



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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AIR STATION ORDER 3750.1B

From: Commanding Officer, 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) OPNAVINST 3750.6S (Naval Aviation Safety Management System)
(b) ASO 3710.5L (AIROPSMAN, MCAS Cherry Point)
(c) Standing Operating Procedures for Aircraft Rescue and Fire Fighting (SOP for ARFF)
(d) ASO 5720.1 (SOP for Joint Public Affairs)
(e) PMI 117-11 (SES Emergency Response to Critical Incidents)
(f) ATC Facility Manual
(g) NAVAIR 00-80R-14 (NATOPS, U.S. Navy Aircraft Firefighting and Rescue Manual)
(h) NAVAIR 00-80T-116 (Safety Investigation Technical Manual, Vols I-IV)
(i) NAVAIR 00-80R-20 (U.S. Navy Aircraft Crash and Salvage Operations Manual (Ashore))
(j) Standard Operating Procedures for Cherry Point Fire and Emergency Services (SOP for CPF&ES)
(k) NTTP 3-50.1 (Navy Search and Rescue (SAR) Manual)
(l) AirStaO 3040.3B (Casualty Procedures)
(m) National Incident Management System (NIMS)
(n) DoDI 5200.08 dtd 10 Dec 05 (Security of DoD Installations and Resources and the Physical Security Review Board (PSRB))
(o) Memorandums of Understanding/ Mutual Aid Agreements Between Commanding Officer, MCAS Cherry Point and local Municipalities
(p) National Search and Rescue Plan of the United States (2007)
(q) The Naval Flight Surgeon's Pocket Reference to Aircraft Mishap Investigations, 6th edition (2006)

Encl: (1) Station Pre-Mishap Plan

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1. Situation. This Order revises the established agency responsibilities and follow-on support to any military or civil aviation mishap or emergency that occurs aboard or in the vicinity of MCAS Cherry Point. This Order specifically addresses only mishaps and emergencies involving aircraft and unmanned aerial systems (UAS). ASO 3440.1 (MCASCP Emergency Management) and the MCASCP SOP for Emergency Management address policies and procedures for all other types of emergencies, threats and hazards.

2. Cancellation. ASO 3750.1

3. Summary of Revisions. This Order has been updated to reflect the divestiture of the Marine Corps Airborne SAR mission (known as PEDRO at MCAS Cherry Point) and contains other significant changes throughout. It should be reviewed in its entirety.

4. Mission. The MCAS Cherry Point Pre-Mishap Plan provides standardized instructions for initial response, reporting, and subsequent required actions in support of an Aviation Flight Mishap (FM), Flight Related Mishap (FRM), Aviation Ground Mishap (AGM), or declared emergency that occurs either on this installation or in the local flying area in accordance with references (a) through (q).

5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order is the guiding influence for MCAS Cherry Point pre-mishap planning, mishap response, investigation preparedness, investigation implementation, and support functions.

(b) This Order clarifies responsibilities for responding to aircraft mishaps and emergencies. It also outlines responsibilities in supporting the reporting custodian/responsible agency during the aviation mishap investigation process.

(c) We must do all that we can to ensure a smooth execution in responding to an aircraft mishap or emergency without delay or confusion that could cost the needless loss of life or property. Being thoroughly familiar with our roles and responsibilities, coupled with periodic drills and exercises, will ensure MCAS Cherry Point is both prepared to respond and trained to support the investigating agency, whether it's one of our tenant squadrons, another military service, or civil aviation.

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

b. Subordinate Element Missions. Comply with the intent of this Order to include active participation in all Air Station aviation mishap drills and exercises.

c. Coordinating Instructions

(1) Each Station responding and supporting agency shall ensure their specific response procedures comply with the contents of this Order.

(2) Submit all recommendations concerning this Order to the MCAS Cherry Point Safety and Standardization Directorate via the appropriate chain of command.

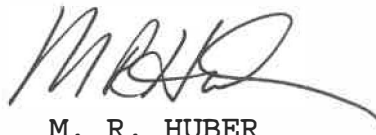
(3) The Director, Safety & Standardization (DSS) will administer the requirements and ensure the accuracy, modification, and distribution of this Order.

6. Administration and Logistics. The Commanding General (CG), Second Marine Aircraft Wing (2d MAW) and the Commanders, Naval Health Clinic Cherry Point (NHCCP) and Fleet Readiness Center East (FRCE) concur with the contents of this Order insofar as it pertains to members of their command.

7. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

b. Signal. This Order is effective the date signed.



M. R. HUBER

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Base Operations, NAS, Patuxent River, MD 20670
Base Operations, NAS, Pensacola, FL 32508

MCAS CHERRY POINT PRE-MISHAP PLAN (PMP)

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CHAPTER 1

MISHAP TERMS AND DEFINITIONS

1. PRE-MISHAP PLANNING OVERVIEW

a. The primary considerations in responding to an aircraft mishap are to preserve life and protect property. The initial response focuses on rescue, evacuation, fire suppression, safety, elimination of explosive devices, security of the mishap area, and any other actions necessary to prevent loss of life or further property damage. Secondary response focuses on supporting the investigation efforts of the mishap squadron, Federal Aviation Administration (FAA), or National Transportation Safety Board (NTSB) where civil aircraft are involved. This PMP pertains to any aircraft or Unmanned Aerial System (UAS) mishap or emergency landing aboard and around MCAS Cherry Point involving MCAS Cherry Point, 2d MAW, FRCE, other military aircraft, commercial airlines, or general aviation.

b. This Order is designed for pre-mishap planning and is not intended to address every possible mishap situation nor is it intended to provide specific procedures. Each responding and supporting agency shall ensure their specific procedures comply with the guidelines of Chapter 4 of this Order. The Airfield Operations Duty Officer (AODO) will normally be responsible for initiating immediate mishap response procedures outlined in the AODO Mishap Procedures Binder. The Station Command Duty Officer (CDO) or the SES Desk Sergeant may initiate the response if first notified and then notify the AODO who shall be the primary point of contact until the Emergency Operations Center (EOC) is activated.

c. This Order applies to all MCAS personnel and agencies responding to an aircraft mishap and should be reviewed thoroughly when conducting training and developing detailed response procedures. Investigation responsibilities lie with the reporting custodian of a mishap aircraft. MCAS Cherry Point will respond with every available resource to ensure all immediate and follow-on support actions are completed.

d. All personnel who would normally be involved in the initial response or support to an aviation mishap, including Search and Rescue (SAR), Aircraft Rescue and Fire Fighting (ARFF), security, salvage, and investigation shall be thoroughly familiar with their roles and responsibilities outlined in Chapter 2 and delineated in the appendices to this Order. The Organizational Chart (Appendix A) lists agencies that may be

involved in responding to or supporting an aircraft mishap.

e. Any person having knowledge of an aircraft mishap shall immediately report such facts to MCAS Cherry Point Airfield Operations at (252) 466-2233 or 4334.

f. For Class A aviation mishaps (especially mishaps involving the F-35B/C, Marine Corps Counterintelligence shall be integrated into the coordinated response. 2d MAW G-2 shall be part of the initial notification process and is responsible for initiating counterintelligence requirements.

2. TRAINING AND DRILLS

a. Conducting drills and exercises are important in helping to identify areas in the PMP that require additional coordination. All reasonable scenarios must be anticipated in order to devise measures to cope with the situation at hand.

b. Directorate and department heads shall ensure their personnel are properly trained in accordance with the applicable references in this Order to handle any type of aircraft mishap response where they may be required to participate. In addition to individual procedures for first responders, training must also address communications, notification and reporting procedures as well as plans to support safety and mishap investigations, recovery, and salvage effort for all involved agencies.

c. Periodic mishap drills shall be conducted at the direction of the Director of Operations in conjunction with the Airfield Operations Officer (AirOpsO) and Station Aviation Safety Officer (ASO). Major on or off-station mishap exercises should be conducted at least every two years to identify any deficiencies that would hinder a smooth execution of the plan. When required, the EOC will stand up at the direction of the Commanding Officer MCAS Cherry Point (CO, MCASCP) when recommended by the Director of Operations. Drills will vary in scope and may be unannounced with proper coordination. Notification to targeted personnel shall normally occur via the Emergency Mass Notification System (EMNS).

d. Mishap Drills shall include the following:

- (1) Live-fire drills (ARFF MAFTD/Fuel Pit).
- (2) AODO/Watch-stander immediate action drills.

- (3) Rescue/egress drills.
- (4) Mass casualty drills.
- (5) Search-And-Rescue (SAR) drills.
- (6) Hasty Response Team (HRT) drills.
- (7) Grid map/mishap location drills.
- (8) Site Security drills.
- (9) Communications drills not involving movement of vehicles and/or personnel.
- (10) Interagency coordination drills with civil agencies.

e. The AirOpsO shall coordinate airfield response and fire-fighting drills on a routine basis. For large-scale mishap drills and exercises on and off-station, the AirOpsO shall coordinate scheduling the exercise with the MCAS Director of Operations. Exercise planning shall involve the MCAS ASO, MCAS Cherry Point Fire and Emergency Services (CPF&ES), Security and Emergency Services (SES), and available Station and local civil emergency agencies. The MCAS ASO shall assist in the planning and coordination of all exercises and document drills and exercises. Directors, subordinate commanding officers, and department heads shall ensure functional area drills are conducted at least semi-annually. Active participation in all Air Station aviation mishap drills and exercises is expected.

3. DEFINING GEOGRAPHIC LOCATION. The geographical area to which this Order applies is divided into three parts: on-airfield, on-station, and off-station. The location of a mishap will dictate the responsibilities and guidance that MCAS agencies will use in responding to a mishap, as described in the following:

a. On-Airfield. On-airfield is defined as on or immediately adjacent to runways, taxiways, the Combat Arms Loading Area (CALA), Aerial Port of Embarkation (APOE), or aircraft parking areas.

b. On-Station. On-station is defined as within the confines of the MCAS Cherry Point Military Reservation, excluding the on-airfield areas described above. Appendix B is a grid map that can be used to provide the specific location of a mishap on-airfield and on-station.

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c. Off-Station. Off-station is defined as that area outside of the MCAS Cherry Point Military Reservation, but within the local flying area of MCAS Cherry Point, including Warning Area 122 (W-122) and Bombing Target Areas (BT-11 and BT-9). The response boundary for MCAS Cherry Point emergency responders (vehicles) is a 50-mile radius of MCAS Cherry Point to include Bogue Field and the additional area of Cedar Island and Atlantic Field to the east. Five and 20 NM emergency response maps are depicted in Appendix C.

4. COMMAND AND CONTROL

a. Incident Commander. The Incident Commander is the Senior Fire Official at the mishap site and shall have control of the activities of responding agencies and personnel using the framework of the Incident Command System (ICS) defined in reference (m). Throughout this Order, the term "Incident Commander" shall be used to refer to the senior fire official in charge at the mishap site. This individual is responsible for the overall management of the response. The Incident Commander is determined based on the location of the incident and the structures involved as follows:

(1) If the aircraft mishap is on-airfield, the senior Aircraft Rescue and Fire Fighting (ARFF) Marine shall be the Incident Commander.

(2) If the aircraft mishap involves a structure, unique dangers exist that require the expertise of both a structural Firefighter and aircraft Firefighter. In these cases, the Station Fire Chief and senior ARFF Marine shall operate under a Unified Command.

(3) It is possible for the Incident Commander to change from one Fire Official to another as the incident changes or as a Senior Fire Official arrives. A thorough transfer of command briefing is conducted and this transfer is relayed to all agencies involved. Once the Incident Commander deems the mishap site safe, control will be relinquished to the investigating agency.

(4) For military aircraft mishaps off-station where the local county emergency responders are first on scene at a military aviation mishap site, Incident Command may be transferred to MCAS Cherry Point Emergency Responders who are better qualified to handle aircraft mishaps. The CO, MCASCP may declare a temporary National Defense Area (NDA) per reference

(n) that would allow MCAS Cherry Point to assume Incident Command off-station.

b. Command Post. A command post (CP) shall be established near the mishap site by the first-arriving fire-rescue unit, per standard ICS procedures. The CP should be clearly marked and should be positioned to allow the Incident Commander to safely monitor and control all responding agencies and personnel. Cherry Point responders shall coordinate traffic control and outside security with local civilian authorities for off-station mishaps whenever possible. Communications from the CP to the AODO and/or EOC shall be established as soon as possible.

5. EMERGENCY LANDING. When a pilot informs the Control Tower that he has a situation that could jeopardize a safe landing, the Tower shall announce the emergency on the Public Address (PA) and ALPHA/ZULU crash alarm intercommunications systems as outlined in paragraphs 7 and 8. Responding agencies shall treat pending emergency landings as if responding to an on-airfield mishap. Specific actions for emergency landings are discussed in paragraph 2 of Chapter 4.

6. OVERDUE, MISSING AND LOST AIRCRAFT. An aircraft is considered overdue when 30 minutes or more have elapsed since its scheduled return, there has been no local ATC Radar contact, and there has been no response to ATC radio calls. After being reported as overdue, an administrative search shall commence per paragraph 2-11 of reference (b). If that search is unsuccessful or the planned fuel duration has expired, the aircraft shall be considered missing. When it is apparent or if notified by a tenant squadron of an overdue aircraft that is considered missing, the Cherry Point SAR Coordinator (AODO) shall initiate a SAR effort and alert emergency responders under the assumption of an aircraft mishap. For the purposes of this Order, a lost aircraft refers to an unexpected loss of radar contact, visual contact, and radio communications with an aircraft where previous contact was made.

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

a. Public Address Crash Alarm Intercommunication System (Tower PA). This system is activated by the Control Tower for initial mishap or aircraft declared emergency notification of the ARFF Division, Aircraft Recovery, AODO, AirOpsO, and METOC Officer.

b. ALPHA Crash Alarm Intercommunication System (Crash Phones). The ALPHA circuit is the primary system (activated by the Control Tower on all mishaps and pending emergencies) and is composed of:

- (1) ARFF.
- (2) AODO/Flight Clearance.
- (3) SES Desk Sergeant/Dispatch/Flight-line Security.
- (4) CPF&ES.
- (5) EOD Watch (After working hours, contact SES Dispatch at (252) 466-3615 to recall the EOD Response Team).
- (6) COMMSTRAT duty photographer.
- (7) Aircraft Recovery.

c. ZULU Crash Alarm System (Crash Phone). This back-up system is only used in the event of a failure of the ALPHA Crash Alarm Systems. If the ZULU Crash Alarm System is required, Air Traffic Control personnel shall immediately contact MCAS Cherry Point Emergency Services via the Station automated attendant (252-466-2811/ option 1) or call SES dispatch directly. Air Traffic Control personnel will then deliver pertinent emergency information over the telephone using crash phone phraseology.

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

8. CRASH ALARM INTERCOMMUNICATIONS SYSTEM PHRASEOLOGY AND PROCEDURES

a. PA (Public Address)/Crash Phone Phraseology. When announcing mishaps or pending emergencies on the PA address or ALPHA (crash phone) circuits, Tower will utilize the following phraseology. The Tower Supervisor shall exercise sound judgment in the use of one or more of the above phrases in conjunction with other emergency information.

- (1) "CRASH, CRASH, CRASH". Utilized to announce an actual mishap.
- (2) "CRASH CREW DISPATCH". Utilized when ARFF resources

are immediately required to respond to an emergency on the airfield. This phrase is normally used when the emergency aircraft is on a runway, in a parking area, or on short final to a runway.

(3) "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.

b. 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.

9. RADIO COMMUNICATIONS

a. ARFF Command Talkgroup. "ARFF CMD" is the primary talkgroup for radio communications during responses to aircraft mishaps and declared emergencies. All MCAS agencies responding to aircraft emergencies and mishaps shall monitor this talkgroup. ARFF CMD is only used during mishaps and emergencies. Agencies that would monitor "ARFF CMD" when notified by the Control Tower of a pending emergency or aircraft mishap include the following:

- (1) ARFF.
- (2) SES security vehicles and Desk Sergeant.
- (3) Fire and Emergency Services trucks and ambulances.
- (4) Airfield Control Tower.
- (5) AODO.
- (6) EOD Response Vehicles.

b. 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 shall be kept to the minimum necessary to effectively coordinate responses. For large-scale mishaps where the EOC is stood up, an ARFF representative will report to the EOC.

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c. 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. All responders shall adhere to minimum distances while transmitting on the radio in close proximity to aircraft IAW Hazards of Electromagnetic Radiation to Ordnance (HERO) requirements. The talkgroups and agencies are listed in Appendix E.

d. Per reference (f), all radios on the Crash Net shall be tested daily prior to 0815L to ensure proper operation. Daily tests shall be conducted by contacting the ARFF dispatcher (Call sign Cherry 2).

10. CRASH LOCATOR SYSTEMS. The following methods, to include specific maps, may be used to pinpoint the location of an aircraft mishap when a GPS location is unknown:

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

b. Off-Station Emergency Response 5 NM Maps (Appendix C). Normally, the Tower initially identifies the location of a mishap using the mishap aircraft's bearing and distance from the MCAS Cherry Point TACAN (located just east of the center mat of the airfield). The bearing & distance map (page C-1) depicts the local area in a 5 NM (Nautical Mile) radius of the TACAN. Radials are shown every 10 degrees with a 5 NM ring. When used in conjunction with the 5NM grid & latitude/longitude surface area map (page C-2), emergency responders can pinpoint the specific mishap site within the immediate 5 NM local area. Air Traffic Controllers can identify an aircraft's last known position which can then be quickly interpolated to a ground reference and broadcast to responders.

c. 20 NM Bearing/Distance Map (Appendix C). Similar to the 5 NM maps described above, page C-3 of Appendix C depicts a map with a 20 NM radius from the Cherry Point TACAN in 10 degree increments. This map shows additional landmarks out to 20 NM to aid in vehicle navigation to the mishap site. Any topographical or aeronautical map that depicts MCAS can be used to locate the mishap by measuring bearing and distance from MCASCP to the last known aircraft position.

d. Forestry Maps. These maps are used by civil law

enforcement and fire-rescue agencies. Dispatchers for ARFF and SES also have these maps available which can help pinpoint a mishap location. The mishap location can then be relayed to the closest civil agency.

e. 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 (North Pad VSTL1, Northeast Pad VSTL2, Southeast Pad VSTL3, and South Pad VSTL4). Taxiways Alpha through November, high power run-up area, and the CALA are also used to define an on-airfield mishap location. Use of these terms to report mishaps at those locations will clearly and quickly identify the mishap site.

f. GPS Latitude/Longitude Coordinates. Most aircraft have a Global Positioning System (GPS) used for navigation so any on-scene aircraft or SAR helicopter should be able to pass coordinates to aid rescue vehicles in locating a mishap site. Pinpointing a location may also be possible if any person on scene has a mobile phone. Most smart phones have GPS capability.

11. MISHAP NOTIFICATION OTHER THAN ATC. In some cases, especially off-station mishaps, the first notification may be made to an agency other than ATC, the AODO, or ARFF/CPF&ES/SES. For off-station mishaps that are not initially known to ATC or AODO, initial information concerning a mishap would normally be received by a telephone report or an aircraft radio report. A telephone notification from an outside caller could come into the AODO, CDO, SES, or via 911. An aircraft pilot report would be received via radio to Cherry Point ATC. In either situation, it is critical that accurate information from the caller or pilot is received and that the Emergency Communications System discussed in paragraph 7 of this chapter is activated without delay. The caller mishap notification worksheet is shown in Appendix J.

12. BASE OF THE TOWER. The term "base of the tower" is used to identify the rendezvous location where all other responding agencies and vehicles shall gather to either form a convoy for on-station and off-station mishaps or preposition for on-airfield mishaps. The specific location will be on the southwest side of the MCAS Control Tower/Base Operations (Bldg. 199) adjacent to the H&HS (Hangar 131) flight-line holding short of the Bravo Taxiway and Center Mat. Convoy Procedures are discussed in Chapter 4, paragraph 7.

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13. IMMEDIATE RESPONSE ALERT (HOT SPOT). The "Hot Spot" is a runway alert position on the airfield that is manned by a major ARFF vehicle at all times during flight operations. The position is located adjacent to the Center Mat at the rollout end of the duty landing runway. The Hot Spot shall be in a continuous state of readiness for immediate response.

14. FIRST RESPONDERS. The term "first responder" as it applies to this PMP, refers to those agencies that, in the early stages of an aircraft mishap, are responsible for the protection and preservation of life, property, evidence, and the environment. First responders are ARFF, CPF&ES, SES, EOD, and any available airborne SAR able to respond. If the mishap is off-station, first responders would include local civil fire, emergency, and law enforcement agencies.

15. INCIDENT COMMAND SYSTEM (ICS)

a. For all aircraft mishaps, MCASCP First Responders shall use the ICS outlined in NIMS (reference (m)) which allows for the integration of facilities, equipment, personnel, procedures, and communications among various agencies operating within a common organizational structure.

b. Incident Command Systems establish a common terminology that allows diverse management and support organizations to work together across incident management functions regardless of the cause, size, or complexity of the incident.

16. MARINE CORPS COMMON OPERATIONAL PICTURE (MCOP)

a. MCOP is a web-based government information system designed to build situational awareness and conduct internal coordination with members of the Crisis Action Team (CAT) under the control of Operations and Mission Assurance. MCOP would be used during crisis events or exercises, such as an aviation mishap, to provide critical situational awareness for the command. The map tool in MCOP is designed to provide a visual representation of the mishap location, location of assets that are supporting the mishap response, specific hazard areas associated with the incident, and any infrastructure impacts that may have been caused by the mishap.

b. The decision to start an incident in MCOP will be made at one of two locations: the EOC or Incident Command. The decision to start an incident within the EOC will be at the discretion of the Director of Operations, Deputy Director of Operations, or Mission Assurance staff. If the EOC has yet to be

activated or if Operations personnel are not monitoring, the on-scene incident commander will make a decision to utilize the system at the scene.

The web link for MCOP is: <https://mcieast.mcop.milcloud.mil>

17. UNMANNED AERIAL SYSTEM (UAS) USAGE. The usage of drones or UAS can provide valuable aerial photographs of the mishap site that is not possible with ground photography or out-of-date GIS images. This documentation can greatly assist the AMB in accurately illustrating the impact area. UAS photographs can also enhance documentation of the clean-up and restoration efforts. Until a UAS program is implemented into MCAS Cherry Point's capabilities, contracted UAS support should be considered during the investigative and recovery phases of an aircraft mishap. Close coordination with AirOps and the FAA will be required when operating any drone in Class D airspace or more restrictive airspace.

