

In-Flight Emergency Checklist

CAP NOC: (888) 211-1812

Notify the NOC whenever an outside agency is contacted

1. Total Loss of Power

ALL EMERGENCIES

- Remain calm
- Announce the emergency to the flight crew

TOTAL LOSS OF POWER

- Warn nearby persons of crash landing by shouting a warning
- Attempt to restore power and regain control of the aircraft
- Maintain visual contact with the aircraft
- Prepare to take post-crash action

AFTER IMPACT

- Does the landing location endanger life or property?
 - No - continue with checklist
 - YES - CONTACT 9-1-1
- Send the command to power down the aircraft
- Power down the control and communications systems

IF THE AIRCRAFT IS IN A HAZARDOUS LOCATION

- Wait for emergency responders

IF THE AIRCRAFT IS NOT IN A HAZARDOUS LOCATION

- Check the aircraft for fire
- Check the aircraft for fuel leaks
- Notify CAP NOC and Wing DOU and FRO
- Activate the Downed Aircraft Recovery Plan (DARP)

Wing DOU/FRO Phone: _____

FAA Duty Office Phone: _____

Find FAA Regional Duty Office Phone Number on Last Page

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2. Partial Loss of Power

ALL EMERGENCIES

- Remain calm
- Announce the emergency to the flight crew

PARTIAL LOSS OF POWER

- Identify emergency landing or ditch area
- Warn nearby persons of crash landing by shouting a warning
- Immediately land or ditch the aircraft
- Does the landing location endanger life or property?
 - No - continue with checklist
 - YES - CONTACT 9-1-1
- Send the command to power down the aircraft
- Power down the control and communications systems

IF THE AIRCRAFT IS IN A HAZARDOUS LOCATION

- Wait for emergency responders

IF THE AIRCRAFT IS NOT IN A HAZARDOUS LOCATION

- Check the aircraft for fire
- Check the aircraft for fuel leaks
- Notify CAP NOC and Wing DOU and FRO
- Activate the Downed Aircraft Recovery Plan (DARP)

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3. Airspace Encroachment

ALL EMERGENCIES

- Remain calm
- Announce the emergency to the flight crew

AIRSPACE ENCROACHMENT

- Is a collision imminent?
 - No - continue with checklist
 - YES – TAKE EVASIVE ACTION

- Is a collision possible?
 - No - continue with checklist
 - YES – Land your aircraft. Do not resume flight until encroachment has ended

- Suspend flight operations

- Place your aircraft in a loitering position that will allow a quick landing if needed

- Monitor the position and heading of the encroaching aircraft

- Continue to monitor the entire project site

- Do not resume flight operations until the encroachment has ended

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4. Loss of Control

ALL EMERGENCIES

- Remain calm
- Announce the emergency to the flight crew

LOSS OF CONTROL

- Send the aircraft the "RETURN TO HOME" command
- Attempt to regain control through the manipulation of the flight controller
- If control is regained LAND IMMEDIATELY

IF THE AIRCRAFT REMAINS WITHIN THE PROJECT LOCATION

- Warn persons on or near the project site of the emergency situation
- Continue to issue the "RETURN TO HOME" command
- Continue to attempt to regain control and land the aircraft
- Wait until the fuel is depleted and the aircraft auto lands or crashes
- Notify CAP NOC and Wing DOU and FRO
- Activate the Downed Aircraft Recovery Plan (DARP)

IF THE AIRCRAFT DEPARTS THE PROJECT LOCATION

- FOLLOW THE PROCEDURES FOR A FLY-AWAY EMERGENCY

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5. Erratic Behavior

ALL EMERGENCIES

- Remain calm
- Announce the emergency to the flight crew

ERRATIC AIRCRAFT BEHAVIOR

- Send the aircraft the "RETURN TO HOME" command
- Attempt to land the aircraft

IF EMERGENCY LANDING IS NECESSARY

- Identify emergency landing or ditch area
- Warn nearby persons of crash landing by shouting a warning
- Immediately land or ditch the aircraft
- Does the landing location endanger life or property?
 - No - continue with checklist
 - YES - CONTACT 9-1-1
- Send the command to power down the aircraft
- Power down the control and communications systems

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6. Fly-Away

ALL EMERGENCIES

- Remain calm
- Announce the emergency to the flight crew

FLY-AWAY

- Send the aircraft the "RETURN TO HOME" command
- Attempt to regain control through the manipulation of the flight controller
- If control is regained LAND IMMEDIATELY

IF THE AIRCRAFT REMAINS WITHIN THE PROJECT LOCATION

- Continue to issue the "RETURN TO HOME" command
- Wait until the fuel is depleted and the aircraft auto lands or crashes
- FOLLOW THE PROCEDURES FOR A TOTAL LOSS OF POWER EMERGENCY

IF THE AIRCRAFT DEPARTS THE PROJECT LOCATION

- Maintain visual contact with the aircraft if possible
- Note the time, fuel load, heading, and remaining flight time
- Will the aircraft enter controlled airspace?
 - NO – continue with the checklist
 - YES – IMMEDIATELY CONTACT ATC (Phone Numbers On Last Page)
- Will the aircraft potentially cause injury or property damage?
 - NO – continue to maintain visual contact
 - YES – IMMEDIATELY CONTACT 9-1-1
- FOLLOW THE PROCEDURES FOR A TOTAL LOSS OF POWER EMERGENCY

