

THE SENTINEL



OFFICIAL SAFETY NEWSLETTER OF CIVIL AIR PATROL

Upcoming Changes to CAP Safety Program By the National HQ Safety Team

Back in October, there was a Sentinel article titled "Winds of Change." Here is some information of some cutting edge changes on the horizon to enhance the culture and evolve our habits of safety within our Civil Air Patrol.

Here is a snapshot of some of these anticipated future changes to our safety program:

- **Safety meetings** – Will still be conducted monthly, but in the future will be made available for on-line review and acknowledgement by CAP members in the event a member is unable to attend a scheduled meeting.
- **Safety briefing content** – National HQ will provide monthly safety briefing templates for squadron level utilization that will include topics and risk trends that can be downloaded to supplement unit level safety requirements. Eventually these are targeted for regionalization to cover specific trends affected by unique areas of impact, i.e. weather, terrain, or other catastrophic possibilities.
- **Quarterly requirement** – Members must still physically attend a live (i.e. not virtual or on-line) safety briefing once per calendar quarter. Manual entry into an electronic training database (eServices) by the Squadron Commander or Safety Officer will be required for all training completed. Remember, if these are not documented, then it has not been accomplished.
- **Automated tracking in eServices** – eServices is being updated to track safety currency for monthly and quarterly safety meeting attendance requirements. The eServices database is the official record of training and participation.

 CAP Safety Team	Col Robert Diduch CAP/SE BobDKateB@aol.com	Col Charles Greenwood GLR/SE cgreenwo@bsu.edu	Lt Col David Plum NCR/SE savdoc@centurytel.netf	Maj Bill Woody SER/SE wawoody@att.net
	Col Robert Alex Asst CAP/SE ralex@cfl.rr.com	Col Charles Glass MER/SE csglass@juno.com	Lt Col Paul Mondoux NER/SE paul@nhplm.org	Maj Alex Kay PCR/SE bcat417@aol.com
	Lt Col Bruce Brown Asst CAP/SE bbrown@cap.gov	Lt Col Melanie Ann Capehart SWR/SE MelanieCapehart@peoplepc.com	Lt Col Donald Johanson RMR/SE johansondon@msn.com	Mr. Frank Jirik Chief of Safety NHQ CAP fjirik@capnhq.gov

- **Commanders' discretion for substitution** – Commanders at all levels are authorized to allow credit for members attending non-CAP safety training. Topics must complement the CAP mission or contribute to general safety awareness. Examples may include, but are not limited to: AOPA safety classes, CPR or first aid training, defensive driving classes, HAZMAT training, OSHA training, or FAA Wings accredited training sessions. The Squadron Commander will determine suitability and authorize the substitution for members on his or her unit roster. Documentation will need to be provided and maintained at the Squadron to validate accomplishment by the member.

A committee has been working at the national level to examine and implement several senior-level proposals. As a result, these changes will revamp the Civil Air Patrol Safety Program and release an update to CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*. A draft copy will be released on the Publications and Forms web page for member comment.

Planned process improvements are expected in place as soon as possible in 2010. Thanks for your support toward improving our safety lifestyle within the Civil Air Patrol to better serve our many internal and external customers!

On-line Safety Reporting Tips By the National HQ Safety Team

Safety within the Civil Air Patrol is everyone's responsibility, a duty to each other. The on-line Form 78 tool can be utilized to generate statistical information to assist in identifying risk across all of CAP. Anyone can fill one out for following any type of mishap. It is better to over-report than to under-report. Here are some tips that can help guide your entry.

1. **Quality** – Information must be accurate at the time of entry and that entries are made with an effort to gather and verify the most up-to-date information. You have 48 hours to enter the information on-line, but do not delay so that you can "wait and see how the mishap plays out." Another part of quality is brevity in the account of mishap. Please keep it short and to the point. If you scrape the tail of the aircraft on the hangar door, your mishap account could read something like "during push back into hangar, horizontal stabilizer impacted right-side hangar door; no injuries." It is okay to put "To be determined" (or TBD) if information is not known, or will not be known prior to initiating the on-line Form 78. Addressing "TBD" information helps the safety department at National HQ determine that you considered that information, but could not include it.

