Aircraft Accident Investigator and FAA / NTSB.
    - 1. Provide YCSO Communications with the registration (tail number) pilot and passengers name if possible.
    - 2. The size of the aircraft.
    - 3. Extent of damage or injuries.
    - 4. Exact location of the crash.
  - J. Document all EMS / YCFD unit numbers.
  - K. Identify and separate all witnesses. Request witnesses remain at the scene if possible until the arrival of the Aircraft Accident Investigator. If the witnesses must leave, record a written statement to include their full name, address and telephone numbers.

## **II. Aircraft Incident**

- A.** An example of an incident is an aircraft having to make an emergency landing on a road or open field without serious injury to the pilot or passengers and no serious damage to the aircraft.
- B.** Obtain the pilots FAA issued license and medical certificate. If the license is not available, obtain a state issued photo I.D. Provide these documents to the Aircraft Accident Investigator upon their arrival.
- C.** Keep citizens away from the scene and perimeter. Establish a perimeter of 500 ft. from the aircraft if possible.
- D.** Coordinate with a supervisor for additional resources and call out of the Aircraft Accident Investigator ONLY.
  - 1.** Provide the YCSO Communications with the registration number (tail number), type of aircraft, name of pilot and exact location.
- E.** The sheriff's office is responsible for the scene and public safety. **Do not** let the pilot attempt to fly the aircraft away, regardless if the proper repairs have been made. The Aircraft Accident Investigator will coordinate the removal of the aircraft.

## **III. Military Aircraft Accidents**

- A.** These aircraft pose the most risk. Because of the possibility of live ordinance on the aircraft, a perimeter or "safety area" should be no smaller than ¼ mile from the crash scene.
- B.** Follow the procedures "A" through "G" under the section for Aircraft Accidents.
- C.** The scene will be declared as a "National Security Area" due to the potential of top secret technology and or cargo/equipment.
- D.** Coordinate with a supervisor for additional resources and call out of the Aircraft Accident Investigator and military. The FAA / NTSB will not investigate a military crash.
  - 1.** Provide YCSO Communications with the type of aircraft, size, and exact location.
  - 2.** Advise YCSO Communications with the branch of service involved.
  - 3.** Advise YCSO Communications to contact Big Shooter AFB with the above information.
- E.** No photographs will be permitted until approved by the Military Officer In-Charge.
- F.** The military will conduct the investigation, secure the scene and remove the bodies or materials.
- G.** All information is "classified". The Military Officer In-Charge will brief the media personnel upon their arrival on scene.

## **VIII. Aircraft Accident Investigator procedures on scene :**

- A.** Establish the crime scene- Treat all scenes as a HAZMAT site until the Fire Department has eliminated the threat of fire or hazardous contamination.
  - 1.** Non-Military Aircraft- At least 500 feet from the furthest debris.
  - 2.** Military Aircraft- At least ¼ mile from the crash site.
  - 3.** Document all persons entering the crime scene.
- B.** Assist the Fire Department in shutting off the aircraft power and fuel supply.
- C.** Verify callout / notification- Ensure that notification to the FAA, NTSB, and Medical Examiners office are complete. Contact Big Shooter AFB for all military crashes. Provide the name and cellular telephone number for the Aircraft Accident Investigator at the scene.
- D.** Identify and isolate witnesses- Qualify witnesses. Interview to determine their location, what they saw or heard and if they have any flight experience or training. Obtain a written statement if possible.
- E.** Observe and document facts- Photograph the crash scene. Determine headings and establish a reference point.

