Purpose: This response plan describes actions to be taken following Farmingdale State College overdue (missing) aircraft and aircraft accidents or incidents. Aviation accidents and incidents specifically defined by the National Transportation Safety Board (NTSB) under Title 49 Section 830 of the US Code of Federal Regulations require that we make a report to the nearest NTSB regional office. It is essential that all designated personnel be familiar with the contents of this plan.

An accident is defined by the NTSB as 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 until all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. An incident is an occurrence other than an accident that affects or could affect the safety of operations. (See 49 CFR 830 on line for detailed NTSB definitions of aircraft accidents and incidents and instances when reporting may be required.) An aircraft accident in which any person suffers death or serious injury will result in activation of the Accident Response Team (defined below).

Federal regulations require aircraft operators to notify the NTSB immediately of aviation accidents and certain incidents. A phone call is sufficient initially, but a written follow-up will be required using NTSB Form 6120.1 - "Pilot/Operator Aircraft Accident/Incident Report". Contact with the nearest NTSB regional office is required to file a report. For Farmingdale State College, we will contact the nearest NTSB regional office which is in Washington DC: phone number 202-314-6000 after completing the aircraft accident/incident procedures.

Aviation Accident Response Team (AART): An Aviation Accident Response Team will be formed in the event of any fatalities or serious injuries or an off-airport landing caused as a result of a FSC aircraft accident or at other times as directed by the President of the College. The AART is comprised of a primary and alternate representative from each of the following College functional areas:

1. Flight Center
2. Aviation Department/ School of Engineering Technology
3. President’s Office
4. Public Relations
5. Human Resources
6. University Police
7. Legal/ USAIG

The accident response team works under the direction of a Team Leader, one of the team members who is designated as such by the President of the College and reports directly to the President or his/her designee. Other College or SUNY functional areas can be added to the team depending on the nature of the aircraft accident. The Team Leader will designate the time and place of any required AART meetings. All members of the AART must be familiar with the contents of this plan.

This response plan is divided into three sections:

Section A: Procedures to be followed in the event of an overdue (missing) aircraft

Section B: Procedures to be followed in the event of an aircraft accident or incident

Section C: Survivor and family assistance responsibilities
SECTION A

PROCEDURES TO BE FOLLOWED IN THE EVENT
OF AN OVERDUE AIRCRAFT

1 The Farmingdale State College Air Boss is responsible to track all flights of Farmingdale State College aircraft using specified forms. The Air Boss will confer with the Pilot in Command (PIC) prior to PIC departure from the Flight Center and will establish an Estimated Time of Arrival (ETA) at the destination airport which can be either our home base at Republic Airport (KFRG) or at another airport for cross-country flights.

2 For flights landing at an airport other than Republic, the pilot must file a flight plan with the FAA (Flight Service Station) and provide a copy to the Air-Boss. The FAA will institute procedures for overdue or lost aircraft if the pilot does not close his or her flight plan. Normally this includes calling the Farmingdale State College Air-Boss (Telephone # 631-420-2522).

3 If no contact is established between the PIC and the Air Boss by the ETA, then the Air Boss should initiate the following:
   a. Attempt radio contact via "STATE OPS" frequency 123.5 MHz
   b. Attempt radio contact through any other FSC aircraft that may be airborne on frequency 123.5 MHz
   c. Attempt telephone/text message/e-mail contact with PIC/student/passenger
   d. Check flight tracker using tail number at www.flightaware.com

4 If no contact after ETA + 15 min. then the Air Boss should:
   a. Start a written timeline of actions to include action taken, time when taken, person(s) with who contact was made, a callback phone number for those person(s), and any other information you would like to record. A sample timeline is included as attachment 2.
   b. Call Republic Tower or destination air traffic control tower to inquire about aircraft
   c. Call destination Fixed Base Operator (FBO) to inquire about aircraft
   d. Call FAA Flight Service Station to determine if flight plan was activated, time of activation, last known position. Ask about any other data they may have on the flight. Ask them to connect you to New York APPROACH or New York CENTER to see if either facility is providing flight following services to the aircraft

