PURPOSE

This is a pocket guide which provides ideas and practices on operating an airport safely. It is intended for all airport staff members, tenants, and users with interest in airport safety. In-depth information on the subjects covered is provided in the advisory circulars referenced herein or by contacting your Regional Airports Division or District Office.

I'M INVOLVED IN AIRPORT SAFETY

Additional copies of this publication are available from your Regional Airports Divisions and District Offices.

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A periodic self-inspection program of airport facilities and approach zones will reasonably assure that unsafe conditions are identified, users are notified of conditions through the NOTAM system, and corrective actions are taken. The inspection should be carried out by trained airport employees. In developing a self-inspection program, the following should be considered:

**AIRPORT LIGHTING AND NAVIGATION AIDS**

*AC 150/5340-26*

- Inspect systems daily.
  - Assure all lights are aligned and operational.
  - Verify pilot-controlled systems are operational.
- Check calibration and aiming of visual aids on a scheduled basis.
- NOTAM system outages.
- Disable runway lights when runway closed.

When working on lighting systems, 
be aware of high voltage!

**OBSTRUCTIONS**

*AC 70/7460-2*

- Look for and report:
  - Towers/buildings/power lines/cranes in approach zones.
  - Initial observation of power lines over an aircraft operations area.
  - Maintenance/construction equipment in approach zones/safety areas.
SELF-INSPECTION (Cont'd)
(AC 150/5200-18)

- Obstruction light outages.
- Initiate NOTAMS for temporary conditions.

PAVEMENT
(AC 150/5380-5 & 150/5380-6)

- Look for and report on a daily basis:
  - Holes/cracks.
  - Surface deterioration such as spalling and ravelling.
  - Debris/Foreign Object Damage (FOD).
  - Ponded water.
  - Rubber buildup.
  - Marking (condition/visibility).
  - Lips.

- Look and report on a periodic basis:
  - Loss of surface texture.

SAFETY AREAS
(AC 150/5300-13)

- Look for and report on a daily basis:
  - Rutting and rough, uneven terrain.
  - Mounds of dirt, old foundations, and other debris.
  - Bushes and tall grass.

Safety areas should conform to dimensional standards and be capable of supporting aircraft and ground equipment in dry conditions.

Bath anyone? This has got to be popular with birds.

Pavement joints and cracks are ideal homes for grass. No pavement can be ignored—develop a maintenance program.
NOTAMS
(AC 150/5200-28)

The NOTAM system disseminates information on unanticipated or temporary changes to components of, or hazards in, the National Airspace System until associated charts and related publications have been amended. The NOTAM system is not intended to be used to advertise data already published or charted.

- Report changes or conditions of the following through the NOTAM system:
  
  - Landing Areas - Runways, airport closure, taxiways, braking action, snow and ice, men and equipment, animal/wildlife activity.
  - Lighting Aids - Airport beacon, runway lighting, approach lights, pilot controlled lighting.
  - Navigational aids owned by the airport such as REIL's, VASI's, PAPI's, and nondirectional radio beacons.
  - Communication and services - CTAF/UNICOM.
  - Special Data - AWOS and construction activity.
  - Changes in airport conditions which are different from those in the Airport/Facility Directory (AFD).

- Issuing NOTAMS:

  - The Airport Manager or delegated authority is the only person authorized to issue NOTAMS on landing areas. All Airport Managers need to provide the Flight Service Station (FSS) with a list of persons authorized to issue NOTAMS.
  - Contact the appropriate FSS.
A. The FSS will not accept a NOTAM more than 3 days in advance.

B. Provide the following:

1. Airport name.
2. NOTAM information.
3. Duration (estimate).
4. Name of person issuing NOTAM with contact phone number.

— Document the issuance according to your local procedures. Obtain the initials of the FSS Specialist who received your information.
— Local dissemination to tenants and users of information outside the NOTAM system may be appropriate.

• Cancel or modify NOTAMS:

— Track the status of the information contained in the NOTAM.
— Report any change or cancellation to your FSS and document all transactions.

• Periodically check the Airport/Facility Directory to ensure correct information is published concerning your airport.
WILDLIFE HAZARDS

Many airports may be inherently attractive to wildlife. Wildlife activity on an airport can cause potentially hazardous conditions to occur. Whenever an aircraft experiences a multiple bird strike or a damaging collision with other wildlife, the airport owner should seek professional assistance to conduct a survey to identify the cause and develop a wildlife control plan to reduce wildlife related hazards at their facilities. In order to effectively manage wildlife hazards, the Airport Manager should:

- Document wildlife strikes and observations from pilots, tower personnel, and operational maintenance personnel.

