



WELCOME TO THE ...

MARYLAND WING 2026 RISK MANAGEMENT DAY





GREETINGS...

Thank you for your service to Civil Air Patrol and to your country. The value of volunteerism cannot be underestimated and you *are* making a difference.

Safety, of course, is an essential part of our ability to complete the Civil Air Patrol mission. Consequently, periodic safety training is essential.

Today's training is an important review but by no means exhaustive. Please refer to <https://www.gocivilairpatrol.com/members/cap-national-hq/safety> for more information.

CAPR 160-1



5.2.1.4. Annual Safety RM Day. Commanders of all active units will set aside one meeting day during the months of January, February, or March to conduct an Annual Safety RM Day. The sole focus of the day is a RM refresher for all members, specifically geared towards the hazards and risks they face in their daily lives, their CAP activities, and their specific missions."



ILLUMINATION



THE SAFETY DICTIONARY

RISK- exposure to the chance of injury or loss; a hazard or dangerous chance.

MANAGE — to take charge or care of. To conduct business. To bring about or succeed in accomplishing.



WHY THE FOCUS ON SAFETY



“The issues are worth the effort to mitigate them either because they represent serious threats to our member’s wellbeing, costly in terms of equipment replacement or repair, or result in loss of mission capability.”



PEOPLE FIRST

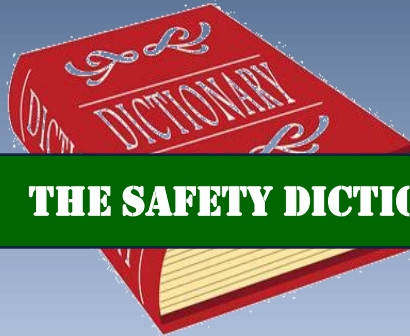


Every mission and activity carries safety risk to our people and our resources. Activities and missions need to be carried out with **minimized exposure to risk and avoid unnecessary risk** .

Every member is a critical link that connects a mission or activity to the best possible outcome -- one that includes minimizing the potential for harm or loss and maximizing our readiness, reliability, and credibility.



CORE COMPETENCY



THE SAFETY DICTIONARY

CORE - the central, innermost, or most essential part of anything.

HABIT — an acquired behavior pattern regularly followed until it has become almost involuntary.

The goal of the CAP Safety Program is for each and every member of Civil Air Patrol, as well as the organization itself, to embrace and practice RM as a **core competency** of Civil Air Patrol.

Every CAP member is expected to use risk management practices “as a **matter of habit**” when engaged in any CAP activity. All activities come with hazards and risks ...individuals and groups must be committed to the same risk management processes.





2026 SAFETY FOCUS AREAS

Safety Culture

Risk Management

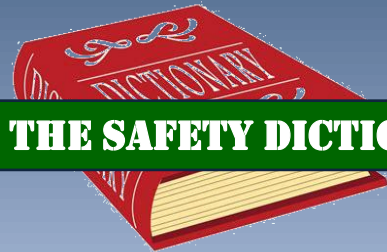
Aircraft

Vehicles

Activity and Encampment



OUR SAFETY CULTURE



THE SAFETY DICTIONARY

CULTURE — the behaviors and beliefs characteristic of a particular group of people, as a social, ethnic, professional, or age group.

The ideal safety culture consists of values, behaviors, attitudes, leadership, and outcomes aligned in such a way that they serve a common purpose.

Shared values, principles, and behaviors.

Training and development programs that teach people the organizational expectations and how they're expected to perform.

Leadership engagement and accountability that reinforces the importance of behaving in alignment with expectations.

And consistent outcomes that are inclusive of **protection** for people, equipment, and other resources.





CAP SAFETY PRINCIPLES

Principles

CAP Core Values

Integrity
Volunteer Service
Excellence
Respect

CAP Safety Principles

Learning
Fairness
Accountability
Flexibility

Key Assumptions

Every safety significant occurrence is an opportunity to learn and improve

The quality of safety outcomes is improved when we engage with others to incorporate different perspectives

Factors that lead to negative safety outcomes are never simple and never just one thing



Behaviors

Curiosity

Be willing to learn and seek to understand by asking questions

Cooperation

Work together to improve operational and safety outcomes

Openness

Share information and feedback that helps members grow and improve

Reflection

Ask, "What worked? What didn't work? What could we improve?"

