



The Safety Beacon is for informational purposes. Simply reading the Beacon does not satisfy your monthly safety education requirements but, unit safety officers are encouraged to use the articles in the Beacon as topics for their monthly safety briefings and discussions.

March 2015

2015 Winter Command Council

George Vogt, CAP/SE

On Friday, 27 February, I had the pleasure of addressing the Civil Air Patrol Winter Command Council meeting in Washington DC. In my limited amount of time, I tried to update the Commanders on recent initiatives in the CAP Safety Program, and what we have in store for CAP Safety. Here are some highlights:

- Maj Gen Vazquez released his National Commander's Safety Policy Letter. Read it on page 2.

- We are starting to work through a rewrite of the CAP Safety Regulation. The first chapter will explain the concept of a true Safety Management System (SMS) as used in industry, the FAA, and soon to be adopted by the U.S. Air Force. The rest of the regulation will be divided into four chapters based on the four pillars of an SMS: Safety Structure and Responsibilities, Risk Management, Safety Assurance, and Information and Education

- Safety Currency rules were clarified. The only requirement in the regulation is that a member must have completed Intro to Safety, and their monthly safety education, "in order to participate in any CAP functions." If you want to participate in an activity, you need to be current. Period. Squadrons and wings will not be scrutinized for currency "rates." Members should not be put in Patron or "ghost" squadrons just because they aren't up to date in their monthly safety currency. If a member isn't current in their safety education, it is an indicator that they are not actively participating; the squadron commander or recruiting and retention officer might want to give them a call and ask how they're doing. Their inactivity might be the first indicator that they aren't pleased and might be headed for the door.

- The decision to "ground" someone, or suspend flying privileges following a mishap, is not a "safety" decision. CAPR 60-1 has guidance about grounding members following an "incident" or "accident" but there is nothing that "automatically" grounds a person following a minor mishap. All members are highly encouraged to report EVERY mishap so we can get an accurate feel for our trends. Grounding is handled in command channels. Safety is not punitive.

- We are aware that a lot of the Safety guidance in the CAP regulations and website is outdated and there may be some conflicting information out there. We are working hard to fix that, and we will be inviting members to help in that process. We will be creating ad hoc committees to review and update briefings, pamphlets, and regulations. We want members involved so we know that the policies we publish will work for the people that use them.

- The future of CAP Safety? It is our goal to offer processes, and the tools to go along with them, rather than just creating requirements. We want to offer meaningful training rather than squares to fill. Safety will not be punitive. Members in the field will be part of the process so we know our programs will work. It will take time, but with the support that our Leadership is showing, I know it will be successful.

We want members talking about Safety. Complain about Safety if you must but, as an old boss of mine once said, once you complain about something I'm going to make you a part of the committee to fix it. Keep the suggestions coming so we make sure we get it right!



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112

27 February 2015

MEMORANDUM FOR ALL CIVIL AIR PATROL MEMBERS

FROM: CC

SUBJECT: National Commander's Safety Policy

In the Civil Air Patrol, the pursuit of safety is not just a priority. It is the central guiding value of everything we do.

Members are our most valued asset, and safety is our most important mission. The goal of the CAP Safety Program is to provide our members with the tools and knowledge they need to ensure every mission performed, and every activity pursued, is as safe as possible. All members of CAP should begin every day with deliberate thoughts about how they can make that day safer for themselves and their fellow members. In short, our safety goal is "nobody gets hurt."

CAP leadership, in particular, will be judged by their efforts to maintain the safety of their subordinates. The first task of leadership at every activity is the safety of their people, ensuring hazards are identified and risks are mitigated. The activity leader is automatically the activity safety officer, a duty which may be delegated for others to perform, but responsibility for which cannot be delegated.

The CAP Safety Program won't be about rules and requirements meant only to fill a square. It will be about tools to make us safer and processes to mitigate risk.

