



Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

# AIRCRAFT ACCIDENT INVESTIGATION AND INQUIRY BOARD

## FINAL REPORT

RP-C1749  
TEXTRON AVIATION  
C152

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***OPERATOR: ALL ASIA AVIATION ACADEMY***

***TYPE OF OPERATION: FLIGHT TRAINING***

***DATE OF OCCURRENCE: October 28, 2024***

***PLACE OF OCCURRENCE: IBA AIRPORT, IBA, ZAMBALES, PHILIPPINES***

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(Cessna 152, RP-C1749 Final Report)

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## FOREWORD

This report was produced by the Aircraft Accident Investigation and Inquiry Board (AAIIB), Civil Aviation Authority of the Philippines, MIA Road, Pasay City, Philippines.

The report is based upon the investigation carried out by the AAIIB in accordance with Annex 13 to the Convention on International Civil Aviation, Republic Act 9497 Section 42, and Philippine Civil Aviation Regulation Part 13.

Readers are advised that the AAIIB investigates for the sole purpose of enhancing aviation safety. Consequently, AAIIB reports are confined to matters of safety significance and may be misleading if used for any other purpose. It should be noted that the information in AAIIB reports and recommendations is provided to promote aviation safety, and in no case is it intended to imply blame or liability.

Furthermore, no part of the AAIIB report or reports relating to any accident or investigation shall be admitted as evidence or used in any suit or action for damages arising out of any matter mentioned in such report or reports.



## FINAL REPORT

**TITLE:** Serious Incident involving a C152 type of aircraft with Registry Number RP-C1749 that experience runway excursion during a simulated rejected take-off at Iba Airport, Iba, Zambales, Philippines on October 28, 2024/0850H local time

### **Notification of Occurrence to National Authority**

The Notification of serious incident to AAIB CAAP was relayed by the Operator of the aircraft to the OIC, AAIB through to the Operation Center-CAAP at 1700H (LOCAL) on October 28, 2024.

### **Identification of the Investigation Authority**

The Aircraft Accident Investigation and Inquiry Board (AAIB), the mandated accident investigation organization within the Civil Aviation Authority of the Philippines (CAAP) as the state of Occurrence/Registry/ Operator conducted the investigation.

### **Organization of the Investigation**

In accordance with provisions of Philippine Civil Aviation Regulation (PCAR) Part 13, an Investigator-In-Charge was appointed.

### **Authority Releasing the Report**

The Final investigation report was released by Aircraft Accident Investigation and Inquiry Board (AAIB) and published on the CAAP website on **15 September 2025.**

### **Synopsis:**

On or about 0850H local time, October 28, 2024. a Cessna 152 type of aircraft with Registry Number RP-C1749 operated by All Asia Aviation Academy, had a runway excursion while performing a simulated rejected take-off at Iba Airport, Iba, Zambales Philippines. Both pilots were not injured, and the aircraft did not sustain any damage. Aircraft Accident Investigation and Inquiry Board determined that the cause factor of this accident was attributed to the Student Pilot's improper recovery procedure during simulated rejected takeoff that resulted to runway side excursion.

## **LIST OF ACRONYMS AND ABBREVIATIONS**

AAA	:	All Asia Aviation
AAIIB	:	Aircraft Accident Investigation and Inquiry Board
AIP	:	Airmen Information Publication
AANSOO	:	Aerodrome and Air Navigation Services Oversight Office
CAAP	:	Civil Aviation Authority of the Philippines
CPL	:	Commercial Pilot License
FI	:	Flight Instructor
IR	:	Instrument Rating
LCD	:	Licensing Certification Department
OFSAM	:	Office of the Flight Surgeon and Aviation Medicine
PCAR	:	Philippine Civil Aviation Regulations
PPL	:	Private Pilot License
RWY	:	Runway
SP	:	Student Pilot
VCM	:	Visual Meteorological Conditions
VFR	:	Visual Flight Rules



## 1. FACTUAL INFORMATION

Aircraft Registration No.	: RP-C1749
Aircraft Manufacturer/Model	: Textron Aviation/C152
Operator	: All Asia Aviation Academy
Address of Operator	: Iba Airport, Iba, Zambales, Philippines
Place of Occurrence	: Iba Airport, Iba, Zambales, Philippines
Date/Time of Occurrence	: October 28, 2024/0850H
Type of Operation	: Flight Training
Phase of Flight	: Simulated rejected take-off
Type of Occurrence	: Runway side excursion

### 1.1 History of Flight

On or about 0850H, October 28, 2024, a Cessna 152 type of aircraft with Registry Number RP-C1749, operated by All Asia Aviation Academy had a runway excursion at RWY 14, Iba Airport, Iba, Zambales. The flight instructor (FI) and student pilot (SP) on board egress safely from the aircraft after performing engine shutdown. The aircraft did not sustain any damage.

Initial investigation revealed that the SP was in the controls during the simulated rejected take-off. While performing the rejected take-off procedures, the FI noticed the aircraft was not decelerating. He instructed the SP to continue applying brakes; however, the aircraft started to veer towards the right side of the runway. The FI took over the controls and to bring the aircraft to the center of the runway, but continued its direction out of the runway. It came to a full stop in a grassy portion 20 meters from the cemented runway in an upright position with the last heading of 160 degrees and grid coordinates of 15°.323027 N; 119°.97066 E.





Figure 1 - RP-C1749 inside the hangar after the incident.

## 1.2 Injuries to Person (s)

Injuries	Crew	Passengers	Others
Fatal	0	0	0
Serious	0	0	0
Minor	0	0	0
<b>TOTAL</b>	0	0	0

## 1.3 Damage to Aircraft

The aircraft did not sustain any damaged.

## 1.4 Personnel Information

### 1.4.1 Flight Instructor (FI)

Gender : Male  
 Date of Birth : 26 March 1996  
 Nationality : Philippines  
 License Type : 151795-CPL  
 Date Issued : 24 May 2023  
 Type Rating : Airplane: Single- Engine Land: C-152/172  
 Medical Certificate Validity : 05 July 2025



Total Flying Time : 317+10 Hours  
Total Flying Time on type : 240+00 Hours

#### 1.4.2 Student Pilot (SP)

Gender : Male  
Date of Birth : 13 August 1980  
Nationality : Japan  
License Type : 143069-SPL  
Date Issued : 17 August 2024  
Type Rating : Airplane: Single-Engine: C-152  
Medical Certificate Validity : 22 July 2025  
Total Flying Time : 13+45 Hours  
Total Flying Time on type : 13+45 Hours

### 1.5 Aircraft Information

#### 1.5.1 Aircraft Data

Registration Mark : RP-C1749  
Manufacturer : Textron Aviation Inc.  
Type/Model : Cessna 152  
Operator : All Asia Aviation Academy  
Serial No. : 15282095  
Certificate of Airworthiness :  
Valid up to : March 22, 2025  
Certificate of Registration Date :  
of Issue : July 22, 2027  
Time Since New : 26,296+44 Hours as of latest record

#### 1.5.2 Engine Data

Manufacturer : Lycoming  
Type : Piston  
Type/Model : 0-235-L2C  
Serial No. : RL-19261-15  
Time Since New : 13,033+05 Hours

#### 1.5.3 Propeller Data

Manufacturer : Sensenich  
Type : 72CK56-0-54  
Serial No. : K11593



## 1.6 Meteorological Information

Visual Meteorological Conditions (VMC) prevailed at the time of the accident.