- Seek assistance from local professionals to identify problem wildlife and their sources of attraction.

- Develop a wildlife control plan.

- Secure state and federal permits for wildlife control.

- Obtain materials for wildlife identification and harassment.

- Report birds, varmints, or other wildlife that is observed on runways or taxiways to pilots through an appropriate NOTAM.

- Execute wildlife control plan without hesitation at the first indication of activity.
WILDLIFE HAZARDS (Cont’d)

- Record the results of the control effort and meet periodically with wildlife control personnel to discuss any successes or failures.

- Make adjustments as needed.

- For assistance in locating professionals to control wildlife, see the attached listing of U.S. Department of Agriculture/Animal Damage Control Regional Offices at the end of this publication.

FUELING
(AC 150/5230-4)

Airports should establish minimum standards to address storing, dispensing, and handling of fuel. In developing standards, airports should consider:

- Bonding.

- Public protection.

- Control of access to storage areas.

- Fire safety in fuel farm and storage areas.

- Fire safety in mobile fuelers, fuel pits, and fueling cabinets.

- Training of fueling personnel in fire safety.

- Inclusion of the fire code of the public body having jurisdiction over the airport.

- Type of fueler:
  - Airline.
  - FBO.
  - Tenant/Corporate.
  - Self-fueler.
GROUND VEHICLES
(Report #DOT/FAA/AS-90-3)

There have been numerous accidents and incidents on airports involving aircraft and vehicles. The first step in preventing these events is to limit access to the airfield to only those vehicles that have a need to be there. Secondly, be sure drivers of those vehicles know and use proper procedures. There are also some features that can be designed into the airport to improve safety of ground vehicle operations.

ACCESS CONTROLS TO MOVEMENT AREAS

The following are some methods to control access:

- Natural or man-made barriers.
  - Ditches.
  - Embankments.
  - Tree or forest areas.
- Fences.
- Gates.
  - Secured locks.
- Frequent inspection.
- Warning signs.
- Escort vehicles.
- Vehicle identification system.
- Rules and regulations.
- Tenant awareness.

COMMUNICATIONS

- Require good quality radios to ensure reliability.
- Require radios with sufficient output power.
GROUND VEHICLES (Cont'd)  
(Report #DOT/FAA/AS-90-3)

- Beware of blind/dead spots on airport.
- Require drivers to know and use accepted terminology.
- Monitor appropriate frequencies.
- For towered airports, see Communications Section

VEHICLE OPERATIONS REQUIREMENTS

- Airport familiarization.
- Driver training and, if appropriate, licensing.
- Speed limits.
- Insurance.
- Vehicle identification system.
- Rules and regulations.
- Look both ways whenever entering or crossing a runway.

AIRPORT PLANNING AND DEVELOPMENT

- Develop an access/perimeter road system.
- Develop highway signage—ingress/egress guidance to terminal area and major tenants.
- Establish dedicated vehicle lanes on ramps and service roads to remove nonessential vehicles from runways and taxiways.

GROUND VEHICLES (Cont'd)  
(Report #DOT/FAA/AS-90-3)

- Relocation of facilities to decrease vehicle traffic such as fuel farms, cargo buildings, and aircraft maintenance areas to decrease vehicle traffic.
- Special procedures for taxiway/roadway intersections that cannot be avoided—lights, markings, signs, cross bars, flagmen, rumble bumps.

CONSTRUCTION VEHICLES
(See Construction Section)

I THINK HE SAID TO GO!

Relax, Edna. We're not lost. The terminal is around here somewhere.

Courtesy of Mike Burroughs
Although the emphasis in this section is on ground vehicle communications at controlled airports, much of the information is applicable to uncontrolled airports.

- Use accepted terminology (see glossary on the following pages) when communicating with the control tower.

- Communicate on and continuously monitor the designated frequency (usually ground control) whenever the vehicle is on the movement area; i.e., areas of the airport which require authorization from air traffic control to enter or to operate on.

- Include, in order, the following items when requesting a clearance to operate on the movement area:
  - Name of facility being called.
  - Your vehicle identity.
  - Your present location.
  - Your request.
  - Say the word “Over” when your request is completed.

NOTE: If your request is lengthy or frequency is busy, use only the first two items to establish initial contact. Also, if it is obvious that you expect a response, the last item may be omitted. For subsequent contacts during the same conversation, the name of the facility being called may be eliminated.
COMMUNICATIONS (Cont’d)

- Read back instructions to tower for confirmation before acting. (During peak traffic periods, the frequency may be congested and it may be necessary to forgo a readback of the entire message. However, a good practice is always to read back any “hold short” instructions.)

