

Caldwell Executive Airport Aviation Mishap Response Guide and Checklist

If you have an event with an aircraft that results in damage or injury.

CALL 9-1-1 and REPORT IT to NTSB by calling (253) 874-2880

Notify the Airfield Operations Manager and follow their procedures.
Point of Contact and phone number Rob Oates (208) 459-9779 cell: (208) 880-2059

POC for this document

City of Caldwell

Attn: Airport

P.O. Box 1179

Caldwell, Idaho 83605

ADMINISTRATIVE INFORMATION

All personnel involved in aviation operations should be familiar with this Aviation Mishap Response Guide and Checklist.

Priority of Actions. As soon as you are aware of the accident, **START A LOG OF ALL ACTIONS AND CALLS**, then refer to the expanded subsections of this plan. The subsections are listed in order of priority.

- a. **Protect people** Lifesaving operations takes first priority.
- b. **Protect property** Property should be protected from unnecessary additional damage.
- c. **Preserve evidence** Treat the area as if it were a crime scene. Provide 24-hour security until the investigation team arrives. Identify witnesses; get their addresses, phone numbers, and email.
- d. **Notify and investigate** Report the accident using your organization's chain-of-command and policies. **Do not delay reporting** if detailed information is not immediately available.
- e. **Recovery operations** Everything at the site is under the control of the NTSB until released.

Practice — The absolute best way to be prepared for the unexpected is to periodically practice your Aviation Mishap Response Plan. Coordinate in advance and get as many responders as possible to participate when you conduct a practice drill.

PROTECTING PEOPLE

- a. Many times in the urgency to assist accident victims, the rescuers may place themselves in jeopardy and become victims themselves. Enforce risk assessment and mitigation procedures.
- b. Ensure ALL crew and passengers involved in an aircraft accident are cleared by medical authority.
- c. Aircraft wreckage attracts people like a magnet. Keep non-essential personnel well clear and preferably upwind.
- d. **Hazards at an aircraft accident site** can include:
 1. **Biological Hazards** — Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and many others. See OSHA's 29 CFR 1910.1030 for control measures.
 2. **Toxic Substances** — Fuel, oil, hydraulic fluid, and exotic aircraft materials such as beryllium, lithium, chromium, and mercury. You must also consider the cargo the aircraft was carrying (see the DOT Emergency Response Guide at <http://phmsa.dot.gov/hazmat/library/erg>)
 3. **Pressure Vessels** — Tires (often above 90 psi), hydraulic accumulators, oleo struts, oxygen cylinders, and fire extinguishers. They may look OK, but may have been damaged in the crash.
 4. **Mechanical Hazards** — Metal under tension (rotor blades bent under fuselage), heavy objects, composite materials, and innumerable sharp edges.
 5. **Fire Hazards** — Unburned fuel, hot metal (or other components), aircraft batteries, pyrotechnics, and the ignition of grass because of the accident. Be cautious of smoldering items, which may re-ignite.
 6. **Environmental Hazards** — Weather, terrain, and animals (snakes, spiders, scorpions, etc.) Depending on the location and time of year, the environment may be among the most serious hazards at the scene.
- e. **Utilize available protective devices and clothing.** Use extreme caution when working around the wreckage. Protective measures include:

Minimize the number of personnel allowed to enter the accident site.

Ensure exposed personnel use appropriate personal protective equipment (PPE) such as boots, long pants, long-sleeved shirts, leather gloves (use surgical gloves as inserts if blood or bodily fluids are present), and appropriate respirators if toxic vapors or composite material pose respiratory hazards.

Do whatever is necessary to extricate victims and to extinguish fires, but keep in mind the need to protect and preserve evidence. If any evidence must be disturbed in order to carry out rescues or fire suppression activities, document and/or photograph their location.

REMEMBER, it's already a bad day; don't make it worse by letting someone else get hurt!

