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Aircraft Post Crash and Incident Management (APCIM) Aide Memoire



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Aircraft Post Crash and Incident Management (APCIM) Policy

Introduction

1. This Aide-Memoire is designed as a consolidated reference document for use of the Aircraft Post Crash and Incident Management Officer (APCIMO) and other personnel involved in APCIM. It contains a brief outline of the policy and principles of APCIM as set out in the Manual of Aircraft Post Crash and Incident Management (MAPCIM) and mandated in RA 1430¹ and includes informal advice to APCIMOs. Specific procedures may apply to Overseas Ops and embarked APCIM, as set out in the MAPCIM. However, the aim will always be to follow as closely as practicable the concept of the UK model, subject to location constraints.

Notification

2. It is essential that any Accident / Incident be reported at the earliest opportunity to either the Deputy Chief of Defence Staff Duty Officer (DCDSDO) or Permanent Joint Headquarters (PJHQ) Ops Officer as appropriate. They will then follow their own Standard Operating Procedures (SOPs) and contact all other agencies involved, including the appropriate Front Line Command, cascading the information provided. They will also allocate a lead APCIM unit, or possibly a Main Operating Base (MOB) overseas, where appropriate.

Background

3. Aircraft Accident / Incident sites will be managed to ensure that:
- Health and Safety precautions are taken to protect the local population and those personnel at or near the Accident / Incident site.
 - Environmental Protection precautions ►will◀ be taken to minimize the pollution of land, surface water and groundwater (including drinking water), and local sensitive ecological receptors.
 - The evidence is preserved for investigation.
 - No actions are taken which are detrimental to the good image and standing of the Armed Forces.
 - The Accident / Incident site is restored to a satisfactory condition as soon as practicable.
4. The Civil Police (CivPol) have and retain primacy at all military Aircraft Accident / Incident sites in the UK. CivPol will transfer freedom of movement and investigation at the site to the Defence Accident Investigation Branch (DAIB) when control of the Accident / Incident site has been established and police presence can be scaled down. The APCIMO is the primary police point of contact for liaison of military support requirements associated with the control and cordon of the site. The APCIMO provides the support services to enable the DAIB to complete the on-site investigation and for the Aircraft Recovery Officer (ARO) and ARO's team from the Joint Aircraft Recovery and Transportation Squadron (JARTS) to remove the wreckage. The APCIMO remains the primary point of contact with the Defence Infrastructure Organisation (DIO) to ensure the site is recovered and a site clearance certificate is obtained.
5. The Responsibilities for UK APCIM are delegated to individual military units, details of which are contained in the MAPCIM.
6. Military establishments allocated Lead Unit status or units with an 'on base' APCIM responsibility, and aviation-capable Ships, will maintain an APCIM organization, suitably qualified and equipped, that is capable of deploying to all Accident / Incident sites including:
- Military Aircraft crashes within the geographical areas allocated to them, including civilian airfields².
 - An initial response to an Accident / Incident off-base.
 - Civilian Aircraft on a military establishment.
 - When military Aircraft are embarked on and operating from aviation capable Ships.
7. Aviation Duty Holders (ADH) / Accountable Managers (Military Flying) (AM(MF)) will ensure that suitable arrangements for APCIM are in place when Aircraft operate in non-UK airspace. Notwithstanding the provisions of North Atlantic Treaty Organization (NATO) Standardisation Agreement (STANAG) 3531³

¹ Refer to RA 1430 – Aircraft Post Crash and Incident Management and Significant Occurrence Management.

² To include all Aircraft on the UK military register as well as Aircraft on the civilian register operating under defence contract.

³ NATO STANAG 3531 states that where a NATO operated Aircraft has an APCIM event in a NATO partner nation then APCIM responsibility rests with the State (Nation / Country) of Occurrence while any Safety Investigation will be undertaken by the State (Nation / Country) of Air System operation.

this will need to include provision of an APCIMO and advice and guidance to the Host Nation (HN) in the event of an Aircraft Accident / Incident together with an understanding of what level of APCIM response (if any) that the HN might provide. This is a recommended requirement where detachments are deployed with 3 Aircraft or more and / or have a duration of longer than 7 days.

Embarked Operations

8. Embarked APCIM is very dependent on the situation faced, be it a crash on deck, ditching, or an Incident ashore. Following any lifesaving activities notification to the UK will take place in the same way and the ►5◄ principles of APCIM adopted as far as possible. ►In the event of◄ a crash on deck the ►Ships command's◄ first priority ►◄ will be to save the Ship. Once this has been achieved the wreckage will be made safe and flight deck access restricted to anyone other than essential personnel until an investigation team from the UK can reach the Ship. If, for operational reasons, the deck is required and the Aircraft needs to be moved, as much evidence as possible will need to be captured before this takes place. This includes as much photography as possible, recovery of any data sources and collection of samples.

9. In the event of an Aircraft ditching, as much information as possible about the Aircraft's last known position and current sea conditions will need to be gathered in order to assist the Chief Salvage and Marine Operations (CSALMO) in any salvage operations. Any Incident ashore will be treated the same as any non-UK Incident with the Ship providing the main focal point and support to any APCIM activities. Additionally, ►the Ship◄ will ►◄ hold a sizeable amount of information relevant to an Incident ►that will need to be captured, whether◄ it is from the bridge in the form of the Voice Recorder and Ships' Log, or any GPS and data recording equipment. The ops room will hold any radio and radar recordings, and there may possibly be CCTV footage on the Ship that could prove vital. If the Ship is also operating within a task group there may be some data or information from other Ships that could be of assistance to an investigation.

APCIM Organizations

Mountain Rescue Service

10. The Mountain Rescue Service⁴ will deploy 2 teams in the event of an Aircraft crash. They ►◄ remain ►in situ for approximately◄ 24-72 hours ►until relieved by the APCIMO unit.◄

Joint Aircraft Recovery and Transportation Squadron (JARTS)

11. The JARTS⁵ ARO is responsible to the DAIB for the preparation and recovery of Aircraft wreckage, providing Health and Safety advice (in conjunction with RN Institute of Naval Medicine (RN INM) / RAF Centre of Aerospace Medicine (RAF CAM), and, where possible, the removal of Hazards from the Accident / Incident site.

12. The ARO will deploy to the Accident / Incident site as soon as possible and will lead the response from JARTS. Once on scene, they will conduct a site survey in conjunction with RN INM / RAF CAM to identify Hazards and ensure correct protective measures including cordon sizes are enforced. The ARO will also advise the APCIMO on Health and Safety considerations at the site and remain on site until all wreckage has been removed, restoration measures have been agreed and the site clearance certificate is signed.

Defence Accident Investigation Branch (DAIB)

13. DAIB will deploy personnel to the Accident / Incident site as soon as possible to lead the investigation⁶. They are the lead military organization on site and will set the timelines for recovery of the wreckage. They may also be co-ordinating with the civilian police or Safety Investigation Board (SIB) if these agencies are also carrying out parallel investigations.

