



SAFETY REPORTING, REVIEWING, AND ACTION PLANNING

CAP Regulation 160-2, dated 28 December 2022, is supplemented as follows:

6.3.8. Added. Individual Wing Notification Process:

6.3.8.1. Added. SSOs involving an injury or illness for which first aid is the only treatment received need not be notified beyond the Wing level.

6.3.8.2. Added. The individuals IAW CAPR 160-2, Sections 6.3.2 – 6.3.7 making a notification shall review CAPR 160-2 and applicable Interim Change Letters to determine the appropriate notification requirements and gather important SSO information using the guidance found in CAPR 160-2 Attachment 3: Safety Significant Occurrence Notification Guidelines.

6.3.8.3. Added. All Wing SSO notifications must be made in person or via a telephone call to (877) 350-8641 and then entering the correct wing extension listed below. The call will be directed to the first available staff member who will then notify the Wing Commander by any appropriate means. Wing Commanders are responsible for updating staff contact info with the GLR Director of Safety.

Illinois – 3000

Kentucky – 5000

Ohio – 7000

Indiana – 4000

Michigan – 6000

Wisconsin – 8000

6.3.8.4. Added. Activity directors, Squadron, Group, and Incident Commanders, may implement procedures for notification of SSOs occurring within their respective activities, units, or incidents; however, notification to the respective Wing Commander cannot be delayed if intermediate commanders are not available.

6.3.8.5. Added. Wing Commanders will be notified of all SSOs as quickly as possible through the applicable chain of command. “Quickly” is defined as being as soon as possible after personnel needing immediate care have been treated and SSO events have stabilized.

6.3.8.6. Added. Except as excluded under Section 6.3.8.1, Wing Commanders will promptly notify the Region Commander or Region Director of Safety of all SSOs. This can be done by any expedient means including a call to GLR Headquarters at (877) 350-8641 ext. 2000.

6.3.8.7. Added. The Region Commander will notify the Region Director of Safety of all SSOs reported by the Wing Commanders.

6.3.8.8. Added. The Region Commander will ensure the CAP-USAF Liaison Region is notified of all reported mishaps. The Region Commander will also be responsible for notifying the National Operations Center (NOC) where required IAW CAPR 160-2. Wing Commanders will inform the Region Commander if the NOC and/or CAP-USAF Liaison Region have already been notified.

6.3.8.9. Added. In the event of a SSO at a Region activity or involving GLR-001 assigned members or assets, the Region Commander will be the first level of notification.

6.3.8.10. Added. Wings will complete reviews and submit mitigation plans in CAPSIS within 30 days of initial SSO entry. Extensions must be requested in writing and are subject to approval by the Region Commander

6.3.8.11. Added. Quick Reaction Checklists. Attachment 2 to this supplement includes two Quick Reaction Checklists (QRCs) for use in aircraft and vehicles throughout the Great Lakes Region. Members can reference these checklists for immediate guidance when involved in any aircraft or vehicle SSO.

Rose M. Hunt, Colonel, CAP
Commander

ATTACHMENT 1

Compliance Elements

There are no compliance elements associated with this supplement.

ATTACHMENT 2

Quick Reaction

Checklists

CAP Aircraft Mishap Quick Reaction Checklist



- ☐ **CALL 911 to get any help needed, especially if someone is injured.**
- ☐ **GROUNDING is automatic and immediate for you and your crew.** This may be only temporary, but until authorized by a Wing CC, Region CC or an IC on a supervised mission, **YOU WILL NOT FLY IAW CAPR 70-1.**
- ☐ **REPORT the mishap by calling (877) 350-8641 and selecting YOUR WING extension from the menu.** You will receive further guidance once the nature and severity of the mishap is discussed.
- ☐ **NOTIFY** your FRO, if you have been previously released on a sortie, and inform them of the situation.
- ☐ **DO NOT MOVE THE AIRCRAFT**, unless other safety issues may develop. Take photos of the scene. If you have a flat, have struck an object or run off the runway, show the scene. Closeups of any damage are needed.
- ☐ **WRITE DOWN** the time, conditions, names and numbers of members, witnesses and mechanics.
- ☐ **CONSULT** with your Safety Officer or Commander **BEFORE** making entries into the **CAPSIS System**. They will almost certainly be making the initial entries for you. **We have 48 hours to make ALL required entries.**
- ☐ **ALWAYS** operate IAW CAPR 70-1, CAP Flight Management and CAPR 160-2, Safety Reporting and Review, and the GLR Safety Supplement.

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CAP Vehicle Mishap Quick Reaction Checklist



- ☐ **CALL 911 to get any help needed, especially if someone is injured.**
- ☐ **FOLLOW your state law.** Do the police need to come and take a report?
- ☐ **REPORT the mishap by calling (877) 350-8641 and selecting YOUR WING extension from the menu.** You will receive further guidance once the nature and severity of the mishap is discussed.
- ☐ **NOTIFY** your Ground Branch Director or IC if you are on a mission.
- ☐ **DO NOT MOVE THE VEHICLE**, unless other safety issues may develop. Take photos of the scene. If you have a flat, have struck an object or another vehicle, or have run off the road, show the scene. Closeups of any damage are needed. In the case of tires, photograph of the numbers and data on the sidewall.
- ☐ **WRITE DOWN** the time, conditions, names and numbers of members, witnesses and mechanics.
- ☐ **CONSULT** with your Safety Officer or Commander **BEFORE** making entries into the **CAPSIS System**. They will almost certainly be making the initial entries for you. **We have 48 hours to make ALL required entries.**
- ☐ **ALWAYS** operate IAW CAPR 77-1, Operation and Maintenance of Civil Air Patrol Vehicles and CAPR 160-2, Safety Reporting and Review and the GLR Safety Supplement.

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