- Regardless of traffic volume or frequency congestion, NEVER hesitate to ask for clarification if uncertain of the tower’s instruction.

- Acknowledge all instructions received from the control tower. (Be sure to include vehicle identity in your acknowledgment.)

- Be cognizant of other ongoing radio conversations so as not to interrupt another transmission.

- Turn vehicle toward control tower and flash headlights if radio should become inoperative while on movement area unless some other procedure has been established by airport management.

- Know the meaning of the tower light gun signals (see Figure 2 on the following page). Make a copy of Figure 2 and attach it to your vehicles sun visor or dashboard.

Figure 2. Air Traffic Control Tower Light Gun Signals

<table>
<thead>
<tr>
<th>MEANING</th>
<th>AIRCRAFT IN FLIGHT</th>
<th>AIRCRAFT ON THE GROUND</th>
<th>MOVEMENT OF VEHICLES, EQUIPMENT AND PERSONNEL</th>
<th>COLOR AND TYPE OF SIGNAL</th>
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<tr>
<td>STOP</td>
<td>Cleared to land</td>
<td>Cleared for takeoff</td>
<td>Cleared to cross, proceed or go</td>
<td>Steady green</td>
</tr>
<tr>
<td></td>
<td>Return for landing</td>
<td>Cleared for taxi</td>
<td>Not applicable</td>
<td>Flashing green</td>
</tr>
<tr>
<td></td>
<td>(to be followed by</td>
<td></td>
<td></td>
<td>Steady red</td>
</tr>
<tr>
<td></td>
<td>steady green at the</td>
<td></td>
<td></td>
<td>Flashing red</td>
</tr>
<tr>
<td></td>
<td>proper time)</td>
<td></td>
<td></td>
<td>Flashing white</td>
</tr>
<tr>
<td></td>
<td>Give way to other</td>
<td></td>
<td></td>
<td>Alternating red and green</td>
</tr>
<tr>
<td></td>
<td>aircraft and continue circling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Airport unsafe, do not land</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exercise extreme caution</td>
<td></td>
<td></td>
<td></td>
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COMMUNICATIONS (Cont’d)

Glossary of Terminology

Acknowledge—Let me know that you have received my message.

Advise Intentions—Tell me what you plan to do.

Affirmative—Yes.

Final—Commonly used to mean that an aircraft is on the final approach course or is aligned with a landing area.

Hold—Stay in place; where you are currently located.

How Do You Hear Me?—A question relating to the quality of the transmission or to determine how well the transmission is being received.

Immediately—Used by ATC when such action compliance is required to avoid an imminent situation.

Negative—"No," or "permission not granted," or "that is not correct."

Out—The conversation is ended and no response is expected.

Over—My transmission is ended; I expect a response.

Proceed—Authorization to begin/continue on authorized routes.

Read Back—Repeat my message back to me.

COMMUNICATIONS (Cont’d)

Roger—I have received all of our last transmission. It should not be used to answer a question requiring a yes or no answer. (See Affirmative, Negative.)

Say Again—Used to request a repeat of the last transmission. Usually specifies transmission or portion thereof not understood or received; e.g., "Say again all after hold short of."

Speak Slower—Used in verbal communications as a request to reduce speech rate.

Stand By—Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." If a delay is lengthy, the caller should reestablish contact.

That Is Correct—The understanding you have is right.

Unable—Indicates inability to comply with a specific instruction, request, or clearance.

Verify—Request confirmation of information; e.g., "verify clear of the runway."

Without Delay—With a sense of urgency, proceed with approved instruction in a rapid manner.

Wilco—I have received your message, understand it, and will comply with it.
WINTER OPERATIONS
(AC 150/5200-30)

The presence of snow, ice, or slush frequently causes hazardous airport conditions. For safe winter operations, airport management should consider the following:

SNOW AND ICE CONTROL PLAN

- The plan should contain:
  - Procedures, equipment, and materials for ice and snow removal.
  - Maintenance objectives and priorities.
  - Current, complete, and customized information based on local conditions.
  - Maximum height of windrows for aircraft clearance.

- Clear and specific duties and responsibilities of tenants based on leases and agreements.

- Clear and specific duties, procedures, and responsibilities for snow removal contractors based on agreements.

PRESEASON PREPARATIONS

- Replenish materials, check equipment (including radics), and order replacement parts.

- Train crews in operation of equipment, airport familiarization, and communications (see Ground Vehicle Section).

