



SEMPER SAFE



We Just Had a Tragic Mishap; Now What?

In the immediate confusion and sorrow after a serious mishap, it can be difficult to remember just what the command responsibilities are for reporting and investigating the mishap. Familiarize yourself with the **OPNAVINST 5102.1D / MCO P5102.1B** Navy and Marine Corps Mishap and Safety Investigation, Reporting and Record Keeping Manual before your mishap occurs.

Do not wait for a mishap to happen. Be ready, physically and mentally. All command/units need a Mishap Action Plan to follow when a mishap occurs, with which key personnel are familiar. A copy of this SOP should be added to the command/unit's SOP and be available to all investigators. This will provide a systematic approach to the investigation and the report of a mishap. Pre-mishap plans vary widely, depending on the mission or task at hand, resources, environment, and personnel of each command. A mishap plan should be written so it remains valid during training exercises and deployments.

Develop a safety investigator's kit. The kit should be maintained and updated by the command or unit safety officer. The content of the kit depends on the type of command or unit, mission, and equipment and weapons normally used in the performance of that mission. Some considerations for development of the kit are:

- Yellow caution tape or red danger tape
- Measuring tape
- Safety officer vest
- Digital camera, or video camera
- Advice to Witness forms
- Plastics bags for gathering debris
- Notebooks, pens and pencils

An activity mishap plan should be written for normal operations and should be updated as needed.

- Provisions for periodic review of the pre-mishap plan.
- Plan for securing the mishap site.
- Identify and coordinate with local civil and military medical activities for the treatment and evacuation of injured personnel.
- Plan for collecting and identifying evidence with tags to include time, date, location, type of incident, name, and unit of persons involved.
- Coordination with local Explosive Ordnance Disposal (EOD), fire rescue personnel and PMO support.
- Plan for handling hazardous material.
- Plan for dealing with media.
- Coordination with local civil/military investigative agencies.
- Plan for administration support such as vehicle(s), clerical support, computer access, and, message releasing authority.

As Marines, Sailors and Civilian Marines we live by our ethos. So think before you jeopardize the safety of yourself, your fellow Marines, Sailors, or family member.
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