



REDWOOD EMPIRE SQUADRON 157 OPERATING INSTRUCTION 13-10

09 SEPT 2013

SAFETY

MISHAP NOTIFICATION AND REPORTING

This instruction establishes local Mishap Reporting Procedures as required by CAPR 62-1.

1. Local Mishap Reporting: The squadron Commander must be notified immediately in the event of any Mishap, Close Call/Near Miss or Safety Deviation involving squadron personnel or equipment. Call the following individuals IN THE ORDER LISTED, until one person is reached. The first person contacted will notify the remainder of the local list.

Capt. Mark A. Walters, Safety Officer, (C) 707-548-0954, (H) 707-539-9181

Maj. Joseph E. Fernandes, Commander, (C) 707-332-4935

2. CAWG Mishap Reporting: Call the following individuals IN THE ORDER LISTED, until one person is reached. The first person contacted will notify the remainder of the CAWG list.

Lt Col. Michael J. Watkins, CAWG/SE, (C) 714-454-5037

Col. Jon L. Stokes, CAWG/CC, (C) 310-292-1165, (H) 310-316-8129

Lt Col. Alan W. Ferguson, CAWG/CV, (C) 661-477-5045

Lt Col. Mitchell Richman, CAWG/DO, (C) 408-718-0768, (H) 408-735-1146

3. Group Mishap Reporting: Call the following individuals IN THE ORDER LISTED, until one person is reached. The first person contacted will notify the remainder of the Group list.

Maj. Joyce I. Pennybaker, CAWG Group 5/CC, (C) 916-607-7034

Capt. Gregory N. Boggs, CAWG Group 5/SE, (C) 916-473-1311

Note: The above notifications are to be made ONLY in person or by telephone. Do not use the radio or other means, as it may seriously compromise subsequent activities.

4. File Mishap Report:

In cases of serious injury or death: The unit/activity commander must immediately contact the CAP_National Operations Center (NOC) toll free at 1-888-211-1812, Ext 300. Coordinate with the CAP General Council prior to completing the online Initial Mishap Notification (Step 1).

In cases not involving serious injury or death: AFTER making contact with the personnel listed above, FILE NEW MISHAP (1) should be completed as soon as possible to notify appropriate personnel. The eServices Initial Mishap Notification (Step 1) is located in the Safety Management System (SMS). Instructions for completing the Initial Notification are included in the Online Safety Education module in SMS. UPDATE NEW MISHAP (2) can be completed at the same time if all relevant information is available or at a later time, however Step 2 SHALL be completed within 48 hours of the mishap occurrence. The Mishap Report Worksheet located under "References" on the SMS main page should be printed and used to gather information prior to online data input.

Joseph E. Fernandes, Maj., CAP
COMMANDER SQUADRON 157