



NATCA SOUTHERN REGION

AIRCRAFT ACCIDENT CHECKLIST




In the event of an aircraft accident involving your facility, FacRep or representative should take the following actions

- **Position Relief:** All controllers who were involved with or witness to the accident should be relieved from position immediately. Get them away from the operational area as soon as possible.
- **Representation:** Offer NATCA representation to all involved Bargaining-Unit personnel. As soon as possible, move them to a quiet, private area where they can calm down and talk.
- **Notification:** *As soon as possible*, call Chad or Danny who will activate their accident notification list.

Note: The preferred method of communication is by cell phone number. Attempt to call Danny first for incidents involving Enroute and Chad for incidents involving Terminal. Call Victor if you don't get a response from either one within 30 minutes.

Victor Santore NSO RVP	Voice mail: Cell Phone: Office:	(800) 266-0895 #17001 (516) 398-6572 (770) 631-3115
Chad Sneve NSO Terminal ASI	Cell: Home: Work: Voice mail:	(678)464-3036 (770) 599-1344 (678) 364-6103 (800) 266-0895 #17860
Danny Aquerre NSO Enroute ASI	Cell Home Work Voice Mail:	(954)309-8514 (954)252-1271 (305)716-1782 (800) 266-0895 #51024

- Be prepared to provide the following details:
 - ☎ Your name, facility, and NATCA position (FacRep, Local Officer, Member).
 - ☎ A list of area codes & phone numbers where you can be contacted (pager, work, home, mobile).
 - ☎ A description of what happened and an initial assessment of any potential ATC problems.
 - ☎ Whether CISD counseling may be necessary for involved controllers.
 - ☎ Whether the Agency conducted drug testing.
- **Listen to tapes:** Prior to writing ATCS Personnel Statements, listen to voice tapes of each pertinent control position with each controller. If you take written notes, destroy them as soon as possible (they can be subpoenaed as evidence).
- **Personnel Statements:** Ask management to allow controllers to provide statements on the following day. If appropriate, consult with the National Office prior to submission. If management orders controllers to provide statements, they should provide only a brief outline of pertinent facts (i.e. name, position of operation, basic events); No speculation or analysis. Do not allow management to dictate wording, make additions, or corrections. Advise controllers to conclude their statement with the following phrase: ***"The above statement is true and factual to the best of my knowledge, based upon the information available to me at this time."***
- **NASA ASRS Forms:** If an Op. Error may have occurred, consult with the RVP about satisfying the immunity requirements of Contract Article 62, before filling out & sending NASA ASRS forms. In accident situations, NASA may be required to send accident information to NTSB, non-confidentially.
- **Controller Release:** Ask management to release involved controllers from the facility on Administrative Leave as soon as possible. If denied, have controllers request Sick Leave on the basis that they are "incapacitated for duty", and advise the RVP as soon as possible. If denied, advise the RVP as soon as possible. Negotiate and document agreeable dates & times when each controller is expected to return for duty, and ensure that the effected controllers can be contacted by you (FACREP) once released.
- **Drug/Alcohol Testing:** Controller release may be delayed pending a decision by the Regional Air Traffic Division Manager (ASO-500) on whether to test involved controllers for drugs & alcohol. If controller performance cannot be positively ruled-out as a contributing factor, testing will usually be ordered. Post-accident testing is a *mandatory condition of employment*, and must be complied with. It may take hours to receive the decision, and longer for contract testers to arrive. If testing is ordered, or there are related problems, contact the RVP or National Office as soon as possible. Controllers are entitled to representation during the test process, if requested. .

 **Note:** NTSB Investigators sometimes ask controllers to take a separate drug test. However, unlike FAA, NTSB does not have defined testing and chain-of-custody procedures. Unlike FAA testing, NTSB requests are not mandatory and controllers should decline.

- **Controller Reactions:** Pay close attention to involved controllers' emotional states. Their initial reactions, outward appearances and statements may be deceptive. If appropriate, encourage controllers to request a "Critical incident Stress Debriefing" (see Contract Article 29, "CISD"). If they agree, request it to management, and follow up to ensure prompt arrangements. Whenever CISD or emotional trauma is an issue, call the 24-hour **NATCA CISD Hotline at 1 (800) 266-0895, ext. 24911**, and leave your name, details of the situation, and contact information. A NATCA CISD expert will call you back. If appropriate, call involved controllers' families in advance, so they can be prepared to help with the situation. As appropriate, have someone drive the involved controllers home, and stay with them if required.
- **Monitor management's reaction:** Be alert for any "pencil-whipping" of training or other records, or other questionable activities. Advise the NATCA Air Safety Investigator or National Office of any such problems.
- **Advance Information:** Be prepared to give directions, flight and hotel info, or other assistance to the NATCA Air Safety Investigator and other personnel as they arrive. Once the investigation begins, the Union's Investigators will avoid contact with facility personnel to prevent a conflict of interest problem with NTSB.
- **Media Issues: Rep's and Controllers: Do not speak to the media under any circumstances!** Even if the press reports wildly inaccurate accounts of controller error, do not try to correct it. The Union's Public Affairs experts and Investigators will handle it. Warn controllers that they will be subject to disciplinary action for making any unauthorized statements to the media.
- **Stay Calm:** Don't be pressured into bad decisions. Protect your controllers aggressively, and remember you still have your contractual rights. Try to be cooperative and reasonable with management. Controllers should always comply with direct orders from management! Carefully document any problems to give the Union solid grounds for addressing it later.
- **Call for assistance as needed:** If you are unsure about something, don't improvise. Call the RVP, Assistant RVP, or National Office for assistance.