

CGA PHOENIX DISPATCH/RECEPTION MISHAP/INCIDENT RESPONSE

**CGAP DISPATCH OR RECEPTION RECEIVES NOTIFICATION OF A MISHAP
INVOLVING SERIOUS DAMAGE TO COMPANY AIRCRAFT OR INJURY/DEATH
(OVERDUE AIRCRAFT USE OTHER SIDE)**

PERSON TAKING REPORT OBTAINS THE INFORMATION INDICATED BELOW

Name of person reporting	
Name and or codes of flight crew	
Position/Title	
Telephone #	
Address	
Fatalities/Injuries	
Location & Amount of Damage	

**AFTER TAKING INFORMATION, CONTACT AT LEAST ONE OF THE FOLLOWING
AND OPEN LOG ON REVERSE (CALL 911 IF EMERGENCY IN PROGRESS):**

DURING BUSINESS HOURS:

AFTER BUSINESS HOURS

<p>Safety and Quality Manager</p> <p>FAR 141 Chief Instructor</p> <p>Center Director</p> <p>Director of Maintenance</p> <p>Chris Haber KLS SE Training Manager</p> <p>SFA Chief Instructor</p> <p>NLS Chief Instructor</p> <p>CAE POC Lou Nemeth or Greg Evans</p>	<p>Ext. 141</p> <p>Ext. 164</p> <p>Ext. 130</p> <p>Ext. 133</p> <p>Ext 104</p> <p>Ext 240</p> <p>Ext 150</p>	<p>Mobile: See Standing Order Home: 623-935-5017</p> <p>Mobile: See Standing Order Home: See Standing Order</p> <p>Mobile: See Standing Order</p> <p>Mobile: See Standing Order</p> <p>Mobile: 480-516-7573</p> <p>Mobile: See Standing Order</p> <p>Mobile: See Standing Order</p> <p>Mobile: 704-488-0404 Office: 972-456-8212</p>
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CGA PHOENIX DISPATCH/RECEPTION MISHAP/INCIDENT/OVERDUE AIRCRAFT RESPONSE LOG

DATE/TIME:

PERSON(S) CONTACTED & TIME

CGAP:

CAE:

FIRE:

POLICE/SHERIFF/DPS/FBI:

FAA/NTSB:

ADDITIONAL DETAILS:

ADDITIONAL INSTRUCTIONS:

MEDIA INQUIRIES

DO NOT GIVE OUT ANY INFORMATION TO THE MEDIA! REPLY TO ANY MEDIA INQUIRIES WITH THE FOLLOWING:

“I AM UNABLE TO PROVIDE ANY INFORMATION CONCERNING INCIDENTS INVOLVING SABENA AIRCRAFT. FOR FURTHER INFORMATION CONTACT”:

_____ (to be provided by CEO/Team Lead/Safety).

CGA PHOENIX FLIGHT CREW/EMPLOYEE AIRCRAFT MISHAP/INCIDENT REPORTING PROCEDURE

ANY SABENA FLIGHT CREW OR EMPLOYEE WHO IS INVOLVED IN OR BECOMES AWARE OF A MISHAP OR SERIOUS INCIDENT AFFECTING ANY SABENA AIRCRAFT SHALL CALL ONE OF THE FOLLOWING:

***CGAP DISPATCH
480-948-4515 Ext. 1
or***

***CGAP toll free # 1-877-948-4515
or***

***123.300 VHF radio
or***

***CGAP Safety # 480-948-4515 Ext 141
602-799-3544***

REPORT THE FOLLOWING INFORMATION:

**NAME AND DEPARTMENT/CLASS #
LOCATION
TELEPHONE NUMBER
FATALITIES/INJURIES IF KNOWN
DAMAGE OR AIRCRAFT CONDITION**

IN ADDITION TO MAKING THE REPORT, ENSURE THE FOLLOWING (IF APPLICABLE):

- 1. ADMINISTER FIRST AID IF NEEDED**
- 2. CALL 911 IF THERE ARE SERIOUS INJURIES, FIRE, FATALITIES OR OTHER SERIOUS EMERGENCY; REPORT LOCATION AND NATURE OF SITUATION/EMERGENCY**
- 3. IF A MISHAP INVOLVING SUBSTANTIAL DAMAGE HAS OCURRED, SECURE THE SCENE UNTIL RELIEVED BY LOCAL LAW ENFORCEMENT OR FIRE/RESCUE**
- 4. COOPERATE WITH LOCAL OR FEDERAL LAW ENFORCMENT AND PRESENT PILOT/ MEDICAL CERTIFICATES AND DRIVER'S LICENSE IF REQUESTED**
- 5. DO NOT MAKE ANY STATEMENTS TO NEWS MEDIA ! REFER ALL MEDIA REQUESTS TO CGAP OFFICIALS. DO NOT MAKE ANY VOLUNTARY STATEMENTS TO LOCAL OR FEDERAL INVESTIGATORS UNLESS CGAP OFFICIALS ARE PRESENT**

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