



SAFETY RESPONSIBILITIES AND PROCEDURES

SUMMARY OF CHANGES

Reformat to comply with CAPR 5-4. Incorporates a general revision and reorganization of the text.

CAPR 62-1, 4 June 2008 is supplemented as follows:

3. Required Program Criteria.

a. (1) The California Wing Commander shall appoint a Director of Safety (SE) to actively administer the Wing Safety Program, provide guidance and assistance to the wing as necessary, and report directly to the Commander on all matters concerning safety.

(2) Subordinate Unit Commanders shall appoint a Safety Officer (SE) to administer their safety program. SE's may hold other positions in the unit except for command positions.

(3) In units with cadets, the commander is encouraged to appoint a Cadet Safety Officer who will work closely with the Senior SE and report directly to the Deputy Commander for Cadets on matters pertaining to safety. The active participation of Cadet SE's is to be promoted throughout the unit safety program. They are to be given access to all safety related publications and forms and provided with all necessary assistance in gaining a working knowledge of safety.

(4) Subordinate unit commanders will document their assignments in the online Duty Assignment application in e-services. This action will permit Safety Officer rosters to be prepared electronically as needed at all levels of the organization. The information will be maintained as duty assignments change.

(5) The Activity Commanders shall appoint a SE for all organized activities within CAWG. This position is to be filled by a Mission Safety Officer (MSO) or unit SE whenever possible, but in any case, by a mature individual of good judgment. At the conclusion of an activity, if no significant safety issues have occurred, the SE shall advise the Activity Commander of the fact. If any significant safety issues have occurred during the activity, the SE shall prepare a CAPF 26, *Civil Air Patrol Safety Improvement or Hazard Report* as necessary to resolve the issue. That report shall be included with the other reports written on the activity and a copy of the after-action report shall be forwarded to the CAWG/SE.

d. Attendance rosters and a summary of subjects covered will be maintained for each safety meeting. The National HQ safety newsletter, *The Sentinel*, and the quarterly CAWG HQ Safety Newsletter are available as tools for reference. Briefings will be documented. In addition to the list of topics suggested in CAPR 62-1, other subjects of safety meetings are limited only by the imagination and interest for the participants.

NOTE: The preferred method of documenting safety meeting topics and attendance is through the Unit Safety Meeting module located on the Safety menu of the Wing Management Utility (WMU) found at <https://wmu.nat.cap.gov/>. This module permits listing any member attending the meeting or reviewing the material after the fact. Once posted, the Unit Safety

Report module provides visibility up the chain of command on demand to eliminate the need for submitting periodic safety reports. Detailed instructions for reporting meeting attendance are located in the WMU User Guide, found on the Publications / Manuals page of the CAWG Website at www.cawg.cap.gov

f. A copy of any completed CAPF 26 hazard report shall be forwarded to the CAWG/SE within thirty days with a statement of corrective action taken. CAWG/SE will review the Form 26 and corrective action report and may direct additional or substitute action as deemed necessary. After evaluation, any necessary follow-up action will be taken within 30 days.

i. Added. The SE position is a staff function. Under normal circumstances, a SE observing an unsafe condition will report it to the Unit Commander for action. However, if a SE observes an unsafe condition of such magnitude or obvious risk that imminent danger exists, that SE shall exercise command authority and order the activity stopped until corrective measures are taken. The SE's order shall not be countermanded. Command shall ensure that corrective actions are taken. If commander believes that the SE acted in haste, he may submit a written report to the CAWG/SE detailing the incident and asking for an inquiry. Any SE exercising command authority shall submit to the CAWG/SE a detailed report describing the incident and his/her actions.

j. Added. Aircraft Operation.

(1) Any Incident Commander, Safety Officer, Operations Officer or CAP Pilot shall ground any corporate or member-owned aircraft observed to be unsafe at any time, when being used in any CAP flight activity. In such cases, grounding any aircraft shall only be done with rational judgment, significant and reasonable cause. A "GROUNDED" tag will be displayed prominently in the cockpit and if it is a corporate aircraft, an entry shall be made in the aircraft flight record. For corporate aircraft, the Wing Aircraft Manager will be notified as soon as possible. Any corporate aircraft so grounded shall NOT be flown until competent authority has deemed it to be airworthy. Member owned aircraft that are grounded for CAP activities participation may not be operated as part of the activity and may not be signed into that activity.

