



Civil Air Patrol
Safety Management System (SMS) Education Series

How to File a Mishap Step 1

A guide to Civil Air Patrol's new Safety Management System
(available 4 June 2012)



How to File a Mishap – Overview



Filing a mishap in the new system is now a two part process. It is now referred to as “Filing an Event Notification.”

Step 1 gathers simple information to advise appropriate personnel as soon as possible.

Step 2, gathers expanded information and shall be completed within 48 hours of the mishap occurrence.

Step 1 and Step 2 can be completed at the same time or at different times; however both SHALL be completed within 48 hours.

The remainder of this education module will only pertain to Step 1.

Please see How to Update an Event Report – Step 2 for more information on the second step.



How to File a Mishap

■ Log Into eServices

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How to File a Mishap

- Click on Safety Management Systems (SMS)

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[Cadet Uniform](#)
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How to File a Mishap

All mishaps are now filed under “FILE EVENT NOTIFICATION”
– The Form 78 is dead!

SAFETY MANAGEMENT SYSTEM (SMS)

SAFETY RESOURCES	SAFETY ALERTS	SAFETY REGULATIONS
ONLINE SAFETY EDUCATION	EDUCATION VALIDATION	LOG SAFETY EDUCATION
FILE HAZARD REPORT	SAFETY SUGGESTIONS	SAFETY SURVEY
FILE NEW MISHAP	UPDATE MISHAP	MANAGE MISHAP REPORT
STATEMENT ENTRY	MAINTENANCE MANAGEMENT	REPORTS

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How to File a Mishap

This is a one page screen and can be completed as soon as a mishap occurs. The next slides will explain this process in detail.

Initial Mishap Notification

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.

Initial Notification

***Select Type of Mishap (Check All That Apply)**
 Aircraft Mishap Vehicle Mishap Bodily Injury Facility/Property

***Select Wing/Sponsoring Wing for Activity.** ***Select Mishap Date**

***Local Time of Mishap (Ex. HHMM) 24 Hr** ***Location of Mishap**
 City, State Airport Code (within 3 miles of airport)

Ambulance Called? Yes **ER Visit?** Yes **Police Called?** Yes **FAA Involved?** Yes **Other Notification?**

Is This a Close Call/Near Miss or Safety Deviation?
 Yes

Is This a Maintenance Related Mishap? Yes **Do you want to update the WMIRS Discrepancy Action Report?** Yes

Is This a Medical Related Mishap? (If Applicable)
 First Aid Only Matter of Record Ambulance or Emergency Personnel Needed

***Did This Mishap Have Substantial Damage, Serious Injury or Death?**
 Yes No



How to File a Mishap

***Select Type of Mishap (Check All That Apply)**

Aircraft Mishap Vehicle Mishap Bodily Injury Facility/Property

- Select the Type of Mishap.
- Please note the facility / property tab. All assets of Civil Air Patrol have property tags and can now be entered into the database.
- It is possible to have multiple selections. Please be sure to mark all as they apply.



How to File a Mishap



*Select Wing / Sponsoring Wing for Activity.

--Select--

*Select Mishap Date



- Select Wing / Sponsoring Wing for the Activity
 - The host wing of encampments, SAREX's, or other activities should be selected.
 - For National activities, activity safety officers should coordinate with NHQ Safety for guidance on what NHQ-XXX unit to use when filing mishaps.
- The date the mishap occurred should be selected, not the date it is filed. The first step of EVENT NOTIFICATION should be completed as soon as possible, typically within 8 hours of the mishap in the new SMS



How to File a Mishap



*Local Time of Mishap (Ex. HHMM) 24 Hr

*Location of Mishap

City, State Airport Code (within 3 miles of airport)

- Local time should be completed in military time.
- Location of the mishap is a mandatory element.

Note - The airport code should only be used when an aircraft related mishap is being reported and the occurrence is within 3 miles of the airport. Using the airport code prompts additional questions related to NTSB statistics later in data collection and are only required if the mishap meets the airport 3 mile rule.



How to File a Mishap

Ambulance Called?

Yes

ER Visit?

Yes

Police Called?

Yes

FAA Involved?

Yes

Other Notification?

- In this section, only mark the box if it applies. This information will be included in the event notification that is emailed to a pre-determined “need to know” roster.
- Other Notification? – This is a free form text box and can be typed in. Examples of other notifications are: parents, guardian, spouse, etc.
- ALL notifications of the NTSB are done by NHQ Safety, therefore that is not included in this section. Please refer to Civil Air Patrol regulation (CAPR) 62-2 for more information.



How to File a Mishap

Is This a Close Call/Near Miss or Safety Deviation?