5 If still no contact is made after completion of steps three and four above the Air-Boss will notify the following:
   a. Director of Operations (DO) 631-838-0828
   b. Chief Pilot 631-682-4204
   c. Director of Maintenance 646-529-2202

After consulting with the Air Boss and the Chief Pilot, the DO will contact the FAA via the Flight Service Station to report the aircraft missing and to request assistance in beginning a search. The following information should be collected and recorded in order to file the missing aircraft report with the FAA:
   a. aircraft registration number ("N" number)
   b. description of aircraft (type, color, tail markings, engine type, any other identifying information)
   c. name of pilot in command
   d. number of passengers
   e. fuel duration in hours and minutes
   f. last known location, time, LAT Long
   g. route of flight for the aircraft
   h. was flight plan filed with FAA?
   i. does the aircraft have an emergency locator transmitter (ELT)?
The DO will also contact the President of the College or his/her designee to advise of the missing aircraft and to determine if the Aviation Accident Response Team should be alerted.

6 ONLY THE COLLEGE PRESIDENT OR HIS/HER DESIGNEE IS AUTHORIZED TO SPEAK ON BEHALF OF THE COLLEGE IF THERE ARE INQUIRIES REGARDING THE MISSING AIRCRAFT. This includes inquiries from (but not limited to): police, media, NTSB, FAA. All inquiries should be directed to the President's office or designee.
SECTION B

PROCEDURES TO BE FOLLOWED IN THE EVENT
OF AN AIRCRAFT ACCIDENT OR INCIDENT

1. A Farmingdale State College (FSC) Pilot-in-Command (PIC) who is involved in an aircraft/incident must first assure his/her own health and well-being and that of his/her students/passengers immediately following the aircraft/incident. The Pilot in Command should refer to the PIC Post Accident /Incident Checklist (Attachment 1 of this instruction) which is also contained in the Farmingdale State College Flight Operations Manual (FOM). This checklist includes notification of the Farmingdale State College Air–Boss (Telephone # 631-420-2522). Any other FSC individual who witnesses or becomes involved in a Farmingdale State College incident or accident should also immediately notify the Air Boss. Individuals involved in an accident/incident are not to speak with anyone regarding the event, particularly with members of the media, but instead to refer any questions or inquiries to the Farmingdale State College Director of Communications.

2. News of an accident involving our aircraft may come from a source outside the College such as a government agency like the Federal Aviation Administration (FAA) or the National Transportation Safety Board (NTSB). Notification can also come from a local government agency such as the police department or fire department of the jurisdiction in which the accident occurred. It is important that the Air Boss or receiver of the call regarding an accident or incident obtain the following information from the caller:
   A. name and telephone number of person reporting the accident or incident
   B. aircraft registration number ("N" number)
   C. description of aircraft (type, color of aircraft)
   D. time and location of accident (street address or latitude longitude)
   E. location and condition of passengers
   F. assistance at or on the way to accident site
   G. ask if caller is an eyewitness to the accident or if they have contact with any eyewitnesses (if so, get contact information for eyewitnesses)

After collecting the required information, the receiver of the phone call should tell the caller that they will hang up and immediately call back to make sure they can reconnect. This will also verify the identity of the caller to help validate that the call is not a hoax.

3. After collecting and validating this essential data from a caller regarding an accident, the Air Boss will begin notifications, reminding those notified not to discuss the event with anyone without a need to know. The Air Boss will immediately notify:
   A. Director of Operations (631-838-0828)
   B. Chief Flight Instructor (631-682-4204)
   C. Director of Maintenance (646-529-2202)

4. The Director of Operations will immediately notify:
   A. Farmingdale State College President (631-420-2239)
   B. Farmingdale State College Provost (631-420-2177)
   C. Farmingdale State College Dir. of Communications (631-420-2719)
   D. University Police Office (631-420-2251)
   E. Aviation Academic Department Representative (who will notify Dean of SET) (631-942-0985)
   F. USAIG – Insurance Company (Telephone # 212-952-0100)
5. If any of the required contacts cannot be reached immediately by phone, the caller should leave a voice message WITHOUT any details of the occurrence but should simply request an immediate callback. Also consider sending e-mail or a text message, again, requesting an immediate callback WITHOUT details of the occurrence.

