



# EKU AVIATION Safety Management System (SMS)

This form should be used to report an accident or any existing or potentially hazardous behavior or condition identified at I39. You may also report safety hazards by calling (859) 622-1014 or Fax to (859) 622-8138

Email to [aviationsafety@eku.edu](mailto:aviationsafety@eku.edu)

Mail to Aviation Safety Officer-EKU Aviation, 521 Lancaster Avenue Whalin Technology Complex Richmond, KY 40475 as soon as possible after the hazard has been identified.

### Event Description

(To be completed by the person reporting the event)

Date \_\_\_\_\_ Time \_\_\_\_\_  AM  PM

Weather  Rain  Wind  Thunderstorm  Fog  Ice/Snow  Other: \_\_\_\_\_

Visibility  Dawn  Daylight  Dusk  Night  Smoke  Dust

If Flight: ASOS/METAR Info: \_\_\_\_\_

Type  Accident  Incident  Hazardous Behavior  Unsafe Situation  Other

### Location (Vicinity)

Main FBO Hangar  Ramp  FBO  Silver Hangar  Maintenance  Fuel Farm  
 Parking Lot  Taxiway  Runway  Restroom  Offices  Other: \_\_\_\_\_

### Items Involved in the Event

Aircraft N# \_\_\_\_\_  Airplane  Helicopter  Piston  Turbine  
FAR  Part 91  Part 135  Part 121  Flight Training  
 Ground Vehicle Type  Automobile  Fuel truck  Golf Cart  Service Cart  Lawnmower  
 Maintenance  Door  Hangar Door  Ladder  Tow Bar  Furniture  Tug  
 Baggage Cart  Private Vehicle Owner \_\_\_\_\_ Contact Info \_\_\_\_\_  
 Other: \_\_\_\_\_

**Description** (Please provide a detailed description of the event or hazard including specific location. Use Additional Paper if needed.)

**Recommendations** (Please provide any suggestions or recommendation to correct the issue or prevent recurrence.)

### Optional Reporter Information\*

Name \_\_\_\_\_

Address \_\_\_\_\_

City ST ZIP \_\_\_\_\_

Phone Alternate \_\_\_\_\_

Email \_\_\_\_\_

Organization/Position \_\_\_\_\_

### Confidentiality Commitment

**You may submit the form anonymously if you so choose. If you do provide your name, it will only be used by the Safety Officer/SMS Administrator to enhance the understanding of the event with follow-up actions if applicable. NO PUNITIVE ACTION WILL BE TAKEN.**

**This is a penalty-free program.**