RAF Regional Liaison Officer (RAFRLO)

14. The RAFRLO liaises with the civilian emergency services and local authorities to provide a conduit between the military, civilian agencies and other government departments as required. Their role will be to operate at SILVER (Tactical) / GOLD (Strategic) level and provide military input and advice as required.

RAF Centre of Aerospace Medicine (RAF CAM) / RN Institute of Naval Medicine (RN INM)

15. RAF CAM and the RN INM provide qualified and specialist support at fixed wing and rotary wing Incidents respectively. They are category 1 responders and thus will get called out within the initial emergency phase to provide Subject Matter Expert (SME) advice to the civilian emergency responders.

⁴ Mountain Rescue Teams are based at RAF Leeming, RAF Lossiemouth and RAF Valley.

⁵ JARTS are based at MOD Boscombe Down.

⁶ DAIB are based at MOD Boscombe Down.

For the APCIMO, the RN INM duty Hazard materials (Hazmat) and Environmental Protection Officer (HEPO) and RAF CAM duty Environmental Health Officer (EHO) can provide advice and on-scene support on hazardous materials, occupational and environmental health including climatic injury prevention and Real-Life Support (RLS) requirements and environmental protection and will brief the APCIMO accordingly. They will advise on cordon size and whether it can be reduced from 400 m and still prevent exposure to any perceived Hazard. If required, the Aircraft Hazard (ACHaz) Document Set, providing specific Hazard advice associated with Aircraft type, is also available through the MAA Intranet, Resilience Direct⁷ and the ARO.

Salvage and Marine Operations (SALMO)

16. SALMO is the MOD authority for the location and recovery of all ditched Aircraft and aerial platforms from the sea and inland waterways. SALMO will deploy personnel to the site, who will work with the ARO and Aircraft recovery team and arrange the necessary assets to facilitate recovery of the wreckage from the water.

17. APCIMOs will not accept the assistance of civilian diving companies / clubs / individuals in the recovery of an Air System. All offers of assistance will be referred to CSALMO. APCIM responders ►will◄ not to enter any ditched Air System due to the Risk of capsizing and sinking.

Defence Infrastructure Organisation (DIO)

18. The DIO is responsible for remediation of the site and negotiating compensation for those affected by the crash. An individual from Land Management Services will attend the Accident / Incident site to assess the damage caused and to advise both on potential claims and mitigation of future damage.

Air Accidents Investigation Branch (AAIB)

19. For the Incident involving a civil registered Aircraft, the AAIB⁸ is responsible for leading the investigation.

APCIM Support Organizations

No 3 Mobile Catering Squadron (3 MCS)

20. 3 MCS will, on request, provide APCIM catering support to APCIM units across mainland United Kingdom. The equipment will be held at R1. 3 MCS will aim to be on site within 24 hours following notification of an Incident. 3 MCS support is requested through DCDSO, liability for backfill falls to the lead APCIM unit's Front Line Command Force Generation (FGen) desk no later than 48 hours after deployment. 3 MCS will leave one SME, together with provisions, in situ with their equipment.

90SU (Tactical Communications Wing)

21. It is essential that the Accident / Incident site Incident Control Point (ICP) is able to communicate effectively with their base unit and other agencies involved in the APCIM response. Under certain circumstances, requirements may also exist for the ICP to communicate with external agencies. On occasions when these communication links cannot be provided reliably using available resources or quickly enough using rented commercial assets, contingent Communication Information System capability may be tasked to assist through a request to Air Command A6 Ops Commitments.

Explosive Ordnance

22. Explosive Ordnance Disposal (EOD) operations are only to be conducted by suitably qualified personnel.

23. The EOD response to an Aircraft Accident / Incident will be initiated by the DCDSO ►who will then notify the Joint Service EOD Operations Centre (JSEODOC).◄ In addition to EOD, platform specialists in the form of an Eng Tech Weapons (RAF), Army ATO or suitably qualified RN Maintainer will be called upon to assist.

24. EOD and the platform specialist will provide dedicated Safety advice (ie evacuation and Safety distances, use of radios near items of unexploded ordnance etc), the capability to locate, identify and render safe all items of explosive ordnance (including seemingly innocuous items such as fire bottle and cable cutting cartridges) and the capability to render safe Aircraft Assisted Escape Systems (AAES) in conjunction with the ►Air Weapons Ordnance Munitions and Explosives (WOME) Incident Support Team (AWIST).◄

⁷ Resilience Direct QR code found at page 19.

⁸ The AAIB is part of the Department of Transport.

Additional Workforce for APCIM Guarding

25. If an APCIM unit is unable to sustain its longer-term guarding requirement, additional personnel may be requested through the RAFRLO.

Helicopter Support

26. If helicopter support is required at an Accident / Incident site, the ARO will request it through the DCDSDO. Military helicopter availability is limited and whilst the movement of the Service Inquiry (SI) panel and the recovery of wreckage or components are approved tasks, any domestic or personnel support tasks can only be met on an ad-hoc basis.

Royal Engineer (RE) Support

27. During the recovery phase the ARO may seek support from the RE. They may formalize their request for RE support from Army HQ through the DCDSDO.

Typical APCIM Sequence Off-base within the UK

Table 1. Typical APCIM Sequence Off-base within UK

Event	Remarks
Aircraft / Incident occurs.	
DCDSDO initiate APCIM measures.	APCIM callout of Mountain Rescue Service (MRS), ARO, DAIB, EOD, Lead APCIM Unit and other responding agencies initiated iaw DCDSDO's SOP201.
Police and rescue services arrive at site and rescue personnel and / or search for bodies. Search and Rescue (SAR) may assist.	Police take control of site. If Incident is fatal, Police will retain control until Coroner or Procurator Fiscal has authorised the recovery of all fatalities. EOD, RN INM / RAF CAM provide Safety advice.
MRS locate site and provide initial guard and communications link.	Accurate position, weather and communications conditions passed to DCDSDO.
APCIMO and guard force arrive.	APCIMO is subordinate to Police but is the MOD representative responsible for the Accident / Incident site.
ARO arrives.	Provides advice to APCIMO on Hazards at Accident / Incident site. Cordon around Accident / Incident site is adjusted as required with advice from EOD, RN INM / RAF CAM.
HEPO / EHO and EOD arrives.	Provides detailed analysis of Hazard and advises ARO, DAIB and APCIMO of findings.
DAIB Arrive.	Start gathering perishable evidence and commence triage process for feedback to DG DSA. For foreign military, DAIB will attend in exactly the same timescale as for a UK Aircraft Incident but will carry out an initial triage system, subsequently handing the investigation over to ► operating nation ◀ investigation agency. For all civilian registered Aircraft AAIB will lead the investigation.
AAIB Arrive.	If required.
90SU (TCW) arrive (if tasked).	Communications net established.
ARO calls forward JARTS support as required.	
Guard commitment handed over from MRS to Guard Force.	Normally within 72 hours and in day light.
ARO maps site.	ARO plans removal of wreckage. Initiates helicopter tasking, if required.
DCDSDO hands over C2 to Convening Authority. SI arrives and inspects Accident / Incident site with DAIB.	Signal to include full SITREP actions taken by DCDSDO.