## 1.7 Aids to Navigation

The aircraft is not equipped with any flight recorders and existing CAAP regulation does not require it.

## 1.8 Communications

Normal communications were carried out between the pilots and other aircraft operating in the area.

## 1.9 Aerodrome Information (AIP)

### 1.9.1 General

Iba Community Airport was listed as a Community Aerodrome in the Airmen Information Publication (AIP) and is under the Civil Aviation Authority of the Philippines - Aerodrome and Air Navigation Services Oversight Office (CAAP-AANSOO) approved aerodrome facility data.

#### 1.9.1.1 General Information

Aerodrome Name	: Iba Community Airport (RPUI)
Coordinates	: N15°19'53.8213" E119°58'05.1856"
Aerodrome Operator	: Civil Aviation Authority of the Philippines Iba Airport, Iba Zambales 2201
Runway Direction	: 14 /32 (140° MAG)/(320° MAG)
Runway Length	: 900M
Runway Width	: 30M
Surface	: Concrete/Asphalt
Types of traffic permitted	: VFR
AD Operator	: Airport Operations: 2300 - 0800
Security	: 2200 - 1000
Restaurants	: At the airport and at the town proper
Transportation	: Vehicle for hire
Medical facilities	: Within the town proper
AD category for fire fighting	: CAT III
Rescue equipment	: Wheel Type Fire Extinguisher



Capability for removal of disabled aircraft	:	Nil.
TORA 14/32	:	900M
TODA 14/32	:	980M
ASDA 14/32	:	980M
LDA 14/32	:	900M

### **1.10 Flight Recorders**

The aircraft was not equipped with any flight recorders and existing CAAP regulation does not require it.

### **1.11 Wreckage and Impact Information**

The aircraft continue to move towards the right of the runway. It came to a full stop in an upright position on a grassy portion, 20 meters from the cemented runway with the last heading of 160 degrees and grid coordinates of 15°.323027 N; 119°.97066 E.

### **1.12 Medical and Pathological Information**

The Pilots underwent a drug test on 29 October 2024, with negative results. Both pilots also reported to OFSAM on November 4, 2024, for a post-medical examination and reported no further medical examination was required.

### **1.13 Fire**

There was no post fire reported after the incident.

### **1.14 Survival aspects**

Both pilots egress safely on their own after performing engine shutdown. Rescuing personnel of the operator responded and arrived in the scene after few minutes.

### **1.15 Test and research**

Inspection of hydraulic lines and brake pads of the main landing gear by Operator's AMO and witnessed by AAIB investigator was conducted on RP-C1749 but shows negative findings that could contribute to the incident.



## 1.16 Organizational and Management Information

All Asia Aviation (AAA) Academy is the only flight school in the Philippines that was established under Japanese Management Standards. AAA academy is also backed up by the KTC Group, an international organization which is also – one of the largest business conglomerates in Japan today. This allows AAA Academy to be able to provide the necessary and needed investment in equipment, human resources and facilities in order to provide the best in pilot training and also contribute to the overall future of aviation. AAA academy offers the following courses: PPL / CPL / IR/PI and airline Assessment Qualification Training. AAA Academy main base and training facility are located Iba Airport, Iba, Zambales.

## 2. ANALYSIS

### 2.1 General

The incident involves a Cessna 152 type of aircraft with Registry Number RP-C1749, operated by All Asia Aviation Academy that had a runway excursion while performing simulated rejected take-off due to engine failure.

It was during the simulation of the rejected take-off with the student pilot (SP) in the controls that the incident happened. While the SP was performing the procedures for rejected take-off, the flight instructor (FI) noticed the aircraft was not decelerating. The FI instruct the SP to continue applying the brakes, however the aircraft started to veer towards the right side of the runway. The FI took over the controls and tried to bring the aircraft to the center of the runway but continued its direction out of the runway. The aircraft came to a full stop in the grassy portion 20 meters from the cemented runway.

### 2.2 Human Factor

**2.2.1** A review of available pilot's records established the following:

- a.** Both pilots were trained and qualified to operate the aircraft in accordance with Civil Aviation Authority of the Philippines (CAAP) PCAR Part 2 Regulations.
- b.** Interview of both pilots did not disclose any issue on their physical capability to perform the simulated rejected take-off maneuver.
- c.** The FI had a total time of 317+10 hours and 240+00 hours on type of aircraft while the SP was on pre-solo stage with a total time of 13+45 hours on type of aircraft.



Moreover, review of the both pilot's work schedule, flight times, flight duty times, and rest periods makes it possible to rule out fatigue as a factor in the accident. It also revealed that they were both well rested before going on duty.

## **2.3 Operations**

### **2.3.1 Flight Training Proper**

The investigation to the pilots revealed that the training activity was started initially by the FI demonstrating to the SP the procedures for rejected take-off due to engine failure. The simulation was demonstrated in case the SP was released for his first solo and the aircraft encountered engine failure during take-off.

In the course of investigation, the FI revealed that he was guiding the SP during the simulation. He also said that a preflight briefing was conducted prior the flight. Included in the briefing were the maneuvers to be performed while in flight and the procedures for rejected takeoff. However, the FI further said that he failed to include the anticipated sequence's threats and countermeasures during the simulation. The identified anticipated threats must be pointed out by the FI to the SP in case the latter failed to identify them. It is also important to inform the SP what countermeasures that would mitigate the threats and ensure that these are satisfactorily performed. The FI has to understand that threats and errors are part of flight training operations that should be properly managed. Ample time has to be spent on safety criteria for maneuver to be performed. The FI moreover must foresee these impending threats in advance since the SP lacks the manipulative and cognitive skills that might not meet the simulation tolerances or procedures.

### **2.3.2 Flight Training Program**

The Operator's pre-solo and basic flying phase progress report outlines the basic training that SP should perform. It also outlines the sequence of flight and listing the lessons to be completed. Upon reviewing the lesson guide, the intended lesson was traffic pattern maneuvers prior to being released for first solo. Based on this lesson guide, while the student is performing the maneuver, the FI is tasked to supervise and evaluate the SP's performance before endorsing for evaluation for first solo. Apparently, the FI proceeded with the simulation without consulting the approved training guide. The FI should also submit a progress and monitoring report to the Head of Training, enabling the company to oversee the SP training.

On the maneuver performed that resulted to the incident, it was emphasized to train the SP on what was part of the approved training. The FI should omit maneuvers that are not prescribed, even if they are well intentioned. On the other hand, the head of training must take control of the training program. This is to ensure that the



right training program was conducted through regular monitoring and the maintenance of progress flight assessment reports for student pilots.

Furthermore, the SP of not being able to execute what the FI instructed suggests a miscommunication between the FI and SP. If the situation warrants, the FI must be alert on what the SP was doing and should not wait too long to take over control. The FI also must take control of the aircraft and terminate the maneuver before it progresses to a point where the FI himself is not capable of recovering the aircraft in time. The FI being the most knowledgeable and experienced person in that aircraft, should not let the SP perform the simulation into some corner of the aircraft's performance envelope where it is not recoverable.

