



# Newport News Composite Squadron

November 2010 Safety Briefing

9 Nov 2010





# Overview

- New Safety Education & ORM Briefing Requirements
- Introductory Safety Education Policy
- Online Safety Briefing
- Virginia Wing 2010 Mishap Reports
- ORM Training/Discussion
- CAP Safety Alerts
- CAP Safety Suggestions
- CAP Improvement Suggestion/Hazard Report
- CAP Form 78
- Winter Driving
- Backing Up
- Pre-Existing Conditions



# Safety Education Requirements

- In accordance with the policy approved by the National Executive Committee (NEC), every active CAP member (seniors, cadets, cadet sponsors, 50 year, and life members) who attends CAP meetings, participates in any flight and/or vehicle operation or participates in cadet or any Emergency Services (ES) missions, shall be subject to the following safety policies.
- **Safety Education:** A learning opportunity where a topic is presented and there is interaction or an assessment to measure comprehension and content retention. Safety education provides lessons to promote a strong safety mindset and culture; namely, risk recognition, risk mitigation, risk avoidance and establishing safe habit patterns.
- **Operational Risk Safety Briefing:** A briefing that discusses the risks associated with a particular activity and/or sub-activity and must be conducted "in-person" with the member(s) that is/are about to engage in such activity or sub-activity.



# Safety Education Requirements

- **In-Person:** A session where a participant can interact, ask questions, and contribute to the session. The participant does not have to be physically at the same location but the communications method must be interactive between the participant and the educator/briefer. This may be a meeting or session where multiple participants are physically located in the same room and provided the ability to interact in real time, ask questions, and contribute to the meeting. Participation in a meeting held using telephonic or other technology that permits each participant to simultaneously hear and speak with each other participant also constitutes “in-person” attendance.
- **Safety Education Requirements.** The quarterly face-to-face safety education requirement for all CAP members is no longer required; however, safety education is important to all CAP members and it is required that active members complete safety education monthly and have it documented in the National online safety education database. There are no restrictions to the method in which safety education is received or the topics being presented, as long as the topic maintains relevance to CAP’s mission scope. Safety education documentation is required for participation in activities for active members. CAP safety officers are still required to provide monthly safety education as it is currently described in CAP regulations.



# Safety Education Requirements

- **Operational Risk Safety Briefing Requirements.** These briefings, as defined above, are mandatory. Physical documentation of accomplishment is not required.
- An example of a sub-activity would be having an operational risk safety briefing before an obstacle course at an encampment, a risk brief for working in an encampment kitchen, or discussion of terrain hazards before entering a land navigation lane at a search and rescue exercise.
- The National Safety Team will work with region and wing leadership, safety officers, and NHQ directorates to establish a list of approved activities and sub-activities that require operational risk safety briefings, to include who is authorized to give those briefings. Until such time that this list is available, it is expected that operational risk safety briefings will be completed before all flight operations and before all activities and sub-activities where deemed necessary by the commander(s) and/or activities director(s)/officer(s).

