

ANY SQUADRON PRE-MISHAP PLAN



**Developed Aviation Directorate
CODE 11
Naval Safety Center**

ANY SQUADRON PRE-MISHAP PLAN

MISHAP PLAN IMMEDIATE ACTION CHECKLIST

<u>STEP</u>	<u>TIMELINE</u>	<u>TIME</u>	<u>INIT</u>
1. Received notification and filled out Mishap Info Worksheet	IMMEDIATE	_____	_____
2. CRASH NET/SAR activation	IMMEDIATE	_____	_____
3. Assign duties	IMMEDIATE	_____	_____
4. Key personnel recall	IMMEDIATE	_____	_____
5. Begin phone log	IMMEDIATE	_____	_____
6. OPREP-3 telephone report	5 Minutes	_____	_____
7. OPREP-3 Message	20 Minutes	_____	_____
8. [MAG-XX/ WING] Flash Report	45 Minutes	_____	_____
9. Naval Safety Center telephone report	1 Hour	_____	_____
10. Initial Mishap Report message	4 Hours	_____	_____
11. Secure aircraft maintenance logs and records/ lockout NALCOMIS	ASAP	_____	_____
12. Secure aircrew records	Logbook/training jacket	ASAP	_____
	NATOPS Jacket	ASAP	_____
	Medical / Dental records	ASAP	_____
13. Photo Lab notified	ASAP	_____	_____
14. Request weather	ASAP	_____	_____
15. Request ATC voice tapes	ASAP	_____	_____

ANY SQUADRON MISHAP WORKSHEET (Page 1)

DATE: _____ LOCAL TIME: _____

NAME OF PERSON REPORTING MISHAP: _____

Telephone # _____ (CELL PHONE?)

!!! WARN THE CALLER OF POTENTIAL DANGER THE CRASH SITE MAY POSE TO THEM !!!

ADDRESS: _____

DID THE CALLER SEE THE MISHAP? YES / NO

HOW MANY AIRCRAFT INVOLVED ? _____

BRIEF DESCRIPTION OF MISHAP: *(Crashed/Ejected/Mid-Air Collision/On fire)*

LOCATION OF MISHAP: _____

WERE PARACHUTES SIGHTED? YES / NO HOW MANY? _____

CONDITION/LOCATION OF SURVIVORS:

TYPE OR DESCRIPTION OF AIRCRAFT:

AIRCRAFT TAIL MARKINGS/NUMBERS:

INJURIES TO OTHERS / PRIVATE PROPERTY:

BEST ROUTE TO MISHAP SITE:

ANY SQUADRON MISHAP WORKSHEET (Page 2)

WHO HAS BEEN NOTIFIED:

WHO IS AT THE SCENE NOW

WEATHER AT THE MISHAP SITE

WILL CALLER STANDBY TO DIRECT EMERGENCY PERSONNEL? YES / NO

OTHER WITNESSES _____

THANK THE CALLER

ASK HIM OR HER TO GIVE AID TO THE SURVIVORS

**ASK THE TO SECURE THE SITE AND KEEP PEOPLE AWAY FROM THE WRECKAGE,
UPWIND IF POSSIBLE**

TELL THE CALLER YOU ARE GOING TO CALL THEM BACK TO VERIFY THE CALL

**REMEMBER, IF THE AIRCRAFT BELONGS TO SOMEONE ELSE, KEEP WORKING ON IT
UNTIL THE PARENT SQUADRON IS EXECUTING THEIR PLAN, YOU MAY BE THE ONLY
ONE WHO KNOWS OF THE MISHAP. DON'T LEAVE THE MISHAP CREW HANGING!!!**

YOU ARE IN CHARGE! OPEN THE BINDER AND GET STARTED!

DO THIS FIRST !!

SEARCH & RESCUE /MEDICAL

IF YOU RECEIVED NOTIFICATION VIA THE CRASH PHONE YOU CAN ASSUME THE FOLLOWING HAS ALREADY HAPPENED, SO MOVE ON TO THE NEXT STEP.

IF YOU RECEIVED NOTIFICATION BY TELEPHONE OR RADIO ENSURE THE FOLLOWING:

IF THE MISHAP OCCURRED ON BASE OR IN THE LOCAL AREA:

1. Call the **Station ODO** at **XXXXXX** to ensure that the **CRASH NET** has been activated and **SEARCH AND RESCUE** aircraft has been launched.
2. Call the **Branch Clinic** at **XXXXXX** to ensure they have activated their mishap plan and that a flight surgeon is responding.
3. If the mishap is on base call **Crash Fire and Rescue** at **XXXXXX** to ensure they have responded.

