



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO P3712.1  
DSS

JAN 24 2005

AIR STATION ORDER P3712.1

From: Commanding General, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: MARINE CORPS AIR STATION, CHERRY POINT PRE-MISHAP PLAN  
(SHORT TITLE: STATION PMP)

Ref: (a) NAVAIR 00-80R-14  
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Encl: (1) Locator Sheet

1. Situation. To promulgate the basic instructions governing the response to an aircraft mishap.
2. Cancellation. ASO P11135.1K.
3. Mission. The MCAS Cherry Point Pre-Mishap Plan revises the established procedures and responsibilities for responding to aircraft mishaps and emergencies that occur aboard or in the vicinity of MCAS Cherry Point.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Manual will be the guiding influence for MCAS Cherry Point pre-mishap planning, mishap response, investigation preparedness, and investigation implementation.

(b) This Manual will clarify the procedures and responsibilities for responding to aircraft mishaps and emergencies. It will clarify procedures and responsibilities during the aviation mishap investigation process.

(2) Concept of Operations. This Manual provides guidance for responding to aircraft mishaps and emergencies occurring aboard and in the vicinity of MCAS Cherry Point.

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b. Subordinate Element Missions. Comply with the intent of this Manual.

c. Coordinating Instructions

(1) Submit all recommendations concerning this Manual to the MCAS Cherry Point Department of Safety and Standardization (DSS) via the appropriate chain of command.

(2) The Director, DSS will administer the requirements and ensure the accuracy, modification, and distribution of this Manual.

5. Administration and Logistics. The CG, 2d MAW, and the CO's, NAVHOSP, NADEP, and CSSD-21 concur with the contents of this Manual insofar as it pertains to members of their command.

6. Command and Signal

a. Signal. This Manual is effective the date signed.

b. Command. This Manual is applicable to the Marine Corps Reserve.



PAUL J. PISANO  
Chief of Staff

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LOCATOR SHEET

Subj: MARINE CORPS AIR STATION, CHERRY POINT PRE-MISHAP PLAN  
(SHORT TITLE: STATION PMP)

Location: \_\_\_\_\_  
(Indicate the location(s) of copy(ies) of this Manual.)

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CHAPTER 1

GENERAL

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## STATION PMP

### CHAPTER 1

#### GENERAL

##### 1000. PRE-PLANNING

1. The primary considerations in responding to an aircraft mishap are to preserve life and protect property. This Manual pertains to any mishaps or emergency landings aboard and around MCAS Cherry Point, whether they involve MCAS Cherry Point, 2d MAW, other DoD aircraft, commercial airliners, or general aviation aircraft. This Manual is written primarily for pre-mishap planning and is not intended to address every possible mishap situation, which may occur on or around MCAS Cherry Point. Specific instructions are provided for all MCAS personnel involved in aircraft search, rescue, crash, and salvage operations.
2. Second MAW squadrons should continuously review and exercise their unit specific pre-mishap plans to meet their own requirements.
3. The procedures and guidelines in this Manual apply to all MCAS personnel and agencies responding to an aircraft mishap, and should be reviewed thoroughly when conducting training and writing unit pre-mishap plans.

##### 1001. TRAINING AND DRILLS

1. Directorate and department heads will ensure their personnel are properly trained to cope with any type of mishap response where they may be required to participate.
2. Periodic mishap drills will be conducted at the direction of the Airfield Operations Officer and the Aircraft Rescue Fire Fighting (ARFF) Officer. These will include live-fire drills, rescue/egress drills, mass casualty drills, search-and-rescue (SAR) drills, hasty-response-team (HRT) drills; grid map/mishap location drills; and communications drills not involving movement of vehicles and/or personnel.

1002. DEFINITIONS. The geographical area to which this Manual applies is divided into three parts: on-airfield, on-station, and

off-station. The location of a mishap will dictate the procedures and routes, which MCAS agencies will use in responding to a mishap, as described in the following:

1. On-Airfield. On-airfield is defined as on or immediately adjacent to runways, taxiways, combat arms loading area (CALA), aerial port of embarkation (APOE), or aircraft parking areas.
2. On-Station. On-station is defined as within the confines of the Cherry Point Military Reservation, excluding the on-airfield areas in 1002.1 above.
3. Off-Station. Off-station is defined as that area outside of the Cherry Point Military Reservation, but within the local flying area of MCAS Cherry Point, to include Warning Area 122 (W-122).

#### 1003. COMMAND AND CONTROL

1. Senior Fire Official. The senior fire official at the mishap site shall have control of the activities of all responding agencies and personnel. If there is an on-field aircraft mishap, the senior ARFF Marine shall be the senior fire official. If there is an on-station aircraft mishap with a structure involved, the Fire Chief shall be the senior fire official. In the case of an off-station or on-station no structure involved mishap, ARFF and the Fire Chief shall establish a unified command. However, in any mishap, the first-arriving units must take charge and immediately begin to rescue victims and protect property. Upon arrival of the appropriate senior fire official, the first-arriving units will pass command of the mishap site, and provide support as needed.
2. Command Post. A command post (CP) must be established near the mishap site by the first-arriving fire-rescue unit, per with standard Incident Command System (ICS) procedures. The senior fire official at the site will be at the CP, and the CP will direct and coordinate all actions taken in response to the mishap. All responding agencies shall check-in at the CP upon arrival at the mishap site. One representative from each agency who is capable of communicating with their personnel at or near the site, should be posted at the CP. Ideally, the CP should be located upwind of the mishap site, close to (but not blocking) the best avenue of approach to the site. The CP should be clearly marked, and should be positioned to allow the senior fire official to safely monitor and control the activities of all responding agencies and personnel.

1004. ON-AIRFIELD MISHAP

1. In the event of an aircraft mishap on or adjacent to the runways, taxiways, or aircraft parking areas, the public address and ALPHA crash alarm intercommunications systems will be activated as set forth in chapter 2 of this Manual.
2. All responding agencies on the system will acknowledge upon notification of the mishap.
3. ARFF will proceed directly to the mishap site. The Explosive Ordnance Department (EOD) will assume a standby position near the ARFF tower, until called by the senior fire official. All other responding agencies and personnel will report to the base of the MCAS control tower, building 4327. All agencies shall monitor the ARFF Command Talk Group and shall respond as directed by the senior ARFF Marine at the scene.
4. In no instance will personnel or vehicles interfere with crash rescue operations.
5. Radio transmissions shall be kept to a minimum to ensure that rescue efforts are not misunderstood or misdirected.

1005. ON-STATION MISHAP

1. In the event of an aircraft mishap occurring aboard the Cherry Point Military Reservation (but off airfield surfaces as defined in para. 1002), the public address and ALPHA crash alarm intercommunications systems will be activated as set forth in chapter 2 of this Manual. The location of the mishap will be identified using one or more of the mishap location maps described in paragraph 2002.4 of this Manual. If a mishap is immediately visible and can be easily reached, emergency fire-rescue and medical personnel should respond directly to the scene, and take action as directed by the senior fire official present. Provost Marshal's Office (PMO) personnel should respond directly to the scene to set up security, and provide other police services as directed by the senior fire official present. Traffic control is especially critical. All unnecessary vehicles and people must be kept clear of access routes to the mishap. Other responding agencies should proceed to the mishap site and report to the command post, without interfering with fire-rescue, medical, or security vehicles and personnel. All agencies shall monitor the ARFF Command Talk Group while responding.

2. Difficult access to a mishap site may require response by the HRT. They will be transported by SAR helicopter, boat, or any other vehicle required by the situation. The HRT will conduct the rescue of mishap victims per the procedures contained in the ARFF SOP, and chapter 3 of this Manual.

1006. OFF-STATION MISHAP

1. In the event of an aircraft mishap occurring off-station, the public address and ALPHA/ZULU crash alarm intercommunications systems will be activated as set forth in chapter 2 of this Manual. The location of the mishap will be identified and reported using one or more of the mishap location maps described in paragraph 2002.4.

