



# **FAI Serious Incident Response Policy**

*2025 Edition - Effective 03 October 2025*

*This policy applies to all FAI category 1 events and is binding for organisers, officials, team managers, and competitors.*

## 1 INTRODUCTION

This policy has been developed to support organisers, officials, team managers, and competitors in handling serious incidents, injuries, or fatalities at FAI-sanctioned air sports events. They provide a modern framework to ensure responses are timely, consistent, and respectful, while safeguarding the wellbeing of participants and the reputation of air sports.

While risk is inherent to all air sports, the frequency and nature of these events underline the need for updated, practical tools to support those managing such situations. The FAI Medico-Physiological Commission (CIMP) has therefore revised and streamlined the existing procedures to provide new version of the policy.

This policy **applies to all FAI category 1 events and is binding for organisers, officials, team managers, and competitors**. All parties are expected to be familiar with the contents and act in accordance with them. The document will be updated based on injury data, evolving safety requirements, and expert input to ensure continued accuracy and relevance.

## 2 DEFINITIONS

- **Serious Incident:** An event involving actual or potentially significant injury or damage to property or aircraft.
- **Casualty:** A person who is seriously injured or deceased.
- **NoK:** The persons closest living relative or relatives (Next of Kin) or emergency contact.
- **Event Control:** The designated operational command point.

## 3 GENERAL PRINCIPLES

- Always comply with national laws and procedures.
- Treat all information confidentially.
- Prioritise respect for victims and their families.
- Avoid speculation at all times.
- Ensure that every event has an emergency protocol in place, customised to the sport and local area, and aligned with this Policy.

## 4 ROLES AND RESPONSIBILITIES

- **Event Director:** Leads the overall response and makes key decisions.
- **Event Safety Officer:** Manages the accident scene and coordinates with authorities.
- **Event Public Information Officer:** Handles all media communications.
- **Team Manager:** Assists with team member matters and the notification of next of kin (NoK) and have agreed to the release of the name
- 
- **Jury President:** Receives copies of incident/accident reports for inclusion in the Jury Report.

## 5 IMMEDIATE ACTION AT THE SCENE

### Notify Emergency Services and Medical Teams

Ensure that the relevant authorities (fire, police, ambulance) and on-site medical personnel are contacted immediately.

### Secure the Area

Establish safety for responders and bystanders, suspend operations as necessary, and move people to a safe distance.

### **Preserve All Evidence**

Treat the incident site as evidence, and do not disturb it unless required to save life or prevent danger.

### **Record Key Details**

Begin a log noting the time of the incident, main actions taken, and individuals involved.

## **6 EVENT CONTINUATION DECISION**

**Event Director Responsibility:** The Event Director holds responsibility for deciding whether the event continues, is suspended, or is terminated. This decision must be taken in consultation with key personnel, considering:

- The emotional and physical state of participants.
- The status of ongoing investigations.
- Public and media impact.

**The decision** must be communicated clearly and respectfully to all concerned, including participants, officials, and staff.

## **7 COMMUNICATION AND MEDIA PROTOCOLS**

- **Appoint a Single Spokesperson** - The Event Public Information Officer, or another designated person, is solely responsible for all communication with the media and the public.
- **Protect Identities and Stick to Facts** - Do not release the names of those involved until their families have been formally informed. Never speculate on the cause of the incident or assign blame; communicate confirmed facts only.
- **Use Prepared and Controlled Statements**- Whenever possible, use a pre-approved media statement (**see Annex B**). All communications should be released through official event channels to maintain consistency and control.
- **Limit Media and Social Media Interaction** -Only the designated spokesperson may speak to the media. Pause all social media activity on official channels until clearance is given by the Event Director. Officials and Event staff should refrain from posting or commenting on the incident via personal accounts.
- **Document Communications** - Maintain a written or electronic record of all media statements and communications to ensure transparency and traceability.

## **8 INVESTIGATION AND DOCUMENTATION**

- **Support Official National Investigations:** Fully cooperate and assist by providing access to the scene, information, and personnel as required.
- **Collect Witness Contact details** : Gather the names and contact information of witnesses
- **Store Documents Securely:** All records related to the incident, including the log and witnesses name must be stored securely to ensure the integrity and confidentiality of the information.
- **Provide Information to Investigators As Requested:** Make sure all collected information is organized and readily available to investigators upon request to assist their work.

## **9 NOTIFICATION OF NEXT OF KIN (NOK)**

- **Team Manager Responsibility:** The Team Manager should take the lead in notifying the next of kin (NoK).
- **Confirm Before Public Release:** The notification must be confirmed before any names are shared publicly.
- **Alternate Point of Contact:** If the Team Manager is not present, the Event Director must appoint a suitable person to handle the notification.

## 10 INSURANCE AND LEGAL CONSIDERATIONS

- **Inform Insurers Promptly:** Prompt notification is a requirement of most insurance policies.
- **Confirm Insurance Policies:** Verify that the insurance policies for both organizers and participants are in order and valid to avoid any issues with future claims.
- **Seek Legal Advice:** If the situation is complex or involves potential legal action, obtain legal advice promptly.

## 11 REPORTING OBLIGATIONS

**Reporting to the FAI:** An official report must be submitted to the FAI within 24 hours of the incident. The report must be sent to the dedicated address **medical@fai.org** , which is in force to ensure confidentiality in reporting, with **sec.gen@fai.org** and jury president in copy for administrative follow-up. *All personal data will be processed in line with FAI confidentiality standards.*

**Reporting Responsibility:** The report must be submitted by either the Event Director or the Event Safety Officer (with the Event Director in copy). The following must be included in the report:

- Brief factual summary.
- Actions taken.
- Witness and official contact details.
- Media interactions.
- Preliminary findings.

