# UAV Checklist: UAV Name, Nickname, etc.

**EMERGENCY** Execution (Field Ops)

<table>
<thead>
<tr>
<th>Make &amp; Model -- S/N: xxxxxxxx</th>
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<tbody>
<tr>
<td>FAA Registration: xxxxxxxx</td>
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Extra Tracking Information

Not all UAV incidents will be investigated.

Additionally:

- **05.00:** Federal Aviation Administration
  - Terminate operations if UAV is damaged or develops a hardware fault...
  - Call FAA Regional Operations Center (ROC): 844.373.9922 (operational 24 hours)
  - FAA website: [https://faadronezone.faa.gov/](https://faadronezone.faa.gov/) (login)

- **04.00:** National Traffic Safety Board (NTSB)
  - You must report to the National Transportation Safety Board IMMEDIATELY.
  - A written report may be necessary depending upon if the NTSB chooses to follow-up with an investigation.
  - Not all UAV incidents will be investigated.
  - FAA Regional Operations Center: 817.222.5006 or FAA Regional Office Springfield Flight Standard District Office (FSDO)
    - 1350 North Airport Drive #1
    - Springfield, Illinois 62707
    - 217.794.1910

- **03.00:** Post Incident Documentation...
  - **03.01:** Secure the area in questions from being disturbed...
  - **03.02:** Document...
  - 03.02.01: Photograph area...
  - 03.02.02: Record your own impression...
  - 03.02.03: Try to document eyewitness accounts...
  - 03.02.04: Document property damage (if any)...
  - 03.02.05: Contact UAS Coordinator...

- **02.00:** Post Incident IMMEDIATE ACTIONS...
  - 02.01: If injuries...Contact 911, request assistance...
  - 02.02: Document, if possible...
  - 02.03: Contact UAS Coordinator...

- 99.00: National Traffic Safety Board (NTSB)
  - You must report to the National Transportation Safety Board IMMEDIATELY.
  - A written report may be necessary depending upon if the NTSB chooses to follow-up with an investigation.
  - Not all UAV incidents will be investigated.
  - FAA Regional Operations Center: 844.373.9922 (operational 24 hours)
  
- **Additionally:**

- 10.00: Federal Aviation Administration
  - You must report to the FAA within 10 days any operation that results in serious injury or loss of conscience. Additionally or property damage or UAV damage of at least $500 must be reported.
  - FAA Regional Operations Center: 817.222.5006 or FAA website: [https://faadronezone.faa.gov/](https://faadronezone.faa.gov/) (login) or FAA Regional Office Springfield Flight Standard District Office (FSDO)
    - 1350 North Airport Drive #1
    - Springfield, Illinois 62707
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- 01.00: Flight Terminations: Emergency Procedures...
  - **01.01:** Return to landing site and land, if possible...
  - **01.02:** Land the UAV immediately -- as safely as possible...
  - **01.03:** If necessary, crash the UAV somewhere "safely"...

**Please Note:** These checklists were created to be used with plant and Service Operation UAV -- DJI Inspire 1. While many checklists have similar entries, this is designed for our operation / UAV. Please bear this in mind when you are creating your checklist for your UAV / make / model / operation / criteria / operation...