



Aviation and Space

OSU AVED Dispatch Emergency Response Checklist

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ACCIDENT / INCIDENT RESPONSIBILITIES:

- **Pilot:**
 1. If injured, life threatened, emergency, or appropriate, call 911
 2. Notify an OSU Flight Center Program Manager, Chief or Assistant Chief Flight Instructor, or if unavailable, Dispatch.
 3. With Flight Center leadership concurrence, notify and cooperate with the NTSB per CFR 830.5

- **Dispatch:**
 1. Locate appropriate **Emergency Response Checklist** from p. 5 – 11 in this manual, and complete steps.
 2. Review **Additional Information** of p. 11 of this manual.

- **Flight Center Program Manager (or designee), when Appropriate:**
 1. Immediately suspend local OSU Flight Center flying.
 2. Notify the OSU Office of University Communications.
 3. Notify the other Flight Representatives, faculty, staff and students and direct them to refer all media inquiries to the OSU Office of University Communications.
 4. Cooperate with the NTSB Investigator-in-Charge.

- **OSU Office of University Communications:**
 1. The office of University Communications will be directly responsible for ALL media releases and communications involving any associated possible emergency and or incident.

- **OSU Counseling Center:**
 1. Provide individual or group grief counseling services to OSU students, faculty and staff as needed.

- **OSU Flight Center Faculty, Staff and Students:**
 1. Fully cooperate with the NTSB investigation in accordance with 49 CFR Part 831.
 2. Refer any media inquiries to the OSU Office of University Communications. All faculty, staff and students must understand speculation as to an accident's or incidents causal factors is inappropriate; it may negatively affect the integrity of the investigation as well as provide the basis for litigation against innocent parties.

ACCIDENT / INCIDENT POINTS OF CONTACT:

Note: These numbers are to be considered confidential information of the OSU Aviation Program, and are not to be used, disclosed, or reproduced, in whole or in part, without the consent of the OSU Flight Center leadership.

OSU Flight Program Representatives:

OSU Flight Center **Dispatch** (405) 744-2739.
Program Manager, **Lance Fortney** cell (580) 370-6781.
Chief Flight Instructor, **Dr. Mark Uhlman** cell (580) 370-2126.
Asst. Chief Flight Instructor, **Jared Dunlap** cell (918) 629-6928.

OSU Communications

Gary Shutt, Director University Communications Services

office (405) 744-4800.
cell (405) 612-5757.

Carrie Hulseley-Green, Assistant Director University Communications Services

office (405) 744-9081.
cell (405) 742-7354.

OSU Academic and Student Affairs

Dr. Bird, Vice President Student Affairs

office (405) 744-5328.
cell (405) 747-1686.
home (405) 624-7323.

OSU Counseling

Dr. Suzanne Burks, Director, University Counseling Services

office (405) 744-5458.
cell (405) 880-0766.
home (405) 744-5458.

National Transportation Safety Board Central Region Offices:

Chicago Office

7:30 am - 4:00 pm (CT)

31 West 775 North Avenue
West Chicago, Illinois 60185

Phone: (630) 377-8177
FAX: (630) 377-8172

Denver Office

7:30 am - 4:00 pm (MT)

4760 Oakland Street
Suite 500
Denver, Colorado 80239

Phone: (303) 373-3500
FAX: (303) 373-3507

Arlington Office

7:30 am - 4:00 pm (CT)

624 Six Flags Drive
Suite 150
Arlington, Texas 76011

Phone: (817) 652-7800
FAX: (817) 652-7803

ON/OFF-AIRPORT EMERGENCY

Note: These numbers are to be considered confidential information of the OSU Aviation Program, and are not to be used, disclosed, or reproduced, in whole or in part, without the consent of the OSU Flight Center leadership.

1. Determine if the aircraft was in distress and try to find out the nature of the emergency.
2. Notify:
 - a) Chief Flight Instructor, **Dr. Mark Uhlman**, (580) 370-2126.
 - b) Asst. Chief Flight Instructor, **Jared Dunlap**, (918) 629-6928.
 - c) Program Manager, **Lance Fortney**, (580) 370-6781.
3. Call 911 if necessary.
4. Notify (in this order):
 - 1) KSWO Airport Manager, **Gary Johnson**, (405) 372-7881.
 - 2) OSU AVED Maintenance Director, **Casey Rolaff**, (405) 743-8416, cell (918) 399-0771.
 - 3) OSU AVED Program Coordinator, **Dr. Jon Loffi**, (405) 744-9892, cell (405) 740-9367.
 - 4) OSU COE SES School Head, **Dr. Susan Stansberry**, (405) 744-4407, cell (405) 612-3425.
 - 5) OSU COE Office of the Dean, **Dr. John Romans**, (405) 744-3373, cell (405) 714-1478.
5. **DO NOT COMMENT OR OFFER OPINION, CONFIRM OR DENY THE INCIDENT, TO ANYONE IN THE MEDIA OR GENERAL PUBLIC. SIMPLY STATE, "NO COMMENT." AND REFER THEM TO THE PROGRAM MANAGER, CHIEF FLIGHT INSTRUCTOR, OR ASST. CHIEF FLIGHT INSTRUCTOR. DO NOT MAKE ANY PERSONAL NOTIFICATIONS. INSTRUCT OSU PERSONNEL NOT TO GO TO THE SCENE.**

OVERDUE AIRCRAFT

Note: These numbers are to be considered confidential information of the OSU Aviation Program, and are not to be used, disclosed, or reproduced, in whole or in part, without the consent of the OSU Flight Center leadership.

