



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 also go to LMS, read the current Beacon, and take a quiz to receive credit for monthly safety education.

May 2017

It's NCSA and Encampment Season!!!!

New Tools and Guides for Activity Safety

There is no doubt that Safety for our cadets is at the front of everyone's mind as we enter the season of NCSAs, Encampments, and other great cadet activities. At the same time, we all have to admit that the "requirements" for encampment safety can be a bit confusing, and there aren't a lot of examples or guides to help the Activity Directors and Activity Safety Officers make sure they are using active risk management throughout the activities.

HELP IS ON THE WAY!!!!

This Beacon provides you with NEW TOOLS and NEW GUIDES to help you with risk management planning and execution at your Activity.

These are NOT new requirements! They are NEW TOOLS to help make your job easier!!! These tools are designed specifically for NCSAs, but they are available and encouraged for ALL cadet activities.

NCSA Activity Directors: These are the products we talked about on our webinar. **You are expected to use these**, and provide feedback, so we can continue to produce risk management tools to benefit ALL cadet programs and CAP activities. safety@capnhq.gov

Here's What You'll Find!

NOTE: Product samples and guides on how to use them are here in the Beacon.
You can also go to the [NCSA/Encampment Safety](#) page for the same material

- **COMPREHENSIVE GUIDE FOR ACTIVITY DIRECTORS:** Info on Risk Management for your Activity, and how to use these products
- **GUIDE FOR ACTIVITY SAFETY OFFICERS:** How to use these tools to make you safety program compliant while teaching risk management to your cadets (and your staff).
- **OPENING RISK MANAGEMENT BRIEFING:** This takes the place of the traditional Basic Risk Management course required for attendees. It needs to be a part of the opening briefing. It will teach your cadets all they need to know to actively use risk management during the Activity, in a way that makes it fun and easy to understand.
- **PRE-ACTIVITY RISK SAEFTY BRIEFING:** A handy guide to the quick safety briefings required before EVERY event.
- **MISHAP REPORTING FORM:** An easy way to get the info you need to enter a mishap into SIRS
- **POST-ACTIVITY SAFETY SUMMARY:** A tool to review and update your safety plan when the activity is complete.

Guide for Activity Directors

Thank you for the time and dedication you are putting in to make your activity a memorable and safe event for all who attend. As Activity Director, the safety of everyone in attendance is one of your primary responsibilities.

This year we have tried to create some tools that are easy to understand and easy to use to help you with risk management and safety at your events. That includes the safety-related duties that should be carried out by members of your staff. However, as is the case with any command or activity director position, the responsibility is yours. Rest assured that the products, guides, and tools in the Beacon, and on the webpage, do not represent any NEW requirements. On the contrary, they are meant to clarify and help accomplish the requirements that already exist.

Major General Vazquez focused on activity safety in his [Safety Policy Letter](#):

“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.”

Please take the time to review ALL of the products available to you your staffs in the Beacon and on this [NCSA and Encampment Safety website](#) . I encourage you to discuss your approach to risk management as you meet for staff training prior to the activity. Make it clear to all attendees that you are personally committed to the use of risk management throughout the activity, as Major General Vazquez and Colonel Tynismaa both describe in their [Command Policy Letter on Safety Risk Management](#) .

These products and tools are not meant to replace the tools you have used in the past, but rather to compliment them and provide you additional easy-to-use methods of practicing, and teaching, risk management. I need your help to ensure all these products are used during your activity. By using them, and critiquing them, you and your staffs will be an integral part of our effort to create the tools and processes that will truly make risk management a part of all we do. I'll be compiling your feedback and reviewing it with the National Commander and COO.

If there is anything at all that I can do to help or explain as you conduct your activities, please reach out to safety@capnhq.gov .

Thanks for all you do,
George

George C. Vogt
CAP Chief of Safety

Guide for Activity Safety Officers

The Designated Activity Safety Officer is the person primarily in charge of the Activity/Encampment Safety Program (see CAPR 62-1). That includes the integration of risk management into all the planning and activities for your NCSA or Encampment.

Rest assured, this document does *NOT* add any new requirements to the job of the Activity Safety Officer. The intent is to explain what is expected of the Safety Officer and to provide some simple tools to make your job easier, and more effective. Keep this guide for handy reference, and let us know if you have questions.

Safety Planning:

Continue what you've done in the past, with detailed hazard and risk analyses as directed in the regulation. Discuss hazards, risks, and controls with your Activity Director.

Opening Safety Briefing:

Continue to tailor your opening briefings to your unique Activity. Part of your job is to motivate all attendees to focus on safety and you are good at that!