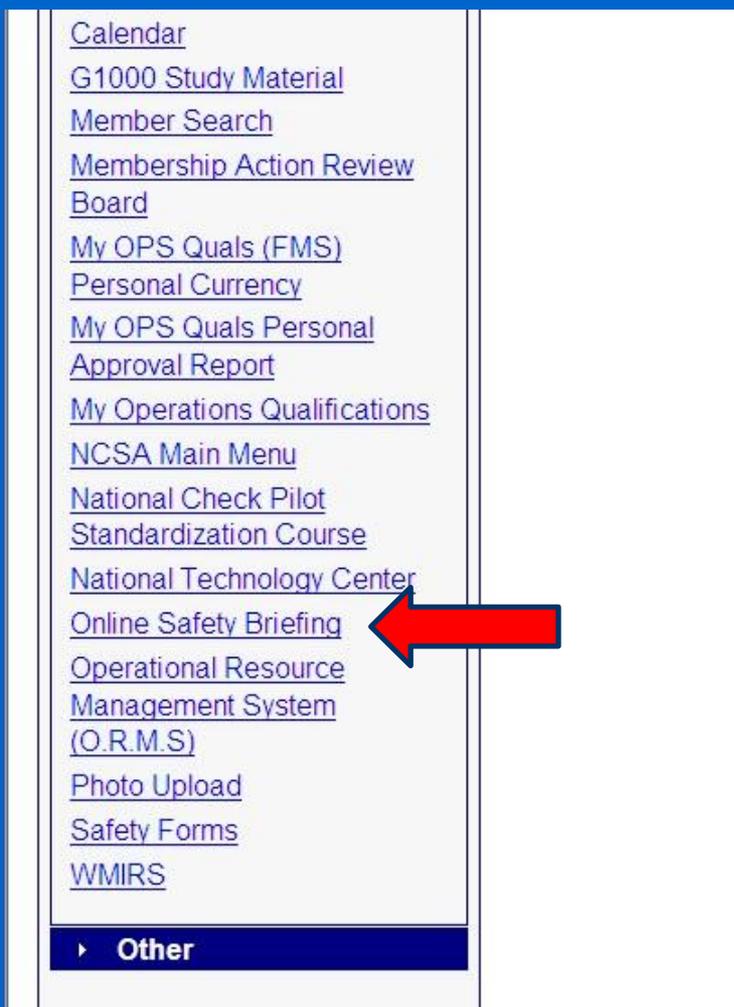


# Intro Safety Education Policy

- In accordance with the policy approved by the National Board, every active CAP member (seniors, cadets, cadet sponsors, 50 year, and life members) who attends CAP meetings, participates in any flight and/or vehicle operation or participates in cadet or any ES missions, shall complete introductory safety education. The policy implementation for all current members and new members is as follows:
- All current members must complete the current introductory safety education module, *Introduction to CAP Safety for New Members*, by 31 March 2011. This includes all members that have previously completed the Basic Safety course or have earned a specialty track rating in safety.
- Effective 1 January 2011, all members, upon joining CAP, will complete this introductory safety education as a part of their Level I requirements for senior members and as a part of the Curry Achievement for cadets.
- Interim Change Letter - Introductory Safety Education Requirement, 1 Nov 10
- 8 of 62 NNCS members have completed as of 8 Nov 10



# Online Safety Briefing



- Click on *Online safety Briefing* on main eServices page



# Online Safety Briefing

- Click on briefing, take the test at the end

Civil Air Patrol - Online Safety Briefing

Home | Print | Page | Tools | Help

## Online Safety Briefing

eServices | Sign Out | Jeffrey A. Rowell

**About This Application**

Overview

**Documentation**

HOW TO LOG Demo  
HOW TO Online Guide  
Standard Safety Card  
Aircraft Ground Handling

\* Denotes Required Fields

### CAP Online Safety Briefings

\*\*Note: If you are using IES as your internet browser or Windows Vista, refer to Overview if you are experiencing difficulties.

Briefing Name	Passing Score	Status	
Introduction to CAP Safety Program for New Members	80	PASSED	<a href="#">Certificate</a>
Downed Power Lines	80	PASSED	<a href="#">Certificate</a>
Hurricane Preparedness and Awareness	80	PASSED	<a href="#">Certificate</a>
<u>Flooding</u>	80	NOT TAKEN	<a href="#">Certificate</a>

### Jeffrey A. Rowell Safety Briefing Training Records

Briefing Type	Date Completed	Expiration Date
CAP Face to Face Safety Briefing	12 Oct 2010	30 Nov 2010
CAP Face to Face Safety Briefing	12 Oct 2010	31 Jan 2011
CAP Face to Face Safety Briefing	14 Sep 2010	31 Oct 2010
CAP Face to Face Safety Briefing	14 Sep 2010	31 Dec 2010
CAP Website Online	13 Sep 2010	31 Oct 2010
CAP Website Online	13 Sep 2010	31 Oct 2010
CAP Face to Face Safety Briefing	13 Jul 2010	31 Aug 2010
CAP Face to Face Safety Briefing	13 Jul 2010	31 Oct 2010



# 2010 VA Mishap Reports

DATE	CATEGORY	TYPE	DESCRIPTION	REMARKS
7-Dec-09	Cadet	Ground	Broken nose	Playing flag football during PT
23-Mar-10	Cadet	Ground	Twisted ankle during drill	
21-Apr-10	Aircraft	Flight	Damage to tail cone & tie-down	Not reported by pilot. Found during A/C wash.
14-May-10	Adult	Ground	Tick bite	
14-May-10	Vehicle	Ground	Windshield damaged by hail	
9-Jul-10	Aircraft	Flight	Tow release damage	Suspected due to hard landing(s)
25-Jul-10	Aircraft	Other	Cowling damaged during MX	
7-Aug-10	Cadet	Ground	Twisted ankle during ES exercise	
16-Aug-10	Vehicle	Ground	Damaged radio antenna	Hit overhead structure in underground garage
26-Aug-10	Cadet	Ground	Fainted after formation	
18-Sep-10	Aircraft	Flight	Tire failed after "flat-spotting"	Tire rim damaged
25-Sep-10	Cadet	Ground	Heat exhaustion	Cadet recovered without hospital treatment



# Civil Air Patrol

## BASIC LEVEL OPERATIONAL RISK MANAGEMENT





# Basic ORM

## Define Operational Risk Management

- It's a logic-based, common sense approach to making calculated decisions on human, material and environmental factors associated with any type of activity.

