UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION YUMA
BOX 99100
YUMA, ARIZONA 85369-9100

StaO P3750.2G
DSS
0 4 APR 2012

STATION ORDER P3750.2G

From: Commanding Officer
To: Distribution List

Subj: STATION AVIATION PRE-MISHAP PLAN

Ref: (a) OPNAVINST 3750.6R
(b) OPNAVINST 3750.16C
(c) MCO 3504.2
(d) ALSAFE MSG 056/09
(e) Airfield Joint Use Agreement, CHG 5, dtd May 11
(f) Base Operations Emergency Response Guide, dtd Jun 10

1. Situation. This aviation pre-mishap plan will incorporate new procedures, remove unnecessary requirements, and be in sync with other station emergency response plans.

2. Cancellation. StaO P3750.2F.

3. Mission. To support tenant units and assist them in mission accomplishment.

4. Execution

a. Commander's Intent. To publish a comprehensive plan for unified response to aircraft mishaps or emergencies on or within the cognizant area of Marine Corps Air Station (MCAS) Yuma.

b. Concept of Operations. Per references (a) and (b), requirements and procedures established herein are applicable when:

(1) An aircraft mishap or emergency occurs on or near MCAS Yuma (within a 100 mile radius).

(2) An aircraft mishap occurs involving MCAS Yuma aircraft, personnel, or facilities.

(3) The responsibility for investigating and/or reporting a mishap is assigned to MCAS Yuma by higher authority.

c. Subordinate Element Missions

(1) All tenant and transient commands will execute unit pre-mishap plans in accordance with this order and the references.

(2) The Provost Marshal Office (PMO), Public Affairs Officer (PAO), Senior Medical Officer, Range Management Officer, and the Station Officer of the Day will be familiarized with references (a) through (d) and the contents of this order.

5. Administration and Logistics. Directives issued by MCAS Yuma are published and distributed electronically via website at https://intranet.mciwest.usmc.mil/yuma/Station%20Orders/Forms/AllItems.aspx. For commands without access to the Internet, hard copy versions of MCAS Yuma directives can be obtained through the Directives Control Point at the MCAS Yuma Adjutant's office.

6. Command and Signal

a. Command. This order is applicable to MCAS Yuma.

b. Signal. This order is effective on the date signed.

ROBERT C. KUCKUK

DISTRIBUTION: A

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Chapter 1

Aircraft Mishap Definitions

1. General. Personnel involved in the investigation and reporting of aircraft mishaps and personnel responding to aircraft emergencies will have working knowledge of terms contained in reference (a).

2. Definition of Aircraft Mishap. A naval aircraft mishap is an unplanned event or series of events, directly involving naval aircraft or Unmanned Aerial Systems (UASs) which result in any of the following:

a. $50,000 or more damage to naval aircraft or UASs, other aircraft Department of Defense (DOD or non DOD), or property (DOD or non-DOD). Property damage includes costs to repair or replace facilities, equipment, or materials.

b. Any injury that results in a fatality, permanent total disability, permanent partial disability, or loss of five or more workdays.

3. Definition of Intent for Flight. Intent for flight is considered to exist when the aircraft brakes are released and/or takeoff power is applied for the purpose of commencing an authorized flight. Intent for flight continues until the aircraft taxies clear of the runway or landing area, for helicopters or Vertical/Short Take-off and Landing (VSTOL) aircraft. The flight ends when the aircraft has alighted and the aircraft weight is supported by the landing gear.

4. Aircraft Mishap Categories. Naval aircraft mishap categories are defined as follows:

a. Flight Mishap (FM). Those mishaps which result in $50,000 or more damage to a DOD aircraft or UAS or loss of a DOD aircraft or UAS - when intent for flight for DOD aircraft or UAS existed at the time of the of mishap. Other property damage, injury or death is irrelevant to this classification.

b. Flight Related Mishap (FRM). Those mishaps, which results in more than $50,000, damage to a DOD aircraft or UAS - when intent for flight existed at the time of the mishap and, additionally, $50,000 or more total DOD damage or a reporting injury or death occur.

c. Aircraft Ground Mishap (AGM). Those mishaps in which the intent for flight did not exist but a DOD aircraft or UAS was lost, or more than $50,000 damage was sustained by a DOD aircraft or UAS, or DOD or non-DOD property was damaged in the amount of $50,000 or more, or a reportable injury occurred.

5. Aircraft Mishap Severity Classes. The following mishap severity classes, based on personnel injury and property damage, are applicable to all three categories of mishap listed below in accordance with reference (d).

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

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

c. Class C Severity. A mishap in which the total cost of damage to property, aircraft, or UAS is $50,000 or more, but less than $500,000 or an injury requiring five or more lost workdays.

d. Any occurrence in which the total cost of property damage, aircraft, or UAS damage is less than $50,000 and there are no reporting injuries is not an aviation mishap. These events are reported as hazards.

6. Injury Classification. Personnel injury classifications for aircraft mishaps are defined below:

a. Fatal Injury. An injury, which results in death from a mishap or the complications arising from, regardless of the time between the mishap and the death.

b. Permanent Total Disability. An injury which, in the opinion of competent medical authority, permanently incapacitates someone to the extent they cannot pursue gainful employment. In addition, the amputation of, or the loss of use of both hands, or both feet; or loss of, or blindness in both eyes, or a combination of any of these injuries as a result of a single mishap constitutes a permanent total disability.

c. Permanent Partial Disability. An injury which does not result in death or permanent total disability, but, in the opinion of competent medical authority, results in permanent impairment or loss of any part of the body, the loss of the big toe, thumb, or an un-repairable inguinal hernia, with the following exceptions:

(1) Teeth

(2) The four smaller toes

(3) Distal phalanx of any finger

(4) Distal two phalanges of the little finger

(5) Repairable hernia

(6) Hair, Skin, nails, or any subcutaneous tissue

d. Lost Workday Injury. An injury, which does not result in death, permanent total disability or permanent partial disability, but results in one or more lost workdays, not including the day of injury. Lost workday injuries are further divided into major lost workday injury, (five or more lost workdays) and minor lost workday injury, (more than one, but less than five lost workdays).

e. First Aid Injury. An injury with no lost workdays. Used when individuals are treated and released.

f. No Injury. Self-explanatory.

g. Lost at Sea. Self-explanatory.

h. Missing or unknown. Self-explanatory.