1. If an aircraft is not back at the planned time, verify the aircraft is overdue by:
 - 1) Calling the Student/Instructor.
 - 2) Calling FSS and checking the status of the flight plan.
 - 3) Receiving a call from FSS.
 - 4) Receiving a call from persons expecting the student/instructor.
 - 5) Notification from emergency personnel.

2. Call the departure airport and check on status:
 - 1) If towered call tower...FSS will have the number or look in AFD.
 - 2) If non-towered look in AFD or AIRNAV.com for airport contact information i.e. manager, FBO, or maintenance facility and then ask them to check on it.

3. Notify:
 - 1) Chief Flight Instructor, **Dr. Mark Uhlman**, (580) 370-2126.
 - 2) Asst. Chief Flight Instructor, **Jared Dunlap**, (918) 629-6928.
 - 3) Program Manager, **Lance Fortney**, (580) 370-6781.

4. If the notification is after hours, and the FSS has notified you of an overdue flight plan, call:
 - 1) CHIEF FLIGHT INSTRUCTOR, **Dr. Mark Uhlman** (if unable to contact go to #2).
 - 2) Assistant Chief, **Jared Dunlap** (if unable to contact go to #3).
 - 3) Program Manager, **Lance Fortney**.

5. **DO NOT RESPOND TO ANY MEDIA INQUIRIES. DO NOT CONFIRM OR DENY AN OVERDUE AIRCRAFT. DO NOT MAKE ANY PERSONAL NOTIFICATIONS I.E. CALLING FRIENDS OR FAMILY MEMBERS OF THE STUDENT /INSTRUCTOR. REFER ALL INQUIRIES TO PROGRAM MANAGER, CHIEF FLIGHT INSTRUCTOR, OR ASST. CHIEF FLIGHT INSTRUCTOR.**

OFF-AIRPORT LANDING

Note: These numbers are to be considered confidential information of the OSU Aviation Program, and are not to be used, disclosed, or reproduced, in whole or in part, without the consent of the OSU Flight Center leadership.

1. Determine the location of the aircraft, which aircraft it is, and if there are any injuries or fatalities. The person or agency contacting you should be able to give you most of this information. ***If there are injuries or fatalities:***
 - 1) Call the respective State Highway Patrol
 - a) OK (918) 627-3881.
 - b) TX (800) 525-5555.
 - c) KS (785) 296-6800.
 - d) MO (573) 751-3313.
 - e) AR (501) 618-8000.
 - 2) Proceed to and execute the **ON/OFF-AIRPORT EMERGENCY** checklist.
2. Notify the CHIEF FLIGHT INSTRUCTOR, **Dr. Mark Uhlman**, (580) 370-2126, or Asst. CHIEF FLIGHT INSTRUCTOR, **Jared Dunlap**, (918) 629-6928.
3. Notify Maintenance, (405) 743-8416.
4. **DO NOT COMMENT OR OFFER OPINION, CONFIRM OR DENY THE INCIDENT, TO ANYONE IN THE MEDIA OR GENERAL PUBLIC. SIMPLY STATE, "NO COMMENT." AND REFER THEM TO THE PROGRAM MANAGER, CHIEF FLIGHT INSTRUCTOR, OR ASST. CHIEF FLIGHT INSTRUCTOR. DO NOT MAKE ANY PERSONAL NOTIFICATIONS. INSTRUCT OSU PERSONNEL NOT TO GO TO THE SCENE.**

DISABLED* AIRCRAFT AT KSWO

Note: These numbers are to be considered confidential information of the OSU Aviation Program, and are not to be used, disclosed, or reproduced, in whole or in part, without the consent of the OSU Flight Center leadership.

1. Notify Chief Flight Instructor, **Dr. Mark Uhlman**, (580) 370-2126, or Asst. Chief Flight Instructor, **Jared Dunlap**, (918) 629-6928.
3. Notify Airport Manager, (405) 372-7881.
4. Notify Maintenance, (405) 743-8416.
5. INSTRUCT FLIGHT CENTER PERSONNEL NOT TO GO TO THE SCENE.
6. **DO NOT COMMENT OR OFFER OPINION, CONFIRM OR DENY THE INCIDENT, TO ANYONE IN THE MEDIA OR GENERAL PUBLIC. SIMPLY STATE, "NO COMMENT." AND REFER THEM TO THE PROGRAM MANAGER, CHIEF FLIGHT INSTRUCTOR, OR ASST. CHIEF FLIGHT INSTRUCTOR. DO NOT MAKE ANY PERSONAL NOTIFICATIONS. INSTRUCT OSU PERSONNEL NOT TO GO TO THE SCENE.**

* **Disabled** is a Non-Emergency situation where an aircraft cannot move under its own power. Examples of this situation include a) engine malfunction, b) blown tire, or c) one or more landing gear stuck in soft earth.

