



Civil Air Patrol Safety

Reporting a Safety Significant Occurrence





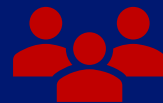
Objectives



Introduce the terms associated with safety reporting



Member responsibilities in safety reporting



Review the information that reporting members can provide





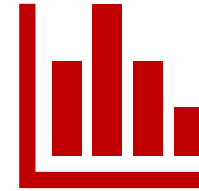
Using the Learning



Know what to report



Follow the reporting
process



Enter reporting
information





The Importance of Safety Reporting



Vital to ideal safety culture

Supports CAP's readiness, reliability, and credibility

Awareness of what should be reported

Members and equipment are available and ready

Encouraged to report issues

Reporting immediately helps resolve safety issues more quickly

Positive tendency to report

Add or improve safeguards





IMPORTANT!!!



How members are treated when they self-report an occurrence will determine their tendency to do so in the future!!!





Terms

Safety Significant Occurrence (SSO)





Terms

Safety Significant Occurrence (SSO)

Damage





Terms

Safety Significant Occurrence (SSO)

Damage

Injury





Terms

Safety Significant Occurrence (SSO)

Damage

Injury

Illness





Terms

Safety Significant Occurrence (SSO)

Damage

Injury

Illness

Near Miss





Terms

Reportable Accident or Incident





Member Responsibilities

Participate in safety reporting

- Damage to an aircraft (airplane, glider, sUAS, balloon)
- Damage to a vehicle (car, truck, van, trailer)
- Damage to a facility (CAP owned or other owned)
- Member illness or injury (occurring or aggravated)
- Any near miss (potential damage, injury, illness)





Initial Reporting Requirements

Members

- Report SSOs you are involved in or witnessed to the activity director, encampment commander, or incident commander
- In the absence of the above, report SSOs to your unit/wing commander





Collect and provide this information to commanders and the NOC

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.

When

Date/Approximate Local Time and Time Zone in which the event occurred.

What

What equipment, if any, was involved, including vehicle ID, aircraft tail number, and which wing is responsible for the equipment?

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

Where

Where did the mishap occur? Airport identifier or cardinal direction and distance from nearest airport, intersection/highway and town/city.

How

A quick narrative in sentence format of what happened. Please include any known damage or injuries, if applicable.





And...

Media

Local or national media attention
(if known)

Mission

A brief synopsis of any significant
mission impact to the CAP
Region/Wing or operational
mission

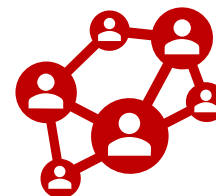




Initial Reporting Requirements

Activity Directors, Encampment Commanders, & Incident Commanders

- Notify emergency contact (per CAPF 161)
- Notify member's unit/wing commander
- Ensure activity or mission safety officers are notified so they can make entries into CAPSIS





Initial Reporting Requirements

Unit, Wing, and Region Commanders

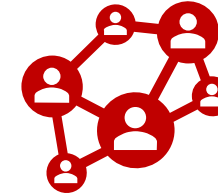
- Follow Region Supplement to CAPR 160-2 to ensure wing and region commanders and directors of safety receive initial notification of SSO
- Request the information collected (who, what, when, where, why, how, media, mission)
- Ensure safety officers make initial entry in CAPSIS





National Operations Center (888)-211-1812

All SSOs involving death, serious injury/illness, or a reportable accident or incident must be reported to the NOC by the region commander





CAP Chief of
Safety (CAP/SE)
reports accident
and incidents

Members must
cooperate with
NTSB, FAA, etc.

Provide CAP/SE
contact info to
NTSB, FAA, other
agents





CAP SIS Reporting

As soon as possible after initial
reporting but within 48 hours of
the SSO





Who should enter an SSO in CAPSIS?

Safety Officers





Where can I get
access to CAPSIS?