Chapter 2

Responsibilities

1. General

a. Responsibility. Each reporting custodian is ultimately responsible for the investigation and disposition of any cognizant aviation mishap aboard or near MCAS Yuma. In the event of an aviation emergency or mishap at or near the station, personnel assigned to this command are responsible for taking appropriate action as outlined in this chapter. The primary purpose of all actions is to prevent further injury, or property damage, and includes controlling access to mishap sites, regardless of aircraft's parent organization, in order to prevent compounding the impact of the environment and legal implications from landowners.

b. Mishap Response Coordination Center (MRCC). In order to ensure unity of command, direct efficient response efforts, and ensure proper accounting of personnel, Air Operations will serve as the MRCC. The Flight Clearance Supervisor will initiate response notifications. Upon arrival at Base Operations, the Station Executive Officer, Operations Officer, Airfield Operations Officer, or Aviation Safety Officer will serve as the Response Coordinator.

c. Response Coordinator. The Response Coordinator is the direct representative of the Station Commanding Officer and is responsible for appropriate and efficient response to any aviation mishap within cognizance of MCAS Yuma. The response coordinator will coordinate mishap response to include dispatch of resources and shall have final authority regarding when and which resources will be dispatched to the mishap site.

d. Responding Agencies

1. When notified of a mishap, per appendix A, all responding agency representatives will monitor the Emergency Net and muster at Building 153 (Base Operations) prepared to respond to the mishap site. All agencies will maintain radio silence on the Emergency Net during initial mishap response. Only mission essential information will be passed over the net, usually by the Response Coordinator or Incident Commander.

2. When tenant or deployed squadrons are involved, the MRCC will initiate and maintain contact with the mishap squadron. If possible, a competent representative shall be sent to the mishap squadron spaces in order to coordinate response efforts and ensure flow of critical information.

e. Convoy. When appropriate (unless recalled by the Response Coordinator), Aircraft Rescue Fire Fighting (ARFF) designated off-station response crews will proceed directly to the mishap scene and direct rescue operations. If the response area is located within MCAS Yuma's ranges and training areas (RTA), clearance into the range shall be requested from LEG IRON prior to entry. Positive accountability of vehicles and personnel entering and exiting the RTA shall be maintained at all times. Any remaining support personnel or equipment will form a convoy and stand by for briefing prior to proceeding to the mishap site. The convoy leader will make every effort to remain in communication with the Coordinator Center using the Emergency Net or other available means. In the event communication cannot be maintained, pertinent information will be passed as soon as practical. At the discretion of the Response Coordinator, the convoy shall be composed of but may not be limited to the following:

1. PMO (convoy leader)

2. Range Management (convoy leader, if on ranges).

3. Ambulance and medical personnel.

4. Additional ARFF support.

5. Security vehicles and sentry personnel.

6. Explosive Ordnance Disposal(EOD) personnel as required.

7. PAO personnel as required.

8. Duty photographer.

9. Aircraft Mishap Board (AMB) members.

10. Environmental assessment team.

f. Incident Commander (IC). The Incident (on-scene) Commander is defined as the individual on-scene at the mishap site; responsible for all operations at the site and accountable to the Response Coordinator. Upon arrival of response agencies at the mishap scene, the incident command (IC) hierarchy shall be established as follows: Unless necessary to protect life, limb, property, or to protect the wreckage from further damage, the IC will secure mishap site and leave the wreckage undisturbed.

1. Search and Rescue Aircraft Commander (life threatening conditions exist).

2. ARFF Senior Representatives (fire suppression or rescue operations are required).

3. PMO in conjunction with local law enforcement.

g. Accountability. The supervisor or senior member of each responding section will ensure an accurate roster of dispatched personnel is given to the Flight Clearance Supervisor and that personnel returning from the mishap site check in with Flight Clearance immediately upon return. If within MCAS Yuma's ranges, range access shall be coordinated with LEG IRON.

2. Tenant Units. Marine Aviation Weapons and Tactics Squadron 1 (MAWTS-1), Marine Aircraft Group 13, Headquarters and Headquarters Squadron, Marine Fighter Training Squadron 401, and Marine Unmanned Aerial Vehicle Squadron 4, will execute their own pre-mishap plans. The station is here to support any tenant unit requirements.

3. Transient Units and Aircraft. All transient units will execute their own pre-mishap plans. If a unit conducts a Deployment for Training (DFT) to MCAS Yuma, it is incumbent upon them to have their Pre-Deployment Site Survey (PDSS) liaison with the Station ASO for a copy of this order and the Master Hazard Map (MAWTS-1 is the map custodian).

4. FLASH Reports. Each unit will release their FLASH reports via their chain-of-command in accordance with their individual Standard Operating Procedure (SOP). In addition to normal FLASH report releasing requirements,

each releaser is to information-copy (CC) the "Yuma FLASH" address in the Global Address List in order to inform Station essential personnel (to be determined by the Station Executive Officer [XO]).

5. Airfield Operations Officer

a. The Airfield Operations Officer is responsible for the training and readiness of the Air Operations Division and coordinates the following personnel to ensure rapid response in the event of an aviation mishap:

(1) Flight Clearance Crew Supervisor.

(2) Air Traffic Control (ATC) Officer.

(3) Search and Rescue Division Officer.

(4) Aircraft Rescue Fire Fighting Officer.

(5) Meteorology and Oceanography (METOC) Branch Staff Non-commissioned Officer (SNCO).

b. The two governing documents that have detailed instructions for each Airfield Operations division in the event of an aircraft mishap are references (e) and (f).

3. Flight Clearance Crew Supervisor. The Flight Clearance Crew Supervisor is key for efficient response to a mishap. The Crew Supervisor will be thoroughly familiar with this chapter, the Mishap Report Checklist, and Mishap Data Report Format (appendix A and C respectively). The Crew Supervisor is responsible for receiving the initial notification, and establishing liaison and coordinating efforts in response to aviation mishaps, both on and off the airfield, until relieved by the Mishap Response Coordinator. In addition, the Crew Supervisor will ensure flight clearance telephones are manned at all times and compliance with the following:

a. An On or Off Station Mishap or Impending Emergency

(1) Obtain all information that is available, to include ordnance and fuel on board, utilizing the Mishap Report Checklist (see Appendix A).

(2) Maintain operational control of the airfield by coordinating with the Control Tower and depending on the location of the mishap, close, open or restrict usage of the airfield as necessary.

(3) Complete the Mishap Report Checklist expeditiously and recall required personnel (i.e. if fatalities are suspected, recall flight surgeon and duty photographer).

(4) The Crew Supervisor will employ Flight Clearance personnel to relay information to persons/activities listed in the checklist however, the Crew Supervisor is responsible for its completion with notified person's name, time contacted, and submission to the Aviation Safety Officer as soon as possible.

b. An Off-Station Mishap or Impending Emergency

(1) Dispatch the primary Search and Rescue (SAR) crew to mishap location, if possible.