2. **Timeliness** – As mentioned above, you have 48 hours to initiate an on-line Form 78. But you need to immediately notify your Commander and/or Safety Officer. That 48-hour period is not meant for silence until the on-line Form 78 is released to the Form 78 e-mail notification list. The 48 hours was built in to the process so that a reasonable amount of time could be used to find an Internet connection, gather pertinent preliminary information and personally notify squadron, activity, group, wing and/or region commanders. It is suggested that you utilize Attachment 4 - Mishap Reporting Flow Chart on page 10 of CAPR 62-2 MISHAP REPORTING AND INVESTIGATION to see if IMMEDIATE reporting to the CAP National Operations Center (NOC) is required.

3. **Simplistic** – A Form 78 is a notification that a mishap has occurred. It is not a formal investigation. AVOID statements of cause or blame on a Form 78. The mishap account should be simple, informative and factual. If the two vehicles simultaneously merged into the same lane, then simply write: “Left side of CAP vehicle and right side of non-CAP vehicle impacted at (high speed/low speed). Both drivers stopped. Police were summoned to make a report and there were no injuries.” The Form 78 is not a tool to assess responsibility. This is utilized to document and inform command and safety staff of an incident occurrence and initiate follow-ups or support, depending on the nature and severity of the incident.

4. **Navigating the On-line Reporting Environment** – Never, never use the on-line system to enter a mock or simulated mishap. We have no “simulation hooks” in the software. Every mishap entered goes “live.” It is a good idea to collect the information you will need to enter, and have it handy before you create a mishap record. A good technique is to download the Form 78 Worksheet at the safety reports web page. You have to remember that the information from the worksheet helps you gather the data you need to enter, but not necessarily in the order you will be asked to input the information. The mishap report is not complete until you select e-mail addresses at the end of the data entry process. This is the only way notifications are sent out to personnel required to be notified. If these e-mail addresses are not selected, then the mishap record remains in electronic “no-man’s” land. The record you are creating when establishing an on-line Form 78 becomes part of a database that populates reports for senior leadership. These reports are the basis for trend analysis and will be used to identify risk trends across the nation; accurate information is important. If you have a problem with an on-line report or need to correct erroneous information (or update your “TBD’s”), use your Safety Officer or command structure to advise the National HQ Safety Team of your need for assistance or correction. They can get changes input or open up the locked form for you to edit.

Hopefully these tips will help you prepare better on-line mishap notification and investigation reports. Everyone is encouraged to utilize the system for reporting. The data is a benefit and gives attention to where resources should be concentrated for increased awareness and ultimately abatement of future risk. Remember that help is only an e-mail or phone call away. You can reach the National Safety Team by e-mailing safety@capnhq.gov, or connect with the CAP NHQ Chief of Safety at (877) 227-9142, ext. 232.

Tips for Safety Officers; Mission-Oriented Safety By Lt Col Bruce Brown, Assistant National Safety Officer

CAP operates some of the most complex aerospace and communications equipment available to civil first responder Emergency Services (ES) personnel. Our safety programs must keep pace with CAP's ever-increasing mission complexity and customer profile.

CAP operates a huge fleet nationwide in all kinds of conditions, from day VMC to night IMC; over flat terrain and mountainous terrain. CAP's fleet is much bigger and more modern than many sovereign nations' air forces. In addition, many less-developed nations' air forces are only capable of Day/VFR operations. Think about it: CAP is larger and more capable than many national air forces. In fact, CAP is the 32nd largest air force in the world when compared to approximately 150 national military air services. This should give some frame of reference for exactly how big and complex our Civil Air Patrol and missions are.