- ALL activities this year are asked to use the National Briefing Slides linked here:
 - [“What YOU Need to Know About Risk Management”](#)
 - This briefing is meant to explain risk management in terms all attendees, including senior members and cadets, will understand and apply throughout the Activity
 - This briefing, given as written while using the notes pages, will take the place of giving the “Basic RM Course” required in CAPR 62-1
- Make sure you learn, and use, the language (the “lingo”) of risk management (it’s in the briefing)
- Study the new briefing slides and ask questions if there is anything you don’t understand
 - YOU need to be the authority and if you’re not, I need to know so I can help.
 - safety@capnhq.gov

Active On-going Risk Management:

Active risk management needs to be a part of every activity. That means hazard analyses and risk assessments, before every event. These don’t need to be lengthy, but need to be a quick review of all hazards, all risks, and how to prevent them from causing mishaps.

- Every event needs a pre-activity risk safety briefing, IAW CAPR 62-1.
 - The [Pre-Activity Risk Safety Briefing](#) guide gives quick and easy guidance for these important briefings.
- The Safety Officer should *not* be the one presenting all of these pre-activity briefs
 - They should be presented by the person(s) leading that activity
 - The people who know the most about the event have credibility to get the message across.
- The Safety Officer can assist them with the process of identifying hazards, risks, controls, etc.

Mishap Reporting:

There will be mishaps, as we cannot eliminate all risk. Handle mishaps as you normally would, caring for the injured and getting them the care they need, THEN ensure a mishap report is filed in SIRS.

The entire reason for reporting mishaps is to learn what happened and WHY, so we can adjust

our plans and do a better job of preventing similar mishaps in the future. The information you gather will be used to look for national trends to improve all cadet programs, so we NEED you to provide the information outlined the simple mishap reporting checklists. This is not a new requirement, but in the past reporting has been a little weak.

- Use the [Mishap Reporting Checklist](#) for all your mishaps!
 - These simple worksheets will give you all the information you need for most minor mishaps
- The safety officer does not need to be the one to fill out every checklist, but he/she is responsible for making sure the form is used!
 - The health services officer can ask the cadet while the cadet is being treated, or...
 - A cadet safety officer can fill out the forms, or ...
 - If it is a very minor injury, the injured cadet can fill out the form
- These forms can be opened on a tablet and typed on and saved.
 - Or they can be printed and written on when a computer isn't available.
- When you enter the mishap in SIRS:
 - Unless other arrangements are approved by CAP/SE, the "wing" that is entered for each mishap is the wing where the event is held
 - The mishap reporting Checklist can then be uploaded as an attachment in SIRS, or the information can be put in the additional information section, statement section, or in the journal notes
 - Don't click "First Aid" right away. Wait until you have all the facts about what might have caused it, the extent of the injury, or the treatment required.

Mishap follow-up:

Safety Officers and Activity Directors will have access to SIRS mishaps for their activities. You will be granted temporary access to the mishaps for the wing where your activity is located. This access begins several days before your activity and extends until about two weeks after the activity, so you'll have time to enter all the information you have on each mishap, even if you can't get to it right away

- **After that period is up, the wing director of safety will responsible for monitoring the mishap through closing.**
 - Wing Directors of Safety, it behooves you to monitor the mishaps so you aren't left with incomplete work requiring more phone calls and research

After the Activity:

Once the activity is over and the cadets have all gone home, there will be a few safety items to clean up.

- First chore is to make sure all your mishap entries are complete, and each one provides information on what might have caused the mishap so we can learn from it.
- One of the most important parts of the risk management process is the follow-up to determine lessons learned and adjust the Activity Safety Plan for next time. Once again, we've tried to make that easy.
 - The [Post Activity Summary Form](#) should give you an easy way to summarize those lessons.
 - Follow the form to provide a quick summary of the number of each type of mishap (i.e., bodily injury, vehicle, aircraft)
 - List the various causes of those mishaps, and any trends you saw.
 - Record the strengths of this year's safety plan, and what you would adjust to make next year's safety plan "even stronger." What was your biggest "lesson learned?"
- The Post Activity Summary Form should be coordinated with the Activity Director
 - Send the completed form to the Wing SE, Region SE and safety@capnhq.gov .

Provide us with your feedback! safety@capnhq.gov

Basic Risk Management Briefing

One of the CAPR 62-1 requirements for all Activities is for the Activity Safety Officer to lead ALL the participants through the “Basic Risk Management” course. This course is very detailed, and isn’t ideal when it comes to providing cadets and staff with the tools and understanding they need to actively engage in Risk Management throughout the activity.

