

SAFETY

5.1 ACCIDENT/INCIDENT REPORTING PROCEDURES. Safety is paramount and is everyone's number one priority. However, pilot error, equipment failures and circumstances beyond our control mean accidents/incidents happen. The procedures below will be adhered to strictly.

5.1.1 Overdue Aircraft, Accident, or Incident Procedures are intended for Instructor and/or senior FTC/AERO Club members and office staff use.

5.1.1.1 When first notified of an overdue aircraft attempt to locate aircraft by:

- Ensure the aircraft is **NOT on the ramp** (refueling, maintenance area etc.) and the flight plan has not been closed.
- Check the Flight Plan for accurate ETA information.
- Check the Flight Plan and route for accuracy, including actual wind conditions.
- If you discover an error in "time" or "distance", etc. and indeed the plane may be not be "overdue", **contact the FAA and give them any applicable information.**
- Start a PHONE SEARCH of all airports en-route where the pilot may have landed or diverted. If the aircraft is located, notify the FAA.

5.1.1.2 If the aircraft is still thought to be overdue or in the event of an aircraft accident or incident the following procedures are to be followed:

- Contact the following offices or individuals in this order. If an individuals or office does not answer, then skip to the next one and continue calling until you reach the end of the list. After completing list attempt to reach any who did not answer.

Manager, Justin Hoover	(303) 947-3258
Chief Instructor, Bob Jerman	(719) 596-7970
Asst. Chief CFI, Lyle Mortenson	(719) 597-7540
21 st Command Post	(719) 556-4555
Base Safety Officer (contact through Base Command Post after hours)	(719) 556-8905
FSS Flight Chief, Chaney Ferguson	Work (719) 556-7412 Cell (210) 202-9791
21 st FSS Commander	Work (719) 556-7949 Cell (719) 492-4452
HQ AFSPC/SE (Safety Officer)	(719) 554-5347
AFPC/SVPCR	94-487-4979

Only after an accident has been confirmed should these two numbers be called by on-scene Commander or Manager

National Transportation Safety Board (301) 361-0600

Chaplain on Call (contact through Base Command Post) (719) 556-4660

- Weather permitting, the Manager or Chief Instructor may designate a pilot to fly an overdue aircraft's planned route.
- The Manager, Chief Instructor or FTC/AERO Club Safety Officer will contact the "on scene commander" and appropriate Air Force representatives and organize the aircraft search IAW AFR 644-3, JCSP 3-50, 3-51 and the Peterson AFB Base OP Plane 335-1 (located in Base Ops).
- All local search and rescue operations will be controlled by the **21st Space Wing and Command Post. DO NOT DISCUSS SEARCH AND RESCUE OPERATIONS WITH ANY OTHER INDIVIDUAL – EITHER IN PERSON OR ON THE PHONE.**
- In anticipation of an investigation, remove the pilot's Flight Plan, Training Folder, Membership Folder and any other information about the pilot and lock all information in the Manager's office. **DO NOT PROVIDE ANY OF THIS INFORMATION TO ANYONE EXCEPT OFFICIALS INVOLVED IN THE INVESTIGATION. DO NOT GIVE ANYONE ELSE ACCESS TO THE INFORMATION.**
- **CLOSE THE FTC/AERO Club AND ASK EVERYONE TO LEAVE. YOU MAY ASK A DEPENDABLE MEMBER TO REMAIN AND HELP YOU MAKE THE APPROPRIATE CALLS OR ANSWER PHONES. GUESTS, FAMILY MEMBERS AND NON-ESSENTION MEMBERS ARE NOT AUTHORIZED IN THE FTC/AERO Club DURING THIS TIME.**
- **IT IS ESSENTIAL PROPER PEOPLE ARE NOTIFIED IMMEDIATELY. DO NOT USE THE PHONE OR LET ANYONE USE THE PHONES FOR PERSONAL CONVERSATIONS. IF A CALL COMES IN FROM SOMEONE WITHOUT THE PROPER NEED TO KNOW, POLITELY TELL THEM THEY ARE ON AN EMERGENCY LINE (DO NOT SAY THAT THERE IS AN ACCIDENT, OVERDUE AIRCRAFT OR CRASH) THEN HANG UP.**
- **DO NOT GIVE ANY INFORMATION ABOUT THE PILOT OR PASSENGERS, INCLUDING THEIR NAMES. DO NOT BE TRICKED INTO GIVING ANY INFORMATION. DO NOT TALK TO THE MEDIA. REFER THEM TO THE 21ST SPACE WING PUBLIC AFFAIRS OFFICE FOR ALL INFORMATION.**
- **All mishaps will be reported to Stacey Farland, HQ AFPC/SVPCR (AERO Club Program Manager) duty phone DSN: 969-7240 Comm: (210) 395-7240. If after duty hours and you cannot reach HQ AFPC/SVPCR, report the information to the USAF Casualty Reporting Command Post at 1-800-531-5501 who will connect you with someone from HQ AFPC.**
- **Written reports will be IAW AFMAN 34-152, attachment 5.**