2. One ARFF command vehicle and one major fire-fighting vehicle will respond immediately to the scene. All other vehicles responding to the mishap will form a convoy at the base of the MCAS control tower and depart for the scene of the accident as a unit. There is one exception to this procedure, which applies to station 3 of the MCAS Structural Fire Department. At the discretion of the Fire Chief or Station Chief, the vehicles at station 3 may proceed directly to an off-station mishap site, or rendezvous with the convoy at one of the MCAS gates. In all cases, vehicles shall not leave the Air Station until the location of the mishap is positively identified.

3. The convoy should be led by a PMO vehicle equipped with a radio. The second vehicle in the convoy should be an ARFF vehicle, also radio equipped.

4. The convoy will consist of the following:

- a. Ambulance and hospital vehicles.
- b. Additional ARFF and structural fire trucks (including the structural fire department's hazardous material response van).
- c. Security personnel from PMO's Special Response Team (SRT).
- d. Additional equipment and personnel required.
- e. Airfield Operations Paddles vehicle, if available, for air-to-ground communications.

5. Convoy procedures to be followed are:

a. A minimum of 150 feet will be maintained between vehicles while operating on state highways, and a minimum of 50 feet while operating off state highways. All vehicle lights, beacons and sirens will be turned on.

b. There will be no passing in the convoy.

c. Safety is of paramount importance to ensure fulfillment of the mission.

d. All agencies shall monitor the AARF Command Talk Group and shall follow the directions of the senior ARFF Marine in the convoy, call sign: "Incident Commander". If the convoy experiences radio communication problems due to leaving the coverage of the Air Station's Radio Trunking System, the Incident Commander should direct all agencies to switch to the ARFF Command Conventional Channel. The ARFF Command Conventional Channel is channel 14 on all emergency response agencies radios. Conventional channels allow point-to-point radio communications when responding to off-station mishaps that are outside the coverage area of the Air Station's Radio Trunking System. All emergency response agency radios are programmed with a standard set of conventional channels. The conventional channels are listed in Appendix A.

6. If the convoy has difficulty locating the mishap site, the Incident Commander should report convoy position and remain at that point until other assistance can be provided by the SAR helicopter or other aircraft, which will identify the mishap site by radio or by circling the site. If needed, the aircrew may be able to identify quick access routes to the site, and may also be able to spot mishap victims. A CP will be established upwind and in the vicinity of the crash site as directed by the Incident Commander.

7. The situation may require response by the ARFF HRT. The HRT will be transported by SAR or another helicopter, and will conduct the rescue of mishap victims per the procedures contained in the ARFF SOP, and chapter 3 of this Manual.

8. The situation may require immediate response by security personnel. The PMO SRT will be transported by SAR or another helicopter, and will establish security as needed per Provost Marshal instructions, and paragraphs 1007, 1008, and chapter 3 of this Manual.

1007. MISHAP RESPONSE PRIORITIES

1. The first priority at and around the mishap site must be the rescue of mishap victims. All efforts by firefighters and other responding agencies must be directed in support of rescue, and the senior fire official at the site must ensure that all victims are accounted for, treated, and evacuated as soon as possible.
2. The second priority is to mitigate any hazardous materials concerns, and then to minimize damage to government and private property. Endangered personnel must be protected, and all fires should be extinguished as soon as possible without detracting from rescue efforts.
3. The third priority is mishap site security, and the preservation of evidence. Proper site security must ensure that unauthorized individuals cannot enter the mishap site. Unauthorized individuals include but are not limited to souvenir hunters, curious bystanders, and other individuals who could interfere with fire fighting, rescue, and investigative operations. Such individuals could be endangered by the many hazards involved at a mishap site, and the accident investigation could be severely hampered if aircraft wreckage is disturbed or removed. It is particularly important that the remains of deceased victims be left undisturbed unless absolutely necessary for rescue efforts. The position and condition of such remains can provide valuable clues to the cause of a mishap; accordingly, remains must be left undisturbed until their removal is directed by a medical officer or the senior fire official.

1008. MISHAP SITE SAFETY AND SECURITY. The following precautions and security measures must be observed by all personnel responding to an aircraft mishap:

1. All personnel must be extremely careful and observant when approaching a mishap site. Any mishap, especially one involving the in-flight breakup of an aircraft, can scatter wreckage over an area of many square miles. Wreckage and ordnance should be avoided, and care must be taken to avoid running over victims. The senior fire official present must be notified of the location of all victims, ordnance, wreckage, and fire. If still alive, victims must be given first aid immediately, and then evacuated as directed by the senior fire official present.

2. Where possible, the mishap site should be approached from upwind. All personnel entering the site MUST wear appropriate protective clothing and breathing apparatus until otherwise directed by the senior fire official. All unprotected personnel, including security, should avoid the area downwind of the site until authorized by the senior fire official. In some cases, the area around and downwind of the site may have to be evacuated; this is especially true of mishaps in populated and/or industrial areas.

3. Wreckage, ordnance, and human remains must not be disturbed unless absolutely necessary to conduct rescue and fire fighting efforts. All areas containing such items must be identified and put under guard as soon as possible. The senior fire official and EOD personnel must be notified of the type and location of all known or suspected ordnance; the senior fire official must be notified of the location of wreckage and human remains.

4. Proper mishap site security is essential. The PMO SRT will provide initial site security (usually the first 24 hrs.) until guard personnel from the mishap aircraft's unit can be mustered. Guards must be posted around the mishap site at a distance from the wreckage and ordnance sufficient to ensure protection of all personnel in case of explosions and flying debris.

5. If a military guard is not available, a temporary guard must be set up using available military personnel, and/or law enforcement authorities excluding fire rescue personnel.

6. Efforts must be made to identify all available witnesses at or near the mishap site, and their names and addresses must be recorded. This information will be passed to the Aircraft Mishap Board (AMB), the senior fire official, or the MCAS Aviation Safety Officer as soon as possible.

7. By-standers should be verbally discouraged from taking photographs, especially of victims or classified material; however, physical restraint or obstruction of such photo taking is prohibited. News media representatives will be directed to the Joint Public Affairs Officer. No statement of any kind will be given to any person not directly connected with the aircraft mishap investigation. Questions regarding the mishap should be answered with a comment that it is under investigation, and that more information will be released by the Public Affairs Office (PAO) when it is available. By-standers shall be advised to leave the area for safety reasons.

8. If the mishap has occurred on private property, the Joint Law Center will handle all matters concerning all claims investigation and compensation for damage resulting from the mishap. Security and rescue personnel must NOT make any promises or statements about compensation or reimbursement for such damage.

1009. EMERGENCY LANDINGS

1. Upon receipt of information concerning a pending emergency landing, the tower shall announce the emergency on the public address and ALPHA/ZULU crash alarm intercommunications systems as outlined in chapter 2 of this Manual. ARFF and EOD vehicles shall respond and set up as directed by the senior Marine; all other responding agencies shall rendezvous at the base of the MCAS control tower and await further directions from the senior ARFF Marine.

2. When time permits, one or more photographers will be strategically posted to photograph the emergency.

3. Should the emergency result in a mishap, the crash alarm intercommunications systems will be activated as set forth in chapter 2 of the Manual.

1010. PUBLIC INFORMATION RELEASES

1. Only the PAO shall release information of any kind concerning an aircraft mishap. Requests for information shall be referred to the PAO, who will handle such requests per ABO 5720.1.

2. The mishap aircraft's reporting custodian will ensure that information concerning an aircraft mishap is passed to PAO as soon as possible so that accurate, timely releases may be made to the news media.