**The Annex C should be used for reporting.**

## 12 POST EVENT REVIEW

- **Post Event Debrief:** Conduct a formal debrief with all involved personnel. Identify how future incidents can be managed more effectively.
- **Final Report to The FAI:** The findings from the debrief should be included in a final report submitted to the FAI (use Annex C).
- **Recommend Improvements:** Include specific recommendations for improvements to future policy, procedures, and safety protocols to ensure continuous improvement of safety standards.

## ANNEX A - IMMEDIATE ACTION CHECKLIST

To be followed immediately after an incident.

### Contact Info

Via Email: medical@fai.org with sec.gen@fai.org in copy.

Via Phone: +41 21 345 10 70 (usually Swiss office hours Mon-Fri 09:00-17:00)

#### ■ SECURE

- ☐ Alert emergency services (Fire, Ambulance, Police)
- ☐ Ensure safety of others / stop further flights
- ☐ Secure the accident site – control access

#### ■ INFORM

- ☐ Notify Event Director and Safety Officer
- ☐ Call medical support – follow local emergency plan
- ☐ Alert FAI (medical@fai.org, cc sec.gen@fai.org)

#### ■ DOCUMENT

- ☐ Start incident log (Time, Actions, Contacts)
- ☐ Record names and contact details of witnesses
- ☐ Take initial photographs if safe and appropriate

#### ■ SUPPORT

- ☐ Team Manager to assist team and handle family matters
- ☐ Set up private incident room (communications, lockable)
- ☐ Appoint interpreter or liaison if international team involved

#### ■ DECIDE

- ☐ Event Director to assess whether to pause or continue event
- ☐ Communicate decision to participants respectfully

#### ■ COMMUNICATE

- ☐ Only the spokesperson speaks to the media – No speculation, no names released until Next of Kin informed
- ☐ Pause all social media activity
- ☐ Prepare media statement (see Annex B)

#### ■ DO NOT

- ☐ Move wreckage unless to save life or avoid danger
- ☐ Speculate on cause or assign blame
- ☐ Post information on social media

**Print and pin this checklist in the Event HQ and Control Room.**

## **ANNEX B - SAMPLE PRESS STATEMENT**

(To be adapted based on actual facts)

*"An incident occurred today at [time] involving a [aircraft type]. Emergency services were immediately activated, and the situation is under investigation. Our primary concern is the wellbeing of those involved. No names will be released until families have been informed. We will provide further updates once more information becomes available. For now, we request understanding and privacy for all those affected."*

## ANNEX C – FAI INCIDENT REPORT FORM

*This form is based on CIVL Incident Report Form – please enter as applicable to the air sport discipline in question.*

Competition details (fill in)				
Competition Name			N° of participants	
Competition Date			N° of competitors	
Country			Event description	
Venue specification (address)				
Injured person (fill in)				
Nationality			Weight	
Sex			Age	
Name			FAI Licence number	
Incident Details (mark with <b>X</b> what applies)				
Incident during	Take off		Thermalling	At the start gate
	Tow		Acro	On course
	Straight Flight		Approach	Last leg to ESS
	Straight Flight full speed		Landing	Between ESS and goal
Emergency deployment	None	Failed	Accidental	Successful
Injuries	Nil	Minor	Serious	Fatal
Service Used	1 <sup>st</sup> Aid		Ambulance	Helicopter
	Mnt Rescue		Police	Fire brigade
Contributory Factors (mark with <b>X</b> what applies)				
Weather Factors	High Wind		Lee	Turbulence
	Overdevelopment		Rain	Wind Shear
	Strong Lift		Other:	
Pilot Behaviour	Confusion/Froze		Cloud Flying	Midair Collision
	Overconfidence		Aggressive Flying	Insufficient Lookout
	Fatigue		Inexperience	Other:
Material/ Equipment Behaviour:	Describe the situation witnessed:			
Narrative Report: (describe the situation by short text)				
What led up to the incident? (include other pilots' observations/ opinions)				

## FAI Serious Incident Response Policy

Describe the incident (may include witness comments)				
What happened after the incident? (include rescue services response time, medical diagnosis, media interaction, preliminary findings)				
<b>Equipment / Aircraft / Balloon/ Gear (ect.)</b>				
Glider/Aircraft	Manufacture			
	Model			
	Size			
Certification	Type:	Grade:	Prototype:	
Harness:	Manufacture:	Type:	Size:	
Helmet:	None:	Open Face:	Full Face:	Certified : Yes - No
Emergency Parachute:				
<b>Report submitted by</b>				
Name:			Role:	
Email:			Phone:	
<p><b>This report must be submitted to the FAI within 24 hours of the incident.</b></p> <p><b>This report must be sent to</b></p> <ul style="list-style-type: none"> <li>medical@fai.org with</li> <li>sec.gen@fai.org and jury president in copy</li> </ul>				





FAI - Fédération Aéronautique Internationale  
Avenue de Rhodanie 54  
CH-1007 Lausanne  
Switzerland  
Tel: +41 21 345 10 70  
Fax: +41 21 345 10 77  
[www.fai.org](http://www.fai.org)  
[info@fai.org](mailto:info@fai.org)