

 <p style="text-align: center;"><b>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</b></p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>07.06.050</b>	PAGE  1 of 3
	EFFECTIVE DATE  May 18, 2018	
SUBJECT  <b>Aircraft Accident and Incident Reporting</b>	SUPERSEDES  90-3003	DATED  June 23, 1981
CHAPTER <b>Maintenance and Operations</b>	SECTION <b>State Operated Rural Airports</b>	APPROVED BY  Signature on File

## PURPOSE

This formalizes the policy and procedure (P&P) of the department on reporting aircraft accidents and incidents occurring at state-operated rural airports.

## POLICY

It is the policy of the Department of Transportation and Public Facilities (DOT&PF) that the airport manager or designee will report an aircraft *accident or incident* occurring at a state-operated rural airport by phone, text, or email communications immediately as soon as emergency response actions allow notification. A written report must be submitted within 24 hours after the accident or incident.

### Definitions

**State Operated Rural Airport:** All state-operated airports are rural airports except Ted Stevens Anchorage International Airport and Fairbanks International Airport.

**Accident:** An occurrence associated with the operation of an aircraft that 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.

**Substantial damage:** Damage or failure that 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.

**Incident:** An occurrence to an aircraft which affects or could affect the safety of the aircraft's operation that does not meet the requirements of an accident. Examples of incidents are wind overturning a parked aircraft, a car running into a parked aircraft, and damage from hail storms.

## **PROCEDURE**

### **Communications immediately after an accident or incident**

In the event of an accident or incident at a certificated airport, the airport manager will make notifications in accordance with the Airport Emergency Plan.

In the event of an accident at a non-certificated airport, notifications are required in this order:

1. The airport manager or designee will notify emergency personnel including police, fire, and emergency medical services as needed. Wreckage or debris will not be moved or removed (unless it is an immediate hazard to life or property) until the National Transportation Safety Board (NTSB) has provided authorization. The scene should be fully documented with photographs and/or diagrams before any changes are made.
2. The airport manager will attempt to reach one of these department officials, in the order given below. All methods (phone, text, and email) should be used until positive two-way communication is established with one of the below officials. At that point the department official shall assume the duty to notify the remaining officials as well as the Department or Regional Public Information Officer. This allows the Airport Manager or designee to return to the accident or incident response.
  1. Airport Safety Security Officer
  2. Statewide Aviation Airport Operations Superintendent
  3. District Superintendent
  4. Regional M&O Chief
  5. Statewide Aviation Division Operations Manager
  6. Regional Director
  7. Deputy Commissioner

### **A Written report is required after an accident or incident.**

In the event of an accident or incident, the airport manager will complete and distribute an aircraft accident/incident report within 24 hours of the event. A copy of the accident/incident report form is included as an attachment to this P&P. The Airport Manager or designee will provide copies of the completed report to the Region and Statewide Aviation through the District Superintendent and Airport Safety and Security Officer. A copy of the report will be maintained in the airport files. The District staff will provide a copy to the Department of Administration/Division of Risk Management.

### **ATTACHMENT:**

Attachment A: Aircraft Accident/Incident Report Form

## **AUTHORITY**

AS 44.17.030  
17 AAC 45.010

## **IMPLEMENTATION RESPONSIBILITY**

Regional M&O Chiefs, Airport Managers, and Airport Safety and Security Officers

## **DISTRIBUTION**

All department employees via the DOT&PF website