



GLR SUPPLEMENT 1
CAP REGULATION 160-2

16 DECEMBER 2020
APPROVED/G.VOGT/CAP/SE

SAFETY
SAFETY REPORTING AND REVIEW

CAP Regulation 160-2, dated 30 September 2019, is supplemented as follows:

5.3.4 (Added) Individual Wing Mishap Notification Process.

5.3.4.1 (Added) Mishap Quick Reaction Checklist. Attachment 2 to this supplement includes two Quick Reaction Checklists (QRC) 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 mishap.

5.3.4.2 (Added) Serious Mishap Reporting. Serious Mishaps include all aircraft or vehicle mishaps, all "Serious Injury" mishaps (broken bones, internal injuries, serious burns, or injuries requiring hospitalization), and all mishaps requiring notification of the NOC IAW CAPR 160-2.

5.3.4.3 (Added) Telephone Notification Process. **A member present at a Serious Mishap must report it immediately by calling (877) 350-8641 and entering the correct wing extension listed below.** The call will be directed to the first available staff member who will then notify the remainder of the required Wing Staff by any appropriate means. Wing CCs are responsible for updating all staff contact info with GLR/SE.

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|-----------------|-----------------|------------------|
| Illinois - 3000 | Kentucky –5000 | Ohio –7000 |
| Indiana – 4000 | Michigan – 6000 | Wisconsin – 8000 |

5.3.4.4 (Added) Non-Serious Mishaps. All other mishaps and non-mishap reportable events will be reported through the eServices SIRS system within 24 hours.

5.3.5 (Added) Notification of GLR Headquarters. The Wing SE, CC or CV or their designee will immediately call GLR Headquarters at (877) 350-8641 ext. 2000 and report any serious injury mishap, or any aircraft mishap resulting in substantial damage that affects aircraft structural strength or flight characteristics.

5.3.6 (Added) Notification of Great Lakes Liaison Region. The GLR SE, CV, or CC will notify the Great Lakes Liaison Region of any mishap reported IAW section 5.3.5 of this supplement, by any appropriate means.

MATTHEW R. CREED, COLONEL, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

No compliance elements established by the supplement.

Attachment 2 MISHAP REACTION CHECKLIST

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) 350-8651 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 SIRS Safety 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.



GLRVA 160-100 01 Dec 20

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) 350-8651 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 SIRS Safety 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.



GLRVA 160-101 01 Dec 20