Event	Remarks
DIO attends Accident / Incident site.	In liaison with the APCIMO, ARO and RN INM / RAF CAM, the measures to conduct remediation are agreed.
SI releases airframe or wreckage.	DAIB to advise ARO of airframe or wreckage destination.
Wreckage and hazardous material removed by JARTS.	
APCIMO advised whether site is a continuing Hazard to the public by ARO and HEPO / EHO.	If the site is a Hazard, either the guard force remains, or the Hazard is barricaded off and warning signs are positioned.
JARTS and DAIB depart.	
DIO and contractors make good the site.	
Site clearance meeting held and Site Clearance Certificate signed.	Only after Site Clearance Certificate is signed is the APCIMO relieved of responsibilities for the site.

APCIMO Report

28. Once APCIM activity is complete, the APCIMO is required to provide [DSA-DAIB-AIR-PCIM](#) with an APCIMO Report which forms part of the SI. This will include the following headings:

- a. Deployment.
- b. Preservation of Evidence.
- c. Health and Safety.
- d. ► Environmental Protection. ◀
- e. Corporate Comms.
- f. Site Restoration.
- g. Lessons Identified / Learned.

Accident / Incident Site Considerations

Access to Property

29. Entry onto private land, without permission of the landowner, may constitute trespass. Accordingly, before entering private property to mount a guard, Service personnel will need to attempt to obtain permission from the owner or occupier. However, the Military Remains Act⁹ states that landowners cannot legally interfere with MOD property or remove Aircraft wreckage even if on their land.

Aircraft Assisted Escape Systems (AAES)

30. During immediate Fire and Rescue operations, fire service and SAR personnel will take whatever precautions necessary to affect the rescue of crew or other personnel. Thereafter, except as provided for below, ejection seats and components, survival equipment, and flying clothing will be left undisturbed until the arrival of the ►AWIST. ◀ The team will render safe all items of AAES cordoned separately outside the main cordon area but will only enter the main cordon under the guidance of DAIB.

Note: Only in exceptional circumstances are other (ie local unit or company) qualified armament personnel to be permitted to render AAES safe. An example of such a circumstance might be where an Aircraft carrying high explosive weapons has crashed in a built-up area and the presence of AAES components is inhibiting the safe evacuation of civilian personnel.

Cockpit Voice and Flight Data Recorders (CVFDR)

31. In the aftermath of an Aircraft crash, it is imperative that CVFDR data, if fitted, is recovered for the investigation. Other electronic non-volatile memory devices may also be fitted. If safe to do so, under the guidance of the DAIB, every effort needs to be made to preserve data for the subsequent investigation; this may involve isolating power and carrying out special procedures for handling recording equipment found immersed in water.

⁹ The Military Remains Act 1986 s.1: All Aircraft which have crashed in military service whether at land or sea are protected and "It is an offence to tamper / damage / move or unearth any remains unless the Secretary of State has issued a licence to do so".

32. Data from CVFDRs will not be downloaded by anyone without authorization from the DAIB. This includes any Aircraft involved in an Incident that would normally have data downloaded post-sortie as part of normal SOPs. Any equipment will be photographed before and after any intervention.
33. Data may also be recovered from non-Aircraft related equipment such as personal GPS devices, mobile phones and cameras.

Cordons and Evacuation Guidance

34. Mobile telephones, ► **smart watches, portable electronic devices, and other electronic communications equipment** ◀ are not normally to be taken inside the inner cordon; exceptions to this rule will be approved by the ARO or DAIB.
35. In the event of a military Aircraft crash, unless there is convincing proof that no explosion will occur or an exceptional reason that may prevent it, evacuation will need to be enforced immediately if the presence of unexploded ordnance (UXO) of any sort, is suspected.
36. There are 2 degrees of evacuation from the main Accident / Incident site: complete and partial¹⁰.
- Complete evacuation:** 400 m.
 - Partial evacuation:** 800 m.
37. Partial evacuation applies to all personnel not adequately screened from the Accident / Incident site location. Rooms on the remote side of houses may be occupied, but access / egress will need to be restricted to shielded approaches adequately screened from the Accident / Incident site or location of UXO. If partial evacuation is undertaken the local population will be informed by CivPol.
38. For small items of wreckage, including AAES, falling outside of the 400 m complete evacuation zone, a security cordon of 30 m is sufficient.
39. These evacuation radii will be re-assessed when the EOD team arrive on scene and the ARO can also provide further advice.
40. Advice can be sought from SMEs if there is pressure to reduce the cordon. Liaison with EOD will provide the requisite information regarding clearance from UXO, whilst RAF CAM / RN INM will provide the same expertise regarding Hazmat requirements.

Media Considerations

41. The MOD aims to present a positive, accurate and consistent image. The ability to sustain a professional image may be severely tested following an Aircraft Accident / Incident. Even in the most adverse of circumstances it is important that a positive message is given. Corporate communications at an Accident / Incident site will encompass 2 distinct aspects; firstly the media interest in the Accident and their drive to obtain a story; and secondly, the need to communicate sensitively with the local community. To that end it is imperative that a suitably qualified Corporate Communications Officer (CCO) such as the unit's Media Officer advises the APCIMO appropriately. The MOD Press Office (Tel 0207 218 7907) will be alerted by the DCSDO and will need to be consulted before any statements, other than holding statements, are made to the press.

Damage to Property

42. DIO will visit the site as soon as possible to make an accurate assessment of damage caused, investigate all potential claims, negotiate settlements and advise on the mitigation of further damage. Aircraft recovery activities will not be initiated on private property before the DIO has arranged, with the owner / occupier and the ARO, for the marking-out of an agreed route that will minimize further damage. Requests for payment for the use of barns, water etc do not constitute claims in common law, and are a matter for units with APCIM Responsibilities, who will refer to the DIO in the first instance for advice. The DIO representative will be activated by the DCSDO.
43. The APCIMO can assist the DIO in the subsequent compensation negotiations by provision of early photography of the site.

Foreign Military Aircraft

44. In the event of a foreign military Aircraft crash in the UK, the UK will lead on all APCIM response actions whilst the investigation will be led by the operating nation, albeit with support from DAIB.
45. If the Aircraft is from a United States Visiting Forces (USVF) base in the UK, the USVF within the Command Post (CP) of the appropriate station will activate an Installation Command Centre (ICC) or Crisis Action Team (CAT). The USVF have considerable administration, logistics and communications support

¹⁰ JSP364 Joint Service EOD and Search Manual, Volume 2, Table 2E-1 Minimum Cordon Distances.

which they may deploy to the scene of an Accident / Incident, and whilst the MOD will lead on the APCIM response, MOD organizations deployed will work closely with their US counterparts to minimize the duplication of response.