5.2 GROUND SAFETY. The pilot is responsible for the following safe ground procedures:

5.2.1. General ground safety

- The pilot will use all checklists (prior to, during and following flights).
- The pilot will use correct aircraft securing procedures.
- The pilot will supervise all passengers or guests.
- The pilot will secure all flight line equipment.
- The pilot will pick up all items and debris that may cause foreign-object-damage (FOD).
- The pilot will use safe and slow taxi operations. The COS Tower has several blind spots on the airfield. Use caution when taxiing on taxiway B, B1 & B2; at the refueling pit; taxiway G between E & M; taxiway E between E3 & E5. ATC controls all aircraft on Bravo. The military ramp is NOT controlled.
- The pilot is responsible for general watchfulness on the flight line.
- The pilot is responsible to follow all SOPs, especially those listed in Chapter 3 referring to Ground Operations, pre and post flight operations and all FAR and AIM directives

5.2.2. Procedures for towing aircraft:

- When hand towing aircraft on the flight line, use tow bars provided. Some aircraft have tow bars inside the aircraft (i.e. the Baron). Use wing walkers at all times.
- Before connecting the tow bar, make certain that the aircraft engine magneto switches are OFF and the parking brakes are released. Remove tie down and chocks and use care to not damage wing tips and tail surfaces when close to other aircraft or obstacles. A wing walker will be used. **THERE IS NO EXCUSE FOR AIRCRAFT DAMAGE OCCURRING WHEN TOWING!**
- **DO NOT leave aircraft unattended outside unless it is tied down and chocked with the control locks installed.**

While hand towing in the hangar, use the utmost care as the aircraft are very close to each other and obstacles. **One or more helper spotters/wing walkers are required. Do not attempt to move the aircraft through the hanger doors unless the doors are fully opened to the yellow lines on the hanger door. Also, stop the aircraft behind the line that is inside of the hanger floor lip. Wing tips must be visually checked for clearance prior to moving the aircraft through the doors.**

- Members will **NOT** tow the aircraft with the jeep or tug unless checked out by an Instructor, possess a flight line driver's license and experienced in towing. **Wing walkers will be used.**
 - o Use the universal tow bar when moving aircraft with the jeep or tug.
 - o Nose wheel turn limits are easily exceeded when towing. This will result in aircraft damage. Use utmost care especially when backing aircraft.
 - o When the jeep or tug is left attached to the aircraft as during refueling or tie down, the vehicle motor **MUST** be turned OFF and the brake on prior to leaving the driver's seat.

5.3. Local Safety Policies The items below are unique to FTC/AERO Club or implemented to achieve a higher degree of safety

5.3.1. All Baron PICs will know that the flap and gear switch placement are **NOT** ergonomically correct. The Baron Flight Manual makes several statements concerning the extra vigilance required not confusing the landing gear and flap switch.