Safety, Accident, and Hazard Reports

1. Aviation Safety Reporting Program

1. The FAA has established a voluntary Aviation Safety Reporting Program designed to stimulate the free and unrestricted flow of information concerning deficiencies and discrepancies in the aviation system. This is a positive program intended to ensure the safest possible system by identifying and correcting unsafe conditions before they lead to accidents. The primary objective of the program is to obtain information to evaluate and enhance the safety and efficiency of the present system.
2. This cooperative safety reporting program invites pilots, controllers, flight attendants, maintenance personnel and other users of the airspace system, or any other person, to file written reports of actual or potential discrepancies and deficiencies involving the safety of aviation operations. The operations covered by the program include departure, en route, approach, and landing operations and procedures, air traffic control procedures and equipment, crew and air traffic control communications, aircraft cabin operations, aircraft movement on the airport, near midair collisions, aircraft maintenance and record keeping and airport conditions or services.
3. The report should give the date, time, location, persons and aircraft involved (if applicable), nature of the event, and all pertinent details.
4. To ensure receipt of this information, the program provides for the waiver of certain disciplinary actions against persons, including pilots and air traffic controllers, who file timely written reports concerning potentially unsafe incidents. To be considered timely, reports must be delivered or postmarked within 10 days of the incident unless that period is extended for good cause. Reports should be submitted on NASA ARC Forms 277, which are available free of charge, postage prepaid, at FAA Flight Standards District Offices and Flight Service Stations, and from NASA, ASRS, PO Box 189, Moffet Field, CA 94035.
5. The FAA utilizes the National Aeronautics and Space Administration (NASA) to act as an independent third party to receive and analyze reports submitted under the program. This program is described in AC 00-46, Aviation Safety Reporting Program.

2. Aircraft Accident and Incident Reporting

1. **Occurrences Requiring Notification.** The operator of an aircraft must immediately, and by the most expeditious means available, notify the nearest National Transportation Safety Board (NTSB) Field Office when:
 1. An aircraft accident or any of the following listed incidents occur:
 1. Flight control system malfunction or failure.
 2. Inability of any required flight crew member to perform their normal flight duties as a result of injury or illness.
 3. Failure of structural components of a turbine engine excluding compressor and turbine blades and vanes.
 4. Inflight fire.
 5. Aircraft collide in flight.
 6. Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.
 7. For large multi-engine aircraft (more than 12,500 pounds maximum certificated takeoff weight):
 1. Inflight failure of electrical systems which requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit, or air-driven generator to retain flight control or essential instruments;
 2. Inflight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces;
 3. Sustained loss of the power or thrust produced by two or more engines;

4. An evacuation of aircraft in which an emergency egress system is utilized.
 2. An aircraft is overdue and is believed to have been involved in an accident.
- 2. Manner of Notification.**
1. The most expeditious method of notification to the NTSB by the operator will be determined by the circumstances existing at that time. The NTSB has advised that any of the following would be considered examples of the type of notification that would be acceptable:
 1. Direct telephone notification.
 2. Telegraphic notification.
 3. Notification to the FAA who would in turn notify the NTSB by direct communication; i.e., dispatch or telephone.
- 3. Items to be Included in Notification.** The notification required above must contain the following information, if available:
1. Type, nationality, and registration marks of the aircraft.
 2. Name of owner and operator of the aircraft.
 3. Name of the pilot-in-command.
 4. Date and time of the accident, or incident.
 5. Last point of departure, and point of intended landing of the aircraft.
 6. Position of the aircraft with reference to some easily defined geographical point.
 7. Number of persons aboard, number killed, and number seriously injured.
 8. Nature of the accident, or incident, the weather, and the extent of damage to the aircraft so far as is known; and
 9. A description of any explosives, radioactive materials, or other dangerous articles carried.
- 4. Follow-up Reports.**
1. The operator must file a report on NTSB Form 6120.1 or 6120.2, available from NTSB Field Offices or from the NTSB, Washington, DC, 20594:
 1. Within 10 days after an accident;
 2. When, after 7 days, an overdue aircraft is still missing;
 3. A report on an incident for which notification is required as described in subparagraph a(1) must be filed only as requested by an authorized representative of the NTSB.
 2. Each crewmember, if physically able at the time the report is submitted, must attach a statement setting forth the facts, conditions, and circumstances relating to the accident or incident as they appeared. If the crewmember is incapacitated, a statement must be submitted as soon as physically possible.
- 5. Where to File the Reports.**
1. The operator of an aircraft must file with the NTSB Field Office nearest the accident or incident any report required by this section.
 2. The NTSB Field Offices are listed under U.S. Government in the telephone directories in the following cities: Anchorage, AK; Atlanta, GA; Chicago, IL; Denver, CO; Fort Worth, TX; Los Angeles, CA; Miami, FL; Parsippany, NJ; Seattle, WA.