(2) In the event the mishap site is close to the airfield (within 15 nm) and accessible, the Response Coordinator may dispatch emergency ground support vehicles on an individual basis and in coordination with LEG IRON. If a convoy is required, the convoy will form at the Station Operations building 153, to be briefed by the Response Coordinator. The brief will include range check-in and check-out procedures with LEG IRON where applicable. The Crew Supervisor will maintain accurate accounting of dispatched personnel through LEG IRON or on the Yuma Emergency Net, as appropriate.

c. Mishap Involving Transient Aircraft. In the event Transient aircraft are involved in a mishap the Crew Supervisor will ensure that the following actions are taken:

(1) If known, notify the point of departure, destination, home station, and pilot's home unit.

(2) Complete the Mishap Report Checklist in Appendix A. Do not delay notification due to incomplete information.

(3) If the mishap aircraft home station or home squadron cannot be contacted immediately, follow the procedures in Appendix B for submission of Operations Event/Incident Report-3 (OPREP) reports, Appendix C for submission of the 60 minute Mishap Data voice report to the Naval Safety Center, and make preparations to begin the Initial Mishap Message Report.

4. Control Tower Supervisor. In the event of an aviation mishap or emergency, the Control Tower Supervisor will comply with the alert procedures and take appropriate action as follows:

a. Activate the crash alert system and pass known information.

b. Close affected portions of the airfield to normal traffic and when movement to mishap site has subsided, recommend to the Flight Clearance Crew Supervisor those portions of the airfield that can be reopened.

c. Keep airborne and ground traffic advised of expected delays and/or those portions of the airfield that are available to them.

d. Keep Flight Clearance aware of pertinent information.

e. Assist aircraft requesting information on divert airfields and notify Flight Clearance of diverting aircraft.

f. If a mishap occurs within the Class D airspace, route traffic to prevent interference with rescue operations.

g. Be prepared to provide navigational assistance to the SAR helicopter and to direct ARFF and other mobile units to the mishap site. Maintain communication with on-scene rescue support personnel and coordinate as necessary with the Flight Clearance and other support agencies.

h. For an off-station mishap, determine if there is an aircraft at the scene or in the vicinity and if possible obtain the following information:

(1) Type of aircraft, call sign, type of ordnance on board, unit, and working frequency.

(2) Location. Bearing/distance from a navigational aid, lat/long or gird coordinates, or well known geographical point.

(3) Status of aircrew and passengers, and location, if different from the mishap site.

(4) Time that the on-scene aircraft can remain on station to give navigational assistance to rescue operations.

i. During an emergency landing, stop all aircraft movement on the airfield in order to allow fire fighting and rescue equipment to proceed to standby positions.

j. Maintain a log that reflects an account of all events.

k. If ATC tapes are required for a mishap investigation, the Aviation Mishap Board (AMB) requests those through the Control Tower Supervisor.

5. ARFF The ARFF Officer or designated representative is responsible for the following:

a. On-Station Mishap

(1) Immediately proceed to the scene of the mishap and direct rescue operations.

(2) If a combination aircraft-structural fire, the structural fire chief will assume control of fire fighting operations. The ARFF Officer will effect rescue of personnel as soon as practical and furnish assistance as required.

(3) ARFF equipment on the runway alert positions will move expeditiously upon receiving instructions from the tower or if the aircraft needs assistance.

(4) If the tower is not aware of the mishap, the crash equipment crew chief will inform the tower via radio while en route to the scene.

(5) Alert vehicles will effect rescue and then minimize the amount of property damage and extinguish the fire. The primary mission of the runway alert ARFF personnel is the rescue of mishap personnel.

b. Off-Station Mishap

(1) Designate a daily off-station response element, normally one command/rescue and one major rescue vehicle. Coordinate with MCAS Yuma Structural Fire Division for additional support.

(2) The mishap location should be determined by ATC personnel and relayed to the Consolidated Dispatch Center (CDC). The CDC will serve as the notification agency for all applicable responding agencies.

(3) The designated responding agencies will muster at Building 153 (Base Operations) so that the appropriate manpower and equipment resources can be dispatched.

(4) If the mishap location is within the range boundaries or in a remote location, a representative from the Range Management Department (RMD) shall be the designated convoy leader and be responsible for convoy operations to the mishap site. Range access procedures with LEG IRON shall be applied by the convoy leader(s) when entering/exiting the ranges. Upon arrival, if fire suppression or rescue operations are required, the senior on-scene ARFF representative shall assume immediate IC to direct and control the fire fighting and rescue effort. Otherwise, IC shall remain with RMD.

(5) The IC shall have control of the mishap site. Any request for assistance shall originate from the IC and be directed to the Mishap Response Coordinator Center.

(6) If the mishap location is in the immediate vicinity of the Air Station (15 mile radius), accessible, and aircrew survival is a possibility and within the capability of ARFF to effect life saving and minimize property damage, it becomes impractical to proceed to a pre-designated location rather than initiating direct response. The ARFF designated off-station response crews will proceed directly to the scene of the mishap and direct rescue operations. If within MCAS Yuma's ranges, range access shall be coordinated with LEG IRON. The IC will coordinate with local civilian fire fighting agencies using established mutual aid agreement to delineate responsibilities and tasking at the mishap site.

(7) When there is no further threat of the fire, explosion, or toxic fumes and rescue operations are completed, the senior ARFF representative will turn over responsibility for the wreckage to Range Management personnel. Range Management will maintain responsibility until the site is secured and turned over to senior security personnel awaiting arrival of the AMB.

(8) Composites. All personnel that arrive on scene shall be cognizant of the hazards of composites, either airborne or touching it. All rescue personnel will wear respirators and gloves until cleared to remove them by a qualified safety representative when working at a mishap site of an aircraft containing composites.

6. Flight Clearance Branch Personnel. In the event of an aviation mishap, on or off-station, flight clearance personnel will:

a. Relay information received to the Crew Supervisor.

b. Assist the Crew Supervisor in completing the Mishap Checklist see Appendix (A).

c. Coordinate with other activities or emergency support personnel/agencies as directed by the Crew Supervisor.

d. Coordinate information or aircraft diverting to other airfields with locally based organizations and ATC facilities as necessary to properly guard their flights.

