






AIRCRAFT ACCIDENT/INCIDENT CHECKLIST

FAA Air Traffic Facilities



In the event of an accident or incident involving your facility, the FacRep or designated Rep should follow this checklist.

- ✓ **Position Relief:** Bargaining Unit Employees (BUEs) who are involved with an accident or incident shall be relieved from position as soon as operationally possible in accordance with Article 64, Section 2 of the CBA. In accordance with FAA Order JO 1030.3B 4.1, for every fatal accident where ATC services were provided, a Covered Event Review (CER) must be conducted in accordance with FAA Order JO 7210.634, within three (3) administrative days. The employee(s) last providing ATC services must remain relieved from operational/control positions until the CER and any CER-associated training, if assigned, is completed.
- ✓ **Representation:** Provide representation to all involved BUEs. As soon as practicable, move each BUE to a private area where he or she can process the event and speak with a NATCA representative.
- ✓ **Notification:** As soon as possible, call your Regional Vice President (RVP) and Regional NATCA Accident/Incident point of contact (attached below). Be prepared to provide the following:
 -  Your name, facility, and NATCA position (FacRep, Local Officer, Member);
 -  A list of phone numbers where you can be contacted; and
 -  A description of the accident/incident and an initial assessment of any potential ATC concerns.
- ✓ **Social Media: Do NOT post or comment about the accident/incident on social media.** Nothing that is posted there can be considered private. It should be assumed that those posts can and will be seen by the public, including news media members who monitor NATCA's social media accounts and see our members' comments there. Unauthorized statements on social media could result in disciplinary action and may affect NATCA's participation as a party to any NTSB investigation.
- ✓ **News Media: Do NOT interact with the news media under any circumstances.** Direct all news media inquiries to NATCA's Deputy Director of Public Affairs, Galen Munroe, at 202-220-9802 or gmunroe@natca.org. The consequences for unauthorized statements to the news media are the same as on social media; they could result in disciplinary action and may affect NATCA's participation as a party to any NTSB investigation.
- ✓ **Personnel Statements:** Signed personnel statements are only required in the event of a pilot deviation pursuant to Article 64, Section 4. If management requests a signed personnel statement as a result of the accident/incident, contact your RVP as soon as possible. If management orders a BUE to provide a signed personnel statement an instance other than a pilot deviation, he or she should comply with the order, and contact his or her RVP. Prior to providing a signed personnel statement, listen to voice tapes of each pertinent control position with each BUE and review video



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replay, if applicable. BUEs should provide only a brief outline of pertinent facts (e.g., name, position, basic events) and include the following statement: *"The above statement is true and factual to the best of my knowledge, based upon the information available to me at this time."*

- ✓ **CISD/CISM:** Encourage BUEs to engage in Critical Incident Stress Debriefing (CISD) and refer them to the NATCA Critical Incident Stress Management (CISM) team, as established in Article 74. The NATCA CISM team provides confidential, non-judgmental, peer-to-peer support in the wake of stressful events to promote recovery following a difficult experience (for more information about the NATCA CISM team, visit the NATCA website at natca.org/cism. BUE's can contact the NATCA CISM team by calling or texting the 24-hour NATCA CISM Hotline at (202) 505-2476 and leave your name, location/facility, and contact information. BUEs can also send an email to cism@natca.net. BUEs do not have to have been directly involved in the accident/ incident to contact CISM. All contact with the CISM Team is confidential.
- ✓ **Injury Compensation Forms:** BUEs who believe that they may have suffered psychological trauma from an accident or incident may file for compensation with the Office of Workers Compensation Programs (OWCP). To file for compensation, a BUE must register for an account and complete an OSHA-301 and DOL Form CA-1 at ecomp.dol.gov. Please contact your Regional OWCP Representative for assistance (<https://www.natca.org/committees/owcp/>) as soon as possible.
- ✓ **ATSAP:** All BUEs involved in an accident/incident should file an ATSAP report at atsapsafety.com. It is important that all statements within an ATSAP report are as accurate as possible and are consistent with the BUE's other interviews and comments. Be aware that reports related to an accident/incident may be ordered to be released during litigation.
- ✓ **NASA ASRS:** NATCA **does not** recommend that controllers file a NASA ASRS report in the event of an accident. NASA cannot accept accident reports and is required to send the ASRS report to the NTSB with submitter contact information.
- ✓ **Release from Facility:** If a BUE is unable to safely perform his or her duties because of his or her emotional state, you should request that management release the involved BUE from the facility as soon as practicable. If the requested release is denied, the BUE is entitled to use leave on the basis that he or she is "incapacitated for duty." Contact your RVP immediately if the release request is denied. Work with local management to determine when the BUE is expected to return for duty and make sure that the BUE can be contacted.
- ✓ **Drug/Alcohol Testing:** A BUE's release from the facility may be delayed pending a decision by the FAA on whether to test the involved BUE for drugs and/or alcohol. Post-accident/incident testing is a mandatory condition of employment and BUEs must comply. Post-accident/incident testing should be conducted in accordance with Article 73, Section 14 of the CBA. It may take several hours to receive the decision to test. For issues related to drug/alcohol testing, contact your RVP. BUEs are entitled to representation during the testing process but must request such representation, so be sure to advise them to make the request. If Union representation is not readily available, the employee should request to confer with a Union representative via



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telephone. **Note:** NTSB Investigators sometimes ask BUEs to take a separate drug test. However, unlike FAA testing, NTSB testing is not mandatory, and BUEs should decline this test.

- ✓ **Stay Calm:** Do your best to stay focused and represent your BUEs to the best of your ability and remember your rights in the CBA. Try to be reasonable with management's requests but stay in regular contact with your RVP. BUEs should always comply with direct orders from management but be sure to carefully document any issues and relay those to your RVP.
- ✓ **Call for Assistance:** If you are unsure about something, call your RVP for assistance. More information can also be found at natca.org/asi.

Contacts

Air Safety Investigators & Regional Vice Presidents

<u>Alaska Region</u>	
ASI Karena Marinas (ZLA)	(310) 941-6451
ASI Thomas Eggar (D01)	(530) 300-7969
RVP Clint Lancaster	(907) 240-3044
<u>Central Region</u>	
ASI Judd Wallace (ZOB)	(724) 544-8266
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<u>Eastern Region</u>	
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RVP Michael Christine	(703) 302-0011
<u>Great Lakes Region</u>	
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