Our CAP Safety Program will be organized around a vibrant Safety Management System in which every member has defined roles and responsibilities. The identification of hazards and the mitigation of risks will be at the forefront as we pursue our missions and lead our daily lives. We will proactively manage our changing missions and programs. Our safety and risk mitigation processes will remain in a state of constant improvement. Education and training will be timely and targeted. Most of all there will be a dynamic network of safety communication up and down the chain – everyone will have a voice. Contributors will be rewarded and lessons will be shared. Every CAP member will take pride in being a wingman for their fellow members.

It is the goal of CAP's leadership team to make the Civil Air Patrol Safety Program a gold standard among volunteer organizations. I ask each of you to fully commit to this task, so that together we ensure CAP is known as one of the best safety cultures throughout general aviation and the U.S. Air Force.

A handwritten signature in black ink, appearing to read "Joseph R. Vazquez".

JOSEPH R. VAZQUEZ,
Major General, CAP
National Commander

January 2015 Mishap Closeouts

Col Robert Castle, Assistant Chief of Safety

20 Bodily Injury, 5 Aircraft, 5 Vehicle

Bodily Injury

- Cadet was hit with laser-tag rifle causing a small laceration under the right eye.
 - First aid administered and no further treatment required.
- Cadet was hit with a drill rifle during honor guard training causing a small laceration near the left eye.
 - First aid administered and no further treatment required.
- Cadet cut left ring finger while attempting to open a package of hand warmers with a knife.
 - First aid administered and no further treatment required.
- Cadet chipped tooth after colliding with another cadet during CAP basketball game.
 - Cadet was seen by a dentist the next day and the tooth was successfully repaired.
- Cadet was participating in the CPFT shuttle run and slipped on floor, and hyperextended the left thumb.
 - First aid administered and no further treatment required.
- Cadet performing push-up exercises during PT felt the upper portion of right arm make a "popping" sound.
 - Cadet discontinued PT. No further treatment required.
- Cadet lost feeling in finger tips after drilling outdoors in cold weather.
 - First aid administered and no further treatment required. Cadet advised to wear gloves when outside in cold weather.
- Cadet complained of stomach pain on the lower right side of the body and had diarrhea.
 - Cadet was given over the counter treatment which helped with the diarrhea, but did not relieve the stomach pain. Cadet transported to the local Emergency Room. Parents notified and after treatment at the hospital, took the cadet home, for a full recovery.
- Senior member tripped over refueling pit retaining wall and fell causing scrapes to the left arm.
 - First aid administered and no further treatment required.
- Senior member cut right first finger on metal door frame of CAP Communications trailer during SAREX.
 - First aid administered and no further treatment required.
- Cadet rolled weight onto the outside of the right ankle while warming up for running drills. Brief dull pain followed for approximately 1 hour.
 - No medical attention was required and the cadet was able to continue with normal activities for the remainder of the meeting.
- Cadet fell and injured right wrist while participating in PT.
 - Ice and a sling were applied. No additional medication attention required.
- Cadet playing catch on baseball field slipped and fell. Minor cuts and scrapes to hands and knees.
 - First aid administered and no further treatment required.
- Cadet participating in the shuttle run pulled a muscle in his right leg which caused him to slip and fall. Injuries included abrasions to the left knee and the palms of both hands.
 - First aid administered and no further treatment required.
- Cadet fell while playing basketball injuring right wrist.
 - First aid administered and no further treatment required.
- Prospective member had nose bleed during drill.
 - First aid administered and no further treatment required.
- Cadet suffered difficulty breathing during PT.
 - EMTs called and cadet released to mother. Cadet attended meeting suffering from flu symptoms complicated by a panic attack during PT. No further treatment required.

- Cadet standing at attention for inspection lost some feeling in his right hand.
 - Pre-existing non-CAP injury which is aggravated when standing at attention for several minutes. Feeling returns when resuming normal activities. No treatment required
- Cadet skinned left knee during PT.
 - First aid administered however cadet then complained of lower back pain. After walking the cadet around the area for a few minutes, the cadet recovered and was able to complete PT. No further treatment was necessary.
- Cadet reported difficulty in breathing after PT.
 - No treatment required.