- Install snow fence.

- Identify disposal areas.
WINTER OPERATIONS (Cont’d)
(AC 150/5200-30)

WEATHER AND SURFACE CONDITIONS

• Obtain storm forecasts from NWS and/or contract weather service.

• Obtain information on field conditions through pilot reports, snow committee, pavement sensors, and/or friction measurements.

OPERATIONAL CONSIDERATIONS

• Snow, ice, slush, and standing water can:
  — Impede acceleration.
  — Obscure lights, markings, guidance signs, and visual approach slope indicators.
  — Cause hazardous snow banks, drifts, windrows, or ice ridges.
  — Affect navigational signals.
  — Affect traction for stopping, starting, remaining in place, or directional control.

• On small airports, at least two persons should be present during snow removal operations in case of an emergency.

WINTER OPERATIONS (Cont’d)
(AC 150/5200-30)

NOTAMS
(AC 150/5200-28)

• As a minimum, report the following through the NOTAM system:
  — Snow removal operations in effect.
  — Runway surface conditions and braking action.
  — Obscured airfield lighting.
  — Hazardous windrows.
• Cancel or modify when conditions change.
• Disseminate field conditions locally.
SAFETY CONSIDERATIONS

To assure safety during construction, it is essential that a number of safety considerations be addressed during the design and preconstruction phases and included in the safety plan. The following is a list of common safety concerns.

MARKING AND LIGHTING

- Threshold displacement/relocation and appropriate temporary lighting and marking.
- Marking and lighting of closed airfield pavement areas.
- Installation and maintenance of temporary lighting and marking for closed or diverted aircraft routes on airport operations areas.
- Marking/lighting of construction areas.
- Marking/lighting of construction equipment.

UTILITIES AND NAV AIDS

- Location of utilities.
- Location of power and control lines for electronic/visual navigation aids.
PREDESIGN/PRECONSTRUCTION (Cont’d)  
(AC 150/5370-2)

• Shutdown and/or protection of airport electronic/visual navigational aids.

• Provision for temporary utilities and/or immediate repairs in the event of disruption.

AIRCRAFT OPERATIONS

• Initiation, currency, and cancellation of Notice to Airmen (NOTAMS).

• Minimum disruption of standard operating procedures for aeronautical activity.

• Suspension or restriction of aircraft activity on airport operations areas.

• Provision for traffic directors/ wing walkers, etc., as needed to assure clearance in construction areas.

AIRPORT OPERATIONS

• Revised vehicular control procedures or additional equipment and manpower.

• Coordination of construction activities during the winter with airport snow removal plan.

• Coordinate with Air Traffic Control to determine impact on air operations such as line-of-sight.

RESPONSIBILITIES

• Chain of notification and authority to change safety-oriented aspects of the construction plan.

• Designation of responsible representatives of all involved parties and their availability.

CONSTRUCTION ACTIVITIES

• Phasing of work.
• Location of haul roads.
• Location of construction offices.
• Location of contractor’s plants.
• Storage of construction equipment and materials when not in use.
• Location of construction personnel parking and transportation to and from the work site.
• Designation of waste areas and disposal.
• Debris cleanup responsibilities and schedule.
• Noise pollution.
• Dust control.
• Blasting regulation and control.
• Smoke, steam, and vapor controls.
CONSTRUCTION
(AC 150/5370-2)

Construction activity often involves the presence and movement of personnel, equipment, and materials on or adjacent to aircraft movement areas. Safety on airports during construction cannot be over-emphasized. There have been many instances where operational safety has been degraded by construction activities. Application of the following factors will help maintain the desired level of safety.

CONSTRUCTION SAFETY PLANS

- Develop in conjunction with FAA, users, tenants, and contractor.
- Identify what needs to be done prior to opening a construction area.
- Coordinate significant changes with pertinent parties.
- Include Safety Plan in plans and specifications but as separate document.
- Discuss at Predesign/Preconstruction Conference.
- Separate construction from aeronautical use areas.
- Define responsibilities.
- Develop basic responsibilities and procedures for disseminating instructions to contractor’s personnel in airport procedures.
- Illustrate marking and lighting requirements.
- Develop a Plan for each project.
CONSTRUCTION (Cont’d)
(AC 150/5370-2)

- Consider NAVAIDS requirements and weather conditions.