Regardless of the situation, it is the detection, interpretation and response that influences the potential effect on safety. The objective of error management is the timely detection and prompt, appropriate response in flight operations for the error to become operationally inconsequential. In this event, the mismanaged error resulted to runway excursion after the FI failed to control the aircraft appropriately.

## **2.4 Organization Factor**

### **2.4.1 Safety Culture and Management Support**

Interviews and interactions with the personnel gave the assigned investigator the impression of a safety-minded group. Records revealed that issues found on the aircraft were properly reported, with corresponding actions promptly taken by the responsible personnel. Additionally, interviews highlighted strong management support, as the unit was consistently provided with the necessary resources to meet its requirements. Furthermore, there were no signs of any operational pressure within the unit, as their operations focused solely on the company's needs. These characteristics created a relaxed working atmosphere, which was reflected in the positive mood of each staff member. This positive environment fostered collaboration and camaraderie among them, ultimately translating into excellent work output.

As for the maintenance personnel that assisted in the inspection of the aircraft before its flight, records revealed that they held valid CAAP-issued AMT licenses with ratings on airframe and powerplant. Records also indicated that they had relevant maintenance training specific to the aircraft involved.

## **3. CONCLUSIONS**

### **3.1 Findings**

- a.** Both pilots have a valid license and medical certificate issued by the Licensing and



Certification Department (LCD) and Office of the Flight Surgeon and Aviation Medicine (OFSAM)-CAAP respectively.

- b.** The scheduled lesson was traffic pattern maneuvers prior for the SP to be endorsed for evaluation for first solo.
- c.** The training activities started with the FI demonstrating to the SP the emergency procedures for rejected take-off due to engine failure
- d.** While the SP was performing the procedures for rejected take-off, the FI noticed the aircraft was not decelerating and started veering to the right.
- e.** The FI took over the controls and tried to bring the aircraft back to the center of the runway.
- f.** The aircraft continued its direction out of the runway.
- g.** The aircraft was released for flight without any discrepancies noted on its logbook.
- h.** The aircraft has valid Certificates of Airworthiness and Registration.

## **3.2 Probable Cause**

### **3.2.1 Primary Cause**

- a.** The Student Pilot's improper recovery procedure during simulated rejected takeoff resulted to runway side excursion.

### **3.2.2 Contributory Cause**

- a.** The Flight Instructor's delayed remedial action and inadequate supervision.
- b.** The Flight Instructor's lack of situational awareness on the potential threats during the simulated rejected takeoff.

## **4. SAFETY RECOMMENDATION**

- 4.1** The safety deficiencies detailed in this report was fully addressed as a result of the safety measures implemented by All Asia Aviation Academy. Consequently, no further safety recommendations are being proposed (Appendix 1).



## 5. SAFETY ACTIONS

- 5.1** As a result of the incident, the Operator, All Asia Aviation Academy, initiated safety corrective actions to mitigate the probability of the same event recurring in the future.
- a.** Issue memo for pilots to adhere to syllabus of instruction as per pre-solo and basic flying phase progress report of student pilot. Appendix 1
  - b.** Enhancement of Company Emergency Response Plan (ERP) particularly on immediate notification of AAIB-CAAP of any incident or accident (ERP page A-3) and updating of Notification Checklist (ERP page A-20). Appendix 2

---END---



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## ***SAFETY DEPARTMENT MEMORANDUM***

To: **All Flight Instructors**

Re: **Reinforcement of Adherence to Progress Report Lesson Plans**

Date: **29/07/2025**

In light of recent operational discussions, this memorandum serves to reiterate the importance of aligning inflight instructional activities strictly with the designated lesson plan reflected in each student's *current progress report*.


While the Training Manual permits the execution of emergency procedures at any point during a training flight, instructors are reminded that all maneuvers and lesson content must remain consistent with the *scheduled syllabus unless clearly justified*. Any deviation, including the insertion of emergency procedures outside the current lesson—should be briefly explained in the "Remarks" section of the progress report to ensure transparency and instructional continuity.

This guidance is issued not in response to any regulatory violation, but as a preventive measure to mitigate future technicalities or discrepancies during incident investigations. Maintaining clarity in training documentation protects both instructor and student, and upholds the integrity of our safety and compliance systems.

Your cooperation in preserving our shared commitment to standardized, accountable training is appreciated.

For any questions or clarifications, please coordinate with the Safety Department.



	<b>EMERGENCY RESPONSE PLAN (ERP)</b>	
	Issue No.: 5 Revision No. 1	Effectivity Date: 31 August 2025

# “ANNEX A”

## EMERGENCY RESPONSE PLAN

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*FOR TRAINING PURPOSES ONLY*

ANNEX A – EMERGENCY RESPONSE PLAN

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*FOR TRAINING PURPOSES ONLY*

**ANNEX A – EMERGENCY RESPONSE PLAN**

**I. INCIDENT OR ACCIDENT**

**A. Classification of Incident**

- Category: Incident or Accident
- Type: Runway Excursion

**B. Immediate Objectives**

- Ensure the safety of personnel and aircraft
- Prevent escalation of the incident
- Secure the scene for investigation
- Communicate with key stakeholders
- Resume operations safely and swiftly

**C. Initial Response Procedures**

STEP	ACTION	RESPONSIBLE
1	Notify Duty Safety Officer / Operations / CAAP	Instructor or Maintenance
2	Secure the aircraft; ensure engine shutdown	Instructor
3	Evacuate if necessary	Instructor
4	Dispatch Safety Officer to the scene	Safety Department
5	Secure the scene for investigation	Safety Manager/CAAP
6	File Initial Safety Occurrence Report	Instructor + Safety Officer


**D. Notification**

PARTY	NOTIFICATION TIMELINE
Accountable Manager	Immediately
Safety Manager	Immediately
CAAP	Immediately
Chief Flight Instructor	Within 30 minutes

**E. Investigation & Documentation**

- Collect statements from the student and instructor
- Review flight logs, METAR, CCTV (if available)
- Document aircraft status (damage, maintenance check)
- Conduct preliminary fact-finding report

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## ANNEX A – EMERGENCY RESPONSE PLAN

### F. Post-Incident Actions

- Suspend instructor pending review
- Re-brief student on runway/taxi procedures
- Issue Safety Bulletin regarding post-landing control
- Review SOPs and checklists with all instructors

### G. Resumption of Operations

- Confirm aircraft is airworthy before next flight
- Debrief involved personnel
- Student and Instructor to undergo a flight standardization flight with CFI
- Submit final report to Safety Board and CAAP (if required)

### H. Review & Improvement


The Safety Committee will review the handling of this incident in the monthly safety meeting to:

- Evaluate response effectiveness
- Recommend improvements to training, SOPs, or infrastructure
- Monitor for recurrence or trends

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	<b>EMERGENCY RESPONSE PLAN (ERP)</b>	
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## ANNEX A – EMERGENCY RESPONSE PLAN