- F. Interview first responders- Determine what they observed, moved or destroyed due to emergency operations.
  - G. Obtain the registration number- run the registration number through FCIC/NCIC files. Also, check the FAA database for owner information.
  - H. Begin cockpit investigation- Photograph and document the instrument panel and flight control settings. Recover and check aircraft certificates and personal affects.
  - I. Take fuel samples- Use glass containers and drain from each fuel sump. **NOTE:** If the flight was a departure, obtain a fuel sample from the fuel truck or storage tank.
  - J. Interview surviving pilot and passengers- Determine from the pilot how long it has been since their last meal and sleep. Determine who was flying, the purpose of the flight, departure and destination points etc.
  - K. Complete the Aircraft Accident Worksheet- Obtain measurements from the reference point.
  - L. Obtain weather information- Contact flight services to determine the weather conditions at the time and before the crash. Also, indicate the nearest reporting facility.
  - M. Brief the YCSO Public Information Officer- Provide the known facts only. Do not comment on the cause of the crash. Do not release pilot or passenger information. The FAA / NTSB will conduct a media briefing as soon as they asses the scene. Advise the YCSO Public Information Officer of an ETA of the FAA / NTSB.
  - N. Military crash scenes- All military crash scenes are declared a “National Security Area”. All information is “Classified”. The military OIC will brief all media upon their arrival at the scene. There will be no photography permitted by the media until the approval of the military OIC.
  - O. Brief the FAA / NTSB investigators- Provide copies of all information upon their arrival. Note, arrival will be between 3 to 6 hours after notification. The FAA / NTSB investigator may request YCSO Aircraft Accident Investigators assistance during the local investigation phase.
  - P. Complete an YCSO Incident report in a timely manner for review by a supervisor within the Special Operations Division.
- IX. On scene command:** When more than one deputy responds to the scene of an aircraft accident or incident, the first arriving deputy shall be responsible for the scene and insure that the required tasks are completed as described in the General Procedures section. However, when the Aircraft Accident Investigator responds to the scene for the purpose of conducting the accident / incident investigation, the on-scene command shall be assumed by the Aircraft Accident Investigator.
- X. Selection of Aircraft Accident Investigators:**
- A. Personnel who wish to be considered for the position of Aircraft Accident Investigator shall submit a request and resume, via chain-of-command, to the Special Operations Division Commander. Personnel should list all previously completed training that may pertain to Aircraft Accident Investigations.
  - B. Prior to submitting their request and resume, applicants must posses the minimum of a Commercial Pilots License from the FAA in the category of airplane or rotorcraft and posses a current medical certificate. Additional ratings and flight experience is favorable.
  - C. Recommendations for the selection of Aircraft Accident Investigator shall be based on the following screening instruments:
    - 1. Personnel file
    - 2. Current and past job performance
    - 3. Supervisor’s recommendation
    - 4. Previous experience
    - 5. Investigative skills

**Your County Sheriff's Office  
Mike Open, Sheriff**

ENF-

**Standard Operating Procedure**

**Subject:** Duties and responsibilities of the Enforcement Support Bureau Aircraft Accident Investigation Section

**Index As:** Aircraft Accident Investigation Section

- I. Purpose:** The purpose of this Standard Operating Procedure is to establish duties and responsibilities of the Aircraft Accident Investigation Section, Enforcement Support Bureau, Special Operations Division of the Enforcement Operations Department within the Your County Sheriff's Office.
- II. Scope:** This procedure shall apply to the Aircraft Accident Investigation Section, Enforcement Support Bureau, and Special Operations Division of the Enforcement Operations Department.
- III. Discussion:** The Aircraft Accident Investigation Section is responsible for responding to aircraft accident / incident sites, providing safety of persons and property, protection of evidence, the initial investigation and assistance to the Federal Aviation Administration and National Transportation Safety Board investigators.
- IV. Procedure:** The Aircraft Accident Investigation Section shall:
  1. Provide the YCSO Communications section with a list of Aircraft Accident Investigators available for call-out.
  2. Investigate any report of an aircraft accident or incident, to include the reckless operation of an aircraft as defined by the Federal Aviation Regulation, Part 1.
  3. Assist the FAA / NTSB investigators while the investigation is limited to the boundaries of Your County.
  4. Complete an YCSO Incident Report in a timely manner for review by a supervisor within the Special Operations Division.
  5. Maintain, adopt and establish training standards and procedures for Aircraft Accident Investigations.
  6. At the discretion of the SOD Commander, provide technical assistance and training for agencies and departments within Your County, to include requests for assistance from surrounding areas.