IF THE MISHAP OCCURRED OUTSIDE OF THE LOCAL AREA:

1. Call **Base Operations** at **XXXXXXXXXX** to coordinate a search and rescue effort from the military installation nearest the crash site.

NOW DO THIS NEXT !

STEP 3

If you have just been notified of a mishap involving a SQUADRON-X aircraft, whether by radio, telephone, or crash net, announce the following to all present in the ready room:

“We have just been notified of a mishap involving a squadron aircraft. This is what I know:”

Who (Name or Flight Number) _____
What (Crashed, Ejected, Mid Air Collision) _____
Where (City/TACAN Cut/ LAT LONG) _____

I need assistance with the following administrative tasks:
(Take volunteers or assign someone)

- Phone watch/Scribe (Give handout from STEP 5)
- Activate Recall Tree (Give handout from STEP 4)
- OPREP-3 Telephone Report (Give handout from STEP 6)
- OPREP-3 Message Report Prep (Preferably an Ops person, give handout from STEP 7)

This is our timeline:

- We are now, and will continue, gathering initial knowledge
- We have 5 minutes for the OPREP 3 Telephone Message
- We have 20 minutes for the OPREP 3 Message
- We have 45 Minutes for a MAG-12 Flash Report
- We have 1 hour for the telephone report to the Naval Safety Center
- We have 4 hours for the initial mishap report message

LET’S GET TO WORK !”

IF YOU ARE ALL ALONE, HERE ARE YOUR PRIORITIES:

1. Ensure SEARCH & RESCUE /MEDICAL/SECURITY MEASURES have been initiated (STEP 2)
2. Initiate the squadron key personnel recall (STEP 4)
3. Initiate a phone log (STEP 5)
4. Make the OPREP-3 Telephone Report (STEP 6)

KEY PERSONNEL RECALL LIST

DO NOT USE A READY ROOM TELEPHONE FOR THE RECALL AS LONG AS SOMEONE ELSE IS MANNING THE DUTY DESK
(UNLESS YOU ARE THE ONLY ONE PRESENT)

Call the individuals below and say the following:

“Sir, this is (rank / name) there has been a mishap and your assistance is needed in the ready room immediately.”

STEP 4

****GIVE NO OTHER INFORMATION****

RANK / NAME	BILLET	WORK #	HOME #	CELL/PAGER #
	CO			
	XO			
	DSS / ASO			
	OPS O			
	OPS CHIEF			
	AMO			
	MMCO			
	FLIGHT SURGEON			

If the individual is not available, leave a message with no details. Simply state that the individual's presence is requested in the squadron spaces. **Under no circumstances should you mention that there has been a mishap or emergency.**

DO NOT:

DO NOT ATTEMPT TO NOTIFY THE MISHAP VICTIM'S FAMILY
DO NOT NOTIFY THE CHAPLAIN
DO NOT PASS ANY BAD NEWS ON THE TELEPHONE TO ANYBODY !
DO NOT CALL YOUR WIFE, YOUR FRIENDS, OR ANYONE ELSE NOT ON THE LIST ABOVE

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DEPLOYED SITE RECALL

Deployment Site _____

Dates Deployed _____ to _____

RANK / NAME	BILLET	WORK PHONE #	QTRS #	QTRS PHONE #	CELL/PAGER #
-------------	--------	--------------	--------	--------------	--------------

CO
 XO
 DSS / ASO
 OPS O
 OPS CHIEF
 AMO
 MMCO
 FLIGHT SURGEON

Other Important Deployment Numbers

Emergency Services	_____	Base CO	_____
Crash, Fire & Rescue	_____	Host Squadron	_____
Medical Clinic	_____	Host Squadron Safety	_____
Base Operations	_____	Base Safety	_____
SAR	_____	Photographer	_____
Weather Office	_____		

Specific Site Dialing Instructions

On Base Numbers _____

Off Base Numbers _____

CONUS DSN _____

OCONUS DSN _____

MAG-X/ WING-X

INFORMATION FOR THE PHONE WATCH

1. **Military Callers**. If you receive a call from a person claiming to be the Wing Chief of Staff or Colonel so and so, the following procedures should be used:

a. Politely explain that the requested information is not at hand and that it will require a reasonable amount of time to compile the information. Get his name and number and inform him that a person in the chain of command will return his or her call once all the information has been obtained.