46. The UK CivPol retain primacy of the Accident / Incident site and the UK Coroner (Procurator Fiscal in Scotland) has initial jurisdiction over any human remains although they may hand jurisdiction to USVF. Once satisfied that the crash does not involve a criminal act, CivPol will allow the USVF to investigate as outlined by NATO STANAG 3531¹¹. Further detail is provided in the MAPCIM Chapter 2.

Health and Safety

47. The MOD has a legal obligation under Health and Safety at Work Act (HASAW) legislation to protect Service and civilian personnel and members of the public from the Hazards present at an Aircraft Accident / Incident site. The APCIMO is responsible for ensuring, as far as is practicable, that this obligation is met with assistance from the ARO and RAF CAM / RN INM as appropriate.

48. RAF CAM / RN INM have personnel on call 24/7. These organizations can provide detailed Risk Assessments at the site, together with advice prior to arrival.

Environmental Protection

49. The MOD has a legal obligation under the Environmental Damage (Prevention and Remediation) (England) Regulations legislation to protect the environment from the Hazards present at an Aircraft Accident / Incident site. The APCIMO is responsible for ensuring, as far as is practicable, that this obligation is met with assistance from the ARO and RAF CAM / RN INM as appropriate.

Incident Control Post (ICP)

50. For Accidents / Incidents in the UK and Europe, JARTS may deploy their ICP to control access to the inner cordon. The ICP will comprise of one or more caravans and an associated tented annex complex. The JARTS Site Co-ordinator will be responsible for the efficient running and Husbandry of this complex and will allocate appropriate areas for use by other parties at the Accident / Incident site.

51. For the outer cordon the APCIMO will set up an ICP as a focal point for all the ongoing activities and agencies, maintaining info boards as required.

Interim Compensation

52. Following an Aircraft Accident / Incident there may be a need for the disbursement of immediate cash payments to those who have lost their homes, clothing etc; either temporarily or permanently. This will be funded by the lead APCIM Unit. The interim payment is designed to help such people and further details can be found in the MAPCIM.

53. For any claims related queries, contact the MOD Directorate for Judicial Engagement and Policy Common Law Claims & Policy Public Liability Group (DJEP-CLCP Claims PLG) through DIO.

Land Restoration

54. DIO will oversee site restoration in conjunction with the ARO, with specialist support from RAF CAM / RN INM Hazmat and Environmental Protection Officer / Environmental Health Officer, to the best standard possible. The ARO is responsible for site clearance certificates, organizing the site clearance meeting, and advising the APCIMO of Health and Safety considerations at the site. Whilst the APCIMO may have physically departed the site they may still be called upon for assistance until the land is restored and the Site Clearance Certificate signed.

Northern Ireland

55. Political and security sensitivities preclude the deployment of a military crash guard in Northern Ireland; this role will be fulfilled by the Police Service Northern Ireland (PSNI). Whilst an APCIMO will deploy to act as the on-site liaison between Civil Emergency Services (CES) and the APCIM responsible unit at Aldergrove Flying Station, that officer will maintain a low public profile and ►will not◄ deploy in uniform. Further specialist military support ►will not◄ deploy until formally requested by the Civil Authority through the RAFRLO, who will maintain close liaison with the PSNI and HQ 38 (Irish) Brigade throughout.

Pathology (UK only)

56. In the event of a fatality, on or off base, the authority for movement of the human remains of deceased persons rests with the Coroner (Procurator Fiscal in Scotland). In practice, authority is often delegated to the Coroner's Officer or the Procurator Fiscal's Agent (who will probably be a CivPol Officer).

¹¹ Refer to STANAG 3531 - Safety Investigation of Accidents / Serious Incidents Involving Military Aircraft, Missiles, and / or UASs.

Special and Protected Sites

57. Many Sites of Special Scientific Interest (SSSI) and Protected Sites exist in the UK. The regulators of these areas have legal powers to prevent damage to an area. An Aircraft Accident / Incident may be in or adjacent to a site, and liaison will be made with the relevant authorities, such as Natural England, Scottish Natural Heritage, Countryside Council for Wales or the Northern Ireland Environment Agency, through the RAFRLO, so that sensitive areas may be protected, or damage already caused ameliorated.

58. For specialist advice, contact the DIO specialist environmental team on 01980 674870 or 01980 674820 or, for northern England / Scotland, call 01748 875069.

Trauma Risk Management (TRiM)

59. TRiM is a Chain of Command function that formalizes good leadership and personnel policy practice¹² in the aftermath of exposure to trauma.

60. Given the potential for exposure to trauma following Aircraft Accidents / Incidents, TRiM may be required to help individuals in order to keep operationally effective and to record, track, monitor and support those involved, directly or indirectly, in a traumatic Incident. TRiM is not a substitute for effective stress management, or for clinical intervention where that is appropriate and is a process for identifying those in need of some help.

61. Caution will need to be taken when implementing TRiM procedures before the arrival of the DAIB as interviews under the TRiM process may have an impact on the subsequent investigation thus there will be no interviews with affected people unless the DAIB are aware and content.

Non-UK APCIM

62. APCIM outside of the UK can be immensely difficult especially in a hostile environment where there may be very little time on the ground to carry out standard APCIM activity. Where time and the security of the location allows, standard APCIM procedures need to be followed, in particular the Safety of personnel in and around the Accident / Incident site and the preservation of evidence. The organizations previously listed may deploy depending on the circumstances, but the response is likely to be much less than that for an Incident in the UK. Although corporate communications and restoration of the site might not be possible there will still be occasions where they become essential and indeed necessary, so it is advisable to be fully prepared.

63. Any photography (including aerial photography) will prove invaluable to the Accident / Incident investigators. If site access is safe (from a security perspective) but only for a limited period, it may be necessary to remove vital evidence (any sort of mission tapes, flight data recorders etc) in order to help with the investigation.

64. In the event of an Aircraft Accident / Incident which falls under Commander Joint Operations Area of Responsibility, the Permanent Joint Headquarters Operations Controller will need to be informed as soon as possible on 01923 955311.

65. NATO STANAG 3531 states that, for NATO countries, the nation of the Accident / Incident will provide the APCIM response and on-the-ground SMEs for all countries can be found in the IPP 'Yellow Book' available on the DefNet e-library.

Non-UK APCIM Checklist

66. The table below details information required by ADHs / AM(MF)s in order to establish an APCIM plan prior to deployment, together with additional subjects that may be worthy of consideration (indicated by *):

¹² The rightful obligations placed upon us through the Moral Component of Warfare demand that we properly address the needs and welfare of our people. Therefore, a structured and Risk-based approach to stress and resilience management will be an integral part of this requirement.