### II. Aircraft Mishap Response Plan


#### a. ABBREVIATIONS

AAIIB	Aircraft Accident Investigation and Inquiry Board
AAAIT	AAA Aircraft Accident Inspection Team
ACRO	Airport Crash and Rescue Operations
ADM	Administration
AEC	AAA Emergency Council
AMRP	Aircraft Mishap Response Plan
CAAP	Civil Aviation Authority of the Philippines
DOTC	Department of Transportation and Communication
ERCC	Emergency Response Coordinating Center
HR	Human Resource
OCC	Operation Control Center

#### B. INTRODUCTION

The AAA Aircraft Mishap Response Plan (AMRP) identifies the actions to be carried out by company personnel in the event of an accident. The plan outlines a prompt, coordinated and orderly emergency plan of action. All company personnel shall be made aware of their specific responsibilities as required in this Plan. Needless to say, this plan endeavors to cover the basic ingredients necessary in addressing an aircraft emergency crisis situation. However, not all specific details of an aircraft accident can be covered by this plan. In such a case, it will be addressed promptly and accordingly.

*FOR TRAINING PURPOSES ONLY*

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## ANNEX A – EMERGENCY RESPONSE PLAN

### C. OBJECTIVES

This Aircraft Mishap Response Plan aims to attain the following objectives:

1. To delineate and establish roles and responsibilities among key AAA personnel during the first 48 hours of an accident/serious incident and its aftermath;
2. To take positive control of an aircraft accident situation and mitigate its effects to the company, the media, and the regulatory agencies;
3. To establish checklists and procedure charts involving critical response activities for the first 48 hours following an accident and thereafter.

### D. MOBILIZATION


The activation of the "Aircraft Mishap Response Plan" depends on the degree of emergency that is reported to the Safety Office. A "reportable aviation accident" by definition is an accident resulting directly from the operation of an aircraft where any of the following circumstances occur:

1. A person sustains serious injury or is killed as a result of:
  - a. Being on board the aircraft: or
  - b. Coming into contact with any part of the aircraft or its contents.
2. The aircraft sustains damage or failure that adversely affects the structural strength, performance or flight characteristics of the aircraft, and requires major repair or replacement of any affected component part; or
3. The aircraft is missing or inaccessible.

Obviously, the intricate plans enumerated in this Plan were drawn primarily to respond to occurrences that involve a damaged or missing aircraft, and such other incidents of similar or more serious nature that have attracted media and general public attention.

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*FOR TRAINING PURPOSES ONLY*

	<b>EMERGENCY RESPONSE PLAN (ERP)</b>	
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## ANNEX A – EMERGENCY RESPONSE PLAN

### 3.a. FIRST CALL

The role of OCC is vital during an incident or accident. It is considered as the nerve center during operation of a flight since it has the means and capability to communicate and coordinate with the aircraft, airport authorities, Air Traffic Control, airport emergency/fire crash & rescue services, and company officials. It has the means to validate and confirm whether the information or report is true or not.

To avoid false starts and unnecessary panic, all accident reports received by any AAA personnel or department regarding an aircraft in flight must be referred **only to OCC for validation and confirmation**. After validation and confirmation of the aircraft accident, the OCC shall inform the Chief Flight Instructor and secure authority to commence with its Activation and Notification Checklist. This is the start of transition from Normal to Emergency Operation.

### 3.b. EMERGENCY CALL OUT /ACTIVATION

OCC shall notify all management personnel in the notification checklist and coordinate with rescue organizations of the aircraft accident.

OCC shall set-up the communication facilities in the Emergency Response Coordinating Center (ERCC). The ADM, who shall be the Technical Coordinator for AAA Emergency Council (AEC) in ERCC, shall be notified to ensure its smooth operation during the emergency.


The ADM shall be responsible for coordinating the emotional care and support of the families of the crew involved in the accident. In addition, he shall be advised to set-up the Media Briefing Center.

OCC shall notify the members of the AEC and provide a briefing on the status of the emergency.

Consequently, the Chief Flight Instructor and ADM, being the core members of the AEC, shall immediately call their respective Notification Team (i.e., a person or group of people) to contact all concerned parties and advise each one to report for duty at once.

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## ANNEX A – EMERGENCY RESPONSE PLAN

Subsequently, the Chief Flight Instructor, in coordination with Safety Office, shall mobilize the Technical and Inspection Team, composed of the Assistant Flight Instructor and Aircraft Maintenance Mechanic, who will be sent to the accident site as part of the AAA Aircraft Accident Inspection Team (AAAIT).

### 3.c. The AAA EMERGENCY COUNCIL (AEC)

The AAA Emergency Council (AEC) shall be convened and its first council meeting cum briefing will be held at the ERCC within 45 minutes after being notified of the emergency. (Note: To avoid media speculation that could be damaging to the Academy's reputation, AEC should approve the first news release within one hour after the accident).

The following AAA Executives shall comprise the AEC:

- Accountable Manager as CHAIRMAN
- Head of Training as MEMBER
- Chief Administrator as MEMBER
- Other members appointed by the Chairman

AEC shall decide all matters pertaining to:


- Policies and procedures, other than those specified in this Manual;
- Tenor and substance of press releases, media announcements, advisories;
- Appointment of Team Coordinator for the Inspection Team that will be sent to the accident site;
- Tapping the services of an independent investigative body, i.e., safety boards, to look into the accident to prevent recurrence;
- Other matters not specifically mentioned in this plan.

### 3.d. The EMERGENCY RESPONSE COORDINATING CENTER (ERCC)

The ERCC shall be the center of all major activities during the emergency, and the area designated for this purpose is the Conference Room at the AAA Complex in Iba, Zambales. All policies, communications, instructions, press releases, announcements, etc. shall emanate from the ERCC. This area must therefore be a place where the following activities can be made:

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*FOR TRAINING PURPOSES ONLY*

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- high-level coordination with Malacanang, CAAP, DOTC, and related agencies
- formulate plans and strategize actions
- discuss and draft press releases and receive media-related calls
- secure AEC from the media and press

The ERCC shall be a **RESTRICTED** area where no one from the press would be allowed entry and access.

The ruling body that would oversee the affairs of EACC shall be the "AAA Emergency Council (AEC)".

### 3.e. AAA AIRCRAFT ACCIDENT INSPECTION TEAM (AAAIT)

This is a group of AAA professionals who will be dispatched to the site in order to:


- assess the extent of the damage;
- gather evidences;
- oversee the recovery operations; and
- provide proper public and media relations at the accident site, among others.

The Inspection Team shall be composed of the following:

- **Coordinator/Safety Officer** - to synchronize all activities in the site or satellite and ensure the safety of people and preservation of evidence. He shall be reporting to the AEC and may be designated as the alternate Spokesperson at the site;
- **Aircraft Maintenance Mechanic** - to provide technical advice in the recovery of the aircraft components and parts, and in the investigation of the accident;
- **Assistant Flight Instructor** - to provide technical advice and analysis on the aspects of flight operations. Designated as the Primary Spokesperson at the site.