Aircraft

- Pilot observed a discharge on the ammeter and noted a popped alternator circuit breaker.
 - After troubleshooting and with the ammeter still indicating a discharge, the pilot landed safely with no injuries or damage. Maintenance replaced the alternator.
- Return flight from maintenance facility after repair to the charging system, the ammeter showed a discharge.
 - Returned aircraft safely to maintenance facility. Maintenance replaced the alternator.
- During preflight inspection, the pilot found water in right hand fuel tank and found the fuel cap missing.
 - The fuel cap was found on the parking ramp and reinstalled however the sortie was canceled and the aircraft turned over to maintenance.
- Pilot observed the electrical warning light had illuminated in flight.
 - Aircraft landed safely with no injuries or damage. Maintenance found voltage regulator ground wire broken. Repaired and returned to service.
- Pilot reported that the aircraft briefly departed the runway upon landing.
 - No injuries or damage. Aircraft was inspected and found to have the nose strut over-extended which prevented nose wheel steering after landing.

Vehicle

- While backing up, senior backed into parking bollard and dented right rear passenger side bumper.
 - Mishap occurred during daylight hours in good weather and surface conditions. Spotter not used.
- Rock hit lower portion of windshield on driver's side.
 - Small chip discovered in windshield. No injuries to occupants and no other damage.
- Driver's side view mirror fell off while driving on an interstate highway.
 - Possible small wildlife strike which caused side view mirror to separate from the housing. No injuries or other damage.
- Rock from passing truck struck windshield.
 - Windshield cracked but remained intact. No injuries or other damage.
- Gust of wind pulled the driver's side door open abruptly causing minor binding with the front fender.
 - The driver maintained a positive grip on the door but the wind gust was strong enough to move the door slightly out of alignment. No injuries and no other damage.

(continued on next page)

Comments on the January mishap report closeouts

Physical training and cadet sporting events continue to be the number one cause of bodily mishaps within Civil Air Patrol. Over half of the mishaps closed out in January were in that category. Here are a few questions you can use to help reduce the risk of injuries:

- Are cadets in your unit given ample time to warm up prior to testing?
- Has the PT area been inspected for potential hazards (potholes, low hanging branches, other trip hazards)?
- Has the area been inspected recently?
- Have cadets been briefed on the proper techniques to complete each fitness event?
- Are members using personal protective equipment appropriate to the activity (safety glasses, ear protection, gloves, footwear, etc.)?

Is your unit performing a full risk assessment before every PT activity? Do you have suggestions on other checklist items that can be added to a pre-fitness activity checklist? Share them with us at safety@capnhq.gov and we'll consider publishing the best ideas in a future edition of The Beacon. See you next month!

How Could THAT Happen??

By: George Vogt, CAP/SE

You probably asked yourself that very question while reading some of this month's mishap closeouts. How could that happen?

We are seeing *way* too many mishap reviews and injury summaries that just give us a play by play of what happened after the person was injured, when we *really* want to know what led up to that situation so we can take measures to keep it from happening again. If you are reviewing a mishap, even a very minor one, you should be thinking about what conditions or actions led up to the mishap; the focus of the review should be on what CAUSED the mishap rather than what happened after the mishap.

For example, as Col Castle pointed out in his comments (above), we see a lot of minor cadet injuries during PT or the CPFT. If you are the one reviewing that mishap, don't just tell us that the abrasion was treated with a band-aid. Tell us the surface the cadet was running on. Tell us what kind of shoes they were wearing. Was there a pre-activity risk assessment and pre-activity risk safety briefing to review the hazards and common injuries? If so, include it as an attachment to the mishap review.

In short, mishap reviews should give us enough information about what CAUSED the mishap that we can look for trends and address them.

As a good Risk Management Education exercise, I'd really like to see safety officers and/or cadet leaders pull out a risk management worksheet and take about five minutes to guide our cadets through a short hazard analysis before *every* PT session. Let a different cadet run the process at each meeting. What are the types of injuries that could occur in this specific activity/game/sport and what can prevent them? Is there enough room for the shuttle run? Is the surface okay? Are the shoes appropriate for the surface? Performing a short risk management exercise like this before every activity isn't only a requirement; it's a strong learning tool to make hazard awareness and risk management a part of our everyday lives.

