

Colorado Flight Center Emergency Response Procedures

Immediate Actions

- 1) In the event of suspected accident, incident, or overdue aircraft, complete as much of the Accident / Incident Report as possible.
- 2) Notify the following people as soon as possible:
 - ◆ Colorado Flight Center Staff
 - Curtis Thomas (970)254-0444 or (970)261-2767
 - Bradley Sullivan (970)254-0444 or (970)210-5527
 - Collin Fay (970)254-0444 or (970)260-6547
 - ◆ Tyson Insurance Agency
 - Peter Tyson (866)305-0334
- 3) Do NOT make any statements speculating as to the cause of the incident to anyone.
- 4) If you received inquires, take the name and phone number of the person making the inquiry and tell them someone from the company will contact them as soon as they can.

**Colorado Flight Center
Accident / Incident Initial Report**

Date of Occurrence:	Time Of Occurrence:
Name of Person Reporting Incident:	
Phone # / Contact Data of Person Reporting Incident:	
Aircraft Identification:	
Location of Occurrence: (Airport, Nearest Town, Nearest VOR, Etc)	
Persons Involved	
Name:	Injuries:
Name	Injuries:
Name:	Injuries:
Name:	Injuries:
Damage to Aircraft:	
Damage To Other Property:	
Who to Contact At Scene:	

Colorado Flight Center
Management Actions

- 1) Determine if NTSB Notification is required, if so notify them at:
1-800-123-4567

(See NTSB 830 for what constitutes as reportable occurrence)
- 2) Notify the Denver Flight Standards District Office: (303) 342-1100 or
(800) 847-3808
- 3) Notify the company's legal counsel.
- 4) Notify the company insurance carrier: (866)305-0334
- 5) Secure the records of all individuals involved.
- 6) Secure the records of the aircraft involved.
- 4) Secure the aircraft until released by the FAA/NTSB.
- 5) Arrange for medical examination of each aircraft occupant, injured or not, and
secure a physician's report of each individual.
- 6) Make no statements about the occurrence to anyone.
- 7) Make no speculations as to the cause of the occurrence.
- 8) Secure names and addresses of witnesses.
- 9) Arrange for photos of the incident.
- 10) Gather and secure any other pertinent information, names of investigating
officials, law enforcement, etc.

Mishap Procedures
Aircraft Checklist

- 1) Give first aid as needed to injured persons.
- 2) Move away from the aircraft and do not return except to assist passengers or for survival.
- 3) Notify emergency personnel if possible.
- 4) Notify Colorado Flight Center as soon as practicable.
- 5) Secure the aircraft until released by the FAA/NTSB.
- 6) Arrange for medical examination of each aircraft occupant, injured or not, and secure a physicians report of each individual.
- 7) Make no statements about the incident to anyone.
- 8) Make no speculations as to the cause of the incident.
- 9) Secure names and addresses of witnesses, law enforcement personnel, investigators, etc.
- 10) Arrange for photos of the incident.