**Appendix D: Sample Emergency Response Checklists**

**Example only**

**1. Helicopter Crash on Deck (No Fire)**

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| **Helicopter Crash on Deck (No Fire)** | | | |
| 1 | **Respond to the incident** | | |
| All | 1.1 | Flying debris/crash hazards | Seek protection |
| HLO | 1.2 | Raise the alarm | Sound Alarm  Inform Radio Operator |
| 1.3 | Check for signs of fire | If Fire starts see card ‘Helicopter Crash on Deck (With Fire)’ |
| **WARNING** | | | |
| **Do not approach helicopter until blades and rotors have stopped moving** | | | |
|  | 1.5 | Plan approach | Identify safe pathways |
| 1.6 | Cockpit/Cabin | Check for signs of movement |
| 2 | **Evacuate persons from the aircraft** | | |
| HLO | 2.1 | Assist persons exiting aircraft | HDA1; HDA2 as required |
| 2.2 | Evacuees (Uninjured/minor injuries) | Direct or assist to safe area (HDAs i.a.w. ERP) |
| 3 | **Conduct Rescue** | | |
| HLO | 3.1 | Select Rescue equipment | As appropriate |
| HDA | 3.2 | Release trapped crew/passengers | Execute |
| 3.3 | Rescued crew/passengers | Assist to safe area  (i.a.w. ERP) |
| 4 | **Provide assistance to evacuees** | | |
| Med | 4.1 | Assess injuries | Seek assistance (Installation Medical personnel as req) |
| HLO | 4.2 | Move injured personnel/evacuees | As directed by medical officer |
| 5 | **Conclude incident activities** | | |
| HLO | 5.1 | Contain fuel/oil spillages (See card xx Fuel Spill) | Deploy spill response kit  Foam blanket (as required) |
|  | 5.2 | Assess damage to helideck/installation | Alert HMI as required |
| **CAUTION** | | | |
| The crash site must be preserved for purposes of Accident Investigation | | | |
| HLO | 5.3 | Debris on Helideck | Remove (if posing risk to safety) |
| 5.4 | Preserve evidence | Secure helideck/effected areas |
| 5.5 | Examine aircraft for damage caused during rescue | Record for Accident Investigation |

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| 6 | **Complete incident debrief** | | |
| HLO | 6.1 | Complete Incident Report |  |
| ALL | 6.2 | Participate in Accident investigation | Attend debrief/interview |
| HLO | 6.3 | Identify problems/lessons learned | Record faults/defects/drill change requirements |

**2. Helicopter Crash on Deck with Fire**

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| **Helicopter Crash on Deck with Fire** | | | |
| 1 | **Respond to the incident** | | |
| ALL | 1.1 | Helicopter crash on deck | Seek protection |
| HLO | 1.2 | Warn Helideck Team  Warn Installation | Helideck loop  Sound Alarm |
| 1.3 | Check for signs of fire | Visual |
| HLO | 1.3.1 | With no signs of fire | Conduct rescue  Monitor for signs of fire  (See Card ‘Heli Crash on Deck No Fire’) |
| HLO | 1.3.2 | With signs of fire | Sound Alarm  Alert Helideck Team  Alert OIM |
| 2 | **Fight Fire** | | |
| HLO/HDA | 2.1 | DIFFS (if available) | Activate (if not automatic) |
| HLO | 2.2 | Select upwind Monitor | Check wind |
| Fire Team | 2.3 | FMS (if available) | Start pumps  Lay foam blanket  ‘Knock down’ fire |
| 2.4 | Hoses (if required) | Run out  Connect inductors/branches |
| 2.5 | Make foam/water (as required) | Lay foam blanket/spray |
| 3 | **Approach aircraft** | | |
| HLO | 3.1 | Rescue Team | Brief |
| 3.2 | FMS | Stop operation |
| Fire Team | 3.3 | Hoses | Pulse spray  Cool fuselage |
| HLO | 3.4 | Assess risk | Fire/explosion |
| 3.4.1 | If risk acceptable | Send in rescue team |
| 3.4.2 | If risk not acceptable | Continue to fight fire |
| 4 | **Rescue occupants** | | |
| Fire Team | 4.1 | Fuselage | Check integrity |
| **WARNING** | | | |
| **Beware ‘flash-over’. Ventilate with positive pressure using non-aspirated branch.** | | | |
| Rescue Team | 4.2 | Conduct search | Cockpit/Cabin |
| 4.3 | Release crew/pax | Evacuate to safety |
| 4.4 | Brief HLO | SITREP |
| HLO | 4.5 | Brief OIM | Full SITREP |
| Med Assist | 4.6 | Assess injuries | Request Medical assistance |
| HLO | 4.7 | Other Agencies | Co-ordinate |