18. MUTUAL AID AGREEMENT FOR OFF-STATION MISHAPS

a. Marine Corps Air Station, Cherry Point has a mutual aid agreement with local County Emergency Management Agencies and municipalities, outlined in reference (o), that allow local civil authorities to transfer Incident Command to MCASCP Emergency Responders for military aviation mishaps occurring off-station. These counties include Craven, Carteret, Pamlico, and Jones. For any aviation mishap in the local area, MCAS CPF&ES and ARFF are better suited to safely extinguish aircraft fires and rescue any trapped aircrew. Under the framework of references (n) and (o), MCASCP will normally assume Incident Commander responsibilities for off-station military aviation mishaps within a 50-mile radius of MCASCP to include those portions of local counties outside of the 50-mile radius. If required for off-station mishaps, the CO, MCASCP may declare a temporary National Defense Area (NDA) per reference (n). That would allow MCASCP responders to assume Incident Command.

b. Marine Corps Air Station, Cherry Point Medical Personnel (EMS Paramedic or Duty Flight Surgeon if available) will take custody of the remains of military members and take responsibility for the search, recovery, and identification of such remains. At the direction of Mortuary Affairs, the remains of deceased military personnel shall be transported to Camp Lejeune Naval Hospital Morgue. If required, Camp Lejeune Naval Hospital will coordinate arrangements with the local county medical examiner.

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19. REPORTING CUSTODIAN. The squadron that the mishap aircraft is assigned to for reporting purposes is the reporting custodian. The squadron letter codes and number designator are usually displayed on the aircraft fuselage (example "VMA-999"). It is the responsibility of the reporting custodian of a mishap aircraft to initiate all telephone reports, Risk Management Information - Streamlined Incident Reporting (RMI-SIR), and Operational Reports (OPREP-3) to higher headquarters.

20. AIRCRAFT MISHAP BOARD. An Aircraft Mishap Board (AMB) is a safety investigation team assigned by the reporting custodian CO. The role of the AMB is described in paragraph 25 of Chapter 2; its actions and responsibilities are guided by references (a) and (h).

21. PUBLIC INFORMATION RELEASES

a. Only the Director, Communication Strategy and Operations (COMMSTRAT) or his or her designated official shall release information of any kind concerning an aircraft mishap. Requests for information shall be referred to COMMSTRAT, which handles such requests per reference (d).

b. The reporting custodian will ensure that information concerning an aircraft mishap is passed to COMMSTRAT as soon as possible so that accurate and timely releases may be made to the news media. The Naval Safety Center COMMSTRAT guide to aircraft mishaps (Appendix G) provides further details.

22. SEARCH & RESCUE (SAR) COORDINATION. MCAS Cherry Point is part of the Norfolk Overwater SAR Sub-Region and falls under the direction of the Commander, 5th Coast Guard District for overwater SAR missions. Cherry Point is the Rescue Coordination Center (RCC) for all local SAR efforts involving mishaps in the local training area. The AODO is designated by the AirOpsO to serve as the MCASCP SAR Coordinator for aircraft mishaps. Refer to Chapter 3 for SAR coordination procedures. MCAS Cherry Point would conduct SAR with vehicles, vessels, and any available airborne aircraft currently operating in the local area. MCASCP has SAR responsibility until relieved by another agency (USCG/USAF).

23. SALVAGE RESPONSIBILITY. The reporting custodian has overall responsibility for conducting the mishap investigation and salvage operation. The reporting custodian may request assistance from MCAS Cherry Point in conducting the salvage. The ARFF Officer shall be in charge of such salvage support and coordinate with Station Facilities, Logistics and the Motor

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Transport Office to assist as needed. The ARFF Officer shall be familiar with the aircraft wreckage documentation procedures per reference (i). The reporting custodian shall coordinate with the Naval Safety Center for under water salvage. Salvage procedures are discussed in Chapter 3.

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CHAPTER 2

MCAS CHERRY POINT RESPONDERS AND THEIR DUTIES1. AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) DIVISION

a. Per reference (c), ARFF has the primary responsibility for rescue and safety of aircrew and other personnel involved in aircraft mishaps or incidents on the airfield or within the immediate surrounding areas. Preserving life and protecting government and private property are paramount for ARFF. Located adjacent to Foxtrot Taxiway and Warm-up Area 4 in Building 1791, ARFF vehicles are manned in the standby alert position ready for immediate response during flight operations. Standby Alert vehicles must be capable of reaching midpoint of the farthest runway supported within a 5 minute aggregate response time. One major ARFF vehicle will be manned at the immediate response alert position (hot spot) during flight operations ready to immediately respond to airfield emergencies. ARFF will be the first on scene for on-airfield mishaps.

b. Per reference (o), for on-station and off-station military mishaps within the local area, one major ARFF fire-fighting vehicle along with an ARFF command vehicle shall respond immediately to the scene and assume command of the incident or provide mutual support to first responders from CPF&ES or local civilian fire and rescue units depending on the nature of the incident as it pertains to structures. The ARFF OIC will immediately notify the chain of command if ARFF can no longer meet the minimum response requirements set forth in reference (c) or (g). For off-station mishaps inaccessible by vehicle, ARFF can deploy a Hasty Response Team (HRT) that can be flown to the mishap site via helicopter.

c. As a secondary mission per reference (c), ARFF assists Station or local civilian fire and rescue agencies in minimizing damage to Government and private property from fire that may not necessarily involve an aircraft mishap. The ARFF Division will assist in mishap salvage operations when requested by the AMB and directed by the Airfield Operations Officer. The ARFF Officer shall be in charge of salvage support and be familiar with the aircraft wreckage documentation procedures per reference (i). Salvage and preservation of wreckage are addressed in Chapter 3, par. 6 of the Order. When ordnance is involved, the senior ARFF Marine on scene shall request Explosive Ordnance Disposal (EOD) Response Element through the Airfield Operations Officer.

2. CHERRY POINT FIRE AND EMERGENCY SERVICES (CPF&ES)

a. The CPF&ES is the Fire Department element of the MCASCP Security and Emergency Services (SES) Directorate. Three fire trucks and an EMS ambulance staffed by paramedics are ready to respond 24 hours per day, seven days per week. In accordance with reference (j) for aviation mishaps or emergencies, CPF&ES is prepared to provide supporting equipment, fire trucks, EMS, a HAZMAT response vehicle, boats, and personnel when requested by the senior ARFF Marine or directed by the AirOpsO.

b. The CPF&ES also conducts cross-training with ARFF to ensure mutual support for on-station and off-station mishaps. Fire and Emergency Services responds immediately to any aircraft mishap or emergency with a command vehicle, fire truck and EMS ambulance. Calling 911 is the primary method for anyone witnessing a mishap to summon response by the Fire Department. Non-emergency contact information is in Appendix D.

3. INCIDENT COMMANDER (ARFF SENIOR MARINE/CP FIRE CHIEF). The Incident Commander (IC) at the mishap site shall have control of the activities of all responding agencies and personnel. Paragraph 4.a of Chapter 1 defines whether ARFF or CPF&ES will be the Incident Commander. For off-station mishaps, MCASCP will normally assume Incident Command under references (j) and (o). The IC is responsible for establishing the initial Entry Control Point (ECP) as soon as possible after arrival on scene with regards to initial life-saving priorities.

4. SECURITY AND EMERGENCY SERVICES (SES)

a. The MCASCP Security and Emergency Services Directorate is composed of the Security and Fire Departments. The SES Directorate is headed by the Air Station Chief of Police and operates under a single unified dispatching system. The Security Department is comprised of military and civilian police officers, emergency vehicles and a Mobile Command Post vehicle with extensive communications equipment. On-station at the mishap site, SES provides traffic control to include restricting unauthorized access to the mishap site and initiating preliminary security until the Special Reaction Team (SRT) is on scene. For off-station mishaps, SES coordinates with local law enforcement when proceeding to the mishap site to support security operations per reference (o) and MCO 5530.14A USMC Physical Security Program.

b. The SES Consolidated Emergency Dispatch Center has immediate contact information for local forestry, civil law

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enforcement, and civil fire and emergency services. These agencies can be notified immediately for support during situations where civil agencies may be unaware that a mishap

just occurred. SES is also responsible for activating the communication interface system which allows responding Cherry Point agencies to communicate with local fire and emergency services in surrounding counties per reference (o).

c. Special Reaction Team (SRT). Security and Emergency Services employs a SRT trained in mishap site security that responds with either initial SES forces or arrives shortly thereafter. The SRT is responsible for security for the first 24-hours, after which time responsibility will transfer to the security personnel furnished by the reporting custodian. The Chief of Police is responsible for training SRT personnel in mishap site security, traffic control, release of photography and other information by spectators, and operating communication systems.

d. Security Augmentation Force (SAF). For site security requirements in excess of 24 hours, the standing SAF, manned by personnel from Headquarters and Headquarters Squadron (H&HS), can be activated at the discretion of the Emergency Operations Center (EOC) or Director of Operations to relieve SES forces when the mishap squadron is unable to provide adequate security. The SAF can also assist the SRT for very large area security requirements and would normally provide inner security under the direction of the Chief of Police. The CO, H&HS is responsible for assigning the SAF Commander. The SAF Commander maintains a standing roster of approximately 50 individuals assigned to the SAF and is responsible for recalling the SAF. Once activated with the approval of the CO, MCASCP, the SAF will be assigned to SES for the duration that their assistance is required. SAF employment policy is discussed in ASO 5530.3B (Security Augmentation Force). Sentry instructions are in Appendix F.

5. AIRFIELD OPERATIONS DUTY OFFICER (AODO)

a. The AODO is a representative of the AirOpsO and is a position normally manned from 0700 to 2300 Monday through Friday and 24 hours on Saturday, Sundays, and holidays. Should a mishap occur after hours, the flight planning supervisor shall recall the duty AODO at home while immediately commencing execution of the Airfield Mishap Response Plan until responsibility is turned over to the AODO.

b. The AODO and flight planning supervisor stand duty at the

flight clearance desk at Air Operations (building 199) and can be reached 24/7 at (252) 466-2233 or alternate numbers as listed in Appendix D. The AODO will normally be the individual initially notified of a mishap via the Tower Public Address (PA) System, Crash Alarm, a phone call from the mishap squadron or outside agency. The AODO is responsible for the initial execution of the Station PMP and must take immediate action as outlined in Chapter 4 of this Order. This individual must confirm that first responders (ARFF, CPF&ES, & SES) are enroute and confirm that the mishap location has been accurately relayed to responders. The AODO shall immediately notify RCC Norfolk to request Coast Guard airborne and surface SAR for probable over water mishaps or USAF RCC for mishaps over land. Only when it can be confirmed that all mishap aircrew and passengers have been located and rescue is possible by local emergency responders shall the AODO stand-down the request for Airborne SAR. It is imperative that there not be unnecessary delay in requesting airborne SAR. Command notifications must begin as soon as possible and an event log must be initiated. These and other required immediate actions shall be accomplished within prescribed time limitations. The AODO also serves as the MCAS SAR Coordinator in the absence of the AirOpsO. For aircraft mishaps within the local operating area, MCASCP has initial SAR coordination responsibilities until relieved by more competent SAR agency. SAR Coordinator responsibilities are discussed in Chapter 3. For all overwater aircraft mishaps, Rescue Coordination Center (RCC), Norfolk shall be contacted immediately at 757-398-6231 to ensure coordination efforts are synchronized with the Coast Guard.

c. The AODO remains in the Airfield Operations building during all emergencies, makes AirOps command notifications, and runs the PMP until relieved by the AirOpsO or other senior Air Operations staff. Once notified by the AODO, the MCASCP Command Duty Officer (CDO) and the SES Desk Sergeant can greatly assist in command and local civilian emergency notifications.

6. AIR TRAFFIC CONTROL (ATC)

a. Cherry Point's ATC is led by the ATC Officer (ATCO), under the direction of the AirOpsO, and is responsible for normal and emergency/mishap training for all air traffic controllers at MCASCP per reference (f).

b. The Control Tower has direct radio communications with the ARFF vehicle and any available aircraft operating in the local area that may be able to provide airborne on-scene responsibilities. For any aircraft mishaps including "May Day"

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calls under Cherry Point control, ATC personnel shall attempt to contact any locally operating helicopters or tilt-rotors monitoring Cherry Point ATC frequencies to request assistance with possible SAR. If additional SAR aircraft become available, ATC shall notify the Incident Commander, and report the availability of such assistance.

c. During the AMB or FAA investigation, Cherry Point ATC shall expeditiously provide tapes and/or transcripts, arrange interviews and statements from ATC personnel, and provide other assistance as requested by investigating authorities. The MCASCP Control Tower and Radar ATC can be contacted via the AODO at (252) 466-2233.

7. AIRFIELD OPERATIONS OFFICER (AirOpsO)

a. The AirOpsO shall ensure AODO procedures for airfield mishap response comply with the contents of this Order. Procedures shall include reporting and notification requirements, SAR coordination, documenting events in a mishap log, and communications with responders and the EOC. All divisions of Air Operations involved in the response to an aircraft emergency or mishap must be trained to respond with a high degree of readiness. The first few minutes during an aircraft mishap are the most critical and it is imperative that appropriate action is taken without delay or confusion. When on station, the AirOpsO is responsible for supervising PMP execution. The AirOpsO will coordinate regular rehearsals and drills of the PMP within the Airfield Operations Department. For major mishap exercises on and off-station, the AirOpsO shall coordinate with the Directors of Operations and Safety and Standardization for concurrence.

b. The AirOpsO or AODO (in the absence of the AirOpsO) serves as the MCASCP SAR Coordinator with the Airfield Operations Office serving as the Rescue Coordination Center (RCC). The SAR Coordinator responsibilities are discussed in Chapter 3 of this Order.

8. METEOROLOGY AND OCEANOGRAPHY (METOC) OFFICER. The METOC office is located in Air Operations next to the AODO (building 199) with a duty forecaster available 24/7 that can be contacted at (252) 466-2346. Upon notification of an aircraft mishap, METOC personnel will take and record a surface weather observation of all elements per NAVMETOCCOMINST 3141.2. The surface weather observation will be copied from one of two Automated Surface Observation Systems (ASOS) on the airfield onto the locally produced mishap form, which will include

additional information as recommended by the current edition of reference (a). Weather information will include 24-hour summary maximum temperatures, peak winds, and pressure/density altitudes. The duty forecaster can also provide water temperatures and sea-state (wave height/swells) for both the intra-coastal waters and the Atlantic Ocean (W-122). This information is vital to SAR aircraft and vessels in searching for downed aircrew over water. If a weather brief (DD-175-1) was provided to the mishap aircrew, a copy shall be given to the AODO.

9. RANGE MANAGEMENT DEPARTMENT (RMD)

a. The RMD mans a Range Control Facility (RCF) using the call-sign "Big Rock", with qualified fire desk operators/range controllers from 0600-0000L Monday - Friday. The RCF may be one of the first agencies notified for off-station mishaps within Special Use Airspace (SUA). If a mishap occurs in SUA or at MCOLF Oak Grove, the initial RCF responsibility is to notify ATC/Air Operations and return SUA to ATC (if needed). Initial facts to include specific location are transmitted to ATC/Air Operations on recorded lines.

b. The RCF Operations Officers shall ensure RCF personnel are indoctrinated in procedures and controls for SAR incidents such as principles for assisting distressed pilots.

c. During the AMB or FAA investigation, the RCF will provide copies of video/audio data/transcripts, arrange interviews and statements from RCF personnel, and provide other assistance as requested by investigating authorities. The MCASCP Range Control Facility can be reached at (252) 466-2936.

d. RMD has a Watercraft Support Unit (WSU) division that operates all watercraft for RMD. Note, this unit is not a first responder and has no rescue/SAR capability. Tasking of this unit shall come from the Operations Directorate.

10. HEADQUARTERS AND HEADQUARTERS SQUADRON (H&HS)

a. The CO, H&HS is responsible for maintaining a Security Augmentation Force (SAF) that is approximately 10 percent of the unit's staffing goal and assigning a SAF Commander in accordance with ASO 5530.3B. The SAF Commander is responsible for ensuring all H&HS personnel assigned to the SAF are briefed on their sentry responsibilities and are familiar with Appendix F of this Order. Upon activation, the SAF is assigned to SES. The SES Directorate will coordinate SAF transportation requirements with

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the H&HS S-4 Officer. If needed, H&HS S-4 is able to coordinate the delivery of additional food, water and equipment (to include tents, field tables, chairs, power tools, shovels, foul weather gear, a water buffalo, MREs, sanitation equipment, portable lighting, etc.) to support Command Post (CP) operations. The H&HS S-4 Officer can be contacted at (252) 466-7403 or recalled by the CDO after hours.

b. For any mishap involving H&HS UC-35D aircraft, a MCIEAST Aviation Flash Report will be forwarded to the MCASCP CDO and ASO in addition to a RMI-SIR generated preliminary notification message and OPREP-3 (Serious Incident Report) SIR.

c. If required for a UC-35D mishap, H&HS shall send a naval aviator qualified in model and/or an Aviation Safety Officer to the EOC.

11. EXPLOSIVE ORDNANCE DISPOSAL (EOD)

a. The EOD Department operates under the Airfield Operations Department. The EOD Officer is responsible for the training and availability of an EOD Response Element on a 24-hour basis. EOD is located in Building 1795 on Duffy Road behind (North) of ARFF (building 1791). The crew is responsible for handling all ordnance and special weapons matters associated with aircraft mishaps. This crew shall work in coordination with the Incident Commander present during the rescue and firefighting phase of a mishap.

b. The EOD Department handles only ordnance and shall not initially "SAFE" ejection seats. Per reference (a), a Mishap Investigation Support Team (MIST) from the Naval Safety Center shall be requested by the AMB when an ejection seat injury or fatality is involved. Ejection seats shall not be touched by EOD or fire officials unless absolutely required to save a life. During the salvage/disposal phase, the EOD Response Element shall work under the direction of the EOD Officer and shall be responsible for removal of ordnance from the mishap site. Only after analysis is complete on the ejection seat by the MIST and AMB, will EOD render ejection seats safe. The EOD Officer may be contacted at (252) 466-3622.

12. NAVAL HEALTH CLINIC CHERRY POINT (NHCCP)/ DUTY MEDICAL OFFICER

a. The mishap squadron flight surgeon will normally respond when a medical officer is required at the mishap site at the

request of the Incident Commander. The squadron flight surgeon is specially trained in aviation mishaps and will normally be recalled as part of the AMB by the mishap squadron duty officer. For situations when the squadron flight surgeon is unavailable, the 2d MAW or MAG-14 Duty Officers will be contacted to request that any available 2d MAW/MAG-14 Flight Surgeon be recalled. For mishaps not involving tenant squadrons, the AODO shall contact the NHCCP Quarter Deck at (252) 466-0266 to request that the duty Medical Officer be recalled and report as directed.

b. The Commanding Officer, NHCCP shall provide a duty medical officer on a 24-hour basis for response to non-aviation mishaps. After hours response time will normally be within one hour from notification. The duty medical officer will assist CPF&ES Paramedics if required to determine death, take samples, and document/tag the position of remains in order to help determine cause of death. If required, the duty medical officer shall coordinate the transportation of deceased military personnel to Naval Hospital, Camp Lejeune. This transport will be coordinated via the Naval Hospital, Camp Lejeune CDO. Deceased civilian personnel will be turned over to the local county or regional medical examiner as instructed by the local medical director. The Incident Commander can contact the SES Desk Sergeant who has contact information on all regional county medical examiners.

13. COMMUNICATION STRATEGY AND OPERATIONS (COMMSTRAT)

a. The Director, COMMSTRAT is normally informed of a mishap by either the AODO, MCAS Cherry Point CDO, or by being recalled as part of the Crisis Action Team (CAT). The 24-hour COMMSTRAT duty mobile phone number, which is monitored by the Director, COMMSTRAT is (252) 626-9532. It is COMMSTRAT's responsibility to coordinate with the news media. The Director, COMMSTRAT is the only person authorized by the Commanding Officer, MCASCP to release news. 2d MAW COMMSTRAT is responsible to the CG, 2d MAW when 2d MAW aircraft are involved. FRCE Public Affairs/Corporate Communications normally handles all media inquiries regarding FRCE mishaps. If the SES sentries, mishap board members, or any responders or duty officers are contacted by telephone or in person by someone of the news media, that individual shall be referred to the COMMSTRAT office. Mishap information shall not be passed over the phone by anyone claiming to be from COMMSTRAT without verification. Duty officers shall call back to COMMSTRAT to verify the caller. The Director, COMMSTRAT, can be reached 24/7 by government cell phone at (252) 626-9532). There have been cases of representatives at the crash site having both

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military identification cards and press cards. The AMB senior member shall provide general information to COMMSTRAT as soon as possible to ensure timely releases to the news media. For additional guidance on public affairs and the news media to include which information is releasable, refer to Appendix G.

b. The Director, COMMSTRAT is responsible for the 24-hour availability of adequately trained crash photographers. The COMMSTRAT duty photographer may or may not have video capability depending on the availability of qualified personnel. A duty photographer is on call 24/7 with a response time of no more than 30 minutes. The duty photographer can be contacted at (252) 466-2905 during working hours or via the duty mobile phone at (252) 229-0648 after hours. The photographer shall take detailed photos and/or video at the direction of the Incident Commander, AMB members, or MCAS ASO. The duty photographer must also be prepared to take aerial photographs or video if requested.

14. FACILITIES DIRECTORATE. The Public Works 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. If an on-station mishap causes structural damage or utility service has been interrupted, the AODO or CDO will contact Public Works at (252) 466-4364 or 4363 (after hours). The Director of Facilities will also coordinate providing an available storage facility that can accommodate all aircraft wreckage for follow-on AMB analysis.

15. MOTOR TRANSPORT OFFICER (MTO). The MCASCP 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 heavy-lifting and engineer equipment. Most responding agencies on-station should have immediate access to Government vehicles in order to respond to the mishap site or base of the Control Tower. Coordination for vehicle support shall be accomplished per unit SOPs. After hours, the CDO can recall the Station Motor Transport Officer via the Logistics Director if additional vehicle support is needed. The MCAS, MAG-14, and 2d MAW duty officers also have duty drivers that may be available on short notice. Contact information is located at Appendix D.

