



The Safety Beacon is for informational purposes. Unit safety officers are encouraged to use the articles in the Beacon as topics for their monthly safety briefings and discussions. Members may also go to LMS, read the Beacon, and take a quiz to receive credit for monthly safety education.

February 2020

Our “MOEs” for the New Program

Measuring How Well We’re Doing

George Vogt, CAP/SE

Whenever you start a new program, or make improvements, you want to assess how well those improvements are working. Are they effective in accomplishing what you expect them to accomplish? To help find out, you develop specific measurements known as Measures of Effectiveness, or “MOEs” (see [CAPP 163](#), page 14).

When it comes the new Safety Program and its new tools and training, our MOEs for the first year are the “Qualitative MOEs” described in CAPP 163. We want to make sure the changes and new tools are understood by the members who need to use them. We also look to see if members are taking the training and using the new tools (i.e., activity safety officer training, mishap review templates, CAPF 160, etc.). Finally, we can look at whether those new tools are working the way they’re supposed to. Remember, when you’re coming up with MOEs for your own improvement efforts, you need to make sure those improvements are in place and working before you can measure whether they are effective in reducing risk or certain types of mishaps.

With all of that in mind, here are the things we are measuring in the first year of the new CAP Safety Program:

- Is a CAPF 160 [Risk Assessment Worksheet](#) being accomplished for all encampments, NCSAs and similar cadet activities?
 - Is the CAPF 160 being completed correctly and effectively?
- Are all activity safety officers taking the [Activity Safety Officer Course](#)?
- Are mishap review officers using the [Mishap Review Template](#) to write their mishap reviews?
- Are mishap review officers taking the [Mishap Review Training](#) before conducting their mishap review?
- Are we improving our tools and training when needed?

The answers to the first four MOEs on the list help us figure out how to do better at spreading the word and informing commanders and safety officers that the tools are there, and how to use them effectively. That information also helps us keep commanders informed about how their members are doing so they can provide the proper emphasis and ensure the tools and training reach the right members in their units.

The answer to the last question is probably the easiest. YES! We do look at the reviews and the risk assessments. They help us see where we need to improve our training or make the forms more user-friendly. Getting *your* feedback helps us improve *your* tools. We have already made quite a few tweaks and adjustments based on your feedback and suggestions. We mention a few of those ideas in this Beacon.

Please take the training, read the regulations, use the tools, and give us all your feedback. The ultimate goal is to make sure risk management is effectively used in everything we do in CAP, and your feedback will help get us there. Thanks!

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Helping Your Mishap Review Officers

Providing the Right Tools

We like to share “best practices” when we hear about them, and this month we want to send out a big Thank You to Maj James Grindstaff, the Nevada Wing Director of Safety, for sharing his idea!

The job of being a review officer following a mishap is extremely important. If we can figure out why a mishap happened, and the factors that contributed to the mishap, we can determine what improvements we can make to prevent those mishap situations from occurring. There are several tools available to help the review officers with their reviews, and Maj Grindstaff helps get those tools to the review officers.

Whenever the Nevada Wing Commander, or Maj Grindstaff, assign a review officer for a mishap, he sends an e-mail “Review Officer Package” to the member taking on those duties. Some of the things he includes are:

- 1) A link to the [Mishap Review](#) template on the [CAP Mishap Review page](#)
- 2) A link to the [“5 M’s cheat sheet for mishap reviews”](#)
- 3) A copy of the 5M mishap review worksheet to help with that specific mishap (available on the Mishap Review page ... here’s an example for [Minor Vehicle Mishaps](#)).
- 4) A link to the [Mishap Review Training](#) available on the AXIS learning management page
- 5) Links for weather information
- 6) Specific questions he may have about the specific mishap being reviewed

For all our Directors of Safety reading this, how do *you* help *your* review officers? Thanks, James!

The “CAP” Language of Risk Management

For those who have taken the time to read the new CAPR 160-1 and CAPR 160-2 (as well as the other new pamphlet, forms, and webpages), you’ve probably noticed there are new terms and a new “language” being used in the CAP Safety Program.

One of the goals of our new Safety Program is to have all members applying the same proven risk management processes throughout Civil Air Patrol. We all know how important it is to use the same terminology when we’re engaged in search missions, or disaster relief missions. It allows our members to work together as a cohesive team, no matter where their home unit might be. The same idea applies to our risk management processes and the requirements and terminology outlined in the new safety regulations.

With that in mind, we don’t “do an ORM” before an activity, we do a *risk assessment*. The term “ORM” doesn’t appear anywhere in the regulation (see CAPR 160-1, page 1). We *assess risks* and come up with *risk controls*. Sometimes we employ *deliberate RM* and sometimes the situation calls for *real time RM*. We report *mishaps* when they occur, and if that mishap is an *accident*, there is some specific guidance that comes into play.

We ask that everyone do their best to review the regulations, become familiar with the requirements and processes, and make sure you are fluent in the “language” of CAP Safety.

FAA's "Fly Safe" GA Safety Series

Distractions and Interruptions

Each month I get an e-mail from the FAA as part of their "Fly Safe: Addressing GA Safety" educational series. This month covers a topic that affects every pilot, regardless of how experienced or skilled they may be, and no matter how complex the mission may be ... *DISTRACTIONS*.