7. Command Search and Rescue Officer (CSO). Search and Rescue personnel will respond to aircraft emergencies and mishaps per the H&HS SOP, amplified as follows:

a. On-Station Aircraft Emergencies/Mishaps. Upon notification, the duty crew will stand by to expeditiously start the duty aircraft and monitor the situation as required. In the event that a mishap occurs, the SAR aircraft will proceed with clearance to the mishap site and render medical assistance as directed by the senior medical authority on the scene. If the SAR aircraft is the first agency to arrive at a mishap site, the SAR pilot will assume On-Scene Command/IC responsibilities. Once, the ARFF Officer and/or ARFF Chief arrives at the mishap and is in a position to assume control, IC will be transferred on tower or Command Post frequency via radio relay. The SAR aircraft will remain at the mishap site at the discretion of the SAR pilot or until relieved by the IC or higher authority.

b. Off-Station Aircraft Emergencies/Mishaps. The SAR duty crew will respond to declared aircraft emergency at the discretion of the SAR pilot-in-command based on the nature of the emergency, distance to the emergency aircraft, and stated pilot intentions. If a mishap occurs, the primary concern of the SAR crew will be the rescue and recovery of downed aircrew and evacuating victim(s) to the nearest medical facility. The SAR pilot will assume OSC/IC unless competent military or civil authority arrives prior to the SAR aircraft. Primary communications between the SAR aircraft and ARFF units will be the Arizona Fire Mutual Aid frequency. IC will be transferred between the SAR pilot and ARFF when the ARFF response unit is established at the mishap site. Communications at mishap sites outside the Class D Airspace will use the frequency assigned by the controlling agency or SAR International scene of action frequency, 282.8 UHF. The SAR aircraft will remain at the mishap site at the discretion of the SAR pilot or until relieved by the IC or higher authority.

c. The CSO will coordinate through prior liaison with local civil rescue agencies as to responsibilities and procedures at an off-station mishap site.

d. Upon completion of a mission and if approved through the Operations Officer, standby to support mishap response personnel.

e. Complete the Rescue Report, SAR Form 19-1, as required.

8. METOC Branch. Upon notification of an in-flight emergency, the Duty Forecaster, or Meteorological Surface Observation (MSO) qualified Marine, will be prepared to support the aircraft in distress. If a mishap occurs, the Weather Service Branch will disseminate a Special Observation as per the MCAS Yuma, METOC Forecaster Handbook. The Duty Forecaster will deliver the observation to the Airfield Operations Officer and to the AMB on request. In addition, the Weather Service SNCOIC must be prepared to submit any additional observations, forecasts or analyses, as required. In the event of after-hours weather requirements, MCAS Miramar's Weather Service Branch is open 24-hours. They can be reached at DSN 267-1533 or Commercial 858-577-1533.

9. PMO.

a. On and Off Station Mishaps. PMO will ensure that an adequate number of Law Enforcement Officers (LEO) are available at all times to carry out assigned duties at the scene of an aircraft mishap. Such personnel will be

familiar with this order as it pertains to those duties. PMO is responsible to ensure:

(1) LEO involved are briefed on their duties.

(2) LEO will keep all unauthorized personnel from the mishap scene and expedite the movement of arriving/departing emergency vehicles. They will ensure that the wreckage, no matter how small or where located, is not moved or otherwise tampered with until such removal is authorized by the IC or Senior Member of the AMB.

(3) Security is maintained at the mishap site until responsibility for security is assumed by the Senior Member of the cognizant AMB and security personnel from the responsible squadron arrive at the site, or when relieved by the ASO or other competent authority. Normally, this period will not exceed 24 hours.

b. Off-Station Mishap. In the event of an off-station mishap, PMO will be responsible for the following:

(1) If the mishap location is easily accessible from the air station (populated area with hard ball roads), dispatch appropriate LEO to conduct initial security and site assessment.

(2) If the mishap location is outside the easily accessible area, an assessment will be conducted to determine the most appropriate means to conduct initial security and site assessment (SAR or vehicles). All range access shall be coordinated with LEG IRON for personnel accountability.

(3) Coordinate with civilian law enforcement agencies in the event that the mishap occurs on private property.

(4) Furnish an operator and one portable radio capable of transmitting on the security and emergency net to the ARFF Officer for convoy control. The convoy forms in front of building 153.

(5) Ensure appropriate personnel are ready to provide additional security as required.

10. EOD. The Station EOD Officer will ensure that a minimum of two EOD technicians are available during airfield operation hours. Only EOD personnel will handle explosive ordnance or special weapons involved in a mishap. This includes all cartridge-activated devices at the scene of the mishap.

a. On-Station Mishap. Upon notification of a mishap on or near the station, the EOD Team will proceed immediately to Station Operations. Assist the ARFF Crew Officer or ARFF Crew Chief by neutralizing the explosive hazard and/or providing technical information concerning ordnance items or debris at the site.

b. Off Station Mishap. Aircraft mishaps off-station, involving explosive ordnance or special weapons, may require the duty EOD Team to move expeditiously to the site to provide technical evaluation to the OSC in regards to the extent of contamination, downwind distance hazards, etc. If required, additional EOD personnel with the necessary tools and equipment to fully accomplish the EOD mission will respond to the site via the convoy.

All range access shall be coordinated with LEG IRON for personnel accountability.

11. PAO. The PAO is responsible for the release of information on aircraft mishaps. All inquiries from civilian and outside agencies will be referred to the PAO, and will not be answered by personnel other than those authorized. To further this goal and prevent redundant inquires that prevent expeditious rescue efforts, PAO will send one representative to liaison with Airfield Operations during an aircraft mishap. This representative will be the only point of contact for receiving and requesting information from Airfield Operations. The following guidelines apply:

a. Representatives of the press may be allowed to take photographs of the mishap, in or out of Marine Corps jurisdiction, as long as they do not interfere with rescue and fire fighting operations or the investigation of the accident. Photography of classified material or equipment is not authorized. Civilian news media shall be escorted by PAO personnel, if possible.

b. If photographs of classified material or of an objectionable nature are believed to have been taken, on or off military property, compromise of the classified material shall be prevented, and the PAO will be contacted immediately.

c. Due to the preponderance of information leaking out to the public via social media during crisis incidents, any cases of leaked information via these channels should be reported immediately to the PAO. These helps correct misinformation and pull inappropriate content if possible.

12. Senior Medical Officer. The senior Medical Officer is responsible for the training of all medical personnel and the following:

a. Coordinating assignment of a duty Flight Surgeon, to respond to a mishap within 30 minutes of notification.

b. Assignment of a Flight Surgeon as an alternate member of an AMB. As a member of the Aircraft Mishap Board the assignment Flight Surgeon will:

(1) Be guided by reference (a).

(2) Submit the Medical Officer's Report within the prescribed time limit.

c. Coordinate with Yuma Regional Medical Center for medical treatment and/or evacuation, as required.

d. Plan and coordinate with local medical agencies for the retrieval of remains and local coroner support, if required.

