

## Other Event or Mission Safety Notification and Reporting Checklist

---

*Use this checklist for general notification and reporting of safety significant occurrences when an activity director, encampment commander, or incident commander are not assigned.*

### Member(s) On-site

---

- Handle the emergency – protecting people is your first priority!
- Report any illness, injury, or damage to your unit commander, unit safety officer or wing commander, wing safety officer if unit commander or unit safety officer cannot be reached.

### 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

### Unit / Wing Commander or Safety Officer

---

- 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

### Unit / Wing Commander

---

#### All SSOs

- Ensure emergency contact for member(s) involved are notified immediately after initial emergency issues are addressed.
- Contact next level commander 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 aircraft accident/incident...

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

#### If fatality...

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

### Unit / Wing 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