MAINTENANCE PROBLEM AWAY FROM KSWO

Note: These numbers are to be considered confidential information of the OSU Aviation Program, and are not to be used, disclosed, or reproduced, in whole or in part, without the consent of the OSU Flight Center leadership.

1. Determine the nature of the problem from the student/instructor and where the aircraft is.
2. If you are talking to an OSU student or instructor, **GET A PHONE NUMBER AND INSTRUCT THEM NOT TO LEAVE THAT PHONE UNTIL THEY HAVE SPOKEN WITH SOMEONE FROM MAINTENANCE OR THE CHIEF, ASST. CHIEF, OR PROGRAM MANAGER.** If other than OSU personnel call, ask them for a phone number where we may contact them. **OSU PERSONNEL ARE TO STAY WITH THE AIRCRAFT UNTIL ARRANGEMENTS HAVE BEEN MADE FOR ITS RETURN.**
3. Determine the facilities available at that location i.e. hanger, maintenance, fuel, etc...
4. Notify:
 - 1) Chief Flight Instructor, **Dr. Mark Uhlman**, (580) 370-2126.
 - 2) Asst. Chief Flight Instructor, **Jared Dunlap**, (918) 629-6928.
 - 3) Program Manager, **Lance Fortney**, (580) 370-6781.
5. Call Maintenance and be fully prepared to explain the situation, (405) 743-8416.
6. **DO NOT COMMENT OR OFFER OPINION, CONFIRM OR DENY THE INCIDENT, TO ANYONE IN THE MEDIA OR GENERAL PUBLIC. SIMPLY STATE, "NO COMMENT." AND REFER THEM TO THE PROGRAM MANAGER, CHIEF FLIGHT INSTRUCTOR, OR ASST. CHIEF FLIGHT INSTRUCTOR. DO NOT MAKE ANY PERSONAL NOTIFICATIONS. INSTRUCT OSU PERSONNEL NOT TO GO TO THE SCENE.**

AIRCRAFT UNABLE TO RETURN DUE TO WEATHER

Note: These numbers are to be considered confidential information of the OSU Aviation Program, and are not to be used, disclosed, or reproduced, in whole or in part, without the consent of the OSU Flight Center leadership.

1. Determine the location of the aircraft and the student/instructor with it.
2. Determine an estimated time of when the pilot feels like he/she can safely return to KSWO.
3. Call the FSS and ask them to give you a briefing for the area where the aircraft is located and for the planned route of flight back to KSWO. Tell student to remain at location until given specific instruction/departure clearance from administrator below.
4. Notify:
 - 1) Chief Flight Instructor, **Dr. Mark Uhlman**, (580) 370-2126.
 - 2) Asst. Chief Flight Instructor, **Jared Dunlap**, (918) 629-6928.
 - 3) Program Manager, **Lance Fortney**, (580) 370-6781.
5. **INSTRUCT THE STUDENT/INSTRUCTOR TO STAY WITH THE AIRCRAFT UNTIL ARRANGMENTS FOR THE RETURN OF THE AIRCRAFT HAVE BEEN MADE. IF THE AIRCRAFT IS LEFT BY THE PILOT/INSTRUCTOR AND THEY RETURN BY SOME OTHER MEANS, THEY WILL BE CHARGED FOR THE AIRCRAFT AND INSTRUCTOR TIME FOR THE RETRIEVAL OF THE AIRCRAFT.**

ADDITIONAL INSTRUCTIONS

1. For any events that are not considered normal operations, do not talk to the media. Also, restrict your comments to airport personnel to the minimum necessary to inform them of what happened. Do not give details or confirm or deny events until you have talked with the Program Manager, CHIEF FLIGHT INSTRUCTOR, or the Assistant Chief.
2. NEVER comment, to the general public, or your friends and family, or post to any form of social media, about any event that has happened concerning OSU personnel and/or aircraft. This means that you should not call the friends or family of any person involved in any OSU aircraft emergency or irregularity. That includes non-fatal events like being stuck for weather etc. ***You could be personally liable for a breach of confidentiality of personally identifiable information and held criminally accountable.***
4. NEVER identify yourself as a representative of OSU to ANYONE. If an FAA/NTSB representative questions you, be honest and helpful. Any other organizations MUST be referred to the Program Manager, CHIEF FLIGHT INSTRUCTOR, or the Assistant Chief.
5. If an incident at KSWO happens to non-OSU aircraft, use your judgment, but DO NOT identify yourself as a representative of OSU when talking about these matters.
5. In cases of potentially damaging weather at KSWO:
 - 1) Notify Maintenance at (405) 743-8416, or **Casey Rolaff**, (918) 399-0771.
 - 2) And, either Chief Flight Instructor, **Dr. Mark Uhlman**, (580) 370-2126, Asst. Chief Flight Instructor, **Jared Dunlap**, (918) 629-6928, or Program Manager, **Lance Fortney**, (580) 370-6781.
 - 3) Verify tie-down straps and control locks are in place on all aircraft.