Or

Simply put, it's a methodical, six-step process to manage inherent risk.



# Basic ORM

- The Six Steps of the ORM Process
  1. Identify the hazards
  2. Assess the risks
  3. Analyze the risk control measures
  4. Make control decisions
  5. Risk control implementation
  6. Supervise and review



# Basic ORM

- One of the objectives of risk management training is to develop sufficient proficiency in applying the process so that risk management becomes an automatic part of the decision-making methodology during CAP activities and your personal time.



# Basic ORM

- There are three ORM Levels:

**Deliberate** – Primarily uses experience and brainstorming to identify hazards and develop controls and is most effective when done in a group. Typically used for a flight clinic, cadet activity or disaster response planning.

**Time critical** – It's an “on-the-run” mental or verbal review of a situation using the basic risk management process without necessarily recording the information.

**Strategic** - Used to study the hazards and associated risks in a complex operation in which the hazards are not well understood.



# Basic ORM

## LEVELS OF SEVERITY

- **Catastrophic** – Complete mission failure, death, or loss of system.
- **Critical** – Major mission degradation, severe injury, occupational illness or major system damage.
- **Moderate** – Minor mission degradation, injury, minor occupational illness, or minor system damage.
- **Negligible** – Less than minor mission degradation, injury, occupational illness, or minor system damage.



# Basic ORM

## LEVELS OF PROBABILITY

- **Frequent** (Individual/Item) – Occurs often in career/equipment service life. Everyone exposed. Continuously experienced.
- **Likely** (Individual/Item) – Occurs several times in career/equipment service life. All members exposed. Occurs frequently.
- **Occasional** (Individual/Item) – Occurs sometime in career/equipment service life. All members exposed. Occurs sporadically, or several times in inventory/service life.



# Basic ORM

## LEVELS OF PROBABILITY

- **Seldom** (Individual/Item) – Possible to occur in career/equipment service life. All members exposed. Remote chance of occurrence; expected to occur sometime in inventory service life.
- **Unlikely** (Individual/Item) – Can assume will not occur in career/equipment service life. All members exposed. Possible, but improbable; occurs only very rarely.



# Basic ORM

## Risk Assessment Matrix

		Probability				
		Frequent	Likely	Occasional	Seldom	Unlikely
S E V E R E I T Y	Catastrophic	Extremely High	High		Medium	Low
	Critical	High	Medium	Low	Negligible	
	Moderate	Medium	Low	Negligible		
	Negligible	Low	Negligible			



# ORM: What's Your Excuse

- Ercoupe owner took a friend flying on January morning
- On return, windsock indicated southerly breeze
- Pilot opted to land on RWY 36 with quartering tail wind
- Only half of 2,300' grass field was plowed, but even plowed section was still covered in ice and packed snow
- Aircraft slid into snow bank and flipped over
- Had to call rescue to lift tail so they could get out
- Damage: Prop strike, engine mount bent, firewall deformed, elevator bent, possible spar damage,...
- Pilot had taken off from field an hour prior
- Didn't want to back taxi to his hanger at north end
- "You should probably think twice about taking chances without a compelling reason"



# Safety Alerts

- A process has been put into place to ensure high risk items are communicated in a must share format called a Safety Alert. These will be generated to protect life, limb, and assets. This is to protect our members, the equipment and aircraft members own, and CAP assets. These are published on the National CAP website, added to the RSS feed on eServices, and distributed to all senior CAP leadership for distribution to members of CAP. Additionally notification will be posted on Facebook and Twitter to advise members to refer to the National CAP website and connect with their leadership. Social networking tools DO NOT replace member responsibility to communicate within our organization. These alerts should be distributed in mass communications through methods established within your units such as group email or Flight Crew Information Files (FCIF). If you have not seen these, please refer to the National CAP website under Members, Safety, Safety Alerts.



# Safety Alerts

- AEROSPACE EDUCATION
- CADET PROGRAMS
- EMERGENCY SERVICES
- CAP PILOTS
- CAP UNIVERSITY
- ESERVICES
- FORMS, PUBLICATIONS & REGULATIONS
- SAFETY**
- Safety Training
- Best Practices
- Resource Links
- Safety Alerts
- Safety Posters
- Safety Newsletters
- DRUG DEMAND REDUCTION
- CAP NATIONAL HQ
- EMPLOYMENT
- VANGUARD

SEARCH CAP WEB SITE

GO!

