



**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: Maj. 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
  - Maj. 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**, Maj. Civil Air Patrol  
Director of Safety, MT Wing

*One Wing, One Team*