WE CHANGED THAT! Below is a link to a shorter, and easier to understand briefing (click on the [cover slide](#) below). This briefing should be given by the Activity Safety Officer at the beginning of EVERY NCSA and all other Encampments and activities. It doesn’t take the place of your normal opening safety briefing for the activity, but it does take the place of the old Basic Risk Management portion.

As always, let us know if you have any questions or comments: safety@capnhq.gov

Activity Safety



*What YOU Need
to Know About
Risk Management*

George Vogt
CAP Chief of Safety

Pre-Activity Risk Safety Briefing

Use this form as a guide to the quick briefing before EVERY activity or event. This includes smaller activities like the mile run in PT, a clean-up detail in the barracks, or an obstacle course run ... any time cadets (or seniors) are going to be involved in an activity. If you follow this guide, you and the group will be conducting a quick risk assessment, and giving a briefing, at the same time! It will get everyone's mind on the risks they might face, while helping them concentrate on performing the task the right way. **This briefing is required by CAPR 62-1 ... this guide will make it easy!** [Click HERE for a Word Version](#)

There is room to jot down your notes/answers if that helps, but there is no requirement to do so.

DESCRIBE THE ACTIVITY:

GIVE OVERVIEW OF THE CORRECT WAY TO PERFORM THE ACTIVITY:

BRAINSTORM THE "HAZARDS" AND "RISKS" THE PARTICIPANTS MIGHT FACE:

Ask participants to list the risks, or...

Ask the participants, "What can go wrong during this event?"

LIST THE "RISK CONTROLS" YOU WILL PUT IN PLACE:

Ask participants, "What will you do to prevent things from going wrong?"

How will they prevent mishaps?

REMIND EVERYONE THAT RISK MANAGEMENT CONTINUES THROUGHOUT THE EVENT.

Be constantly on the lookout for new hazards or risks.

Call "KNOCK IT OFF!!!" to stop anything that looks like it's an "unacceptable risk"

REMIND THEM TO CONCENTRATE ON THE RIGHT WAY TO DO IT.

Complete the event "... without getting hurt!"

Bodily Injury Mishap Reporting Form

Use this form to quickly gather information for each bodily injury mishap. Getting this information now will save you time later! The purpose of reporting mishaps is to learn how to prevent them. For every mishap, it is important we know what happened, why it happened, and what would have prevented it. Whenever possible, interview the person involved in the mishap to see what *they* would do differently. ASK THE CADET for the answers. This form may be filled in and saved on a tablet or laptop. If those aren't available, print blank copies of the form to be written on until the mishap can be reported.

[Click HERE for a Word version](#)

When ready to file this mishap, sign-in to eServices, enter SIRS, then click on "File New Mishap."

DATE: _____ **TIME:** _____

NAME/MEMBER #: _____

DESCRIBE EVENT WHERE MISHAP OCCURRED:

DESCRIBE THE MISHAP AND TYPE OF INJURY:

WAS THERE A PRE-ACTIVITY RISK SAFETY BRIEFING FOR THIS PARTICULAR EVENT?

WAS THE RISK OR HAZARD DISCUSSED IN THE PRE-ACTIVITY BRIEFING?

HOW COULD THIS HAVE BEEN PREVENTED?

OTHER INFORMATION?

Post-Activity Safety Summary

Activity and Encampment Safety Officers are expected to use this form to summarize their safety efforts during the Activity, to include changes they will make to the Activity Safety Plan based on lessons learned. When complete, this form should be included in the Activity Director's After-Action Report, and also be mailed to safety@capnhq.gov. Please add any comments or suggestions to your completed form. The form may be completed in word, or printed and hand-written ... whatever is easiest.

[Click HERE for a Word version](#)

ACTIVITY:

LOCATION:

DATES:

SAFETY OFFICER:

HOW MANY BODILY INJURY MISHAPS DID YOU REPORT DURING THE ACTIVITY?

QUICKLY SUMMARIZE THE TYPES OF INJURIES YOU SAW:

WHAT WERE THE PRIMARY CAUSES OF THE MISHAPS? ANY TRENDS?

**DURING THE ACTIVITY, DID YOU MAKE CHANGES TO PLANS BASED ON RISKS YOU SAW?
IF SO, WHAT WERE THEY?**

**BASED ON MISHAPS AND YOUR OBSERVATIONS, WHAT CHANGES WILL YOU MAKE TO THE ACTIVITY
SAFETY PLAN OFR NEXT TIME?**