



MONTANA WING – CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 1887
GREAT FALLS, MONTANA 59403-1887

28 Mar 2017

MEMORANDUM FOR: All Members

FROM: Capt. Laura Furniss - Director of Safety

SUBJECT: MONTANA WING MISHAP NOTIFICATION PROCEDURES
(Ref: CAPR 62-2)

In case of a mishap within Montana Wing or involving Montana Wing Personnel, the senior ranking member present at the incident will immediately do the following:

1. NOTIFY the following by phone:

- WING COMMANDER
 - Col. Mitch Edwards c: (303) 903-2656
- DIRECTOR OF SAFETY
 - Capt. Laura Furniss c: (406) 579-8624
- SQUADRON COMMANDER –
 - By squadron
- REGION ASSISTANT DIRECTOR OF OPERATIONS (as directed by above)
 - Mr Joe Macklin c: (406) 781-0894
 - Mr John Flom c: (801) 201-0467

2. Unless directed otherwise by above, **ENTER** the mishap in the eServices / Online Safety Management System (SMS) under the FILE NEW MISHAP (1) button.

3. COMPLETE the mishap entry using the UPDATE NEW MISHAP (2) button in SMS within 48 hours.

NOTE: If the mishap is classified as an Accident (see CAPR 62-2,) you must *first* notify the National Operations Center (NOC) at **(888) 211-1812 ext. 300** (24 hrs/day). Once NOC notification is complete, seek guidance from the Wing Commander and/or Director of Safety before completing steps 2 or 3.

DO NOT WAIT - NOTIFY AS SOON AS IT IS SAFE TO DO SO

Signed,

Laura Furniss, Capt. Civil Air Patrol
Director of Safety, MT Wing

One Wing, One Team