SEARCH CAP KNOWLEDGE BASE

GO!

**i want to join!**  
THE CIVIL AIR PATROL

## SAFETY ALERTS



### Safety Alerts

[CAP Safety Alert 10-01 Cold Weather Aircraft Operations](#)

[CAP Safety Alert 10-02 Aircraft Navigation Database Error](#)

[CAP Safety Alert 10-03 Heat Injuries](#)

[CAP Safety Alert 10-04 Vehicle Tire Safety](#)



CAP Flying Safety Circa 1954



# CAP Safety Suggestion

Civil Air Patrol eServices

Home Print Page Tools Help

eServices

Welcome, Lt Col Jeffrey A. Rowell | Sign Out

**CAP Utilities**

▼ **My Favorites**

- [ACE Registration](#)
- [ACSC Enrollment](#)
- [AE Resources and Online Exams](#)
- [AFIADL](#)
- [AWC Enrollment](#)
- [Aerospace Downloads](#)
- [CAP Best Practices](#)
- [CAP Emblems/Seals](#)
- [CAP Employment](#)
- [CAP Knowledgebase](#)
- [CAP Magazine Admin](#)
- [CAP Materials](#)
- [CAP Multimedia](#)
- [CAP National Agenda/Meeting Minutes](#)
- [CAP On-line Courses & Exams](#)
- [CAP Pubs and Forms](#)
- [CAP Safety Suggestions](#)
- [CAP Supporters](#)
- [CAP and CAP-USAF](#)

**VA-088 Stats**

Cadets in your Unit: [29](#)  
Seniors in your Unit: [32](#)  
Cadets in your Wing: 690  
Seniors in your Wing: 814  
All Members in your Unit: [61](#)

**My Info**

- [Change My Password](#)
- [Review/Edit My Info](#)
- [Renew My Membership](#)
- [CAP Help Desk](#)
- [Membership Card Payment](#)

**Restricted**

▼ **My Favorites**

- [CAP Safety Briefings](#)
- [Member Reports](#)
- [Operations Qualifications](#)
- [Safety Forms](#)
- [Vehicle Usage Reporting](#)

► **Other**

▼ **eServices News**

- [Membership ID and Photo Card Information](#) 26 Oct 2010
- [Oct-Dec 2010 Open Cockpit](#) 25 Oct 2010
- [The Safety Beacon - October Edition - CAP's Safety Newsletter](#) 12 Oct 2010
- [CAPR 77-1, 8 Oct 10, Operation and Maintenance Of Civil Air Patrol Vehicles](#) 08 Oct 2010
- [CAPR 62-2, 27 Nov 07, Mishap Reporting and Investigation \(Includes Change 2, 7 Oct 10\)](#) 07 Oct 2010
- [AE Newsletter Fall 2010](#) 05 Oct 2010
- [CAPWATCH Download Table correction](#) 05 Oct 2010
- [Internet service provider \(ISP\) Scheduled Maintenance Notification affecting e-Services](#) 04 Oct 2010
- [The Yeager Award Report and AEPsM Report Merger](#) 29 Sep 2010
- [CATS - Additional Reports Removed](#) 28 Sep 2010

► **Restricted Apps and WSA Info**

**Downloads**





# CAP Safety Suggestion

- Enter your suggestion and submit
  - Let me or CC know you submitted a suggestion so we can track the system

A screenshot of a web browser displaying the "Civil Air Patrol - Safety Suggestions" page. The page has a dark blue header with the title "Safety Suggestions" and a user name "Jeffrey A. Rowell". Below the header, there is a section for "Suggestion for: November 2010". The main content area contains a large text input field with the prompt "\*Input your Safety Suggestion". A red arrow points to the left side of this input field. Below the input field, there is a "Submit" button and a character count "max. 0/750 characters". The browser's address bar and navigation menu are visible at the top.