**WHILE AC 150/5370-2 PROVIDES GENERAL SAFETY GUIDANCE, EACH CONSTRUCTION ACTIVITY IN THE AIR OPERATIONS AREAS MUST BE EVALUATED AGAINST THE SPECIFIC CONDITIONS THAT EXIST AT A PARTICULAR SITE AND AIRPORT.**

SAFETY INSPECTIONS/MEETINGS

- Use construction inspectors trained in airport safety to monitor construction activities.
- Resolve safety deficiencies.
- Confirm responsibilities.
- Inspect construction site daily, as a minimum, for hazards.
- Hold weekly or daily, if necessary, safety meetings to coordinate activities.

OBSTRUCTIONS

- Construction equipment, vehicles, personnel, and materials should not penetrate obstacle free zones nor safety areas.
- Unavoidable obstructions and activities may require NOTAMS, marking, lighting, relocated or displaced thresholds, or runway/taxiway closure.

Use FAA Form 7460-1, Notice of Proposed Construction or Alteration, for coordinating temporary structures during construction or alteration that has not been airspaced by the FAA.

CONSTRUCTION (Cont’d)
(AC 150/5370-2)

PAVEMENT SURFACES AND SAFETY AREAS

- All barricades, temporary markers, or other objects that have to be used in the safety area are to be as low as feasible, of low mass, easily collapsible if impacted by an aircraft, weighted down or anchored to surface; if affixed to the surface, fragible at the ground.
- Eliminate as much as possible debris, holes, open trenches, and ponded water on pavement surfaces.

NOTAMS
(AC 150/5200-28)

- Construction activities can often result in hazardous conditions. Be alert to report the conditions through the NOTAM system.
- See NOTAM Section.

MARKING/LIGHTING
(AC 150/5340-1)

- Obstructions, hazards, and closed areas must be adequately marked.
- Marking, barricading, and lighting of temporarily closed portions of airport operations areas.
- Lighting of airport hazards (i.e., open manholes, excavations, stock-piled materials, all objects which penetrate the primary or transitional surfaces).

Use FAA Form 7460-1, Notice of Proposed Construction or Alteration, for coordinating temporary structures during construction or alteration that has not been airspaced by the FAA.

Metal barrels should not be used as barricades.
CONSTRUCTION (Cont'd)
(AC 150/5370-2)

GROUND VEHICLES

- Ground vehicles in movement areas should be marked with orange and white flags or with flashing amber beacons or strobe lights.
- An area should be designated for vehicle parking.
- Vehicle operators should abide by rules and regulations of the airport.
- Movement of vehicles should be restricted to construction areas by flagging, barricading, or temporary fencing.

CONTRIBUTING FACTORS TO SOME ACCIDENTS AND INCIDENTS

- Excavation adjacent to runways, taxiways, and aprons.
- Mounds or stockpiles of earth, construction materials, and other obstacles in the safety areas.
- Open trenches along side of pavements.
- Holes, obstacles, loose pavement, trash, and other debris on or near airport operations areas.
- Improper marking or lighting of runways, taxiways, and relocated or displaced thresholds.
- Personnel and equipment working in safety areas.
- Use of nonfrangible and non-collapsible barricades.
CONSTRUCTION (Cont'd)
(AC 150/5370-2)

- Use of metal barrels.
- Failure to maintain adequate fencing during construction.
- Unlithe port hazards.
- Obliterated markings on active operational areas.
- Improper communication while in airport operations areas.
- Heavy equipment operating or parked near airport operations areas.
- Improper or untimely coordination of changes or hazards on the airport with airport users.
- Excavation in the safety area of an active runway without adequate marking.
- Construction equipment improperly marked.
- Tall but relatively low visibility units such as cranes, drills, and the like in critical areas.
- Lack of safety training.
- Lack of general coordination.
- Undefined safety responsibilities.

EMERGENCY PLANNING/EXERCISES
(AC 150/5200-31)

Every airport must be prepared to cope effectively with any aircraft incident and accident that occurs on or adjacent to the airport. Airports depend to varying degrees on the emergency response capabilities of surrounding communities. The airport emergency plan provides the framework upon which the response capabilities are identified and organized and the outline to bring them into play when the occasion demands. In developing an airport emergency plan, the airport should include:

- Specific procedures for the airport.
- Coordination with on/off-airport agencies.
- Regular, scheduled testing (tabletop and full scale exercises).
- Assistance from state/local governments.
- Emergency alarm communications.
- Telephones available with emergency numbers posted.
- Responsibility for closing/restricting airport as result of accidents/incidents.
- Timely response capability.
- Emergency vehicles that are adequately maintained.
- Trained emergency personnel.
- Provisions for medical services.
- Crowd control provisions.
- Procedures for removal of disabled aircraft.
AIRCRAFT ACCIDENTS/INCIDENTS

Airport operators have certain responsibilities when an aircraft accident occurs on their airport.