Here's a link to this month's offering: <https://www.faa.gov/news/updates/?newsId=94945>

Here's a link to the whole series: <https://www.faa.gov/news/search/?searchstring=flysafe>

This month's article does a great job of explaining how small distractions can bring great risk when pilots become pre-occupied with one task or don't have a plan for prioritizing their workload or dealing with interruptions. These risks can be handled like any other risks associated with flight ... by recognizing the risk and putting risk controls in place. The article has some great tips on how to deal with distractions when they occur, but like any other risk controls these "tips" will only work if you make them a part of the way you prepare for a flight. If you are flying alone, you should be reviewing these tips as part of your pre-flight preparation to make sure you are ready when distractions occur. If you have another pilot or other crewmembers on board, your pre-flight crew resource management (CRM) briefing should include a good discussion of everyone's duties during those busy phases of the flight.

I recommend that all our aircrews take the time to not only read these articles but take the time to personally ask yourselves how *you* would handle each of these situations.

Reporting an sUAS Mishap in SIRS?

A few reminders...

SIRS was designed before sUAS flying became a prominent mission in CAP. For the near future, this means that sUAS mishaps have to be entered in a specific way to allow us to properly track our sUAS mishaps and be aware of any trends that may develop. Here's a quick review to go along with the sUAS guidance put out by CAP/DOU.

- 1) Use the "File New Mishap" link to enter the mishap.
- 2) When you use the "Select type of mishap" dropdown menu, select "Aircraft" as the type of mishap.
- 3) In your initial short description of the mishap please begin by typing, "This is a drone mishap" then enter a brief description of what happened.

When you move on to Part 2 of the mishap report, select the "Aircraft Information" Tab, then...

- 1) Select the proper wing, then in the "Select Tail Number" dropdown menu, select the word "drone" from the top of the list
- 2) Then enter a brief description of the damage
- 3) In the "Purpose of Flight" dropdown menu, select A99 ... this just allows you to complete the entry ... it won't be tracked.
- 3) In the "Phase of Operation" section, click on "Ground – Ground Handling" regardless of when the mishap took place ... this will allow you to complete the entry without SIRS asking you a lot of questions about the airport, weather, etc.

Let us know if you run into any problems!

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A couple notes on monthly safety topics ...

Sometimes we get questions from unit safety officers asking about the best way to present their monthly safety education. Here are a couple questions we've received....

Are we allowed to bring in guest speakers?

YES!!! One of the challenges of safety training is making it interesting or exciting. Listening to the same person each month can get a bit boring, no matter how great that speaker is. Safety officers are encouraged to get outside experts to make presentations. For example, bring in representatives from the local fire department to teach fire safety, and come up with a fire plan for your hangar or meeting place. Bring in local law enforcement officers to help teach the risks of distracted driving. Bring in your airport manager to talk about the upcoming airfield construction hazards. There is no limit to the topics that can help your members in their CAP missions or in their daily lives. Our biggest request is that you approach each of those topics with a discussion about identifying the hazards, assessing the risks, and coming up with risk controls that *you* can use.

How do we use the Beacon for safety briefings? I don't want to just read it to them!

Good call. I'm sure they don't want to hear you read to them, and that isn't effective training. Some of the Beacon articles explain important parts of the safety program ... take the time to discuss those and make sure they are understood, and the unit commander has a chance to emphasize some areas. Other articles talk about common hazards or ways to avoid risk ... those can also be discussed to make sure everyone in the room understands the concepts.

We want to hear your techniques for effective monthly safety briefings.

Drop us a line at safety@capnhq.gov

A couple tips for using the .pdf risk assessment forms ...

We're pleased that everyone is getting used to the new risk assessment forms (CAPF 160, 160S, 160HL). The more you use them, the more familiar they will become. Hopefully you are noticing that the forms walk you through the risk management process of identifying hazards, assessing the risk, implementing risk controls, then supervising and determining their effectiveness. Here are a few points based on what we're seeing...

- **Download the form from the website and save it to your computer!** If you open a pdf form online and start filling it out, it won't save your work! Save the form on your computer first (I keep it on my desktop) *then* open it, fill it out, and save it each time you need it.

- **The input boxes have word wrap.** Some folks expressed concern that the blocks where you enter risk controls or hazards appear to be too small. They are formatted so the font will get smaller and more lines of text will show up as you type. If it gets to be too cramped, move to the next block to add more. We'll keep looking at ways to improve the forms and bigger input blocks might be coming.

- **The "5 M" categories in the "Hazard" column.** Those categories (like member, machine, management) are where you look for hazards. List the actual hazards that bring risk (i.e., bad weather, rough roads, dehydration, etc.). Don't just type "member" or "machine" as a hazard in those blocks.

- **How to Implement.** In this column, BE SPECIFIC! Saying "monitor" or "supervise" or "hydrate" isn't enough. Tell *how* it will be done and who is responsible for ensuring it is done.

KEEP THE QUESTIONS COMING! Your questions and feedback help us improve the tools and make the training better. We need YOUR ideas! safety@capnhq.gov