# CAP Suggestion/Hazard Report

[Calendar](#)

[G1000 Study Material](#)

[Member Search](#)

[Membership Action Review Board](#)

[My OPS Quals \(FMS\)](#)

[Personal Currency](#)

[My OPS Quals Personal Approval Report](#)

[My Operations Qualifications](#)

[NCSA Main Menu](#)

[National Check Pilot](#)

[Standardization Course](#)

[National Technology Center](#)

[Online Safety Briefing](#)

[Operational Resource Management System \(O.R.M.S\)](#)

[Photo Upload](#)

[Safety Forms](#)



[WMIRS](#)

[Other](#)

- Click on *Safety Forms* on eServices Main page
  - Let me or CC know you submitted a CAPF 78 so we can track it



# CAP Suggestion/Hazard Report

- Click on *Hazard report* on Safety Form - Form 78 page
  - Let me or CC know you submitted a Hazard Report so we can track it

A screenshot of a web browser displaying the "Civil Air Patrol - Safety Form - Form 78" page. The page has a dark blue header with the title "Safety Form - Form 78" and user information "e-Services | Sign Out | Jeffrey A. Rowell". A left-hand navigation menu is visible, with "Hazard Report" highlighted and a red arrow pointing to it. The main content area is titled "Form 78 Entry" and contains a paragraph of text: "Commanders or their designees will immediately notify the National Operations Center (NOC) at (888) 211-1812 of all accidents involving substantial damage, serious injury, or death." Below this text is a checkbox labeled "Click here to continue".

Civil Air Patrol - Safety Form - Form 78

Home Print Page Tools Help

**Safety Form - Form 78** e-Services | Sign Out | Jeffrey A. Rowell

About Safety Form

Overview

**Modules**

Hazard Report

Safety Survey

Documentation

Instructions

Tutorials/Worksheets

\*Denotes Required Fields

**Form 78 Entry**

Commanders or their designees will immediately notify the National Operations Center (NOC) at (888) 211-1812 of all accidents involving substantial damage, serious injury, or death.

Click here to continue



# CAP Suggestion/Hazard Report

- Select either a new suggestion/hazard or to complete one already started

<b>Safety Form - Hazard Report</b>		e-Services   Sign Out   Jeffrey A. Rowell
<b>About Safety Form</b>	This form may be used to make safety improvement suggestions or to report unsafe equipment, conditions, practices, rules, attitudes, etc., which may constitute a hazard to CAP personnel or equipment.	
Overview		
<b>Modules</b>	<b>*What would you like to do?</b>	
Hazard Report	<input type="radio"/> New Improvement Suggestion/Hazard Report Entry	<input type="radio"/> Complete Entered Improvement Suggestions/Hazard Reports
Safety Survey		
<b>Documentation</b>		
Instructions		
Tutorials/Worksheets		
*Denotes Required Fields		



# CAP Suggestion/Hazard Report

- Enter suggestion/hazard report
  - Let me or CC know you submitted report

## Safety Form - Hazard Report

e-Services | Sign Out | Jeffrey A. Rowell

**About Safety Form**

Overview

**Modules**

Hazard Report  
Safety Survey

**Documentation**

Instructions  
Tutorials/Worksheets

\*Denotes Required Fields

This form may be used to make safety improvement suggestions or to report unsafe equipment, conditions, practices, rules, attitudes, etc., which may constitute a hazard to CAP personnel or equipment.

**\*What would you like to do?**

New Improvement Suggestion/Hazard Report Entry       Complete Entered Improvement Suggestions/Hazard Reports

**\*Use this space to make safety improvement suggestions or to report a hazard. If you are reporting a hazard, state what it is, where it is, and when it was noticed.**

max. 0/750 characters

**\*Input this Request As**

As Current Member     Anonymous

**\*Input for Organization**

VA-088     Select Organization

**\*Entry Type**

Hazard Entry     New Improvement Suggestion

Send Advisory Note to NHQ Safety Only



# CAP Form 78

[Calendar](#)

[G1000 Study Material](#)

[Member Search](#)

[Membership Action Review Board](#)

[My OPS Quals \(FMS\)](#)

[Personal Currency](#)

[My OPS Quals Personal Approval Report](#)

[My Operations Qualifications](#)

[NCSA Main Menu](#)

[National Check Pilot](#)

[Standardization Course](#)

[National Technology Center](#)

[Online Safety Briefing](#)

[Operational Resource Management System \(O.R.M.S\)](#)

[Photo Upload](#)

[Safety Forms](#)



[WMIRS](#)

[Other](#)

- Click on *Safety Forms* on eServices Main page
  - Let me or CC know you submitted a CAPF 78 so we can track it



# CAP Form 78

- Click on *Click here to continue* on Safety Form - Form 78 Main page
  - Let me or CC know you submitted a CAPF 78 so we can track it

Civil Air Patrol - Safety Form - Form 78

Home Print Page Tools Help

e-Services | Sign Out | Jeffrey A. Rowell

## Safety Form - Form 78

### About Safety Form

Overview

### Modules

[Hazard Report Safety Survey](#)

### Documentation

[Instructions](#)  
[Tutorials/Worksheets](#)

\*Denotes Required Fields

## Form 78 Entry

Wing commanders or their designees will immediately notify the National Operations Center (NOC) at (888) 211-1812 of all accidents involving substantial damage, serious injury, or death.

