



DEPARTMENT OF THE NAVY

TRAINING SQUADRON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA FL 32508-5502

TRARONFOURINST 3750.1

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TRARONFOUR INSTRUCTION 3750.1

From: Commanding Officer, Training Squadron FOUR

Subj: SQUADRON PRE-MISHAP PLAN

Ref: (a) OPNAVINST 3100.6J (OPREP-3 Reporting)
(b) OPNAVINST 3750.6R (Naval Aviation Safety Program)
(c) OPNAVINST 3750.16C (Accident Safety Investigation)
(d) OPNAVINST 5100.24B (Navy System Safety Program)
(e) OPNAVINST 5100.25B (Navy Recreation and Off-Duty Safety Program)
(f) CNATRINST 3750.23M (Naval Air Training Command Aircraft Mishap and Hazard Reporting)
(g) MILPERSMAN
(h) JAGMAN
(i) NAVAIR 00-80T-116 (Safety Investigation Techniques)

Encl: (1) Pre-Mishap Plan

1. Purpose. To serve as a guide for initiating reporting and investigation procedures in the event of a mishap involving an aircraft assigned to Training Squadron FOUR per references (a) through(i).

2. Discussion. Despite a strong safety program, the possibility of a mishap cannot be overlooked. In the event of a mishap, comprehensive preliminary planning and thorough training of personnel will ensure quick action, timely reporting and an accurate mishap investigation.

a. This instruction provides step-by-step guidance for actions to be taken following initial mishap notification. Prior knowledge of its contents by Squadron Duty Officers (SDO) and Assistant Squadron Duty Officers (ASDO) is mandatory and vital to its successful implementation. Upon assuming duty, the SDO shall review the "General SDO Guidance" and become familiar with the Pre-Mishap Plan's contents before briefing the ASDO concerning his/her duties in the event of an aircraft mishap.

3. Action

a. General

(1) Disclosure of Information

(a) Mishap related information is limited-access information for official use only (FOUO). Squadron personnel must not allow any information to be divulged to anyone except through official channels. The names of personnel involved in a mishap shall not be given over the phone except to the Commanding Officer, Executive Officer, or as specifically directed in this instruction.

(b) Be particularly wary of persons claiming to be high-ranking officers. Some unscrupulous members of the news media have been known to use this ploy to gain information. Be firm but courteous in not divulging information. Refer them to the CNATRA or NAS Pensacola Public Affairs Officer (PAO).

(c) If the next of kin should call and request information prior to the official notification, respond with, "We do not have enough information at this time to comment on the situation." Remember to get their name and phone number and immediately report the call to the Commanding Officer.

b. Specific

(1) SDO/ASDO. Each duty-stander shall be thoroughly familiar with the contents of this instruction and enclosure (1) and shall use them to accomplish their duties in the event of a mishap. Phone lines should be secured except for official, mishap-related calls. No one should call home to discuss the mishap unless directed by the Commanding Officer. If you suspect a false mishap notification (hoax), and cannot confirm it as false, go to TAB A and begin executing the Pre-Mishap Plan as if it were real.

(2) Aviation Safety Officer (ASO)

(a) Each quarter, brief all squadron officers on assigned responsibilities.

(b) Review enclosure (1) on a quarterly basis for accuracy and currency.

(c) Maintain the Pre-Mishap Plan binder at the SDO/ASDO's desk.

(d) Conduct prescribed quarterly training for Aircraft Mishap Board (AMB) members and Pre-Mishap Plan training for all squadron SDO/ASDOs.

(3) Aircraft Mishap Board (AMB)

(a) Maintain a thorough knowledge of this instruction and its references.

(b) Perform duties as assigned by the senior member of the AMB.

(c) Attend required quarterly training provided by the ASO.

(4) Squadron personnel

(a) Squadron personnel having knowledge of an aircraft mishap or a hazard that has the potential to cause damage and/or injury shall report this information to the SDO/ASDO or to Safety Office personnel immediately.

(b) Any instructor involved in an incident that may be an aircraft mishap or hazard shall inform the SDO/ASDO and the ASO.

(5) Detachment Officer in Charge (OIC). Detachment OICs shall become thoroughly familiar with this instruction and obtain a copy of enclosure (1) prior to commencing their detachment.

(a) In the event of a mishap, the Detachment OIC will be tasked with the combined responsibilities of all department heads and the senior member of the AMB until assistance arrives. It is imperative the OIC establish immediate communication with the home base SDO to notify the command, get assistance, preclude redundant reporting, and keep the CO informed of the latest developments.

(b) Detachments are not responsible for initial mishap reporting. All phone and message reports will be released by home base under the supervision of the CO/XO/Safety Officer. The OIC will attempt to initiate SAR efforts and notify all senior local commands as well as the local base

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operations, as appropriate, while retaining the names of personnel involved. Detachment OIC's should attempt to arrange for available personnel to provide maximum assistance in preserving the wreckage (if applicable) until the AMB arrives. Limit unauthorized photography and release of privileged information to the maximum extent possible. Until the AMB arrives, the Detachment OIC can contribute to the mishap investigation by:

1. Appoint a mishap photographer (if adequate camera equipment is available) to photograph the mishap site.

2. Appoint the duty officer to coordinate administrative and communication efforts between the detachment and home base.

3. List full name and contact information for all potential witnesses.

4. Request prospective witnesses to prepare a sealed written statement for the AMB.

5. Appoint an officer to maintain an accurate chronological log of events.

6. Appoint an officer to secure mishap related data and records (i.e. aircraft discrepancy book, flight plans, etc.). Maintain these records until the AMB arrives.

(c) Seek assistance, if necessary, from qualified ASOs attached to locally-based squadrons if available.



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