(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 CAP flight activity, which is being operated in a hazardous manner in the air or on the ground, or in violation of Civil Air Patrol or FAA regulations, shall forward a written report to Wing Headquarters 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) Name and unit affiliation of witnesses, if any, with address and telephone numbers if possible.

k. Added. Vehicle Operation.

(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 and the Wing Transportation Officer. This notification should be in writing. The vehicle will not be operated until the unsafe condition has been corrected.

(2) Any Civil Air Patrol member who observes a corporate vehicle being operated in a hazardous or unsafe manner shall forward a CAP Form 26 to the Unit Commander to which the vehicle is assigned, if known, with a copy to the CAWG/SE. This report shall be forwarded within 48 hours of the observation and shall contain the following information:

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

(3) The Unit Commander shall investigate such reports and forward the findings to the CAWG/SE as soon as possible, but not later than 30 days after receiving the Form 26. Requests for additional time to investigate shall be directed to the CAWG/SE for consideration.

l. Added. Aircraft/Vehicle Inspections.

(1) In order to promote safety consciousness, aircraft and vehicles participating in organized activities will be subject to pre-inspection. The Incident Commander may waive this requirement for actual ES and CD missions where it is determined to be impractical. Waiver of formal pre-inspection by a IC does not waive routine pre-flight or vehicle inspections required by other directives.

(2) The following forms will be used for pre-launch inspections:

(a) CAPF 71, *Aircraft Inspection Checklist* is to be used by the activity SE to conduct a comprehensive aircraft inspection. The CAPF 71 may be downloaded from http://level2.cap.gov/documents/u_090403105034.dot
Recommended Survival Equipment is listed on Attachment 1.

(b) CAWGF 125a, *Aircraft Inspection Clearance* is to be issued to the pilot in command only after the aircraft inspection has been successfully completed. The pilot will present the Form 125a to the Air Operations Officer (or other responsible officer) prior to being released for the flight. The CAWGF 125a may be downloaded from <http://www.cawg.cap.gov/files/forms/cawgf125a.pdf>

(c) CAWGF 125G, *Glider Preflight Safety Inspection Guide* shall be used to perform an inspection on CAP gliders prior to the first flight of the day. A copy of the inspection guide will be available to all users. The CAWGF 125G may be downloaded from <http://www.cawg.cap.gov/files/forms/cawgf125g.pdf>

(d) All vehicles participating in an activity will be inspected by the SE utilizing CAPF 73, *Daily CAP Vehicle Inspection Report* as described in CAPR 77-1. The CAPF 73 may be downloaded from http://level2.cap.gov/documents/u_100603112450.dot

EMERGENCY SURVIVAL EQUIPMENT:

Items with an asterisk (*) are mandatory; the rest are optional.

- 1. Signaling Device ***
 - a. Emergency Signaling Mirror *
 - b. Flashlight and spare batteries
 - c. Road flares
 - d. Orange signal cloth
 - e. Strobe rescue light
 - f. Handheld radio
 - g. Signal pistol and spare meteor flares
 - h. Colored smoke bombs
- 2. Water ***
 - a. Plastic containers filled with water *
 - b. Packets of survival water (temp to -40)
 - c. Water purification tablets
 - d. Water filter system
 - e. Desert still
- 3. Fire Starter**
 - a. Matches or cigarette lighter *
 - b. Lifeboat matches
 - c. Magnesium fire starter (Army issue)
 - d. Strike force spark igniter (USAF issue)
- 4. Weather Protection ***
 - a. Appropriate clothing for terrain flown *
 - b. Metal coated survival blanket
 - c. Sleeping bag
 - d. Thermal underwear
 - e. Plastic cover
 - f. Tube tent
 - g. Sunscreen
 - h. Blanket (wool)
- 5. Tools ***
 - a. Survival knife, machete, or similar *
 - b. Multipurpose combination tool
 - c. Blade sharpener
 - d. Sling shot
 - e. 6 fishhooks and 50 feet of fishing line
 - f. Light wire for snares
 - g. Cable or wire saw
 - h. Hatchet
 - i. Compass
- 6. First Aid Kit**
 - a. Handbook
 - b. Bandages and dressing
 - c. Antiseptic ointment
 - d. Tape
 - e. Wire splints
 - f. Pain relievers
 - g. ammonia inhalers
 - h. Insect repellent
- 7. Food**
 - a. Dry soups
 - b. Granola bars
 - c. Chocolate bars
 - d. Dried fruit packs
 - e. Dried meals
 - f. Hard candy