(And for the cadets who are reading this... if the senior members are having trouble finding the right checklist, go ahead and show them how it's done. 😊)

To SURVIVE mishaps is only half the battle. The real victory comes when we PREVENT mishaps.

Risk Management Analysis and Operational Risk Safety Briefings

How Are We Doing?

George Vogt, CAP/SE

In my opinion, one of the more confusing parts of CAPR 62-1 (Safety Responsibilities and Procedures) is the section titled, "Operational Risk Safety Briefing Requirements." We're working to clarify the requirements of that section, but we won't be able to do that until we know what tools work best for our members in the field. In that regard, I need everyone's help.

The regulation makes it pretty clear that CAP leaders (commanders, activity directors, safety officers, etc) are supposed to use the forms on the www.capmembers.com safety website to assess hazards and mitigate risks before beginning *any* activity. These forms are supposed to be used in conjunction with the required Operational Risk Safety Briefings.

Unfortunately the regulation and website aren't very specific about which form to use. The "Risk Management Worksheet" (links to these forms at end of this article) is a good tool for listing hazards, assessing risks, and outlining your mitigation measures. The "Preliminary Hazard List" is very similar, but adds some charts on page 2 that help with definitions and give some how-to information. The "Operational Risk Management Worksheet" is probably the most comprehensive tool, but looks a little complicated and doesn't provide much background information or definitions. That same CAP safety website is also supposed to provide you with some risk management checklists specific to certain CAP activities, but unfortunately those checklists don't yet exist.

We're determined to fix all that, but we need your help to make it happen. Here's what we're going to be doing through the rest of the year, and through *all* our summer activities...

I will be asking commanders, safety officers, and activity leaders to collect and save all the worksheets that are used for pre-activity risk management, so we can find out which tools are most popular and which work the best. I'd like leaders to keep track of when the risk management forms are used and when they are not...and why. We'll also be looking at what types of face-to-face risk management briefings are given just before an activity starts so our cadets and senior members can be aware of the hazards ahead of them.

I know there are a lot of different methods and techniques out there for doing risk assessments and giving risk safety briefings. We will be collecting, monitoring, interviewing, and surveying our members to see which of those RM methods work the best. With that information we'll be able to come up with the best tools for members to use so we can adequately assess and mitigate risk, without making the process too burdensome.

This will be the summer we refine our risk management processes, and we need member inputs to make sure we get it right! Thanks in advance for helping the process.

http://capmembers.com/media/cms/Risk_Management_Worksheet_1_9A2C1CA16911F.pdf

http://capmembers.com/media/cms/Preliminary_Hazard_List_and_Analysi_F43689CB00E01.pdf

http://capmembers.com/media/cms/Operational_Risk_Management_Workshe_133C0BD7B0452.pdf

What's on the Next Page?

A few weeks back, someone shared with me the product on the next page. Developed by the California Wing, the PowerPoint template is used to create wallet-sized cards that members can laminate and carry so they know who to call in case of a mishap. CAPR 62-2 requires each wing to have an internal mishap reporting plan...wallet cards like this are a *great* addition to the plan. Thanks California!

If your wing has tools or processes you'd like to share, send them to safety@capnhq.gov !

**MISHAP REPORTING CONTACT
PRIORITY (WITHIN 30-60 MIN.):**



1. Event Commander
2. Lt Col Joe Smith, CAWG/SE, (C) 805-123-4567
3. Col John Doe, CAWG/CC, (C) 310-123-4567
4. Lt Col Joe Blow, CAWG/CV, (C) 661-123-4567
5. Lt Col Bob Roberts, CAWG/DO, (C) 714-123-4567
6. Group/Squadron CAPR 62-2 Notification List