6. The College President or designee will activate the Aviation Accident Response Team (AART) as he/she deems necessary.

7. After the notifications have been made above, the DO will complete the NTSB initial reporting by phone checklist (Attachment 3) and consult with the President’s Office prior to notifying the NTSB. After the College President or designee approves, the DO will contact the NTSB by phone (202-314-6000) to make the initial voice report of the accident.

8. The AART Leader will complete the following actions:
   
   A. gather weather reports for the airports closest to the location of the accident/incident (METARs, terminal forecasts, airmets, sigmets, notams)
   B. gather all trip papers related to the aircraft and its flight including flight plan and weight and balance calculation
   C. collect and secure the flight records and personnel and training records of the crewmembers involved including pilot duty and rest records
   D. collect and secure the maintenance records of the aircraft involved including airframe and engine logs and aircraft maintenance log sheets
   E. arrange to take the fuel sample from the source which last fueled the aircraft
Section C
Survivor and Family Assistance Responsibilities

Notification of next of kin. Following an aviation accident involving injuries and/or fatalities, notification of the victims’ families is an immediate priority. The office of primary responsibility for survivor and family assistance responsibilities and notification of next of kin is the College President. Family emergency notification information for every Certified Flight Instructor (CFI), Professional Pilot Student, any other Pilot in Command, or any other passenger that flies in a Farmingdale State College aircraft must be maintained as part of this instruction as Attachment 4 and kept up-to-date.

1. **Initial Notification.** Initial notification to family members shall, to the extent possible, be made in person by at least two people from the College. Notification must be accomplished as soon as possible.
   a. Family members must be notified before victims’ names are released to the public. Family should be given appropriate time to notify other family members and friends before public release of the victims’ names.
   b. It may be necessary to request that family members contact their dentist to obtain the victims dental records and x-rays to assist the medical examiner with the identification process. This information should be requested at an appropriate time. The local medical examiner is legally responsible and retains jurisdiction for victim identification and cause of death determinations.

2. **Ongoing support.** After the initial notification, persons from the College should help the victims’ families’ transition to support services provided by a qualified professional providers. This ongoing support should be provided to the families on until no longer needed.

3. **Assistance in Obtaining Benefits.** Human Resources will provide a benefits specialist to work with the employee’s supervisor to assist employees and/or families with the completion of forms from medical, disability, and life insurance claims. The benefits staff ensures that all death claims received special handling.

4. **Memorial Services.** If a College- sponsored memorial service is planned, a representative of the college should consult with victims family members regarding their wishes. The college should honor the wishes of family members regarding Memorial services, including the text of any inscription to be placed on a memorial. In no case should a college sponsored memorial service conflict with the service provided by family members.

5. **Disposition of Personal Effects.** The College will advise families that personal item at the accident site that are identified as belonging to a specific deceased person or return to the family with the body by the medical examiner if possible. Before return, and inventory list is completed in order to track receipt and transfer of the items.
   a. **Items from the Aircraft.** After an accident, the NTSB assumes responsibility for the accident site. Personal effects that are recovered from the aircraft cabin and cargo areas are stored in a secured area and generally processed at a later time. The NTSB and FAA coordinate the return of personal fax to the victim or victim’s family.
   b. **Personal Effects at the Office.** Personal effects at the victim’s office shall be inventoried by at least two people from the College. The office provides the inventory of personal effects to the victim’s family. The inventory should include a brief description of each item and note the condition of the items and arrangements should be made to return the personal effects to the victim’s family.
Attachment 1

Pilot in Command (PIC) Post Accident/Incident Checklist

This basic checklist should be completed by the PIC or, if he/she is incapacitated, a crew member at the scene of the accident/incident. Obtaining information regarding the status, condition, and location of crew members and passengers will assist in expediting emergency notifications.