3. Near Midair Collision Reporting

1. **Purpose and Data Uses.** The primary purpose of the Near Midair Collision (NMAC) Reporting Program is to provide information for use in enhancing the safety and efficiency of the National Airspace System. Data obtained from NMAC reports are used by the FAA to improve the quality of FAA services to users and to develop programs, policies, and procedures aimed at the reduction of NMAC occurrences. All NMAC reports are thoroughly investigated by Flight Standards Facilities in coordination with Air Traffic Facilities. Data from these investigations are transmitted to FAA Headquarters in Washington, DC, where they are compiled and analyzed, and where safety programs and recommendations are developed.
2. **Definition.** A near midair collision is defined as an incident associated with the operation of an aircraft in which a possibility of collision occurs as a result of proximity of less than 500 feet to another aircraft, or a report is received from a pilot or a flight crew member stating that a collision hazard existed between two or more aircraft.
3. **Reporting Responsibility.** It is the responsibility of the pilot and/or flight crew to determine whether a near midair collision did actually occur and, if so, to initiate a NMAC report. Be specific, as ATC will not interpret a casual remark to mean that a NMAC is being reported. The pilot should state “I wish to report a near midair collision.”
4. **Where to File Reports.** Pilots and/or flight crew members involved in NMAC occurrences are urged to report each incident immediately:
 1. By radio or telephone to the nearest FAA ATC facility or [FSS](#).
 2. In writing, in lieu of the above, to the nearest Flight Standards District Office ([FSDO](#)).
5. **Items to be Reported.**
 1. Date and time (UTC) of incident.
 2. Location of incident and altitude.
 3. Identification and type of reporting aircraft, aircrew destination, name and home base of pilot.
 4. Identification and type of other aircraft, aircrew destination, name and home base of pilot.
 5. Type of flight plans; station altimeter setting used.
 6. Detailed weather conditions at altitude or flight level.
 7. Approximate courses of both aircraft: indicate if one or both aircraft were climbing or descending.
 8. Reported separation in distance at first sighting, proximity at closest point horizontally and vertically, and length of time in sight prior to evasive action.
 9. Degree of evasive action taken, if any (from both aircraft, if possible).
 10. Injuries, if any.
6. **Investigation.** The FSDO in whose area the incident occurred is responsible for the investigation and reporting of NMACs.
7. Existing radar, communication, and weather data will be examined in the conduct of the investigation. When possible, all cockpit crew members will be interviewed regarding factors involving the NMAC incident. Air traffic controllers will be interviewed in cases where one or more of the involved aircraft was provided ATC service. Both flight and ATC procedures will be evaluated. When the investigation reveals a violation of an FAA regulation, enforcement action will be pursued.

4. Unidentified Flying Object (UFO) Reports

1. Persons wanting to report UFO/unexplained phenomena activity should contact a UFO/unexplained phenomena reporting data collection center, such as the National UFO Reporting Center, etc.
2. If concern is expressed that life or property might be endangered, report the activity to the local law enforcement department.

