



CAP Safety Program The Commander's program

Current Nov 08

- The 62 series of CAP regulations defines the scope and limitations of the CAP Safety program.
 - CAPR 62-1, *CAP Safety Responsibilities and Procedures*
 - CAPR 62-2, *Mishap Reporting and Investigation*
 - MN Supplement 1 to CAPR 62-2
- My Safety Officer is _____; he/she is:
 - Appointed by the commander
 - Best qualified personnel available
 - Not in a command position
 - Has flying experience (flying units)
 - Trained in 1st 90 days
 - Has current information in e-services

- What your Safety Officer should do for the commander
 - Assist and advise the commander
 - Direct safety inspections and surveys
 - Direct mishap investigations and prepare safety reports
 - Plan Safety training programs
 - Review and analyze mishap investigation reports
 - Prepare training guides, articles and literature
 - Conduct safety studies and recommend corrective action
 - Be familiar with CAP directives in the 62 series
- Safety Briefings
 - Provides active members monthly (15 minutes) safety briefing
 - Every attempt to disseminate the monthly information
 - Members attend at least one face-to-face safety meeting per quarter
 - Roster of safety meeting subject and attendance is maintained
 - Roster is sent to the next higher level of command
 - Observe Safety Down Day (normally in October)
- Identify hazards
 - Brief ORM annually
 - Complete on-line annual safety survey (due in January)

Mishap reporting

- Definitions (CAPR 62-2)
 - **“Mishap”** unplanned or unsought safety event, or series of events, that result in death, injury, or damage
 - **“Accident”** results in death, serious bodily injury, or major damage to, or loss of, equipment or property
 - **“Incident”** results in bodily injury or damage to equipment or property
 - **“Minor Mishap”** interrupts normal procedures or activities but is not an accident or incident
- Mishap Classifications
 - **“Flight”** involving aircraft authorized to participate in CAP activities, which take place between the time any person boards the aircraft with the intention of flight until such time as all persons have disembarked
 - **“Ground”** involving aircraft, authorized to participate in CAP activities, with no intent of flight; example of this type mishap may include, being moved after refueling; run into by a tug while parked; etc
 - **“Vehicle”** involving corporate vehicles, or pre-approved member-owned vehicles (IAW with CAPR 77-1), during CAP activities. Includes structure damages such as buildings.
 - **“Bodily Injury”** involving personal injuries sustained during authorized CAP activities, but not part of vehicle or aircraft mishap.
 - **“Other”** involves CAP personnel and property (not real property) that do not meet the criteria for one of the previous classifications

All mishaps (accident/incident/minor mishap) must be reported

- Immediately notify Wing: (ref. MN Wg Sup1)
 - 1) CC Col Thomas Theis H: 612-726-9527 C: 612-296-1830
 - 2) SE Lt Col Larry Brockshus H: 952-892-0054 C: 952-237-3665
 - 3) CV Maj Jerry Rosendahl H: 651-437-0240 C: 651-248-8726
 - 4) Wing Ops # PGR: 800-297-5420 (last resort)
- **Immediately notify the CAP National Operations Center (NOC) toll-free at 888-211-1812, ext 300, (24 hrs/day) for all classified as an **accident** (see definition)**
 - For mishaps involving death or bodily injury accidents, **DO NOT fill in the** “account” portion of the on-line Form 78 without prior coordination with NHQ legal
- Report with Safety Form 78 on-line system **with-in 48 hours**
 - Unit/activity commanders are responsible for ensuring an on-line Form 78 is accomplished
- If unsure report immediately to the wing commander and wing safety officer and they will notify the appropriate people

If required, provide the wing safety officer with mishap information and he will enter the form 78 (MN Wg/SE request)
- Provide information listed on the Safety Form Worksheet

Provide commanders and activity directors pre-printed safety form 78 worksheets and place them in their mission/activity planning kits. They can be found in e-services; safety Form 78, Tutorial/Worksheets

- Information needed to fill out Safety Form 78 (from Form 78 worksheet)
 - Date/time/location of mishap
 - Weather conditions
 - Include wind and ceiling if aircraft
 - Purpose of event
 - Account of mishap
 - Name and position of each person involved (i.e. driver/PIC)
 - Type and severity of injuries?
 - On-line system will help if person is a CAP member
 - Vehicle/Aircraft information
 - N-number
 - Damage, est. cost
 - Private property damage
 - Wing CC directs who will investigate
- Locating the Safety Form 78 on-line
 - Log onto e-services
 - Select “Safety Form 78”
 - Tutorials/safety worksheets are available

Note: Form 78 can be filled out by any responsible CAP member but responsibility for completion rests with the unit or event commander

- HQ CAP Safety Administrator will review and determine which Forms 78 meet the criteria to be classified as minor mishaps requiring no further action.

Investigating Mishaps Safety Form 79

- Primary purpose of is to prevent similar mishaps
- Wing commanders must ensure incidents or accidents that arise out of CAP activities within their wings are investigated.
- May be delegated to the group or squadron commander level.
- Investigator(s) are appointed by a corporate officer’s (normally the Wing CC)
- Conduct investigations as quickly as possible
- Determine the sequence of events leading to the mishap (findings)
- Determine events or acts of commission or omission which, if done differently, could have prevented the mishap (causes)
- Investigations do not determine liability, disciplinary actions or pecuniary assessments
- May recommend remedial training
- Results documented using the on-line Form 79
- Enter pecuniary damages if assessed by commander
- Completed on-line Forms 79 must reach NHQ within 60 days of the mishap
- See CAPR 62-2 for more detailed information