Table 2. Non-UK APCIM Checklist

Item	Information Required	Remarks
1.	Determine your Operational Command (OPCOM):	
a.	If OPCOM Chief of Joint Operations (CJO) – report to PJHQ	
b.	If not OPCOM CJO – report to DCDSDO	
2.	What is the CivPol role in an Aircraft Accident / Incident?	
3.	Is there a military APCIM organization?	
a.	What procedures are in place, compared to UK?	
b.	Is there an on-site and off-site plan?	
c.	What APCIM capability is available?	
d.	Where is that capability located?	
e.	What are the APCIM contact details?	
f.	Will an Accident / Incident site Guard Force be provided, if not is it feasible to provide from own resources?	
4.	Is there a UK Embassy?	
a.	Is there a Defence / Air Attaché?	
b.	What are the contact details?	
c.	Is an interpreter available / required?	
d.*	Will in country media assistance / facilities be available, if so where from?	
e.	What is the political situation? Is there a requirement for security briefings?	
f.	Are there any cultural, ethnic or religious issues to consider?	
g.	Will armed protection be required?	
h.	How well developed is Health and Safety awareness?	
i.	What arrangements are required to enter the country?	
j.	How much notice to travel is required?	
k.	How efficient is the transport infrastructure?	
5.	Is there a military Accident / Incident investigation organization?	
a.	Where are the Accident / Incident investigation team based?	
b.	What are their contact details?	
c.	Is there a Memorandum of Understanding regarding Accident / Incident Investigation?	
d.	Is the country a member of NATO and covered by STANAG 3531 ▶ ¹¹ ◀?	
6.	Is there a civil Accident / Incident investigation organization?	
a.	Where are they based?	
b.	What are their contact details?	
7.	Is there a robust Communications infrastructure?	
a.	What facilities are available in the HN?	
b.	If required will 90SU be available to provide a communications capability in the event of an Aircraft Accident / Incident?	
c.*	Accident / Incident site / Force Protection communications to MOB?	
d.*	Capability to send pictures of an Accident / Incident to the UK?	
8.*	Logistics	
a.*	Availability of domestic facilities for guard force and on-site team.	
b.*	Availability of logistics requirements – ie ground equipment, lifting equipment, access to crane and transport vehicles, ISO containers etc	
9.	Aircraft Hazards	
a.	Prepare a database of potential Aircraft and EP Hazards using the ACHaz Document Set	

Item	Information Required	Remarks
10.*	DAIB / SI Requirements	
a.	Location for storage of evidence	
b.	Office space / Interview space for DAIB / SI Panel	
c.	Office material including telephones / computer access / stationery	
11.	Evidence Preservation	
a.	Procedures in place for evidence photography, preservation and storage	

Glossary

AAES	Aircraft Assisted Escape Systems
AAIB	Air Accidents Investigation Branch
ADH / AM(MF)	Aviation Duty Holder / Accountable Manager (Military Flying)
ADR	Accident Data Recorder
APCIM	Aircraft Post Crash and Incident Management
ARCC	Aeronautical Rescue Co-ordination Centre
ARO	Aircraft Recovery Officer
▶AWIST	Air WOME Incident Support Team ◀
CSALMO	Chief Salvage and Marine Operations
CVFDR	Cockpit Voice and Flight Data Recorder
DAIB	Defence Accident Investigation Branch
DCDSDO	Deputy Chief of Defence Staff Duty Officer
DIO	Defence Infrastructure Organization
EHO	Environmental Health Officer
EOD	Explosive Ordnance Disposal
HASAW	Health and Safety at Work
HEPO	Hazmat and Environmental Protection Officer
ICP	Incident Control Point
IO	Incident Officer
JADTEU	Joint Air Delivery Test and Evaluation Unit
JARTS	Joint Aircraft Recovery and Transportation Squadron
▶JSEODOC	Joint Service EOD Operations Centre ◀
MAA	Military Aviation Authority
MAPCIM	Manual of Aircraft Post Crash and Incident Management
MMMFF	Man Made Mineral Fibre
MRS	Mountain Rescue Service
MRT	Mountain Rescue Team
NMOC	National Maritime Ops Centre
PJHQ	Permanent Joint Headquarters
PPE	Personal Protection Equipment
RAFRLO	Royal Air Force Regional Liaison Officer
RE	Royal Engineer
RPAS	Remotely Piloted Air Systems
SAR	Search and Rescue
SI	Service Inquiry
SSSI	Site of Special Scientific Interest
TCW	Tactical Communications Wing
TRiM	Trauma Risk Management
▶WOME	Weapons Ordnance Munitions and Explosives ◀

Contact Details for APCIM Responders

Table 3. Contact Details for APCIM Responders

Role	Contact Number	Contact Email
Deputy Chief of Defence Staff Duty Officer (DCDSDO)	02072 188938	DCMC-DCDSDO-office@mod.gov.uk
National Maritime Ops Centre	999 (Ask for 'Coastguard')	
▶ Mountain Rescue Service / Mountain Rescue Team ◀	Through DCDSDO	
Aircraft Recovery Officer (ARO)		
▶ Joint Aircraft Recovery and Transportation Squadron (JARTS) – Duty ARO ◀ JARTS – Duty Ops Ctrl	07802 217180 07802 327579	
Defence Accident Investigation Branch Duty Co-Ord	01980 348622	
MOD Press Office / DNews	02072 187907	
Royal Navy Institute of Naval Medicine (RN INM) – Guardhouse RN INM – Duty Officer	02392 768020 07771 865868	
Royal Air Force (RAF) Centre of Aerospace Medicine (RAF CAM) – Duty Environmental Health (EH) Officer RAF CAM – Duty EH Tech	07866 123483 07866 116650	
Explosive Ordnance Disposal – Land Ops Command Duty Watchkeeper	01264 886462 94393 6462 SSS 9298 4393 6183	
▶ Joint Service EOD Operations Centre ◀	▶ Through DCDSDO ◀	
No 3 Mobile Catering Squadron (3 MCS) – Duty SNCO 3 MCS – Duty JNCO 3 MCS – Duty Keys	07976 206596 07976 206847 07976 206963	
Defence Fire and Rescue HQ Duty Officer	07899 067847	
Joint Air Delivery Test and Evaluation Unit / Joint Helicopter Support Squadron	Through DCDSDO	
RAF Regional Liaison Officer (RAFRLO) Scotland	07833 912924	Air-RAFRLos@mod.gov.uk
RAFRLO North	07825 365333	Air-RAFRLos@mod.gov.uk
RAFRLO East Midlands	07979 537682	Air-RAFRLos@mod.gov.uk
RAFRLO East of England	07767 663359	Air-RAFRLos@mod.gov.uk
RAFRLO London and South East	07770 721494	Air-RAFRLos@mod.gov.uk
RAFRLO South West	07796 568380	Air-RAFRLos@mod.gov.uk
RAFRLO West Midlands	07771 730553	Air-RAFRLos@mod.gov.uk
RAFRLO Wales	07802 348513	Air-RAFRLos@mod.gov.uk
RAFRLO Northern Ireland	07801 900780	Air-RAFRLos@mod.gov.uk
RAF Police	Through RAFRLOs or Cyber Defensive Operation Centre	
Royal Engineers	Through DCDSDO	
▶ Directorate for Judicial Engagement and Policy Common Law Claims & Policy Public Liability Group ◀	02072 181842 02072 183545	