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### E. SEARCH AND RESCUE

In case of an en route aerial search, the Chief Flight Instructor shall coordinate with the Rescue Coordination Center, Airport Crash and Rescue Operations (ACRO), and other appropriate government agencies for participation in the search, rescue and recovery operations. He shall also coordinate with the appropriate local agencies for assistance in that effort.

If the site of the accident is accessible by land transportation, the AEC shall immediately dispatch rescue teams to the scene. However, should it be not accessible through surface transportation, the Chief Flight Instructor shall coordinate to establish a Rescue Base at the nearest airport.

In any emergency, the welfare of the crew must be given utmost importance and concern. The protection of life shall be the standing priority for everyone to follow.


The first responding AAA personnel to an emergency site must anticipate casualties, who may need immediate medical attention. The inclusion of an ambulance with the responding rescue and/or inspection team would be an ideal situation. However, if none is available at the time of emergency, any transportation that can be used to carry the injured and wounded to hospitals, clinics, etc., will suffice. Those seriously injured should be the first to be transported.

A ready-to-run "Go Kit" must always be available in AAOP ready to be picked up during an emergency. The Emergency "Go Kit" must at least have the following supplies:

- Pictures and diagrams of aircraft being operated;
- Magnetic compass;
- Measuring tape at least 20 meters long;
- Numbered tags and labels;
- Multi-purpose knife or kitchen knife;
- Flag markers;
- Magnifying lens Binoculars;
- Zip-lock plastic bags (container for evidence);
- First aid kit;
- Fifty (50) foot rope or cord
- Safety gears, i.e.. surgical gloves, safety goggles, rubber boots, raincoats;
- Fire extinguisher

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Responding personnel shall be oriented in the basics of first aid techniques as well as rescue procedures, in order to be more effective and productive partners in the rescue operation. A program of orientation in the basics of first aid shall be scheduled.

Administration must have pinpointed beforehand the location of hospitals and clinics within their area as well as the shortest possible routes that could be used during an emergency.

Crew not needing hospitalization shall be brought to a designated private area where minor injuries could be treated. Debriefing by the ADM or representative can also be done in this place. The Press shall not be allowed access to the "debriefing area."

### F. CASUALTY AND NEXT OF KIN COORDINATION

As a policy, AAA shall take cognizance of its responsibility for coordinating the emotional care and support of the families/ next of kin of crew involved in the accident.

#### 1. FAMILY ASSISTANCE


Family assistance is best handled by the Administration and other personnel of AAA who have had training and experience in proper handling and customer relations. The Family Assistance Group shall have the primary responsibility of coordinating the emotional care and support of the families/next of kin of the crew involved in the accident. Specifically, they shall be responsible for the following:

1. Providing the mental health and counseling services;
2. Ensuring an environment in which the families/next of kin may grieve in private;
3. Providing assistance for travel to and from the location of the accident and provide for their physical care;
4. Communicating the roles of AAA, government agencies and investigating body with respect to accident /post-accident activities and related activities; and,
5. Coordinating with the victims' family/next of kin with respect to the following:

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- Handling of survivors;
- Identification and disposition of casualties/fatalities;
- Hospitals, clinics, NBI, funeral parlors;
- Other support needed during the wake, burial, etc.; and
- Disposition of personal belongings.

The duties and responsibilities above should be done in coordination with the Safety Office for they will be directly involved in the rescue and recovery operations.

### G. SECURING THE ACCIDENT/WRECKAGE SITE

#### 1. ENSURING THE SAFETY OF THE PEOPLE

The first AAA response team that arrives at the accident site shall:

- Immediately look for survivors;
- Administer first aid;
- Send the serious ones to hospitals; and/or
- Transport those not in need of hospitalization to the area designated for slightly injured and uninjured survivors.

All these must be done efficiently and competently so as not to aggravate the situation.


Likewise, the responding team must be equipped with safety gears during the rescue operation to ensure their safety. The emergency "Go Kit" therefore must never be forgotten during the dash for the rescue.

#### 2. PRESERVING EVIDENCE

During the search and rescue, AAA's security personnel shall move to stabilize the accident/wreckage area by first cordoning the area around the aircraft/wreckage and posting security personnel to keep intruders and other unauthorized persons from entering.

The presence of volunteers from local and civic organizations during the rescue must always be welcomed. However, to avoid confusion and unintentional destruction/contamination of evidence, it is highly recommended that the efforts be concerted. The AAA team leader at the site shall therefore ensure that there is proper coordination between the

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AAA team and the volunteer groups. It is desired that before starting the recovery operations, the Q&S/Team Leader and volunteer groups should plan their subsequent moves to ensure that the recovery of bodies and evidence can be done in a safe and orderly manner.

Fatalities must be moved with care and placed in body bags. Recovery of other items such as crew baggage, salvageable aircraft parts and valuables must be accomplished after fatalities recovery. Every piece of material and evidence removed from the accident/wreckage site must be preserved and documented properly. All recovered items shall be transported to AAA Head Office.

### 3. SECURITY

Security personnel shall be deployed at the accident site to ensure the safety of the rescue and recovery teams, and the preservation of the evidence. Coordination with the national and local agencies regarding security of the accident site will also be made. Care and diplomacy shall be exercised in dealing with insistent media who may want to intrude in the secured accident/wreckage area.

Additional security personnel shall be posted at the Rescue Base for the Finance Officer stationed thereat. Security at the accident site and the Rescue base areas shall be maintained until advised to vacate by AEC.


### H. MEDIA RELATIONS

Immediately after an emergency is declared, the Administration shall set-up the Media Briefing Center. The Media Briefing Center provides the venue where press releases and media updates regarding the accident can be released. The said office shall coordinate with the media to provide positive and factual information regarding the accident and AAA. It shall work with AEC in coming up with proposed news release or announcement within one (1) hour after the accident, and shall render a continuous news update on the status of the accident to the media.

This Center shall be distinctly separated and away from the EACC so as to secure AEC and the families/next of kin of crew from unnecessary media sensationalism. This shall be the only place where the press would be allowed to stay during press releases and media updates. The Administration shall manage the Media Briefing Center.

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Press releases and briefings must be able to convey the following messages:

- Personal compassion for crew on the airplane and their families or next of kin
- AAA's commitment to safety;
- AAA's cooperation in the investigation to help prevent future accidents.

Correspondingly, when talking to the press, everyone should be mindful of the following:

- Do not talk about business, how much the accident may cost, how business will suffer or what will happen to the ATOC holder;
- Do not hide from the media, but rather be a source of accurate information as far as your line of work is concerned. You're not an authority on the subject matter being asked, so refer them to the experts and authority; and
- Do not speculate on the cause of the accident, just give the facts.

### I. CLAIMS AND INSURANCE PROCEDURE

Upon notification of the aircraft accident, Accounting shall immediately advise the aircraft insurers and, if applicable, the aircraft lessor of the accident. In addition, it shall notify the loss adjusters of the situation.

During the course of the search and rescue and recovery operations, Accounting shall already start to collate available data on the aircraft, cargo and other requirements needed for insurance purposes and crew compensation. An Accounting Officer shall also be designated to centralize sources of funding during the search and rescue.

All claims for insurance shall be processed by Accounting.