Assertiveness

Speak up when something isn't right; don't wait for someone else to do it



Results

Safety Performance

Improved safeguards
Reduced errors
Proactive safety risk management

Operational Readiness

Effective response to changes
Improved agility in meeting challenges
Sustained availability of resources

Organizational Credibility

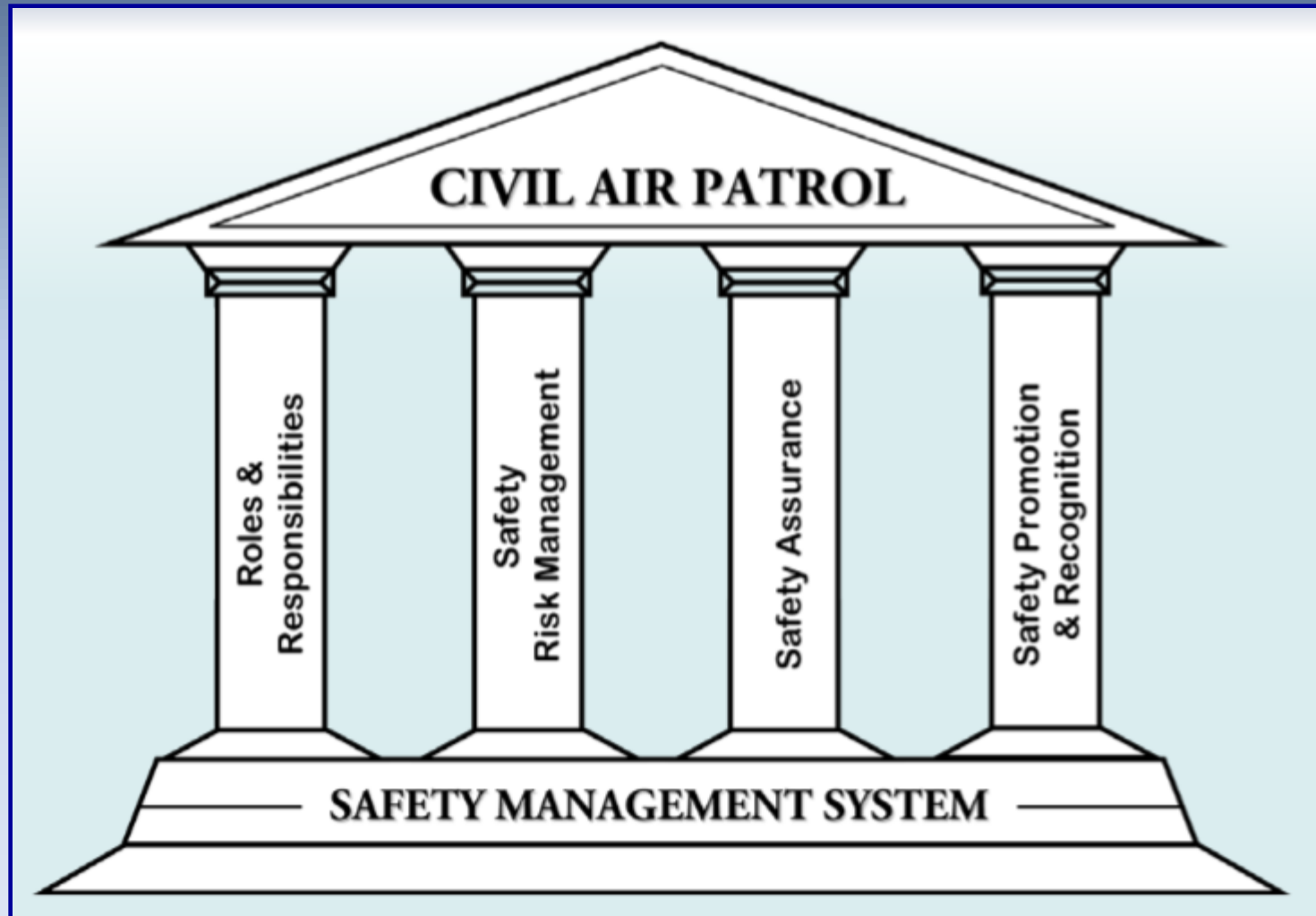
Reduced costs
Public trust and confidence
Sustained service capability