RAFRLO Boundaries and APCIM Areas of Responsibility

Figure 1. RAFRLO Boundaries and APCIM Areas of Responsibility

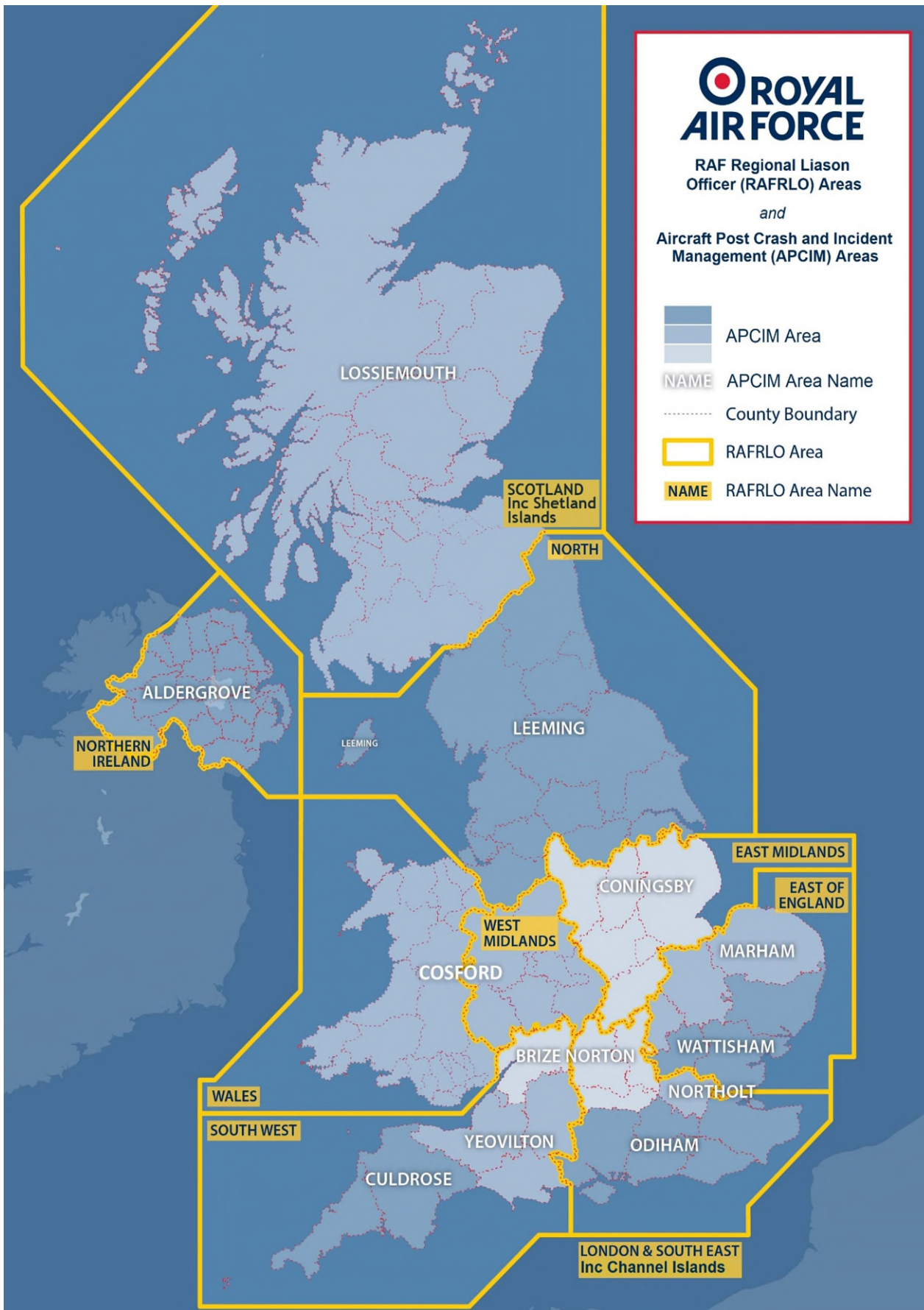


Figure 2. Aircraft Post Crash and Incident Management Quick Reference


Aircraft Post Crash and Incident Management Quick Reference		
 <p>Defence Safety Authority Dated: Jan 24</p>	<p>This APCIM* quick reference guide is issued as a handy 1 pager only and is not subject to formal amendment. It is aimed at those personnel who could be called upon to conduct APCIM or carry out the duties of the APCIM Officer (APCIMO) and will be used in conjunction with the following publications:</p> <ul style="list-style-type: none"> MAA Manual of Aircraft Post Crash and Incident Management (MAPCIM). MAA Aircraft Post Crash and Incident Management (APCIM) Aide-Memoire (where this sits). MAA RA 1410 – Occurrence Reporting and Management. MAA RA 1430 – Aircraft Post Crash and Incident Management and Significant Occurrence Management. Ship / Station / Detachment APCIM orders. <p><i>*APCIM principles and methodology may also apply to 'Downbird' Aircraft depending on circumstances.</i></p>	
<p>DCDSO (Call this number FIRST if NOT OPCOM CJO – they will initiate APCIM actions) – (+44) 02072 188938 or 9621 88938 The DCDSO will then notify Single Service points of contact Defence Accident Investigation Branch (DAIB) Accident Line (+44) 01980 348688 Joint Casualty and Compassionate Centre – JCCC (+44) 01452 519951 If OPCOM CJO call PJHQ Ops Controller - 01923 955311</p>		
<p>APCIM Aims: Health and Safety precautions are taken at the Accident / Incident site to protect the local population and personnel in attendance. ► Environmental Protection precautions. ◀ Preserve evidence for crash investigation. Maintain a good image and standing of the armed forces in the public eye. Restore the Accident / Incident site to a satisfactory condition as soon as practicable.</p>		
<p>Primacy: In general, the Civil Police / SIB has primacy at the Accident / Incident site. Abroad, a Judge or Magistrate may hold primacy at an Accident / Incident site.</p>		
<p>APCIMO: Noting with whom Primacy rests, the APCIMO will have to act quickly and decisively to gain control by carrying out the Immediate Actions and; Where possible obtain permission to access the site from the land or property owner. Secure and cordon the site. Cordon will be 400 m from the main body of the wreckage. Cordon of 30 m required for smaller pieces of wreckage including AES. Guard Force on the outer cordon will not require PPE. If personnel are deployed within the outer cordon, SME advice for PPE will be sought from: RN INM / RAF CAM / DAIB / parent unit engineering staff. Ejection seats / explosive initiated devices; advice will be sought from an Aircraft type Delivery Team SME, ► AWIST ◀ and EOD staff.</p>	<p>Handling the Media: (MPCM) Do not disclose personal information about those involved. Do not speculate as to the cause. Be prepared to make <u>brief</u> factual statement to include: Aircraft type and where it was from. Time and date of crash. Number of people on board, whether there were any casualties. What the Aircraft was doing, usually a routine training flight. SI has been convened, Accident investigation underway.</p>	
<p>Transient Evidence: Cockpit Voice and Flight Data Recorders (CVFDR); locate and isolate power as a priority. Take advice before removal to a secure place. Take Fuels, Lubricants, and Associated Product samples (if safe to do so and under guidance of DAIB). Photograph marks, stains and positions of components and cockpit switches and controls if possible. Arrange aerial photography if possible. Collect and secure paper evidence, maps, briefing sheets etc. Keep a written log of actions and decisions at the site.</p>		
<p>Operational Theatre / Non-UK APCIM: APCIM principles remain the same but; Establish links with Embassy and HN. Geographical, environmental and climate influences have an effect. Local / cultural / legal issues have to be considered and Consular assistance will usually be required. The tactical and operational issues will alter if and how APCIM is carried out. Level of APCIM will be at the discretion of the Op Command. Guard force site protection Rules of Engagement to be considered and agreed. Be able to react if threat level rises.</p>	<p>IMMEDIATE ACTIONS: STOP, THINK, KEEP CALM Obtain a full brief from the emergency services / response team on site. Carry out site Health and Safety Risk Assessment. Take steps to preserve and record transient evidence – esp CVFDR. Establish a cordon around the site. Set up an Incident Control Post. Establish communications with the Command. Record what you have done - Set up an actions and decisions log.</p>	<p>APCIMO Additional Considerations: Be prepared to encounter fatalities and bio-hazards. Be prepared to deal calmly and politely with external parties calling on civil police assistance as required. Conduct a face-to-face handover to additional APCIMOs where a 24 hour presence is required. Cordon sentries / guard commander are supplied by the lead MOD establishment covering the Accident / Incident site location in the UK. Consider TRiM for all personnel.</p>