13. Station S-6 Department. Will ensure that the rescue communications nets are in satisfactory condition at all times and ensure that a qualified duty photographer with necessary equipment is available at all times. The duty photographer will be qualified in his duties and the following:

a. The photographer will not interfere with the functions of emergency crews, and will stay clear of the immediate vicinity of the mishap until cleared by the Incident Commander.

b. The primary mission of the photographer is to take photographs of the mishap for the cognizant AMB. As such, he will not leave the mishap site until authorized by the Senior Member of the AMB or that member's representative. All range access shall be coordinated with LEG IRON for personnel accountability.

14. Structural Fire Division. The Chief of the Structural Fire Division is responsible for the following:

a. Coordinating the training of Fire Division personnel with the ARFF Officer as required.

b. During emergencies, readying fire equipment to provide assistance.

c. In the event of an on-station mishap, proceeding to the scene and furnishing assistance.

d. Ensuring an ambulance equipped with first aid equipment, qualified driver and qualified medical personnel can respond to an aircraft mishap at all times. The ambulance crew assigned the duty will be thoroughly familiar with:

(1) Crash radio and alarm procedures.

(2) Crash standby positions, runway locations, runway markings, etc.

e. In the event of an on-station combination aircraft-structural fire, the Duty Fire Chief will assume control of the fire fighting operations. ARFF Crew will provide assistance as necessary.

15. Installation and Logistics (I&L). I&L Officer will provide personnel and equipment to minimize damage and restore services in the event that an aircraft mishap causes damage to station facilities. Additionally, he will be the liaison for requesting construction equipment, as requested by the Station Aviation Safety Officer or cognizant authority. All range access shall be coordinated with LEG IRON for personnel accountability.

16. Southwest Region Fleet Transportation (SWRFT). SWRFT will be prepared to sign-out vehicles as necessary in to order support the mishap investigation. SWRFT is usually the transporter for the disabled aircraft if a mishap does occur. They also provide transportation for some of the larger engineer type vehicles that will be used to remediate the impact areas if required.

17. Individual Issue Facility (IIF). IIF will be prepared to issue temporary gear in order to support the mishap investigation.

18. Station ASO. The Station ASO will act as an augment ASO in the event of a mishap and conduct initial actions at the mishap site until the parent command ASO arrives on-scene. The ASO is responsible for the following:

a. Updating directives and manuals concerning aircraft mishaps.

b. Maintaining a back-up Mishap Investigation Kit. If any units need kit parts or the whole kit, the Station can assist.

c. Contacting the cognizant AMB following a mishap and serving as the central point of contact to assist in coordination of station assets required for mishap investigation and salvage.

d. Conducting annual training for Flight Clearance personnel and Station Officer Of the Day (OOD) duty standers regarding execution of the pre-mishap plan.

19. Station OOD. In the event of a major mishap involving aircraft operating from or near MCAS Yuma after normal working hours, the OOD or Assistant OOD shall be responsible for initial notification and response coordination, per the Mishap Report Checklist (see Appendix A). The OOD and AOOD shall take appropriate actions as follows:

a. Gather as much information as available from the agency reporting the mishap, to include name and point of contact.

b. Pass and receive all pertinent information to/from CDC as soon as possible in order to gain and maintain a clear operational picture.

c. Execute the Mishap Report Checklist as expeditious as possible, passing only essential information to all notified persons or agencies.

d. Immediately notify the Station Aviation Safety Officer (refer to Appendix A) if there is a question whether a mishap has occurred or the need is present to execute the Mishap Report Checklist.

20. Environmental Department. The Environmental Director or his designated representative is responsible for the following:

a. On and Off Station Mishap - The Environmental Director will dispatch an environmental response and assessment team to the mishap site. The environmental team will be included in the initial survey/response convoy.

b. Once the danger from fire or live ordnance is eliminated, the assessment team will conduct an initial environmental assessment to determine the existing and potential impact to the environment. If the situation warrants, the team will take any corrective action needed to prevent further contamination. Once stable, the team will withdraw and allow the Incident Commander and AMB to continue recovery operations.

c. The assessment team will coordinate with the Incident Commander those actions necessary to prevent further damage and or contamination to the environment. The senior member of the assessment team will gather as much information available in order to meet the regulatory reporting requirements to the State of Arizona, Environmental Protection Agency, National Response Center and the Local Emergency Planning Committee (LEPC).

d. The assessment team will liaison with the Environmental Director and the Environmental Emergency Operation Center and advise as to what tools, personnel and equipment will be needed to start clean up operations. Once located, those assists will be pre-staged at a pre-determined location near the mishap site. At all times the assessment team will make themselves available to assist ARFF, PMO, the Incident Commander or the Senior Member of the AMB as requested. The team will initiate site remediation after coordinating with the Incident Commander and the Senior Member of the AMB.

All range access shall be coordinated with LEG IRON for personnel accountability.

21. Range Management. Range Management will coordinate with immediate response personnel and provide assistance in locating mishap sites and serve as mishap response convoy leader to all sites at remote locations or within range boundaries. Additionally, Range Management will be consulted and coordinate mishap squadron and MCAS Yuma's subsequent remediation actions.

22. Mission Assurance Department (MAD). MAD serves as the principal advisor to the Commanding Officer (CO) on matters of Information and Personnel Security, Antiterrorism/Force Protection, and disaster preparedness/emergency management. Regarding aviation mishaps, MAD delegate's authority to each unit's pre-mishap plan and will become involved when the mishap occurs off-station, involves civilians or civilian property, when the severity of the mishap warrants, when recovery operations warrant, when the Command Operations Center (COC) has been activated or when directed by the CO or XO. MAD's integration is required during an aviation mishap if it involves mass causalities (such as an airshow crash). At such time, MAD has pre-planned actions and plans set. The Station XO is the final designator of MAD tasking relating to aviation mishaps.

23. COC. The COC may be activated at any time during response operations by the CO, XO, S-3 or in their absence the Director of MAD. The MRCC and IC may also request COC activation. Once activated all or portions of MRCC duties may be transferred to the COC. The COC will coordinate all response and recovery operations and provide command staff support to the CO. Upon activation of the COC, the COC staff will muster at Building 460 (Safety) in the large classroom.

24. Everbridge. Everbridge is an electronic emergency notification system that is programmed to make automated contact with designated personnel's various phone numbers and emails. Emergency response and recovery personnel are placed on this list so they can be rapidly recalled to the station. MAD coordinates access to the system and at the onset of an emergency will provide activation notices to all key personnel as required.

25. Chaplain Department. Be prepared to assist in follow-on next of kin notification and family counseling after the mishap if required.