Member Wellbeing

Reduced stress
High confidence for personal safety
High engagement



WE HAVE A SYSTEM



WE HAVE A (CONTINUOUS) PROCESS



OPERATIONAL RISK MANGEMENT



The four principles of ORM are:

1. Accept no unnecessary risks
2. Make risk decisions at the appropriate level
3. Accept risk when benefits outweigh the cost
4. Integrate ORM into CAP at all levels

The six-steps of ORM are:

1. Identify the Hazards
2. Assess the Risks
3. Analyze the Risk Control Measures
4. Make Control Decisions
5. Implement Risk Controls
6. Supervise and Review





RM THROUGH PLANNING & PREPARATION



The key to managing the potential for harm or loss is taking the time to **plan and prepare**. When good planning is a part of missions and activities, uninjured people and capable equipment are available for missions which leads to increased trust from members, parents, and the public.

Benefits of planning:

1. Planning and preparing for potential harm or loss is that it can improve the communication and collaboration among the participants.
2. It can enhance the quality and effectiveness of the outcomes.
3. Managing the potential for harm or loss is a crucial aspect of any project, activity or decision. Taking the time to plan and prepare can help to identify the possible risks, mitigate their impact and avoid unnecessary costs or delays. Planning and preparation can also increase the confidence and trust of the stakeholders, customers and partners involved in the process.



FOCUS AREA: AIRPLANE



Electrical &
Avionics
Anomalies

Tail Strikes,
Nose Gear
Events & Tires

Equipment
Difficulty &
Mechanical
Reliability

ALWAYS MAKE THE MOST CONSERVATIVE DECISION

Foreflight/EFB
Proficiency &
Limitations

Decision
Making – CRM
& TEM

Ground
Handling &
Ramp
Operations



FOCUS AREA: AIRPLANE



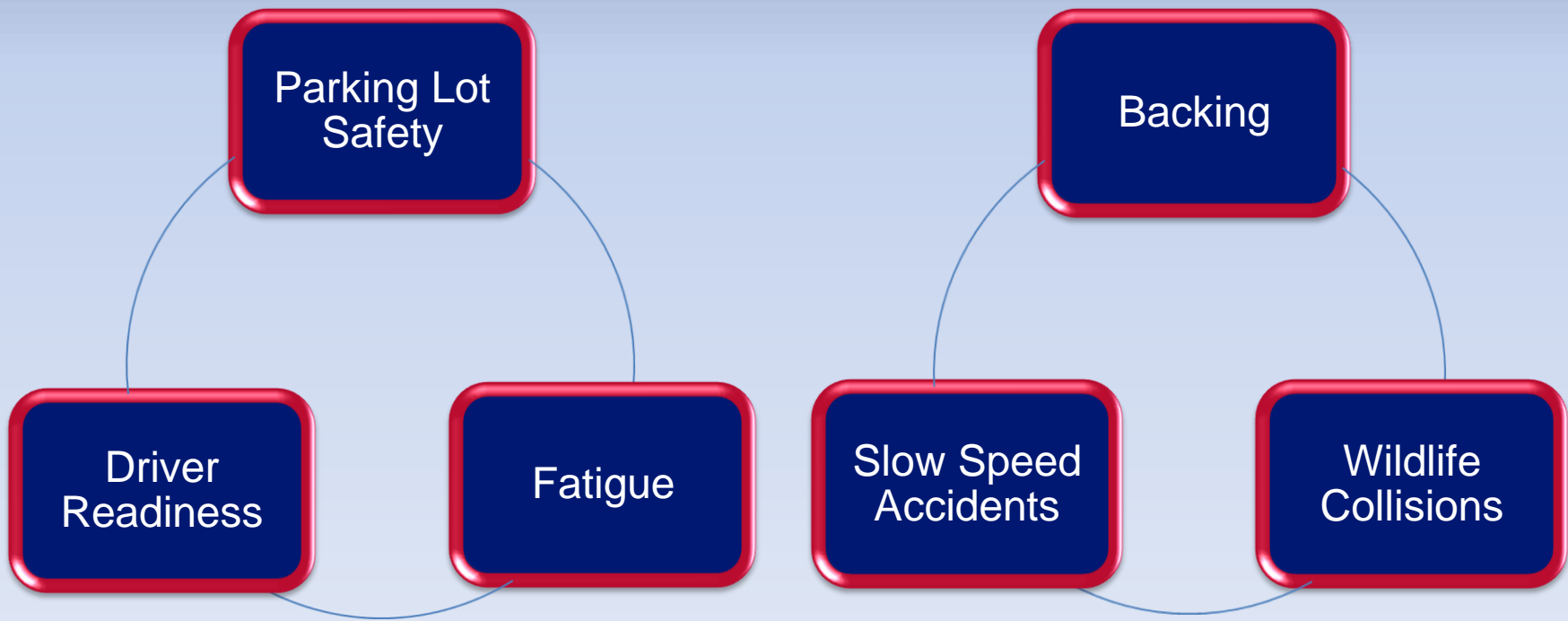
FY25 – 195 reported powered aircraft SSOs

