

Accident/Incident Response Plan

Purdue Aviation / School of Aviation and Transportation Technology (SATT) is dedicated to providing the safest environment possible for its flight students and flight faculty/staff. Safety involves a culture and attitude that include everyone associated with flight operations. All flight students, instructors, faculty, administrators, technicians, clerical and other support personnel are responsible for contributing to the overall safety of the flight operation.

Notwithstanding the concerted efforts of everyone involved, there is the possibility that an accident or incident can occur. Proper communication from the appropriate personnel is the goal of the plan. Components of the communication chain include the Federal Aviation Administration, the President of Purdue Aviation, SATT Head, Dean of Purdue Polytechnic Institute, Purdue Police/Fire and Rescue, Dean of Students Office, Purdue Marketing & Media (Purdue News Service), Purdue Risk Management and Purdue Counseling and Psychological Services.

In order to reduce confusion in a crisis, fulfill obligations and responsibilities, and provide compassion for affected individuals and family members in the event of serious injury or death, this accident/incident response plan has been developed.

In the event of a fatality, official notification is to follow the normal University Policy relative to a student or instructor death, in conjunction with the County Coroner's Office.

Telephone or other inquiries from the media, concerned family members, and others must be referred to Purdue Marketing & Media.

Aircraft Allotted for Program

1. N651PA
2. N652PA
3. N653PA
4. N665CS

Order of Succession for Response Commander

1. President of Purdue Aviation
2. Chief Flight Instructor
3. Director of Maintenance
4. Ground Coordinator

Immediate Response

Initial notification to the School of an accident/incident could come from one of a number of sources. The following actions should be taken within the first 6 hours following the incident. Timeframes should be complied with where possible.

The PIC of the aircraft involved will:

1. Contact appropriate emergency services*
2. Contact appropriate Air Traffic Control facility or Flight Service Station
3. Care for any injuries as appropriate
4. Contact Purdue Aviation Dispatch/Chief Flight Instructor (or his/her designee) within 10 minutes if possible

Upon notification, Dispatch will:

1. Immediately contact the President of Purdue Aviation.
2. If the President of Purdue Aviation is unavailable, then they will contact any Chief Flight Instructor (or his/her designee).

Upon notification, the Chief Flight Instructor (or his/her designee) will:

1. Verify that the appropriate emergency services have been contacted. * If not then immediately contact emergency services.
2. Determine the status of the crew and aircraft to the extent possible
3. Immediately contact the Federal Aviation Administration
 - a. Indianapolis FSDO
4. Contact the President of Purdue Aviation
5. Contact the Director of Maintenance
6. Contact the Purdue Police Department
7. Contact Purdue Student Health to aid in the verification of injury or fatalities
8. Contact the Airport Manager if required
9. Contact Purdue Office of Marketing & Media

The President of Purdue Aviation will:

1. Contact the Purdue Office of Marketing & Media
2. Contact the Head of SATT
3. Contact the Aviation Safety Manager
4. Contact the Dean of Students Office
5. Contact Purdue Counseling and Psychological Services
6. Contact Purdue Risk Management
7. Contact the Family of the Student/Instructor involved. This step will only occur when the status of the crew has been confirmed. In the event of a fatality, notification will be made by the appropriate authorities. This will be followed up with contact by the Department Head and the Dean of Students.

Purdue Marketing & Media will:

1. Contact the media

2. Coordinate all releases of information with the SATT, the media, the Federal Aviation Administration and the NTSB (if required under NTSB Part 830)

*If the occurrence is at an airport staffed with an Air Traffic Control Tower during the operating hours of the operation, the Tower will notify fire and rescue. Fire, Emergency Medical Service, Police, and other. Typically 911 in the United States.

Follow-up Tasks

The tasks in the previous section should be completed within the first few hours following an incident. This section focuses on the tasks that need to be completed within 24-72 hours following the initial incident. These tasks do not need to be completed in order. Timeframes have been included for time sensitive items.