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CHAPTER 2

SEARCH, COMMUNICATION, AND SALVAGE PROCEDURES

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CHAPTER 2

SEARCH, COMMUNICATION AND SALVAGE PROCEDURES

2000. INITIATION OF MISHAP RESPONSE AND SEARCH PROCEDURES

1. The Operations Duty Officer (ODO) or Airfield Operations Officer will initiate search procedures whenever notified that an aircraft is overdue or is involved in a mishap in the local flying area.
2. The Commander, 5th Coast Guard District (C5CGD) is responsible for the coordination and direction of all over water SAR within the Norfolk SAR Sub-Region. C5CGD is "Norfolk SAR Coordinator" and "Norfolk Search".
3. MCAS Cherry Point has been designated a subordinate Inland-SAR Mission Coordinator.
4. Other search and rescue procedures are contained in paragraphs 3006, 3019, 3020, and 3021 of this Manual.

2001. EMERGENCY COMMUNICATIONS SYSTEMS. The following constitute the Crash Alarm Intercommunications Systems:

1. Public Address Crash Alarm Intercommunication System (Tower PA). This system is activated by the control tower for initial accident/emergency notification of the ARFF Division, Helicopter SAR, ODO, Airfield Operations Officer (AirOpsO), and Weather Services Officer.
2. ALPHA Crash Alarm Intercommunication System (Crash Phones). The ALPHA circuit (activated by the control tower on all mishaps and pending emergencies) is composed of:
  - a. ARFF Division.
  - b. Security Department (PMO and Flightline Security).
  - c. Structural Fire Department.
  - d. EOD Watch (If no response after normal working hours, contact the PMO Desk Sergeant at 466-3615 to recall the EOD/NWD watch).

- e. Photographic Division.
- f. Hospital Information Desk.
- g. Helicopter SAR.
- h. Flight Clearance.

3. ZULU Crash Alarm System (Crash Phone). In the event of a failure of the ALPHA Crash Alarm Systems, Air Traffic Control (ATC) personnel shall immediately contact the station telephone switchboard supervisor. ATC personnel will then deliver pertinent emergency information over the telephone using crash phone phraseology.

4. Crash Alarm Intercommunications System Phraseology and Procedures

a. PA/Crash Phone Phraseology. The following phraseology will be utilized by the tower when announcing mishaps or pending emergencies on the public address or ALPHA (crash phone) circuits.

(1) "CRASH, CRASH, CRASH". Utilized to announce an actual mishap.

(2) "LAUNCH PEDRO". Utilized when the SAR aircraft is needed immediately. This call may be utilized by itself when circumstances so dictate; for example, a boat sinking in the Neuse River.

(3) "CRASH CREW DISPATCH". Utilized when ARFF resources are immediately required to respond to an emergency on the airfield. SAR aircraft will be manned and ready for launch, but will hold until receiving further instructions from the tower, ODO or ARFF Officer. This phrase is normally used when the aircraft is on a runway, in a parking area, or on short final to a runway.

(4) "CRASH CREW STANDBY". Utilized when ARFF resources are needed to standby for a pending emergency. This phrase is normally used when the pilot has declared an emergency and is enroute to the airfield.

(5) The tower shall then pass the following information regarding the mishap/emergency, if available:

- (a) Aircraft type.

- (b) Location.
- (c) Nature of emergency.
- (d) Fuel state (in time).
- (e) Number of souls aboard.
- (f) Ordnance/hazardous cargo.
- (g) Landing runway and ETA.
- (h) Any other information needed for fire fighting/rescue efforts.

b. The Tower Supervisor shall exercise sound judgment in the use of one or more of the above phrases in conjunction with other emergency information.

c. Crash Phone Procedures. Personnel answering the ALPHA/ZULU crash phones will not speak until all stations are up on the circuit and all information has been passed by the tower. Personnel will continue to monitor the phone for further information, and will hang up their phones only after the tower secures the circuit.

5. Regular Telephone Notifications. The following will be notified by the ODO by regular telephone call:

a. Assistant Command Duty Officer, 2d MAW (if 2d MAW aircraft involved) after normal working hours.

b. State Highway Patrol, Sheriff's Office, Forestry Service, City Police, and other law enforcement as necessary. The PMO's Desk Sergeant (ext. 3615) can make the call and coordinate civil law enforcement response to the mishap site.

c. Air Station DSS.

6. Radio Communications

a. The ARFF Command Talkgroup is the primary talkgroup for radio communications during responses to aircraft mishaps. All MCAS agencies responding to aircraft emergencies and mishaps shall monitor

this talkgroup; it is especially important that the ambulances, structural fire vehicles, security vehicles, and EOD vehicles listen closely for instructions and information on this talkgroup. The senior ARFF Marine is Net Control; all radio traffic will be kept to the minimum necessary to effectively coordinate responses.

b. All MCAS agencies responding to aircraft emergencies and mishaps have radios capable of operating on more than one talkgroup. This flexibility in communications allows alternate channels for passing messages and information. The talkgroups and agencies are listed in Appendix A.

c. The MCAS SAR helicopters (PEDRO) are equipped to operate on a wide range of frequencies; the helicopters and crew are capable of transmitting and receiving on two separate frequencies at the same time, and can monitor a third frequency. The SAR pilots can relay messages and information when circumstances prevent direct communications between responding agencies. The ARFF Command Vehicle has a UHF AM handheld radio capable of transmitting on the VMR-1 (PEDRO) squadron frequency of 323.700 MHz. This radio will be used to provide the primary air/ground/air communications link between the responding agencies and PEDRO. A standard SAR frequency is 282.800 MHz and will act as the secondary air/ground/air communication link. Both 323.700 MHz (Primary) and 282.000 MHz (Secondary) frequencies are programmed on the UHF AM handheld radio located in the ARFF Command Vehicle. The SAR helicopter should also be capable of directly communicating with receiving medical facilities whether they are a military treatment facility (MTF) or a civilian medical facility.

#### 7. Crash Alarm Intercommunications Systems Tests

a. The Crash Public Address System (Tower PA) and ALPHA crash phone circuit will be tested daily by ATC personnel at 0815L. Appropriate action will be taken by ATC if a malfunction is found in these systems.

b. All radios on the Crash Net will be tested daily prior to 0830L to ensure proper operation.

2002. MISHAP REPORTING. Information concerning mishaps will normally be received in one of two ways, by either a telephone report or aircraft radio report.

1. Telephone Report. The Station switchboard operator shall immediately route a telephone call reporting an aircraft mishap to the ODO (466-2233/4334) who shall attempt to get as much of the following information as possible.

- a. Name, phone number, location of caller and home address of caller.
- b. Location and time of mishap.
- c. Whether or not the aircraft is burning.
- d. Parachute(s) sighted.
- e. Medical aid needed for injured victims.
- f. Description of the aircraft including letter and number markings and colors.
- g. Any ordnance aboard by type.
- h. Extent of damage to property.
- i. Best and quickest route to the scene.
- j. Whether area is accessible by road.
- k. Whether caller is able to stand by to direct the crash party and where the caller is located.
- l. Ask the caller to remain on the line until directed to hang up.

2. Radio Report. Pilots in flight will comply with the "aircraft witnessing distress" instructions contained in the DoD Flight Information Handbook and will report a mishap to Cherry Point ATC giving the following:

- a. Location and time of the mishap.
- b. Whether or not the aircraft is burning.
- c. Description of the aircraft type and markings.

- d. Any known survivors and/or parachutes.
- e. How long the reporting aircraft can orbit the scene.

3. Mishap Reporting by MCAS Agencies. In some cases, the first report of an aircraft mishap might be made to an agency other than ATC or the ODO (i.e., ARFF, the Fire Department, PMO, etc.). The agency first receiving the report must immediately contact the ODO (466-2233/4334) per paragraph 2002.1 of this Manual, while responding with all available resources.