Now, how does this relate to safety? Our organizational safety paradigm and safety program management have not kept pace with CAP's evolution over the last 20 years. Some of our unit safety officers still struggle to find monthly or activity briefing topics. As an organization, we are well past the day when it was adequate to remind people to check their car's motor oil regularly, or to swim with a buddy. Those kinds of briefing topics do not reflect where command emphasis is placed in the 21st century CAP. As an organization, we must show a greater sense of urgency when reporting injury to our members or damage to one of our \$400,000+ aircraft. Many incidents reviewed fall back to judgment and decision-making. Many of those non-compliance areas occur in the aftermath of the mishap and are not even causal: but incredibly, actions or inactions following a mishap can affect the eventual outcome. How do you teach judgment? Our safety officers need to increase their professional knowledge so that they are better versed in aerospace psychology (human factors) and increase awareness of our regulatory requirements that directly impact safe operations. They should try to develop active contacts in their industry and community much like our PAOs maintain current media contacts.

Given this daunting responsibility to provide meaningful, relevant safety briefings to CAP members, how do safety program managers

develop topics for required monthly meetings or special activities? Here are three tangible tips on how to make safety briefings relevant to your unit's membership:

- **Safety topics should be traceable to one (or more) parts of CAP's mission** – When you brief, clearly state which mission area(s) your topic supports. As an example, if you are instructing flight line marshaling, that would support Emergency Services, Cadet Programs, or Aerospace Education. If briefing about glider operations, then that topic supports Cadet Programs and Aerospace Education. This should be clearly conveyed as part of the attention-getting step of your briefing! Your audience wants to know, "What's in it for me?"

- **Safety topics should be task-oriented** - Safety should not be taught or briefed as an afterthought. Safety belongs embedded in task training as part of learning how to do the job right the first time by creating good habits that are observed every time a task is performed. A briefing on "Buckling Your Seat Belt" is least effective when briefed as a separate safety topic. It is most effective when briefed as an integral part of properly and professionally operating a motor vehicle. A briefing on aircraft deicing should not be a separate plea to be safe during inclement weather, but would be more effective when combined and integrated into a class on performing a thorough and professional pre-flight inspection, and mission go/no-go assessment.

- **Safety topics should be scenario-based** – "Oh that will never happen." Well, yes...it does happen! If you can think it, it can happen. No one person has a vivid enough imagination to make up all the *stuff* that people do, so be sure to talk constructively about the events that actually do occur. It is important to learn from other mistakes and wisdom. There is an old saying that "you must learn from the mistakes of others because you can't possibly live long enough to make them all yourself." Don't be shy in sharing personal experiences and soliciting from others. Review current events and discuss your "near-miss" events. When actual mishap reports or scenario-based risk assessments are used as the foundation for your safety briefings, relevance and compliance are re-enforced and the chain of events that really could (or did) happen are discovered.

Safety is not the sole domain of the safety officer. Safety and safety program effectiveness is a commander's responsibility. Safety is about discipline, professionalism, and sharing. Safety should be embedded in our everyday tasks as a part of the job, not tacked on as an afterthought. It is also part of our Civil Air Patrol core values of Integrity and Excellence. Our organizational safety programs must grow to catch up with us and will improve as we continue to grow and adapt to our changing mission requirements in this new century.

National HQ has a Safety Department and a Chief of Safety

National HQ has brought on board Frank Jirik as the Chief of Safety. He will work closely with the all safety leaders and membership of the Civil Air Patrol team. He comes to us with an extensive background in general aviation, commercial airline safety and quality assurance, and military flight operations. He has a commercial instrument helicopter, single and multi-engine airplane rating with extensive flying experience in all regions of the United States. With a Master's degree in Aviation Management, he recognizes the importance of human factors in aviation and ground team safety and has completed the USAF ORM training. He will partner with the National Safety Officer and the Safety Officers across CAP, as well as all of the members across the country to help increase the effectiveness of the CAP safety program. He has been a volunteer within CAP and understands our safety needs for the future. From the 59,000 members of CAP, welcome aboard.