**Your County Sheriff's Office  
Mike Open, Sheriff**

**ENF-**

**Standard Operating Procedures**

**Subject:** Duties and responsibilities of the Enforcement Support Bureau  
Deputy / Aircraft Accident Investigator

**Index As:** Deputy / Aircraft Accident Investigator

- I.** **Purpose:** The purpose of this Standard Operating Procedure is to establish guidelines for the duties and responsibilities of the position of Aircraft Accident Investigator, Enforcement Support Bureau, Special Operations Division of the Enforcement Operations Department within the Your County Sheriff's Office.
- II.** **Scope:** This procedure shall apply to the position of Aircraft Accident Investigator, Enforcement Support Bureau, Special Operations Division of the Enforcement Operations Department.
- III.** **Discussion:** The Aircraft Accident Investigator is a Law Enforcement Deputy who has the additional responsibility of responding to the scene and conducting Aircraft Accident Investigations. Due to the specialized experience and training of the Aircraft Accident Investigator, they are an essential part in the security of the scene, recovery of evidence, locating witnesses and initiating the investigation for the FAA / NTSB. Should the investigation become criminal in nature, the Aircraft Accident Investigator is the first step in the vital role of maintaining the chain-of custody of all evidence found at the scene.
- IV.** **Procedure:**
  - A.** Perform the duties and the responsibilities of a deputy sheriff as outlined in SOP 100.01
  - B.** A deputy assigned as an Aircraft Accident Investigator will have the following specialized duties:
    - 1.** Respond to and investigate aircraft accidents.
    - 2.** Respond to and investigate aircraft incidents.
    - 3.** Respond to and investigate reckless aircraft operations.
    - 4.** Provide technical expertise and assistance to other governmental agencies as directed by the sheriff.
    - 5.** Attend training and safety seminars presented by the FAA / NTSB in the effort to advance the skills and knowledge of the Aircraft Accident Investigator.
    - 6.** Maintain your current FAA pilots license and medical certificate.
- V.** **Selection:** The Special Operations Commander shall select Aircraft Accident Investigators based on the following criteria:
  - A.** Two years of experience in law enforcement. If the two years experience is with an agency other than the Your County Sheriff's Office, that particular candidate must complete the mandatory Sheriff's Office probationary period before submitting a request for consideration to be an Aircraft Accident Investigator.
  - B.** Posses the minimum of a Commercial Pilots license from the FAA in the category of airplane or rotorcraft and posses a current medical certificate. Additional ratings and flight experience is favorable.

- C.** Completion of the “Aircraft Crash Investigation (101) for First Responders” course presented by the FAA and NTSB via seminar or videocassette.
- D.** The principle of Traffic Homicide Investigation correlates to Aircraft Accident Investigation and is helpful in assisting the investigator at the scene. Any experience in Traffic Homicide Investigations is helpful but not required.

# AIRCRAFT ACCIDENT / INCIDENT

## AIRCRAFT ACCIDENT / INCIDENT PROCEDURES

### I) **Responsibility**

- A) It is the responsibility of the Sheriff's Office to provide total law enforcement services to the public. This includes, but not limited to, the safety of persons and property, investigations of criminal acts, the preservation of criminal evidence, and assistance to investigations conducted by state and federal agencies.
- B) This responsibility includes the formulation of policy and procedure, development of effective investigative techniques, allocation of personnel, and the evaluation of the effectiveness of the aircraft accident investigator.