4. Crash Locator Systems. There are three types of maps that can be used to pinpoint the location of an aircraft mishap: the on-airfield/on-station grid map, the bearing/distance map, and forestry maps. Each is described below.

a. On-Airfield/On-Station Grid Map (Appendix B). This map provides a quick, easy reference to locate on-airfield and on-station mishaps. This map will be immediately available for use by all MCAS emergency response agencies listed in this Manual.

b. Bearing/Distance Maps. Very often the control tower will initially identify the location of a mishap by using the mishap's bearing and distance from MCAS. Therefore, any topographical or aeronautical map that has MCAS on it can be used to locate the mishap by measuring its bearing and distance.

c. Forestry Maps. These maps are used by civil law enforcement and fire-rescue agencies. ARFF dispatch and PMO also have these maps and can determine a mishap's location and relay it to other agencies using the other methods mentioned above.

d. On-Airfield Mishap Location. When information is passed concerning an on-airfield mishap, the landing runway number will be used to define the location. The four landing runways are 14L, 32L, 23R, and 05R. Other aircraft landing areas are helo pads Alpha, Bravo, Charlie, Delta, and the four Harrier pads (VTL1, VTL2, VTL3, and VTL4). Use of these terms to report mishaps at those locations will clearly and quickly identify the mishap site.

## 2003. SALVAGE AND PRESERVATION OF WRECKAGE

1. The reporting custodian of a mishap aircraft has overall responsibility for conducting the accident investigation and salvage

operation. The custodian may request assistance from MCAS in conducting the salvage, and the MCAS ARFF Officer shall be in charge of such salvage support.

2. If requested, PMO will coordinate with civil law enforcement agencies for the safe movement of salvaged aircraft and associated vehicles and equipment. Permits necessary for the movement of the salvaged aircraft shall be obtained by the aircraft reporting custodian.
3. Salvage and removal of the aircraft or wreckage following an aircraft mishap, regardless of location, shall commence only at the direction of the reporting custodian after the wreckage has been examined and released by the senior member of the AMB. Exceptions to the above are as follows:
  - a. When necessary for the rescue or removal of personnel.
  - b. In the interest of safety of operations.
  - c. When the wreckage interferes with vital civil functions.
4. The aircraft wreckage will not be removed or disturbed for a period of at least 24 hours unless the wreckage interferes directly with the airport's vital functions or essential military operations.
5. An accurate diagram of on-land or underwater wreckage may be difficult to obtain, but the ARFF Officer should attempt to construct one whenever possible. It should show the relative locations of major pieces of wreckage, parachutes, ejection seat and canopy wreckage, human remains, ordnance or other externally-carried items, and other items of interest to a mishap investigation team.
6. The reporting custodian or senior member of the AMB will ensure that a representative is present during all salvage operations.

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CHAPTER 3

DUTIES

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STATION PMP

CHAPTER 3

DUTIES

3000. AIR TRAFFIC CONTROL OFFICER (ATCO)

1. The ATCO will ensure that all personnel who man the Norfolk Search and Rescue Telephone (SARTEL) hotline circuits are indoctrinated in:
  - a. General net procedures.
  - b. Types of control for SAR incidents.
  - c. Duties of net stations.
  - d. Basic principles for assisting distressed pilots.
  - e. General concept of operations.
2. Post the following check-off lists permanently at each net hotline outlet and require their use:
  - a. Communications control check-off list for distressed aircraft.
  - b. Net stations check-off list for distressed aircraft.
  - c. Example of correct hotline procedures.
  - d. SAR incident form.
  - e. Bearing and radar positions form.

3001. AIR TRAFFIC CONTROL PERSONNEL

1. SAR Response. Upon notification that a SAR response is required or is in progress, notify the Cherry Point SAR Coordinator and/or the ODO.
2. Pending Emergency, On-Airfield or On-Station Mishap. Upon witnessing or receiving notice of a pending emergency, or an on-airfield or on-station mishap, ATC personnel will:

- a. Announce the facts on the Tower Public Address System per paragraph 2001.
- b. Activate the ALPHA or ZULU crash alarm intercommunications system per paragraph 2001.
- c. Clear the traffic pattern as appropriate, giving consideration to weather, fuel state, and other factors.
- d. Hold conflicting taxiing aircraft, until all ARFF equipment is in standby position.
- e. Give ARFF vehicles priority for direct movement to the scene or standby positions.
- f. Give the SAR helicopter priority over other air traffic.

3. Off-Station Mishaps. Upon witnessing or receiving notice of an off-station mishap, ATC personnel will:

- a. Announce the facts over the Tower Public Address system per paragraph 2001.
- b. Activate the ALPHA or ZULU crash alarm intercommunications system per paragraph 2001.
- c. Attempt to get an accurate bearing and distance on the mishap and/or parachutes, if any.
- d. Direct the SAR helicopter as appropriate.
- e. Maintain radio contact with circling aircraft, the SAR helicopter, and the ARFF command vehicle.

4. Use of MCAS SAR Helicopter (PEDRO) or Other Aircraft in Responding to Mishaps

- a. MCAS SAR Helicopter. The MCAS SAR helicopter can provide valuable assistance to ground units responding to a mishap. SAR can act as a communications relay between any agencies as described in paragraph 2001.6c of this Manual. SAR can also guide ground units to the mishap site by radio or by hovering over the best access route and leading the way. The SAR crew may be able to spot parachutes, seats, and other evidence that could locate mishap victims, and can

point out those locations over the radio or by hovering. At night, SAR crew can use the helicopter's powerful searchlight to help ground units locate the mishap site or victims. Caution should be taken when hovering as the rotor wash has the potential to spread hazardous materials and provide oxygen to fuel the fire.

b. Aircraft Other Than MCAS SAR Helicopter. Other aircraft in the vicinity of MCAS or the mishap may be available and capable of assisting in the SAR rescue effort. ATC personnel should contact MCAS SAR and/or the senior ARFF Marine, and report the availability of such assistance; ATC and SAR should then assist in relaying messages and coordinating the response of those aircraft.

3002. OPERATIONS DUTY OFFICER (ODO)

1. On-Airfield, On-Station, and Off-Station Mishaps. The ODO will execute the procedures outlined in the mishap procedures folder. The ODO will remain in the airfield operations building during all emergencies and mishaps, unless directed by competent authority to take up duty elsewhere. The following general procedures apply:

a. Take action per chapters 1 and 2.

b. Notify the Weather Services Division that a mishap has occurred.

c. Notify MCAS DSS.

d. Contact the appropriate forestry, civil law enforcement, or other civil authorities and request their assistance at the mishap scene. NOTE: Considerable time and effort may be saved by contacting the MCAS PMO Watch Commander, 466-3615, and directing him to make the necessary contacts. The names and phone numbers of the local authorities are provided below:

FORESTRY SERVICE

Newport Simmons Tower (March - June) . . . . .	252-223-4272
New Bern Forestry Service District Headquarters . . . . .	252-514-4764
Croatan Ranger Station/District Ranger . . . . .	252-638-5628

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Croatan Work Center . . . . . 252-638-5062

POLICE

Atlantic Beach. . . . . 252-726-2532

Beaufort. . . . . 252-728-4561

Camp Lejeune (PMO). . . . . DSN 751-2555

Havelock. . . . . 252-447-3212

Jacksonville. . . . . 910-455-1472

Morehead City . . . . . 252-726-3131

New Bern. . . . . 252-633-2020

Newport . . . . . 252-223-5111

Swansboro . . . . . 910-326-5151

FIRE MARSHAL

Craven County Fire Marshal. . . . . 252-636-6608

Carteret County Fire Marshal. . . . . 252-728-8470

SHERIFF'S OFFICE

Carteret County (Beaufort). . . . . 252-504-4800  
Emergency 252-728-4111

Craven County (New Bern). . . . . 252-636-6620  
Emergency 911

Havelock Branch Office. . . . . 252-636-6620

Jones County (Trenton). . . . . 252-448-2561

Onslow County . . . . .	910-455-9119
Pamlico County . . . . .	252-745-3101

STATE HIGHWAY PATROL

New Bern. . . . .	Business 252-514-4714	Emergency 800-441-6127
Morehead City . . . . .	Business 252-726-5766	Emergency 252-504-4800

CORONER

Carteret County's Coroner can be contacted through the Carteret County Sheriff's Office 252-504-4800. Craven County's Coroner can be contacted through the Onslow Memorial Hospital 910-577-2345.

e. Keep the Cherry Point SAR Coordinator informed of any information received which pertains to a SAR incident.

f. Assist the SAR Coordinator as necessary in any matters pertaining to aircraft clearance, scheduling, or SAR crew briefing.

g. Forward situation reports (SITREPS) to Norfolk SAR Coordinator.