5. Safety Alerts For Operators (SAFO) and Information For Operators (InFO)

1. SAFOs contain important safety information that is often time-critical. A SAFO may contain information and/or recommended (non-regulatory) action to be taken by the respective operators or parties identified in the SAFO. The audience for SAFOs varies with each subject and may include: Air carrier certificate holders, air operator certificate holders, general aviation operators, directors of safety, directors of operations, directors of maintenance, fractional ownership program managers, training center managers, accountable managers at repair stations, and other parties as applicable.
2. InFOs are similar to SAFOs, but contain valuable information for operators that should help them meet administrative requirements or certain regulatory requirements with relatively low urgency or impact in safety.

PROTECTING PROPERTY

NTSB Sec. 831.12 Access to and release of wreckage, records, mail, and cargo.

- a. *Only the Board's accident investigation personnel and persons authorized by the investigator in-charge to participate in any particular investigation, examination or testing shall be permitted access to wreckage, records, mail, or cargo in the Board's custody.*
 - b. *Wreckage, records, mail, and cargo in the Board's custody shall be released [to the DOI or USFS IIC] by an authorized representative of the Board when it is determined that the Board has no further need of such wreckage, mail, cargo, or records. When such material is released, Form 6120.15, "Release of Wreckage," will be completed, acknowledging receipt.*
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Treat the accident site like a crime scene. Wreckage, cargo, and debris should not be disturbed or moved except to the extent necessary:

- a. To remove victims.
- b. To protect the wreckage from further damage.
- c. To protect the public.

In addition to the authority explicit in NTSB 831.12, restricting access protects the public from the hazards of the accident site.

Initially the accident site should be protected by either your own people (e.g. if the accident occurred at a fire) or by agency and local law enforcement officers. The investigation team may request extended security until the investigation is complete.

PRESERVING EVIDENCE

NTSB Sec. 830.10 Preservation of aircraft wreckage, mail, cargo, and records.

The operator of an aircraft involved in an accident or incident for which notification must be given is responsible for preserving to the extent possible any aircraft wreckage, cargo, and mail aboard the aircraft, and all records, including all recording mediums of flight, maintenance, and voice recorders, pertaining to the operation and maintenance of the aircraft and to the airmen until the Board takes custody thereof or a release is granted pursuant to Sec. 831.12(b) of this chapter.

Prior to the time the Board or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:

1. To remove persons injured or trapped;
 2. To protect the wreckage from further damage; or
 3. To protect the public from injury.
- c. Where it is necessary to move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original positions and condition of the wreckage and any significant impact marks.
- d. The operator of an aircraft involved in an accident or incident shall retain all records, reports, internal documents, and memoranda dealing with the event, until authorized by the Board to the contrary.
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In addition to those items required by law (above) you should also:

Control access to the site by cordoning off the area and contacting the agency aviation safety investigator to determine who needs access. Request agency or local law enforcement to immediately secure the site for the accident investigation team. Establishing a pass system to identify authorized personnel is an excellent technique for serious accidents. Everyone who enters should be briefed on the known or suspected hazards and cautioned to avoid disturbing the evidence (flipping switches and souvenir hunting).

Photograph everything. Some evidence may be easily destroyed prior to the arrival of the accident videos taken by witnesses, participants, and rescuers. **DO NOT DISTURB WRECKAGE.**

Identify witnesses. Request witnesses write out their statements as soon as possible (before witnesses can compare notes). Be sure to **GET WITNESSES' NAMES, ADDRESSES, PHONE NUMBERS, AND EMAIL ADDRESSES.** Supervisors must ensure that personnel with information pertinent to the investigation are made available to the investigators in a timely manner. If possible, coordinate with the accident investigator(s) **PRIOR** to de-mobilizing personnel with information pertinent to the accident.

Secure equipment and records. Crew items, such as helmets, survival equipment (if used), notes, charts, etc. as well as dispatch logs and records, should be controlled and provided to the investigation team upon arrival.

NOTIFY AND INVESTIGATE

*If you see something...**SAY SOMETHING!!*** Do not try to “classify” events as accidents or incidents, that’s the job of the National Transportation Safety Board (NTSB). If you have an event with an aircraft that results in damage or injury, **REPORT IT**.