Insurance claimants/next of kin shall be directed to Accounting initially, for the list of requirements and filling up of insurance claim forms, and consequently, for processing and release of payment.

The Administration is required to help the insurance claimants/next of kin in facilitating the release of some insurance requirements such as medical certificates from the hospitals and death certificates from NBI, among others.

Accounting shall maintain close coordination with Administration to keep the claimants/next of kin abreast with the latest update on the status of claims and payments.

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### J. ROLES AND RESPONSIBILITIES

#### 1. Protocol

a. Information related to the Accident will be supplied by:

➤ INITIALLY,

- Operations Control Center (OCC)
- Aircraft Maintenance for aircraft technical specifications
- Document Controller for flight crew information and other particulars
- Human Resources Department (HRD) for employee 201 file

➤ CONSEQUENTLY,

- The COORDINATOR of the Inspection Team for the regular updates.

b. Information will be approved for release to the News/Media by the AAA Emergency Council (AEC).

c. Chief Flight Instructor will oversee and monitor the following, and other related activities:

- Accident inspection and investigation;
- Search, rescue, recovery and salvage operations;
- Safety and security at the accident/wreckage site;
- Coordination and cooperation with government authorities and investigative bodies.

d. Administration shall oversee the following, and other related activities:


- Operation and physical requirements of EACC;
- Customer relations;
- Public and media relations;
- Family assistance support;
- Casualty and next of kin coordination;
- Medical assistance and support coordination.

e. All insurance claims will be handled by Accounting

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!! No personnel are allowed to talk to the media about the accident except the Spokesperson/s designated by AEC for this purpose!


### 2. SPECIFIC ASSIGNMENTS

#### a. Operations

- i. Proceed with the Mishap Response Plan by activating the following:
  - AAA Emergency Council
  - Airport Crash & Rescue Organization
  - National Disaster Risk Reduction and Management Council
  - Operations to set-up ERCC
  - Administration to man the ERCC and organize the Family Assistance and Media Briefing Center
- ii. Proceed with the Emergency Call Out (Telephone Tree)/Notification Checklist by informing all department heads, flight instructors, managers and concerned managers;
- iii. Within one (1) hour after validating and confirming the accident, Operations shall submit to AEC a preliminary accident report;
- iv. Coordinate with Rescue Coordination Centers and other government agencies for AAA participation in Search & Rescue and Recovery operations;
- v. Establish coordination with CAAP and other government agencies regarding the accident;
- vi. Appoint/s Pilot(s) to be sent to the accident site together with the accident inspection/investigation team, if appropriate;
- vii. Submit preliminary report on the accident to CAAP;
- viii. Ensure crew availability to man AAA aircraft and flights;
- ix. Update all concerned departments of the developments in the accident;
- x. Assist in the coordination of logistics requirements;
- xi. Respond immediately to all requests for assistance;
- xii. Relay all relevant information to AEC and AAAIT;
- xiii. Announce the termination of the emergency upon advice of AEC;
- xiv. Perform other tasks that may be assigned by AEC.

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### b. Aircraft Maintenance


- i. Proceed with Emergency Call Out (Telephone Tree) for personnel notification;
- ii. Within one (1) hour after being notified of the accident, submit to AEC pertinent information about the ill-fated aircraft;
- iii. If the aircraft obstruct a runway, secure authority from CAAP to remove aircraft from the runway;
- iv. Alert and organize maintenance recovery team to proceed to the accident site;
- v. Notify next-of-kin of mechanics involved in the accident;
- vi. Appoint technical personnel to go to the accident site together with the accident inspection team;
- vii. Assist in the investigation and assign a competent maintenance representative to the AAAIT;
- viii. Conduct identification and inventory of recovered aircraft parts and items;
- ix. Hold all recovered aircraft parts and items for disposition of the Aircraft Accident Investigation Board;
- x. Coordinate with Accounting and Legal for disposition of covered aircraft parts and items;
- xi. Perform other tasks that may be assigned by AEC.

### c. Safety

- i. Proceed with Emergency Call Out (Telephone Tree) for personnel notification;
- ii. Upon receipt of the aircraft accident notification, organize the AAA Aircraft Accident Inspection Team (AAAIT);
- iii. Notify the Aircraft Accident Investigation Board (AAIB) of CAAP. Be the over-all coordinator during the emergency. As such he shall direct the overall recovery operation in coordination with the other members of the accident inspection team;
- iv. Organize security team who may be assigned to the rescue base and accident site;
- v. Coordinate with the national and local agencies regarding security of the accident site;
- vi. Assign security personnel at the Media Briefing Centers;
- vii. Designate a security personnel for the Accounting Officer;

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- viii. Secure the accident wreckage site with due importance given to:
  - Ensuring the safety of people
  - Stabilizing wreckage
  - Preserving evidence
- ix. Safeguard critical information at the accident site by:
  - Documenting evidence before it is disturbed
  - Impounding records
  - Identifying witnesses
- x. Convene AAAIT to start an internal investigation of the accident, and prepare a preliminary report on the accident;
- xi. Direct the recovery of items and/or salvageable aircraft parts and valuables. Ensures that all recovered items are documented before transporting to the nearest AAA station or base. Conduct identification and re-inventory of recovered items and keep permanent record logbooks;
- xii. Coordinate with Aircraft Maintenance in the recovery of aircraft parts for use in the investigation;
- xiii. Provide full support and cooperation in the investigation with the CAAP/AAIB;
- xiv. Provide security at the rescue base and accident site until released by AEC;
- xv. Perform other tasks that may be assigned by AEC.

#### d. Administration

- i. Proceed with Emergency Call Out (Telephone Tree) for personnel notification;
- ii. Within one (1) hour after being notified of the accident, shall submit to AEC the 201 files of all crew members and other AAA personnel on board the ill-fated flight;
- iii. Shall be the Technical Coordinator for AEC in EACC to ensure its smooth operation during the emergency;
- iv. Responsible for the smooth operation of the Emergency Action Coordinating Center (EACC) by:
  - Ensuring that all telephones are manned by competent operators;
  - All calls are answered efficiently and properly referred to the correct parties;
  - All calls are appropriately recorded;
  - Supplies are replenished on time;
  - Other tasks necessary to ensure smooth operation at EACC.
- v. Notify next of kin of AAA employees (other than the crews and aircraft maintenance personnel) involved in the accident;
- vi. Assist in arranging mortuary services and funeral arrangements;
- vii. Perform other tasks that may be assigned by AEC

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### e. Accounting

- i. Proceed with Emergency Call Out (Telephone Tree) for personnel notification;
- ii. Notify insurer and aircraft lessor of the accident (if any), and alert the loss adjuster;
- iii. Set-up cost center for the accident;
- iv. Designate Accounting Officer who will be assigned to support the rescue base and AAAT;
- v. Collate data regarding the accident for insurance purposes;
- vi. Collate relevant information provided by Family Assistance group for compensation and other claims;
- vii. Provide support to insurance representatives and loss adjusters in the investigation;
- viii. Perform other tasks that may be assigned by AEC.