26. Federal Aviation Administration (FAA). The FAA will be called to assist in the event that Station ATC requests their assistance. Approval to request for other government agencies to assist lies with the Station XO.

27. Local First Responders. In the event that an aircraft mishap site is located in a populated area, local first responders will likely be the first personnel on-scene. Most Station first responders have a positive working relationship with their civilian counterparts in the local community. Once Station personnel arrive on scene, ensure that a positive handover of responsibility is conducted, the IC is positively identified, and that the information is pushed back to MRCC.

Chapter 3

Contingencies

1. Overview. Since Station does not own any aircraft, this chapter covers contingences that Station may have to begin initial actions at the mishap site. Ultimately, each unit (tenant and transient) is responsible for all reactions to a mishap and they will be handled in accordance with each unit's pre-mishap plan. This chapter covers the contingency that Station may have to take the initial actions until the parent command arrives on scene.

2. MCAS Yuma AMB. Station is not required to have a standing AMB, but will assist any unit that has a short-term personnel shortage and begin the actions at the mishap site in accordance with reference (a). This is temporary support designed to assist until the parent command AMB representatives arrive on-scene. The Station XO is responsible for assigning the augment personnel.

3. Photographs. If the parent command of the mishap aircraft is not immediately available to take photographs of the mishap site, then Station S-6 will assist in accordance with reference (a). Station S-6 will only be tasked by the Station XO (or by his designated representative).

4. Relations with Media Representatives. Any military aircraft mishap, regardless of whether there is injury or death, is a matter of public interest. Although, release of such information is a command prerogative, the PAO is charged with the responsibility and possesses the facilities for the proper release of information. The PAO is the only person authorized by the CO, MCAS Yuma to release news.

a. Notification of PAO. Information pertaining to the mishap should be made available for PAO, MCAS Yuma or the nearest military activity to the scene of the mishap for proper dissemination.

b. Injuries by news media. All injuries by the news media shall be referred to the PAO. Reporters should be told that, "An investigation is underway and that the PAO will provide details as soon as they are known". Under no circumstances shall the names of persons involved in a mishap be released to news media representatives by anyone other than the PAO, nor shall speculation be voiced as to the cause or culpability of the mishap.

5. Security. If a serious aircraft mishap occurs at or near the station, security at the scene of the crash will be required. Initially, PMO responds by posting LEO at the scene. The responsibility for providing continuous security belongs to the CO of the nearest Navy/Marine Corps Air Station. For any mishap within the scope of MCAS Yuma, the cognizant AMB will normally be required to post their security sentries as soon as practicable.

a. Responsibility of PMO. When notified by the flight Clearance Crew Supervisor of the requirement for PMO personnel to provide security at a crash site, PMO will take immediate steps to provide adequate personnel for the particular situation and duration. The PMO will be responsible for the following:

(1) Ensuring that all LEO are briefed on their duties.

(2) Posting LEO as soon as practicable, coordinating with the Response coordinator or Crash Officer for transportation as needed.

(3) Arranging with Station S-4 and pre-staging necessary field equipment for all LEO. Specific requirements to be considered include:

(a) Access Log (document all personnel on/off the site)

(b) Rations (MREs)

(c) Water cans

(d) Snake bite kits

(e) First aid kits

(f) Tents

(g) Sleeping bags

(h) Communications equipment

(4) Coordinating with local civilian authorities regarding responsibilities at an off station mishap site.

6. Instructions for Sentries. Sentries assigned to guard the scene of an aircraft mishap will be governed by the general orders of sentries, instructions that may be issued by competent authority and the following:

a. The primary function of the sentries will be to safeguard life and property and to preserve the integrity of the mishap site for the AMB. The wreckage will not be moved or displaced unless directed by competent authority. Even small amounts or pieces of wreckage may be very important. Wreckage will not be removed or displaced by any person unless permission is obtained from the senior or acting senior member of the AMB.

b. Sentries will allow only fire fighting and rescue personnel into the immediate scene of the crash. When the threat of fire or explosion is over, sentries will allow authorized mishap investigators, public affairs personnel and representatives of the press access to the crash site. Other personnel seeking access to the scene will be referred to a member of the AMB.

c. Sentries will be thoroughly briefed.

d. Sentries will take the name, address and telephone number of any witness to the accident and the present this information to the station Aviation Safety Officer or a member of the AMB.

e. If to remain for an extended period of time at a remote site, coordinate with I&L for field sanitation and hygiene requirements.

7. Witness Statements. In the likely event that Station personnel meet a witness to the mishap, it is imperative that they take the witness' contact information and immediately get that to the AMB.

8. Crash Alert Communication System. Communications involved in the crash alert system are the crash public address system, crash alert telephone circuit and the public telephone system.

a. Crash public address system. The crash public address system is operated by the control tower and will be the primary alert system for

station mishaps for alerting ARFF and SAR personnel of an impending or actual emergency. Information passed will be brief and include only that information required identifying and responding to the emergency, including type and call sign of distressed aircraft.

b. Crash alert telephone system. The crash alert telephone circuit (crash phone) is the primary method of alerting units and key individuals not located in the vicinity of the airfield operations building or crash crew area. The MCAS Yuma control tower is the controlling agency for the crash phone and is the only agency capable of activating the circuit.

(1) Control tower personnel will activate the crash phone circuit of the following occasions:

(a) An aircraft emergency is declared.

(b) A mishap occurs in MCAS Yuma's area of responsibility.

(c) Any instance deemed necessary by the Operations Officer or Tower Watch Supervisor.

(d) Daily test at 0730.

(2) In the event that a mishap occurs during non-tower operating hours, mishap notification will occur via procedures in reference (e).

(3) Monitoring agencies. The master alert telephone is located in the control tower. Agencies required to monitor the crash phone circuit will be designated in a memorandum issued by the Operations Officer, MCAS Yuma.

(4) Operating Procedures

(a) When necessary, the control tower will activate the crash phone circuit by lifting the crash phone hand set from its cradle and pushing the all ring button (the tower has the capability of activating all lines simultaneously or each individual line). After allowing sufficient time for all monitoring stations to pick up the phone, the tower will disseminate the following information, as applicable:

1. Aircraft identification and model.

2. Nature of the emergency.

3. Pilot's intentions.

4. Fuel remaining (if fuel related).

5. Aircraft's position in relation to MCAS Yuma.

6. Ordnance aboard.

7. Other information required for proper handling of the emergency.

(2) When the crash phone rings, personnel will not interrupt the tower personnel and copy down all information passed. Questions shall not be asked until tower personnel acknowledge the individual agency. Questions

should be brief and relevant to the emergency in progress. When there are no further questions the tower will instruct, "All stations secure your phones".

d. Daily crash phone check. The control tower will activate and check the crash phone daily at 0730 local time. If Flight Clearance, ARFF, or SAR do not answer the crash phone, the tower will contact those units by public telephone to determine if a malfunction exists. Agencies will immediately report any malfunctions to the telephone trouble desk, ext. 2451.