- 137 of those events had at least one contributing factor
- 58 events had no associated contributing factor

Category	Approx. Count	Change vs FY2024
Awareness & Vigilance – Attention	41	↑ More ground-handling/clearance & situational awareness findings
Judgement & Decision Making – Real-Time Risk Assessment	18	↑ More comms/guidance/supervision timing gaps captured in reports.
Equipment Difficulty – Mechanical malfunction or failure	63	↑ More logged powerplant/equipment anomalies
Performance – Control of aircraft/vehicle/system	26	↔ Consistent year-over-year Training/Handling profiles steady
Judgement & Decision Making – Choice of Action	43	↓ Slight decrease in pure decision-error tags; more detail captured under RealTime Risk Assessment/Attention



FOCUS AREA: VEHICLES



THE DISTRACTED DRIVER

THREE PRIMARY FORMS OF DRIVER DISTRACTION



OPTIC DISTRACTION

Anything that takes your visual attention off the road



MANUAL DISTRACTION

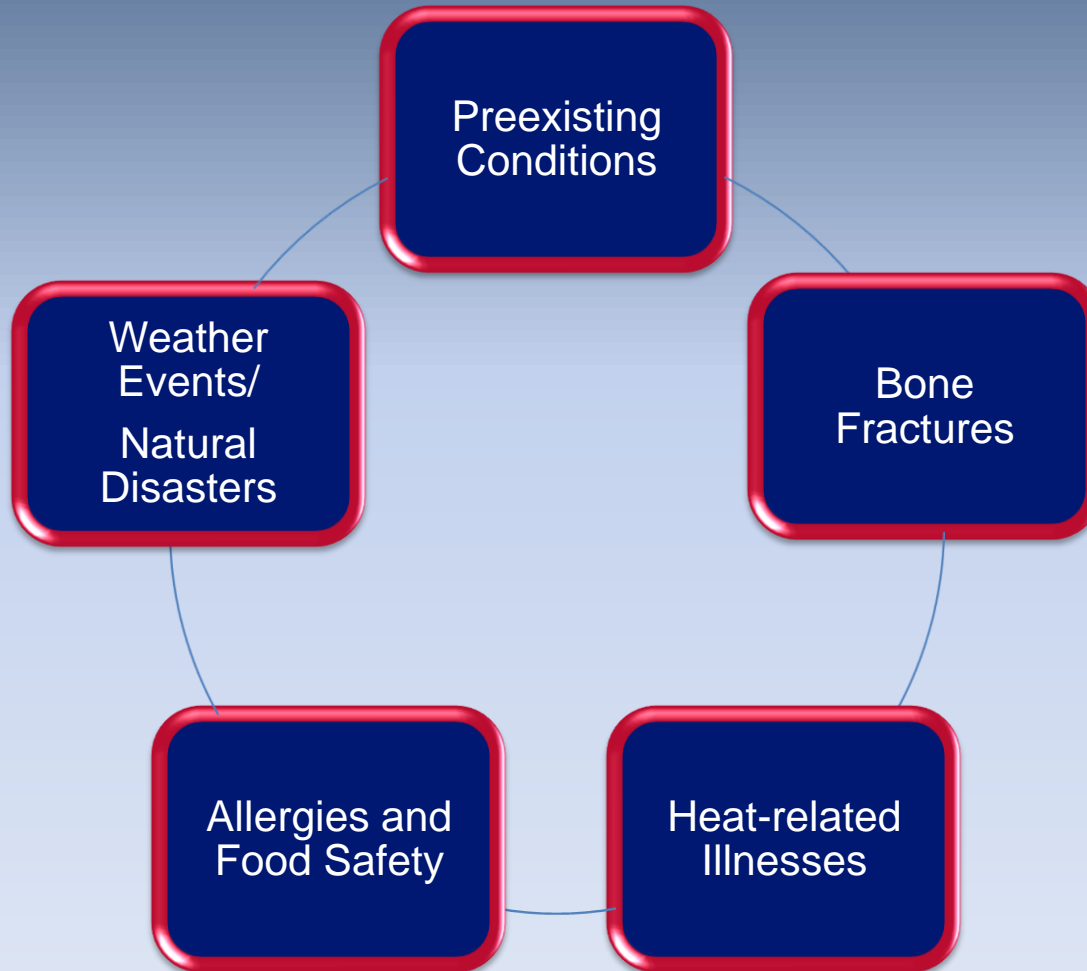
Anything that requires you to take your hands off the steering wheel



