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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 go to [eservices Learning Management System](#), click on "Go to AXIS," search for this month's Safety Beacon, take the quiz, and receive safety education credit. Past Beacon newsletters can be found in the [CAPSAFETY Beacon Archive](#).

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Safety Officer Specialty Track CAPP 40-160

Are you enrolled in the Safety Officer Specialty Track working toward your Technician or Senior rating? Be sure to check out the changes to CAPP 40-160.

[CAPP 40-160 Safety Officer Specialty Track](#) Change highlights to 15 August 2022, revision

- Included CAPSIS references • Required Safety Reporting and Safety Review courses at Technician Level
- Removed "How to Enter a Statement" course requirement

- Required an actual SSO (Safety Significant Occurrence) review at Senior Level
- Linked completion checklists to Safety Officer Specialty Track webpage

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12 and 15 Passenger Van Safety

Maj Doug Mitchell - National Safety Team Member



- Tires must be in good condition and proper inflation.
- Only experienced drivers should operate a 12 or 15 passenger van.
- A loaded van can be 1500 to 2000 pounds heavier than an empty van just in passenger weight. When possible, cargo should be placed under seats to distribute weight evenly between the axles.
- Stopping distance increases, due to weight. Leave a larger gap to the vehicle in front of you and use a longer distance to slow down to save on brake fade.
- Increased center of gravity makes roll-over a greater possibility. Evasive maneuvers at highway speeds are extremely dangerous. Do NOT swerve at highway speeds unless you have no choice. It is always better to try to stop in a straight line than it is to risk a rollover. This is especially true when encountering wildlife. Repairing the front of a van due to an animal strike will always be safer than a potential rollover with 15 people inside.
- Always load passengers from the front to the back. If a van is not at capacity, the rear seats should be kept empty for weight distribution between the axles.
- Inspect seatbelts for wear and operation. ALL seatbelts must be worn by all passengers.
- In poor weather an empty van can be more dangerous than a loaded van. Having minimal weight on a large vehicle makes it prone to skid in rain and snow. Slow down during poor weather, loaded or empty.

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The Importance of On-time Reporting

Maj Paul Stansberry - OKWG, Director of Safety



Recently in my wing, I have noted an increased number of Safety Significant Occurrences (SSOs, formerly “mishaps”) being entered into SIRS/CAPSIS far outside the timeline laid out in CAPR 160-2 for reporting of such events. In many of these cases, when questioned as to why these SSOs were not entered in a timely manner as required, SEs for units and activities where these late reports were made expressed two recurring reasons:

- A lack of awareness that the occurrence had to be entered within a specified timeframe.
- A technical or scheduling conflict that precluded entry within the specified timeframe.

It is important to understand why this is important, as failure to follow established guidance and process creates a cascading set of challenges for safety members within your wing, your region, all the way to the NHQ safety team. For example, the longer you wait to enter a SSO (Safety Significant Occurrence) into the system, the more likely it is that impacted members, witnesses, etc., will recall less information about the occurrence, and that the information recalled will be less accurate overall. This problem is compounded for the assigned review officer, who may not have even been present when the occurrence took place.

If you are unaware, or have forgotten, CAPR 160-2 is the regulation that governs reporting of SSOs within CAP’s safety program. In it, there are two key sections related to reporting timelines:

- Section 5.2.3: The commander or the leader of the activity is responsible for ensuring the mishap is reported in CAPSIS (CAP Safety Information System) in eservices as soon as possible after the mishap occurs.
- Section 5.2.3.1: All tabs and mandatory fields in the New Mishap section of CAPSIS must be completed within 48 hours of the mishap or the discovery of evidence that a mishap has occurred.

New guidance regarding CAPSIS says it more plainly by simply stating that you should enter the SSO as soon as possible, but no more than 48 hours after the date/time of the occurrence. For nearly all reportable SSOs, this is the number to remember. This is true for all the following types of SSO events:

- Damage to vehicles, aircraft, facilities, sUAS, or other real property.

- Bodily injury
- Illness
- Near misses

NOTE: Each region is required to have a supplement to CAPR 160-2, so make sure that you are familiar with any guidance in your region's supplement that would impact this reporting timeline.

The exception to this involves NTSB-reportable aircraft accidents or incidents. When these types of events occur, your wing Director of Safety and Wing Commander will be in communication with both the NOC (National Operations Center) and CAP/SE and will coordinate the actual entry of the SSO into CAPSIS at an appropriate time as directed.

