

Millis Model Aircraft Bill Martin Field Incident Report

The following are requirements for permitted use of Bill Martin Field in Medfield as requested by the DCR (state body who we lease the Bill Martin Field from).

- a. CRRC and MMAC shall develop an accident reporting system and shall ensure that all members understand and comply with said system. The CRRC and MMAC shall make and preserve records of all accidents, emergencies and administration of medical aid on Premises.
- b. The CRRC and MMAC shall within 24 hours verbally notify DCR staff of any injuries, property damage or related incidents that occur on the Premises and shall provide written notice to the DCR within three (3) calendar days of said incident, The written notice shall provide a detailed account of the incident including but not limited to the nature of the incident, the name of any individuals involved and the names of any and all witnesses, all phone numbers, addresses and contact information of affected individuals and witnesses and the names of any agencies (federal, state, and/or local) that responded to the incident.
- c. If the CRRC and MMAC are notified by any regulatory agency having authority over the Premises that the Premises operations are in violation of an applicable rule, regulation or statute, the CRRC and MMAC shall within 24 hours verbal notify DCR staff of said violations and take immediate action to cure said violation. If the CRRC and MMAC fail to take prompt remedial measures, the DCR may suspend the operations on any part or all of the Premises.

What is a reportable incident? An accident resulting in personal property damage or injury to the pilot or other person is considered an incident. Minor personal injury (small cut, etc.) minor damage to trees and turf are excluded. If police, fire department or local authority inform you that you are doing something in conflict with law or local ordinances, that is considered an incident. A noise complaint from a neighbor or complaint from a fellow pilot is not an incident.

How to report an incident or accident: Fill out this form and send it to the MMAC club president ranger258@verizon.net or to the vice president jh4adp@aol.com within 1 calendar day.

What will be done: The club president and/or board member(s) will review the incident and a) determine if a report needs to be filed b) fill in required missing information in the report c) send a copy of the report to DCR staff within 2 days of receiving the report d) inform CRRC of the accident report filing e) store the incident report for a period of at least 3 years. The report will be kept private unless the reporting person wants to share the information. An accident summary without personal information may be shared with the club members and AMA.

Responsibility of the pilot: You are responsible for filing all other accident information to the proper authorities. The pilot must comply with local and state laws and regulations and both AMA and MMAC guidelines and rules. These can be found at www.Modelaircraft.org and www.millismodelaircraftclub.com and in the MMAC club charter. As an AMA member, you have insurance coverage as described on the AMA website.

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Name of Pilot reporting the incident	AMA Number	Date of incident

Was Someone Injured? (Y/N)	Number of people injured	Did an ambulance come? (Y/N)	Did Police or Fire department come? (Please state all)
Was there property damage? (Y/N)	Approximate cost of damage to property.	Was there a fire? (Y/N)	Did Fire department respond?
Aircraft Type (Plane, Helicopter, Multi-rotor)		Approximate Size and weight	

Pilot contact info	Name
Address	
Phone number	
Email	
<hr/>	
Individual 1	Name
Address	
Phone number	
Email	
Individual 2	Name
Address	
Phone number	
Email	
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Witness 1	Name
Address	
Phone number	
Email	