MENTAL DISTRACTION

Anything that diverts your mind from the task of driving

FOCUS AREA: ACTIVITY AND ENCAMPMENT



FOCUS AREA: ACTIVITY AND ENCAMPMENT





FOCUS AREA: ACTIVITY AND ENCAMPMENT



Focus areas for activities and encampment include, but are not limited to:

1. Food Safety & Illnesses
2. Allergies
3. Bone Fractures
4. Heat Related Illnesses
5. Other Injuries
6. Pre-existing Conditions

DON'T BE AFRAID TO CANCEL
WHEN WARRANTED

Planning

- Include all sub-activities in risk assessment (sports, food service, transportation, etc.)
- Conduct assessment throughout planning process (vs. all at the end)
- Assign roles to mitigation supervision

Staffing

- Safety officer requirements – acquire a trained safety officer at the beginning of the process
- The activity SE should have either previously served as an activity SE or possess a Technician level in the Safety Specialty track.
- Ensure adequate adult participation to address mitigation supervision responsibility

Real-time Risk Management

- Daily briefings on safety hazards, expectations of participants
- Go/No-Go thresholds based on adequate mitigation/supervision needs

After-Action Reviews

- What worked?
- What happened that wasn't expected?
- How did the unexpected get addressed?



Reset



CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

1. ACTIVITY		2. DATE (DD/MM/YYYY)			
3. PREPARED BY					
a. Name (Last, First, Middle Initial)		b. Rank	c. Duty Title/Position		
d. Unit	e. Email		f. Telephone		
g. Signature of Preparer					
Five steps of Risk Management: Identify the hazards => Assess the Risks => Develop Controls & Make Decisions => Implement Controls => Supervise and Evaluate					
4. SUB-ACTIVITY, TASK, SOURCE <i>Example: Food service, food storage</i>	5. HAZARD / OUTCOME <i>Example: Food spoilage; food poisoning</i>	6. INITIAL RISK <i>Example: Severity = Moderate; Likelihood = Likely. Initial Risk = M</i> See matrix on page 3	7. CONTROLS <i>Example: Coolers with ice, replenished daily for food storage</i>	8. HOW TO IMPLEMENT / WHO WILL IMPLEMENT <i>Example: Load (number of) coolers, initial purchase (number of) coolers/bags) ice; purchase ice and conduct daily ice checks and runs to ensure coolers are stocked</i> Who: IM (Name or Role)	9. RESIDUAL RISK <i>Example: Resulting Likelihood = Seldom. Residual Risk = L</i> See matrix on page 3
		- <input checked="" type="checkbox"/>		- <input checked="" type="checkbox"/>	How: Who:
		- <input checked="" type="checkbox"/>		- <input checked="" type="checkbox"/>	How: Who:
		- <input checked="" type="checkbox"/>		- <input checked="" type="checkbox"/>	How: Who:
ADDITIONAL SPACES FOR ITEMS 4 THROUGH 9 PROVIDED ON PAGE 2					
10. HIGHEST RESIDUAL RISK LEVEL - (Select the highest risk level value in Column 9, with all controls implemented):					
<input type="radio"/> EXTREMELY HIGH	<input type="radio"/> HIGH	<input type="radio"/> MEDIUM	<input type="radio"/> LOW		
NOTE: ALL RESIDUAL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC					
11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION:					
12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY APPROVE <input type="radio"/> DISAPPROVE <input type="radio"/>					
a. Name (Last, First, Middle Initial)		b. Rank	c. Duty Title/Position	d. Signature of Approval Authority	

CAPF 160 – A REQUIRED AND ESSENTIAL TOOL

Page 1 of 5





There seems to be a lot of confusion regarding the information that needs to go into boxes 4-9. First, when tackling this necessary form, refer to Page 4 of the form for guidance. It is an analytical tool designed to help you generate the necessary detail to cover people, activities, and contingencies. If after that clarity is still lacking, please refer to the helpful example below...