16. ENVIRONMENTAL AFFAIRS DEPARTMENT (EAD). The Environmental Affairs Officer (EAO) or representative shall provide technical assistance in the clean-up of petroleum/oil/lubricants and hazardous waste at the mishap site. The EAO will provide guidance on EPA and other governing agency requirements for spill and leak containment cleanup. When mobile equipment

containing fuel or oil such as generators and chainsaws are utilized at the mishap site by responders and investigators, EAD shall provide guidance on secondary hazmat containment requirements. The EAO shall also coordinate all necessary liaison and reporting with state and federal environmental regulatory officials for any clean-up of spills. ASO 5090.7 requires secondary containment for the usage of mobile lighting and generator equipment to include containment berms. The EAO or a representative can be contacted at (252) 466-6716 for emergencies.

17. STAFF JUDGE ADVOCATE OFFICE (OSJA). It is the policy of the U.S. Government to promptly and fairly settle all claims for damages arising from a military aircraft crash. A Claims Officer shall be provided by the OSJA to assist those civilians who have experienced injury or damage to personal property. The Claims Officer is also responsible for coordinating with local government finance officials to document all expenses to include overtime, damage to public property, and emergency contracts. This officer shall assist in determining ownership of private property, contacting the owner, providing initial claims forms and instructions, and documenting the damaged property.

18. CHAPLAIN. A Station and 2d MAW Duty Chaplain are always on call to assist in casualty reporting, comforting friends and family members, and providing services. The Station or 2d MAW Duty Chaplain is available 24/7 and can be recalled by contacting the Station CDO or Wing Duty Officer.

19. MCAS SAFETY AND STANDARDIZATION DIRECTORATE (SS)

a. The MCASCP Director of Safety and Standardization (Dir SS) is responsible for monitoring the progress of investigations in all cases where MCASCP is required to endorse a mishap investigation or HAZREP as the originator or as an endorser. The ASO is responsible for updating the contents of this Order, documenting all drills and exercises, and recording after-action items of mishap exercises. The Station ASO shall assist in planning and coordinating exercises. In the event of an aircraft mishap where the air station may be contributory, the MCASCP ASO will draft and prepare the appropriate CO, MCASCP endorsement to the Safety Investigation Report/RMI-SIR Final Event Report. The ASO also maintains an extensive safety mishap investigation kit. This deployable kit is stored in the Station Safety Office and can be made available to support an AMB and other safety investigation teams during the early stages of evidence documentation when squadron mishap kits may not be available.

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b. During the follow-on investigative and recovery phases, it may be prudent to have a Safety Specialist present at the mishap site to act as a safety observer for investigators, recovery crews, and clean-up workers. Numerous hazards will still be present during the recovery phase. Proper PPE to include hard hats, gloves, hearing and eye protection shall be worn by personnel involved in recovery, salvage and clean-up operations at the mishap site especially when chainsaws and the loading of aircraft parts are involved.

c. NHCCP or 2d MAW Industrial Hygienist (IH) may requested to assist with determining toxicity levels of various hazardous materials associated with a damaged or destroyed aircraft. Once the Incident Commander determines the fire is extinguished, an assessment of the mishap site environment must occur prior to exposing investigators and medical personnel. Mitigating actions such as spraying the area to control airborne particles and using proper Personal Protective Equipment (PPE) such as gloves and respirators are vital to personnel safety. The IH is trained to assess these situations and provide specific recommendations.

20. ADJUTANT AND COMMAND DUTY OFFICER (CDO). The MCASCP Adjutant shall ensure that CDOs are briefed on specific Aviation Incident Reporting procedures outlined in Chapter 4 and Appendix I of this Order. Such actions include MCAS Command and relevant staff notifications and the forwarding of aviation flash reports, PCRs, and SIRs received from H&HS. The CDO will only notify the MCIEAST CDO and forward an Aviation Flash Report after Station CO/XO approval. For aircraft mishaps involving H&HS/MCAS personnel, the Adjutant shall assist in preparing and releasing PCRs in accordance with reference (1) and SIRs via message traffic.

21. COMPTROLLER. The Station Comptroller shall provide financial data elements necessary to effectively record and report incremental costs such as overtime for Air Station employees associated with supporting an aircraft mishap. The Comptroller will ensure that all documentation is maintained to support reimbursement for unforeseen costs. When a 2d MAW aircraft is involved, coordination with the 2d MAW Comptroller will be required to ensure proper funding sources are identified for any recovery and clean-up costs.

22. SUPPLY DIRECTORATE

a. The MCASCP Supply Directorate can provide fuel support, box lunches and contracting support to supplement mishap site command post operations. MAG-14 squadrons will normally

coordinate all logistical requirements through MAG S-4, per MAG-14 Group Order 3750.1C. Contact information for the Supply Officer is found in Appendix D of this Order. After hours, the MCASCP CDO can recall the Supply Officer in order to expedite assistance.

b. Fuel support for aviation, vehicles, and generators can be requested directly through the MCAS Fuels Officer (252)466-3942. Messing support may be requested directly through the Food Services Officer at (252)466-6989.

23. AIRCRAFT MISHAP BOARD (AMB)

a. The reporting custodian (normally the CO of the mishap squadron) is required by reference (a) to have a standing AMB. The AMB shall be prepared to respond to the scene of the mishap as part of the Station convoy in order to begin the initial safety investigation. It is important that the AMB is allowed to access the mishap site once deemed safe by the Incident Commander or the IH in order to document perishable evidence. Once the mishap aircraft is turned over to the AMB senior member from the Incident Commander, the AMB owns the mishap aircraft and all other supporting agencies shall report to the AMB senior member. The AMB is comprised of a senior member, ASO, maintenance representative, operations representative, and a flight surgeon. Duties and responsibilities of the AMB are detailed in reference (a). The AMB is usually recalled by the squadron ODO.

b. The AMB will eventually take custody of the mishap site from the Incident Commander. Even though the site may be deemed safe enough for the AMB to begin their initial survey, there will still certainly be numerous hazards present at the mishap site. The AMB is responsible for providing their own PPE as well as providing any required PPE for COMMSTRAT photographers assigned to support the AMB.

c. Per JAGINST 5800.7F (JAGMAN), a separate investigation will also normally be conducted by an officer outside the AMB. When safety investigators suspect criminal conduct, they are advised to suspend the SI and secure the site, notify law enforcement and the CA, secure privileged information, and turn over all non-privileged information to other investigative bodies. The appointing authority then confers with the Naval Safety Center (NSC) Staff Attorney. Similarly, the appointing authority should direct suspension of the SI if (s)he suspects misconduct and, with the assistance of the SJA, should evaluate whether criminal prosecution is contemplated.

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CHAPTER 3

SEARCH AND RESCUE COORDINATION AND SALVAGE PROCEDURES1. SEARCH & RESCUE (SAR) COORDINATION

a. U.S. Coast Guard Rescue Coordination Center Norfolk, VA (RCC Norfolk). RCC Norfolk is the regional Area SAR Coordinator. "Norfolk SAR Coordinator" is the Commander, 5th Coast Guard District (C5CGD) and is responsible for the coordination and direction of all overwater SAR within the Norfolk Sub-Region. Marine Corps Air Station Cherry Point falls within this region and has been designated a subordinate Inland-SAR Mission Coordinator, per the Norfolk USCG SAR Plan.

b. Air Force Rescue Coordination Center (AFRCC). AFRCC is the United States' inland search and rescue coordinator and serves as the single agency responsible for coordinating on-land federal SAR activities in the 48 contiguous United States. The AFRCC, located at Tyndall Air Force Base FL, operates 24 hours a day, seven days a week. The center directly ties in to the Federal Aviation Administration's alerting system and the U.S. Mission Control Center. The AFRCC chooses the rescue force based on availability and capability of forces, geographic location, terrain, weather conditions, and urgency of the situation.

c. Cherry Point Rescue Coordination Center (RCC). Marine Corps Air Station Cherry Point Airfield Operations is designated as a Rescue Coordination Center for all local SAR efforts involving military aircraft mishaps in the local training area. Marine Corps Air Station Cherry Point ATC personnel are indoctrinated in procedures and controls for SAR incidents.

d. MCAS Cherry Point SAR Coordinator. The Airfield ODO is designated by the AirOpsO to serve as the initial Cherry Point SAR Coordinator for aircraft mishaps. In the Airfield ODO's absence, the senior Airfield Operations person on duty will assume initial SAR Coordinator duties until relieved by the AODO, AirOpsO, Deputy AirOpsO, or AirOps Chief.

e. On-Scene Commander (OSC). The OSC, as referred to in this Order, is the agency directed by the SAR Coordinator to respond to a local aircraft mishap in order to coordinate the rescue effort of aircrew. This is different from the Incident Commander on the ground. In our local area, any military aircraft currently operating in the local vicinity, a USCG/Navy vessel or aircraft could be called upon to assume the duties of the OSC.

f. Search & Rescue Units (SRU). If needed, additional aircraft or vessels (from MCASCP or local Coast Guard Stations) can be directed to the OSC by the SAR Coordinator to participate in the search effort if the mishap location or location of survivors is not certain.

2. INITIATION OF MISHAP RESPONSE AND SEARCH

a. Overdue and Lost Aircraft. Prior to initiating search procedures, the SAR Coordinator shall contact MCAS RCF (Big Rock) to inquire if there has been any recent contact with the overdue aircraft. The overdue aircraft may still be on the range and not in contact with ATC. The RCF may also generate an inquiry to the AODO for lost or missing aircraft. Once it has been determined that an aircraft is assumed to be missing, RCC Norfolk and/or AFRCC shall be immediately notified and briefed with all known information to include MCAS Cherry Point response actions currently in progress. MCAS Cherry Point will remain the SAR Mission Coordinator unless or until SAR coordination responsibilities are assumed by RCC Norfolk or AFRCC.

b. For over-water search and rescue support, RCC Norfolk shall be contacted (757-398-6231) to request available SAR aircraft from Coast Guard Air Station Elizabeth City. The MCASCP SAR Coordinator has this responsibility. For overwater search operations, RCC Norfolk will also task the appropriate Coast Guard agencies in our area from Coast Guard Sector North Carolina and coordinate launching additional Coast Guard aircraft for large scale search operations. Response time for USCG airborne SAR will likely be at least 45 - 60 minutes from notification so it is imperative that initial response actions commence immediately with all available local assets.

c. For over-land search and rescue support where it is probable that the missing or overdue aircraft may have crashed in a remote area that is not accessible by vehicle, the MCASCP SAR Coordinator shall contact the AFRCC at 800-851-3051. AFRCC will coordinate with local agencies near the geographic location of interest and dispatch SAR assets based on the situation and current factors such as capabilities of available forces, terrain, weather conditions, and urgency of the situation.

d. The MCAS SAR Coordinator shall always initiate search procedures whenever notified by ATC, RCF, or a tenant squadron that an aircraft is overdue, missing, lost or there is the likelihood of a mishap in the local flying area. An aircraft is considered overdue when 30 minutes or more have elapsed since its scheduled return, radar contact has been lost, and there has

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been no response to ATC radio calls. A search effort shall be initiated with the assumption of an aircraft mishap. The overdue aircraft checklist, Appendix (L), delineates the information required to commence search operations. Reference (k), Navy Search and Rescue Manual NTTP 3-50.1, contains additional checklists and forms that may aid in coordinating immediate actions. A SAR request may also come from MCAS New River when a MAG-26 or MAG-29 aircraft is missing. The MCASCP SAR Coordinator/AODO shall ensure that the following agencies are alerted and directed to standby for a possible aircraft mishap:

- (1) ARFF.
- (2) CPF&ES/SES.
- (3) EOD.
- (4) COMMSTRAT.
- (5) Squadron ODO.
- (6) 2d MAW Duty Officer.
- (7) Range Control ("Big Rock").

e. If at any time during the search for an overdue or lost aircraft, a mishap is confirmed by ATC, RCF, or the AODO, the crash alarm intercommunications systems will be activated and the AODO shall initiate the PMP.

f. For search missions, the MCAS SAR Coordinator shall ensure MCAS SRUs have been briefed with all know information collected in Appendix (L) and delineated in paragraph 3 below. For extensive searches, the SAR Coordinator can also contact CPF&ES and Range Management to request participation as SRUs. These agencies have additional vessels and crew available for search operations in the local waterways. The SES Directorate can also coordinate with local county emergency response agencies and the forestry service to request assistance. The MCASCP SAR Coordinator shall keep RCC Norfolk or AFRCC informed of the progress of search operations via Situation Reports (SITREPs).

g. In addition to RCC Norfolk, AFRCC and MCASCP RCF, the MCASCP SAR Coordinator shall ensure the following agencies are notified when search operations are commenced (contact information is found in Appendix D):

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(1) Squadron Duty Officer of the missing aircraft's Squadron.

(2) For 2d MAW aircraft, the respective Wing and Group Operations and Safety Officers (Duty Officers after hours).

(3) For FRCE aircraft, the FRCE Duty Officer.

(4) For MCASCP/H&HS(UC-35D) - DirOps, DSS, and ASO (MCASCP CDO after hours).

(5) For missing Navy, Army, Air Force, or Coast Guard aircraft- the squadron if known or the nearest air facility of that service (refer to Appendix H).

(6) The Naval Safety Center (for non-USMC aircraft).

(7) The FAA (for civilian aircraft).

h. Per reference (k), a rescue report is required whenever a rescue involving naval rescue personnel, rescue aircraft, vehicles, and ships is attempted. Air Operations shall coordinate with Norfolk RCC or AFRCC for reports where these agencies are involved.

3. MARINE CORPS AIR STATION CHERRY POINT SAR COORDINATOR PROCEDURES.

The MCASCP SAR Coordinator initiates all search efforts as described in paragraph 2 above and performs the following:

a. Gathers last known information concerning the overdue or missing aircraft using Appendix (L). If information is unknown, use best estimates based off of the flight plan/flight schedule.

b. Notifies ATC immediately if not already aware and provides all known information.

c. Notifies both RCC Norfolk and USCG Sector North Carolina for over-water mishaps or Air Force Rescue Coordination Center (AFRCC) for over-land mishaps. The Norfolk RCC will also coordinate alerting other private vessels and surface craft in the area. AFRCC will coordinate their rescue force based on availability and capability of assets, geographic location, terrain, weather conditions, and urgency of the situation. All available information from the Overdue/Missing Aircraft Checklist, Appendix (L) shall be provided to these agencies.

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d. Ensures SAR and any other participating pilots are informed of the missing aircraft's last known fix or bearing from a navigational aid, latitude/longitude position, or last known radar position.

e. Ensures all SAR participants are briefed on monitoring Guard frequencies (UHF 243.0 MHz and VHF 121.5 MHz) and reporting any distress signals broadcast from a downed aircraft's Emergency Locator Transmitter (ELT). ELT distress signals are transmitted over Guard frequencies.

f. In addition to notifying RCC Norfolk or AFRCC, a request for support to 2d MAW may be placed especially during situations where Coast Guard and/or Air Force RCCs are not able to respond with airborne SAR.

g. HSC-2, a SAR capable Navy Helicopter squadron based at NAS Norfolk, VA is secondary option to request Airborne SAR support if the Coast Guard or Air Force are not able to respond with airborne SAR. Contact information for HSC-2 SAR support is in Appendix H.

h. Tasks Cherry Point METOC to provide weather information to include water temperatures and sea-state (wave height/swells) for both the intra-coastal waters and Atlantic Ocean RCC Norfolk may also be able to provide more detailed marine data.

i. Designates the OSC when the first aircraft or vessel arrives on location, unless already assigned by the Norfolk SAR Coordinator or AFRCC.

j. Briefs local SAR crews on:

- (1) Target data.
- (2) Search areas.
- (3) Call signs.
- (4) Call sign/location of the OSC (aircraft or vessel).
- (5) Primary and secondary frequencies.
- (6) Weather and Sea Conditions.

k. Contacts the SES Desk Sergeant in order to alert the appropriate forestry, civil emergency and law enforcement agencies (Appendix H).

l. Coordinates the overall effort of all participating units (as directed by the Norfolk SAR Coordinator).

m. Updates the parent command of the missing aircraft as to action taken and keep the chain of command informed of any developments.

n. If initial search efforts fail to locate the missing aircraft, changes search plans at the direction of the Norfolk SAR Coordinator or AFRCC. When first notified, RCC Norfolk can provide initial recommended aircraft and vessel search patterns until USCG assets arrive.

o. Debriefs SAR crews and ensures that SITREPs are forwarded to Norfolk SAR Coordinator or AFRCC.

p. Secures and release SRUs and other activities involved at the direction of Norfolk SAR Coordinator or AFRCC.

4. SEARCH AND RESCUE ON-SCENE COMMANDER (OSC). The SAR OSC will perform the following functions:

a. Establish communication with the SAR Coordinator and all SRUs on the primary SAR frequency of 282.8 MHZ or an alternate briefed frequency. Assume operational control and responsibility for communications and performance of all SRUs while coordinating the SAR effort within the search area.

b. Upon arrival on scene, provide pertinent details of the search mission to the SAR Coordinator. Details shall include the number of SRUs on-scene, remaining time on station for each SRU, as well as the current weather and search conditions.

c. Based on guidance provided by RCC Norfolk, assign specific search areas or sectors to participating SRUs within the assigned search area while providing de-confliction measures (vertical/lateral) for search aircraft. Search the area in the most efficient manner possible, taking into account the limitations and capabilities of SRUs, sea, weather, wind, visibility, and other conditions on the scene. Be aware of the endurance of SRUs within the area.

d. Receive position and situation reports from SRUs via the primary SAR frequency of 282.8 MHZ and pass to the SAR Coordinator/RCC unless briefed otherwise.

e. Control and coordinate all SAR operations within the assigned area. Keep the SAR Coordinator fully advised of any

changes in weather, sea state, and other conditions of the scene.

f. Continue to lead the search effort for as long as possible without exceeding crew risk management limitations and comfort levels in order to maximize search coverage and concentration before visibility deteriorates. Refuel as needed.

g. Advise the SAR Coordinator when SRUs depart the search area. When required or directed by the SAR Coordinator, turnover OSC responsibility to the commander of the next capable vessel/ aircraft.

5. SEARCH AND RESCUE PARTICIPANTS

a. 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 SRUs be familiar with standard SAR procedures as set forth in this Order and reference (p). Military aircrew should normally have an on-scene commander checklist available.

b. Aircraft or Surface Craft Crews

(1) Aircraft or surface craft crews dispatched initially may be briefed by radio. If a prolonged search is anticipated, the Cherry Point SAR Coordinator will conduct a detailed briefing at Base Ops or the EOC.

(2) All crew members of transport or utility-type aircraft and surface craft should attend the brief.

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

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

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

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

(7) 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.

(8) All participants should be familiar with panel signals, ground-air visual codes, body signals, standard aircraft acknowledgment signals, and ELT distress signals.

6. SALVAGE AND PRESERVATION OF WRECKAGE

a. The reporting custodian of a mishap aircraft has overall responsibility for conducting the mishap investigation and salvage operation. The AMB senior member may request assistance from MCAS Cherry Point in conducting the salvage. Upon approval from the senior member of the AMB, the MCASCP ARFF Officer shall be in charge of such salvage support and shall coordinate with the Station Facilities Director for appropriate hangar space that will house the aircraft wreckage and all associated parts. The ARFF Officer shall coordinate truck transportation from the mishap site with the Motor Transport Office. If specialized equipment is not available, the Logistics Directorate will coordinate an outside contract through the Comptroller.

b. If the situation requires the wreckage be moved as soon as possible due to inhibiting public infrastructure and/or interfering with vital civil functions in the local community or on-station, the Logistics Director will take necessary action and coordinate with the ARFF Officer and AMB senior member in expediting the acquisition of required resources and operators to affect the loading, transportation, and storage of aircraft wreckage. The AMB senior member owns the wreckage and must concur before any salvage operations can commence.

c. If requested, SES will coordinate with civil law enforcement agencies for the safe movement of salvaged aircraft and associated vehicles and equipment. Overweight or oversize transportation permits necessary for the movement of the salvaged aircraft shall be obtained by the aircraft reporting custodian by contacting the North Carolina Department of Transportation (1-888-574-6683).

d. For situations where the safe storage and transportation of explosive hazards is required outside the local area, Station Ordnance shall be required to coordinate transportation while complying with federal regulations. EOD is only authorized to transport explosive hazards for emergency and immediate destruction purposes only.

e. Salvage and removal of the aircraft or wreckage following

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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 include:

- (1) When necessary for the rescue or removal of personnel.
- (2) In the interest of safety of operations.
- (3) When the wreckage interferes with vital civil functions.

f. For on-airfield mishaps, aircraft wreckage will not be removed or disturbed for a period of at least 24 hours unless the wreckage interferes directly with the airfield's vital functions or essential military operations. The AirOpsO will issue a local Notice to Airmen (NOTAM) closing any taxiways or runways if the wreckage location on the airfield affects normal airfield operations.

g. 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. The diagram 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. The ARFF Officer will supervise the layout of aircraft parts under the direction of the AMB maintenance representative and the Naval Safety Center representative, if present.

h. In situations where the AMB is not able to get to the mishap site within the first 24 hours (i.e., CONUS deployment), 2d MAW Safety will provide guidance on preservation of wreckage. If requested by the Reporting Custodian or their higher headquarters, the ARFF Officer in coordination with the MCASCP ASO shall be prepared to begin documenting evidence until the AMB arrives. Scattered debris shall be marked with flags without disturbing any parts. Security personnel can assist in taping off the area. COMMSTRAT may also begin to take photographs, under the supervision of an ASO or AMB Senior Member.

i. The reporting custodian or AMB senior member shall ensure that a representative is present during all salvage operations.

j. Specific procedures for salvage operations are found in reference (i).

CHAPTER 4

EXECUTION RESPONSE PROCEDURES TO AN AIRCRAFT MISHAP

1. MISHAP RESPONSE PRIORITIES

a. 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. The Incident Commander must ensure that all victims are accounted for, treated, and evacuated as soon as possible. If on-scene prior to any life flight helicopter, the Incident Commander will coordinate rescue and MEDEVAC efforts with civilian airborne or ground emergency medical transport. At no time will SAR helicopters interfere with firefighting efforts of a burning aircraft. Communication between the Incident Commander and airborne SAR is vital to a smooth rescue effort. The priority in establishing communication is air to ground communications between any SAR helicopter or airborne on-scene commander and ARFF over Guard 243.0MHz (UHF) or 121.5MHz (VHF).

b. The second priority is to mitigate the hazardous material concerns and minimize damage to government and private property. The risk of exposure to hazardous material, asbestos, carbon fibers, and fumes from various spilled fluids will almost always be present and may not be visible in the air. Inhalation of these tiny particles may have long term adverse health effects. Endangered personnel must be protected and all fires should be extinguished as soon as possible without detracting from rescue efforts. The 2d MAW or the NHCCP IH can be utilized to take airborne particulate readings and advise when it is safe to approach the mishap site. The EAO shall also be summoned on-scene to assess the Hazardous Materials (HAZMAT) situation and provide technical assistance in the clean-up of any HAZMAT that threatens human health and the environment.

c. 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 by-standers, and other individuals who could interfere with fire-fighting, rescue, and investigative operations. Such individuals could be endangered by the many hazards associated with 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 their movement is absolutely necessary for rescue efforts. The

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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 Incident Commander. Site security and safety procedures are detailed in paragraph 8 of this chapter.