## K. ACTIVATION CHECKLIST

### 1. Activation

Operations receives advisory/emergency call regarding incident/accident from any of the following sources:

- AAA field personnel
- CAAP Operations office or Tower
- Other sources, e.g, news media, etc.

Operations verifies information and once confirmed, calls and activates the following:

#### 1. AAA Emergency Council (AEC)

Accountable Manager  
 Head of Training  
 Chief Administrator  
 Accounting


#### 2. AAA Aircraft Accident Inspection Team

Safety Manager  
 Aircraft Maintenance

#### 3. Media Briefing Center Administration

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**2. Response Action**

AAA Emergency Council (AEC) is immediately convened by Accountable Manager and its first meeting/briefing held at the EACC

**L. NOTIFICATION CHECKLIST**

**3. Emergency Call Out (“Telephone Tree”)**

Each concerned Department Heads shall call their respective Notification Team (i.e., a person or group) to notify concerned parties and advise each one to report for duty at once.

**M. RETURN TO NORMAL OPERATIONS**

An Emergency Response Plan in place helps an organization to “Return to Normal Operations” quicker than without it because it already lays down what needs to be done, by whom and when. When these actions have been complied with, it is safe to “Return to Normal Operations”.

Even if everything has been done relating to the accident – there are still things to do afterwards – paperworks on claims for insurance for Company, pilots and/or cadets, investigation, repairs, purchase – the list will go on. However, operations of All Asia Aviation Academy must continue – hence the Return to Normal Phase, even if an investigation is still ongoing and despite any grounding by competent Authority.

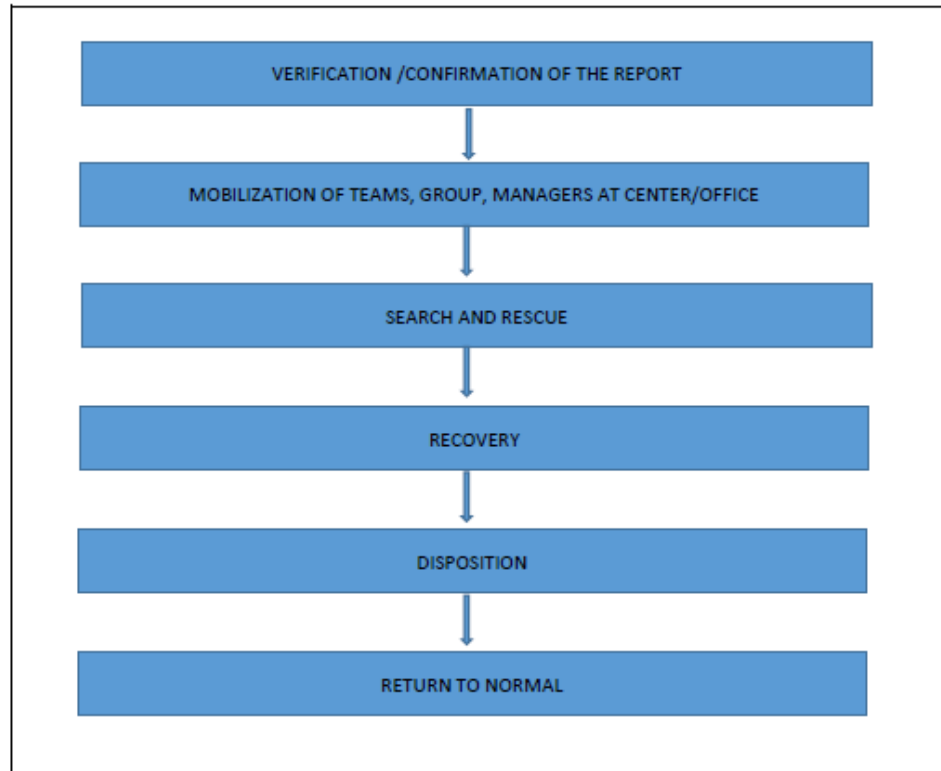
Management and employees will “Return to Normal Operations” by reporting back to work and perform their duties otherwise not affected by the accident/serious incident, and continue pending requirements associated with the emergency.

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**M. AMRP FLOWCHART**




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### III. Fire

A fire in the workplace can be one of the most devastating hazards for not only workers but for the public as well. It can result in numerous serious injuries or even fatalities, not to mention extensive property damage. Fire safety is very important! Everyone must know our Emergencies Procedures. New employees shall be trained while veteran employees shall be retrained.

A safe workplace is crucial and required appropriate safety procedures and policies in place. Training for First Aid and CPR will be given to certain employees. Fire drills shall be conducted annually to provide employees to practice what to do in case of fire.

#### A. Basic fire safety you must know for the workplace:


1. Know the location of fire extinguishers and/or fire alarm pull stations in your work environment. You should always know where the closest extinguisher is.
2. Know where the nearest emergency exit is and where alternate exits are located.
3. Know the difference between alarm signals to quickly recognize the situation (fire, tornado, active shooter, etc.)

#### B. If you discover a fire:

1. Stay calm. Alert all other individuals in the workplace by shouting clearly or activating the nearest fire alarm.
2. Use the nearest exit to evacuate the workplace and go to the appropriate Assembly Area.
3. Along the escape route, close (but don't lock) all windows and doors you pass. This helps reduce fire, smoke, and fumes from spreading throughout the facility.
4. Use a fire extinguisher to put the fire out if it has not left its point of origin. However, care must be taken **not to extinguish an oil/chemical or electrical fire with water**. It is stressed that the most effective and versatile method of extinguishing a small and localized fire is with a chemical extinguisher.
5. If it is not feasible to fight the fire, close all windows and all doors leading to the location of the fire.
6. Go to the Assembly area immediately and check in with your supervisor so he/she knows you are safe outside the building.
7. Account for all other employees/students who are at the workplace/dormitory where the fire occurred.
8. Only return to work station when advised by competent authority.
9. Follow all procedures put in place by your municipality.

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**C. Managers shall:**

1. Gather all priority documents and place them inside fire cabinets, if the container is still sufficient. Otherwise, place them in available boxes or receptacles for evacuation to the designated evacuation area.
2. Search all portions and rooms in your area to ensure that no person is injured, trapped or left behind, and evacuate them to the designated Assembly area.
3. Leave the area or vicinity if the situation gets out of hand or when ordered to do so.

**D. Trained personnel in the offices who are designated as fire-fighting personnel shall:**

1. Immediately switch off all electrical connections inside the room.
2. With assistance of other trained personnel, fight the fire at its earliest stage with fire extinguishers.
3. Stop all efforts to fight fire as soon as elements of the local Fire Department arrive.
4. Assist in the evacuation of important company property and documents.
5. Provide emergency passages for firefighters and remove any obstacle which may block the path to the fire or during rescue and evacuation.
6. Leave the area when the situation gets out of hand or, as ordered to do so by competent officials.
7. Proceed to the designated General Assembly Area, continue to assume responsibilities in establishing and maintaining security.