The PIC of the aircraft involved will:

1. Cooperate with the FAA and NTSB in their investigation
2. Shall contact the Purdue Counseling and Psychological Services and schedule an appointment. This will be done for both the student and the instructor (if applicable).

The Chief Flight Instructor (or his/her designee) will:

1. Work with the Family of those involved to coordinate travel needs
2. Notify the Student body that an accident occurred within 24 hours (example below)
3. Work with Human Resources to complete any required paperwork (FROI, etc.)
4. Notify the Principle Operations Inspector for the School within 12 hours

The Aviation Safety Manager:

1. Initiate an internal investigation of the accident within 24 hours*
2. Initiate a Safety Stand Down to occur within 48 hours of the incident
3. Act as an additional resource for the Chief Flight Instructor
4. Within 72 hours initiate a review of the accident response plan
5. Within 60 days following the incident a report including recommended changes to policy will be presented to the President of Purdue Aviation and Chief Flight Instructor. These recommendations will be based on the findings of the internal and external (FAA/ NTSB) review

The President of Purdue Aviation:

1. Act as the primary point of contact for the Purdue Marketing and Media, the Dean, the Dean of Students office, Purdue Risk Management
2. Ensure Purdue Counseling services are available
3. Act as a resource for the Chief Flight Instructor

*The internal investigation of the accident will include interviews with all involved parties within 72 hours.

Contact Names and Telephone Numbers

Purdue Fire and Rescue	911	
.....	765-494-6919	
Purdue Police Department	911	
.....	765-494-8221	
President of Purdue Aviation		
Jeff Pittard.....	Office	765-743-9692
.....	Cellular	765-714-3637
Chief Flight Instructor		
Jim Paulson	Office	765-743-9692
.....	Cellular	703-498-7930
Director of Maintenance		
Phil Lechugu	Office	765-743-9692
.....	Cellular	765-412-2497
Department Head, SATT		
Dr. Manoj Patankar	Office	765-496-3136
.....	Cellular	636-675-0494
Ground Coordinator		
Brian Dillman.....	Cellular	765-409-4501
Aviation Safety Manager		
Stephanie Brown.....	Office	765-494-4625
.....	Cellular	219-771-3161
Federal Aviation Administration		
Indianapolis FSDO (730am to 4pm).....	317-837-4400	
FAA Regional Operations Center (4pm to 730am) ...	800-762-1457	
Purdue Marketing and Media		
Jim Bush.....	Office	765-494-2077
.....	Cell	765-336-1909
Julie Rossa	Cell	765-404-3131
Purdue Risk Management.....		
Mark Kebert	Home	765-583-3269
.....	Cellular	765-412-1970
Tiffany Utermark	Home	765-447-5203
.....	Cellular	765-414-1496
Purdue Counseling and Psychological Services		
.....	Office	765-494-6995
Dean of the Purdue Polytechnic Institute		
Gary Bertoline.....	Office	765-494-2552
Dean of Students Office.....	Office	765-494-1747

Statement to Department

Everyone,

We had an incident last night involving a (*aircraft type*) at (*Name of airport*). The instructor and student are (*injured/not injured*), and their parents have been contacted. The important thing I need everyone to do right now is to contact your parents to let them know you are OK because they will hear about it through the news and worry. Also, remember that you are not to share any information with the media or talk about the incident on social media. We need to prevent rumors and protect those involved. If you are approached for a statement, please direct them to Purdue Marketing and Media for more information: 765-494-2034.

Thank you for your discretion, and we will update you all once we know all the details.

(signed)

Statement to the Media

Pre-verification

We have reports of an incident with a Purdue Aviation aircraft. We will release details as they become available.

Post verification

We had an incident involving a (*aircraft type*) at (*Name of airport*). The instructor and student are (*Injured/not injured*), and their parents have been contacted. Please contact Purdue Marketing and Media for more information: 765-494-2034.