Menu	
Search Applications	
Administration	▼
Aerospace Education	▼
Cadet Programs	▼
Chaplain	▼
Command	▼
Finance	▼
Government Relations	▼
Historian	▼
Human Resources	▼
Information Technology	▼
Inspector General	▼
Logistics	▼
Online Learning	▼
Operations	▼
Personnel	▼
Professional Development	▼
Public Affairs	▼
Reports	▼
Resources	▼
Safety	▲
Applications	
Safety Information System (CAPSIS)	
Safety Information and Reporting System (SIRS)	





What should be entered?

General

Activity

Individuals

Resources

Attachments

General

This entry is used for Specialty track or for Training

General Information

Account – (Briefly describe what happened)

Was this a near miss? ☐

Date and Local Time ■ Unknown

mm/dd/yyyy --:-- --

Location Information ■ Unknown

State
--Select One--

Airport

City





General



This entry is used for Specialty track or for Training





Account – (Briefly describe what happened)

A large, empty rectangular text box with a thin grey border, intended for the user to write a brief account of what happened. It is located within a yellow-bordered frame.



Date and Local Time ☐ **Unknown**

mm/dd/yyyy --:-- --





Location Information ☐ Unknown

State

--Select One--



City


Airport





IMPORTANT!!!!!!

Click Save SSO button to save before proceeding to next section

 Save SSO






General

Activity

Individuals

Resources

Attachments

Activity 

Activity Type

--Select--

Responsible Wing/Unit

Which Wing/Unit had responsibility for the mission or activity in which the SSO happened?

--Select One--





Activity Type

--Select--



Activity Type

NFA



NCSA/NESA/NFA Event

--Select One--



Mission/Sortie

Mission # Search

Sortie



Activity Type

WMIRS - Mission/Sortie



Mission/Sortie

Mission # Search

Sortie





Responsible Wing/Unit

Which Wing/Unit had responsibility for the mission or activity in which the SSO happened?


--Select One--





IMPORTANT!!!!!!!

Click Save SSO button to save before proceeding to next section

 Save SSO





[General](#) [Activity](#) **Individuals** [Resources](#) [Attachments](#)

Individuals

Individual

CAP Member?
Yes ☒ No ☐

Search for User (CAPID or Name)

First Name

Last Name

Individuals involved in SSO

☐ -Injured

☐ -Illness

☐ -Witness

☐ -Follow Up

☐ -Witness Statement

Name and CAPID

Remove?





Individual

CAP Member?
Yes ☒ No ☐

Search for User (CAPID or Name)

First Name

Last Name





John Doe Indi	What was the nature of the injury (select all that apply)
	<div>--Select--</div>
Did This Perso	
<div>--Select--</div>	
Did this perso	What was injured? (select all that apply)
<div>--Select--</div>	<div>--Select--</div>
Was this perso	Did this person experience an illness?
<div>--Select--</div>	<div>--Select--</div>
	What was the person doing when they experienced the illness or injury?
	<div>--Select--</div>





Was this person a Witness to the SSO?

--Select--






Follow Up



--Select--





Individuals involved in SSO

 -Injured  -Illness  -Witness  -Follow Up  -Witness Statement

Name and CAPID		Remove?
	John Doe (N/A)	





General

Activity

Individuals

Resources

Attachments

Resources

Resource

Resource Type

--Select--

Add Resource to SSO

Resources involved in SSO

Resource Type	Owner
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Resource

Resource Type

--Select--



Add Resource to SSO





Who owns the aircraft?

--Select--

Who was onboard or operating the aircraft?

Person

--Select--

Role

--Select--

+

Name	Role
------	------

What type of aircraft was involved?

--Select--

Registration

Type





General

Activity

Individuals

Resources

Attachments

Attachments

Select Files (3MB max file size each)

Or drag files into dashed area.

Search:

File Name

Description

Date Submitted

Uploaded By

No data available in table





Thank you!