\*  Click here to continue



# CAP Form 78

- Enter data as requested on form

**Safety Form - Form 78** e-Services | Sign Out | Jeffrey A. Rowell

**About Safety Form**

Overview

**Modules**

Hazard Report  
Safety Survey

**Documentation**

Instructions  
Tutorials/Worksheets

\*Denotes Required Fields

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**Form 78 Entry**

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<p><b>*Select Wing/Sponsoring Wing for Bodily Injury and Vehicles/Pilot's Home Wing for Aircraft</b></p> <p>--Select--</p> <p><b>*Local Time of Mishap (Ex. HHMM ) 24 Hr</b></p> <p><input type="text"/></p> <p><b>Trip Authorized by CAP Orders/Form 99?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>Mishap Resulted from CAP Activities?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>Photographs Taken?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p><b>Air Force Assigned Mission?</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>*Brief Description of Mishap</b> (Be brief and do not include statement or comment about fault or liability. Refer to <u>CAPR 62-2</u> before completing.)</p> <p><input type="text"/></p> <p>max. 0/750 characters</p>	<p><b>*Select Mishap Date</b></p> <p><input type="text"/></p> <p><b>*Location of Mishap</b></p> <p><input type="radio"/> City, State <input type="radio"/> Airport Code</p> <p><b>Weather Conditions at Time of Mishap - If Applicable</b></p> <p><input type="checkbox"/> Fog <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Sleet <input type="checkbox"/> Ice <input type="checkbox"/> Tornado</p> <p><b>*Temperature (Degrees in F)</b></p> <p><input type="text"/></p> <p><b>*Visibility (Miles)</b></p> <p>--Select--</p> <p><b>Mission Number (If Applicable)</b></p> <p><input type="text"/></p> <p><b>*Purpose of Activity</b></p> <p>--Select--</p> <p><input type="checkbox"/> Near Miss?</p> <p><b>Form 79 Investigator (Requires Wing Commander approval)</b></p> <p>Enter all or part of a CAPID or name and click the search button.</p> <p><input type="text"/></p>
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# CAP Form 78 Worksheet

**Safety Form Worksheet**

Wing Commanders or their designees will immediately notify the National Operations Center (NOC) at (888) 211-1812 of all accidents involving substantial damage, serious injury, or death.

Wing  Mishap Date  Mishap Time

Location of Mishap

Trip Authorized by CAP Orders/Form 99?  Yes  No  N/A Temperature (F)

Mishap Resulted from CAP Activities?  Yes  No  N/A Visibility (Miles)

Photographs Taken?  Yes  No  N/A Mission Number

Air Force Assigned Mission?  Yes  No

Weather Conditions:  Fog  Rain  Snow  Sleet  Ice  Tornado

Purpose of Activity  Form 79 Investigator

Account of Mishap

**For Each Involved Person**

Type  Witness  Driver  Observer  
 Scanner  Passenger  Pilot / PIC  
 Co Pilot  Student Pilot  Check Pilot  
 Inst. Pilot  Victim/Part.  Other

Injury Type  None  Minor  Serious  Fatal

Full Name

Grade / Civilian

Date of Birth

Phone Number

License Number

During Which Phase  Aircraft / Vehicle  
 Slips, Trips, Falls  Sports / Recreation  
 Heat / Cold Injuries  Wildlife  
 Illness  First Aid

Pilot Info (if Applicable)

Total Time  Total Last 6 Months

Total Last 3 Months  Time this Model

Landings in Last 90 Days  Flights in Last 90 Days

**For Each Vehicle / Aircraft**

NON-CAP Owned  Wing

Vehicle / Tail No.

Damage

Estimated Repair Cost (\$)

Private Property Damage

Estimated Repair Cost (\$)

Veh / Aircraft Moved, if so note Authorizer

Vehicle Only - During Which Phase (Circle One)  
Parking, Backing, Driving, Other/WX, Non-CAP, Wildlife, Unknown

Aircraft Only

NTSB Notified, if so note Date

Wind Direction (0-360)  Speed (Knots)

Ceiling AGL (Feet)  Shoulder Harness Used

During Which Phase (Circle One)  
Ground - Ground Handling, Ground - Engine/Systems, Ground - Taxi,  
Ground - Other/WX, Ground - Non-CAP, Ground - Maintenance,  
Ground - Unknown, Flight - Takeoff, Flight - Landing, Flight - Engine  
Systems, Flight - Flight Control, Flight - Wildlife, Flight - Other/WX