Safety Knows NO Boundaries, “Knock It Off” By Frank Jirik, Chief of Safety, NHQ CAP

As I have begun a journey of discovery in our safety processes and looking for the path to lead our safety programs to a level of cutting edge performance and recognition in the world of general aviation safety, I have really been amazed at the level of expertise and commitment I have seen within what I call “my CAP.” We have an amazing team of professionals, a high level of Esprit de Corp, and it is my pleasure and honor to take this position to serve the team that has been generous to my career and my education as a CAP volunteer member.

Safety knows NO boundaries. Rank and privilege escapes the dynamics of safety and because the law of averages applies equally to Colonels as it does to Cadets, the phrase “Knock It Off” can and should be used by anyone in any position of CAP. The phrase “Knock it off” is a call used among military or aviation personnel that is made when anyone participating in an exercise or training sees and unsafe situation developing. Often “Knock it off” is that one crucial break in a mishap chain that averts a disaster. Take a moment to listen and find out what is the reason for the end all call of “this is not comfortable for me.” Human life has value that cannot be measured. Damage to aircraft has been at an all-time high in the last fiscal year, near \$1,000,000.00 with a small, relentless, little rat called “hangar rash” that continues to be contagious and unforgiving. Money spent that could be better utilized for other technology and equipment improvements that are much needed to support our mission. “Knock It Off!”

Utilizing the CAPSafe Safety Suggestion tool, here are some of the most sensible and simplistic safety ideas by some of CAP's members:

- 1) While conducting drill, cadets need to have good shoes or boots to prevent cadets from falling or injuring their feet. (Harold Daubenspeck, PA-336)
- 2) Always wear a seat belt while in a car. (Christopher Karns, PA-125)
- 3) When driving in winter weather, slow down. Stopping distances increase a lot during this time. (Gary Karns, PA-125)
- 4) Turn on exterior lights for all meetings. i.e. turn off the motion sensor (Patrick Scanlon, CA-016)
- 5) Clutter free halls prevent injuries from falls (Patrick Kon, PA-328)

The common theme to all of these is that they were submitted by CAP members with no rank affiliation and with the intent of reminding us of simple things we assume or overlook because we have accepted them as, "that's the way it has always been."

When I looked at my last paycheck and saw the amount of money that was taken as a Federal deduction, I realized that the CAP aircraft that I flew and the CAP van that I drove, is supported by my dollars. I own them in a roundabout way. When I touch them, they are mine; not mine to damage, but my responsibility to care for. I merely loan them to my closest colleagues, entrusting them to return them as they were when I last had them so when I climb aboard another day, my family will see me when I get home. Putting yourself in those same shoes, wouldn't you agree?

Our jobs today are to make sure we get everyone home safe today after the mission; home safe to spouses, children, parents, and friends. All are charged with this responsibility to say "Knock it Off" and to bring us all home, no rank, no worries, just home. Create good habits, create our professional culture, and be of the elite group of 59,000 members aiming for zero accidents, zero injuries.

A Safety Challenge

The National Safety Team would like to publish your Safety Article. What do participants of Hawk Mountain, Blue Beret, Drill Teams, Cadet Leadership, Mountain Fury, CAP Check Pilots, Ground Team Experts, etc, etc.... what can you share? If your article is published, your picture will be attached, your squadron and wing will be given recognition, and all submissions will be acknowledged. The safety team looks forward to your input.

As a note, there were only about 328 suggestions in total utilizing the CAPSafe Safety Suggestion tool since July 2008. It would be nice to see this trend improve and please do note that the entries to date have all

been printed and they are being diligently reviewed. An effort to respond and incorporate your suggestions as often as possible will be ongoing. Expect to see them in future safety newsletters and briefings and if you do not want your name published, please indicate so in the body of your submission.) You may submit a safety suggestion from eServices (see screen shot below).

