|  |  |
| --- | --- |
| **Reportable incidents / accidents** | |
| Pilots flying on behalf of Virginia Tech who have a critical incident (property damage other than the aircraft or there has been an injury), or accident shall notify the UAS Safety Officer within one hour by calling 540-231-7484. For all other incidents, the report should be made within 24 hours via email to [uassafety@vt.edu](mailto:uassafety@vt.edu) describing the incident or accident. Attach this form in the email to explain the details of the event. Flight operations should be terminated immediately until a review of the accident or incident has been conducted and the pilot in command has been notified that operations can continue. | |
| Report Submitted by |  |
| Organization |  |
| Contact Information |  |
| Details of Occurrence | |
| Date |  |
| Time (z) |  |
| Location or Lat/Long coordinates |  |
| Aircraft Type |  |
| Aircraft Registration Number |  |
| Owner / Operator |  |
| Crew / VOs |  |
| Pilot Certificate Number |  |
| Phase of Operation |  |
| Purpose of Flight |  |
| Weather |  |
| Aircraft Damage |  |
| Crew / Personnel Injury |  |
| Other persons / aircraft involved |  |
| Witnesses |  |
| Other information / Narrative |  |