5.3.2 In accordance with AF HQ directives, **pilots are prohibited from practicing touch and go landings in any complex flight aircraft.**

5.3.2.1. Stop and go landings are permitted in the Baron, or Cessna R-182. Pilots must bring the aircraft to a complete stop and ensure that they have adequate runway lengths to accomplish full stop landings without excessive braking and without causing undue wear on aircraft brakes, and then complete a take-off roll, on the remaining runway

5.3.3 On full stop landings and stop & go landings, DO NOT attempt to change configuration (i.e. raise flaps) until clear of the runway or stopped.

5.3.4. Initial multi-engine training is in the Beechcraft Baron. Multi-engine instructor training/check out is approved by the Chief Instructor and Manager. Multi-engine instructors authorized to instruct in the Baron is listed on the personnel board.

5.3.5. Bird Strikes.

- Peterson AFB BASH Program will be briefed twice a year at Safety Meetings.
- The Chief Instructor or the Manager will make the decision to terminate or modify flight operations during conditions of MODERATE or SEVERE Bird Watch Conditions.
- Sightings of large flocks of birds will be reported to Base Ops.
- d. All aircrews will IMMEDIATELY report ALL bird strikes and/or hazardous bird activity to the Chief Instructor or the Manager. Do not remove any remnants of the bird strike as 21st Safety has to take DNA samples. This includes strikes that do NOT cause damage. Fill out AF form 853 and FAA form 5200-7 (see attachments 11-1, 11-2). Give a verbal report to Base Ops.
- e. There is a BASH book in the manager's office dealing with all local procedures, locations and concerns of BASH. Each pilot is required to review the BASH Book.

5.3.6. All unusual occurrences will be reported to the Manager or Chief Instructor as soon as possible. This includes radio communications from the Tower or ATC, other aircraft approaching too closely or any happening that does not fit the normal, everyday routine events. Unusual occurrences pertaining to aircraft are those Out of the ordinary events not classified as accidents. Valid unusual occurrences will be reported to AF headquarters for general dissemination. These occurrences include:

- Single system or component failures.
- Fuel exhaustion or starvation.
- Engine failures that resulted in a forced landing.
- Parts failure, resulting in curtailing a flight.

If a member has questions concerning unusual occurrences, they are to discuss their concerns with the Manager and/or Chief Instructor. The Manager or Chief Instructor will make the report to AFPC/SVPCR. If the Manager or Chief Instructor is not available, the FTC/AERO Club Safety Officer may be contacted for assistance.

5.3.7. If unusual or adverse characteristics, not attributable to pilot inducement, are encountered while operating FTC/AERO Club aircraft, the pilot will return to Colorado Springs Airport and land as soon as possible. If not feasible to return to Colorado Springs Airport, the pilot should land at the nearest suitable airport. If the pilot feels that there is any possibility of a landing difficulty, the Tower should be notified. The pilot will discuss the incident with the Manager and/or Chief Instructor and then enter a description of the incident in the AFTO Form 781A. NOTE: Student pilots should discuss the incident with their Instructor or another Instructor if his/hers is not available, prior to proceeding with notification and documentation.

5.3.8. Each pilot must accept their total responsibility for their actions in the cockpit and be prepared to meet any emergency that arises. Training, check-list usage, by the book flying, vigilance and risk management and total professionalism in the cockpit is the key to safe flying. Each pilot must constantly maintain a SAFETY WATCH attitude towards:

- Personal health/attitude/physical condition.
- Personal training and currency.
- Continual training and self-improvement of pilot skills.
- Personal commitment to professionalism in the cockpit.

5.3.9 Members are encouraged to develop their own personal minimums and review these prior to each flight as part of the Risk Management Process. The FAA has produced an excellent reference to guide you through the process using the Personal Minimums Checklist. It's an easy-to-use, personal tool, tailored to your level of skill, knowledge, and ability that helps you control and manage risk. This checklist can be obtained at the online FTC/AERO Club website.