9. Public telephone system. The public telephone system is the secondary method of alerting units and individuals of an impending or actual aircraft emergency. Dialing 911 on a base land-line phone goes directly to Station Emergency Dispatch. Pertinent extensions are in Appendix A.

10. Crash radio network. The crash radio network uses the trunking system operating in the 406-420 MHz range. Stations on the crash net are all mobile vehicles on the flight line, ARFF, control tower, and dispatch. Radio checks will be made to and recorded by the CDC. Discrepancies will be referred to the Base Services Division, 269-2222.

11. Mass Casualty. MAD is custodian of the Station's Mass Casualty Plan. Initial actions of all Station personnel will be in accordance with this order. MAD will provide staff support to station command and the SWO. MAD will coordinate COC operations.

12. Civilian Aircraft Mishap. Station support units (such as ATC, ARFF, etc.) may be the first to assist in a civilian aircraft mishap. Initial actions of all Station personnel will be in accordance with this order and then the FAA and National Transportation Safety Board will takeover.

Appendix A
Mishap Report Checklist

DATE _____ TIME _____
REPORTED BY _____ OF _____ PHONE# _____
(NAME) (ORGANIZATION)
CALLSIGN _____ UNIT _____ TYPE OF AIRCRAFT _____
LOCATION _____ SOULS ON BOARD _____
STATUS AND LOCATION OF PILOT(S) _____
WERE ANY PARACHUTES SEEN? Y / N FIRE OR EXPLOSION? Y / N
ORDNANCE / FUEL ON BOARD _____
OTHER INFO _____

NOTIFY LIST BELOW (*INDICATES ON CRASH PHONE-SKIP IF ALREADY NOTIFIED) ALL #S 928-269-XXXX

PERSON / ACTIVITY **	WORKING-HRS	AFTER-HRS	ALT	TIME/PERSON NOTIFY
DUTY SAR CREW*	2300/2533	CELL	-	_____/_____
DUTY FLIGHT SURGEON*	5749	SAME	941-6414	_____/_____
ARFF*	3494	SAME	2385	_____/_____
PMO*	2204/2361	SAME	2205	_____/_____
MEDICAL*	2700	502-2160	502-2427	_____/_____
ATC*	9231	SAME	-	_____/_____
EOD*	2303/2788	SAME	-	_____/_____
AFRCC	800-851-3051	SAME	-	_____/_____
RANGE MANAGEMENT	7080	SAME	-	_____/_____
CO MCAS	2224	941-3611	-	_____/_____
XO MCAS	2224	843-476-5409	-	_____/_____
OPERATIONS OFFICER	VERB/3558	941-7527	-	_____/_____
AIRFIELD OPS OFFICER	VERB/3327	941-3643	317-9213	_____/_____
AVIATION SAFETY OFF	5611	760-470-8930	-	_____/_____
OPS CHIEF	VERB/3230	941-3642	-	_____/_____
CLNC CHIEF	VERB/2326	SAME	-	_____/_____
ENVIRONMENTAL	3201	941-7574	-	_____/_____
PAO	2275	941-7449	-	_____/_____
CIVIC	2417	941-3554	-	_____/_____
OOD	2252	SAME	941-3625	_____/_____
MISHAP UNIT	_____	_____		_____/_____
MCI-WEST G-3	DSN 361-6418	DSN 365-5061	-	_____/_____
MCI-WEST CG'S OFFICE	DSN 365-5114	SA	365-5012	_____/_____
LEGAL	2890	NONE	-	_____/_____
CHAPLAIN	2371	THROUGH OOD	-	_____/_____
FSS PRESCOTT	800-583-6126	-	-	_____/_____
EXPLOSIVE SAFETY OFF	3611	941-1664	-	_____/_____
IF CRASH IN MEXICO NOTIFY				
AIR OPS, NAVY REGION SW:	524-1197	SAME	524-1198	_____/_____
IF CIVIL ACFT CONTACT FSS:	877-487-6867	-	-	_____/_____

** NOTIFICATION SHALL BE AS FOLLOWS: "THIS IS (YOUR NAME) FROM BASE OPERATIONS (OOD). THERE HAS BEEN A MISHAP INVOLVING (TYPE AIRCRAFT) AT/NEAR (LOCATION). REQUEST THAT YOU OR YOUR REPRESENTATIVE REPORT TO BASE OPERATIONS. MORE INFORMATION WILL BE AVAILABLE WHEN YOU ARRIVE." PASS ALL AVAILABLE INFORMATION TO DISPATCH, AND IF CO, XO, OR OPSO ASK QUESTIONS, ANSWER TO THE BEST OF YOUR ABILITY. INFORM ALL OTHERS THAT INFORMATION IS NOT YET AVAILABLE.
YOUR NAME _____

Appendix B
OPREP-3 Serious Incident Reports

1. General. All aircraft mishaps, fatal injuries caused by mishap, ground mishap or incidents require the submission of an OPREP-3 Serious Incident Report as per reference (c). This report consists of two parts: A telephone report to the Marine Corps Command Center and a follow-up message.

2. Action. The OPREP-3 is extremely time critical. Do not delay the initial call due to a lack of information.

a. The Reporting Custodian is normally responsible for OPREP-3 reporting.

b. If the mishap squadron is unknown or cannot be notified, the CO, XO, or the Operations Officer will authorize the release of an OPREP-3.

c. The initial telephone report to the MCCC shall be completed within 15 minutes of notification of a mishap to the following number:

DSN:	225-5454
COMMERCIAL:	(703) 695-5454
TOLL FREE:	1-866-HQMC-NOW

d. Message report will be released no later than 24 hours from mishap occurrence with an "immediate" priority in accordance with reference (c).

3. Format. Telephone and voice reports will contain the following information (use "unknown" or "TBD" as necessary).

a. Nature of event (i.e. aviation mishap).
b. Date and Time of incident.
c. Location (use name or miles from landmark; i.e. 2507N).
d. Point of contact: Name, Rank, Phone number, Billet.
e. Personnel involved (for each crewmember):
    1. Grade.
    2. Name.
    3. Social Security Number (last four).
    4. Unit/Organization.
    5. Race/Sex.
    6. Status (i.e. hospitalized, deceased).
f. Organization conducting investigation.
g. Anticipated reaction of civil populace.
h. Factual summary of incident.