Initial Notification. Caldwell Executive Airport Administrative office at (208) 459-9779. When you call, provide the information on the Aircraft Accident Checklist.

!! DO NOT DELAY the initial notification by trying to complete all of the blanks on the form. Call in the accident as soon as possible and call back as more information becomes available.

!! If you have enough people you should conduct the notification process at the same time as you are conducting other aspects of the immediate response.

INVESTIGATION:

- a. Aircraft **accidents** (fatality, serious injury, or substantial damage) will be investigated by NTSB personnel (Public Law 110-181).

RECOVERY OPERATIONS

NTSB Sec. 831.12 Access to and release of wreckage, records, mail, and cargo.

- a. Only the Board's accident investigation personnel and persons authorized by the Investigator-In-Charge to participate in any particular investigation, examination or testing shall be permitted access to wreckage, records, mail, or cargo in the Board's custody.
 - b. Wreckage, records, mail, and cargo in the Board's custody shall be released by an authorized representative of the Board when it is determined that the Board has no further need of such wreckage, mail, cargo, or records. When such material is released, Form 6120.15, “Release of Wreckage,” will be completed, acknowledging receipt.
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If an accident is investigated by Emergency and First Responders, they are responsible for notification of the NTSB and compliance with section 831.12 prior to releasing the wreckage.

Actual recovery (and the associated costs) is usually the responsibility of the aircraft owner. Before committing the City to unnecessary costs, check with the appropriate Finance Department.

Use extreme caution when removing or recovering aircraft wreckage. Salvage personnel are aware of hazards at accident sites and take appropriate precautions. Your people may not!

Release of wreckage from the NTSB will go to local Emergency Services or owner/operator.

Anyone who has ever been involved in the immediate response to an aircraft accident will agree that the first few minutes and hours of a mishap event are chaotic. Developing and practicing your Aviation Mishap Response Plan today is your best defense against the chaos of tomorrow. Time is an extremely critical factor and immediate positive action is necessary; any delay may affect someone’s survival.

Conduct of Aircraft Accident Investigations. All aircraft accidents are investigated under the authority of the National Transportation Safety Board (NTSB) as defined in:

- a. 49 Code of Federal Regulations (CFR) Parts 830 and 831.
- b. Public Law (PL) 110-181 and Federal Management Regulation (FMR) 102-33.185.

!! This means that regardless of severity, all aircraft accidents are the domain of the NTSB. If the NTSB elects to not visit the site and the field investigation is conducted by DOI or USDA-FS personnel, it is still an NTSB investigation and investigative efforts must comply with their rules and standards.

TIPS AND TECHNIQUES

- a. **Who's in Charge** — Although accident investigations are the responsibility of the NTSB you need to determine in advance who will be responsible for the initial actions at the accident site.
- b. **Notification of Next-of-Kin** — As a minimum, all supervisors should have a plan on how to contact their employee's next-of-kin.
- c. **Start a Journal** — Write down everything regarding events, actions, points of contact (who, what, when, where, and why).
- d. **Control of Records** — Under the provisions of NTSB Part 831.12 the records pertaining to the aircraft and the flight become a part of the investigation and "belong" to the NTSB until released. Gather and control the appropriate records until they can be turned over to the NTSB investigator. Required records include (but are not limited to) aircraft operating and maintenance documents, crew records (flight and medical), flight plans, weather briefings, weight and balance forms, and load calculations.
- e. **Conduct After-Action Review (AAR)** — After the dust has settled and the professional investigators have taken charge, it is time to review what happened, what worked, and what needs to be improved. Conduct the AAR while issues and events are fresh in everyone's mind. Share your lessons learned with your Regional / National Aviation and Safety Managers. Update your Aviation Mishap Response Plan with the lessons learned.

NOTE: NTSB policy prohibits Parties to an investigation (see Part 831.11 and .13) from discussing information about that accident without the specific approval of the NTSB Investigator-in-Charge (IIC), for questions on the proper release of information about an accident investigation contact the NTSB.