Parking lot duty.	Injuries from automobile traffic.	L	Senior CAP member in charge of parking lot duties will brief and supervise cadets.	<p>How: All members will wear orange reflective vests for the event. Vehicles will be directed to the cones as reference points and Cadets will be behind the cones and supervised by a senior member at all times.</p> <p>Who: Maj Smith</p>	L
Parking lot duty.	Heat induced dehydration.	L	Water will be provided for event.	<p>How: Senior Members will ensure all Cadets properly hydrate during the event. 1 Cooler will be a central location in shade, 1 cooler at each parking area, and 1 cooler will be mobile. Breaks will be taken in the shade every 50 minutes for a duration of 10</p> <p>Who: Capt Jones</p>	L
Parking lot duty.	Sunburn.	L	All members on parking lot duty will be briefed on sun exposure.	<p>How: All members on parking lot duty will wear hats and have sunscreen available. A shelter will be available for periodic breaks</p> <p>Who: 1Lt Icarus</p>	L

As you can see in the above example, Box 4 is only an event. Box 5 is the hazard/s that event presents. Boxes 6 and 9 are easy to discern and referenced on Page 1. If you need more guidance for Boxes 6 and 9, they are clearly defined in the matrix on Page 3 (the following page of this READ ME file).



CAPF 160 – A REQUIRED AND ESSENTIAL TOOL

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The key to the entire CAPF 160 document is Block 11. Here is where the preparer answers the questions WHO, WHAT, WHEN, WHERE, and WHY. In addition, it must be clearly stated if car parking and/or fund raising is involved along with the insurance coverage if serving a non-CAP entity.

Here is an example of a Block 11 write up:

The Westside Composite Squadron will be serving at the Warbird Airshow on 30 September 2023, 0800-1600, located at 1 Propeller Drive in Haven, Nebraska 65432. Squadron members will man a CAP booth and provide car parking assistance. Westside is expected to receive a donation of up to \$500 for our efforts. Warbird Airshow, LLC insurance covers CAP members while present. A copy of the insurance document is attached.

Who? The Westside Composite Squadron.

What? Warbird Airshow.

When? 30 September 2023, 0800-1600.

Where? 1 Propeller Drive Haven, Nebraska 65432

Why? To man a CAP booth and provide car parking assistance.

Insurance? Yes. Warbird Airshow LLC. Copy of insurance attached.

Fund raising? Yes. Comply with CAPR 173-4.

BLOCK 12 — THE APPROVING AUTHORITY

12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY			
		APPROVE <input type="radio"/>	DISAPPROVE <input type="radio"/>
a. Name (Last, First, Middle Initial)	b. Rank	c. Duty Title/Position	d. Signature of Approval Authority

It is vitally important the *proper* approving authority sign Block 12. As each squadron needs to have on hand a standard CAPF 160 describing normal meeting night events at their home station, the squadron commander is allowed to approve that document. Otherwise, for any unusual activity and activities held outside of the normal meeting place, the squadron commander must send it up the chain of command for approval.

However, the squadron commander can and should sign Block 13 indicating they have performed a risk assessment review. Please see below:

13. RISK ASSESSMENT REVIEW				
a. Date	b. Name (Last, First)	c. Rank	d. Duty Title/Position	e. Signature of Reviewer

CAPF 160 – A REQUIRED AND ESSENTIAL TOOL

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CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET						
Risk Assessment Matrix	Likelihood (expected frequency)					
	Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable	
Severity (expected consequence)	A	B	C	D	E	
Catastrophic: Death, unacceptable loss or damage, mission failure, or unit readiness eliminated	I	EH	EH	H	H	M
Critical: Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability	II	EH	H	H	M	L
Moderate: Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability	III	H	M	M	L	L
Negligible: Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability	IV	M	L	L	L	L
Legend: EH – extremely high risk H – high risk M – medium risk L – low risk						
NOTE: All residual risks identified as "H" or "EH" must be approved by CAP/CC						
13. RISK ASSESSMENT REVIEW						
a. Date	b. Name (Last, First)	c. Rank	d. Duty Title/Position	e. Signature of Reviewer		
14. AFTER-ACTION FEEDBACK AND LESSONS LEARNED						