2. SAR Response

a. Upon receiving notification of a SAR response, the ODO will take the following action.

(1) For a SAR incident that involves MCAS New River, MCAS Cherry Point, or 2d MAW aircraft, notify the following:

(a) During working hours:

1 G-3, 2d MAW 466-2341/MCAS Director of Ops 466-2343.

2 Wing/Station Safety Officer, 466-2730.

(b) After working hours:

1 Command Duty Officer, 2d MAW, 466-4388.

2 Command Duty Officer, MCAS, 466-2840/5236.

3 Appropriate Group Officer of the Day.

a MAG-14: DSN 582-3553

b MAG-26: DSN 752-6126

c MAG-29: DSN 752-6345

d MAG-31: DSN 335-7312

4 Wing Aviation Safety Officer, 466-3352, after hours can only leave message.

5 Station Aviation Safety Officer, 466-2730, after hours can only leave message.

(2) For a SAR response, which involves a COMCABEAST or Naval Aviation Depot aircraft, notify the following:

(a) During working hours: Director of Operations, MCAS Cherry Point 466-5175.

(b) After working hours: MCAS Command Duty Officer 466-2840/5236/3051, or Naval Aviation Depot (NADEP) Duty Officer 464-7081, as appropriate.

(3) For a SAR response involving other than 2d MAW or COMCABEAST aircraft, notify the following:

(a) Notify the reporting squadron of the aircraft involved in the mishap, if possible.

(b) If unable to notify or determine reporting custodian:

1 USAF aircraft:

a Seymour Johnson Command Center DSN  
722-2679

b Naval Safety Center: Comm 757-444-2929,  
DSN 564-2929.

2 U.S. Coast Guard aircraft: Elizabeth City SAR  
Comm 252-335-6333.

3 U.S. Army Aircraft:

a Fort Bragg/Simmons AAF DSN 236-1828.

b Naval Safety Center DSN 564-2929.

4 U.S. Navy and Marine Corps aircraft: Naval Safety  
Center DSN 564-2929.

5 Civilian aircraft:

a FAA at MCAS Cherry Point 466-6954.

b Naval Safety Center DSN 564-2929.

### 3003. MISHAP AIRCRAFT'S REPORTING CUSTODIAN

1. Upon notification, assemble the unit AMB. Contact the AirOpsO or the ODO to advise that the AMB is enroute, and proceed directly to the mishap site.
2. Upon arrival at the mishap site, check in at the CP and complete the necessary preliminary investigation.
3. Provide security guards to replace MCAS security guards as soon as possible. Conduct the mishap investigation and salvage operations. Request assistance if needed from the AirOpsO or ARFF Officer.

### 3004. AIRCRAFT RESCUE FIRE FIGHTING (ARFF) DIVISION

1. The ARFF Officer is responsible for the training of ARFF personnel, the operation and first echelon maintenance of crash vehicles and equipment, and the assignment of Marines to provide timely ARFF response to aircraft mishap and emergencies. Preserving life, and protecting government and private property are the division's primary responsibilities. The ARFF Officer will assist in salvage operations at mishaps as directed by the AirOpsO.

## 2. On-Airfield and On-Station Mishaps

a. Upon receipt of notification of a mishap, immediately dispatch ARFF equipment to the mishap site per this Manual, NAVAIR 00-80R-14, OPNAVINST 3750.6, ABO P3710.5, ASO P5720.1, NAVAIR 00-80T-116 and the ARFF Division SOP. If notification is received from a source other than the tower, immediately notify the ODO (466-2233/4334) while responding.

b. Act as the senior fire official in assuming complete control of all phases of ARFF operations until relieved by competent authority, or the senior member of the AMB. If a structure is involved, the MCAS Fire Chief will be the senior fire official per paragraph 1003 of this Manual; the ARFF Division will support by conducting aircraft fire fighting and rescue operations, and providing other support as requested.

c. Allow only properly protected personnel to approach the mishap site until all fire and other hazards are reduced or eliminated. The senior fire official shall determine who will be authorized access to the mishap site until the reporting custodian assumes responsibility for the site.

d. Coordinate with EOD for safety and removal of ordnance.

e. Obtain the assistance of the medical officer for removal of injured and/or deceased.

f. Inspect the area for any hazards to safe aircraft operations and report the results to the AirOpsO.

g. Ensure that the minimum response requirements for ARFF equipment are provided at the airfield before it is reopened for operations.

## 3. Off-Station Mishaps

a. Respond per this Manual, NAVAIR 00-80R-14, OPNAVINST 3750.6, ABO P3710.5, ASO P5720.1, NAVAIR 00-80T-116 and the ARFF Division SOP.

b. Ensure that the ARFF HRT is ready to proceed to the mishap scene via helicopter should the situation dictate.

c. Ensure that the minimum response requirements for ARFF equipment are provided at the airfield before it reopens for operations.

4. Emergency Landings. Respond immediately per this Manual, NAVAIR 00-80R-14, OPNAVINST 3750.6, ABO P3710.5, ASO P5720.1, NAVAIR 00-80T-116 and the ARFF Division SOP.

5. Use of SAR Helicopter or Other Aircraft In Responding To Mishaps

a. MCAS SAR Helicopter (PEDRO). PEDRO can provide valuable assistance to ground units responding to a mishap. The senior ARFF Marine should contact PEDRO via the UHF AM handheld radio as soon as possible to request such assistance. SAR can act as a communications relay between responding units as described in paragraph 2001.6c of this Manual. SAR can also guide ground units to the mishap site by radio, or by hovering over the best access route and leading the way. The SAR crew may be able to spot parachutes, seats, and other evidence which could locate mishap victims and can point out those locations over the radio or by circling around the target. At night, the SAR crew can use the helicopter's powerful searchlight to help ground units locate the mishap site or victims.

b. Aircraft other than PEDRO. Other aircraft in the vicinity of MCAS or the mishap may be available and capable of assisting ARFF in mishap response efforts. ATC personnel should contact MCAS SAR and/or the senior ARFF Marine, and report the availability of such assistance; ATC and SAR will then assist in relaying messages and coordinating the response of those aircraft.

3005. STATION FIRE DEPARTMENT

1. On-Airfield Mishaps and Pending Emergencies. Proceed to the base of the control tower and await further instructions from the senior ARFF Marine.

2. On-Station Mishaps. Respond directly to the mishap site and take action per this Manual, NAVAIR 00-80R-14, OPNAVINST 3750.6, ABO P3710.5, ASO P5720.1, NAVAIR 00-80T-116 and the ARFF Division SOP. If the mishap involves a structure, take charge of the scene per paragraph 1003 and obtain support from the ARFF Division for aircraft fire fighting and rescue operations.

3. Off-Station Mishaps. Upon notification, dispatch appropriate vehicles to Airfield Operations, building 199, to respond with the off-station convoy. If appropriate, station vehicles will respond per paragraph 1006.2 of this Manual.

4. Equipment and Personnel. Be prepared to provide supporting equipment, fire trucks, hazardous material response vehicle, and personnel when requested by the ARFF Officer or AirOpsO. The support provided by the fire department should not reduce their capabilities to the point that they cannot meet their minimum response requirements for structural fire protection aboard MCAS Cherry Point.