b. If the caller is in fact a VIP, *and* they have a need to know, you may call the person back at the given number (should be a DSN number) and answer any questions that fall in the realm of need to know. **DO NOT** release any information if you are not 100% sure the person is who they claim to be and they do in fact have a need to know.

c. UNDER NO CIRCUMSTANCES WILL YOU GIVE OUT THE NAMES OF FATALLY OR CRITCIALLY INJURED SQUADRON MEMBERS WITHOUT THE EXPRESS PERMISSION OF THE COMMANDING OFFICER.

2. **Civilian Callers/Press Releases**.

a. The Public Affairs Officer (PAO) is the only person authorized to release news concerning an aircraft mishap, which occurs in the local area, to any civilian or civilian news agency. In the case of a mishap away from the local area, all news releases will be handled by the nearest military unit with a staff PAO.

b. Professional news reporters know they must go through the PAO for statements regarding any accident, so don't be intimidated by any threats, real or implied. After normal working hours the PAO may be reached by calling the **Group/WING** Duty Officer at **XXXXXX**.

TURN THE PAGE FOR A TELEPHONE LOG

OPREP-3 TELEPHONE REPORT

This is best handled by an experienced officer, but if you are the only one present – Make it happen!

Use the following information to determine what type of report you need to give:

WAS THE AIRCRAFT DESTROYED OR DID THE AIRCRAFT CRASH ON A FOREIGN COUNTRY'S SOIL OR WATERS (INCLUDING BASE CONFINES)?

IF YES – SEND **OPREP 3 PINNACLE**

DID THE AIRCRAFT SUSTAIN LESS SERIOUS DAMAGE, OR WAS THE AIRCREW SERIOUSLY INJURED OR KILLED? IF YES – SEND **OPREP 3 NAVY BLUE**

HOLD OFF IF THE AIRCRAFT HAS ONLY MINOR DAMAGE AND THE AIRCREW WAS NOT SERIOUSLY HURT !

WHO TO CONTACT TO MAKE THE REPORT:

(INSERT APPROPRIATE MARINE/NAVY AGENCY) IS YOUR PRIMARY POINT OF CONTACT. IF YOU CANNOT REACH THEM YOU CAN TRY THE (MARINE/NAVY) COMMAND CENTER OR THE NATIONAL MILITARY COMMAND CENTER, IN THAT ORDER. YOU DO NOT NEED TO CONTACT MORE THAN ONE, AND YOU DO NOT NEED TO MAKE MORE THAN ONE REPORT.

STEP 6

MARINE CORPS COMMAND CENTER:	DSN	312-225-7366
	COMMERCIAL	703-695-7366
	STU-III (SECURE)	312-227-2671

NAVY COMMAND CENTER	DSN	312-225-0231
	COMMERCIAL	703-695-0231
	STU-III (SECURE)	312-223-2008

NATIONAL MILITARY COMMAND CENTER	DSN	312-227-6340
	COMMERCIAL	703-697-6340
	STU-III (SECURE)	312-227-6340

Turn the page for what to say when you make the call!

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OPREP-3 TELEPHONE REPORT, CON'T

AS ALWAYS – DO NOT GIVE OUT AIRCREW NAMES!

“Sir/Ma’am, this is (Rank/Name) with SQUADRON/ LOCATION/ PHONE NUMBER (or squadron’s present location if on det) with an OPREP 3 _____ (Pinnacle/Navy Blue) involving an aircraft mishap. The precedence is: **Flash** and unclassified (**Pinnacle**)

Immediate and unclassified (**Navy Blue**)

The mishap occurred at time _____ Zulu (INSERT YOUR CORRECT TIME CONVERSION) in the vicinity of _____. The mishap occurred while _____ (brief description of the facts, no personal assumptions). The aircraft was/was not destroyed and the aircrew was/was not seriously injured or killed. Foreign/ civilian/ government property was/was not damaged. OPREP message report to follow”

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OPREP-3 MESSAGE REPORTING

This is normally a function of the operations department. This task should be reserved for them, if able, because they are more familiar with the process.

