

Revision Date April 01, 2024

Vaughn College Emergency Plan for Flight Training Incidents

The purpose of this Emergency Plan is to set forth procedures for Vaughn College personnel to follow in the event of an accident, incident, or other emergency involving aircraft used during flight training at a partner school or other training facility used by the College. This Emergency Plan is a preemptive measure to alleviate mistakes, misunderstandings and misquotes that may follow an accident or incident that involves a Vaughn student or Vaughn personnel. In any such instance, the College does not want to release any information about potential victims without first notifying the next of kin.

The procedures outlined here are separate and apart from any reporting obligations the partner school, training facility, or Vaughn College may have to the Federal Aviation Administration (FAA), in accordance with 49 CFR Part 830.

Flight Operations Students

Students enrolled in an associate's or bachelor's degree in aircraft operations or aeronautical science at Vaughn College may take flight lessons at a partner school or other training facility. Since the training is not taking place at Vaughn College, representatives from other facilities may know about a possible incident or accident before Vaughn staff and that facility would remain the main contact for any inquiries. Vaughn personnel might hear about an incident from Heritage Flight Academy, from a current student or in other ways such as the news media calling Vaughn.

Compassion is key in dealing with any situation involving a student, staff or faculty member. In the event of a major incident that may involve a Vaughn College student or Vaughn personnel, the office of the president will be in direct contact with the family.

Staff at Vaughn College including security and public safety representatives should be directed not to comment on any inquiries and transfer callers to the public affairs office (718.429.6600 ext. 113 or after normal business hours at 516.503.0120) who will take information and direct the inquiry to the appropriate contact.

Plane Accidents Involving Flight Students

If anyone is notified by any means of an accident involving a Vaughn student or Vaughn personnel, immediately contact the following Vaughn leadership in the order listed:

Contact	Title	Vaughn Phone		Email
Dr. Sharon DeVivo	President	718.429.6600 ext. 102		Sharon.devivo@vaughn.edu
Domenic Proscia	Vice President of Training	718.429.6600 ext. 139		Domenic.proscia@vaughn.edu

Maureen Kiggins	Assistant Vice President, Public Affairs	718.429.6600 ext. 113		Maureen.kiggins@vaughn.edu
Justin Burneister	Director of Facilities	718.429.6600 ext. 149		justin.burmeister@vaughn.edu
Dr. Paul LaVergne	Vice President, Academic Affairs	718.429.6600 ext. 127		Paul.lavergne@vaughn.edu
Ron Ruggeri	Acting Coordinator for Department of Aviation			ronald.ruggeri@vaughn.edu

Students Flying at Partner School – Heritage Flight Academy

Only those students who are enrolled in the bachelor of science in aircraft operations are required to fly with a Vaughn’s training partner, Heritage Flight Academy located at MacArthur Airport in Ronkonkoma, NY (Suffolk County). Approximately 80 to 100 students on average may be flying at Heritage every semester in 13 planes including the following:

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In the event of an incident or notice of an incident that may involve a Vaughn College student or Vaughn personnel, Heritage Flight Academy will contact and coordinate with Vaughn College leadership to confer about the incident and determine next steps.

- Primary contacts at Heritage:
 - Steve Placa, president
 - Neil Visse, executive vice president
 - Heritage Flight Academy, LLC.
 - Islip MacArthur Airport (KISP)
 - 2075 Smithtown Avenue
 - Ronkonkoma, New York, 11779
 - Email: info@heritageflightacademy.com
 - www.heritageflightacademy.com

EMERGENCY LINE: 917.562.8404

- Dr. Stacy Dutil director of the office of counseling and wellness, will be alerted regarding the situation and potential counseling needs
 - Mr. Ruggeri/Dr. Lavergne will advise what can be done to assist any family involved in an incident
 - Flight students may be called together for a report of what happened and provided with an offer of counseling
 - A memo from the President's office may be distributed to the College
- If Heritage reports the incident to Vaughn, they will:
 - Provide a report of what occurred including: occurrence, incident, accident, substantial damage, injuries etc.
 - Assessment of the severity of the incident
 - Provide Vaughn with a copy of any documentation submitted to the FAA, if required
 - Determine if a site visit by representatives of Vaughn leadership is necessary

Students Flying at Non-Partner Schools

Vaughn College may not receive notice of or become aware of incidents or accidents that occur separate from the College curriculum. For example, a student may be flying at an undetermined flight school, flying on their own and not as part of an academic program. In such circumstances, Vaughn College cannot comment and staff should refer any inquiries to the local authorities for more information. However, the College may issue a public statement about the incident and the Vaughn student or Vaughn personnel involved, if appropriate. In addition, the office of the president will be in direct contact with the family.

Plane Crash Near Vaughn College

Due to Vaughn College's proximity to a major airport there is an increased possibility that the College may have some involvement in a plane crash. If you witness a plane crash immediately call 911 and Public Safety at 718-505-1024 (ext.130 from campus phones) and report the location of the crash. Security will close the tower immediately.

If there is an occurrence close to Vaughn College and evacuation is necessary:

- Vaughn employees and students should follow the emergency evacuation plans for the building in which they are located.
- Should the campus be evacuated, public safety will secure all entrances to the campus.
- A determination should be made regarding who is on campus during the time of an incident and enact a process with security to account for everyone.