

## Safety

### CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, dated 14 April 2006, is supplemented as follows:

#### 2. Responsibilities: (ADDED)

f. The objective of the Florida Wing Safety Program is to reduce accidents, incidents and injuries to the lowest practical level. This objective can be accomplished through training, emphasis, identification, supervision and enforcement.

g. The Wing Commander will appoint a Director of Safety (SE) to actively administer the Wing Safety Program, provide guidance and assistance to the Commander on all matters concerning safety.

h. Group Commanders will appoint a Director of Safety (SE) to actively administer the Group Safety Program, provide guidance and assistance to the squadron Safety Officers (SE) on all matters concerning safety. The Group SE shall coordinate safety initiatives originating from the Wing level to assure squadron level compliance. The Group Commander shall ensure that the Group SE compiles a listing of all squadron level SE's to include:

1. Name
2. Grade
3. CAP ID
4. Phone contact information
  - a. Home (Mandatory)
  - b. Cell (Optional)
  - c. Work (Optional)
5. U.S. Mailing Address
6. E-mail address

This information will be forwarded to the Wing SE, and will be updated within 10 days of any change to an SE position. The Group SE will also monitor the monthly safety reporting from the Squadron SE's to assure compliance to Wing policies.

i. Unit Commanders are responsible for conducting an active and comprehensive safety program in their units and will appoint a Director of Safety (SE) to actively administer the Squadron Safety Program. The Squadron SE or their designee is additionally responsible for completing all monthly safety reports and inputting that information into the Wing Safety database. Further, the squadron SE shall monitor all facilities and equipment to assure that each is maintained in a safe manner. The squadron SE is responsible to complete all necessary

forms arising from accidents, mishaps or noted safety hazards, and following these items through to completion.

j. At all Command levels there will be only one Director of Safety. The Director will have the ability to submit requests to the commander for assistants to help administer the duties of the safety position/program. Each Unit Commander will submit a CAP Form 2a appointing the unit SE to the next higher HQ.

k. As much as possible, the SE's in flying units should be a pilot. However, other experience/professions can be substituted.

l. The SE is a staff position and reports directly to the Commander in any unit or activity. Under normal circumstances, the SE observing an unsafe condition will report it to the Unit Commander for action. However, if the SE becomes aware of an unsafe condition of immediate danger where loss of life and limb and danger exists to personnel or assets, that SE shall exercise command authority and order the activity stopped until Command can be apprised of the situation. The SE's order shall not be countermanded. Command shall ensure that corrective actions are taken before allowing the activity to continue. If command believes that the SE acted in haste, command may submit a written report to the FLWG/SE detailing the incident and asking for an inquiry. Any SE exercising command authority shall submit to the FLWG/SE a detailed report describing the incident and their actions.

m. Squadron SE's of cadet squadrons are encouraged to select a cadet SE. The purpose of this action is to give the cadet additional leadership training in handling a position of responsibility as well as assisting the Squadron SE in carrying out the safety program.

#### 3. Required Program Criteria

##### d. Safety Program: (AMENDED) Safety Meetings.

Units will devote at a minimum 30 minutes per month to safety meetings. Attendance rosters and a summary of subjects covered will be maintained for each meeting. The National HQ Safety newsletter, *The Sentinel*, as well as any other Wing, Group or Squadron safety information will be reviewed each month. The imagination and interest of the participants only limit additional subjects for safety meetings.

**e. Civil Air Patrol Safety Improvement or Hazard Report, CAP Form 26: (AMENDED)**

1.) The Unit Administrative Officer, with the aid of the SE will be responsible for maintaining a supply of CAPF 26. Members will be encouraged to become familiar with this form and use it as appropriate. The forms shall be kept available to all members who need a copy.

2.) A copy of all completed hazard reports shall be forwarded to the Group SE with a statement of corrective action taken within 48 hours of completion. As part of the online monthly Safety Report, the Squadron SE will forward information about any CAPF 26's that were received and the status of each. Status shall be termed as, "corrected," "still working on" or "not able to correct." A full explanation of the reason the unit is unable to correct the problem will be submitted.

3.) As part of the monthly data review by the Wing SE or their designee, a full report of all CAPF 26's will be submitted to the Wing CC.

4.) All CAPF 78 and 79's will be submitted through the normal reporting process outlined in CAPR 62-2.

**3. Required Program Criteria (ADDED)**

i. Monthly Safety Reports. FLWG Form 10E will be used to document the monthly safety briefing/meetings. This form is an online form and must be entered electronically every month. Submitting a hard copy to the next level will not be allowed to substitute for the electronic version. Units will not be considered compliant with the monthly reporting until such time as their safety report shows up online. If any unit of the FLWG is delinquent with regard to any required safety report or request, that unit may be subject to the following actions until such time as the report is made in full. The FLWG Director of Safety to ensure proper reporting will enforce these actions.

(a.) Administrative Safety Freeze- any unit put on administrative freeze will have all personnel actions, logistical support and trip requests suspended until any deficiency is corrected.