3006. COMMANDING OFFICER, VMR-1

1. General. The Commanding Officer of VMR-1 is responsible for the training and availability of a qualified helicopter SAR crew on a 24-hour basis. The CO will coordinate scheduling and maintenance to ensure constant availability of a SAR helicopter and coordinate with the ARFF Officer for HRT training in conjunction with the SAR team.

2. On-Airfield and On-Station Mishaps. Upon notification, SAR will:

a. Man PEDRO, contact tower for current emergency information, and be prepared for immediate take-off.

b. Monitor the radio to receive any necessary instructions from the tower or operations, and when possible establish communications with the ARFF Command Vehicle on the VMR-1 squadron frequency of 323.700 MHz.

c. Effect rescue within the capabilities of the personnel and equipment aboard the helicopter.

d. Be prepared to transport rescued personnel and injured victims to either the base of the MCAS control tower or to an appropriate medical facility.

e. Be prepared to assist the photographic division in taking aerial photos, as required.

f. When the situation dictates, airlift the ARFF HRT to the mishap site.

### 3. Off-Station Mishaps

a. Upon notification, man the helicopter and launch to the mishap site.

b. Effect rescue, within capabilities of the personnel and equipment aboard the helicopter.

c. Be prepared to transport rescued personnel and injured victims to either the base of the MCAS control tower or to an appropriate medical facility.

d. When the situation dictates, airlift the ARFF HRT to the mishap site.

e. Assist ARFF and other vehicles as necessary, by radio or other means, in locating and gaining access to the mishap site. If necessary, act as the eyes of the convoy. Remain in radio contact with the ARFF Command Vehicle as much as possible, and act as a communications relay between responding agencies when needed. Guide ground units to the mishap site by radio, or by hovering over the best access route and leading the way. Look for parachutes, seats, and other evidence which could identify the locations of mishap victims and point them out via the radio or by circling. At night use the helicopter's searchlight to help ground units locate the mishap site or victims.

f. Be prepared to assist the photographic division in taking aerial photos as required.

g. Be prepared to airlift security, medical, and other personnel to the mishap site as necessary.

4. Use of other Aircraft to Perform SAR Functions. Other aircraft in the vicinity of MCAS or the mishap site may be available and capable of assisting in the SAR effort. ATC personnel should contact SAR and/or the senior ARFF Marine, and report the availability of such assistance; ATC and SAR will then assist relaying messages and coordinating the response of those other aircraft.

### 3007. EXPLOSIVE ORDNANCE DISPOSAL (EOD)/WEAPONS OF MASS DESTRUCTION

1. General. The EOD Officer is responsible for the training and availability of an EOD crew on a 24-hour basis. The crew is

responsible for handling all ordnance and special weapons matters involved in aircraft mishaps. This crew shall work under the supervision of the ARFF Senior Fire Official present during the rescue and fire fighting phase of a mishap. During the salvage/disposal phase, the EOD crew shall work under the direction of the EOD Officer and shall be responsible for de-arming ejection seats and removal of ordnance from the mishap site.

2. All Mishaps. Upon notification, the EOD crew will report to the ARFF CP and respond as directed by the Senior Fire Official.

3. When responding from quarters after normal working hours, EOD personnel may report to the scene in civilian attire with proper identification.

#### 3008. MEDICAL PERSONNEL

1. General. The Commanding Officer, Naval Hospital, Cherry Point will provide a radio-equipped ambulance and duty medical officer on a 24-hour basis for response to aircraft mishaps. The driver of this vehicle shall possess a valid government operator's permit and shall be familiar with the ARFF Command Net radio procedures, and runway locations and markings.

a. The CO is also responsible for training medical personnel in compliance with current directives, and for removal of the injured and deceased from the mishap site. The CO is responsible for notification of, and approval from the appropriate coroner prior to removal of deceased personnel in off-station mishaps. The ARFF Officer will assist in training ambulance drivers in radio procedures and airfield familiarization. The ambulance will be dispatched upon activation of the crash alarm circuits.

b. For mishaps, an ambulance with a flight surgeon shall be dispatched directly to the base of the control tower. For pending emergencies, the ambulance will proceed to the tower without the flight surgeon; the flight surgeon will respond immediately if the emergency results in a mishap. The dispatched (duty) flight surgeon is not the mishap flight surgeon unless specifically requested.

2. On-Airfield Mishaps and Pending Emergencies. The ambulances will report to the CP when requested by the senior fire official. The senior medical officer and senior fire official will coordinate the extrication and evacuation of injured or deceased victims.

### 3. Off-Station Mishaps

a. An ambulance with a flight surgeon aboard shall proceed to the base of the control tower. Medical personnel will be prepared for immediate embarkation with appropriate equipment aboard a SAR aircraft, or for other instructions as the situation dictates.

b. Mishap victims and rescued personnel will be transported to the base of the MCAS control tower, or to a medical facility as the situation dictates.

### 3009. PROVOST MARSHAL (PMO)

1. General. The Provost Marshal will ensure that adequate numbers of trained personnel are available at all times to carry out military police duties at a mishap site. Such personnel will be familiar with this Manual, and the current edition of ABO P1720.1, which governs the taking of photographs and the release of information by other than the Photographic Division and JPAO. PMO shall have responsibility for security of the mishap site for the first 24-hours, upon which time responsibility will transfer to the security personnel furnished by the mishap aircraft's reporting custodian. Wreckage will not be moved except as authorized by the senior fire official, MCAS Aviation Safety Officer, or the unit AMB.

a. The general responsibilities of security forces at aircraft mishaps are:

(1) Vehicle traffic control, especially to ensure that access routes to/from the mishap sites are kept clear of unauthorized vehicles, and to ensure that emergency vehicles have first priority in going to/from the site.

(2) Prevention of interference by spectators or unauthorized personnel with the rescue/salvage operations or accident investigation. An Entry Control Point (ECP) will be established, and no personnel shall be allowed access past the ECP to the CP or mishap site unless authorized by the senior fire official, AMB member, or MCAS Aviation Safety Officer.

(3) Escort of personnel on official business to the CP and mishap site, if requested by the senior fire official and sufficient security personnel are available.

(4) Security of classified material.

(5) Protection of government and private property.

(6) Perform other duties as requested by the senior fire official, AMB member, or MCAS Aviation Safety Officer.

(7) Further guidance for security forces at a mishap site is given in paragraph 1008 of this Manual.

b. If PMO vehicles are the first to arrive in the vicinity of a mishap site, it is of primary importance to first assist injured personnel, then report by radio or telephone to military authorities the exact location of the mishap. At least one person shall remain with a radio-equipped vehicle at the nearest road to guide rescue units to the scene.

2. On-Airfield Mishaps or Pending Emergency. Send security units to the base of the MCAS control tower. When directed, respond to the CP, report to the senior fire official and provide security per this Manual.

3. On-Station Mishap. Send security units directly to the mishap site, report to the CP and provide security as directed by the senior fire official. Ensure that access routes to and from the mishap are kept clear for authorized personnel and vehicles.

4. Off-Station Mishap. Send security units to the base of the control tower and act as an escort for the convoy. If requested, contact appropriate forestry and civil law enforcement agencies, and coordinate their response to the mishap site. Ensure that a minimum response security force is ready to proceed to the mishap scene via helicopter or vehicle convoy should the situation dictate.

5. Mishap Reporting. When a mishap report is received from a source other than the control tower, immediately notify the ODO (466-2233/4334) and respond per this Manual.

3010. COMBAT VISUAL INFORMATION CENTER (CVIC). The OIC of the CVIC will be responsible for the 24-hour availability of adequately trained crash photographers. The crash photographers will report to the senior fire official and the AMB, and will not leave the mishap

site until secured by competent authority. They will take photos at the direction of the senior fire official, AMB members, or MCAS Aviation Safety Officer.

1. On-Airfield Mishap or Pending Emergency. Report to the base of the control tower. Proceed at the direction of the senior fire official and take photos as directed.
2. Off-Station Mishap. Report to the base of the MCAS Control Tower and proceed with the convoy. Take photos at the mishap site as directed.
3. Be prepared to take aerial photographs as directed.

