



SMS Hazard Report

All Potentially hazardous conditions, incidents, or occurrences on the Movement Area, Non-Movement Area & the AOA that may compromise the safe conduct of operations, and do not require immediate attention should be reported by completing the form below.

Accidents or criminal activity requiring immediate/emergency response must be reported to the AVL Airport Communication Center by calling 828-684-4577.

Hazard Observation Date		Describe the Hazard:
Time:	Date:	
What Type of Hazard Occurred?		
<p>Hazardous Conditions: Danger Caused by equipment, facility, design, or policy.</p> <p>Hazardous Behavior: Danger Caused by a person or persons. Ex: lack of training, disregard of safe operating procedures, complacency.</p> <p>Near Miss: A narrowly avoided accident that could have resulted in injury or physical damage.</p> <p>Other:</p>		
Describe Location of Hazard:		
Recommendations for Hazard Mitigation:		

This form can be submitted with pictures and other documentation attached, please submit through any of the following methods.

Email: SMS@flyavl.com | **Mail:** 61 Terminal Drive, Suite 1, Fletcher, NC, 28732. Addressed to "SMS Hazard Report"

Drop-Box: Located in the airline circulation area behind the ticket counters and near entrance to ATO offices and outside DPS

If you would like to remain anonymous and not receive a follow-up do not complete the section below:

Name:	Organization:
Email:	Phone Number:

What is SMS?

An SMS is an integrated collection of processes and procedures that ensures a formalized and proactive approach to system safety through risk management.

The data provided through submitted hazard reports is crucial to identifying and mitigating potential hazards at AVL. Involvement from all airport employees is required for an effective program.

How to file a report?

- File any safety risk or hazard that has been witnessed in the AOA, Non-movement, and Movement areas of the airport.
- If it relates to the Terminal or Landside portions of the airport, please contact the Airport Communication Center at 828-684-4577
- Filling a report can be done via
 - Email: sms@flyavl.com
 - Mailing: 61 Terminal Drive, Suite 1, Fletcher, NC, 28732
Addressed to "SMS Hazard Report"
 - SMS Drop Box
 - Call the Airport Communication Center at 828-684-4577 and state you would like to file an SMS report.
- **Accidents or criminal activity requiring immediate / emergency response must be reported to the AVL Airport Communication Center by calling 828-684-4577.**

Information required for an SMS report

1. Date and time of the incident.
2. Describe the hazard that occurred in detail.
3. Describe the location of the hazard in detail.
4. Submit any recommendations to mitigate the hazard in the future if you wish.

Can I file Anonymously?

Yes, you are not required to provide your name or contact info. If you would like to be contacted about the report, please write your name, Organization, email, and phone number. This can be filled out under the dashed line. You will be contacted for a follow-up in a timely manner.

AVL has two SMS Drop Boxes located on the property

- In the circulation area near the freight elevator
- Outside of the Department of Public Safety main entrance

All additional submitted documents or pictures will be accepted and reviewed with the Hazard Report.