2. EMERGENCY LANDINGS

a. Upon receipt of information concerning a pending emergency landing, the Tower shall announce the emergency and any known facts listed below on the public address and ALPHA/ZULU crash alarm Intercommunication System (see Chapter 1, paragraphs 7 and 8):

- (1) Aircraft type.
- (2) Location.
- (3) Nature of emergency (e.g. engine malfunction).
- (4) Fuel State (in hours and minutes, e.g. 0 + 45).
- (5) Number of souls on the aircraft.
- (6) Ordnance/hazardous cargo.
- (7) Landing runway and ETA.
- (8) Any other information needed for firefighting/rescue efforts.

b. ARFF and EOD Response Element vehicles shall respond and set up as directed by the senior ARFF Marine with clearance from Ground Control per references (c) and (g); all other responding agencies shall rendezvous at the base of the MCAS Control Tower and await further directions from the senior ARFF Marine.

c. The COMSTRAT duty photographer/videographer shall be notified by the AODO, if not already responding via the ALPHA Crash Alarm Intercommunication System. At the discretion of the AODO, COMMSTRAT personnel will be driven onto the airfield by Air Ops and strategically posted to photograph the emergency landing.

d. Should the emergency result in a mishap, the Crash Alarm Intercommunication System will be activated as a "CRASH" vice "Emergency". Responding agencies shall execute as outlined in this chapter.

3. ON-AIRFIELD MISHAP EXECUTION

a. 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 Intercommunication System will be activated by the Control Tower as set forth in Chapter 1.

b. All responding agencies on the system shall acknowledge upon notification of the mishap. (If there is a declared emergency by any aircraft, emergency responders will treat the situation as if an actual mishap is about to occur.)

c. Aircraft Rescue and Firefighting shall proceed directly to the mishap site with clearance from Ground Control.

d. Explosive Ordnance Disposal will be in a standby position until called by the ARFF Incident Commander.

e. All other responding agencies will report in their Government vehicles to the base of the MCAS Control Tower and check-in with the Airfield ODO via radio over ARFF Command Talk Group and then assume a standby position until directed otherwise by the Incident Commander. Agencies without access to ARFF Command Talk Group (i.e. COMMSTRAT, AMB, and SES) shall check in with the AODO in person. When needed, deemed safe and called for by the Incident Commander, these agencies will be escorted to the mishap site by Air Operations personnel.

f. All agencies shall monitor either ARFF Command Talk Group (if able) or Ground Control per paragraph 9 of Chapter 1. Vehicle drivers must have an Airfield Vehicle Operators license and obtain clearance from Ground Control prior to proceeding onto any taxiway or runway. In no instance will personnel or vehicles interfere with crash and rescue operations.

g. Radio transmissions shall be kept to a minimum to ensure that rescue efforts are not misunderstood or misdirected.

4. ON-STATION MISHAP EXECUTION

a. In the event an aircraft mishap occurs aboard the Cherry Point Military Reservation but off airfield surfaces (as defined in Chapter 1, paragraph 3), the public address and ALPHA crash alarm Intercommunication System will be activated by the Control Tower. The location of the mishap will be identified using one or more of the mishap location maps described in Chapter 1, paragraph 10 and illustrated in Appendix B. If the mishap scene is immediately visible and can be easily reached, CPF&ES, ARFF

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and SES shall respond directly to the scene, and take action as directed by the Incident Commander. SES patrols responding directly to the scene shall set up site security to include an Entry Control Point (ECP), traffic control, and provide other police services as directed by the Incident Commander. If the mishap is in an adjacent on-station Training Area (i.e. Rifle Range), RCF will shutdown adjacent Training Areas and facilitate communications with Air Operations.

b. Other responding agencies should proceed to the general location of the mishap site without interfering with fire-rescue, medical, or security vehicles and personnel. These agencies shall initially report in with the SES officer at the ECP who will be in communication with the Incident Commander on the ARFF CMD Net. Entry beyond the ECP to the mishap site CP will be at the discretion of the Incident Commander. If equipped, follow-on responding agencies shall monitor the ARFF Command Talk Group when responding.

c. If the mishap site is not accessible by roads, a response by the ARFF Hasty Response Team (HRT) may be required. If feasible, the HRT may be transported by helicopter, boat, or any other vehicle required by the situation. The HRT will conduct the rescue of mishap victims per the procedures contained in reference (c).

5. OFF-STATION MISHAP EXECUTION

a. The early moments of an aircraft mishap off-station are usually very confusing and unless the mishap occurs in a populated area, more often than not an exact location is not immediately known. Once confirmed, ATC shall activate the public address and ALPHA Crash Alarm Intercommunication System and attempt to pin-point the location of the mishap using every available means and report the most accurate location using one or more of the methods described in Chapter 1, paragraph 10. If feasible, ATC shall interpolate last known radar bearing/distance to known road intersections using the Off-Station Emergency Response maps illustrated in Appendix C. If at all possible, GPS coordinates shall also be provided to assist both ground vehicles and SAR aircraft in locating the mishap site.

b. The response boundary for MCASCP emergency responders (vehicles) is a 50-mile radius of MCASCP (to include the areas of Cedar Island, Piney Island/BT-11, MCOLF Atlantic, and MCOLF OAK Grove.) The Director of Operations has the authority to approve overland missions outside of the 50-mile radius.

c. In the event that SES or CPF&ES is first notified of an off-station aviation mishap by radio/phone/911-call from local authorities, the SES Desk Sergeant must inform the AODO immediately with all available information.

d. Mishap Notification via Telephone or Radio Report. The Duty Officer shall attempt to get as much of the below listed information as possible. If the incoming call is received by the CDO or SES Desk Sergeant, the AODO must be immediately notified in order to initiate the Emergency Communications System. The worksheet in Appendix J lists specific questions to be asked of the caller.

(1) Telephone Report. Calls forwarded by the Station Operator or received from an off-station agency or individual shall have the following information requested, using Appendix J:

- (a) Name, phone number, home address, and current location of caller/witness.
- (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. A pilot radio report will normally be received by ATC. Pilots in flight will comply with the "aircraft

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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 (time on station remaining).

e. Emergency Services (ARFF, CPF&ES, and SES) shall be dispatched immediately and proceed directly in the general direction of the mishap.

f. If the aviation mishap is in a ground Range and Training Area (RTA) off base (e.g. G-5A/B/C, CVOT Course, MCOLF Atlantic, MCOLF Oak Grove, Piney Island/BT-11), Big Rock Range Control will issue a cease fire and immediately notify the AODO, assist in establishing communications with first responders, and collect information. If the mishap is within SUA (land/water: R-5306A, BT-11/9, R-5306C, Hatteras Foxtrot MOA, Core MOA), Big Rock will notify ATC, AODO, and coordinate communications and information with other agencies as directed. If other aircraft are conducting training in SUA, Big Rock will solicit assistance from those aircraft and coordinate with ATC. (Note: During a SAR in SUA, Big Rock should hand off aircraft activity and airspace to ATC and Big Rock will take a subordinate role).

g. When notified, all other MCASCP responding agencies, shall immediately proceed to base of Control Tower, check in with the AODO in person, monitor ARFF CMD net, and begin to form a convoy with an SES patrol car as the lead. Responders will then standby and be ready to depart to the mishap site as a single unit if possible depending on the urgency of the situation. Exceptions for additional fire fighting vehicles, ambulances, or SES patrol vehicles to proceed directly may be required by the Incident Commander. In all cases, vehicles shall not leave the Air Station until the location of the mishap is positively identified, broadcast over ARFF CMD Net, and confirmed by the AODO. Incident CMD conventional nets (point to point limited range) shall be used when outside of the Air Station Trunking area. Conventional nets of other agencies shall

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be monitored by CPF&ES, SES, and ARFF.

h. USCG or USAF SAR aircraft may be requested, if available, to assist in search operations, transporting HRT to the mishap site, or to assist ground vehicles in locating the mishap site. The ARFF command vehicle shall monitor a UHF AM handheld radio tuned to 243.000 MHz (Guard). SAR aircraft normally monitor Guard and the universal SAR UHF frequency of 282.800 MHz.

i. Once on scene, Incident Command will be established. The CP will be set-up upwind if possible and in the vicinity of the mishap site. If local emergency management agencies are already on scene, the MCASCP Incident Commander will receive a transfer of command briefing per local protocol and mutual aid agreements under the ICS. Decisions must be made based on actual conditions, unique circumstances and on-scene observations. Marine Corps Air Station Cherry Point maintains numerous Memorandums of Understanding (MOUs) with the local municipalities that allow for seamless communication and cooperation in response to both military and civil emergencies. Per reference (n), the CO of MCASCP may declare a temporary NDA if required for off-station mishaps thereby allowing MCASCP responders to assume Incident Command.

j. It is paramount that personnel accountability be established and maintained at the mishap site by the Incident Commander. The AODO shall ensure an accurate roster of Station personnel responding in the convoy is maintained prior to the convoy departing. Convoy procedures are in paragraph 7 of this chapter.

k. If the mishap site is not accessible by vehicle, the situation may require response by the ARFF HRT. The HRT may be transported by SAR or another helicopter if available in order to conduct any aircrew rescue operations and aircraft fire-fighting per reference (c).

l. For situations requiring immediate security measures where vehicle traffic is not accessible, the SES SRT may also be transported by helicopter with coordination through the EOC for 2d MAW helicopter support. The Chief of Police shall coordinate security instructions with local law enforcement on-scene per references (m), (n), and (o).

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6. RESPONDER EXECUTION RESPONSIBILITIES FOR ON-AIRFIELD, ON-STATION, AND OFF-STATION AIRCRAFT MISHAPS

a. Air Traffic Control (ATC). Upon witnessing or receiving notice of an aircraft mishap on-airfield, on-station, or off-station, ATC personnel shall:

(1) Announce any of the known relevant facts from paragraph 2.a above on the Tower Public Address System. This will alert:

(a) Airfield Operations ODO, AirOpsO, & METOC.

(b) Aircraft Rescue and Firefighting.

(2) Activate the ALPHA or ZULU crash alarm Intercommunication System, per paragraph 7.b/c of Chapter 1.

(3) For an on-airfield mishap, clear the traffic pattern as appropriate, giving consideration to weather, fuel state, and other factors.

(4) Hold conflicting taxiing aircraft, until all ARFF equipment is in standby position for an on-airfield emergency.

(5) Give ARFF vehicles priority for direct movement to the scene or standby positions (Ground Control frequency). For off-airfield mishaps, provide ARFF dispatch with the best route to proceed from their location to the mishap site. Hold conflicting taxiing aircraft to allow ARFF vehicles to proceed off the airfield.

(6) For an ejection off-airfield and off-station: ATC shall immediately advise the AODO on whether the situation calls for over-water or over-land airborne SAR. If there is any doubt as to the location of the aircrew or accessibility of the mishap site, the AODO shall notify the appropriate SAR agency that there has been a mishap and ejection. ATC shall provide the responding SAR aircraft with an accurate location and vector towards the last known position of the mishap aircraft while providing all relevant information to include any observed chutes.

(7) Broadcast an accurate location of the mishap using any of the Crash Locator Systems. If possible, ATC will interpolate downed aircraft bearing/distance information using Appendices B or C in order to provide first responders with a specific location using known Air Station roads and landmarks.

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(8) Provide any responding SAR Aircraft or airborne on-scene commander with protected airspace in a one-mile radius of the mishap or ejection site.

(9) Contact other aircraft in the local traffic/radar pattern for visual confirmation of a downed aircraft or parachute. If feasible, vector any available aircraft to the last known position to circle the mishap site until SAR assets arrive. Maintain radio contact with circling aircraft.

(10) Provide situational updates to the EOC via the AODO as required, to include the status of any aircrew rescue operations.

(11) Provide ATC recordings and any available video when requested by investigation officials.

b. Airfield Operations Duty Officer (AODO). The AODO is responsible for initiating execution of this PMP and must take immediate action as detailed in the AODO Airfield Mishap Procedures Binder. The AODO will continue to track execution until relieved by the AirOpsO. Responsibilities for an on-airfield, on-station, and off-station aircraft mishap include the following:

(1) Confirm First Responders (ARFF, SES, and CPF&ES) are alerted via Tower PA and Crash Phone and are responding.

(2) Notify the mishap squadron duty officer (if mishap squadron is known).

(3) Notify RCC Norfolk to request Coast Guard airborne and surface SAR for probable over water mishaps or USAF RCC for mishaps over land. Only when it can be confirmed that all mishap aircrew and passengers have been located and rescue is possible by local emergency responders shall the AODO stand-down the request for Airborne SAR. It is imperative that there not be unnecessary delay in requesting airborne SAR.

(4) Notification and recall of Air Ops, MCASCP CDO, WDO (for 2d MAW aircraft mishaps), FRCE CDO (for FRCE aircraft mishaps) and the MCASCP ASO per Air Ops notification procedures. If required, the MCASCP CDO can notify appropriate Station directorates or activate the Emergency Recall Plan/Crisis Action Team (CAT).

(5) As soon as the mishap location is confirmed, contact the SES Desk Sergeant to initiate notification to nearby

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Forestry Services and local Emergency Management Agencies listed in Appendix H. Advise the Desk Sergeant to pass that Cherry Point Responders and SAR are enroute.

(6) If the Incident Commander requires the expertise of a medical officer in situations when a 2d MAW/MAG-14 Flight Surgeon is unavailable, the AODO shall contact the Naval Health Clinic Quarter Deck (24-hr duty) at 466-0266 to request that the duty Medical Officer be recalled and report as directed.

(7) Notify the FAA if civil aircraft or ATC is involved.

(8) Start a mishap log documenting time(s) and event(s) of known information and agencies notified. Record which agencies have checked in via radio or in person at the "base of the tower." Record the on-scene arrival time of ARFF and CPF&ES. (Use all available Air Ops personnel on duty to assist and task organize. Dedicate separate phone lines for incoming and outgoing calls). **Do not release the names of any aircrew involved nor release information from the mishap unit's flight schedule.**

(9) Once the EOC has stood up, all information will be promptly passed to the EOC Watch officer.

(10) For mishaps involving other military services and civil aviation aircraft, coordinate with the DirOps via the AirOpsO for the OPREP-3 telephone report and the OPREP-3 message. The Safety Directorate is responsible for notifying the Naval Safety Center and sending the MCIEAST Aviation Flash Report with Operations concurrence.

(11) For tenant 2d MAW squadrons, FRCE and H&HS, the reporting custodian has reporting responsibility. The AODO shall assist the mishap squadron as required to include FAA telephone and message reports where there is FAA involvement.

(12) Ensure MCASCP METOC documents all current weather information and the information is passed to the EOC.

(13) Continue to monitor the ARFF Talk group via hand held radio for updates to the status of mishap aircraft and crew. Update the EOC as new information becomes available.

(14) For on-airfield mishaps, track and monitor the flow of follow-on emergency responders (CPF&ES/EMS; SES; EOD; COMMSTRAT Duty Photographer; AMB members/Flight Surgeon) as they depart from the "base of the tower" to the mishap location as

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directed by the Incident Commander.

(15) Issue NOTAMs as required.

(16) Off-Airfield. If the Incident Commander advises that the mishap site is not readily accessible by vehicle, coordinate with 2d MAW for additional helicopter support to transport the ARFF HRT.

(17) Off-Station. Assign Air Ops personnel to coordinate check-in for follow-on responders as they arrive at the base of the tower to form the convoy. The Convoy will not depart without concurrence from the EOC; SES will coordinate with local law enforcement if required. Convoy operations are detailed in paragraph 7 of this chapter. With the assistance of SES and the Incident Commander, track and monitor the flow of the convoy as they check in with the Incident Commander at the mishap site CP. Ensure that the number of vehicles and personnel in the convoy are documented.

(18) At no time will the AODO leave his post unless directed by the AirOpsO or relieved by qualified Air Operations personnel.

(19) If anyone calls and states they are from COMMSTRAT or another Public Affairs Office, do not pass any information over the phone. Get their name and then call back to COMMSTRAT to verify the inquiry. Verify the identity of the caller with the COMMSTRAT director. If contacted by the Director, COMMSTRAT, the AODO should verify the phone number [(252) 626-9532 or 466-4241/5714].

c. Airfield Operations Officer (AirOpsO)

(1) When on-station, the AirOpsO is responsible for supervising PMP execution and directing the AODO as required. The AirOpsO or Assistant AirOpsO will take responsibility for command notification updates and coordinate with the DirOps for any required MCASCP reports. The AirOpsO or Assistant AirOpsO will report to the EOC if directed by the CO, MCASCP or the DirOps.

(2) For any on-airfield mishaps involving non-tenant squadrons or civil aviation, the AirOpsO shall provide a follow-on Incident Site Commander who will be responsible for supervision of security operations once ARFF operations have concluded. This Incident Site Commander will remain on-scene until the arrival of military investigators or the NTSB. The

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MCASCP ASO shall assist as required to ensure initial required actions in this PMP are accomplished and that aircraft wreckage remains undisturbed.

d. Aircraft Rescue and Fire Fighting (ARFF)

(1) On-airfield mishap or declared emergency:

(a) With positive clearance from Ground Control, the ARFF vehicle on the Hot Spot shall respond immediately to any observed mishap, Tower notification of a mishap/emergency, or any ARFF dispatch call to a mishap or declared emergency per with references (b), (c), and (g). Observed emergencies include: blown tire, E-28 gear engagement, aircraft off-runway, or other visual emergency/mishap.

(b) Both the Tower PA and Crash Phone (sounded by ATC) will alert the ARFF Dispatch Tower. If notification is received from a source other than ATC, the ARFF dispatcher shall immediately notify the AODO (466-2233/4334).

(c) While responding to an emergency, vehicle drivers shall use the shoulder of the runway until clearance is received from the Control Tower to cross or proceed onto the runway.

(d) ARFF Dispatch shall keep ATC notified on the manning status of the Hot Spot.

(e) Once on-scene, the senior ARFF Marine will assume responsibility as the Incident Commander for all phases of aircraft fire-fighting and aircrew rescue operations. Communications from the Incident Commander over ARFF Command Net are monitored by the AODO, EOD, CPF&ES, and SES. The Senior ARFF Marine shall promptly provide updates to the AODO/EOC.

(f) If a structure on the airfield is involved or a brush fire develops, CPF&ES will be requested by ARFF to assist in containing the fire.

(g) The Incident Commander shall request EMS when any trapped aircrew are freed and ready for emergency medical care. If a medical officer is required, the Incident Commander shall inform the AODO who in turn will coordinate sending the duty Medical Officer/Flight Surgeon to the mishap site. For all mishaps (on and off-station), the duty medical officer shall report to the base of the tower when contacted by the AODO.

(h) If required to communicate with any aircraft, establish communications using Guard UHF frequency of 243.000 MHz (primary) or SAR Common 282.800 MHz (secondary).

(i) The Incident Commander shall call for the EOD Response Element when the mishap aircraft has any ordnance. Whether or not ordnance is involved, EOD may be required to access the mishap site for possible explosive hazards to include ejection seat charges.

(j) Once the aircraft fire is extinguished, the IC shall request the CPF&ES HAZMAT Response Team to contain and clean-up any HAZMAT that has spilled onto the ground.

(k) The Incident Commander shall remain in charge and on-scene at the mishap site until the aircraft fire is extinguished, all hazardous material is contained, and it is determined the area is safe for follow-on responders and investigators. When the above conditions are met, the Incident Commander shall transfer incident command to the AMB.

(l) If requested by the AMB, the ARFF OIC shall remain on-scene to assist in locating and documenting remains/parts/debris. If the AMB is not on-scene, the ARFF Officer in coordination with the 2d MAW ASO or MCASCP ASO will begin the documentation process as outlined in paragraph 6.g of Chapter 3. The ARFF OIC will coordinate with the senior member of the AMB for providing salvage support to include transportation and storage of the wreckage.

(m) Maintain personnel accountability at the mishap site and report personnel status to the AODO or EOC.

(2) Additional Responsibilities For On-Station Mishap:

(a) When notified of any aviation mishap that occurs outside the boundary of the airfield, but still on the Air Station reservation, the ARFF dispatcher shall confirm the location and type of aircraft with ATC or the AODO if not clear from the Tower PA and Crash Phone. If notification is received from a source other than ATC (i.e. radio call from CPF&ES or SES) the ARFF dispatcher shall immediately notify the AODO (466-2233/4334).

(b) One major ARFF vehicle with crew and a command vehicle shall be dispatched and depart the airfield as soon as the mishap location is confirmed by ATC or other responding agencies. Responding ARFF vehicles must have clearance from

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Ground Control prior to crossing any taxiways or runways while departing the airfield. If required for the situation, additional firefighting vehicles may be dispatched. The immediate response alert vehicle shall remain at the hot spot to cover airfield requirements. The ARFF OIC will immediately notify the CO, MCASCP via the AirOpsO if this response means ARFF can no longer meet the minimum airfield response requirements set forth in references (c) or (g).

(c) When CPF&ES and SES are already on scene and a structural fire is involved as a result of an aircraft mishap, the senior ARFF Marine shall report to the Fire Chief, and together will establish a unified command. The rescue of trapped aircrew and personnel has priority.

(d) The Incident Commander shall call for the EMS ambulance when any trapped aircrew are freed and ready for emergency medical care/MEDEVAC.

(3) Additional Responsibilities For Off-Station Mishap:

(a) Initial responding ARFF vehicle shall attempt to rendezvous with the CPF&ES and SES patrol cars for escort to the mishap site provided such actions do not delay response. Coordinate rendezvous of ARFF, CPF&ES, and SES over the ARFF CMD Net. They shall proceed together to the mishap site if at all possible.

