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| **STEP 1**Receiver outline | **Follow your region supplement**Your [region supplement](https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region) outlines your internal reporting requirements for reporting safety significant occurrences. |
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| **STEP 2**Speech outline | **Talk with your Safety Officer**Your safety officer is a good resource to help you determine whether a safety report should be entered and what information is most relevant. |
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| **STEP 3**Laptop outline | **Enter the safety report in CAPSIS**CAPSIS will guide you through the process of entering the information needed to complete the initial safety report. |
| **STEP 3.1**Checklist outline | **General**Account – brief description of what happenedDate – date of the occurrenceLocation – the place where the SSO occurredWas this a near miss? – occurrence where nothing was damaged, no one was injured or became ill but could have been |
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| **STEP 3.2**Baseball outline | **Activity**Activity type – includes a selectable list of CAP activities and missionsWing/Unit – may auto fill based on activity type; otherwise select |
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| **STEP 3.3**Address Book outline | **Individuals**Individuals involved – search by name or CAP ID, enter if non-memberInjury – was an individual injured?Illness – did an individual experience an illness?Witness – were they otherwise a witness?Follow up – any medical treatment after-the-fact? |

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| **STEP 3.4**Car outline | **Resources**Resource type – aircraft, vehicle, equipment, facilityWho owns the resource? – CAP, member, or otherWho was onboard? – select from individuals added and select role Specific resource – select aircraft, vehicle, or equipment involvedWhat was damaged? – components that were affectedRegistration? – of the aircraft or vehicleType? – specific type of aircraft or vehicle, may auto fill |
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| **STEP 3.5**Blog outline | **Attachments**Photos – of any damage, etc.Records – risk assessments, training, etc.Documents – descriptions, interview notes, etc. |