<p>Crash on Deck: Ship Safety is paramount. Consider Risks to landing airborne Aircraft or the continued use of the flight deck on multi-spot Ships. Preserve evidence - take samples and photographs. Cordon, control access and mitigate Risks. Impound flight deck video. Crash into the Sea: Record location details; GPS, wind, sea state and position markers. Impound Air Traffic Control / Radar / Plots / Cmd tapes Collect, collate and coordinate floating debris (Time and Location when found).</p>	<p>Personnel and Supporting Organizations with Site Access Authorisation: Mountain Rescue Team will provide an initial cordon for up to 72 hours after crash. Pathologist, Coroner / Procurator Fiscal and the Coroner's Officer (Fatal Accidents). Crash Investigators; DAIB and Service Inquiry (may include civilian AAIB staff). RN INM / RAF CAM EHO will be available to give specific Health and Safety, PPE, RLS and environmental advice. ► AWIST ◀ will be looking at the AES and SE aspects of the Accident / Incident and will provide EHO / Prac. JARTS to conduct Aircraft and wreckage recovery after the initial phases of Accident / Incident investigation. They conduct a H&S risk assessment and advise accordingly. They will be led by an ARO who may need to call for additional support from the Royal Engineers or private contractors. The DIO representative will carry out a survey and assess damage caused and handle future compensation claims etc. A JADTEU representative may need to make an assessment of the wreckage in order to carry out a helicopter lift off site where there is no vehicular access; this will be lead through the ARO. Any CSALMO requirements will be tasked through DCDSO.</p>	

Figure 3. Resilience Direct QR Code.



APCIMO – ‘Top Tips’

Preparation

1. Conduct regular training exercises involving all agencies to familiarize yourself with unit orders, the MAPCIM, this Aide Memoire and your unit crash kit that you will be using at the Accident / Incident site.
2. Get to know your RAFRLO.

Immediate actions

3. Report to Unit APCIM Control Room. Obtain brief from the Unit APCIM Incident Commander and collect APCIMO bag. Begin a log of events and actions.
4. Request an APCIMO ‘assistant’ to accompany you to the site. Does not need to be IO qualified, but will act as a Personal Assistant to the APCIMO and can act as a scribe to take over your log of events.
5. Establish whether the loan of Airwave sets is required and if it has been arranged (RAFRLO can assist). It may be easier to have them delivered to the Accident / Incident site.
6. Telephone RAFRLO – discuss situation.
7. Establish (through Ops) the name and contact details of the ARO and DAIB lead Eng. Attempt to contact both prior to departing to obtain their estimated time of arrival (ETA) at the Accident / Incident site.
8. Contact the police authority in charge of the Incident – they may be operating on Airwave. Discuss the APCIM procedures and support available, provide your ETA (and that of the ARO / DAIB if available). Alternatively ask your home unit to do this for you whilst you are en route and ensure a point of contact is passed to you.
9. Consider taking the Media Communications Officer (MCO) / Community Relations Officer (CRO) / CCO and a photographer (if daylight) with you to the site. If at night, arrange to have a photographer arrive at first light. Establish with Ops if aerial photography has been arranged or liaise with CivPol to establish whether a police helicopter has taken footage.
10. Change into appropriate clothing: PCS – boots, beret. Take cold and wet weather clothing as appropriate and civilian attire (minimum 48 hours kit).
11. Don’t drive yourself to the site; your mind will be on the Incident and not the road. You will also be required to answer phone calls which you cannot do if driving.

At the Accident / Incident site

12. Maintain a log of events – this is essential and will help with the post APCIM report.
13. Establish who is in charge of the site when you arrive – this may be more difficult than you expect! On arrival at the Accident / Incident the lead emergency services command vehicle will have blue lights still flashing, which indicates the Incident Commander’s vehicle. This is likely to be the Police Bronze Commander.
14. If Fire and Rescue operations are still taking place at the site, wait until these are complete before attempting to take control.
15. Landowner’s permission will need to be sought prior to entering private property – CivPol will be able to assist. Refer queries on compensation and cases of immediate financial distress to the unit APCIM Control Room or the DIO representative if on site.
16. If MRS is on site, take over C2 of military activity from the team leader (normally conducted in daylight). If the Accident / Incident site is in an austere location, the MRS may remain on site for longer to assist with Safety precautions.
17. Establish comms with home unit in order to relay facts ASAP – notify requirements for Guard Force support and communications. It is important there is a flow of information.
18. Record details of all witnesses and people who hand in wreckage – CivPol will assist with this. When you arrive on scene CivPol may hand you details of witnesses, these will be passed to DAIB on arrival.
19. CivPol have initial primacy over the site and over body recovery. The police will work closely and in co-operation with the APCIMO. Only the Coroner / Procurator Fiscal (in Scotland) or their Officer / Agent has the right to coordinate body recovery.
20. When the Guard force arrives, consult with EOD, the ARO and DAIB, establish an ICP if not yet set up and confirm cordon requirements. Deny access (apart from police, ARO, President of the SI and DAIB Investigators). If in doubt check with the DAIB. Ensure all personnel on site are logged in and out.

