

# JEFA Incident and Accident Communication Plan

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Flying is not without risks. Even very experienced and proficient pilots, taking necessary precautions, can encounter an incident or even accident during their flying activities. It is for these circumstances that we prepared this communication plan to somewhat mitigate an already stressful situation and to keep all involved parties informed. It is therefore imperative that every member pilot has complete and up-to-date pilot information on file in JEFA's flight schedule software, FlightSchedulePro! Please verify this at regular intervals.

As per federal regulations, 49 CFR Part 830<sup>1</sup>, operators are required to notify the NTSB immediately of aviation accidents and certain incidents. An *accident* is 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 (estimated damages greater than \$10,000). An incident is an occurrence other than an accident that affects or could affect the safety of operations.

Beyond the federal requirements, as outlined in the ***JEFA Aviation Safety Handbook***, the JEFA Office of Safety strives to learn about any situation where safety was or could have been compromised involving any one of our members and/or aircraft; referred to here as a "Safety Event". The reason is that we cannot eliminate safety-compromising situations that we do not know about. If in your judgment, something as seemingly "trivial" as a member tripping over an airplane's tie-down strap constitutes a safety hazard, then report it. It could have been the fourth person of the week tripping over that same tie-down. If we know about it, we can take precautions like attaching red streamers to the tie-down.

Despite being proactive, we may not avoid all incidents or accidents. The following diagram therefore outlines JEFA's reporting requirements if one of these safety events occurs, and a Contact List of names to report to. JEFA requirements do not, however, affect the official NTSB reporting requirements; you still have to meet NTSB reporting requirements, if applicable. Failure to report a safety event under the JEFA reporting guidelines will result in an assessment by the Director of Safety and possibly by the JEFA Safety Board; it will result in recommended safety actions! Being a safe pilot does not mean to not make mistakes; it means to learn from them.

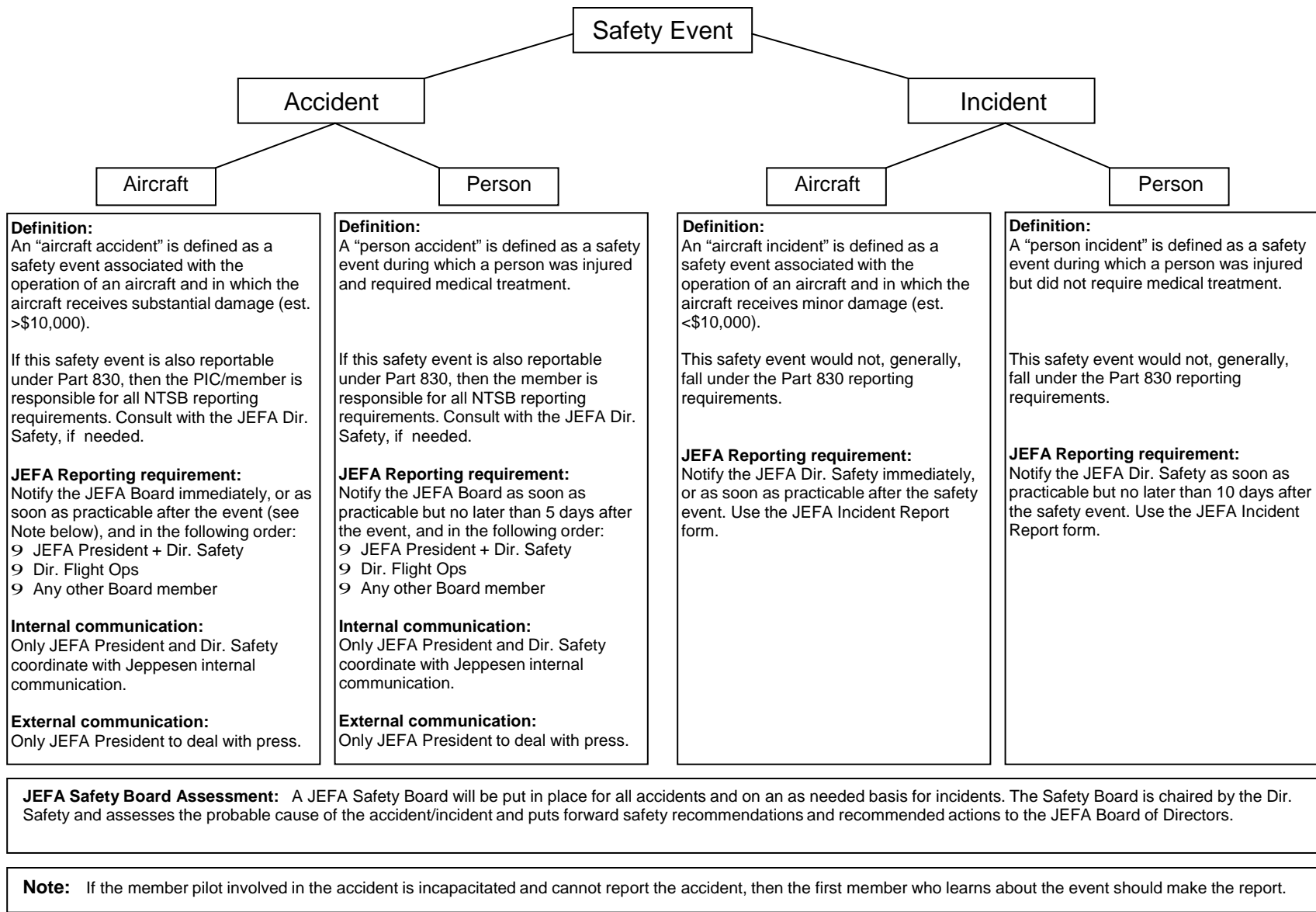
As always, Blue Skies, and Safe Landings!  
Tom

**For questions or comments, please contact:**

Thomas Letts, JEFA Director of Safety, cell: 303.884.5477 email tom.letts@jeppesen.com

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<sup>1</sup> For further information see [www.nts.gov](http://www.nts.gov), or go directly to: [http://www.access.gpo.gov/nara/cfr/waisidx\\_06/49cfr830\\_06.html](http://www.access.gpo.gov/nara/cfr/waisidx_06/49cfr830_06.html)



## Contact List (current as of September 2012):

Please note that the Contact List contains private phone numbers of the JEFA Board of Directors and Jeppesen staff; use **only** in case of a Safety Event and be respectful of people's privacy.

Position	Name	email:
JEFA President	Jeremy Burke	info@flyjefa.com
JEFA Dir. Safety	Thomas Letts	info@flyjefa.com
JEFA Dir. Operations / Maintenance	David Oscai	info@flyjefa.com
JEFA Dir. Training	Mark Smith	info@flyjefa.com
JEFA Dir. Asset Mgmt	Tim Grafton	info@flyjefa.com
JEFA Dir. Membership	Markus Emsermann	info@flyjefa.com
JEFA Dir Communications	Charles Rush	info@flyjefa.com
JEFA Treasurer	Mike Schulte	info@flyjefa.com
JEFA Secretary	John Woolnough	info@flyjefa.com
Jeppesen Communication	Mike Pound	info@flyjefa.com
Jeppesen Legal Counsel	Tim Hoops	info@flyjefa.com