The OPREP 3 message will be generated by **YOUR SQUADRON** Operations department, using the guidance enclosed, and forwarded to **MAG/WING** for release.

The primary POC for OPREP 3 message prep at **YOUR SQUADRON** is the Ops Chief, **INSERT NAME/EXTENSION** (See key personnel recall roster under STEP 4)

The primary POC for message release at **MAG/WING** is **MAG/WING S-3** at **XXXXXXX**

Behind this page are guidelines and examples of OPREP-3 Reports.

Use the following information to determine what type of report you need to give:

WAS THE AIRCRAFT DESTROYED OR DID THE AIRCRAFT CRASH ON ANY FOREIGN COUNTRY'S SOIL OR WATERS (INCLUDING OVERSEAS BASE CONFINES)?

IF YES – SEND **OPREP 3 PINNACLE**

DID THE AIRCRAFT SUSTAIN LESS SERIOUS DAMAGE, OR WAS THE AIRCREW SERIOUSLY INJURED OR KILLED?

IF YES – SEND **OPREP 3 NAVY BLUE**

HOLD OFF IF THE AIRCRAFT HAS ONLY MINOR DAMAGE AND THE AIRCREW WAS NOT SERIOUSLY HURT !

STEP 7

REMEMBER:

- OPREP 3 messages **CANNOT** be released at the squadron level.
- MAG/WING or higher must release this message.
- These messages are of interest to National Command Authority (NCA).
- The examples enclosed behind this page are for guideline purposes only and should only be used to draft a message.

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MAG-X/WING-X FLASH REPORT

If a computer is available:

Assign someone with computer skills to complete this report on the below formatted disk.

This disk is labeled XXXXXX Flash Report, as is the file name.

If a computer is not available or you do not have an account:

- Behind this page are several blank copies of the MAG/WING-X Flash Report
- Fill in only the appropriate data with pen or pencil.

When completing the narrative portion, just simply state the **facts** in a clear, yet brief format, listing all events as they happened in order, if possible. No guesswork just substantiated facts.

Because this report will go straight to the [General/Admiral], **FLASH REPORTS DO NOT LEAVE THE SQUADRON WITHOUT BEING SEEN BY AN O-4 OR HIGHER ! NO EXCEPTIONS!**

When completed, submit as follows:

During working hours(M-F 0700-1700)

- a. Squadron calls [WING] DSS (XXXXXXX) to inform of incoming FLASH Report.
- b. Squadron calls [MAG/WING] DSS (XXXXXXX) to inform of incoming FLASH Report.
- c. Squadron e-mails FLASH Report to
 - (1) flashreport@EMAILADDRESS
 - (2) APPROPRIATESAFETYOFFICE@EMAILADDRESS
- d. Squadron calls MAW /MAG DSS to confirm receipt of FLASH Report.

After working hours /weekends/holidays/96s

- a. Squadron calls MAW/MAG (XXXXXXX) to inform of incoming FLASH Report.
- b. Squadron calls MAG/MAW GDO (XXXXXXX) to inform of incoming FLASH Report.
- c. Squadron FAXES FLASH Report to
 - (1) MAW/WING (fax XXXXXX or XXXXXXXX)
 - (2) MAG/WING GDO (XXXXXXX or XXXXXXXX)
- d. Squadron e-mails FLASH Report to
 - (1) APPROPRIATE-RECIPIENT@APPROPRIATE-ADDRESS
 - (2) APPROPRIATE-RECIPIENT@APPROPRIATE-ADDRESS
- e. Squadron calls WING/MAG DSS to confirm receipt of FLASH Report.

FLASH REPORT TIMELINE IS 35 MINUTES TO THE FIRST CALL, 45 MINUTES TO DELIVER THE FAXED OR EMAIL HARD COPY

STEP 8

INITIAL MISHAP DATA REPORT (MDR)

We have 4 hours for this (probably less now). This is best handled by a trained ASO, but with the disk provided, anyone can get it pretty close.

The squadron ASO is **XXXXXX**.

Other trained ASOs are: **XXXXX**
 XXXXX

Follow these instructions exactly:

The Mishap Report Disk contains a zip file called *MISHAP REPORT GENERATOR*.

Double click on this file. It should bring up a dialogue box asking you to unzip the file to C:\TEMP

Click on UNZIP

The program will unzip and then it should give you a dialogue box saying “7 Files unzipped successfully”.

