

Notification Procedures and Roster Attachment 5

CAPR 62-2, 27 Nov 2007, is supplemented as follows:

All CAP Activities under the Administration of the New Jersey Wing

1. NER Supplement to CAPR 62-2 requires that the New Jersey Wing maintain a mishap notification roster to specify procedures to be followed when reporting a mishap and to identify those members to be notified.
2. Personnel assigned to the New Jersey Wing or appointed as a project officer for a New Jersey Wing sponsored activity are responsible for the safety of all personnel and property at that activity. All New Wing Headquarters staff, Group staff, and Squadron staff will maintain a familiarity with CAPR 62-1, CAPR 62-2, NER Supplements to CAPR 62-1, NER Supplements to CAPR 62-2, NJWG Supplements to CAPR 62-1, and NJWG Supplements to CAPR 62-2. In the event of a mishap that causes injury or damage to resources, any member that is present and able is required to immediately notify by phone the New Jersey Wing Commander, or in his/her absence, a New Jersey Wing Vice Commander and the New Jersey Wing Safety Officer.

3. Contact:

New Jersey Wing Commander

Col Robert McCabe, CAP

Home Phone: (856)795-6653
Work Phone: (856)338-2332
Home Fax: N/A
Work Fax: N/A
Cell Phone: (856)912-5329*
Pager: N/A
Email: cc@njwg.cap.gov

New Jersey Wing Vice Commander

Lt Col Robert Jennings, CAP

Home: (856)667-2129
Cell Phone: (856)266-0418
Email: rjennings2@comcast.net

New Jersey Wing Safety Officer

Maj. Kevin Webster, CAP

Home Phone: (973) 383-0968
Work Phone: (973) 383-7563
Home Fax: (815) 550-0629
Work Fax: N/A
Cell Phone: (973) 903-1939 *
Pager: N/A
Email: se@njwg.cap.gov
Kevin.webster@njwg.cap.gov

** indicates primary or preferred contact method.*

4. A mishap is defined as an unplanned or unsought event or series of events that result in death, injury, occupational illness or damage to or loss of equipment or property.
5. Failure to comply with these notification procedures may result in disciplinary action against the offender.

In accordance with CAP 62-2, NJW Supplement 1, 1 August 2008

OPR: SE

DISTRIBUTION: In accordance with CAPR 5-4