**MISHAP REPORTING ACTIONS - CAPR 62-2
(in order)**



1. Ensure incident or injury is treated and controlled.
2. Gather initial facts concerning mishap (who, what, where, why, when and how).
3. Ensure contacts on opposite side of card are notified.
4. Ensure **BOTH** Step 1 and Step 2 info is inputted into the Safety Management System (SMS) **within 48 hrs.**

**MISHAP REPORTING CONTACT
PRIORITY (WITHIN 30-60 MIN.):**



1. Event Commander
2. Lt Col Joe Smith, CAWG/SE, (C) 805-123-4567
3. Col John Doe, CAWG/CC, (C) 310-123-4567
4. Lt Col Joe Blow, CAWG/CV, (C) 661-123-4567
5. Lt Col Bob Roberts, CAWG/DO, (C) 714-123-4567
6. Group/Squadron CAPR 62-2 Notification List

**MISHAP REPORTING ACTIONS - CAPR 62-2
(in order)**



1. Ensure incident or injury is treated and controlled.
2. Gather initial facts concerning mishap (who, what, where, why, when and how).
3. Ensure contacts on opposite side of card are notified.
4. Ensure **BOTH** Step 1 and Step 2 info is inputted into the Safety Management System (SMS) **within 48 hrs.**

**MISHAP REPORTING CONTACT
PRIORITY (WITHIN 30-60 MIN.):**



1. Event Commander
2. Lt Col Joe Smith, CAWG/SE, (C) 805-123-4567
3. Col John Doe, CAWG/CC, (C) 310-123-4567
4. Lt Col Joe Blow, CAWG/CV, (C) 661-123-4567
5. Lt Col Bob Roberts, CAWG/DO, (C) 714-123-4567
6. Group/Squadron CAPR 62-2 Notification List

**MISHAP REPORTING ACTIONS - CAPR 62-2
(in order)**



1. Ensure incident or injury is treated and controlled.
2. Gather initial facts concerning mishap (who, what, where, why, when and how).
3. Ensure contacts on opposite side of card are notified.
4. Ensure **BOTH** Step 1 and Step 2 info is inputted into the Safety Management System (SMS) **within 48 hrs.**

To pull up your own PowerPoint template, click [HERE](#), then click on “Mishap Notification Wallet Card.” You can make changes to the names, numbers, and patches, and you’ll have a good product for your wing.

D) CISM / Peer Support CAN HELP YOU WITH BULLYS

- Research shows that people will heal and recover faster from stress by responding to stress appropriately; this is the basis of peer support. Peer support can be as informal as "talking it over" with a trained peer or with a group. Even if you do not want to speak about the incident there is still value in listening to others speak about it. It is **entirely voluntary**, but highly encouraged to participate.
- C.A.P. Peer Support can be considered emotional **first-aid** to help a C.A.P. member's normal coping skills. It is always confidential, supportive, and respectful; it is performed by a peer supporter – a C.A.P. member just like you who knows how to get you the help you need.
- All people who undergo a traumatic or critical incident are affected. Talking and going through a CISM / Peer Support is a sign of strength and maturity because it means that you are taking an active role in your health. CISM is a proven process that will help you heal and return to your previous state of health by talking (or listening if you choose not to talk) about the normal process your mind goes through after an incident or trauma.

Requesting Help (24x7)

- If you would like to speak with a C.A.P. Critical Incident Stress Management / Peer Supporter contact your Chain of Command, Wing CISM Officer, OR call the CAP National Operations Center at 888-211-1812 ext 300 (24x7) who will coordinate with the appropriate help that best fits your needs. Just say you want to talk to the CISM Team. You don't need to tell why.
- If you want to speak confidentially with a suicide phone coach call the suicide prevention lifeline at 1-800-273-8266 or text for free at 838255.

This document may be used by CISM, Medical, Health Services, Nursing, or Safety Officers as one way to satisfy the monthly safety requirement.



Critical Incident Stress Management (CISM) / Peer Support Monthly Training – March 2015 Anti-Bullying

Both C.A.P. Senior and Cadet Members can be bullied or harassed. C.A.P. does not allow any bullying or harassment at any C.A.P. activities or between members "off duty" whatsoever. If you see bullying, respond by saying "**STOP bullying**" and report it immediately to a person in power (Squadron Commander, Parent/Caregiver, CAP CISM Team member, or School official).