5.4. FUELING PROCEDURES. Are IAW AFMAN 34-152, 6.12. **The pilot is responsible for fueling the aircraft after each flight. The aircraft will be slowly taxied to the fuel pit (5 mph), and chocked. Aircraft keys will be removed from the ignition and placed on top of the instrument panel. As the aircraft is fueled, hold onto the fuel nozzle handle, ensuring pressure and weight are not placed on the fuel tank filler neck (weight and pressure will cause the fuel tank filler neck to crack).**

Refuel each aircraft to appropriate level. On aircraft normally flown with less than a full fuel tank for local flights, refuel fully if the next flight is a cross-country and the next pilot has so requested. Avoid dragging the fuel hose nozzle across the ground. After the aircraft is fueled, carefully replace the hose in the rack and make the appropriate entries on the Fuel Log. If the aircraft is to be towed into its parking place, remove the grounds, remove the chocks, clear the ladder, ensure you have cleared all objects and use the correct tow bar. If the aircraft is to be taxied to its parking place, ensure all chocks are removed, remove the ground, remove the tow bar, ensure the propeller is clear and ensure that all objects are cleared. Enter the correct amount of fuel loaded on the aircraft log and ensure that the correct amount is entered into the Dispatch Computer.

5.5. CHILDREN AND PASSENGERS. Children are not permitted on the flight line without adult supervision. See AFMAN 34-152, 6.15, for children's seating requirements. All passengers are to be briefed by the pilot on flight line safety procedures:

- Propeller avoidance.
- Correct boarding and deplaning procedures.
- Foreign Object Damage (FOD) to aircraft.
- Correct clothing.
- Seat belts/shoulder harness
- Aircraft exits.
- Window and door locking procedures.
- Headsets/Intercom.

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5.6. SAFETY MEETINGS: (Also see paragraph 1.2) Safety Meetings are normally held on the last Tuesday of each month and a make-up meeting is the second Saturday at 10:00am in the ground school room. Attendance is mandatory, IAW AFI 34-101, 10.16. A member who misses two (2) monthly meetings without a valid reason (e.g., TDY, duty and illness) **CAN NOT ACT as Pilot-In-Command until attending a meeting. A member who misses three (3) monthly meetings, regardless of reason, must attend a meeting prior to regaining flying privileges.** USAFA Safety Meetings or other FTC meetings can be accepted in lieu of FTC/AERO Club meetings with proper documentation.

5.6.1. AFPC/SVPCR states that pilots who miss two consecutive meetings without a valid excuse (TDY, illness, etc.) can not log time until accomplishing the Safety meeting attendance requirement. Mr. Treland stated “the member should not be logging any time on the flight”. This means that a member may not fly with an Instructor and log time while waiting to attend the next safety meeting. This requirement is also in place for student pilots.

5.6.2. Safety Meeting Minutes are available in the Safety Book in the FTC/AERO Club Office. There are also many safety videos and articles available for your viewing/reading. A safe pilot continues studying even after he has received a certification or rating.

5.6.3. The FAA and AOPA sponsor several Safety Meetings throughout the year in Pueblo, Colorado Springs, and Denver. They are free and open to the public. You are encouraged to take advantage of them and widen your aviation safety knowledge.

5.6.4. The FAA Wings program is an excellent way to maintain your safety and flying knowledge. Your yearly Standardization Check rides can count on the Wings program. See your local FAA Safety Counselor and earn your FAA Safety Wings.

5.6.5. The Air Force Instructions and our SOPs are written as a result of aircraft accidents or occurrences. They are designed to prevent you from duplicating these accidents. Reading, knowing, understanding and following these rules may save your life and the lives of your passengers. **Remember, SAFETY FIRST.**

5.7. MOVEMENT IN/OUT OF HANGAR:

1. Hangar doors will be opened to the yellow painted lines on the hanger floor.
2. Wing walkers are required for all aircraft movement in/out of the hanger.
3. Prior to moving the aircraft out of the hanger, the aircraft must be stopped before reaching the floor “lip” and the pilots must check that there is sufficient clearance on both sides of the aircraft.
4. Only after ensuring that there is sufficient wing clearance may an aircraft be moved down the lip and onto the ramp area.
5. Do not leave the aircraft unattended during this time.
6. Only qualified personnel will use the aircraft tug to move the aircraft. If the tug is being used, wing walkers must be used and the above procedures followed. Do not leave the tug unattended while checking the doors for clearance.
7. Also see 5.2.2

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