General Information

DEFINITIONS (SEE 49 CFR (NTSB) 830/831)

- a. **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.
 - b. **Substantial Damage** — damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered “substantial damage” for the purpose of this part.
 - c. **Aircraft Incident** — an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.
 - d. **Investigator-In-Charge** — the designated Investigator-In-Charge (IIC) organizes, conducts, controls, and manages the field phase of the investigation. The IIC has the responsibility and authority to supervise and coordinate all resources and activities of all personnel, both Board and non-Board, involved in the on-site investigation. The IIC continues to have considerable organizational and management responsibilities throughout later phases of the investigation, up to and including Board consideration and adoption of a report or brief of probable cause(s). Note: the NTSB determines probable cause(s); Emergency Personnel determine contributing factors.
 - e. **Serious Injury** — any injury which:
 - 1. Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received;
 - 2. Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
 - 3. Causes severe hemorrhages, nerve, muscle, or tendon damage;
 - 4. Involves any internal organ; or
 - 5. Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- !! 49 CFR Part 830.5 requires the NTSB be immediately notified whenever damage (including ground damage) occurs to main or tail rotor blades that requires major repair or replacement of the blades, whenever there is a runway incursion that requires immediate corrective action, and whenever an aircraft is overdue and believed to be involved in an accident. **Report any of these events immediately to The Western Pacific NTSB Office at (253) 874-2880**

General Information

MEDIA RELATIONS

NTSB Sec. 831.13 Flow and dissemination of accident or incident information.

Release of information during the field investigation, particularly at the accident scene, shall be limited to factual developments and **shall be made only through the Accident Investigation Board Member present at the accident scene, the representative of the Board's Office of Public Affairs, or the Investigator-In-Charge.**

All information concerning the accident or incident obtained by any person or organization participating in the investigation shall be passed to the IIC through appropriate channels before being provided to any individual outside the investigation. Parties to the investigation may relay to their respective organizations information necessary for purposes of prevention or remedial action. However, no information concerning the accident or incident may be released to any person not a party representative to the investigation (including non-party representative employees of the party organization) before initial release by the Safety Board without prior consultation and approval of the IIC.

TIPS AND TECHNIQUES WHEN WORKING WITH THE MEDIA:

- a. You can acknowledge an accident has occurred, but do not speculate on what caused it or release any names. Advise the media that the investigation of this accident is under the jurisdiction of the NTSB and any questions must be directed to them.
- b. Do not aggravate the media and do not get aggravated by the media. They are just doing their job. Even aircraft accidents do not stay in the headlines forever, unless the reporter thinks you are hiding something.
- c. Most reporters have prior experience at accident sites. Remind them of the hazards, to avoid disturbing the wreckage, and ask them to be respectful of the victims.

OVERDUE AIRCRAFT

An aircraft is considered “overdue” when it fails to arrive within 30 minutes past the estimated time of arrival (ETA) and cannot be located.

Time	Action	Contact and Phone	Time Log
Immediately at time aircraft is due	Attempt to contact aircraft by radio or phone. If equipped, review Automated Flight Following data. Contact destination agency airbase or airport. Gather info required for Aircraft Accident Report.		
15 minutes past due	Contact originating or enroute agency dispatch. Contact originating or enroute agency airbase. Contact originating or enroute airports		
30 minutes past due	Contact vendor home base. Contact the FAA / Flight Service Station and request an Alert Notice (ALNOT)	1 800 992-7433 (800 WX BRIEF) – Select “1” to speak to a briefer. Give the briefer the info and your contact info. The briefer will notify the “Hub” supervisor who will notify the FAA. Expect a return call for more info.	

MISSING AIRCRAFT

The aircraft is “missing” when the fuel duration, as reported on the request for flight following, or as reported on the FAA flight plan, has been exceeded and the aircraft location is unknown. It can also be considered missing when it has been reported to the FAA as being “overdue” and the FAA has completed an administrative search for the aircraft without success.