Click OK. Close the Winzip dialogue box. Use Windows (NT) Explorer to go to C:\TEMP.

Sort the files by type. Find the application named *MishapReport*

Double click to start the application and follow the instructions.

You will undoubtedly have some trouble with the message format. Contact Maint Admin for help because they will be releasing the message. Included is a sample with some of the addresses you will need. This list is in no way complete. Consult OPNAV 3750.6, Chapter 4, for more addresses and if you have questions.

Remember:

It is important for the message to go out on time.

Fill in unknown blocks with TBA.

If you think the squadron will require outside assistance with regards to accident investigation/cleanup/salvage/PR/etc, this is the place to ask for it.

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MISCELLANEOUS TASKS

No time limit, but ASAP

Step 11. Secure aircraft maintenance logs. Call Maintenance control (**EXT.XXX**) and tell them to initiate NALCOMIS Lockout procedures for Aircraft _____. NALCOMIS Lockout instructions are located _____.

Step 12. Secure aircrew records. Tell Ops to secure pilot logbooks and training jacket until the AMB can take possession of them. Have medical secure medical and dental records. Tell the safety representative to secure the pilot's NATOPS jacket.

Step 13. Request crash scene photos. If the mishap occurred in the local area, call the photo lab at **XXXXXXX** and request a photographer to stand by. If after hours call **PMO/MAA** and alert them to have photographer standing by.

Step 14. Request weather conditions. Call station weather at **XXXXXX**, ask for the duty forecaster, and ask for the local and mishap site (if known) weather conditions at the time of the mishap. Specifically:

Cloud Type/ coverage/ and altitude _____
Visibility in miles _____
Wind speed and direction _____
Temperature _____
Barometric Pressure _____
Amplifying Remarks (Fog, heavy rain, obscurations, etc)

Step 15. Request ATC voice tapes and flight path data. Call **XXXXXX** and request voice tapes and flight path data for the mishap aircraft. You will need this info from both the tower and approach/departure control. They should be able to liaison with **XXXXXX** Centers if needed.

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Suggested Appendixes

<u>Appendix</u>	<u>DATED</u>	<u>INIT</u>
1. CO Safety Policy	_____	_____
2. Labeled/Pre-Formatted message disks	_____	_____
3. Mishap Kit Spare key: location, inventory sheet	_____	_____
4. Reclamation team roster: training plan, and training record	_____	_____
5. Pre-mishap training plan and training roster	_____	_____
6. Aviation /Aeromedical Safety CD - 2 copies	_____	_____
7. 3750.6R Appendix 6A and 6B Interview forms	_____	_____

OTHER SUGGESTIONS FOR THE MISHAP PLAN:

Create signs to place around the squadron spaces. These signs should accomplish the following tasks:

- 1-Secure your squadron spaces so that outside personnell do not come in to “rubberneck.”
- 2-Send your squadron personnell back to their work spaces so they can be available if needed.
- 3-Secure ALL of your squadron phones. Provide a media statement to be read verbatim (get with your legal-O/PAO for this) should an outside source (media) call in to the squadron. Make sure everyone knows about this, in case they call a phone line other than the duty phone.

Other signs can be developed as you see fit.

Date every page in the book. This will let you know when numbers are getting stale and need to be checked.

Do frequent mishap drills. The best person to have run your drill is the newest person in the squadron. Actually CALL all the numbers in the binder to make sure that they haven't changed. (For the sake of who you are calling, look at the time zone where you are calling first, rather than waking up a Duty Officer at two AM to tell him “Hi, I was just checking!”)

Keep the first page “action oriented.” The CO's policy on Safety (for example) is nice, but it doesn't belong in the front of the mishap plan!

Make sure the Mishap Plan stands out in the crowd! Make the binder Red, or oversized, anything to make sure it doesn't get lost in the shuffle. You don't want to have to go hunting for the binder once a mishap call comes in.

Create duplicate binders for use with detachments. Make sure you put the appropriate det. info in with the binder, and don't forget to send it WITH the det!

Make sure your Duty Officer trains up any assistant who may stand the duty as well. If the phone rings, Murphy's Law dictates that rather than the ASO trained O-4 answering the phone, it will be the E-2 who just checked in last week. If they don't know what to do you have failed. If they need help, have them get the duty officer from a neighboring squadron to help out (this is primarily a weekend scenario.)