

1 September 2003

**Personnel Procedures**

**MISHAP NOTIFICATION PROCEDURES**

This instruction prescribes the actions to be taken by members in the event a mishap should occur causing property damage, injury, serious illness or death. See Attachment 1 for contact numbers.

**SECTION A – EMERGENCY NOTIFICATION DATA**

1. CAPR 35-2 and this OI requires all members to keep their emergency notification information current at all times.
2. The Wing Management Utilities (WMU) will be utilized to store the necessary information.
3. Members will use the “Emergency Services Personal Information Form” to submit any changes made to Emergency Contacts.

**SECTION B – PROPERTY DAMAGE**

4. Any damage to Civil Air Patrol (CAP) corporate property (i.e. vehicle, radio equipment, etc) will be reported to the squadron commander, or designee, as soon as the damage is discovered, or within 48 hours of the cause of the damage.
5. If the cause of the damage is by vehicular crash, the proper Mishap Report Form (CAPF 78) must be completed according to CAPR 62-2.

**SECTION C – INJURY, SERIOUS ILLNESS OR DEATH**

6. The Squadron Commander must be notified as soon as possible if an individual member is involved in any incident (regardless if it is a CAP activity or not) that causes injury, serious illness, or death.
7. The Squadron Commander will communicate with Activity Directors in the event that incident occurred at a Wing activity.
8. In the event the Squadron Commander is unable to be reached, The Deputy Commander for Seniors (DCS) should then be contacted. Messages will be left for both these individuals on answering machines or voice mail.
9. If the mishap involves death, and neither the Squadron Commander nor the DCS can be reached, the member should contact the Wing Commander.

TIMOTHY B. SLATER, Capt, CAP  
Squadron Commander WI-153

Attachment

- 1) Emergency Contact Information