### II) **Definitions**

- A) **Aircraft**- A device that is used or intended to be used for flight in the air.
- B) **Aircraft Accident**- An occurrence associated with the operation of an aircraft which 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.
- C) **Aircraft Accident Investigator**- the Aircraft Accident Investigator is an appointed deputy who has the additional responsibility of responding to and conducting the initial investigation of an aircraft accident or incident until the arrival of the FAA or NTSB.
- D) **Airplane**- An engine-driven fixed-wing aircraft heavier than air, that is supported in flight by the dynamic reaction of the air against its wings.
- E) **Airport**- An area of land or water that is used or intended to be used for the landing and takeoff of aircraft, and includes its buildings and facilities, if any.
- F) **Balloon**- A lighter-than-air aircraft that is not engine-driven, and that sustains flight using either gas buoyancy or an airborne heater.
- G) **Civil Aircraft**- Any aircraft other than a public aircraft.
- H) **Glider**- A heavier-than-air aircraft that is supported in flight by the dynamic reaction of the air against its lifting surfaces and whose free flight does not depend principally on an engine.
- I) **Gyroplane**- A rotorcraft whose rotors are not engine-driven except for initial starting, but are made to rotate by action of the air when the rotorcraft is moving, consisting of propellers independent of the rotor system.
- J) **Helicopter**- A rotorcraft that, for its horizontal motion, depends principally on its engine-driven rotors.
- K) **Incident**- an occurrence other than accident associated with the operation of an aircraft, which affects or could affect the safety of operations.
- L) **Large Aircraft**- Aircraft of more than 12,500 pounds maximum takeoff weight.
- M) **Operator**- Any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, bailee of an aircraft.
- N) **Person**- An individual, firm, partnership, corporation, company, association, joint-stock association, or governmental entity. It includes a trustee, assignee, or similar representative of any of them.
- O) **Pilot In Command**- the person who has final authority and responsibility for the operation and safety of the flight.
- P) **Public Aircraft**- An aircraft that is owned or leased for the exclusive use by the United States Government to include state and local governments.
- Q) **Rotorcraft**- A heavier-than-air aircraft that depends principally for its support in flight on the lift generated by one or more rotors.

### III) **Aircraft Accident Investigations**

- A) Due to the potential of the aircraft carrying hazardous materials, human blood or organs, explosives or threat of fire, treat the scene as you would a HAZMAT site.
- B) Approach the scene cautiously and from an upwind direction if possible and avoid close contact until the situation is evaluated.
- C) Do not walk into or touch any spilled material.
- D) Avoid inhaling fumes, smoke and vapors even if no hazardous materials are involved.
- E) Do not assume that odorless gasses of fumes are harmless.
- F) If survivors exist in the wreckage, remove them with caution to a safe area trying not to destroy any physical evidence if possible.
- G) If there are no survivors clear the area and treat it the same as if it were a crime scene.
- H) Keep citizens away from the scene and perimeter. Establish a perimeter of 500 ft. from the furthest debris.
- I) Coordinate with a supervisor for additional resources and call out for the Aircraft Accident Investigator and FAA / NTSB.
  - 1) Provide YCSO Communications with the registration (tail number) pilot and passengers name if possible.
  - 2) The size of the aircraft.
  - 3) Extent of damage or injuries.
  - 4) Exact location of the crash.
- J) Document all EMS / YCFD unit numbers.
- K) Identify and separate all witnesses. Request witnesses remain at the scene if possible until the arrival of the Aircraft Accident Investigator. If the witnesses must leave, record a written statement to include their full name, address and telephone numbers.

### IV) **Aircraft Incident**

- A) An example of an incident is an aircraft having to make an emergency landing on a road or open field without serious injury to the pilot or passengers and no serious damage to the aircraft.
- B) Obtain the pilots FAA issued license and medical certificate. If the license is not available, obtain a state issued photo I.D. Provide these documents to the Aircraft Accident Investigator upon their arrival.
- C) Keep citizens away from the scene and perimeter. Establish a perimeter of 500 ft. from the aircraft if possible.
- D) Coordinate with a supervisor for additional resources and call out of the Aircraft Accident Investigator ONLY.
  - 1) Provide the YCSO Communications with the registration number (tail number), type of aircraft, name of pilot and exact location.
- E) The sheriff's office is responsible for the scene and public safety. **Do not** let the pilot attempt to fly the aircraft away, regardless if the proper repairs have been made. The Aircraft Accident Investigator will coordinate the removal of the aircraft.

### V) **Military Aircraft Accidents**

- A) These aircraft pose the most risk. Because of the possibility of live ordinance on the aircraft, a perimeter or "safety area" should be no smaller than ¼ mile from the crash scene.
- B) Follow the procedures "A" through "G" under the section for Aircraft Accidents.
- C) The scene will be declared as a "National Security Area" due to the potential of top secret technology and or cargo/equipment.
- D) Coordinate with a supervisor for additional resources and call out of the Aircraft Accident Investigator and military. The FAA / NTSB will not investigate a military crash.
  - 1) Provide YCSO Communications with the type of aircraft, size, and exact location.
  - 2) Advise YCSO Communications with the branch of service involved.
  - 3) Advise YCSO Communications to contact Big Shooter AFB with the above information.
- E) No photographs will be permitted until approved by the Military Officer In-Charge.