**E. Security personnel shall immediately proceed to the designated General Assembly Area and initially establish an "off-limits area" by means of perimeter fence. In addition, if the situation permits, assist in the evacuation of important property items and documents.**

**F. Utility Services personnel shall assist in the evacuation of documents and office equipment. Then, proceed to the General Assembly Area.**


**G. All other personnel must proceed to the General Assembly Area.**

**H. ALL CLEAR-PROCEDURES**

The "ALL CLEAR" will be given by repeated announcement by the Fire Warden. No persons may re-enter the building until the "ALL CLEAR" announcement is made.

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### IV. Earthquake

#### A. If indoors during an earthquake:

1. DROP to the ground;
2. TAKE COVER by moving under a sturdy table or other piece of furniture;
3. HOLD ON until shaking stops;
4. If you cannot take cover under a piece of furniture, tuck your head into your knees and cover your head with your arms;
5. Evacuate only after shaking has stopped and it is safe to do so;
6. DO NOT USE ELEVATORS.

#### B. If outdoors during an earthquake:

1. Remain outdoors; DO NOT enter a building;
2. Move away from buildings, trees, streetlights, and utility wires;
3. Drop to your knees and into fetal position, close your eyes, and cross your arms over the back of your neck for protection;
4. Remain in this position until shaking stops;
5. Stay in an open area; the greatest danger exists directly outside buildings, at building exits, and alongside exterior walls


#### C. If in a vehicle during an earthquake:

1. Stop as quickly as safety permits and stay in the vehicle;
2. Avoid stopping near or under buildings, trees, overpasses, and utility wires;
3. Proceed cautiously once shaking has stopped;
4. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

#### D. After shaking stops:

1. DO NOT USE MATCHES/LIGHTERS OR OTHER SOURCES OF IGNITION;
2. Power outages may occur;
3. If possible, provide assistance to persons with disabilities who may need it or alert emergency responders to their location;
4. Do not enter any building that has been deemed or appears to be unsafe;
5. Leave the area if you smell gas or chemical fumes;
6. Be prepared for aftershocks;
7. If you are properly trained and able, provide first aid to victims;
8. DO NOT move the seriously injured unless they are in immediate danger of further injury;

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9. Open doors carefully;
10. Watch for falling objects;
11. Avoid using telephones unless reporting an emergency.

### E. If trapped in a building:

1. DO NOT USE MATCHES/LIGHTERS OR OTHER SOURCES OF IGNITION;
2. Cover your nose and mouth with cloth to protect against dust;
3. If you are properly trained, provide first aid to victims;
4. Do not move about or kick up dust;
5. Signal for help by whistling or tapping on the building;
6. Shout only as a last resort.

## V. Typhoon

### A. Sheltering in place:

1. Secure your area by closing all windows, windows shades, blinds, or curtains;
2. Close all interior doors and close and secure/brace all exterior doors;
3. Find shelter in a small interior room, closet or hallway on the lowest level;
4. Stay away from all windows and glass doors;
5. Lie on the floor under a table or some other sturdy object;
6. Turn off ALL utilities when instructed to do so;
7. Keep a supply of water for sanitary purposes.

### B. Evacuate under the following conditions:


1. If directed by local authorities;
2. If you live on the coast, floodplain, inland waterway or near a river;
3. If you feel you are in danger.

### C. Office preparations

1. Unplug, cover, and secure vulnerable equipment with plastic;
2. When possible, move equipment and other valuable items to the interior areas of the building and away from windows;
3. In areas subject to flowing, relocate equipment and other valuable items to a higher floor or elevate;
4. Remove or secure equipment from outdoor and rooftop locations;
5. Place important records and files in cabinets and cover with plastic;

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6. Close and latch (or secure with tape if necessary) filing cabinets and cupboards;
7. Back up electronic data and store in multiple locations;
8. Clear desks, tables and exposed horizontal surfaces of materials that could be damaged;
9. Secure windows and close blinds;
10. Close and lock all doors, including interior office doors, before leaving.


### VI. Bomb Threat

#### A. Telephone Threat

1. Remain calm;
2. Do not hang up: keep the caller on the line as long as possible, and listen carefully;
3. Obtain as much information as possible;
4. Use the bomb threat checklist;
5. Ask questions such as:
  - i. When is the bomb going to explode?
  - ii. Where is the bomb right now?
  - iii. What kind of bomb is it?
  - iv. What does it look like?
  - v. What will cause it to explode?
  - vi. Why did you place the bomb?
  - vii. What's your name?
6. Take notes about the call, such as:
  - i. Identity: male, female, age;
  - ii. Voice: loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant;
  - iii. Background noise: office, factory, street, traffic, train, airplane, animals, party, music;
  - iv. Speech: accented, deliberate, fast, slow, lisp, slang, taped/records, stuttered, slurred;
  - v. Manner: calm, angry, rational, irrational, coherent, incoherent;
  - vi. Time of call;
  - vii. Exact words;
  - viii. Phone number (caller ID);
  - ix. Any other pertinent information.

*FOR TRAINING PURPOSES ONLY*




	<b>TRAINING, PROCEDURES, QUALITY AND SAFETY MANUAL</b>		
	Document Reference: TPQSM-2016-M-001 Initial Issue: 14 July 2016	Issue No.: 5 Revision No.: 1	Effectivity Date: 31 August 2025
<b>PART 0 - GENERAL</b>			Page No. 0.4 - 14

**CHAPTER 0.4 - RECORDS OF REVISIONS**

ISSUE / REV.NO.	PART / CHAPTER	EFFECTIVE DATE	SUBJECT	INSERTED BY	DATE INSERTED
5 - 1	Part 4	31 Aug 2025	Amend 4.2.4.1, to read as follows: a. Leadership; ("1.1 – Corporate Commitment of the Accountable Manager" and "3.1.3.1 Duties and Responsibilities of the Accountable Manager" Chapter 1 and 3, respectively, of the TPQSM) g. Responsibility for the development, establishment and management of the Quality System; (3.1.3.2 Responsibilities of the Quality Manager, (Page 4 – 13)	QM	July 2025
5 - 1	Part 4	31 Aug 2025	Add to 4.3.6.1: k. Safety Management System; l. Regulatory changes; m. Effectiveness of the QAP. (Page 4 – 20)	2025 MRAI (Collao)	July 2025
5 - 1	Annex A	31 Aug 2025	Emergency Response Plan Added: I. Incident and Accidents	SM	July 2025
5 - 1	Annex B	31 Aug 2025	Supplemental Manual Copies of all Forms used by AAA	All	July 2025



	<b>TRAINING, PROCEDURES, QUALITY AND SAFETY MANUAL</b>		
	Document Reference: TPQSM-2016-M-001 Initial Issue: 16 July 2016	Issue No.: 3 Revision No.: 1	Effectivity Date: 31 August 2025
PART 0 GENERAL		Page No. 0.5 - 8	

**CHAPTER 0.5 - LIST OF EFFECTIVE PAGES**

ANNEXES	
"A" Emergency Response Plan	While there were only a few pages added at the beginning, the whole Emergency Response Plan (Pages 1 to 27) will again be submitted as the pages were changed due to the insertions.
"B" Supplemental Manual	ONLY "revised and New" forms will be submitted.
"C" Flying Schools Guidance Material for Single Pilot Operations Under PCAR 3.2: Training for Flight Crew Licenses and Ratings	No Change