



DEPARTMENT OF THE ARMY

ASF Olathe
Building 221 Suite 1
New Century, KS 66031

REPLY TO
ATTENTION OF

AFRC-AKY-AOK

21 May 2020

MEMORANDUM FOR RECORD

SUBJECT: Pre-Accident Plan Review

1. Scenario: While moving a forklift through the hangar to retrieve recently delivered items, the top of the forklift made contact with the underside of the blade of a parked aircraft. Upon contact the forklift was placed in reverse and a large hole was placed in the bottom of the blade.
2. Personnel: Overseeing/participating in the event was CW2 William Lafreniere, DAC Edward Lambert, and CW4 Jeremy Collins. The personnel involved was WG-11 Hopkins and SGT Flanigan.
2. Actions: Upon notification of the incident it was determined that primary crash alarm (911) was not needed since the aircraft was still in flight. Pre-Accident plan was executed at that point with activation of the secondary alarm system which was the notification process of chain of command and major players. Upon notification of the Safety officer it was determined to not move the forklift further than has already to not damage the blade further. Once it was determined that no personal injury had occurred, maintenance personnel on orders from D company and ASF employees worked to come up with a plan on how to remove the blade to determine the extent of the damage, to include cost of the accident. Post event, AAR was performed and corrections made to the pre-accident plan to update contact information and other findings during the AAR.
3. Findings:
 - a. Personnel: It was determined that personnel did not know the need for ground guide for vehicles maneuvering around aircraft. Personnel also did not know to leave equipment at the point of contact unless bodily injury would result, allowing for proper documentation of the event.
 - b. Communication: Company CDR contact number was found to be incorrect due to recent change of command and subsequently updated. Communication and relay of information to higher was good; however, still need for the follow up of a text or email to higher with the 5 W's will alleviate potential errors in key information that is relayed up the chain.

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4. Corrective Actions: Contact information for B Company CDR has been updated due to recent change of command. Review of accident procedures for ASF and B/D personell at next safety meeting to alleviate lapses in knowledge. Potential use of text to next higher level with 5 Ws after voice notification, to ensure that there is no "lost in translation" of information being sent to higher.

5. POC is the undersigned at (913) 782- 1077 Ext 5227 or Edward.i.lambert.civ@mail.mil.

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