**NTSB GUIDELINES**

The National Transportation Safety Board which is the agency responsible for investigating and determining the probable cause of civil aircraft accidents offers the following guidelines when an aircraft accident occurs on the airport.

**Rescue:** The occupants.

**Guard:** The wreckage—Allow no one inside the wreckage area other than those necessary for occupant removal, firefighting, and the possible removal of mail and cargo when necessary to protect it from further damage. Items removed for protection must be retained locally for examination by a Federal Air Safety Investigator.

**Advise:** The County Coroner/Medical Examiner—Fatally injured occupants of the aircraft should be held for possible pathological and/or toxicological examination prior to embalming.

**Identify:** The position of fatalities—Prior to removing the remains of fatally injured occupants, tag or otherwise identify each body, and mark its location in the wreckage or on the ground. (Photograph in position, if possible.)
AIRCRAFT ACCIDENTS/INCIDENTS
(Cont’d)

Notify: The local authorities - NTSB - the FAA.

Permit: News Media Coverage - Accredited news media may be permitted to enter and photograph the area as long as the wreckage is not disturbed.

NOTIFICATION

After notifying local emergency units, call your nearest FAA air traffic control facility (Flight Service Station or Control Tower) and state that you are reporting an aircraft accident/incident. The FAA will notify the NTSB. Provide as much of the following information as possible:

- Your name and location where you are calling from.
- Report that an (civilian or military) aircraft was involved in an accident/incident at (time).
- Give location of accident/ incident site.
- Number of injured and fatalities.
- Type of aircraft and “N” number, if available.
- Other information of immediate value.
- Leave number for possible call back, if possible.

ARE YOU PREPARED???
AIRCRAFT ACCIDENTS/INCIDENTS
(Cont’d)

OTHER ACTIONS

When an accident/incident occurs on an airport, the
airport operator should take the following additional
actions:

• If the aircraft is disabled on or adjacent to a
  runway or taxiway, have a NOTAM issued to
close that area. NOTE: Aircraft should not be
moved without permission from NTSB.

• Perform a runway check to assure that there is
  no debris on the runway. NOTE: Any debris
  from the accident should not be moved without
  the permission of the NTSB.

• Document the airport conditions that may have
  been a factor in the accident, e.g., runway
  surface condition, pavement holes or lips,
  objects on or adjacent to the pavement, etc.

• Develop a contingency plan to move aircraft
  once NTSB releases it, in case the aircraft
  owner is unable or unwilling to move the
  aircraft.

We suggest filling in emergency
telephone numbers on the back
cover of this booklet and
obtaining extra forms from the FAA
for placement at telephones around
the airport.

AVIATION SAFETY REPORTING SYSTEM
(ASRS) (AC 00-46C)

The Aviation Safety Reporting System (ASRS) was
established by the FAA to encourage the reporting
and identification of deficiencies and discrepancies
in the aviation system. The ASRS is administered by
the National Aeronautics and Space Administration
(NASA) to ensure the anonymity of the reporter and
all parties involved in the reported occurrence or
incident. NASA provides for the identification and
analysis of the submitted reports.

Although the majority of people reporting to ASRS
are pilots or controllers, the system is available to
others such as airport operators and their employees
to report unsafe conditions or practices.

Reporting unsafe conditions or practices to ASRS
helps to document the problem and allows informa-
tion to be sent to someone who can take corrective
action.

To report a problem to ASRS, obtain a copy of the
reporting form from the nearest Flight Service
Station or from the NASA ASRS Office, P. O. Box
189, Moffet Field, CA 94035.
REPORT IT!

The Aviation Safety Reporting System (ASRS) acts as an early warning system. Safety reports describing problems are submitted by pilots, controllers, and others in the system. Safety information is extracted and sent to those who can do something about the problem—hopefully in time to prevent an accident.

PUBLICATIONS

The current edition of the advisory circular checklist (AC 00-2.) which contains safety information is available from the U. S. Department of Transportation, Utilization and Storage Section, M-443.2, Washington, DC 20590.
PUBLICATIONS (Cont'd)

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UTILIZATION AND STORAGE SECTION
WASHINGTON, D.C. 20599

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*Action Code
Months Before
Reordering
(Codes 1, 2, 3)*

Request Filled By: ______________________ Date _____ / _____ / _____

* Action Codes (to be entered in action column by supply personnel).
  1. Out of Stock ( reorder in 60 days)*
  2. Being revised
  3. Canceled, no replacement

*IF YOU DO NOT RECEIVE DESIRED PUBLICATION(S) AFTER YOUR SECOND REQUEST
PLEASE CALL FAA'S TOLL-FREE CONSUMER HOTLINE: 1 (800) FAA-SURE.

