

# STANDARD SUAS ACCIDENT REPORTING FORM

Report any accidents meeting any of the following thresholds to **University Police Department** at **304-293-2677** immediately.

Serious injury to any person or any loss of consciousness; or

Damage to any property, other than the small UA, if the cost is greater than \$500 to either repair or replace the property.

If you are unsure whether you should report an accident, you should report the accident.

Within 24 hours, the completed form shall be emailed to the sUAS (Drone) Operations Officer at [drones@mail.wvu.edu](mailto:drones@mail.wvu.edu) or physically delivered to the West Virginia University Police Department located at **992 Elmer Prince Drive, P.O. Box 6563, Morgantown, WV 26506-6563**.

The sUAS (Drone) Operations Officer at University Police will evaluate the accident report and assist you with filing a report with the FAA and/or NTSB, if necessary or appropriate. The Remote PIC or operator will be expected to cooperate in the process.

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1. Remote PIC's name and contact information:

2. Remote PIC's FAA airman certificate number:

3. The model/type and FAA registration number, if applicable, of the sUAS involved in the accident:

4. Date and time of the accident:

5. Location of the accident (be as specific as possible, including GPS coordinates or map, if available):

6. Person(s) injured and contact information:

7. Extent of injury, if any or known:

8. Property damaged (other than sUAS):

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9. Property owner's contact information:

10. Owner's property insurance policy information, if available:

11. Description of extent of property damage, if any or known:

12. If emergency medical services or law enforcement summoned, point of contact information for each:

13. Name(s) and contact information for any witnesses:

14. Detailed description of what happened (include diagrams, photos, or video, if possible):

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Signature

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Date

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Print Name