As for the second reason given for late entry of SSOs, regarding a lack of time or a technical limitation that prevents timely entry of an SSO into CAPSIS, it is important to note that this does not release you from the regulatory guidelines regarding the timely entry of the occurrence. Commanders of the unit or activity where an occurrence happens are responsible to ensure compliance with this requirement and should work with safety officer to remove roadblocks or provide support where necessary. That may take many different forms, such as entering the SSO into CAPSIS on behalf of the designated safety officer directly, coordinating with another qualified safety officer or the wing Director of Safety to get the occurrence entered, or simply following-up regularly within the first 48-hours to ensure there are no roadblocks and facilitate, as necessary.

I would encourage you to do each of the following:

- Bring this topic up as a reminder with the unit, group, and activity safety officers within your wing. You may be surprised to see how many SEs do not know the timeline.
- Re-take (or take, if you have not already) the relevant courses within Axis, such as the Review Officer's Course and the new CAPSIS Reporting a Safety Significant Occurrence course.
- Make a habit of regularly reviewing CAPR 160-1, CAPR 160-2, and any supplemental guidance in place for your wing, region, or by CAP/SE.

And as always, if are ever unsure what action to take, involve your wing's Director of Safety. CAP Safety professionals...we have a mission.

This mission is simple. We need to be the best experts on safety, and especially CAP safety, that we can be. We are not only the advisors to the Commander on safety issues, but we are consultants. Experts in the field when it comes to almost all other CAP specialty. Think about it... we have advice and guidance in so many areas like, vehicles, aircraft, operations, logistics, education and training, facilities, weather,

activities, and so on. Officers should be a part of the planning for every activity, even if it is just to look over the final product before the Commander signs off.

Here's the catch. We need to be educated professionals. The 160-1 and 160-2 need to be very familiar to us all. Risk Management Assessments need to be second nature to us. CAPSIS entries must be as easy as possible for us. We must double down on our education. Make good use of the Safety Beacon. Watch the YouTube series on CAPSIS and make training entries so you can train others. Know how you fit into all the other specialty areas within the organization.

CAP Has so many dedicated Safety individuals within the organization. But we also have members that take the Safety job because it must be filled. Those of you who fit in this category, we need you. As much as we need a Master rated 30-year Safety Officer. Everyone in Safety is important, but we all must motivate ourselves to go beyond the basics and be EXPERTS. We can do it Never hesitate to reach out to a higher echelon with a question.

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Have You Completed the CAPSIS Courses?

We need your help!!! We are on a mission to have every commander and safety officer in a duty assignment complete the **Reporting a Safety Significant Occurrence** and **Reviewing a Safety Significant Occurrence** courses in AXIS LMS by December 31, 2022. Why?

- Safety officers must be a significant resource that can assist members in their reporting and reviewing roles.
- Safety officers, especially at the wing and region level, ensure the quality of initial entries and the safety review process – the training provides a basis for that assurance.

- With a standardized approach to reporting and reviewing safety occurrences it creates a simplified process to identify common areas and implement actions that can reduce the likelihood of similar occurrences.
- Safety officers receive better data at the beginning of a report and can reduce the amount of time required to review an occurrence and enables commanders to implement mitigating actions much sooner.
- The time to test the system is not after an event occurs. The members should familiarize themselves with the system to prevent delays in entering information.
- While the new system was created to be more intuitive than SIRS, there are still areas that can be confusing to users if they do not receive and understand the new CAPSIS approach and system.
- The feedback we receive because of members using the new system helps us to make changes and updates that make the system easier to use.

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Rehearse for the Worst!

Lt Col Phil Holt TNWG, National Safety Team Member

In the most recent issue of the Air Combat Command's (ACC) safety magazine "Combat Edge," there is an article titled "Rehearse for the Worst." This article reminded me of my 27-year Air Force career flying various aircraft and how we prepared for our operational and training flights. In around the table mission preparation with the crew, we would review a selected emergency procedure for the aircraft. In single seat aircraft we would also review an emergency procedure for the aircraft with our formation mates. Prior to taking the runway for takeoff we would brief engine failure procedures with the crew and in single seat aircraft, each pilot would mentally review engine failure procedures. In the CAP, best safety and operational practices suggest that a crew briefing during mission planning should include a selected emergency procedure for the aircraft with your Mission Observer or Instructor Pilot (MO, IP (Instructor Pilot)). Also prior to takeoff, you should brief the crew of Engine Failure Before Takeoff and Engine Failure After Takeoff and any questions that they might have. This is covered in CAPS 73-1/attachment 3. Crew Resource Management (CRM) is imperative, and your crew needs to know what you plan to do in case of an engine failure emergency. As the "Combat Edge" article says: "the more you rehearse for the worst, the better able you are to fall back on training when things go wrong."

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