3011. FACILITIES DIRECTORATE

1. Facilities Maintenance Officer. The Facilities Maintenance Officer shall provide personnel and equipment as may be required to minimize damage and restore services or utilities in the event an aircraft mishap causes damage to government buildings or utilities. Personnel reporting to the scene of on-station/on-airfield mishaps will report to the senior fire official at the CP.
2. MCAS Motor Transport Officer (MTO). The MCAS MTO shall ensure that adequate equipment is available to assist in the salvage of the mishap aircraft either on or off-station. Such support may include lifting and engineer equipment. The MTO shall also furnish adequate transportation to those personnel with a need to travel to the mishap site, such as mishap investigators, salvage and security personnel.
  - a. On-Airfield/On-Station Mishaps. Be prepared to provide assistance as requested.
  - b. Off-Station Mishap. Dispatch vehicles when requested to the base of the MCAS control tower to form with the convoy. This transportation is for the AMB, salvage personnel, EOD personnel, security personnel, and other key personnel who need transportation.
3. Environmental Affairs Officer. The Environmental Affairs Officer (EAO) shall provide technical assistance in the clean up of petroleum/oil/lubricants and hazardous material at the mishap site spill, and leak containment and/or cleanup. EAO shall also coordinate all necessary liaison and reporting with state and federal

environmental regulatory officials. In the event that the mishap is off-station, the EAO will coordinate with the Comptroller on funding requirements associated with environmental clean up costs.

3012. CLAIMS INVESTIGATION OFFICER. The Claims Officer shall be provided by the Joint Law Center. This officer shall report to the Aviation Safety Officer or AMB member at the mishap site. This officer shall be responsible for determining ownership of private property and making contact with the owner, initiating the claim and photographing the damaged property. This officer will coordinate with the Comptroller for funding issues.

3013. CHAPLAIN. When requested, proceed to the CP and provide services as needed.

3014. COMMUNICATION-ELECTRONICS OFFICER (G-6). The MCAS G-6 is responsible for maintenance of the fixed and portable radio equipment, and the crash notification communication systems described in this Manual.

3015. JOINT PUBLIC AFFAIRS OFFICE (PAO)

1. Send one representative to the CP to report to the senior fire official.
2. PAO is responsible for the release of information on mishaps per current directives and the desires of the Air Station or Wing Commander. All inquiries regarding a mishap will be referred to PAO. Specific guidance can be found in paragraph 1010 of this Manual, and the current edition of ABO P5720.1.

3016. MCAS DIRECTOR OF SAFETY AND STANDARDIZATION (DSS). The MCAS DSS is responsible for monitoring the progress of investigations in all cases where MCAS units/directorates may become involved in the aircraft mishap report as the originator or as an endorser. The DSS shall assist all interested departments in establishing their action procedures and make timely recommendations for changes in procedures to the Airfield Operations Officer. The DSS' duties will be guided

by provisions of the current edition of OPNAVINST 3750.6 and other current safety publications. In the event of a MCABE aircraft mishap the MCAS DSS will prepare the appropriate endorsement for the Safety Investigation Report (SIR).

3017. AIRFIELD OPERATIONS OFFICER. The AirOpsO shall ensure a high degree of readiness in control tower operations, the ARFF, photo lab, and any other agencies directly or indirectly involved in the operations department's response to aircraft mishaps. The AirOpsO, or Deputy AirOpsO shall ensure the conduct of daily checks on the crash alarm system, and periodic drills of mishap response procedures. This officer shall conduct regular surveys of the program and shall correct any shortcomings found, as well as make additions where they are warranted. In conjunction with PAO this officer shall be responsible for providing a continuing education program for the surrounding communities concerning procedures to be utilized in the event of an accident/incident occurring in that community.

3018. WEATHER SERVICES OFFICER

1. Upon notification of an aircraft mishap, Weather Services will take and record a surface weather observation of all elements per NAVMETOCCOMINST 3141.2.

2. The surface weather observation will be copied from CNMOC 3140/12 onto the locally produced mishap form, which will include further information as recommended by the current edition of OPNAVINST P3750.6.

3019. CHERRY POINT SEARCH AND RESCUE COORDINATOR

1. The Airfield Operations Chief and the ODO or in the ODO's absence, the VMR-1 Operations Officer, is designated as the Cherry Point SAR Coordinator.

2. The Airfield Operations office is designated as the Rescue Coordination Center (RCC).

3. The Cherry Point SAR Coordinator will:

a. Ensure that the RCC is properly manned and "Norfolk Search" is kept informed as to the latest available information.

b. Ensure that pilots are informed of fixes or bearings from all reporting direction finder (DF) stations and radars.

c. Dispatch initial SAR units and appropriate helicopter, fixed wing, or surface craft as necessary.

d. Determine weather and sea conditions.

e. Obtain SAR aircraft and crews as necessary. Minimum requirements will be set by Norfolk SAR Coordinator.

f. Designate the OSC, if manualed to do so by the Norfolk SAR Coordinator.

g. Brief SAR crews on:

(1) Target data.

(2) Search areas.

(3) Call signs.

(4) OSC.

(5) Primary and secondary frequencies.

h. Request additional SAR units as necessary through Norfolk SAR Coordinator.

i. Alert civil law enforcement agencies, forestry officials, and other civil authorities if the situation warrants.

**NOTE:** Considerable time and effort may be saved by contacting the MCAS PMO Watch Commander, 466-3615, and requesting the Watch Commander to contact the appropriate forestry/law enforcement agencies and coordinate their response as needed. The appropriate County Fire Marshal shall be contacted as this individual acts as the emergency management coordinator for their county.

j. Alert vessels and surface craft in area (per Norfolk SAR Coordinator).

- k. Coordinate the overall effort of all participating units (as directed by Norfolk SAR Coordinator).
- l. Notify the parent command of the mishap aircraft as to action taken and keep them informed of developments.
- m. Change search plans and frequencies on Manual of Norfolk SAR Coordinator.
- n. Advise accident-investigating authorities involved on Manual of Norfolk SAR Coordinator.
- o. Debrief SAR crews and ensures that SITREPS are forwarded to Norfolk SAR Coordinator.
- p. Secure and release SAR units and other activities involved on Manual of Norfolk SAR Coordinator.

3020. SEARCH AND RESCUE ON-SCENE COMMANDER (OSC)

- 1. The OSC will be designated by the Cherry Point SAR Coordinator (if manualed to do so by the Norfolk SAR Coordinator).
- 2. The OSC will perform the following functions:
  - a. Assume operational control of all SAR units within the search area. Coordinate their SAR efforts within this area.
  - b. Establish communication with all SAR units within the area. Receive position reports and situation reports. Be responsible for communications and performance of SAR units. Make regular position and situation reports, as warranted, to the SAR Coordinator/RCC via the established communication link.
  - c. Report weather and search conditions to the SAR Coordinator immediately upon arrival on scene.
  - d. Provide details of the mission to the SAR Coordinator immediately upon arrival on scene.
  - e. Assign specific search areas to SAR units within the assigned search area and specify search patterns to SAR units. Search the area in the most efficient manner possible, taking into account the

limitations and capabilities of SAR units, sea, weather, wind, visibility, and other conditions on the scene. Be aware of the endurance of SAR units within the area.

f. Control and coordinate all SAR operations within the assigned area, keep the SAR Coordinator fully advised of weather, sea, and other conditions of the scene.

g. Continue to search, refueling as needed, to provide search coverage as much as possible during periods of good visibility.

h. Advise the SAR Coordinator as the various units depart the search area and turn over OSC to next senior person who is able to assume OSC.

#### 3021. SEARCH AND RESCUE PARTICIPANTS

1. The possibility that any air, ground, or surface craft may be called upon to participate in a SAR operation at any time dictates that all potential SAR units be familiar with standard SAR procedures as set forth in this Manual, as well as the National Search and Rescue Plan, AWP-37.