- Click on *Tutorials/Worksheet* on Safety Form - Form 78 Main page
- Use as guide to ensure you are ready to fill out form online



# CAPR 62-2 ATTACH 3, 27 NOV 2007, Chg 3

- 1. Bodily injury accident (requires Form 78 and Form 79) means an occurrence involving bodily injury, where an aircraft or vehicle is not involved, in which an individual:
  - a. suffers death due to injuries sustained in the mishap within 30 days of the event;
  - b. requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received;
  - c. receives a fracture of any bone (except simple fractures of fingers, toes, teeth or nose);
  - d. suffers severe hemorrhages, nerve, muscle, or tendon damage;
  - e. injures any internal organ;
  - f. suffers second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.



# CAPR 62-2 ATTACH 3, 27 NOV 2007, Chg 3

- 2. Bodily injury incident (requires Form 78 and Form 79) means non-serious injuries, which may include any one of the following occurs:
  - a. Any person requires medical intervention above the level of first aid treatment that must be furnished by a licensed doctor, registered nurse, physician's assistant, or emergency medical technician;
  - b. simple fractures of nose, fingers or toes;
  - c. lacerations requiring sutures (other than hemorrhage);
  - d all injuries that result in a loss of consciousness (not including fainting);
  - e. insect bites that result in adverse reactions;
  - f. injuries to the eyes, ears, throat, or head, including foreign objects in the eye;
  - g. back injuries caused by improper lifting, twisting, etc;
  - h. all cases of injuries caused by inhalation, absorption, ingestion or contact of hazardous materials;
  - i. poisoning of any kind
  - j. all cases of heatstroke, sunstroke, heat exhaustion, frostbite, or hypothermia;
  - k dislocated bones/joints;
  - l. injuries involving internal organ damage.



# CAPR 62-2 ATTACH 3, 27 NOV 2007, Chg 3

- 3. Bodily injury minor mishap (requires Form 78 only) means a bodily injury which does not meet the minimum criteria to be classified as an accident or incident. These injuries may include:
  - a. fainting where there is no lasting trauma, i.e., fainting during drill exercises, etc;
  - b. simple sprains, muscle pulls, muscle spasms;
  - c. intentionally self-inflicted injuries, i.e., hitting the wall with the fist, fighting, etc;
  - d. minor sports or activity injuries such as black eyes, bruises, sore muscles, bloody nose, skinned knees, scrapes, minor cut lips, fishhook in finger, etc;
  - e. crushing injuries to fingers or toes where no bone is broken, i.e., mashing finger in car door, etc;
  - f. asthma attacks;
  - g. other minor injuries of similar nature to those listed above.



# Winter Driving

- Before beginning your trip, know the current road conditions and weather forecast. For statewide highway information 24 hours a day, call 511 or go to [511virginia.org](http://511virginia.org).
- Make sure your vehicle is ready for winter:
  - Check your brakes, tires, battery and ignition system
  - Check your antifreeze and thermostat
  - Check your windshield wipers and de-icing washer fluid
  - Check your headlights, tail and brake lights, blinkers and emergency flashers, exhaust system, heater and defroster, oil
  - Properly lubricate door locks that may be prone to freezing
- Be aware of potentially icy areas such as shady spots and bridges.
- Keep a safe distance of at least five seconds behind other vehicles and trucks that are plowing the road
- Keep an emergency winter driving kit in your car



# Backing Up

- If you can avoid backing, don't do it!
- Never be in a hurry when backing.
- Roll window down completely.
- Make visual and verbal contact with the spotter. "If you cannot see or hear the spotter, do not backup!"
- Driver and spotter must establish and continue eye contact in the left rear view mirror at all times
- Conduct a "circle of safety" and survey the backing area and all other sides of the vehicle checking for hazards. Before proceeding to back vehicle, be sure to also check overhead clearance
- If visual contact with the spotter is lost during the maneuver, stop immediately and relocate the spotter.
- Preposition chock to ensure vehicle will not back too far.





# Pre-Existing Conditions

- Reminder - Let the activity leader know if you have any condition which may increase your risk in that activity.
  - O-Ride pilot - You have a cold or stuffy head
  - PT Leader - You have strain/sprain



# Until Next Month

- Discover, report, stop, share, listen, and learn. The things we have read about in this issue already have happened, so you are not allowed to experience these for yourself. **Remember to "Knock It Off" and slow down.** For streaming dialogues on some subjects, remember CAP Safety is on Facebook and Twitter. Have a good month.