1. Assess your condition and ability to complete this checklist. If necessary, seek medical attention for yourself and pass responsibility for this checklist to another, if possible.
2. Determine the status and condition of all members of the crew and passengers.
3. Assist in rescue or first aid efforts as required.
4. List the condition and location of all personnel including any being removed from the scene by medical personnel. Determine location of medical facility.
5. Contact the Air Boss (631-420-2252) as soon as possible and provide the following:
   a. location of accident scene and
   b. your status/well-being and that of all crew members/passengers
   c. status of aircraft
6. Do not speak to anyone at the scene. You need the opportunity to fully recover from shock and review the details of the event in a thoughtful manner and seek counsel from senior leadership at the College. Refrain from offering opinions or giving nonessential information to unauthorized sources. Refer all requests for information to the FSC Director of Communications.
7. Provide for securing the accident scene:
   a. Coordinate with local authorities/police and FSC University Police.
   b. With police assistance, isolate and secure the scene. It is the operator's responsibility to preserve the integrity of the site for investigators.

49 CFR Section 830.10, Preservation of Aircraft Wreckage

A. the operator of an aircraft involved in an aircraft accident or incident for which notification must be given to the NTSB is responsible for preserving to the extent practicable any aircraft wreckage, cargo, and mail aboard the aircraft, and all records, including all recording mediums of flight, maintenance, and voice recorders, pertaining to the operations and maintenance of the aircraft, and to the airmen until the board takes custody thereof or releases granted
B. prior to the time the Board or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, or cargo, may not be disturbed or moved except to the extent necessary:
   i. to remove persons injured or trapped
   ii. to protect the wreckage from further damage
   iii. to protect the public from injury
C. where it is necessary to move aircraft wreckage, mail, or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original position and condition of the wreckage in any significant impact marks
D. the operator of an aircraft involved in an accident or incident shall retain all records, reports, internal documents, memoranda dealing with the accident or incident, until authorized by the Board to the contrary
Attachment 2

Overdue (missing) aircraft/aircraft incident/accident Time Log

<table>
<thead>
<tr>
<th>Action</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Called FRG tower regarding Farmingdale State 33 which is past 1600 ETA</td>
<td>1620</td>
<td>Mr. Ronald Smith, Tower Chief (631-455-2000), reported no contact with aircraft after an initial radiocheckout with tower at 1430</td>
</tr>
<tr>
<td>Called FSS and asked for assistance in locating Farmingdale State 33</td>
<td>1625</td>
<td>Spoke with Ms. Rebecca Jones (631-452-2080). She said they had no contact with aircraft but they would try to see if they could contact aircraft.</td>
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The Director of Operations or designee will collect the information below and then call the NTSB Washington Field Office (202-314-6000). Identify yourself from Farmingdale State College and provide the following information regarding the accident/incident:

1. Aircraft information
   a. aircraft type (manufacturer, model)
   b. registration number
   c. registered aircraft owner

2. Date/time of accident
   a. description of accident (what happened)
   b. location
   c. nearest city/place
   d. latitude longitude (if known)

3. Flight itinerary information
   a. pilot in command
   b. number of passengers
   c. number of fatalities, number of serious injuries
   d. last departure point
   e. time of departure
   f. intended destination

Answer any questions that the field office may have. Explain that we will provide the full data required and submit form 6120.1 within the required 10 days of the accident.
Emergency Notification Information (this information should be contained in our ETA Flight Management System)

<table>
<thead>
<tr>
<th>FSC Flyer</th>
<th>Emergency Contact</th>
<th>Address</th>
<th>Phone</th>
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Receipt of telephone call-in regarding FSC aircraft accident checklist

A. name and telephone number of person reporting the accident or incident

B. aircraft registration number ("N" number)

C. description of aircraft (type, color of aircraft)

D. time and location of accident (street address or latitude longitude)

E. location and condition of passengers

F. assistance at or on the way to accident site

G. ask if caller is an eyewitness to the accident or if they have contact with any eyewitnesses (if so, get contact information for eyewitnesses)