(b.) Further, the only activity the unit may conduct is completion of the outstanding safety report/request.

j. Additional Safety Information. The Wing SE will establish a database that includes all of the contact information for each SE at all levels. This database will also include generic information of importance to determine the experience of the SE's at all levels. This information will include but is not limited to items such as: pilot or not, safety awards/badges earned, years in SE position etc. This database will preferably be updated quarterly, but in no case less than twice a year by the Wing SE or their designee and compliance to providing the information is mandatory.

k. All SE's at all command levels will have a thorough knowledge and understanding of CAPR 62-1,

CAPR 62-2, CAPR 60-1, CAPM 20-1, FLWG supplements to the 62 series and related publications and forms including CAPF 26, CAPF 78 and CAPF 79. All SE's should complete the AFIADL Course 2170, *CAP Safety Officer*.

l. An Annual Safety award will be presented to the safety officer who contributed most to the safety program for the entire Florida Wing. Nominations and supporting documentation should be submitted by the Group Commander to arrive no later than 15 November at Wing HQ.

m. FAA Pilot Proficiency Wings Program. Each unit CC or SE will report when a member of their unit has completed the FAA Pilot Proficiency Program (PPP) to the Group and Wing SE. A copy of the member's certificate from the FAA recognizing completion of a phase of the PPP may be used. Write the unit name and charter number and the member's CAPSN on the copies when submitting.

n. Annual Safety Reports. All units will conduct an annual safety survey in accordance with CAPR 62-1 Atch. 4. The unit commander or SE will file one copy and send one to their Group SE/designee and one copy to the Wing SE/designee to arrive no later than 31 October of each year.

**7. Activity Safety Officer (ADDED) Missions, Encampments and Other Operational Activities.**

a. The Activity Commander shall appoint a SE for all organized activities within FLWG. This position is to be filled with a Unit SE whenever possible, but in any case by a mature individual of good judgement, prior to the start of any such activity.

b. All vehicles and aircraft shall be inspected prior to the commencement of the activity to promote safety consciousness. A review of all documentation such as pilots credentials and compliance to the required safety briefings as well as CAPF 75's for those driving vehicles shall be conducted to ensure that personnel are permitted to operate corporate assets.

c. At the conclusion of the activity, if no significant safety issues have occurred, the SE will report such to the Activity Commander who will then include this in their activity report. If a significant safety issue did occur, the SE will write an after action report describing those issues and how they were resolved on the proper CAP forms. This report will then be forwarded through proper channels to the Wing SE.

**8. Aircraft/Vehicle Operation (ADDED)**

**a. Aircraft:**

1.) Any Incident Commander, Safety Officer, Operations Officer or Civil Air Patrol Pilot shall ground any Corporate or member owned aircraft observed to be unsafe at any time when being used in any Civil Air Patrol flight activity. In such cases, grounding any aircraft shall

only be done with rational judgement, significant and reasonable cause. A "Grounded" tag will be attached to the pilots control yoke/stick and if it is a corporate aircraft, an entry shall be made in the aircraft flight record. Any Corporate aircraft so grounded shall NOT be flown until competent authority has deemed it to be airworthy.

2.) Any pilot who deliberately flies a grounded Corporate aircraft shall be subject to grounding and possible termination of membership.

3.) Any Civil Air Patrol member who observes any Corporate or member owned aircraft, (while engaged in Civil Air Patrol flight activity) which is being operated in a hazardous manner in the air or on the ground, or in violation of CAP or FAA regulations, shall forward a written report to the Unit Commander for which the Corporate asset is assigned. A copy will be forwarded to Wing SE and CC within 48 hours. The report shall contain:

- (a.) Date and Time
- (b.) Aircraft identification number and type
- (c.) Pilot's name (if possible)
- (d.) Location (be specific)
- (e.) Description of the unsafe activity or violation of regulations.
- (f.) Names and unit affiliation of witnesses, if any, with addresses and phone numbers if possible.

4.) The Unit Commander shall investigate such reports and forward findings to Wing HQ as soon as possible, but not later than 30 days after the event was reported. Requests for additional investigative time shall be directed to the Inspector General for consideration.

**b. Vehicles:**

1.) Any Civil Air Patrol member who observes a corporate vehicle that appears to be unsafe will notify the Commander or SE of the unit having custody of the vehicle. This notification shall be in writing. The vehicle shall not be operated until corrective action has been taken and approval of the Unit Commander is obtained.

2.) Any Civil Air Patrol member who observes a Corporate vehicle being operated in a hazardous or unsafe manner, shall forward a written report to the Unit Commander to which the vehicle is assigned, if known, with a copy sent to Wing HQ within 48 hours. The report shall contain the following information:

- (a.) Date and Time
- (b.) License number/Wing ID number
- (c.) Driver's name (if known)
- (d.) Description of unsafe activity

3.) The Unit Commander shall investigate such reports and forward findings to Wing SE and CC as soon as possible, but not later than 30 days after the event was reported. Requests for additional investigative time shall be directed to the Inspector General for consideration.

  
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