

15 JULY 1998

## Personnel Procedures

### NOTIFICATION PROCEDURES IN CASE OF DEATH, INJURY, OR SERIOUS ILLNESS

This regulation prescribes requirements and notification procedures in case of death, injury, or serious illness of Civil Air Patrol (CAP) members.

#### SECTION A - EMERGENCY NOTIFICATION DATA

**1. Individual Member Responsibility.** Before participating in any CAP special activity away from the local unit where the member may not be known personally, the individual member is responsible for completing one copy of CAPF 60, *Emergency Notification Data*. This form should be completed before leaving the unit to ensure that the member has the unit commander's full name and correct telephone numbers. It should then be hand carried to the activity site and filed with the project officer for easy reference in the event of emergency. CAPFs 60 should be completed for all activities sponsored by National Headquarters (Cadet Officers' School, National Staff College, International Air Cadet Exchange (IACE), etc.). This form should also be completed for region and wing sponsored events attended by members from several different units; that is, drill team competition, summer encampments, etc., or any activity away from the local area where a member might require emergency notification data.

#### SECTION B - NOTIFICATION PROCEDURES FOR MEMBERS PARTICIPATING IN CAP ACTIVITIES EXCEPT IACE (IACE procedures are covered in the IACE "Guide for Participants")

##### 2. Death:

**a. Initial Notification.** The activity commander or sponsor will immediately notify the member's unit commander or designee at the telephone number listed on the member's CAPF 60. In the event the unit commander or designee cannot be reached, the reporting officer will contact the member's wing commander who will be responsible for notifying the next of kin through the local squadron. In the event of an accident, follow the procedures in CAPR 62-2, *Mishap Reporting and Investigation*, for reporting to National Headquarters. For circumstances other than a mishap, which may bring adverse publicity to CAP, contact the National Headquarters Director of Marketing and Public Relations at AC 334 953-5463 or the 42 ABW Command Post during weekends or nonduty hours at AC 334 953-2862/7333 or DSN 493-2862/7333.

**b. Notification of Next of Kin.** Upon notification of death, the unit commander will designate a member of the unit (usually the chaplain or a close friend of the deceased) to accompany him or her to notify the next of kin. It is emphasized that notification of the next of kin is an extremely delicate matter and must be handled with care. In no case should the next of kin be notified by telephone, wire, or letter. In all cases, utmost sympathy, understanding and assistance should be extended.

**c. Death Report.** As soon as possible after being notified of the death, the unit commander should forward a formal death report to National Headquarters outlining the information requested in paragraph 4.

**3. Injury or Serious Illness.** In the event of injury or serious illness of a cadet or senior member, the activity project officer or the senior member escort will notify the individual listed on the member's CAPF 60. In addition, if the injury or illness is such as to result in a fatality or create adverse publicity, the senior member in charge of the activity will also notify the wing commander concerned or designee. In the event of an accident or illness related to the activity, CAPR 62-2 procedures will be followed for reporting to National Headquarters. For circumstances other than a mishap, which may bring adverse publicity to CAP, contact the National Headquarters Director of Marketing and Public Relations at AC 334 953-5463 or the 42 ABW Command Post during weekends or nonduty hours at AC 334 953-2862/7333 or DSN 493-2862/7333.

#### SECTION C - REPORTS OF DEATH NOT INVOLVING CAP ACTIVITY (FOR ALL MEMBERS)

**4. Unit Commander Responsibility.** In the event of a member's death, the unit commander will immediately notify National Headquarters/DPP by telephone or mail in order to provide proper notification to the National Headquarters staff agencies and to provide a timely letter of condolence. The following information is required:

- a. Name and serial number of the deceased
- b. Cause and date of death

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OPR: DP

Distribution: In accordance with CAPR 5-4.

c. Name, relationship, and address of next of kin  
d. A statement as to whether the death was CAP related (Accidental deaths of CAP members from causes

associated with CAP activities must also be reported in accordance with CAPR 62-2.)



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#### SUMMARY OF CHANGES

This revision is a general update of office symbols, titles, and telephone numbers.

**NOTE: Black bars in the margins indicate changed material since the last revision.**