Yes

- This box should only be marked **ONLY** if there is **NO** injury, property, or vehicle damage.
- At Civil Air Patrol we are expanding our knowledge base and collecting information on close calls, aircraft near misses, and other safety deviations.
- These are all events where there is no damage or injury, but it was a close – call. All the links in the chain that make up an injury or damage mishap are the same, less the damage or injury.
- This gives Civil Air Patrol members the opportunity to learn and fix processes that need minor adjustments up to major overhauls **BEFORE** we actually injure a member or damage property.
- Mark this box only if the event falls into this category. Your Wing Commander will then make a decision if an expanded review is required and you will be advised accordingly.



How to File a Mishap



Is This a Maintenance Related Mishap?

Yes

Do you want to update the WMIRS Discrepancy Action Report?

Yes

- This step applies only to aircraft and vehicle maintenance related items. This is a change to process in managing events that may be maintenance related.
- If an event or mishap is suspect to be related to maintenance, then the member filing the event notification will mark maintenance as “YES.” This will send a note to maintenance advising them of the concern and will open a window in a different application for them to validate maintenance or return the mishap to safety as operator induced. Review the SMS Series on Maintenance Management for more information.
- For aircraft related mishaps, marking “YES” to “Do you want to update the WMIRS Discrepancy Action Report?” will only be viewable by members that have access to WMIRS and only for aircraft related mishaps. By selecting this option, the member will be routed directly to WMIRS to perform aircraft status updates as a part of the initial event notification process.



How to File a Mishap

Is This a Medical Related Mishap? (If Applicable)

First Aid Only Matter of Record Ambulance or Emergency Personnel Needed

- First Aid Only means simple things, like a wound is cleaned and a band-aid was given.
- Matter of Record means simple things like a bug bite where no first aid was given, but it is important to get the event notification on file in case an injury becomes aggravated. This ensures the event is documented and simplifies insurance processing should this become necessary in the future.
- Ambulance and Emergency Personnel Needed – Anytime advanced care is provided beyond First Aid this block should be marked.



How to File a Mishap

***Did This Mishap Have Substantial Damage, Serious Injury or Death?**

Yes No

- This block is self explanatory; however if you mark “YES”, you will get an automatic reminder to make a telephone call to Civil Air Patrol’s National Operations Center (NOC) and the NOC will receive an email notification of the event notification you are filing.
- Timely notification of STEP 1 of the EVENT NOTIFICATION should be done as soon as possible, especially when there is substantial damage, serious injury or death.

***Did This Mishap Have Substantial Damage, Serious Injury or Death?** *If you haven't already notified the National Operations Center (NOC), call (888) 211-1812.*

Yes No

(Example: NOC notification reminder)



How to File a Mishap



*Brief Description of Mishap

(Description of Member Type Involved (Cadet or SM). What occurred? When? Where? Be brief and do not include statement or comment about fault or liability. Refer to [CAPR 62-2](#) before completing.)

- Brief Description of Mishap – This section is most often filled with TOO MUCH information. DO NOT include rank, names, CAP ID numbers, vehicle numbers, asset tag numbers, names of location, names of activities, or other identifiable information in this block.

- An entry should be as simple as:

- “Cadet fell out of formation striking head.”

- “SM tripped on curb spraining ankle.”

- “Dent found in aircraft aileron during post flight.”

- “Vehicle collisions with POV during merge on expressway, no injuries.”

- Review CAPR 62-2 for expanded examples and direction on what language to use in this section.



How to File a Mishap

Submit

OR

Submit & Continue Data Entry

When all of the information in Step 1 is entered, the member making the entry can hit either button above and the following will occur:

Submit: This will send event notification to applicable members to include the submitter, the system will then reroute the submitter to WMIRS (only as necessary), and will close this window. The event notification will then be on file for anyone in the unit or chain of command to that unit to open up the mishap in the “UPDATE EVENT REPORT” section of SMS to complete Step 2 of the Event Notification.

Submit & Continue Data Entry: This will sent the event notification to applicable members, will also reroute the submitter to WMIRS as necessary, but will then take the submitter STEP 2 in the UPDATE EVENT REPORT section of SMS automatically where remaining details of the event can be collected. See the education module “How to File a Mishap – Step 2 – UPDATING EVENT REPORTS”



How to File a Mishap



You have now completed Step 1 – Please go back and take the quiz for safety education credit for this module.

You should then review: How to File a Mishap – Step 2 – UPDATING EVENT REPORTS

Thanks for your time to learn about Civil Air Patrol's Safety Management System. In the future, this section of CAP's SMS program will be available in various phone applications for additional simplicity.

Remember: Safety is a HABIT that only YOU can positively control!