- F) The military will conduct the investigation, secure the scene and remove the bodies or materials.
- G) All information is "classified". The Military Officer In-Charge will brief the media personnel upon their arrival on scene.

## Hazards Associated With Aircraft Accident Investigations

**Civilian Aircraft:** Small to medium sized aircraft often act as cargo transports. These aircraft can carry anything from human organs to materials containing toxic chemicals. The aircraft are not required to carry a placard to indicate such materials as found on ground transportation vehicles. It is this reason that all aircraft crashes are to be considered a HAZMAT site until the contents can be determined. Even if the aircraft is not carrying hazardous materials, a fatal crash can place the first responders in danger to Blood Borne Pathogens.

Fires are generally common to aircraft crashes. The smoke from these fires is also hazardous. A fire can ignite upon impact or as much as 30 minutes after a crash. Extreme caution is required around the aircraft. Most small aircraft use 100 low lead octane commonly referred to as "AV GAS" for fuel. The amount of fuel on board can range from 20 gallons up to 200 gallons. Any spark during the rescue or recovery operation can lead to a fire or explosion.

Turbine powered aircraft use "JET A" fuel. This fuel is not as explosive as "AV GAS" but it will burn easily if subjected to flame or very hot heat source. These aircraft can carry from 50 gallons to 10,000 gallons depending on the size of the aircraft and number of engines fueled.

**Military Aircraft:** These aircraft pose the most risk. Because of the possibility of live ordinance on the aircraft, a perimeter or "safety area" should be no smaller than ¼ miles from the crash scene.

**Jet Fighters-** Carry anything from 20mm rounds to H/E bombs. Other hazardous materials include JP8 Fuel (2000 gallons), oxygen generators and canisters, ejection seat charges, rocket charges for deploying the canopy and flares for signaling. Numerous electrical systems are run off the turbine engine and contain a battery supply in case of electrical failure. Some radios store high electrical charges and can be deadly if touched

The F15, F16, F22, and F117 all contain Carbon Fibers. In a crash the fibers break up and become airborne. If breathed they can cause a health risk. At the crash scene they will stick in your skin and are very sharp. Because of their numbers and composite make-up, radio communications, in the area of the crash site, will be disrupted.

**Heavy Transport-** Have the same hazards. The fuel amount can be as high as 25,000 gallons. The military carry passengers and hazardous materials together unlike civilian commercial carriers.

**General information-** All cylinders found at a crash site should be treated as an explosive device. As with the threat of any explosive devices, all radio equipment should be turned off until the extent of the cargo is verified. Hydrogen is common among military crashes and is deadly up to 600 feet from the source.

Contact Big Shooter AFB immediately and provide them with the size of the aircraft, type and branch of service. The military will conduct the investigation, secure the perimeter and remove any bodies or materials. The scene will be declared as a "National Security Area". Do not touch anything and no photographs will be allowed.

## **Your County Sheriffs Office Aircraft Accident Investigation Checklist**

- 1. Establish crime scene:** Treat all scenes as a HAZMAT site.
  - A. Non-Military Aircraft- At least 500 feet from furthest debris.
  - B. Military Aircraft- At least ¼ mile from crash scene.
  - C. Document all persons entering the crime scene.
  
- 2. “Safe” the scene:** Ensure that the Fire Department has eliminated the threat of fire or hazardous contamination. Assist the Fire Dept. in shutting off A/C power supply and fuel supply.
  
- 3. Verify callout / notification:** Ensure that notification to the FAA, NTSB and the Medical examiner, for all civilian crashes, are complete. Contact Big Shooter AFB for military crashes. Provide the name and cellular telephone number for the “at scene” YCSO Aircraft Accident Investigator.
  
- 4. Identify and isolate witnesses:** Qualify witnesses. Interview to determine any flight experience. Obtain a written statement.
  
- 5. Observe and document facts:** Photograph the crash scene. Determine headings. Establish a reference point.
  
- 6. Interview first responders:** Determine what they observed, moved or destroyed due to emergency operations.
  
- 7. Obtain “N” number Information:** Run the number through FCIC/NCIC. Check the FAA database through “Landings”.
  