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7. Bird Strike

ALL EMERGENCIES

- Remain calm
- Announce the emergency to the flight crew

BIRD STRIKE

IF THE AIRCRAFT CAN BE CONTROLLED

- Send the aircraft the "RETURN TO HOME" command or land as quickly as possible
- Notify CAP NOC and Wing DOU and FRO

IF THE AIRCRAFT CAN NOT BE CONTROLLED

- FOLLOW THE PROCEDURES FOR A TOTAL LOSS OF POWER EMERGENCY

IF THE AIRCRAFT CAN BE PARTIALLY CONTROLLED

- FOLLOW THE PROCEDURES FOR A PARTIAL LOSS OF POWER EMERGENCY

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8. Fixed Object Strike

ALL EMERGENCIES

- Remain calm
- Announce the emergency to the flight crew

FIXED OBJECT STRIKE

IF THE AIRCRAFT CAN BE CONTROLLED

- Send the aircraft the "RETURN TO HOME" command or land as quickly as possible
- Notify CAP NOC and Wing DOU and FRO

IF THE AIRCRAFT CAN NOT BE CONTROLLED

- FOLLOW THE PROCEDURES FOR A TOTAL LOSS OF POWER EMERGENCY

IF THE AIRCRAFT CAN BE PARTIALLY CONTROLLED

- FOLLOW THE PROCEDURES FOR A PARTIAL LOSS OF POWER EMERGENCY

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9. Interference With Flight Crew

ALL EMERGENCIES

- Remain calm
- Announce the emergency to the flight crew

INTERFERENCE WITH FLIGHT CREW

- Place the aircraft in a loitering position
- Assess the risk
 - Note the number of individuals involved
 - Evaluate the aggressiveness of the individual(s) through posture and tone and volume of voice
 - Check for weapons

IF THE SITUATION IS NOT VOLATILE

- Calmly ask the individual(s) to leave the operational area until the flight operation has concluded
 - Offer to meet once the flight operation has ended

IF THE SITUATION IS VOLATILE

- If there is time to land, land and secure the aircraft
- If there is no time, land the aircraft and depart the area
- Call 9-1-1
- Notify CAP NOC and Wing DOU and FRO

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10. Nearby Emergency

ALL EMERGENCIES

- Remain calm
- Announce the emergency to the flight crew

NEARBY EMERGENCY OPERATIONS

- Place the aircraft in a loitering position
- Assess the impact of the nearby emergency operation on the flight mission
- Assess the impact of the flight mission on the nearby emergency operation
- If there are any negative impacts, terminate the flight mission
- If there are no negative impacts, continue the flight mission
- Monitor the situation
- Notify the Wing DOU and FRO

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11. Downed Aircraft Recovery Plan (DARP)

- Verify that all emergency response has concluded
 - Verify that the downed aircraft will not cause collateral damage through a fire or fluid leak
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- Send power down command to the aircraft
 - Power down control and communications equipment
 - Secure the operations site. Stow all equipment and supplies not required for the aircraft recovery effort
 - Is the aircraft on public or private property?
 - Private – Contact the land owner before continuing with recovery
 - Public – Continue with recovery
 - Can the aircraft be accessed safely?
 - No – Notify CAP NOC and Wing DOU and FRO
 - Yes – Continue with recovery
 - Access the aircraft
 - Power down the aircraft
 - Remove the fuel source
 - Remove batteries
 - Close liquid fuel valve
 - Document the crash
 - Take photographs, make notes and sketches as needed
 - Remove the aircraft
 - Clean all debris from the site

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12. FAA Telephone Numbers

AIR ROUTE TRAFFIC CONTROL CENTERS (ARTCCs) 24-HOUR REGIONAL DUTY OFFICE

ARTCC NAME	PHONE NUMBER
Albuquerque	817-222-5006
Anchorage	907-271-5936
Atlanta	404-305-5180
Boston	404-305-5156
Chicago	817-222-5006
Cleveland	817-222-5006
Denver	425-227-1389
Ft. Worth	817-222-5006
Houston	817-222-5006
Indianapolis	817-222-5006
Jacksonville	404-305-5180
Kansas City	817-222-5006
Los Angeles	661-265-8200
Memphis	404-305-5180
Miami	404-305-5180
Minneapolis	817-222-5006
New York	718-995-5426
Oakland	310-725-3300
Salt Lake City	425-227-1389
Seattle	425-227-1389
Washington	718-995-5426

I want to report a rotary/fixed wing unmanned aircraft uncontrolled flyaway incident.

My location is _____ miles _____ from _____ .
For location, use airport name, airport location identifier, VOR, NDB, or intersection name. Do not use Lat-Long.

The aircraft altitude was _____ feet AGL, traveling _____ at approx. _____ mph.

The aircraft has approximately _____ minutes/hours of flight time remaining.

FAA Reg. No. _____ . FAA Certificate No. _____ .

My name is _____ . My phone is _____ .

Wing DOU/FRO Phone: _____ FAA Duty Office Phone: _____

Find FAA Regional Duty Office Phone Number on Last Page