(b) When on-scene, establish a CP and report the location over ARFF CMD or by cellular phone to the AODO if outside the Cherry Point Trunking System. A unified command shall be established with CPF&ES and any local Emergency Management Agencies per reference (o). Use all available resources to effect rescue and ARFF operations.

(c) The Incident Commander shall be responsible for providing updates to the AODO via ARFF CMD net or mobile phone. The SES Mobile Command Post vehicle, when on-scene, will be able to provide much enhanced communications capability to include SATCOM and video streaming via e-mail.

(d) The Incident Commander shall coordinate with any airborne SAR aircraft as required when any trapped aircrew are freed and ready for air MEDEVAC. When establishing communications with SAR aircraft, the Guard frequency of 243.000 (primary) or SAR Common frequency of 282.800 (secondary) shall be used to task SAR aircraft as the situation dictates.

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e. Cherry Point Fire and Emergency Services (CPF&ES)

(1) On-airfield mishap or declared emergency:

(a) Upon notification via the Alpha Crash Alarm or phone notification from the AODO, CPF&ES shall respond immediately to the base of the tower with at least one fire-fighting vehicle and an EMS ambulance. Once at the base of the tower, the Fire Chief or his designee will report "In Position" over the ARFF Command Net and continue to monitor this net for further instructions from the Incident Commander.

(b) When requested to respond to the mishap site by the Incident Commander, CPF&ES will proceed as directed by Ground Control. Once on-scene, CPF&ES will provide any addition fire-fighting, EMS, or HAZMAT containment services as directed by the Incident Commander utilizing ICS procedures.

(c) If directed by Station Operations, provide a representative to report to the EOC in order to facilitate situation reports to the command.

(2) Additional Responsibilities For On-Station Mishap:

(a) Upon notification via the Alpha Crash Alarm, phone notification from the AODO, or a 911 call, CPF&ES shall respond immediately to the mishap scene on-station with at least one firefighting vehicle and an EMS ambulance. The HAZMAT Response vehicle and a CPF&ES command vehicle shall also respond if the situation dictates. Once at the mishap site, the Fire Chief or his Deputy will assume the responsibility of Incident Commander unless ARFF is already on-scene and there is no structure involved. In this case CPF&ES will assist ARFF as necessary in firefighting, rescue and command and control operations.

(b) Under a unified command, aid ARFF in effecting any aircrew rescue and aircraft firefighting as the situation dictates.

(c) If CPF&ES is notified from a source other than ATC (i.e. radio call from SES or 911 call), the CPF&ES Dispatcher shall immediately notify the AODO (466-2233/4334).

(d) The Incident Commander is responsible for providing command situation updates via radio to the AODO/EOC.

(e) Ensure communications are established with the SES

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Officers at the ECP and provide direction on which agencies will be allowed to pass.

(f) The Incident Commander shall call for the EOD Response Element if the mishap aircraft has any ordnance. Whether or not ordnance is involved, EOD may be required to access the mishap site for possible explosive hazards to include ejection seat charges.

(g) The CPF&ES Hazmat Response Team shall contain and clean-up all HAZMAT to the maximum extent possible. The Incident Commander or his designee shall request EAD support.

(h) The Incident Commander or his designee shall remain in charge and on-scene at the mishap site until all aircraft, structure, and brush fires are extinguished, all hazardous material is contained, and it is determined that the area is safe for follow-on responders and investigators. When the above conditions are met, the Incident Commander shall relinquish incident command to the AMB or FAA investigators.

(i) The Incident Commander or his designee shall retain the authority to control access to any damaged Air Station buildings or structures in consultation with Structural Engineers from Facilities. The AMB shall be granted access if required and when safe to do so.

(j) Maintain personnel accountability and report personnel status to the Incident Commander or EOC as directed.

(3) Additional Responsibilities for Off-Station Mishap

(a) Upon notification via the Alpha Crash Alarm, phone notification from the AODO, civil emergency agency, or a 911 call, CPF&ES shall respond immediately to the mishap scene off-station with at least one fire-fighting vehicle, an EMS ambulance, and a CPF&ES command vehicle. Coordinate rendezvous of ARFF, CPF&ES, and SES over the ARFF CMD Net. They shall proceed together to the mishap site if at all possible

(b) When on-scene, establish a CP per reference (o) and report the location clearly over ARFF CMD or mobile phone to the AODO/EOC if outside the Cherry Point Trunking System. A unified command shall be established with ARFF and any local emergency management. Use all available resources to affect rescue and aircraft firefighting operations.

(c) The Incident Commander shall determine when

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follow-on agencies (such as EOD, SRT, COMMSTRAT photographer, etc.) are needed depending on the urgency of the situation with respect to security and mitigating additional hazards. Coordination shall also be made with local civil emergency agencies to maximize support. The Incident Commander shall notify the AODO/EOC with instruction to either send the entire convoy or just certain agencies.

f. Security and Emergency Services (SES)

(1) On-Airfield Mishap or Declared Emergency

(a) Upon notification via the Alpha Crash Alarm or phone notification from the AODO, the SES Desk Sergeant shall coordinate the dispatch of at least one available patrol unit to the base of the tower. The Desk Sergeant will obtain any additional information via phone from the AODO that may warrant additional patrol units or dispatching patrol units directly to airfield perimeter access roads from outside the airfield boundary.

(b) Once in position at the base of the tower, the SES patrol unit will report "In Position" over ARFF Command Net and continue to monitor this net for further instructions from the Incident Commander.

(c) If the mishap is on or near the approach end of a runway where there is an un-gated flight line access road (e.g. the side roads leading to the approach ends of runways 5R and 14L), the SES Desk Sergeant shall coordinate the dispatch of additional patrol units to control unauthorized access to the runway and block-off pertinent sections of Roosevelt Rd and Cunningham Blvd as required. At no time will SES patrol units proceed onto a runway or taxiway unless directed by Ground Control.

(d) If the situation dictates, the Chief of Police shall activate the SRT to provide adequate security and control of the mishap site.

(e) If the mishap situation dictates additional security requirements beyond the resources of the SRT or mishap squadron, the Chief of Police shall contact the EOC to request SAF augmentation.

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(f) When requested by the Incident Commander and directed by ground control, SES patrol units/SRT will provide:

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 Incident Commander, AMB member, or the CO, MCASCP.

3. An escort of personnel on official business to the CP and mishap site, if requested by the Incident Commander or senior member of the AMB and sufficient security personnel are available.

4. Security of classified material.

5. Protection of Government and private property.

6. Other services (such as locating and recording the names and contact information of any witnesses) as requested by the Incident Commander, AMB senior member, or the Airfield Operations Officer.

7. Further guidance for security forces at a mishap site is given in paragraph 8 of this chapter.

(2) Additional Responsibilities For On-Station Mishap

(a) Upon notification via the Alpha Crash Alarm, phone notification from the AODO, 911, or other radio call, the Cherry Point SES Desk Sergeant shall coordinate the dispatch of at least one patrol unit directly to the general area of the mishap site. More patrol units may be dispatched depending on the situation.

(b) If SES is notified from a source other than ATC (i.e. radio call from CPF&ES or 911 call), the SES Desk Sergeant shall immediately notify the AODO (466-2233/4334).

(c) If first to arrive in the vicinity of the mishap, SES Officers shall take immediate action to save life without

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unnecessarily putting their own life at risk. It is of primary importance to first assist injured personnel then report by radio or telephone to the Desk Sergeant and AODO 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.

(d) Prevent person(s) from taking unauthorized photo/video of the mishap to include mobile phone photos. The Criminal Investigation Division (CID) may confiscate them for use by investigative authorities.

(e) If required for security operations longer than 24-hours, the Chief of Police shall request SAF activation. The decision to activate the SAF shall come from the EOC.

(f) Maintain SES personnel accountability at the mishap site and report personnel status to the Incident Commander.

(3) Additional Responsibilities For Off-Station Mishap

(a) Upon notification via the Alpha Crash Alarm, phone notification from the AODO, 911, or outside emergency agency radio call, the Cherry Point SES Desk Sergeant shall coordinate the dispatch of at least one available patrol unit to escort ARFF/CPF&ES directly to the general area of the mishap site. Personnel from ARFF, CPF&ES, and SES shall coordinate via radio rendezvous at the closest Air Station gate to the mishap site, then proceed together to the mishap site if at all possible.

(b) Once the location of the mishap is confirmed, the SES Desk Sergeant shall contact the Forestry Service, local/county/state police, and fire and emergency agencies of that particular county.

(c) Contact the EOC (or MCASCP CDO if the EOC has not yet been activated) to provide a situation report and receive command guidance on conducting security operations without civil law enforcement present.

(d) As required, the Chief of Police shall activate the SRT to augment any local law enforcement in security and control of the mishap site per reference (e).

(e) When requested by the Incident Commander or local law enforcement, SES patrol units/SRT will provide traffic

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and security operations similar to those for on-station and on-airfield. Personnel shall be discouraged from taking unauthorized photos/video (to include mobile phone photos.) Physical force as a deterrent is prohibited. If the situation dictates, SES forces shall summon civil law enforcement. CID shall be notified in cases where suspected unauthorized photographs/video were taken.

(f) The SES Mobile Command Post shall be activated and remain on site to assist emergency responders, AMB, or FAA/NTSB with communications.

(g) For the follow-on convoy operations, SES shall provide a lead patrol vehicle and report the total number of convoy vehicles and personnel to the AODO/EOC prior to departing the Air Station. Convoy Procedures are discussed in paragraph 7 of this chapter.

g. Explosive Ordnance Disposal (EOD)

(1) On-Airfield

(a) Upon notification via the ALPHA/ZULU crash alarm or phone call from ARFF Dispatch or the AODO, the duty EOD Response Element will report with all required equipment (to include PPE) to the ARFF Tower (Kilo Taxiway, east of Foxtrot Taxiway.) The EOD Response Element will check in with the AODO and monitor ARFF Command Net. If the situation dictates, the AODO may reposition the EOD vehicle to the base of the tower with other responders to facilitate a quicker response to areas on the south side of the airfield.

(b) During a pending emergency for an aircraft known to have ordnance, ARFF may request the EOD Response Element to reposition closer to the ARFF vehicle.

(c) The EOD Response Element shall proceed to the mishap site when directed by the Incident Commander to perform safe ordnance operations. The EOD Response Element handles only ordnance and shall not initially render ejection seats as safe. Per reference (a), a Mishap Investigation Support Team (MIST) from the Naval Safety Center shall be requested by the AMB when ejection seat injury or fatality is involved. Ejection seats shall not be touched by EOD or fire officials unless necessary in order to save a life.

(d) During the salvage/disposal phase, the EOD Response Element shall work under the direction of the EOD

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Officer in coordination with the ARFF Officer and shall be responsible for removal of ordnance from the mishap site. Only after MIST and/or AMB analysis of the ejection seat is complete, will EOD render ejection seats safe.

(2) Additional Responsibilities For On-Station Mishap:

(a) Upon notification via the ALPHA/ZULU crash alarm or via phone call from ARFF Dispatch or the AODO during working hours, the EOD Response Element will report with all required equipment (to include PPE) to the ECP of the mishap site and await instructions from the Incident Commander. The EOD Response Element shall check in with the Incident Commander via the ARFF Command Net upon arrival.

(b) After hours, EOD is on a one-hour response. The AODO shall recall the EOD Response Element, inform them of the mishap location, and direct them to report to the mishap site CP.

(c) Maintain EOD personnel accountability at the mishap site and report personnel status to the Incident Commander.

(3) Additional Responsibilities For Off-Station Mishap

(a) Upon notification via the ALPHA/ZULU crash alarm or via phone call from ARFF Dispatch or the AODO during working hours, the duty EOD Response Element will report with all required equipment (to include PPE) to the base of the tower and await instructions; EOD shall monitor the ARFF Command Net.

(b) After hours, EOD is on a one-hour response, the AODO shall recall the EOD Response Element, inform them of the Off-Station mishap location, and direct EOD to report to the mishap site.

(c) For situations where the safe storage and transportation of explosive hazards is required outside the local area, Station Ordnance shall be required to coordinate transportation while complying with federal regulations. EOD is only authorized to transport explosive hazards for emergency and immediate destruction purposes only.

h. Range Management Department (RMD)

(1) In the event of any actual aircraft mishaps (or near

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mishaps) on MCASCP RTAs and SUA, immediately notify Cherry Point ATC with the initial facts to include specific location. If unable to immediately contact ATC, call the AODO (466-2233). Turn airspace over to ATC (if needed.)

(2) Range Control shall call "cease-fire" on all RTAs that affect the mishap site. Clearance from Range Control will then be given for military and civil first responders to access the mishap site area.

(3) Secure access routes, shut down adjacent Training Areas and facilitate communications with first responders.

(4) Nearby units or personnel on a range witnessing a mishap and responding in emergency rescue operations shall ensure all live-fire in that area has ceased before entering the mishap site area. Live-fire shall not resume until approved by the MCASCP DirOps.

(5) For overwater mishaps in the RTAs or adjacent rivers, Operations Directorate may direct/authorize any use of the Watercraft Support Unit located at the Navy Boat Docks, Thoroughfare Bridge, and/or BT-11.

(6) Assist in overwater SAR operations as a SAR participant and be familiar with the requirements outlined in paragraph 5 of Chapter 3.

(7) Support the mishap investigation by providing video/audio data/transcripts and arrange interviews and statements from Range personnel.

i. Flight Surgeon/ Duty Medical Officer (MO)

(1) The mishap squadron flight surgeon will normally respond and report as directed as part of the AMB when notified by the Squadron Duty Officer (SDO). Any available 2d MAW or MAG-14 Flight Surgeon may be directed to respond if requested by the AODO and with the approval of 2d MAW or MAG-14. For situations when a 2d MAW or MAG-14 Flight Surgeon is unavailable, the AODO shall contact the Naval Health Clinic Quarter Deck (466-0266) to request that the duty MO be recalled and report immediately in person to the AODO at Airfield Operations (Building 199). When requested by the Incident Commander or EMS Paramedics on-scene, Air Ops personnel will transport the MO to the airfield mishap site.

(2) The flight surgeon or MO will assist CPF&ES

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Paramedics as required in extricating and evacuating deceased victims and/or assist EMS Paramedics with any injured personnel. The MO may determine cause of death in fatal cases. The MO may also take fluid/DNA samples and document/tag the position of remains in order to help determine cause of death, and perform other actions per reference (q).

(3) The duty MO will only release medical analyses to the AMB Flight Surgeon.

(4) At the direction of the Naval Hospital, Camp Lejeune Mortuary Affairs, the remains of deceased military personnel will be transported to the Naval Hospital, Camp Lejeune Morgue. The Naval Hospital, Camp Lejeune will coordinate arrangements with the local county medical examiner if required. Deceased civilian personnel will be turned over to the local county medical examiner. The Incident Commander should contact the SES Desk Sergeant who has contact information on all regional county medical examiners.

j. Communication Strategy and Operations (COMMSTRAT) Duty Photographer

(1) Upon notification of a pending airborne aircraft emergency or mishap, the duty photographer and/or videographer (if available) shall immediately report in-person to Airfield Operations and check-in with the AODO.

(2) Depending on the situation, the AirOpsO or AODO shall instruct the COMMSTRAT personnel as to the best location to document the mishap if it occurred on the airfield. If safe to do so and airfield vehicle resources are available, Air Ops will transport the COMMSTRAT crew to a location on the airfield a safe distance upwind of the mishap site in order for documentation of the mishap response.

(3) After the Incident Commander determines the mishap site is safe for follow-on responders, Air Ops personnel will transport the COMMSTRAT crew to the mishap site where they will be directed to photograph the mishap under the guidance of the Incident Commander or a senior member of the AMB, if present. If PPE is required at the site, the COMMSTRAT photographer shall be provided any needed PPE by the AMB or other investigative team.

(4) COMMSTRAT personnel shall also be prepared to board a helicopter and provide aerial photography as directed.

(5) For an On-Station mishap, the AODO shall instruct the

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COMMSTRAT personnel to either precede to the mishap site CP or standby for further guidance. The AODO shall contact the Incident Commander to determine if it is safe for COMMSTRAT presence and seek concurrence from the EOC.

(6) For an Off-Station mishap, COMMSTRAT personnel shall report to Air Ops and be prepared to proceed with the convoy.

k. Director, Communication Strategy and Operations

(1) When notified by the AODO or MCASCP CDO of an aircraft mishap on the airfield, the Director or Deputy Director, COMMSTRAT will report in-person to the base of the tower and check-in with the AODO.

(2) The AODO or AirOpsO will provide the Director, COMMSTRAT with known factual information as it becomes available.

(3) Once on scene, the AMB senior member shall provide additional general information to the Director, COMMSTRAT as soon as possible to ensure timely releases to the news media. Only the Director, COMMSTRAT or the CO, MCASCP may release information to the media.

(4) If necessary, the Director, COMMSTRAT, Deputy Director COMMSTRAT, or COMMSTRAT Operations Chief will remain in Air Ops to handle any incoming media inquiries until the EOC is activated. If required, the Director or Deputy Director, COMMSTRAT shall report to the EOC.

(5) If required and when safe to do so for an On-Airfield mishap, a COMMSTRAT representative may be escorted by Air Ops personnel to the mishap site in order to gather information.

(6) If feasible for On-Station and Off-Station mishaps, either the Director or Deputy Director, COMMSTRAT shall remain with the AODO while the other proceeds to the mishap site CP as part of the convoy. Once on scene, the Director, COMMSTRAT shall check-in with the AMB senior member and gather additional information to ensure timely releases to the media.

(7) Before departing the airfield, the Director, COMMSTRAT will provide contact information to AODO and AMB senior member.

(8) The Director, COMMSTRAT will not initially release

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any names nor speculate on the cause of the mishap. Additional guidance on releasable information can be found in Appendix G.

1. Environmental Affairs Department (EAD)

(1) If needed, EAD shall provide technical assistance to the CPF&ES HAZMAT Response Team in the clean-up of hazardous waste. The Incident Commander shall request EAD presence at the mishap site, if required.

(2) The EAO shall coordinate with the EPA and/or other governing agencies as required for any reporting to environmental regulatory officials.

m. MCAS Safety and Standardization Directorate (SS)

(1) Upon notification by the AODO of an aircraft mishap, the MCASCP Director of Safety (DSS) and ASO shall report to Airfield Operations until the EOC is activated.

(2) The DSS and ASO will provide any technical assistance to the AODO and AirOpsO and monitor the progress in executing the PMP. The DSS or ASO shall assist any Station agencies in identifying any additional required action or procedures not listed in this Order.

(3) The ASO will have the capability to monitor ARFF Command Net and, if required and approved by the Incident Commander, may proceed to the mishap site in order to provide initial investigation oversight until the AMB is on scene. At a minimum, the DSS, ASO and/or Ground Safety representative shall monitor the situation for any safety concerns. In the case where a civil aviation mishap occurs On-Airfield or On-Station, the ASO shall remain on-scene under the direction of the AirOpsO until his presence is no longer required by NTSB Investigators.

(4) The NHCCP IH shall be recalled and prepared to respond to the mishap site, if requested by the Incident Commander, in order to survey the area for airborne hazards. The IH shall report with PPE (respirator, tyvex suit, gloves, and boots) and metering equipment. If the situation dictates, the Station Radiation Safety Officer can be requested to conduct a radiation survey of the mishap site.

(5) For mishaps involving other military services and civil aviation aircraft, coordinate with Dir Ops prior to notifying the Naval Safety Center and sending the MCIEAST Aviation Flash Report.

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(6) The ASO shall serve as a principle advisor to the Air Station command element for Air Station requirements regarding reference (a).

(7) The ASO shall assist Operations with coordinating After Action reports from Station directorates in order to facilitate any required changes to the PMP.

n. Mishap Squadron Aviation Mishap Board (AMB)

(1) The AODO shall promptly notify the mishap squadron duty officer for any declared emergencies or observed mishaps involving aircraft from that squadron. It is the responsibility of the mishap squadron to recall the AMB.

(2) For an On-Airfield mishap, the AMB may report to the base of the tower in a radio equipped government vehicle if available. If required, Air Ops shall provide transportation to the mishap site via the Paddles vehicle. At no time shall the AMB proceed onto any runway or taxiway without clearance from Ground Control. The AMB will not be allowed at the mishap site until the situation is deemed safe by the Incident Commander.

(3) For an On-Station mishap, the AMB may proceed to the mishap site however, under no circumstances will the AMB be allowed to proceed past the ECP until the Incident Commander determines it is safe to do so. It is recommended that the mishap squadron send a representative to Base Ops and report to the AODO for better situational awareness. The squadron representative may be able to assist the AODO with any aircraft or aircrew-specific information. Once activated, a squadron representative should also report to the EOC or Wing Operations Center (WOC).

(4) For an Off-Station mishap, it is highly recommended that the AMB report to the base of the tower and check-in with the AODO in order to proceed to the mishap site as part of the convoy.

(5) When safe to do so, the Incident Commander shall turn custody of the mishap site over to the senior member of the AMB. Station agencies to include COMMSTRAT, SES, and EOD shall then assist the AMB as required during first few hours of the investigation.

(6) All Station responding agencies shall check in and out with the AMB senior member and will not depart the scene until properly relieved or dismissed by the AMB.

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(7) If the squadron is unable to provide security after the first 24 hours, the AMB shall request assistance by contacting the Chief of Police/SES who will coordinate with the EOC to activate the SAF.

(8) Per reference (a), the mishap wreckage shall not be moved during the first 24 hours unless to protect life or property. This will facilitate essential military or civil activities or protect the wreckage from further damage or loss.

(9) For salvage operations, the AMB senior member shall coordinate with the ARFF OIC. Underwater salvage operations are coordinated through the squadron's controlling custodian. Salvage procedures are discussed in Chapter 3.

o. H&HS Security Augmentation Force (SAF)

(1) If the mishap situation dictates additional security requirements beyond the resources of the SES SRT or mishap squadron, the Chief of Police shall contact the EOC to request SAF augmentation to assist in security operations. The H&HS CO will direct the SAF Commander to execute a recall, if approved by the CO or XO, MCASCP or Dir Ops and report to the appropriate SES official in charge of security operations. Validation of activating the SAF shall only come from the EOC.

(2) The SAF will initially muster at the H&HS parking lot, report to SES Watch Commander (if not directed otherwise), and then be transported via bus to the base of the tower for an On-Airfield mishap or to the mishap site if On-Station. If the mishap is Off-Station, the bus shall proceed as part of the convoy. The H&HS S-4 Officer and SES shall coordinate with the MTO to provide adequate transportation for the SAF. The SAF Commander will be guided by the Sentry Instructions outlined in Appendix F.

