

General information:

- You need to print clearly and neatly.
- All forms must be original and be completed in blue or black ink
- In an emergency, we do not have time to guess at your handwriting
- If you scratch out or an item is unclear, you will redo the form.
- Every line must be filled out (no line can be left blank)
- No person or phone number can be used twice
- Points of contact should not be individuals that are accompanying your team to flight week activities in Houston
- Should an individual only have one phone number, you may designate in the line that information (for example, "No Home Phone")

Instructions (below numbers match the numbers on the example provided):

1. Select your role and ground or flyer. Your full legal name (should match your badge, medical forms and all paperwork)
2. First day at Ellington Field/NASA
3. Organization, school, college or university you are representing
4. Physical address of organization, school, college or university you are representing
5. Person at your organization, school, college or university that knows you are in Houston (not traveling to Houston with you) that can be contacted 24/7
6. Phone number to contact person on line 5
7. If you are staying at a private residence, provide Houston-local address. Otherwise use "See Hotel Information"
8. Name of the hotel you are staying at. If you are not staying at a hotel, write "See Private Residence Information"
9. Phone number of hotel from line 8
10. Physical address of hotel from line 8
11. Person at your organization, school, college or university that knows you are in Houston (not traveling to Houston with you)
12. Position of the person in line 11
13. Office Phone of the person in line 11
14. Cell phone of the person in line 11
15. Your first personal emergency contact
16. First personal emergency contact relationship to you
17. First personal emergency contact home phone number (cannot share with second emergency contact)
18. First personal emergency contact cell phone number (cannot share with second emergency contact)
19. Location of your first personal emergency contact
20. Your second personal emergency contact

21. Second personal emergency contact relationship to you
22. Second personal emergency contact home phone number (cannot share with first emergency contact)
23. Second personal emergency contact cell phone number (cannot share with first emergency contact)
24. Location of your second personal emergency contact

**NASA AOD FLIGHT OPERATIONS REDUCED GRAVITY  
MISHAP NOTIFICATION FORM**

**THIS FORM IS DUE IMMEDIATELY UPON ARRIVAL AT ELLINGTON FIELD. Failure to provide this information will prohibit the participant from flying. This form will be used for notification purposes in the event of a mishap. Please fill out the following information, and if submitting a manually filled out hard copy PRINT CLEARLY IN BLUE OR BLACK INK ONLY.**

Are You:     Ground Crew    Or     Flyer

Your Name (Full Legal Name):    1. Jane Smith    Date:    2. March 31, 2011

Organization:    3. Microgravity University

Organization Address:    4. 2101 Nasa Parkway

Zerog, Tx 77555

**All Students, Researchers, and Contractors: Please Provide a 24/7 Emergency Contact Number at your University or Place of Employment:**

Name (Full Legal Name):    5. Danny E. Boy, University Police    Phone:    6. 987-654-3210

Houston-Area Address:    7. See Hotel Information Below

Name of Hotel:    8. Super Hotel    Phone:    9. 281-123-4567

Address:    10. 54321 W. Bay Area Blvd

Houston, Tx 77058

**Immediate Point of Contact within your Organization (Supervisor or Faculty Advisor):**

Name:    11. Professor Gene Kranz    Position:    12. Faculty Advisor, Dept Of Aerospace Eng.

Office Phone:    13. 555-545-5555    Cell Phone:    14. 555-555-5555

**Mandatory Family Point of Contact in the Event of a Mishap**

**Prime Contact Information:**

Name:    15. Beverly Smith    Relationship:    16. Mother

Home Phone:    17. 789-456-1230    Cell Phone:    18. 963-852-7410

Location:    19. Moscow, Texas 77777

**Secondary Contact Information:**

Name:    20. John Smith    Relationship:    21. Father

Home Phone:    22. No Home Phone    Cell Phone:    23. 123-456-7899

Location:    24. Brownsville, Texas 78787