21. Comms – There is a procedure called MTPAS (Mobile Telecommunications Privileged Access Scheme) which prioritises the mobile network to emergency responders and those attending the scene of an Accident / Incident as required. Handsets can be installed with privileged access sims to facilitate comms between the organizations involved. The Gold commander may authorize this. If Airwave is being utilized, brief guard force via Guard Commander on network discipline and site communication procedures.
22. Continue to pass SITREPs back to your unit on a regular basis.
23. Media. Use MCO / Public Relations Officer (PRO) / CCO. Be prepared to make a statement if absolutely necessary; however, CivPol may take the lead. Make sure that you are familiar with the initial 'holding statements' as listed in the MAPCIM. Seek advice from the Defence Press Office before making a statement – there may be an official 'line to take'. Remember 'no comment' is not an option!

Potential issues

24. Immediately after the crash local people may have many questions that need to be dealt with by the APCIMO.
- a. Was the Aircraft armed?
25. If the wreckage has burnt:
- a. Is the air now polluted / toxic?
 - b. Can we let children out to play?
26. Other questions may include:
- a. Will we get compensation / who from / what do we need to do?
 - b. Who will clear up the mess?
 - c. Will the land be contaminated forever?
27. The APCIMO can be the focal point for local anger:
- a. Why was the Aircraft low flying?
 - b. "It was an Accident waiting to happen".
 - c. Why low fly here?
 - d. Why was the Aircraft doing what it was doing?
28. The public might not realize that, in the initial stages, the recovery operation may take between 2-3 weeks to complete. This could mean heavy vehicles on their roads, lots of personnel in camouflage uniform (often assumed to be Army).
29. Arrange for the local population to be briefed on power, gas, telephone or water disconnection, if this is necessary to enable wreckage to be removed safely. Talking to locals and advising them of the process will give them a sense of involvement and shows that the MOD is concerned about them. Restrict such viewing to appropriate persons only.
30. Remember to delegate; don't get lost in the detail.
31. The APCIMO is vital in providing the link between JARTS and the supporting unit, particularly in matters such as MT, POL and supply support. JARTS are self-sufficient, but they do not have infinite supplies.
32. An effective Guard Commander is required and will significantly reduce the workload of the APCIMO. However, the APCIMO remains the site commander and will retain an overall awareness of activities; you may need to exercise leadership skills not normally used in your day-to-day duties. Remember to keep the guard force informed in order to retain interest and motivation.

Guards and guarding are not the responsibility of the ARO.

33. Potential problems to be aware of:
- a. Bored guards tampering with wreckage / equipment at night or driving vehicles off road inappropriately.
 - b. Inappropriate dress, joviality and gallows humour in sight of the press and public.
 - c. Consider removing mobile phones from the guard force to avoid inappropriate use of photographs and social media.
 - d. Guards being ill-equipped for duties ie insufficient cold (or hot) weather clothing.

- e. A gradual reduction of support from the home unit as time passes.
- f. Insufficient or inappropriate food.
- g. Availability of RLS, including latrine / WC facilities.

The APCIMO is the focal point for all activities on site, both civil and military. It is imperative therefore that they provide on-site continuity from the day of the crash right through to the handing back of the site to the landowner.

Remember, the RAFRLO knows all the key players – civil and military!

DAIB (Air) Witness / Passenger Questionnaire

The aim of the Defence Accident Investigation Branch (DAIB) (part of the Defence Safety Authority (DSA)), will be to carry out an independent, no blame, Flight Safety investigation and to assist a Service Inquiry panel in producing recommendations which may help improve Flight Safety and reduce the Risks of Accidents / Incident in the future. Any information provided would be greatly appreciated and may prove vital to the findings of the panel. Thank you.

Personal Details

Full name:

Address:

.....
.....

Telephone: (Home) (Work) (Mobile)

Occupation: Email:

Flight Details if known

Date: Location:

Your location relative to the Accident / Incident:

Aircraft Flight From: To:

Persons with you at time of the Accident / Incident:

.....

Description of Event

How and when did you realise something was wrong?

.....
.....
.....
.....

Please give a brief account of what you heard and / or saw / felt / smelt:

.....
.....
.....
.....
.....
.....
.....

Please give a brief description of your immediate actions:

.....
.....
.....

Accident / Incident Summary Notes

Time / Date Nature of Incident (Brief Summary of the Accident / Incident only)

Time / Date tasked for the Accident / Incident, by whom

ARO and main Team members

DAIB Team

AAES Investigation Team

Environmental Health Officer

Hazmat and Environmental Protection Officer

Notes

APCIMO On-Site Checklist

Table 4. APCIMO On-site Checklist

Contacts	Name	Number
DCDSDO	Duty Desk	02072 188938
PJHQ	Duty Desk	01923 955311
MRS Team Leader		
CivPol Incident Officer		
DAIB Investigator In Charge		
ARO		
RAF CAM / RN INM		
EOD		
RAFRLO		
Station Ops		
Squadron Ops		
CRO / PRO / MCO		

Useful Contacts	Number
DAIB Duty Co-ord	01980 348622
DAIB APCIM	07584 884965
MOD Press Office	02072 187907
RN INM Guardhouse	07771 865868 02392 768020
RAF CAM – Duty EH Officer RAF CAM – Duty EH Tech	07866 123483 07866 116650
JARTS	07802 327579
EOD - Land Ops Command (LOC) Duty Watchkeeper	01264 886462 / 94393 6462 / SSS 9298 4393 6183
3 MCS – Duty SNCO 3 MCS – Duty JNCO 3 MCS – Duty Keys	07976 206596 07976 206847 07976 206963
DFR HQ Duty Officer	07899 067847

On Site Actions	Complete	Additional Notes
Establish Contact with CivPol Incident Officer.		
Establish contact with MRS Team Leader.		
Set out 400m cordon (discuss requirement with ►AWIST◄ / EOD / JARTS / RAF CAM / RN INM).		
Set up ICP and establish a briefing routine.		
Establish comms with home unit.		
Establish contact with DAIB.		
Ensure entire wreckage has been accounted for.		
Establish armament state of Aircraft.		
Ensure team life support is in place (inc 3 MCS callout).		
Where required identify any key items of wreckage (CVFDR).		
Where required (by DAIB) gather samples.		
Collate any witness statements.		