(3) Once at the base of the tower or mishap site, the SAF Commander will personally check-in with the AODO. Air Ops will provide a vehicle escort to the mishap site if the mishap is On-Airfield. Once on-scene, the SAF Commander or his designated NCO will report to the AMB senior member, the Incident Commander, or the SES Site Commander as the situation dictates.

(4) The H&HS S-4 shall provide and coordinate all logistical support for the SAF.

(5) Once fully activated, the SAF can provide 24-hour security. After 72 hours of SAF activation, consideration should

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be given to requesting personnel augmentation from 2d MAW.

p. Director of Facilities/Public Works Officer

(1) In the event of damage to Government buildings or utilities on the airfield, the AODO or MCASCP CDO shall notify the Facilities Director and/or the Public Works Officer. Public Works Department (PWD) personnel will report to the base of the tower and check in with the AODO. If required, Air Ops will escort PWD personnel to the mishap site where they will report to the Incident Commander or AMB senior member.

(2) For salvage operations, the Facilities Director shall coordinate providing an available storage facility that is large enough to accommodate all aircraft wreckage for follow-on AMB analysis.

(3) If the situation requires the wreckage be moved as soon as possible due to inhibiting public infrastructure and/or interfering with vital civil functions in the local community, the Logistics Director will take necessary action and coordinate with the ARFF Officer and AMB senior member in expediting the acquisition of required resources and operators to affect the loading, transport, and storage of aircraft wreckage. The AMB senior member owns the wreckage and must concur before salvage operations commence.

q. Command Duty Officer (CDO)

(1) When notified by the AODO of any aircraft mishap, the CDO will assist the AODO in recalling or notifying additional MCASCP Staff or outside civilian agencies. If directed by the MCASCP CO, XO, or Dir Ops, the CDO shall activate the Emergency Recall Plan/Crisis Action Team (CAT).

(2) If the CDO receives an outside call concerning an aircraft mishap, he or she shall call the AODO (466-2233 or 4334) promptly on another line while gathering information from the caller per Appendix J.

(3) For 2d MAW mishaps, the MCASCP CDO shall assist the 2d MAW Duty Officer as required.

(4) After hours, the MCASCP CDO shall be responsible for forwarding MCIEAST aviation flash reports to the MCIEAST CDO. Specific CDO procedures for notification and reporting of MCIEAST aviation incidents are contained in Appendix I.

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(5) If anyone calls and states they are from COMMSTRAT or any Public Affairs, do not pass any information over the phone. Get their name and then call back to COMMSTRAT or after-hours duty representative to verify the caller. COMMSTRAT telephone numbers are 466-4241/3542/2536. The after-hours government mobile phone for the Director, COMMSTRAT is (252)626-9532.

r. Other Agencies. If requested by the AMB or Incident Commander, other individuals or agencies to include Chaplain, TISD, or the Claims Officer shall report to the base of the tower and personally check-in with the AODO. Air Ops will provide transportation to the On-Airfield mishap site.

s. 2d MAW EOC Representative. It is recommended that a 2d MAW representative be present in the EOC during recovery operations to ensure smooth coordination in tracking Wing personnel and equipment when 2d MAW aircraft or support equipment are involved. Additionally, Station may be asked to provide a representative in the Wing Operations Center (WOC).

7. CONVOY PROCEDURES

a. Whenever practical, a convoy shall be used to transport follow-on responders to an Off-Station aircraft mishap. The convoy will rendezvous with initial emergency responders that departed the Air Station upon initial notification.

b. The convoy will be led by an SES patrol vehicle equipped with a radio capable of monitoring both ARFF CMD (trunked) and Incident CMD conventional nets. The second vehicle in the convoy should be an ARFF vehicle, also radio equipped (as a back-up to the lead vehicle in navigation).

c. The AODO shall ensure the number of people and vehicles in the convoy are documented for accountability purposes. The SES lead patrolman shall count heads and vehicles and report this information to the AODO prior to departing. The AODO shall provide a convoy personnel accountability report to the EOC.

d. The convoy shall only proceed at the request of the Incident Commander with the concurrence of the CO, MCASCP. The Incident Commander must first confirm the mishap location, assess the situation, and determine if the mishap site is accessible by vehicle. There may be situations where only certain agencies are required immediately. In those cases, a second follow-on convoy may be formed when the conditions are permissible. Any follow-on convoys shall have a lead vehicle equipped with a radio.

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e. If a convoy operation is not practical due to inaccessibility, as determined by the Incident Commander or reported by aircraft in the vicinity, then follow-on agencies shall remain at the base of the tower and standby in case additional helicopter assets become available. The ARFF HRT will have first priority for helicopter transportation.

f. The following procedures apply to all convoy operations to and from the mishap site:

(1) A minimum of 150 feet of separation shall be maintained between vehicles while operating on state highways and a minimum of 50 feet of separation while operating off state highways. All vehicles will use headlights and marker lights for safety; all beacons and sirens will be turned off. The posted speed limit shall not be exceeded. Fire Trucks and ambulances shall use beacons and sirens Off-Station **only** when part of the initial response.

(2) There will be no passing in the convoy.

(3) Safe convoy operations are paramount to mission accomplishment. Safety shall not be compromised enroute to the site.

(4) SES will notify local/ state police of the convoy route.

(5) All agencies shall monitor the ARFF Command Talk Group (refer to Appendix E) and shall follow the directions of the senior ARFF Marine (or CPF&ES) in the convoy, call sign: "Convoy Commander." "Convoy Commander" shall conduct a radio check-in with all vehicles in the convoy prior to departing the base of the tower. If the convoy experiences radio communication problems due to leaving the coverage of the Air Station's Radio Trunking System, the "Convoy Commander" shall stop and direct all agencies to switch to the Incident Command Conventional Channel ("INDCMD Conventional"): 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/nets are listed in Appendix E.

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g. If the convoy has difficulty locating the mishap site, the Convoy Commander should stop and attempt the following:

(1) Contact the Incident Commander via ARFF CMD net (trunked), INDCMD Conventional, or by mobile phone as ARFF, SES, and CPF&ES may already be on-scene.

(2) Contact the SES Desk Sergeant who can interface with local emergency management agencies.

(3) Contact the AODO via mobile phone (466-2233) for any location updates.

(4) Report the convoy's current position to the AODO and Incident Commander and remain at that point until assistance can be provided by PEDRO or other aircraft, which will identify the mishap site by radio or by circling the site. If needed, assisting aircraft may also be able to identify quick access routes to the mishap site or lead the way to the location of any survivors who may not be collocated at the mishap site.

h. Once on scene, report to the IC at the CP.

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

a. 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 several square miles. Wreckage and ordnance should be avoided, and care must be taken to avoid further injury of victims. The Incident Commander 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 Incident Commander. First responders will normally arrive at the mishap site with appropriate PPE. Before any follow-on responders are allowed at the site, the Incident Commander (with assistance from the 2d MAW or NHCCP IH) shall ensure the area is safe enough for investigators. If hazardous materials are still present, follow-on investigators shall be advised by the Incident Commander or 2d MAW/NHCCP IH of appropriate PPE that must be worn. Squadron AMB members normally will have their own PPE available per reference (a).

b. Where possible, the mishap site should be approached from upwind. All personnel entering the site MUST wear appropriate

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protective clothing and breathing apparatus until otherwise directed by the Incident Commander. Depending on the situation, protective clothing may include full-faced respirators, Tyvex suits, and eye protection. AMB members should already have this PPE available in their squadron pre-mishap kits. An acrylic fixing agent such as floor wax mixed with water can be sprayed over the wreckage to prevent airborne fibers from forming resin burns. Even after the airborne hazard is mitigated, leather gloves and long sleeves shall be worn by anyone coming in close contact with the wreckage. All unprotected personnel, including security, should avoid the area downwind of the site until authorized by the Incident Commander. 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. If there are any doubts whether appropriate PPE is required, refer to the 2d MAW or NHCCP IH to evaluate the conditions and dictate appropriate PPE. If required, a Station Safety representative may be present to act as a command safety observer.

c. 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 Incident Commander and EOD personnel must be notified of the type and location of all known or suspected ordnance and the Incident Commander must be notified of the location of wreckage and human remains. For situations where aircraft pieces and parts are scattered over a large area, additional personnel may be required to conduct search party operations. It is incumbent upon the senior member of the AMB to determine probable areas to search based upon the impact direction angle of the aircraft. In addition to personnel from the mishap squadron, personnel may be available from the SAF to augment the search party. The COMMSTRAT Duty Photographer support may be requested to assist in mapping the crash sites over a large area. The AMB members are responsible for instructing personnel involved in search operations on how to document and mark locations of scattered aircraft parts and/or human remains.

d. If requested by the AMB, the ARFF OIC shall remain on-scene to assist in locating and documenting human remains, parts, and debris. If the AMB is not on-scene the ARFF Officer, in coordination with the MCASCP ASO, will begin the documentation process as outlined in Chapter 3, paragraph 6.g.

e. Unless absolutely necessary, investigative work should not progress into the hours of darkness. If required and

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feasible, the AMB can request portable lighting from the MCASCP Supply Directorate if not readily available through the 2d MAW supply system. If required, the Supply Director can contract for required equipment not readily available.

f. Efforts must be made to identify all available witnesses at or near the mishap site; their names and addresses must be recorded. This information will be passed to the AMB, the Incident Commander, or the MCASCP ASO as soon as possible. Responding personnel, including SAF, not immediately involved in the rescue or firefighting effort will canvas any local bystanders for potential witness information.

g. 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. Whenever possible, civil law enforcement should take responsibility for initial outside security of the mishap site. News media representatives will be directed to COMMSTRAT. If at all possible, a COMMSTRAT representative will be available at the scene to handle media concerns. No statement of any kind will be given to any person not directly connected with the aircraft mishap, JAGMAN, or claims investigation. The Director, COMMSTRAT representative will coordinate the release of information with the senior member of the AMB. Questions regarding the mishap should be answered with a comment that it is under investigation, and that more information will be released by COMMSTRAT when it is available. By-standers shall be advised to leave the area for safety reasons.

h. First responders and site security personnel should also be aware of the possibility that personnel representing foreign adversaries may also try to access the mishap site in order to gain intelligence on aircraft capabilities. For Class A aviation mishaps (especially mishaps involving the F-35B/C, Marine Corps Counterintelligence shall be integrated into the coordinated response. 2d MAW G-2 shall be part of the initial notification process and is responsible for initiating counterintelligence requirements.

i. If the mishap occurred on private property, the Staff Judge Advocate Office (OSJA) will handle all matters concerning claims investigation and compensation for damage resulting from the mishap. Security and rescue personnel will **NOT** make any promises or statements about compensation or reimbursement for such damage.


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graph TD
    MCAS[MCAS CHERRY POINT] --> StationCDO[Station CDO]
    StationCDO --> WingCDO[Wing CDO]
    WingCDO --> 2DMAW[2D MAW]
    2DMAW --> IH[IH]
    2DMAW --> MAG[MAG]
    2DMAW --> SQD[SQD]
    2DMAW --> AMB[AMB]
    2DMAW --> CountyMed[County Medical Examiner]
    2DMAW --> LocalFire[Local Civil Fire/EMS/ Law Enforcement]
    MCAS --> Operations[Operations]
    Operations --> EOC([EOC  
If required])
    Operations --> FieldODO[Field ODO]
    FieldODO --> OD[OD]
    FieldODO --> ATC[ATC]
    MCAS --> COMMSTRAT[COMMSTRAT]
    COMMSTRAT --> Logistics[Logistics]
    Logistics --> Supply[Supply]
    Logistics --> MTO[MTO]
    MCAS --> Facilities[Facilities]
    Facilities --> PWD[PWD]
    Facilities --> EAD[EAD]
    MCAS --> TISD[TISD]
    TISD --> Comptroller[Comptroller]
    TISD --> Chaplain[Chaplain]
    MCAS --> StaffJudge[Staff Judge Advocate]
    StaffJudge --> Claims[Claims Investigation]
    MCAS --> [OVER LAND]
    [OVER LAND] --> AirForceRCC[Air Force RCC]
    AirForceRCC --> USAFAirSAR{USAF Air/SAR}
    USAFAirSAR --> CPFire[CP Fire & Emergency Services]
    CPFire --> ARFF[ARFF]
    CPFire --> Hazmat[Hazmat Resp Tm]
    Hazmat --> LocalFire
    CPFire --> SES[SES]
    CPFire --> SAF[SAF needed]
    SAF -.-> SES
    MCAS --> [OVER WATER]
    [OVER WATER] --> NorfolkRCC[Norfolk RCC]
    NorfolkRCC --> USCGAirSAR{USCG Air/SAR}
    USCGAirSAR --> CPFire
    NorfolkRCC --> USCGVessel{USCG Vessel}
    USCGVessel --> Hazmat
    Hazmat --> LocalFire
  
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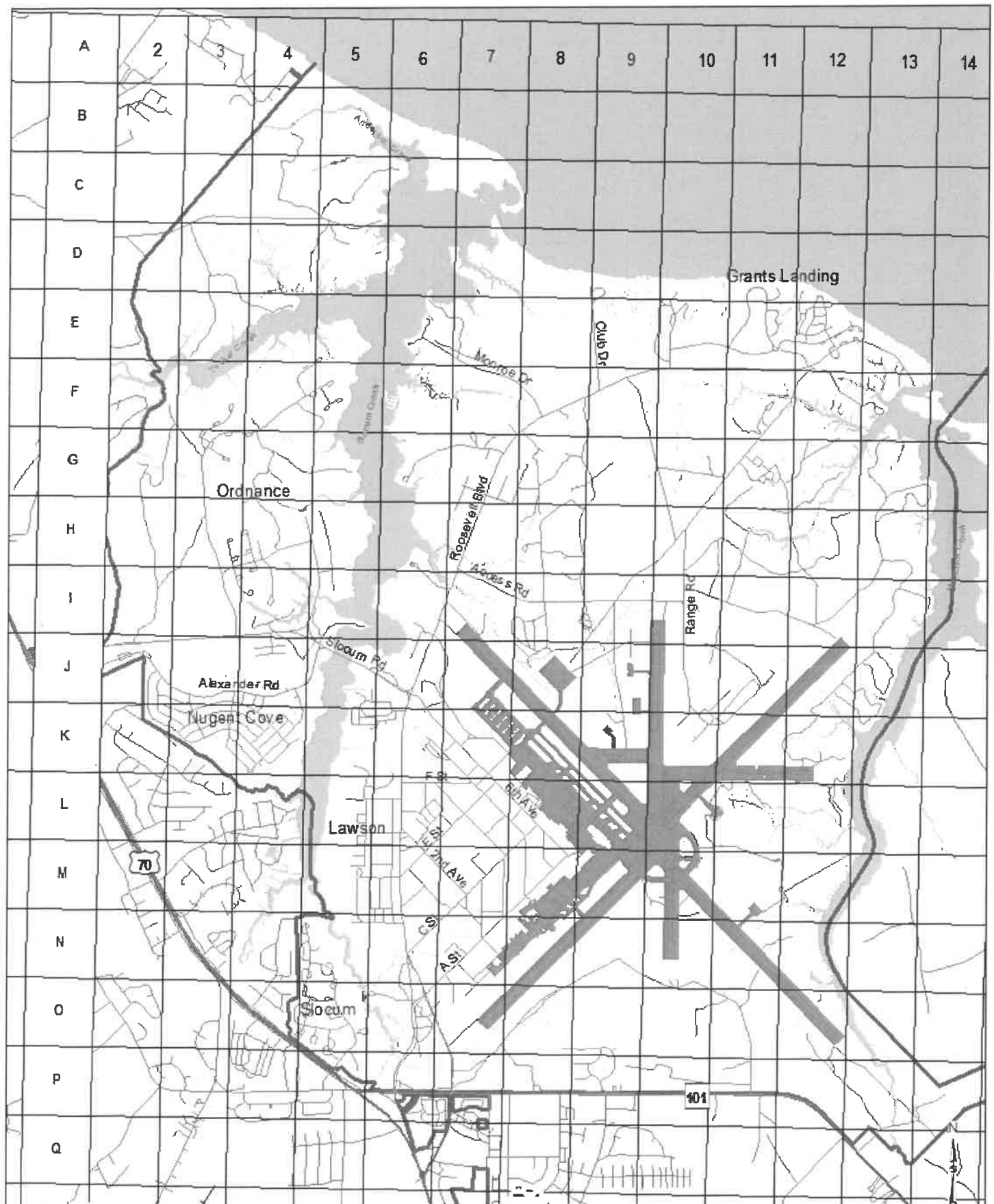
The organizational chart for MCAS Cherry Point is structured as follows:

- MCAS CHERRY POINT**
 - Station CDO**
 - Wing CDO**
 - 2D MAW**
 - IH
 - MAG
 - SQD
 - AMB
 - County Medical Examiner
 - Local Civil Fire/EMS/ Law Enforcement
- Operations**
 - EOC (If required)
 - Field ODO
 - OD
 - ATC
- COMMSTRAT**
 - Logistics
 - Supply
 - MTO
- Facilities**
 - PWD
 - EAD
- TISD**
 - Comptroller
 - Chaplain
- Staff Judge Advocate**
 - Claims Investigation
- [OVER LAND]**
 - Air Force RCC
 - USAF Air/SAR
 - CP Fire & Emergency Services
 - ARFF
 - Hazmat Resp Tm
 - Local Civil Fire/EMS/ Law Enforcement
 - SES
 - SAF (needed)
 - SES
- [OVER WATER]**
 - Norfolk RCC
 - USCG Air/SAR
 - CP Fire & Emergency Services
 - USCG Vessel
 - Hazmat Resp Tm
 - Local Civil Fire/EMS/ Law Enforcement

At the bottom of the chart, a box labeled **//////// MISHAP SITE //////////** is connected to the **CP Fire & Emergency Services** box.

