

# OSFC ACCIDENT PROCEDURES FOR BOARD MEMBERS

## 28 June 2010

### RESPONSIBILITY

For any accident involving an OSFC aircraft it is important that one Board member be in charge and either do or coordinate everything that needs to be done. That someone takes charge is much more important than who takes charge. Some accidents may require that the person in charge spend nearly full-time immediately and for the next 48 hours or more dealing with the issue.

Whoever first learns of an accident or possible accident should immediately contact the OSFC President, who can either take charge or delegate the various tasks. If the President is unavailable, then the responsibility should go to the Secretary, the Director of Flight Operations, or the Director of Maintenance. If necessary and rather than delay appropriate action, any of these or any other Board member should just assume responsibly, inform other Board members that they are handling the matter, request assistance as necessary, and proceed. Whoever is in charge should keep the Board informed in a timely manner.

### DEFINITIONS (PARAPHRASED, see FAR Part 830)

**Operator/Owner:** OSFC

**Accident:** An event in which any person suffers death, or serious injury, or in which the aircraft receives **substantial damage**.

**Substantial Damage:** Damage which adversely affects the structural strength, performance or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component.

**Fatal Injury:** Any injury that results in death within 30 days.

**Serious Injury:** An injury that 1) requires hospitalization for more than 48 hours; 2) results in a fracture of any bone except simple fractures of fingers, toes, or nose, 3) causes severe hemorrhages, nerve, muscle, or tendon damage; 4) involves injury to any internal organ; or 5) involves 2<sup>nd</sup> or 3<sup>rd</sup> degree burns, or any burns affecting more than 5 percent of the body surface.

### INITIAL ACTIONS

#### At or Near KCVO

- Ascertain injuries, damage to aircraft and personal property damage. Take photos if possible.

- If injuries are involved, seek appropriate medical help (Corvallis Fire Dept. or 911)
- If another aircraft was involved determine particulars (type, registration number, pilot, people on board, injuries, damage to aircraft). Take photos if possible.
- Protect/secure wreckage or damaged aircraft for NTSB. Do not disturb any wreckage except to rescue occupants, protect the wreckage, or protect people from injury (see FAR 830.10). If necessary call local law enforcement for assistance. If at KCVO and the aircraft is still mobile, it can be towed into the CAS hanger.
- If damage to other property is involved, get details from property owner if possible, including extent of damage, injuries, etc. Take photos if possible.
- Notify Board by phone and e-mail. Request help as necessary.
- Notify Corvallis Aero Service (541-753-4466)

#### **Away from KCVO**

- Locate aircraft, go to site if possible. (Note: the Director of Flight Operations, the Director of Maintenance, and the President, in that order, will be notified by NOAA in the event an ELT is triggered)
- Proceed as above.

#### **NOTIFY NTSB AS NECESSARY (see FAR Part 830)**

#### **Immediate Notification “by the most expeditious means available” is Required for**

- an accident or any of the following incidents
- Flight control malfunction or failure
- Inability of a flight crew member to perform duties as a result of injury or illness
- In-flight fire
- Collision in flight
- Damage to property other than the aircraft estimated to exceed \$25,000
- Overdue aircraft

#### **Call or FAX nearest NTSB Field Office:**

Seattle Office (0800-1630)  
 19518 Pacific Highway South, Suite 201  
 Seattle, WA 98188  
 Ph 206-870-2200, fax 206-870-2219

Provide NTSB with the following information (see FAR 830.6):

- Type, nationality, and registration number of aircraft
- Name of owner/operator (=OSFC)
- Name of PIC
- Date & time of accident

- Point of departure and destination
- Position of aircraft
- Number of persons aboard, number killed, number seriously injured
- Nature of accident, weather, and extent of damage

**NTSB Form 6120.1 Required within 10 days (7 days if overdue aircraft is still missing)**

The form can be obtained from the NTSB web site as an editable .pdf file. Google NTSB Form 6120.1. The form must then be mailed or faxed. Directions are part of the form.

**Note 1: Either the Pilot or OSFC, as owner/operator, can file Form 6120.1 but the Board member in charge needs to ensure that it gets filed and obtain a copy for OSFC.**

**Note 2: The NTSB requires the operator/owner (OSFC) to retain all records relating to the accident until NTSB tells us we can get rid of them. This includes notes, photos, and e-mails.**

**NOTIFY AVEMCO INSURANCE COMPANY ASAP**

This notification is a courtesy. They monitor NTSB reports and may know about it before you call them. Indicate that OSFC has not yet decided to file a claim for damage and will notify them ASAP if we decide to do that.  
Phone 800-638-8440, Fax 800-863-3338, e-mail [avemco@ave.com](mailto:avemco@ave.com)

**DETERMINE STATUS OF OTHER INSURANCE**

- Query the pilot and the CFI (if aboard during the accident) about what insurance they have that might cover our aircraft. Get company, insurance policy number, effective dates, and amounts of coverage.
- If another aircraft was involved, query the pilot and owner of the other aircraft to determine what insurance they have that might cover our aircraft. Get company, insurance policy number, effective dates, and amounts of coverage.