TO COMPLETE ORDER: Enter Name and Address. Do Not Delete.

NAME

STREET ADDRESS

CITY STATE ZIP CODE

The following Advisory Circulars are referenced in this publication:

AC 00-2YY, Advisory Circular Checklist
AC 00-46, Aviation Safety Reporting Program
AC 70/7460-2, Proposed Construction or Alteration
of Objects That May Affect the Navigable
Airspace
AC 150/5200-18, Airport Safety Self-Inspection
AC 150/5200-28, Notice to Airmen (NOTAM’s) for
Airport Operations
AC 150/5200-30, Airport Winter Safety and
Operations
AC 150/5200-31, Airport Emergency Plan
AC 150/5230-4, Aircraft Fuel Storage, Handling,
and Dispensing on Airports
AC 150/5300-13, Airport Design
AC 150/5340-1, Marking of Paved Areas on
Airports
AC 150/5340-26, Maintenance of Airport Visual
Aid Facilities
AC 150/5370-2, Operational Safety on Airports
During Construction
AC 150/5380-5, Debris Hazards at Civil Airports
AC 150/5380-6, Guidelines and Procedures for
Maintenance of Airport Pavements
PUBLICATIONS (Cont'd)

The Airport/Facility Directory, published by region, is available from:

NOAA, N/CG33
Distribution Branch
Riverdale, MD 20737
Telephone: (301) 436-6993

Cost: $14.00 per year per region.

ASSISTANCE

If you desire further assistance on airport safety, please contact the appropriate FAA office at the following addresses.

ALASKAN REGION (AK)

Federal Aviation Administration
Anchorage Federal Office Building
222 West 7th Avenue
Anchorage, Alaska 99513

24-Hour Emergency Operations Center
(907) 271-5936

Airports Division, AAL-600
(907) 271-5438

Accident Prevention Coordinator, AAL-253
(907) 271-5906

CENTRAL REGION (IA, KS, MO, NE)

Federal Aviation Administration
Federal Building
601 East 12th Street
Kansas City, Missouri 64106

24-Hour Emergency Operations Center
(816) 426-3246

Airports Division, ACE-600
(816) 426-5278

Accident Prevention Coordinator, ACE-250A
(816) 426-3526

It is an Airport/Facility Directory of all airports, seaplane bases, and heliports open to the public communications data, navigational facilities, and certain special routes and procedures.
ASSISTANCE (Cont'd)

EASTERN REGION
(DC, DE, MD, NJ, NY, PA, VA, WV)

Federal Aviation Administration
Fitzgerald Federal Building
John F. Kennedy International Airport
Jamaica, New York 11430

24-Hour Emergency Operations Center
(718) 917-1010

Airports Division, AEA-600
(718) 917-1239

Accident Prevention Coordinator
(718) 917-1133

GREAT LAKES REGION
(IL, IN, MI, MN, ND, OH, SD, WI)

Federal Aviation Administration
2300 East Devon Avenue
Des Plaines, Illinois 60018

24-Hour Emergency Operations Center
(312) 694-7001

Airports Division, AGL-600
(312) 694-7272

Accident Prevention Coordinator, AGL-266
(312) 694-7154

ASSISTANCE (Cont'd)

NEW ENGLAND REGION
(CT, MA, ME, NH, RI, VT)

Federal Aviation Administration
12 New England Executive Park
Burlington, Massachusetts 01803

24-Hour Emergency Operations Center
(617) 273-7270

Airports Division, ANE-600
(617) 273-7044

Accident Prevention Coordinator, ANE-204
(617) 273-7022

NORTHWEST MOUNTAIN REGION
(CO, ID, MT, OR, UT, WA, WY)

Federal Aviation Administration
1601 Lind Avenue, S.W.
Renton, Washington 98055-4056

24-Hour Emergency Operations Center
(206) 227-2000

Airports Division, ANM-600
(206) 227-2600

Accident Prevention Coordinator, ANM-261
(206) 227-2224
SOUTHERN REGION
(AL, FL, GA, KY, MS, NC, PR, SC, TN, VI)

Federal Aviation Administration
3400 Norman Berry Drive
East Point, Georgia 30344