Anytime the fuel duration is exceeded or if an aircraft is missing/and an accident is suspected	Submit data from the Aircraft Accident Checklist to: FAA / Flight Service Station and request an Alert Notice (ALNOT) or contact the FAA Regional Operations Center Notify Emergency Services Notify Local Aviation Manager	1 800 992-7433 (800 WX BRIEF)	
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Overdue and Missing Aircraft

FAA REGIONAL 24-HOUR ACCIDENT AND INCIDENT RESPONSE CENTERS

Alaskan Region	(907) 271-5936
Central Region	(816) 329-3000
Eastern Region	(718) 553-3100
Great Lakes Region	(847) 294-8400
New England Region	(781) 238-7011
Northwest Mountain Region	(425) 227-1389
Southern Region	(404) 305-5180
Southwest Region	(817) 222-5006
Western-Pacific Region	(206) 231-2089

AIRCRAFT ACCIDENT CHECKLIST

Has 911 been notified?

(Do not delay initial report by trying to fill in all the blanks)

1. Point of Contact Information (the person who will provide information and direct actions)			
a. Operational Control: (agency/region/unit)			
b. Name:		d. Duty Position:	
c. Phone Numbers:		e. Address:	
Work:	Cell:		
Fax:	Home:	f. E-mail:	
2. Accident Information			
a. Aircraft Registration/Tail Number:		Type of Aircraft:	Color:
b. Date and Time of Accident:			
c. Location of Aircraft (Grid, Lat/Log, Reference to Known Point):			
d. Hazardous Materials Involved? (Explosives, Radioactive Materials, etc.):			
e. Accident Site Secured?:		Photos Taken?:	
f. NTSB ONLY: Flight Data Recorder Secured? (if applicable) <input type="checkbox"/> <input type="checkbox"/>			
Witnesses identified and statements requested? <input type="checkbox"/> <input type="checkbox"/>		ELT Deactivated? <input type="checkbox"/> <input type="checkbox"/>	
g. Total Number of Personnel Involved:			
h. Number of Fatalities:		Number of Injuries:	
3. Accident Description (type of mission, what happened, weather, extent of damage, etc.)			
4. Admin Information			
a. Aircraft Owner:		b. Operator:	
c. Pilot in Command:			
d. Point of Last Departure:		e. Destination:	
f. Route of Flight:		g. Fuel on Board:	
h. Nearest Commercial Airport:		i. Suitable Helicopter Landing Site:	
j. Other			

Aircraft Accident Checklist

EMERGENCY CONTACT CHECKLIST

Only contact the FAA or NTSB if you cannot contact your
FAA Flight Service Station 1-800-992-7433 (1 800 WX BRIEF)

Update phone numbers, frequencies, and POCs quarterly and for each unique mission

1. Primary Response (Emergency Responders - dial 911, use discrete numbers as a back-up)
a. Fire Department: Admin: (208) 455-3032 / Non-Emergency: (208) 454-7531 / Emergency: 911
b. Police: Admin: (208) 455-3122 / Non-Emergency: (208) 454-7531 / Emergency: 911
c. Ambulance: Emergency: 911
d. Air Ambulance: Emergency: 911
e. Hospital: Caldwell, West Valley Medical Center: (208) 459-4641
f. Hospital: Nampa, St Luke's Emergency Department: (208) 505-2000
g. Hospital: Meridian, St Luke's Emergency Department: (208) 706-5000
h. Hospital: Boise, Saint Alphonsus Emergency Department: (208) 367-3221
2. Secondary Response (Support Personnel)
a. Flight Following — FAA Flight Service Station (1-(800-992-7433))
3. Agency Management and Other Agencies (as required)
a. Caldwell Director of Aviation Office: (208) 459-9779 Cell: (208) 614-8285
b. Airport Operations Manager Office: (208) 459-9779 Cell: (208) 880-2059

Emergency Contact Checklist