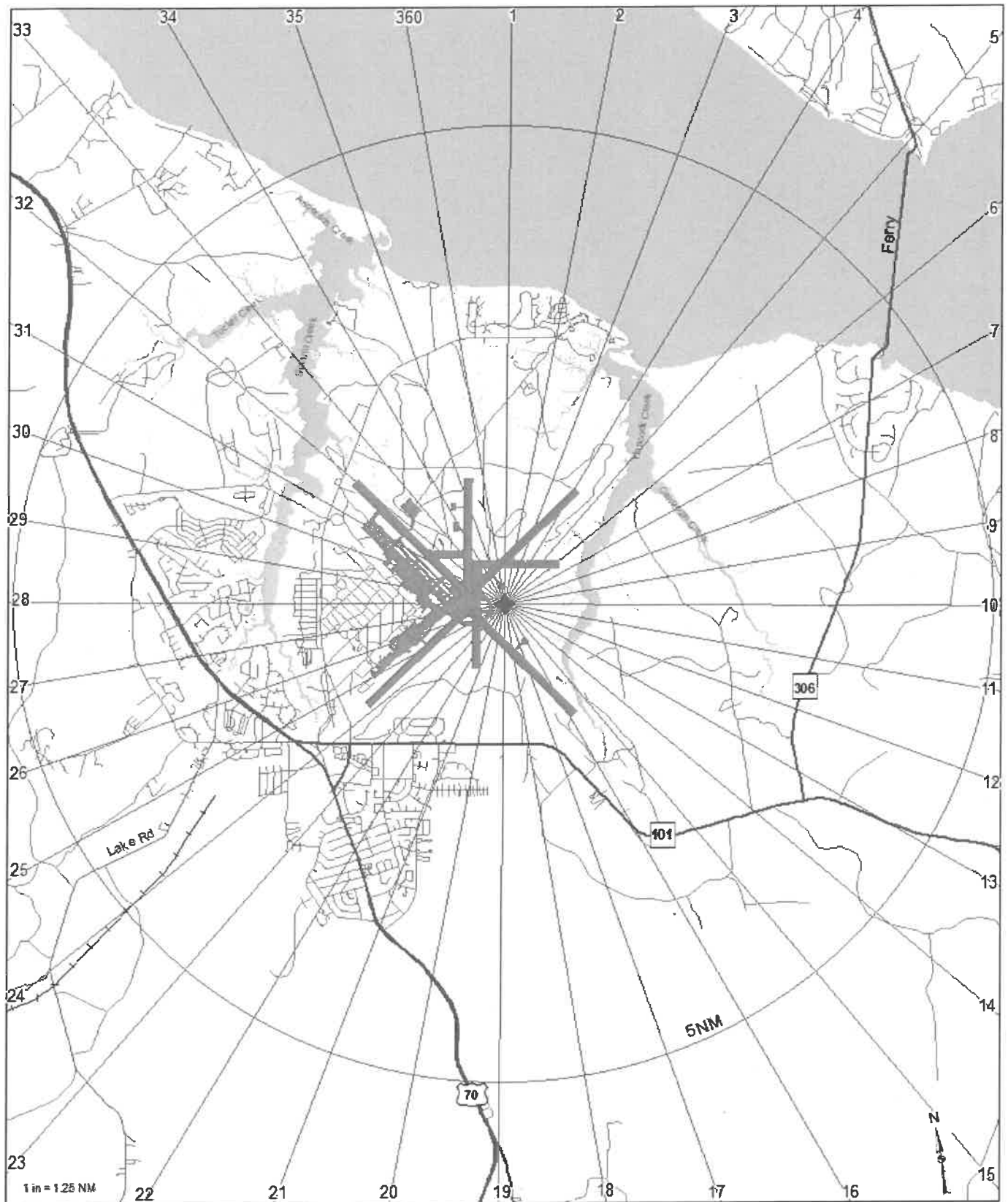
STATION PMP
APPENDIX B
ON-AIRFIELD/ON-STATION GRID MAP

ASO 3750.1B
12 NOV 20

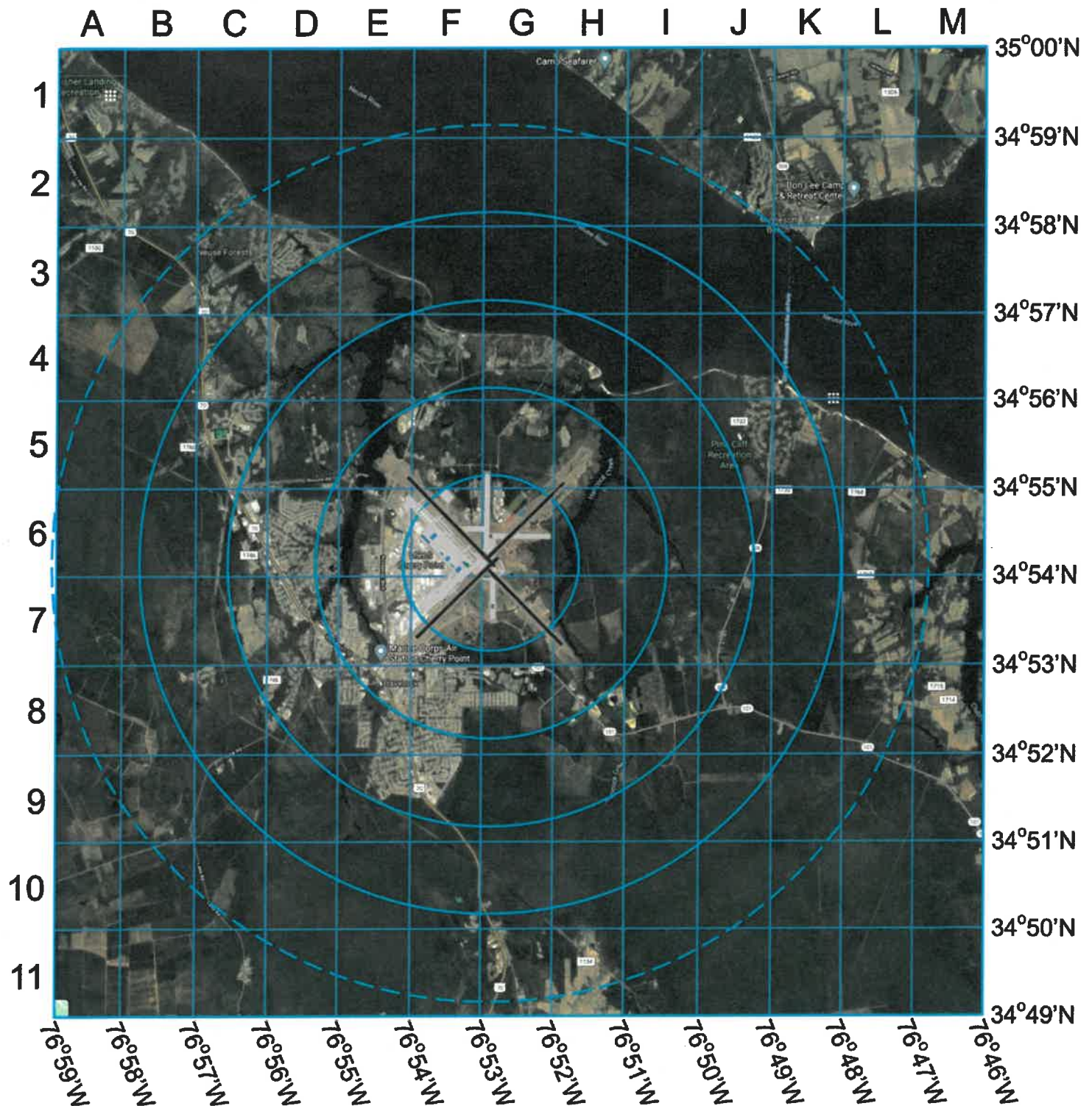


STATION PMP
APPENDIX C
OFF-STATION BEARING & DISTANCE MAP

ASO 3750.1B
12 NOV 20

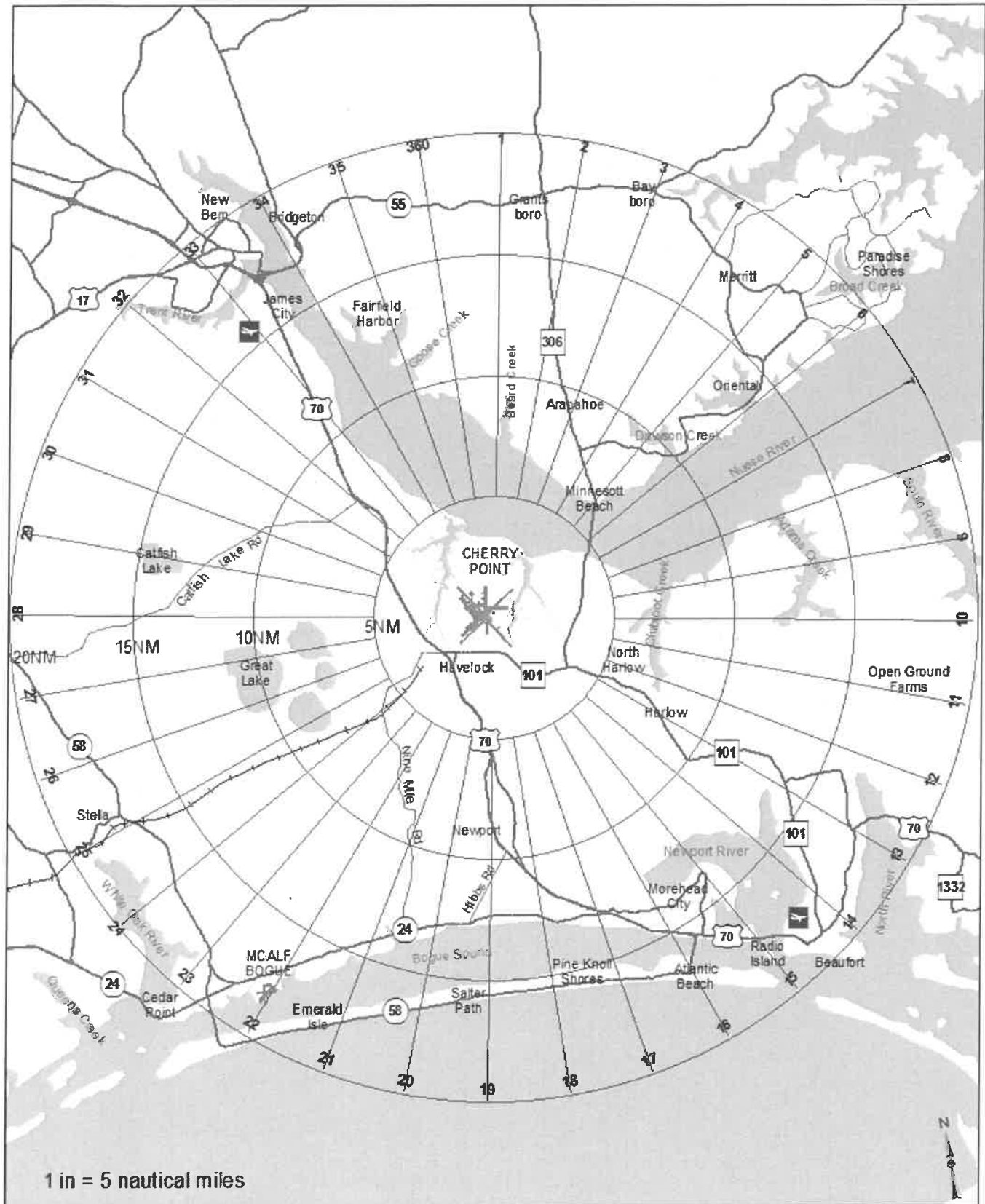


OFF-STATION CLASS DELTA 5NM GRID & LAT/LONG SURFACE AREA



STATION PMP
APPENDIX C
OFF-STATION 20NM BEARING & DISTANCE MAP

ASO 3750.1B
12 NOV 20



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STATION PMP

APPENDIX D

CONTACT INFORMATION FOR MCAS CHERRY POINT and 2D MAW AGENCIESAir Station Agencies:

* The CDO can contact or recall key individuals from any of the Air Station Directorates to include H&HS.

MCAS Cherry Point Command Duty Officer (CDO) 24-Hr Duty.....466-5236*

MCAS Operations.....466-5147/5299

Emergency Operations Center (EOC) (when activated).....466-5216/17

Airfield ODO 24/7 (connect to ATC and AirOpsO).....466-2233/4334

Flight Clearance (AODO alternate #).....466-6768

ARFF Dispatch.....466-4585

MCAS Cherry Point Fire & Emergency Services (Fire Dept).....466-2241/2351

Emergency911

SES (Military Police) (24 hour Desk Sergeant).....466-3515/16

MCAS Aviation Safety Officer (ASO).....466-3473

Station Safety Office.....466-2730

Communication Strategy and Operations (COMMSTRAT).....466-4241/3542

COMSTRAT 24-hr Duty Cell Phone.....252-665-3878

COMMSTRAT Photographer.....466-2905

COMSTRAT Duty Photographer (after hours)252-229-0648

MCAS Cherry Point (MCIEAST METOC) Weather Office (24 hrs).....466-2346

Range Management Office (Big Rock).....466-2936

Navy Boat Docks.....466-3075/3014

Explosive Ordnance Disposal (EOD).....466-3631/3622

MCALF Bogue Airfield Operations.....466-0664

MCALF Bogue (ARFF 24/7)466-0643

Environmental Affairs Dept (EAD) (Emergency)..... 466-6716

Emergencies (after hours)..... 635-7441

MCAS Adjutant.....466-4250

MCAS Motor Transport Office (MTO)..... 466-2807

STATION PMP

APPENDIX D

CONTACT INFORMATION FOR MCAS CHERRY POINT & 2D MAW AGENCIES

Naval Clinic (Aerospace Medicine/Flt Surgeons).....466-0364
Naval Clinic Quarterdeck (24-hr duty).....466-0266
FRCE Duty Officer (24-hr Security Duty Officer).....464-7999
FRCE Aviation Safety Officer.....464-7800
Staff Judge Advocate Office (Claims).....466-6432
Public Works Dept. (PWD)..... 466-4364
PWD (after hours)466-4363
MCAS Supply Directorate (Fuel Support/ Messing Support).....466-2445
TISD (Radio Communications).....466-3079/6664
Station Comptroller's Office.....466-2881
Station Chaplain.....466-4000

2D Marine Aircraft Wing Agencies (24 Hr Duty Officers):

2D MAW Duty Officer.....466-4313
MAG-14 (MCAS Cherry Point/AV-8B, KC-130J, UAS, F-35B/C).....466-5100
MAG-26 (MCAS New River/ MV-22 squadrons).....910-449-6126
DSN 752-6126
MAG-29 (MCAS New River & Cherry Pt/ AH-1, UH-1, CH-53).....910-449-6345
DSN 752-6345
MAG-31 (MCAS Beaufort/ F-18 squadrons).....843-228-7331
DSN 335-7331
MWSS-271 (Marine Wing Support Squadron).....466-3183
MWSS-274 (Marine Wing Support Squadron).....466-2719
Marine Air Control Squadron-2 (Bogue Det) (working hours).....466-0691
2D MAW Aviation Safety Officer (ASO) (working hours).....466-4595

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STATION PMP

APPENDIX E

RADIO NET GUARD CHART

		(Trunked)	(Trunked)	(Trunked)	(Trunked)	(Trunked)	(Trunked)	(Trunked)				
C- Net Control												
X- Guard												
R- Monitor Only												
Station Organizations	EOC/DWC	Cherry Ground	ARFF Command	PMO TAC 1	Naval Clinic1	Fire 1	EOC 1	EOC 2	*ARFF CONV	*PMO CONV	*INC CMD CONV	*EOC CMD CONV
EMERGENCY OPERATIONS CENTER	C	X	X	R	R	R	C	C			C	C
AIRFIELD RESCUE AND FIRE FIGHTING (ARFF)	X	X	C	X		X	X		C			
ARFF Command Vehicle	R		X									
P-19 Vehicle			X									
FIRE DEPARTMENT												
Dispatch	X		X	X		C	X					
Command Vehicle	R	X	X			X	X					
Ambulances responding to crash site.			X		X							
Other Vehicles responding to crash site.			X			X						
NAVAL CLINIC												
Quarter Deck / Dispatch	X		X		C							
SES (PMO)										C		
Desk Sgt	X	R	X	C	R	R	X					
Vehicles responding to crash site.			X			R	X					
CONTROL TOWER	X	C	X			X	R					
EOD	X	R	X				R					
COMMSTRAT			X				R					
SAFETY	X		X	R			R					
EAD		R	X				R					

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STATION PMP

APPENDIX F

ORDERS FOR SENTRIES

1. Sentries assigned to guard the mishap scene will comply with the General Orders for Sentries and all special instructions issued by Higher Authority.
2. Sentries will be briefed on the contents of this enclosure prior to Posting at the Mishap Site.
3. Report to the Senior Member of the AMB at the scene of the mishap for instructions.
4. The Primary Function of the Sentry is to safeguard Life and Property, Preserve the Wreckage and Prevent Abuse of Civil Property.
5. Sentries will allow only Authorized Representatives of the Press access to the mishap. This access will be granted only after it has been determined that no danger exists from fire or explosion of the Wreckage.
6. Sentries will record the Name, Address, and Telephone Number of any witness to the mishap and present this information to the Senior Member of the AMB.
7. **No Excessive Force (I.E. injury or physical harm)** will be used in the performance of these duties. If persuasion is unsuccessful, attempt to discover Names, Addresses, Descriptions or Automobile License, Numbers of Individuals tampering with the wreckage. Present these to the Senior Member of the AMB.
8. Sentries will ensure that no portions of the wreckage are disturbed or removed unless authorized by the Senior Member of the AMB. Sentries will take all precautions to prevent alteration of Ground Scars made by the Mishap Aircraft.
9. Refer all General Public and News Media inquiries to the COMMSTRAT official.
10. **Do not touch the wreckage or ground scars they are vital evidence.**

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STATION PMP

APPENDIX G

NAVAL SAFETY CENTER PUBLIC AFFAIRS /COMMSTRAT AVIATION MISHAP
GUIDANCEReferences:

1. SECNAVINST 5720.44B - Navy Public Affairs Policy and Regulations
2. OPNAV INST 3750.6S - Naval Aviation Safety Management System
3. JAG INST 5800.7D - Manual of the Judge Advocate General (JAGMAN)

Do's and Don'ts:

1. Do not speculate on the cause.
2. Do not get involved in "off the record" discussions. Everything you say to a reporter is on the record.
3. Do not promise the media or family access or copies of the safety investigation report (SIR). You can tell them that they can request a redacted copy under the Freedom of Information Act. FOIA requests can be submitted to the Naval Safety Center either in writing or electronically through our website at the following website:
<http://www.safetycenter.navy.mil/foia/requestform.cfm>
4. Do prepare. Coordinate with standing Aviation Mishap Boards (AMB) (every squadron is required to have one) and participate in unit and Air Station level mishap exercises.
5. Do coordinate with Naval Safety Center public affairs. Call 757-444-3520 Ext. 7312 (DSN 564) with any questions or concerns. NAVSAFECEN public affairs personnel can and will help ensure you are in compliance with Navy/Marine Corps instructions regarding release of information.

Sample Questions & Answers:

- Q: "What Caused this Accident?"
A: "A safety investigation is being (will be) carried out to determine the cause."
Q: "Were there any injuries or fatalities?"
A: You can provide basic information if known, but do not release names.
Q: "What type (model) of aircraft was involved?"
A: You can provide the type, model and series (T/M/S) if known.

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Q: "What was the mission?"

A: "The aircraft was conducting (provide general description) (routine training, passenger transfer between A and B, support for Operation Iraqi Freedom, etc.)"

Q: "What Squadron was the aircraft from?"

A: Provide the unit name.

Q: "When will the investigation be complete?"

A: "The safety investigation report (SIR) is to be submitted within 30 days of the mishap; however, extensions to this can be granted depending upon circumstances. Once submitted, the SIR is reviewed and formally endorsed through the chain of command. This process can take several months. The Naval Safety Center is the final endorser of all Class A aviation mishaps. The process is not complete until the final endorsement is completed.

Q: "Will the report be published?"

A: "No, Safety Investigation Reports are not published."

Q: "Can I submit a FOIA (Freedom of Information) request for the Safety Investigation Report?"

A: "Yes. However, keep in mind that any privileged safety information and information protected by the Privacy Act will be redacted. "Safety Privilege" allows investigators to offer a promise of confidentiality to witnesses who may be reluctant to make a statement in an attempt to learn the most accurate, detailed information about the cause of a mishap. Safety privilege also protects information derived from statements given under a promise of confidentiality, information that pertains to the deliberative process of the investigation board, and pre-decisional information, including endorsements. This privilege can be offered because the safety investigation does not determine responsibility but rather root causes and ways to mitigate the associated risks.

The JAGMAN investigation is not protected by the concept of privilege and in most cases can be released under FOIA. In cases where the United States anticipates being sued as a result of a mishap, the JAGMAN may be prepared as a litigation report, in which case it will not be releasable."

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Aviation Mishap Investigation Process Background Information

Types of investigations: Aircraft accidents are investigated by one or more investigative bodies under existing instructions and legal requirements.

Mishap safety investigations. For the sole purpose of safety and accident prevention, the Chief of Naval Operations has issued special instructions for the conduct, analysis, and review of investigations of aircraft mishaps in OPNAVINST 3750.6 series. These investigations are known as "aircraft mishap safety investigations" and are conducted by Aviation Mishap Boards (AMB). The mishap investigation is a search for causes; it looks for undetected hazards and tries to identify those factors that caused the mishap, as well as those that caused any additional damage or injury during the course of the mishap. The results of the safety investigation are documented in Safety Investigation Reports (SIR). When submitted, these reports are then endorsed by the chain of command. Endorsers can disagree with the determined causes and associated recommendations and suggest other causes or recommendations for corrective action. For this reason, the report is not considered final or closed until the final endorsement is made to the report. For Class A mishap the Naval Safety Center is the final endorser.

JAGMAN investigations. When an aircraft mishap results in death or serious injury, extensive damage to government property, or the possibility of a claim exists for or against the government, a JAGMAN investigation shall be ordered to determine the cause and responsibility for the mishap, nature and extent of any injuries, description of all damage to property, and any attendant circumstances. While in most cases a claim for or against the government may reasonably be anticipated as a result of an aircraft mishap, a *command investigation* will normally be used because of the command interest in accountability for incidents which result in death or substantial property damage. In all investigations concerning potential claims for or against the government, a copy of the investigation shall be forwarded to the Office of the Judge Advocate General (Code 15), Tort Claims Unit, 9620 Maryland Avenue, Suite 100, Norfolk, VA 23511-2989 upon completion of the convening authority's endorsement. These JAGMAN investigations are in addition to and separate from the aircraft accident

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safety investigations conducted under the authority of OPNAVINST 3750.6 series.

Field Naval Aviator Evaluation Board (FNAEB) / Field Flight Performance Board (FFPB): A FNAEB is a Navy administrative board convened to evaluate the performance, potential and motivation for continued service of any Naval Aviator ordered by competent authority to appear before such a board. A FFPB is the USMC equivalent. A FNAEB/FFPB shall be convened for all Class A and B flight mishaps except in those cases where the aircrew's performance is not in question. Through a formal review process and hearing, the board will make a recommendation to the chain of command on whether the aviator in question should continue in a flight status or not. The governing instruction is COMNAVAIRFORINST 5420.1.

Aviation Mishap Board (AMB): An AMB is required for all Class A, B and C mishaps (see below for classification definitions). Minimum AMB membership shall consist of four officers drawn from the command's standing board: an Aviation Safety Officer (Aviation Safety Officer (ASO) course graduate), a flight surgeon, an officer well qualified in aircraft maintenance, and an officer well qualified in aircraft operations. The senior member of each AMB shall be a Naval Aviator or Naval Flight Officer.

Naval Safety Center (NSC) Involvement: NSC's involvement takes the form of help with the mishap board's investigation. In Class A flight mishaps where wreckage is available or a fatality is involved, NSC will generally send an experienced aviation mishap investigator to assist the AMB. In cases involving wreckage lost at sea, an investigator will not normally be dispatched until the commencement of any ocean salvage desired by the controlling custodian of the mishap aircraft. NSC investigators are direct representatives of the CNO; they control all evidence pertaining to the mishap (including parts undergoing engineering investigations) until they release it to the AMB. NSC investigator may invite additional experts, military or non-military, to assist in the investigation and provide analysis to the board.

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Privileged Information:

Concept: Much of the information associated with a Safety Investigation is "privileged". This information includes: witness statements given under a promise of confidentiality; all AMB deliberations and analysis (to include written and verbal comments); any information which would not have been discovered but for information provided under a promise of confidentiality; and associated endorsements. Privileged safety information is not releasable under the Freedom of Information Act and shall be used ONLY for safety purposes. The promise of confidentiality offered by privilege is to: 1) overcome any reluctance of an individual to reveal complete and candid information about the circumstances surrounding a mishap, and 2) encourage AMBs and endorsers of aviation SIRs to provide complete, open and forthright information, opinions and recommendations regarding a mishap.

Protection of Privileged Information: Should privileged information be used for any purpose other than safety, credibility of future assurances would be lost. Therefore, we must keep faith with the assurances of the limited use of this information. The following statement is included in each SIR and subsequent endorsement and captures the seriousness of violating this protection.

For official use only. This is a privileged, limited-use, limited distribution, safety investigation report. Unauthorized disclosure of the information in this report or its supporting enclosures by military personnel is a criminal offense punishable under Article 92, Uniform Code of Military Justice. Unauthorized disclosure of the information in this report or its supporting enclosures by civilian personnel will subject them to disciplinary action under Civilian Personnel Instruction 752. This report may not be released, in whole or in part, except by the Commander, Naval Safety Center.

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Classification of an Aviation Mishap: All DoD services utilize the same system with same levels (ref: DODI 6055.7).

Aviation Mishap Categories:

Flight Mishaps (FM). This category encompass those mishaps which result in \$60,000 or more damage to a DOD aircraft or UAV or, the loss of a DOD aircraft or UAV - when intent for flight for DOD aircraft or UAV existed at the time of the mishap. Other property damage, injury or death is irrelevant to this classification.

Flight-Related Mishaps (FRM). Those mishaps which result in less than \$60,000 damage to a DOD aircraft or UAV - when intent for flight existed at the time of the mishap and, additionally, \$60,000 or more total DOD and non-DOD damage or a reportable injury or death occurred.

Aviation Ground Mishap (AGM). Those mishaps in which the intent for flight did not exist but a DOD aircraft or UAV was lost, or more than \$60,000 damage was sustained by a DOD aircraft or UAV, or DOD or non-DOD property was damaged in the amount of \$60,000 or more, or a reportable injury occurred.