#### 2. Aircraft or Surface Craft Crews

a. Aircraft or surface craft crews dispatched initially may be briefed by radio. If a prolonged search is apparent, the Cherry Point SAR Coordinator will hold a detailed briefing at Airfield Operations.

b. All crew members of transport or utility-type aircraft and surface craft should attend the briefing.

c. All participating units should have available (depending on type aircraft) smoke signals or dye markers and flares ready for instant use if sightings are made.

d. Lookouts for both air and surface craft are essential. Lookout doctrine must be thoroughly understood by all personnel.

e. All participants will be briefed on other participating units and whether or not air-surface teams will be utilized.

f. Navigator or radio operator requirements will be made known to the Cherry Point SAR Coordinator.

g. The primary SAR frequency normally used by the Cherry Point SAR Coordinator is 282.8 MHZ. All participating aircraft equipped with UHF should be prepared to operate on this frequency.

h. All participants should be familiar with panel signals, ground-air visual codes, body signals, and standard aircraft acknowledgment signals.

3022. SUPPLY DIRECTORATE

1. The point of contact for fuel support, which may be required (for generators), is the Fuels Officer (466-3942).

2. The point of contact for messing support, which may be required, is the Food Service Officer (466-6989).

STATION PMP

APPENDIX A

RADIO FREQUENCY NET

C- Net Control  
 X- Guard  
 R- Monitor Only

Station Organizations

	EOC/DWC (Trunked)	Cherry Ground (Trunked)	ARFF Command (Trunked)	PMO TAC 1 (Trunked)	Hospital 1 (Trunked)	Fire 1 (Trunked)	Incident Command 1 (Trunked)	Incident Command 2 (Trunked)	VMR-1 Squadron 323.700 MHz	SAR UHF 282.800 MHz	Hospital Conventional Ch 12	PMO Conventional Ch 13	ARFF Conventional Ch 14	Fire Conventional Ch 15	Incident Cmd Conventional Ch 16
<b>EMERGENCY OPERATIONS CENTER (EOC)</b>	C		X				C	C							
<b>AIRFIELD RESCUE AND FIRE FIGHTING (ARFF)</b>			C												
ARFF Command Vehicle			X						X						
P-19 Vehicle			X												
<b>FIRE DEPARTMENT</b>															
Dispatch			X			C									
Command Vehicle			X												
Other Vehicles responding to crash site.			X												
<b>NAVAL HOSPITAL</b>															
Quarter Deck / Dispatch			X		C										
Ambulances responding to crash site.			X												
Emergency Room					X										
<b>PROVOST MARSHALL</b>															
Desk Sgt			X	C											
Vehicles responding to crash site.			X												

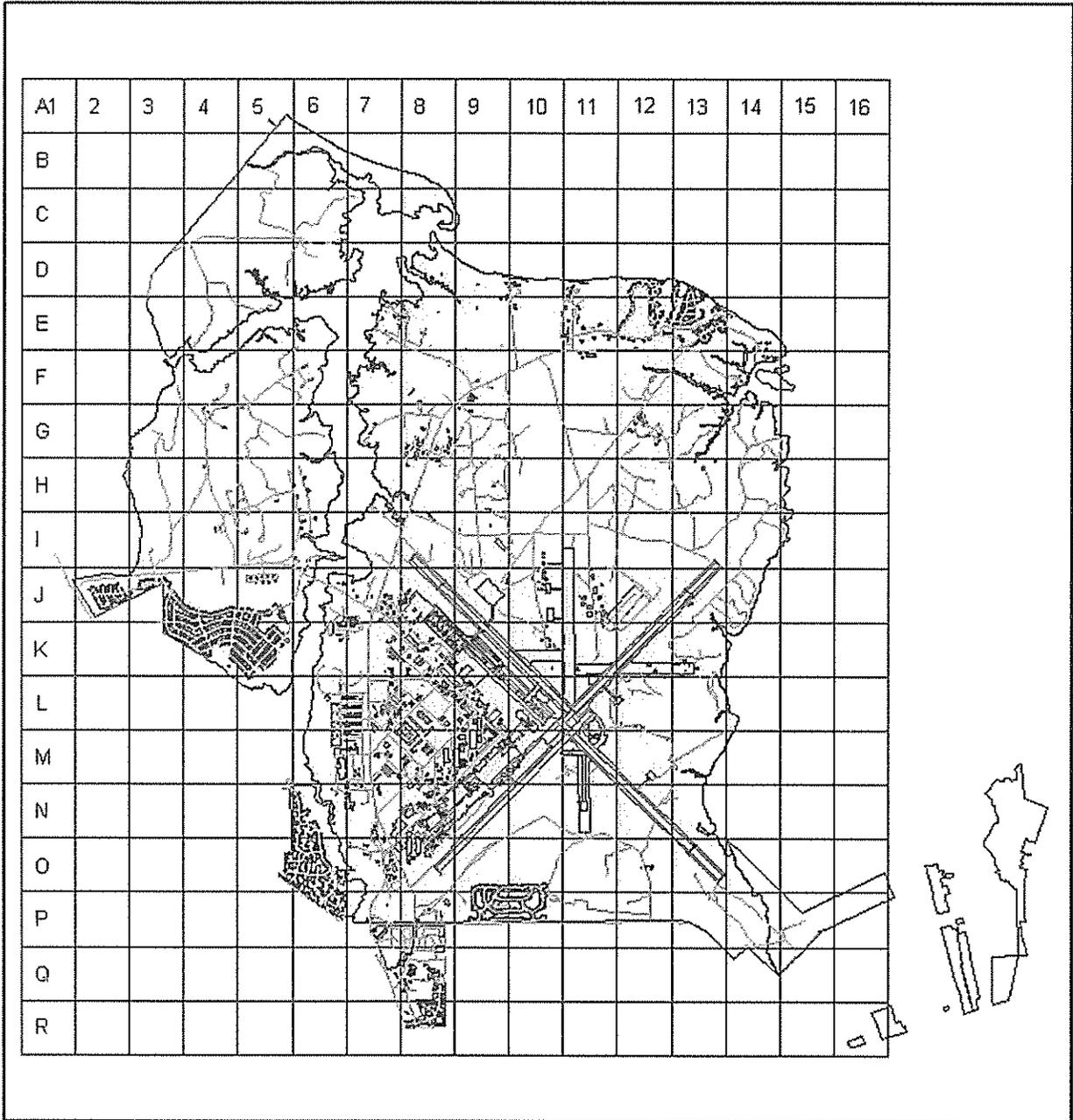
<b>CONTROL TOWER</b>		<b>c</b>	<b>x</b>						<b>x</b>	<b>x</b>					
<b>EOD</b>			<b>x</b>												
<b>CRASH PHOTO</b>			<b>x</b>												
<b>SAR HELO (PEDRO)</b>									<b>c</b>	<b>c</b>					
<b>SAFETY</b>			<b>x</b>												
<b>EAD</b>			<b>x</b>												
<b>BOAT DOCKS</b>			<b>x</b>												

- The Naval Hospital's quarterdeck and emergency room has the capability to communicate with Statewide EMS vehicle and facilities.

STATION PMP

APPENDIX B

ON AIRFIELD/ON STATION GRID MAP



**Legend**

- Road Centerline
- Utility Locator Grid
- Buildings & Structures
- Airfield Surface
- Installation Boundary



Facilities Systems Services Office  
May 2002

Source: MCAS Cherry Point Geospatial Information System  
Created in ArcGIS 8 using ArcMap

**DISTRIBUTED DATA EXCHANGE AND ANALYSIS SYSTEM**  
 Marine Corps Air Station, Cherry Point, NC  
 Managed by the 70000 - (252-463-4514)

**THIS IS NOT A DATA REPRESENTATION ONLY**

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