OFFICE OF THE NATIONAL COMMANDER  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

1 November 2010  
(Corrected Copy)

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CC

SUBJECT: INTERIM CHANGE LETTER – Introductory Safety Education Requirement

1. In accordance with the policy approved by the National Board, every active CAP member (seniors, cadets, cadet sponsors, 50 year, and life members) who attends CAP meetings, participates in any flight and/or vehicle operation or participates in cadet or any ES missions, shall complete introductory safety education. The policy implementation for all current members and new members is as follows:

a. All current members must complete the current introductory safety education module, *Introduction to CAP Safety for New Members*, by 31 March 2011. This includes all members that have previously completed the Basic Safety course or have earned a specialty track rating in safety.

b. Effective 1 January 2011, all members, upon joining CAP, will complete this introductory safety education as a part of their Level I requirements for senior members and as a part of the Curry Achievement for cadets.

2. As an administrative note, this education module is available in eServices under the “**Online Safety Education**” application in “My Favorites” on the unrestricted side of “CAP Utilities.”

3. This change will be incorporated in CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*, in accordance with CAPR 5-4, *Publications and Forms Management*. If you have questions or require additional information on this policy change, please contact the National Safety Team at [safety@capnhq.gov](mailto:safety@capnhq.gov).

*Amy S. Courter*  
AMY S. COURTER  
Major General, CAP  
Commander



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3 November 2010

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CC

SUBJECT: INTERIM CHANGE LETTER – Safety Education and Operational Risk Safety Briefing Requirements

1. In accordance with the policy approved by the National Executive Committee (NEC), every active CAP member (seniors, cadets, cadet sponsors, 50 year, and life members) who attends CAP meetings, participates in any flight and/or vehicle operation or participates in cadet or any Emergency Services (ES) missions, shall be subject to the following safety policies.

2. The following definitions apply:

a. **Safety Education:** A learning opportunity where a topic is presented and there is interaction or an assessment to measure comprehension and content retention. Safety education provides lessons to promote a strong safety mindset and culture; namely, risk recognition, risk mitigation, risk avoidance and establishing safe habit patterns.

b. **Operational Risk Safety Briefing:** A briefing that discusses the risks associated with a particular activity and/or sub-activity and must be conducted “in-person” with the member(s) that is/are about to engage in such activity or sub-activity.

c. **In-Person:** A session where a participant can interact, ask questions, and contribute to the session. The participant does not have to be physically at the same location but the communications method must be interactive between the participant and the educator/briefer. This may be a meeting or session where multiple participants are physically located in the same room and provided the ability to interact in real time, ask questions, and contribute to the meeting. Participation in a meeting held using telephonic or other technology that permits each participant to simultaneously hear and speak with each other participant also constitutes “in-person” attendance.

3. **Safety Education Requirements.** The quarterly face-to-face safety education requirement for all CAP members is no longer required; however, safety education is important to all CAP members and it is required that active members complete safety education monthly and have it documented in the National online safety education database. There are no restrictions to the method in which safety education is received or the topics being presented, as long as the topic maintains relevance to CAP’s mission scope. Safety education documentation is required for participation in activities for active members. CAP safety officers are still required to provide monthly safety education as it is currently described in CAP regulations.

4. **Operational Risk Safety Briefing Requirements.** These briefings, as defined above, are mandatory. Physical documentation of accomplishment is not required.

a. An example of an operational risk safety briefing would be a briefing by a flight release officer that advises an aircrew that wind shear is present and the steps to mitigate the risk, such as what should be done at the controls of the aircraft to recover from or avoid it.

b. An example of a sub-activity would be having an operational risk safety briefing before an obstacle course at an encampment, a risk brief for working in an encampment kitchen, or discussion of terrain hazards before entering a land navigation lane at a search and rescue exercise.

c. At the start of each new day operational risk safety briefings must be re-accomplished to ensure new participants are included and members that were present are updated on the hazards of the day. Additionally, new participants that arrive throughout an activity or sub-activity must receive the same mandatory operational risk safety briefing before participating.

d. The National Safety Team will work with region and wing leadership, safety officers, and NHQ directorates to establish a list of approved activities and sub-activities that require operational risk safety briefings, to include who is authorized to give those briefings. Until such time that this list is available, it is expected that operational risk safety briefings will be completed before all flight operations and before all activities and sub-activities where deemed necessary by the commander(s) and/or activities director(s)/officer(s).

5. This change will be incorporated in CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*, in accordance with CAPR 5-4, *Publications and Forms Management*. If you have any questions or require additional information on this policy change, please contact the National Safety Team at [safety@capnhq.gov](mailto:safety@capnhq.gov).



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