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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 happened  Date – date of the occurrence  Location – the place where the SSO occurred  Was 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 missions  Wing/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-member  Injury – 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, facility  Who owns the resource? – CAP, member, or other  Who was onboard? – select from individuals added and select role  Specific resource – select aircraft, vehicle, or equipment involved  What was damaged? – components that were affected  Registration? – of the aircraft or vehicle  Type? – 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. |