CAPF 160 – A REQUIRED AND ESSENTIAL TOOL

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THE MATRIX



Risk Assessment Matrix

		Likelihood (expected frequency)				
		Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity (expected consequence)		A		C		E
Catastrophic: Death, unacceptable loss or damage, mission failure, or unit readiness eliminated	I	EH	EH	H	H	M
Critical: Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability	II	EH		H		L
Moderate: Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability			M		L	L
Negligible: Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability	IV	M	L	L	L	L

Legend: EH – extremely high risk H – high risk M – medium risk L – low risk

NOTE: All residual risks identified as "H" or "EH" must be approved by CAP/CC

**CAPF 160 – A
REQUIRED AND
ESSENTIAL TOOL**

Page 5 of 5



Above the aforementioned matrix for Boxes 6 and 9. So let's work an example.

First, we will determine the **Initial Risk in Box 6**: Westside Composite Squadron is holding a cadet competition which includes an obstacle course. Senior planners know from both experience and common sense the Wall Climb has the **potential** to cause ankle injuries. So they determine this type of injury could result in at least a minor injury to the participating cadets. That results in an **M**.

However, **Box 9 is labeled Residual Risk** or the likelihood that this minor injury will occur due to the implementation of the control measures. Again, the senior planners determine from experience and with control measures in place that this injury happens **infrequently**. So that would be marked **L**.





HIGH ADVENTURE

CADET SAFETY IN ADVENTURE-BASED LEARNING

Challenge Activities

- Require review of relevant section in *Girl Scout Safety Activity Checkpoints*
- Require CAPF 160 *Risk Assessment Worksheet*
- Require Unit/CC approval
- Require CAPF 60-80 or CAPF 60-81

Sample Activities Include:

- | | | |
|-----------------------------|---|--|
| Bouldering (fall < 6 feet) | Horseback riding at commercial facility | Mountain biking |
| Camping | Indoor skydiving | Orienteering |
| Obstacle course (fall < 6') | Indoor trampoline | <u>Segway</u> riding with commercial tour vendor |
| Climbing walls (artificial) | Laser tag | Swimming |
| Hiking (day trip) | Low ropes (fall < 6') | Water survival courses |

Use CAPF 60-80 for stand-alone events or CAPF 60-81 for CAs occurring within larger activities (e.g., encampment, NCSA)

High Adventure Activities

- Require review of relevant section in *Girl Scout safety Activity Checkpoints*
- Require CAPF 160
- Require CAPF 60-82 *HAA Authorization*
- Require Unit/CC & Wing/CC approval
- Require CAPF 60-80 or CAPF 60-81

Sample Activities Include:

- | | | |
|--|-------------------------------------|--|
| Backpacking (i.e.: 20-mile hikes with a backcountry overnight) | Firearms training (see 2.7.5 below) | Rappelling (in the field or on a tower) |
| Firearms training or marksmanship | Obstade course (fall > 6') | Winter camping (temperatures below 30°F) |
| High ropes (fall > 6') | Paintball (see 2.7.5 below) | Zip lining at commercial facility |

Use CAPF 60-80 for stand-alone events or CAPF 60-81 for HAAs occurring within larger activities (e.g., encampment, NCSA)

Prohibited Activities

Never authorized at CAP events

Prohibited Activities Include:

- | | | |
|----------------|--|--------------------|
| Bungee jumping | Motorbikes, scooters, snowmobiles & ATVs | Scuba |
| Hang gliding | Parachuting or skydiving | Stunt skiing |
| Hunting | Paragliding or parasailing | <u>Ultralights</u> |
| | | <u>Zorbing</u> |

Other CAs and HAAs may be appropriate for the cadet age group; wings are encouraged to consult with CAP/CP before authorizing activities not listed here.





**WE SHOULD NOT ONLY
PRACTICE SAFETY, BUT *BE*
SAFETY.**

Thank you.