- 8. Begin cockpit investigation:** Photograph and document the instrument panel. Secure all certificates and logs. Recover and check personal affects within the A/C.
  
- 9. Take fuel samples:** Use glass containers and drain from each sump. **NOTE:** If flight was a departure, obtain a fuel sample from the fuel truck or storage tank.
  
- 10. Interview pilot and passengers:** Determine from the pilot how long it has been since he has eaten and slept. Determine who was flying, purpose of flight, destination, etc. **Follow step #3** for interview.
  
- 11. Complete A/C accident / incident worksheet:** Obtain measurements .
  
- 12. Obtain weather information:** Contact Flight Services to determine the nearest reporting facility.
  
- 13. Brief YCSO Public Information Officer:** Provide the known facts only. Do not comment on the cause of the crash or suspected problems. Advise the PIO the ETA of the NTSB / FAA and that they will conduct a media briefing as SOON as they access the scene.

**14. All military crash scenes:** Declare as a “National Security Area.” All information is “classified”. The military OIC will brief all media personnel upon their arrival on scene. There will be no photography permitted until the approval from the military OIC.

**14. Brief FAA / NTSB investigators:** Provide all information upon their arrival. Note: arrival will be between 3 to 6 hours from notification. Assignment to the FAA / NTSB team may be requested during the local investigation phase.

**Your County Sheriffs Office  
Aircraft Accident Investigation Worksheet**

**Date:** \_\_\_\_\_

**Time of crash:** \_\_\_\_\_

**Time reported:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Reported by:** \_\_\_\_\_

\_\_\_\_\_

**First on scene:** \_\_\_\_\_

**Time on scene:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Witnesses:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Refer to witness continuation sheet: Yes / No If yes, Page #** \_\_\_\_\_

**Point of reference to crash site:** \_\_\_\_\_

\_\_\_\_\_

**Nature of crash:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Aircraft Accident Investigation Worksheet Continued**

**Last point of departure:** \_\_\_\_\_

**Estimated time of departure:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Weather at time of crash:**

\_\_\_\_\_  
\_\_\_\_\_

**Nearest reporting station:** \_\_\_\_\_

**Distance from crash site:** \_\_\_\_\_

**Time FAA notified:** \_\_\_\_\_

**Time NTSB notified:** \_\_\_\_\_

**Time Military notified:** \_\_\_\_\_

**Time M/E Office notified:** \_\_\_\_\_

**Photographs taken by:** \_\_\_\_\_

\_\_\_\_\_

**Number of fatalities:** \_\_\_\_\_

**Number of survivors:** \_\_\_\_\_

**Fuel samples taken:** \_\_\_\_\_

\_\_\_\_\_

**Type of flight:** \_\_\_\_\_

**Damage to aircraft:** \_\_\_\_\_

\_\_\_\_\_

**Other damage:** \_\_\_\_\_

\_\_\_\_\_

**Aids to navigation:** \_\_\_\_\_

\_\_\_\_\_

**Flight recorders:** \_\_\_\_\_

\_\_\_\_\_



**Your County Sheriffs Office**      Page \_\_\_ of \_\_\_  
**Aircraft Accident Investigation Worksheet**

**Case number:** 00-0XXXXXXX

**Date of crash:** September 10, 20XX

**Time of crash:** 14:59 Hours EST

**Time reported:** 14:59 Hours EST

**Location:** XXXXXXXXXXXXXXXXXXXX.

**Reported by:** Witnesses (see witness list)

**First on scene:** XXXXXXXXXXXXXXXXXXXX. (see witness list)

**Time on scene:** 14:59 Hours EST

**Witnesses:**

**Name:** XXXXXXXXXXXXXXXXXXXX. **DOB:** February 3, 19XX

**Address:** XXXX XXXXXXXXXXXXXXXXXXXX

**Telephone:** XXXXXXXXX

**Location:** 200 feet east of crash scene.

**Name:** Felix XXXXXXXXXXXX      **DOB:** November 20, 19XX

**Address:** XXXXXX XXXXXXXXXXXXXXXXXXXX

**Telephone:** XXXXXXXXXXXX

**Location:** 200 feet east of crash scene.

**Name:** Leo XXXXXXXXXXXX      **DOB:** January 29, 19XX

**Address:** XXXXXX XXXXXXXXXXXXXXXXXXXX

**Telephone:** XXXXXXXXX

**Location:** XXXXXX Avenue and XX<sup>th</sup> Street, ¼ mile north of crash scene.

**Refer to witness continuation sheet:** Yes      **If yes, Page #** \_\_\_

**Point of reference to crash site:** XXXXX Electric Pole # XXXXXXXXXXXXX, located on the north side of XXXX<sup>st</sup> street, 109 feet west of crash scene.