24-Hour Emergency Operations Center
(404) 763-7541

Airports Division, ASO-600
(404) 763-7288

Accident Prevention Coordinator, ASO-266
(404) 763-7421

SOUTHWEST REGION
(AR, LA, NM, OK, TX)

Federal Aviation Administration
4400 Blue Mound Road
Fort Worth, Texas 76193-0600

24-Hour Emergency Operations Center
(817) 624-5006

Airports Division, ASW-600
(817) 624-5600

Accident Prevention Coordinator, ASW-268
(817) 624-5268

WESTERN-PACIFIC REGION
(AZ, CA, HI, NV, & PACIFIC ISLANDS)

Federal Aviation Administration
15000 Aviation Boulevard
Lawndale, California 90261

24-Hour Emergency Operations Center
(213) 297-3203

Airports Division, AWP-600
(213) 297-1240

Accident Prevention Coordinator, AWP-204
(213) 297-0106

If you desire further assistance with wildlife problems at your airport, please contact the USDA/ADC Regional Office that provides assistance to your state at the following address:

U.S. Department of Agriculture
Animal Damage Control

USDA/APHIS/ADC
Western Regional Office
Building 16 - Denver Federal Center
P. O. Box 25266
Denver, CO 80225-0266
(303) 236-4031

(AK, AZ, CA, CO, HI, ID, KS, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA, WY)
ASSISTANCE (Cont'd)

USDA/APHIS/ADC
Eastern Regional Office
Suite 104, Kingsport Building/Koger Center
215 Centerview Drive
Brentwood, TN 37027
(615) 736-5095

(AL, AR, CT, DC, DE, FL, GA, IA, IL, IN, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, NH, NJ, NY, OH, PA, OH, SC, TN, VA, VT, WI, WV)

There are a number of trade organizations which may also be able to provide assistance.
1. DETERMINE IF VICTIM IS UNCONSCIOUS
   Tap or gently shake the victim's shoulder. Shout, "Are you O.K.?" If no
   response shout "HELP!" (Someone nearby may be able to assist.) Do the
   AIRWAY step next.

2. AIRWAY STEP
   Place one hand on the forehead and push firmly backward. Place the
   other hand under the neck near the base of the skull and lift gently. Tip
   the head until the chin points straight up. This should open the airway.
   Place your ear near the victim's mouth and nose. LOOK at the chest for
   breathing movements, LISTEN for breaths and FEEL for breathing
   against your cheek. If no breathing occurs do the QUICK step next.

3. QUICK STEP
   Give 4 QUICK full breaths, one on top of the other. To do this, keep
   the head tipped and pinch the nose. Open your mouth wide and take a deep breath, mak-
   ing a good seal. Now give the 4 breaths without waiting in between. Do the CHECK step next.

4. CHECK STEP
   CHECK the pulse and breathing for at least 5 seconds but no more
   than 10. To do this, keep the head tipped and the hand on the forehead.
   Place the fingertips of your other hand on the adam's apple, slide your
   fingers into the groove at the side of the neck nearest you. If there is a
   pulse but no breathing give one breath every 5 seconds. If no pulse or
   breathing is present send someone for emergency assistance (dial 911 or
   operator) while locating proper hand position. Begin Chest Compressions.

5. HAND POSITION FOR CHEST COMPRESSIONS
   1. With your middle and index fingers find the lower edge of the vic-
      tim's rib cage on the side nearest you.
   2. Trace the edge of the ribs up to the notch where the ribs meet
       the breastbone.
   3. Place the middle finger on the notch, the index finger next
       to it. Put the heel of the other hand on the breastbone next to the
       fingers.
   4. Put your first hand on top of the hand on the breastbone. Keep the
       fingers off the chest.

6. CHEST COMPRESSIONS
   PUSH straight down without bending your elbows while main-
   taining proper hand position. Keep knees shoulder-width apart.
   Shoulders should be directly over victim's breastbone. Keep hands
   along midline of body. Bend from the hip not the knees. Keep fingers
   off the chest. Push down about 1½ to 2 inches. Push smoothly Count "1"
   and, 2 and, 3 and, etc.

7. PUSH 15– BREATHE 2
   Give 15 compressions at a rate of 80 per minute. Tip the head so the chin
   points up and give 2 quick full breaths. Continue to repeat 15 com-
   pressions followed by 2 breaths. Check the pulse and breathing after the
   first minute and every few minutes thereafter. NOTE: Do not practice
   chest compressions on people as it could cause internal injuries.

This information does not take the place of CPR training. Contact your local Red Cross chapter.

The programs of the American Red Cross are made possible by the voluntary service and
financial support of the American people.

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