Appendix C
WESS/WAMHRS REPORTS (MDR, NMACR, HAZREP)

1. General. All reports are submitted electronically via the Web- Enabled Safety System (WESS) and Web-Enabled Aviation Mishap Hazard Reporting System (WAMHRS). Access is controlled and a prior account is required to submit reports. All ASOs should have access to these programs. The Station ASO is WAMHRS Safety Authority and can grant permissions for new accounts.

2. Mishap Data Reports (MDRs). The purpose of MDRs is to inform interested commands of a naval aviation mishap, present preliminary information, and describe mishap investigation progress.

3. Submission Criteria. All Class A mishaps require a telephone MDR. All classes of mishaps require a message MDR. Any naval command may submit an MDR.

4. Originator. Submitting MDRs is the responsibility of the reporting custodian of naval aircraft or UAS involved in a mishap. If the reporting unit is unable to submit required MDRs within the deadlines (i.e. transient aircraft mishap in which reporting custodian cannot be contacted), MCAS Yuma shall submit the required reports within the appropriate deadline.

5. Deadlines

a. Initial Telephone Mishap Data Reports. MDRs on all Class A mishaps shall be submitted by telephone to Commander, Safety Naval Center, within 60 minutes of occurrence.

b. Initial Message Mishap Data Reports. Initial message MDRs shall be submitted within 4 hours of the mishap for Class A and B mishaps. First amended message MDR, if necessary and Class C initial reports shall be submitted within 24 hours.

c. Do not delay release of telephone or message MDR beyond reporting deadlines due to a lack of information. If required, use "to be announced, to be determined, or unknown" for information that is unavailable when the message is released.

6. Telephone Mishap Data Reports. The following shall be submitted to COMNAVSAFECEN, DSN 546-3520, Commercial (757) 444-3520 and press '1':

a. Reporting custodian(s).

b. Aircraft type and Bureau number.

c. Mishap Location.

d. Brief Narrative.

e. Damage (if known).

f. Injuries/Fatalities (if known).

g. Points of contact.

7. Near Midair Collision Report (NMCR). A near Midair Collision (NMAC) occurs when an aircraft pass close by one another in the air and, as a result, the pilot-in-command feels that safety of his / her aircraft was jeopardized. The following criteria will be used in determining when to report:

a. A collision was avoided by chance rather than by a conscious act on the part of the pilot.

b. A collision would have occurred had no action been taken.

c. Two aircraft passed within 500 feet.

8. Pilot Actions. Pilots involved in a NMAC must:

a. Report the incident by radio to an FAA air traffic facility or Flight Service Station (FSS) and inform them a written NMAC will be filed.

b. At the next point of landing, call the nearest FAA air traffic facility or FSS and report the incident.

c. File a written Hazardous Materials Advisory Council Hazard Report per reference (a).

9. Naval Aviation Hazard Report (HAZREP). The purpose of Hazard Reports is to:

a. Report a hazard and the remedial action taken, so others may take similar action.

b. Report a hazard and recommend corrective action to others.

c. Report a hazard so another organization may determine corrective action.

d. Document a continuing hazard to establish risk severity.

10. Submission Criteria. Hazard Reports shall be submitted whenever a hazard is detected or observed or whenever an event occurs that should have been a mishap but for luck, quick reaction, procedure, or similar reason, no loss occurred.

Appendix D
Report of Aircraft Mishap Involving a Federal Aviation Administration Function

1. General. If a function of the FAA (FAA control facility, civil or commercial aircraft, etc.) is or may be involved in an aircraft mishap, a telephone call and message to the nearest FAA facility is required.

a. Telephone Report. The Telephone report will be made to Yuma's FAA Representative within four hours of mishap notification and will include all available information in the format below. During working hours, contact Prescott FSS, (928) 583-6126. If neither can be reached, contact the FAA Western Region Headquarters, (310) 725-3300.

b. Message Report. A priority message will also be sent within 24 hours after the mishap using the format below.

2. Information. Specific instructions as to the criteria for determining if an FAA function is involved is found in reference (b). Generally, involvement will include any contributing factor to the mishap which was controlled, supervised, accomplished by or was the responsibility of the FAA or its personnel. This would include erroneous chart information, approaches to established minimums which do not meet standard minimum terrain criteria, collisions with civil aircraft, and improper air traffic clearances.

3. Format. Format for both the telephone call and message is as follows:

FM: MCAS YUMA AZ
TO: FAA (NEAREST FACILITY)

INFO: (APPROPRIATE ADDRESSEE'S ONLY)

UNCLAS FOUO //NO3750//

AIRCRAFT MISHAP INVOLVING FAA FUNCTION

a. Date and Local time, time zone of mishap.

b. Location of mishap scene (give distance and direction from nearest military base or prominent geographical location; otherwise use latitude and longitude for location.

c. Aircraft type, mode and Bureau Number.

d. Unit to which aircraft was assigned at time of mishap.

e. Last departure base of aircraft.

f. Type of aircraft control clearance.

g. Aircraft destination.

h. Last known position in flight and/or radio contact with pilot.

i. Security classification of mishap as applicable.

j. Whether radioactive materials were aboard aircraft. (Indicate by YES or NO).

k. Description of how accident occurred . (Indicate maneuvers being performed with aircraft).

l. Identify the FAA function(s) involved. If military authority desires FAA participation, include request to FAA in this paragraph.

m. State whether other investigations are to be conducted.

n. Name, Rank, Telephone number, address of individual for FAA personnel to contact if further information is desired by the FAA.

Appendix E
Mishap Investigation Kit Inventory

1. The Station Mishap Kit is maintained in order to assist and provide tenant units with items they are missing from their kits, or as a full kit for transient units to use in the absence of their own.

2. The box designated for aircraft mishap investigation equipment is located at the Department of Safety (DSS) at Building 460. The inventory list is as follows:

QUANTITY	ITEM
1	Digital Camera
1	GPS
1	Digital Range-Finder
1	Digital Voice-Recorder
5 rolls	Caution Tape
2 rolls	Duct Tape
1 box	Pens
12	Note Pads
1	Graph Paper Pad
12	Black Trash Bags, Plastic
1	100' Tape Measure
1	12' Ruler
40	Disposable respirators
1 box	Latex Gloves
2 pair	Leather Gloves
300 feet	Boundary Tape
200	Surveyor Flags
2 sets	HAZMAT Suits
1	Clipboard
1 box	Chemsticks
1 set	Evidence Markers (A-Z and 0-10)
1 box each	Batteries (AAs, 9Vs, and Ds)
2	Flashlights
1	Measuring Wheel