**Nature of crash:** A 1971 Cessna 188A (NXXXXXX) was operating as a Banner Tow Plane and experienced an engine failure while in cruise flight at 1000 feet AGL.

**Last point of departure:** XXXX North (XXX)

**Estimated time of departure:** 14:05 Hours EST

**Destination:** XXXXX Stadium, ¼ east of XXXXX International Airport (TPA) and return to XXXXX North (XXX).

**Weather at time of crash:** At 19:21 Hours Zulu: Winds 130\* @ 6 knots, Viability 10 miles, 4000 scattered, 130 scattered, 250 broken, Dewpoint 21, Altimeter 29.96”

**Nearest reporting station:** XXXXXX International Airport (XXX)

**Distance from crash site:** 7 miles southwest

**Time FAA notified:** 15:10 Hours EST

**Time NTSB notified:** Notified by XXXX Approach (XXX) at unknown time.

**Time Military notified:** N/A

**Time M/E Office notified:** N/A

**Photographs taken by:** Deputy XXXXX XXXXXer #XXXX, Your County Sheriff's Office, XXXXX Tribune, WXXX TV, WXXX TV, WXX TV, WXXX TV, XXX News 9 TV.

**Number of fatalities:** None

**Number of survivors:** One (No injuries)

**Fuel samples taken:** Not needed

**Type of flight:** Banner Tow, Part 91

**Damage to aircraft:** Crawling due to contact with metal fence, right wing contact with power lines, left wing contact with metal fence, propeller hub contact with pavement, right wheel contact with pavement, under-carriage, left side, contact with metal fence, induced fractures to cockpit windows.

**Other damage:** Six foot chain-link gate, six foot chain-link fence, power lines.

**Aids to navigation:** On-board GPS

**Flight recorders:** N/A

**Pilot Information:**

**Name:** Michael J.XXXX                      **DOB:** September 26, 19XX  
**Address:** 801 XXXXXXXXXXXXXXXXXXXXXXXX  
**Phone:** XXXXXXXXXXXXXXXX  
**Business Name:** XXXXXX Outdoor Advertising  
**Business Address:** XXXXXXXXXXXXXXXX  
**Business Phone:** XXXXXXXXXXXXXXXX  
**Pilot Certificate #:** XXXXXXXXXXXXXXXX, issued February 16, 19XX  
**Ratings:** Commercial Pilot, Single engine, Multi-engine Land, Instrument.  
**Medical Certificate:** First Class, issued September 14, 19XX, Examiner # XXXXXX

**Aircraft Information:**

**Make/Model:** 1971 Cessna 188A AgMaster  
**Registration #:** NXXXXXX                      **Serial #:** XXXXXXXX  
**Category:** Registered as "Normal", Indicated "Restricted" while conducting Agriculture or Banner Towing flights.  
**Registered To:** XXXXXXXX Aviation Inc.  
**Registered Address:** XXXXXXXXXXXXXXXX  
**Registration Date:** August 9, 19XX

**Engine Information:**

**Type:** Continental 0470-J, carburetor, 235 Horse Power  
**Fuel Burn:** Calculated while Banner Towing @ 15 Gallons Per Hour, 100LL Av-Gas, estimated 20 gallons on aircraft at time of crash.

**Insurance Information:** XXXXXXXX Ins. #XXXXXXX

**Observations:** Writer observed evidence of a large oil leak originating in the engine compartment. The oil covered the entire under-carriage of the aircraft and had markings indicating the leak occurred during flight. Writer also observed a large hole located on the top of the engine near the propeller shaft. This hole was approx 4 inches in diameter.

**Sketch:** See attached Diagrams.