Aviation Mishap Severity Categories:

Class A Severity. A Class A mishap is one in which the total cost of damage to property or aircraft or UAVs exceeds \$2,500,000, or a naval aircraft is destroyed or missing, or any fatality or permanent total disability results from the direct involvement of naval aircraft or UAV. Loss of a UAV is not a Class A unless the cost is \$2,000,000 or greater.

Class B Severity. A Class B mishap is one in which the total cost of damage to property or aircraft or UAVs is more than \$600,000 but less than \$2,500,000, or a permanent partial disability or the hospitalization of three or more personnel results.

Class C Severity. A Class C mishap is one in which the total cost of damage to property or aircraft or UAVs is \$60,000 or more, but less than \$600,000, or an injury requiring five or more lost workdays results.

Class D Severity. A Class D mishap is one in which the total cost of damage to property or aircraft or UAVs is \$25,000

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or more, but less than \$60,000, or a recordable injury greater than first aid.

Hazard. Any occurrence in which the total cost of property or aircraft or UAV damage is less than \$25,000 and there are no reportable injuries is not an aviation mishap.

Releasing Information:

COMNAVSAFECEN is sole authorized release authority for Navy and Marine Corps safety investigation information. All requests for information (except those appropriately routed to COMNAVSAFECEN PAO) should be directed to COMNAVSAFECEN Attn: Code 055 (Staff Attorney).

Media: Mishap information derived from the Mishap Data Report message may be released to news media pursuant to DON Public Affairs Regulations (SECNAVINST 5720.44B). We must, when dealing with the press, the public and Congress, protect the privileged status of SIRs and their endorsements.

Privacy Act of 1974. Persons desiring information collected in a system of records subject to the Privacy Act shall forward requests to COMNAVSAFECEN, Attn: Code 055.

Freedom of Information Act (FOIA). Forward any requests for information that either expresses or implies they are based on the Freedom of Information Act to COMNAVSAFECEN, Attn: Code 055.

Congress. Forward requests for information from the Congress, its committees, or members to COMNAVSAFECEN Attn: Code 055.

Relatives of Persons Involved in Aviation Mishaps. The Naval Military Personnel Manual and the Marine Corps Casualty Procedures Manual define how to notify relatives of persons involved in aviation mishaps. Make no reference to causal factors of a mishap. Do not provide classified information. Do not show, discuss or give an aviation SIR or endorsements to the next of kin or their representative. Next of kin requests for the SIR must be submitted in accordance with the Freedom of Information Act. Such requests must be submitted in writing or electronically at
<http://www.safetycenter.navy.mil/foia/requestform.cfm>

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Subpoenas for Information. Refer any subpoenas for aviation mishap information to the Navy JAG (Code 34), 1322 Patterson Avenue SE, Suite 3000, Washington Navy Yard, DC 20374-5066 with copy to COMNAVSAFECEN, Attn: Code 055

Terms:

Controlling Custodians. The Controlling Custodian is basically the 'owner' of the aircraft. For purposes of OPNAV 3750.6 and without effecting command relationships established for other purposes, controlling custodians are:

CMC

Commander, Naval Air Forces (COMNAVAIRFOR)

Commander, Naval Air Forces U.S. Atlantic Fleet

(COMNAVAIRLANT)

Commander, U.S. Marine Forces Atlantic (COMMARFORCOM)

Commander, U.S. Marine Forces Pacific (COMMARFORPAC)

Chief of Naval Air Training (CNATRA)

Commanding General, 4th Marine Aircraft Wing (CG FOURTH

MAW)

Commander, Naval Air Force Reserve (COMNAVAIRFORES)

Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)

Reporting Custodians. The reporting custodian is typically the unit, squadron or command physically operating the aircraft and falls under one of the controlling custodians listed above.

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OUTSIDE AGENCY CONTACT INFORMATION

The MCAS SES Desk Sergeant (466-5123) or SES Dispatch (466-3616/17) can contact the appropriate civil law enforcement, fire, EMS, and forestry service to request their assistance in responding to an off-station aircraft mishap. The names and phone numbers of the local authorities are provided below:

LOCAL CITY LAW ENFORCEMENT

Atlantic Beach	252-726-2532
Beaufort	252-728-4561
Camp Lejeune	DSN 751-2555
Havelock	252-447-1111/1112/3212 Ext0 (EOC 252-444-3928)
Jacksonville	910-455-1472
Morehead City	252-726-3131
New Bern	252-633-2020
Newport	252-223-5111
Swansboro	910-326-5151

LOCAL COUNTY LAW ENFORCEMENT (SHERIFFS)

Beaufort County (Washington)	252-946-7111
Carteret County Emer. Mgmt.	252-726-8911
Carteret County Emer. Mgmt.	252-728-8470
Craven County Emer. Mgmt.	252-636-6608
Jones County (Trenton)	252-448-2561
Lenoir County (Kinston)	252-559-6100
Onslow County (Jacksonville)	910-455-9119
Pamlico County (Bayboro)	252-745-3101
Pitt County (Greenville)	252-831-4141

NORTH CAROLINA STATE HIGHWAY PATROL

New Bern	252-514-4714
Emergency	800-411-6127
Morehead City	252-726-5766
Emergency	252-504-4800

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Oversize Trucking Permits	888-574-6683
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OUTSIDE AGENCY CONTACT INFORMATIONCOUNTY FIRE MARSHALS/EMS

Craven County Fire Marshal 252-636-6608
Carteret County Fire Marshal 252-728-8470

FORESTRY SERVICES

Croatan Ranger Station/District Ranger 252-638-5628
Croatan Work Center 252-638-5062
Newport Simmons Tower (March-June) 252-223-4272
New Bern Forestry Service District HQ 252-514-4764

COUNTY MEDICAL EXAMINERS

Carteret County's Medical Examiner can be contacted through the
Carteret County Sheriff's Office 252-726-8911.

Craven County's Medical Examiner can be contacted through the
Craven County Sheriff's Office 252-636-6620.

AIRFIELDSCivilian:

Coastal Carolina Regional Airport (New Bern) 252-638-8591
Albert J. Elis Regional Airport (Jacksonville) 910-324-1100
Beaufort Airport, NC (Michael J. Smith Field) 252-728-1928
Pitt County Airport (Greenville, NC) 252-758-4707
Kinston Regional Jetport, NC 252-522-2922

Military:

MCAS New River	DSN 752-6311/6316
	COM 910-449-6311
MCALF Bogue (Air Ops)	COM 252-466-0664/0654/0643
MCOLF Atlantic Field	COM 252-466-2253/225-1736
USCGAS Elizabeth City	COM 252-335-6333
Seymour Johnson AFB	DSN 722-4097
	COM 919-722-4097
Pope AFB	DSN 424-6508/6509
	COM 910-394-6508
Simmons AAF (Fort Bragg)	DSN 236-7804
	COM 910-396-7804

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OUTSIDE AGENCY CONTACT INFORMATIONAIRBORNE SAROver Water:

- | | |
|---|------------------|
| 1. Norfolk Rescue Coordination Center (RCC) | COM 757-398-6231 |
| 2. Coast Guard Sector North Carolina | COM 910-362-4015 |
| 3. HSC-2 (SAR Capable), NAS Norfolk, VA | COM 757-445-5191 |

Over Land:

Air Force Rescue Coordination Center	COM 800-851-3051
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MILITARY COMMAND CENTERS

Marine Corps Operations Center (MCOC)	DSN 225-5454
(OPREP-3 Voice Report)	COM 703-695-5454

Marine Corps Casualty Section (MFPC)	DSN 278-9512
(PCR Voice Report)	COM 703-784-9512
	800-847-1597

If unable to notify or determine reporting custodian:

U.S. Air Force Aircraft:	DSN 722-2679
Seymour Johnson Command Center	COM 910-722-2679

U.S. Navy or Marine Corps Aircraft:	DSN 564-3520 x1
*Naval Safety Center	COM 757-444-3520 x1
Duty Officer 24-hr Cell Phone	COM 757-353-7937

U.S. Coast Guard Aircraft:	COM 252-335-6333
USCG Station Elizabeth City	

U.S. Army Aircraft:	DSN 236-1828
Simmons AAF/Ft Bragg	COM 910-396-1828

Civilian Aircraft:	DSN 582-6954
FAA at MCAS Cherry Point	COM 252-466-6954

* In addition to the above agencies, the Naval Safety Center shall also be informed for **ANY** aircraft mishap in the MCAS Cherry Point local operating area.

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OUTSIDE AGENCY CONTACT INFORMATION

FAA NAVY/MARINE FAA HEADQUARTERS LIAISON OFFICERS

FAA National Headquarters (FOB 10A)	COM 202-267-9431/8439
800 Independence Ave. SW Room 420E	DSN 325-6273
Washington, DC 20591-0004	Fax 202-267-5467

FAA Eastern Service Area AJR-03

Department of the Navy Representative	COM 404-305-6906/6907/8
FAA Eastern Service Area, (AJR-03)	DSN 797-5481/5482
1701 Columbia Avenue	Fax 404-305-6910
College Park, GA 30337	

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APPENDIX I

CHERRY POINT CDO AVIATION INCIDENT REPORTING PROCEDURES

As the CDO, you are this Command's after-hours point of contact for notification of an aircraft or aviation related incident. You will be responsible for prompt notification of the Air Station CO and designated Staff. Upon approval from the CO or other competent authority (XO, Director of Operations), you will be responsible for forwarding an Aviation Flash Report to the MCIEAST CDO for H&HS aircraft (UC-35), commercial civilian aircraft, or other military aircraft that are not part of 2D MAW. For 2D MAW aircraft, the 2D MAW Duty Officer will receive and forward the flash report to higher headquarters.

When an any aviation incident occurs, you will likely be notified by H&HS, Airfield Operations, 2d MAW/MAG-14 CDO, or possibly an outside civilian agency of a significant aviation incident to include, but not limited to, the following instances:

1. Aircraft Mishap
2. Airborne declared emergency
3. Things Falling Off Aircraft (TFOA)
4. Precautionary landing at other than home field
5. Uneventful landing at an unplanned destination
6. Bird or Animal Strike
7. FAA deviation or violation
8. Incident of interest to higher HQ, damage to aircraft or airfield property, airfield personnel injury.

CDO Procedures: (Different from Ground mishap Reporting)

1. If called, write down all information passed and get the caller's return phone number and unit or home address. Use Appendix J (Initial Notification Worksheet) of ASO 3750.1 (Station Pre-mishap Plan).
2. If the call originated from outside the Air Station, immediately call the Airfield ODO 466-2233 or 4334 in order to initiate the Emergency Communications System (Crash Alarm). The ODO may not be aware of the mishap yet. Time is critical.

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3. If you are notified by H&HS, Airfield Operations, or other Air Station Activities, instruct the caller to e-mail you a completed Aviation Flash Report to CDO.MCASCHPT@USMC.MIL, if not already received. Have it faxed as an alternate means.
4. Contact CO, XO, and Director of Operations, and the Aviation Safety Officer (ASO) per CDO Recall Notification Procedures.
5. If the caller is an outside agency, pull out a blank Aviation Flash Report (AFR) and fill out as best you can from the information gather in the initial notification (Step 1). An electronic copy is also available on your computer.
6. CO, XO, or Director of Operations will give guidance on notification to Higher Headquarters (MCIEAST CDO).
***** Do NOT inform MCIEAST until directed to do so*****
7. Once completed and upon approval from the CO or designated authority (XO, DirOps), call the MCIEAST CDO, 910-451-2414/4789/3031, and follow up with an email attaching the Aviation Flash Report To: CDO.MCBLEJEUNE@USMC.MIL
8. If additional or amplifying information becomes available, follow-up with chain of command. Again, seek approval from this command prior to reporting any new info to MCIEAST.
9. If the incident involves 2d MAW aircraft or personnel, ensure the 2nd MAW CDO is aware and support him/her as best you can.
10. Coordinate with the Airfield ODO in recalling additional Station Directorates as required for the incident (Station ASO, COMMSTRAT, COMMSTRAT Photographer, MCAS SgtMaj, MTO, EAO, Chaplain, Adjutant, H&HS CO, TISD). Emergency responders should already be responding.
11. Keep a log and record all notifications and significant events.
12. Do **NOT** release any information about an aircraft mishap to anyone who calls. Refer all media inquiries to the COMMSTRAT. If not already done, contact the 24 hour COMMSTRAT Duty Officer at (252) 626-9532 to inform them of any media inquiries.

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APPENDIX J

INITIAL NOTIFICATION WORKSHEET

**** Gather as much of the following information as possible! ****

Time of Call: _____ (Local)

Caller's Initial Description of Mishap: _____

Caller's Name: _____

Rank/Title if military (or civilian): _____

Phone Number: _____

(Organization): _____

Mobile Cell Number: _____

Estimated Time of mishap (Local): _____

Or estimate how long ago mishap occurred: (minutes) _____

Location: (nearest city, nearest crossroads, highway, nearby
landmark/ buildings, out in the forest, lake, river, be as
specific as possible) _____

Did caller personally witness mishap? YES NO

If not, does he know of someone who did? YES NO

Do you know the type aircraft? _____

(Tactical jet, helicopter, large cargo airplane, light civil)

Did you see parachute(s)? YES NO UNKNOWN

How many? _____

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APPENDIX J

INITIAL NOTIFICATION WORKSHEET

Are there survivor(s)? YES NO UNKNOWN

Condition: _____

Were people injured on the ground? YES NO UNKNOWN

Condition: _____

Is/was there a fire/explosion? YES NO UNKNOWN

Description: _____

Did anyone call 911? YES NO UNKNOWN

Are any of the following on scene/have they been contacted:

<u>Police</u>	ONSCENE	CONTACTED	UNKNOWN
<u>Fire Department</u>	ONSCENE	CONTACTED	UNKNOWN
<u>Ambulance</u>	ONSCENE	CONTACTED	UNKNOWN

Is a helicopter landing site available nearby?

YES NO UNKNOWN

Location: _____

Estimate of Current Weather at scene: _____

Estimated Visibility (in miles): _____

Estimated cloud levels (in ft): _____

Winds/precipitation/other Wx: _____

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APPENDIX J

INITIAL NOTIFICATION WORKSHEET

Will caller be able to remain on site? YES NO

If no, caller's destination: _____

Caller's home address: _____

Caller's phone (mobile): _____

Caller's home number if different: _____

Were there any other witnesses? YES NO

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

Any other
information: _____

Before hanging up, confirm the caller's phone number. If shown on the duty phone display screen, write it down. After hanging up, call back the number to confirm the call was not a hoax.

ADVICE TO CALLER:

- Ask caller if he/she can direct fire, police, or ambulance personnel to the mishap scene (if required).
- Advise the caller of potential explosive hazards and hazardous materials and of the need to warn others.
- Ask caller to attempt to keep people out of the area.
- Ask caller to preserve wreckage until military/civilian law enforcement personnel arrive, if possible.

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GLOSSARY OF ACRONYMS AND TERMS

AAF	Army Airfield
AFIP	Armed Forces Institute of Pathology
AGM	Air Ground Mishap
AirOpsO	Airfield Operations Officer
AMB	Aircraft Mishap Board
AODO	Airfield Operations Duty Officer
APOE	Aerial Port of Embarkation
APU	Auxiliary Power Unit
ARFF	Aircraft Rescue and Fire Fighting
ASO	Aviation Safety Officer
ASOS	Automated Surface Observation System
ATC	Air Traffic Control
ATCO	Air Traffic Control Officer
BT	Bombing Target (Range)
CACO	Casualty Assistance Calls Officer
CALA	Combat Arms Loading Area
CAT	Crisis Action Team
CDO	Command Duty Officer
CG	Commanding General
CID	Criminal Investigation Division
CMD	Command (as related to a Radio Net Talkgroup)

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APPENDIX K

GLOSSARY OF ACRONYMS AND TERMS

CO	Commanding Officer
CO MCASCP	Commanding Officer Marine Corps Air Station Cherry Point
COMMSTRAT	Communication Strategy and Operations
CONV	Conventional (as related to a Radio Net Talkgroup)
CP	Command Post (at the site of the mishap)
CPF&ES	Cherry Point Fire and Emergency Services
CVOT	Combat Vehicle Operators Training
DoD	Department of Defense
DOSS	Director of Safety & Standardization (MCAS)
EAO	Environmental Affairs Officer
EAD	Environmental Affairs Department
ECP	Entry Control Point
ELT	Emergency Locator Transmitter
EMNS	Emergency Mass Notification System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EPA	Environmental Protection Agency
ETA	Estimated Time of Arrival
FAA	Federal Aviation Administration

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APPENDIX K

GLOSSARY OF ACRONYMS AND TERMS

FDO	Flight Duty Officer
FEMA	Federal Emergency Management Agency
FM	Flight Mishap
FRCE	Fleet Readiness Center East
FRM	Flight-Related Mishap
GDO	Group Duty Officer
GPS	Global Positioning System
HAC	Helicopter Aircraft Commander
HAZMAT	Hazardous Material
H&HS	Headquarters and Headquarters Squadron
HR	Human Resources
HRT	Hasty Response Team
ICS	Incident Command System
IH	Industrial Hygienist
JAGMAN	Judge Advocate General Manual
LZ	Landing Zone
MAFTD	Mobile Aircraft Firefighting Training Device
MAG	Marine Aircraft Group
MAW	Marine Aircraft Wing
MCALF	Marine Corps Auxiliary Landing Field
MCASCP	Marine Corps Air Station Cherry Point

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APPENDIX K

GLOSSARY OF ACRONYMS AND TERMS

MCIEAST	Marine Corps Installations East
MCOLF	Marine Corps Outlying Field
MCOP	Marine Corps Common Operational Picture
MEDEVAC	Medical Evacuation
METOC	Meteorology and Oceanography (Weather Office)
MIST	Mishap Investigation Support Team
MO	Medical Officer
MOA	Military Operating Area
MOU	Memorandum of Understanding
MTF	Military Treatment Facility
MTO	Motor Transport Office
NATOPS	Naval Air Training and Operating Procedures Standardization
NDA	National Defense Area
NHCCP	Naval Health Clinic Cherry Point
NIMS	National Incident Management System
NOK	Next of Kin
NOTAM	Notice to Airman
NM	Nautical Mile
NRF	National Response Framework
NSC	Naval Safety Center

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APPENDIX K

GLOSSARY OF ACRONYMS AND TERMS

NTSB	National Transportation Safety Board
OIC	Officer-in-Charge
ORM	Operational Risk Management
OPREP-3/SIR	Operational Report/Serious Incident Report
OSJA	Office of Staff Judge Advocate
OSC	On-scene Commander
PA	Public Address System (Control Tower)
PCR	Personnel Casualty Report
PMO	Provost Marshal's Office
PMP	Pre-Mishap Plan
PPE	Personal Protective Equipment
PWD	Public Works Department
RCC	Rescue Coordination Center
RCF	Range Control Facility
RMD	Range Management Division
RMI-SIR	Risk Management Information - Streamlined Incident Reporting
RTA	Range Training Area
SAF	Security Augmentation Force
SAR	Search & Rescue
SATCOM	Satellite Communications

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APPENDIX K

GLOSSARY OF ACRONYMS AND TERMS

SDO	Squadron Duty Officer
SES	Security and Emergency Services
SI	Safety Investigation
SIR	Safety Investigation Report/Streamlined Incident Reporting (for ASO)
SIR	Serious Incident Report (for CDO)
SITREP	Situation Report
SMAT	State Medical Assistance Team
SOP	Standing Operating Procedures
SRT	Special Reaction Team
SRU	Search & Rescue Unit
SUA	Special Use Airspace
SS	Safety & Standardization Directorate
TACAN	Tactical Airways Navigation System (used to provide bearing and distance to an aircraft)
TISD	Telecommunication Information Systems Directorate
UAS	Unmanned Aerial System
UHF	Ultra High Frequency
VHF	Very High Frequency
WDO	Wing Duty Officer
WOC	Wing Operations Center
WSU	Water Support Unit

STATION PMP

APPENDIX L

OVERDUE/MISSING AIRCRAFT CHECKLIST

**** Gather as much of the following information as possible! ****

Caller's Name (Squadron ODO/ATC): _____
Rank/Title if military (or civilian): _____
Phone Number: _____
Organization: _____
Mobile Cell Number: _____

Time notified that an A/C is overdue (Local): _____

Type/Model/Series of overdue/missing A/C: _____
A/C Call Sign: _____
Parent Squadron & Home Air Station/Base: _____

If civilian/general aviation A/C, identify the color and any A/C
markings: _____

Published flight schedule Estimated Time of Arrival (ETA) (Local):

Was an extension granted to the original ETA?: Y/N _____
If so, what was the approved time change to the ETA: _____

Time of Last Known Radio Contact with Squadron ODO (Local): _____
Time of Last Known Radio Contact with ATC: _____
Time of Last Known Radio Contact with Range Control: _____

Was there a flight plan on file? (IFR/VFR): _____

Scheduled Aircraft Mission (Training - Low Level/TERF, Gun Shoot,
Air to Air, CAS/bombing, high altitude, etc.): _____

or Cross-Country/Transient/Pax Transport Mission: _____

Scheduled Range & Times (BT-11/9, etc.): _____

Scheduled Operating Areas & Times (Restricted Areas, MOA, Warning
Areas): _____

Departure airfield: _____ Arrival Airfield: _____

Alternate Airfield (if filed): _____
Scheduled Time of Departure (Local): _____
Actual Time of Departure (ETD): _____

Single A/C, Section, Division: _____
Number of aircrew: _____ Pax: _____ Total Souls onboard: _____
Ejection Seat aircraft (Y/N): _____

Route of flight including any planned delays, intermediate fuel stops, etc. (copy from flight plan):

Planned Altitude of Flt: (MSL, AGL(Low Level Trng)): _____

Likely direction of travel and location when A/C was presumed to go missing (overland/overwater): _____

Significant Weather/Winds along the route of flight or in the operating area (METOC):

Sea State/ Water Temperature (METOC): _____

Were life vests available to Aircrew/Pax: _____
Anti-exposure suit(s) worn: _____
Was the aircraft equipped with a raft: _____
Were aircrew wearing survival vests with signaling devices (flares/strobes), and a survival radio: _____
Helmets/Strobe Lights/ Locator beacons?: _____

Other possible aircraft in the vicinity when the aircraft went missing: _____

Any other relevant information (ordnance, hazardous cargo, fuel load, etc.): _____

Note the Time and Location when the overdue/missing A/C is eventually located: Time _____ (L)
Location: _____