

Emergency Services Mission Safety Notification and Reporting Checklist

Use this checklist for notification and reporting of safety significant occurrences during emergency services missions with an assigned incident commander.

Member / Participant

- Report any illness, injury, or damage to the Incident Commander or Mission Safety Officer

Pilot / Instructor Pilot / Check Pilot

- Do Not** self-report accidents/incidents to the NTSB or FAA without CAP/SE coordination
- Do Not** provide CAP aircraft records without CAP/SE coordination
- Do** cooperate with investigators and refer them to CAP/SE for aircraft, pilot, or other records
- Do** take photos of any damaged aircraft and the location before moving it

Incident Commander

- Handle the emergency – protecting people is your first priority!

Mission Safety Officer / Designee

- Collect the following relevant information
 - Who:** List of CAP members and CAPIDs involved in the mishap, including persons affected, witnesses, pilot and all individuals onboard an aircraft, or driver and all passengers in a vehicle.
 - What:** What equipment, if any, was involved, including vehicle ID, aircraft tail number, and which wing is responsible for the equipment.
 - Where:** Where did the mishap occur? Airport identifier or cardinal direction and distance from nearest airport, intersection/highway and town/city, or physical addresses.
 - When:** Date/Approximate Local Time and Time Zone in which the event occurred.
 - Why:** Confirm whether operation was a CAP Air Force Assigned Mission or Corporate Mission (Mission number and/or mission symbol), if applicable. Also, provide the specific name of the CSA, NCSA, NFA, or Encampment.
 - How:** A brief narrative in sentence format of what happened. Please include any known damage or injuries, if applicable.
 - Local or national media attention (if known)
 - A brief synopsis of any significant mission impact to the CAP Region/Wing or operational mission

Incident Commander

For all SSOs

- Ensure emergency contact for member(s) involved are notified immediately after initial emergency issues are addressed.
- Provide the relevant information collected to the member's unit commander or, if the unit commander cannot be reached, contact the wing commander.

If aircraft accident/incident...

- CAP/SE will reach out as soon as possible to support any notifications to NTSB, FAA, etc.

Unit / Wing Commander

- Contact next level commander or other key individuals in accordance with region supplement to CAPR 160-2

If accident/incident, death, or serious injury/illness...

- Region Commander** – contact CAP National Operations Center (NOC) 888-211-1812 – provide the relevant information collected above

If fatality...

- Unit or wing commander and designee (usually chaplain) notifies next of kin **in person**, no exceptions.

Mission Safety Officer

- Enter a new safety significant occurrence in CAPSIS
 - General:** brief account without proper names or other Personal Identifiable Information (PII); date of occurrence, if known; location of occurrence, if known. (Save SSO)
 - Activity:** type, event, mission/sortie (if applicable); responsible wing/unit (Save SSO)
 - Individuals:** name/CAPID, injury/illness questions, severity/follow up information, witness identification
 - Resources:** aircraft, vehicles, equipment, facilities involved or impacted
 - Attachments:** photos, risk assessment document, statements, etc.
- Submit the initial report within 48 hours of the occurrence