

SAFETY

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A. FLIGHT SAFETY:

1. Overdue Aircraft, Accident, or Incident Procedures:
(For Instructors and/or senior FTC members and office staff)

When first notified of an overdue aircraft, the following procedures will be adhered to:

- a. Ensure the aircraft is **NOT on the ramp** (refueling, maintenance area etc.) and the flight plan has not been closed.
- b. Check the Flight Plan for accurate ETA information.
- c. Check the Flight Plan and route for accuracy, including actual wind conditions.
- d. 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.**
- e. 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.

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 one of the individuals or offices does not answer, then skip to the next one and continue calling until you reach the end of the list, then call back to the people or offices that who did not answer the first time around.

Manager, Donald (Greg) Cortum	Work (719) 556-4319 Home (719) 282-0543 Cell (719) 201-2694
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
Services Flight Chief, Steven Parker	Work (719) 556-7412 Home (719) 510-0233
21 st Services Commander	Work (719) 556-7949 Cell (719) 492-4452

SPACECOM/SE (Safety Officer) (719) 554-5347

AF Directorate 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

- f. The Manager or Chief Instructor may designate a pilot to fly an overdue aircraft's route.
- g. The Manager, Chief Instructor or FTC 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).
- h. 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.**
- i. 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 (INCLUDING SERVICES OR OTHER AF STAFF). DO NOT GIVE ANYONE ACCESS TO THE INFORMATION.**
- j. **CLOSE THE FTC 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-ESSENTIAL MEMBERS ARE NOT AUTHORIZED IN THE FTC DURING THIS TIME.**
- k. **IT IS ESSENTIAL THAT THE PROPER PEOPLE BE 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.**
- l. **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 BASE PUBLIC AFFAIRS OFFICE FOR ALL INFORMATION.**
- m. **All mishaps will be reported to HQ AFSVA/SVPAR (Flight Training Center Program Manager) duty phone DSN 487-4979 or Commercial (210) 655-4979. If after duty hours and you cannot reach HQ AFSVA/SVPAR, report the information to the USAF Casualty Reporting Command Post at 1-800-531-5501 who will connect you with someone from HQ AFSVA.**
- n. **Written reports will be IAW AFMAN 34-232, attachment 5.**

2. Local Safety Policy:

- a. 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.

- b. In an attempt to achieve a higher degree of safety, the following procedures will be followed:
 - i. In accordance with AF HQ directives, **pilots are prohibited from practicing touch and go landings in any complex flight aircraft.**
 - ii. On full stop landings, DO NOT attempt to change configuration (i.e. raise flaps) until clear of the runway or stopped.
 - iii. **Stop and go landings are permitted in the Baron, Seneca 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 undo wear on aircraft brakes, and then complete a take-off roll, on the remaining runway.
- c. There will be **NO** initial Multi-Engine training in the Beech Baron. Multi-Engine Instructor training/check out will be approved by the Chief Instructor and Manager. Multi-Engine Instructors authorized to instruct in the Baron and Seneca are listed in the PIF.

3. Bird Strikes:

- a. Peterson AFB BASH Program will be briefed twice a year at Safety Meetings.
- b. 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.
- c. 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. Appropriate forms (see attachments) will be filled out and sent to the appropriate agencies. A verbal report will be given to Base Ops. Refer to Atchs. 11-1,11-2.
- e. There is a BASH book in the office dealing with all local procedures, locations and concerns of BASH. Each pilot is required to review the BASH Book.

4. Unusual Occurrences:

All unusual occurrences will be reported to the Manager or Chief Instructor as soon as the pilot returns to the FTC. 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 events that are not classified as accidents. Valid unusual occurrences will be reported via AIG 9405 message to AF headquarters for general dissemination. These occurrences include:

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

If a member has any 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 AF headquarters. If the Manager or Chief Instructor is not available, the FTC Safety Officer may be contacted for assistance.

5. Unusual Aircraft Characteristics:

If unusual or adverse characteristics, not attributable to pilot inducement, are encountered while operating FTC 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 871A. 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.

6. Pilot Attitude:

Each pilot must accept their total responsibility for their actions in the cockpit and be prepared to meet any emergency that may arise. Training, check-list usage, by the book flying, vigilance – total professionalism in the cockpit is the keys to safe flying.

Each pilot must constantly maintain a **SAFETY WATCH** attitude towards:

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

B. GROUND SAFETY:

The pilot is responsible for the following safe ground procedures including:

1. The following procedures will be followed when towing aircraft:
 - a. When hand towing aircraft on the flight line, use the tow bars provided. Some aircraft have tow bars inside the aircraft i.e., the Baron and the Seneca. Use wing walkers.
 - i. 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!**
 - ii. **DO NOT leave aircraft unattended outside unless it is tied down and chocked with the control locks installed.**
 - b. 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 hangar doors unless the doors are fully opened to the yellow lines on the hangar door. Also, stop the aircraft behind the line that is inside of the hangar floor lip. Wing tips must be visually checked for clearance prior to moving the aircraft through the doors. See para. F. pg 5-6**
 - c. Members will **NOT** tow the aircraft with the jeep or tug unless checked out by an Instructor experienced in towing. **Wing walkers will be used.**

- i. Use the universal tow bar when moving aircraft with the jeep or tug.
 - ii. Nose wheel turn limits are easily exceeded when towing. This will result in aircraft damage. Use utmost care especially when backing aircraft.
 - iii. 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.
2. The pilot will use all checklists (prior to, during and following flights).
 3. The pilot will use correct aircraft securing procedures.
 4. The pilot will supervise all passengers or guests.
 5. The pilot will secure all flight line equipment.
 6. The pilot will pick up all items and debris that may cause foreign-object-damage (FOD).
 7. The pilot will use safe and slow taxi operations. The COS Tower has several blind spots located 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.
 8. The pilot is responsible for general watchfulness on the flight line.
 9. 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.

C. FUELING PROCEDURES:

IAW AFM 34-232, Para 3.15: **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. Try to 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.

D. CHILDREN AND PASSENGERS:

Children are not permitted on the flight line without adult supervision. See AFMAN 34-232, Para 3.16.3, 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.

E. SAFETY MEETINGS: (Also see Chapter 1, J)

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 AFM 34-232, Chapter 4, Para 4.1. A member who misses two (2) monthly meetings without a valid reason (i.e. 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 Rocky Mountain FTC meetings with proper documentation.

1. **AFSVA/SVPAR 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.**
2. Safety Meeting Minutes are available in the Safety Book that is in the pilot's lounge. There are also many safety videos and articles available for your viewing/reading. A safe pilot continues his studies even after he has received a certification or rating.
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. Take advantage of them and widen your aviation safety knowledge.
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. The Air Force Instructions and our SOPs have all been 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.**

F. MOVEMENT IN/OUT OF HANGER:

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.