What is bullying?

- Unwanted aggressive behavior
- That is a real or perceived power imbalance
- Usually occurs or is intended to occur more than once
- With a goal of ultimately controlling or harming another. Some people call bullying, hazing and in some forms, it is harassment.

A) Types of Bullying:

1. **Verbal Bullying:** speaking or writing (cyber bullying, when done on-line) means things about someone like teasing, name-calling, sexual comments (also considered sexual harassment), taunting and threatening to cause harm.
2. **Social Bullying:** intentionally hurting someone's reputations or friendships like excluding someone, spreading rumors, intentionally embarrassing someone, or asking someone to not be friends with someone.
3. **Physical Bullying:** hurting a person's body or possessions like spitting, pushing, hitting, pinching, destroying someone's property, or making mean, rude, or threatening hand gestures,

This document is informational in purpose. This guidance is not intended to take the place of medical advice.

B) Stop Bullying you observe on the Spot

(adapted from www.stopbullying.gov)

When Senior Officer's respond quickly and consistently to bullying behavior, they send a message that it is not acceptable. Research shows this on the spot correction can stop bullying behavior over time. There are simple steps that members can take to stop bullying on the spot and keep all members safe.

Do:

- Intervene immediately. It is ok to get another member to help.
- Separate the members involved.
- Make sure everyone is safe.
- Meet any immediate medical or behavioral health needs.
- Stay calm. Reassure the members involved, including any bystanders that everyone is safe.
- Model respectful behavior when you intervene.
- Get the facts and then come up with a reasonable plan for apologizing and making amends.

Avoid these common mistakes:

- Don't ignore it. **INTERVENE. Be a hero.**
- Don't immediately try to sort out the facts.
- Don't force other members to say publicly what they saw.
- Don't question members involved in front of other members who were involved; talk to them separately to get the facts.

Get police help or medical attention immediately if:

- A weapon is involved.
- There are threats of serious physical injury.
- There are threats of hate-motivated violence, such as racism or homophobia.
- There is any bodily harm.
- There is sexual abuse.
- Anyone is accused of an illegal act, such as robbery or extortion—using force to get money, property, or services.

C) If you are a target of bullying:

- It is not your fault.
- The **buddy system** (recruiting a friend to be with you) is one of the MOST EFFECTIVE strategies against a bully.
- **The first line of defense against a bully is self-confidence. Practice increasing self-confidence by:**
 1. **Standing up straight** which embodies the quote "never bend your head. Always hold it high. Look the world straight in the face" by Helen Keller. This reduces the chance you will be seen as a target.
 2. **Being an optimist** in all situations, which embodies the quote "whatever we expect with confidence becomes our own self-fulfilling prophecy". Additionally, people will gravitate to you because of your optimism.
 3. **Facing your fears** is likely the single quickest way to develop self-confidence lasting which is embodied by the quote "the way you develop self-confidence is to do the thing you fear" by William Jennings Bryan.
 4. **Envisioning yourself being heroic** (however you wish to do so in your mind) which embodies the quote that "confidence is courage at ease" by Daniel Maher.
- **The second line of defense is a snappy or funny comeback; if this will escalate the situation, do not do this. An example is:**
Agreeing with the bully for the sake of de-escalation:
"Seriously right? I am a mess."
- If someone starts physically bullying you, don't fight back because that will just escalate the situation and many people have died or been physically hurt defending their egos. Your best defense is deescalating the situation and later telling a trusted person in power (Squadron Commander, CAP OIG, CAP Critical Incident Stress Management Team member, School Official, or Parent/Caregiver).
- Realize that bullying behavior is because the bully is typically insecure and want to make themselves feel better; however bullies are made, not born, and can change over time if they are mindful and committed to change.
- No one deserves to be bullied. Bullying is not a part of growing up; it is an aggressive negative behavior where someone wants to dominate another person.