

**MDWGCAP-<052>
Accident Prevention Program**



**HEADQUARTERS
CIVIL AIR PATROL BOWIE SQUADRON
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 2351
BOWIE, MD 20718**

Accident Prevention Program

Section: Safety

<11/12/2004>

I. Policy

It is the policy of the Bowie Composite Squadron that all accidents are preventable. The command team recognizes that accidents and injuries adversely affect the membership and resources of the corporation, and impact the ability to perform missions for America. Every member, therefore, has a duty to observe and report any hazard. Unsafe actions and behaviors will not be tolerated. The command team is dedicated to provided as safe an environment as is reasonably achievable.

Establishment of a Safety Committee. The commitment of the command team to the safety of the unit will be manifested in the establishment of a safety committee to oversee the accident prevention program. This committee will consist of the Squadron Commander, Deputy Commander for Seniors, Deputy Commander for Cadets, and the Squadron Safety Officer. This committee will meet at least once per quarter to review the overall safety function. This review will contain, at a minimum:

- The quarterly safety report, prior to its submission, to verify that all members have received safety training.
- Any accident investigations or lessons learned.

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- Outstanding items from facility and vehicle safety surveys.

Prohibition of “Horse Play”. It is also the policy of the Bowie Composite Squadron to manage, to the extent possible; risks members are exposed to while providing meaningful training experiences. Night activities such as “capture the flag”, or “war games” expose members to the risk of injury without providing any meaningful training. Historically these activities have cause injury to members; therefore, the unit policy is that these types of night activities are prohibited.

II. Scope

This program shall apply to all members of the unit whenever they are participating in United States Air Force Auxiliary / Civil Air Patrol activities. This would apply, but not be limited to, unit meetings, aircraft operations, ground team operations, bivouacs, emergency services activities, and unit participation in other echelon’s activities.

III. Procedure

A. Manning

The squadron Safety Officer, who is appointed by the commander, implements the accident prevention program. Assistant safety officers will be appointed as needed, and every unit activity such as Ground and Air SAREX’s shall have an appointed safety officer. The Safety Officer will be responsible for coordinating the safety effort as detailed in CAPM 20-1, Organization of Civil Air Patrol.

The squadron commander will forward the appointment of a Safety Officer on a CAP Form (CAPF) 2a to Wing Headquarters as directed by Wing Safety Officer and/or wing supplements. Every unit activity outside normal meetings will have an appointed activity Safety Officer, who may be different from the squadron Safety Officer. This person is responsible for ensuring that facility and equipment are satisfactory and that all activities are conducted in accordance with safety best practices.

The appointment of a Safety Officer does not replace the duty every member of the unit has in observing and reporting safety hazards.

B. Safety Education and Training

According to the Safety Officer Course, the unsafe acts of people are responsible for the majority of personal injury or property damage accidents. The education and training of our membership is therefore critical to effective accident prevention. This education can take many forms, but all education and training should result in a change of behavior.

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1. Initial training

a. New Members. New members to the unit need to understand their role in accident prevention. Training in the implementation of this plan will be conducted within 30 days of the date the new member joins. Such training will include, at a minimum, the management philosophy of accident prevention, basic safety hazards, and reporting procedures for hazard abatement. Practical activities will include completing a CAP Form (CAPF) 26 for a real or simulated hazard. Sign-in sheets and the completed CAPF 26 will document training. All new pilots and aircrew will read CAPR 60-1 CAP Flight Management and all new senior member and cadet Ground Team and Aircrew personnel will read all squadron policies and procedures and CAPR 62-1 CAP Safety Responsibilities and Procedures and read and initial latest safety briefing.

2. Aircraft Operations

Aircraft operations involve inherently higher risk (higher probability of accidents and More severe consequences) than most ground operations.

Because of this, commanders of units involved in aviation operations must emphasize the safety component of operating CAP aircraft. Squadron Safety officer, and squadron personnel at all levels must comply with certain policies regarding aviation safety in CAP regulations and policy. Specifically squadron pilots and aircrew will

a. Safety is airmanship

Ensure that safety is a principal element in all aviation operations.

b. Compliance

Comply with CAPR 62-1 CAP Safety Responsibilities and Procedures (Includes Change 1, 1 Jul 92 and CAPR 60-1 10 Jun 04 CAP Flight Management (Includes Change 1, 19 Oct 04).

c. Pilot Proficiency Program

During the each 90 day period starting of a fiscal year, each Bowie Squadron Pilot will document in his logbook and report to the Squadron Safety officer, with information copy to Commander, that they have performed each maneuver listed under Proficiency Maneuvers List below:

(1) Proficiency Maneuvers

Takeoff & Landing

Cross Wind (3 total)

Short field

Soft-Field

Go-Around

Aborted Takeoff

Slips to landing

No Flap Landing

Simulated Engine Out

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Cross Country Navigation

Route by Pilotage
Route by VOR
Route by GPS

Instrument Reference (100 feet +/-)

Instrument Prof Check
Instrument Currency
Straight & Level
Constant Speed Climb & Descent
Slow Flight
Stall, Power-Off
Stall, Power-On
Maneuvering at Slow Speed
Constant Altitude Turns

Ground Reference

Rectangular Course
S-Turns along a road
Turns around a point (steep)

Night Flight

T.O. & Landing 3 Total

Miscellaneous

Flight with instructor
Flight to Towered Airport
Flight to Unfamiliar Airport
Hood Time (15 minutes min.)

d. Rules, Regulation and Procedures Knowledge Validation.

Demonstration of knowledge of CAPR 60-1, Federal Air Regulations and Airman's Information Manual and knowledge of memory items on Emergency Procedures for all aircraft for which the member pilot is qualified, will be reviewed as a risk reduction measure. Recent events have demonstrated that lack of this knowledge contributed to an aircraft accident. So we will attempt to avoid this risk by taking positive training and knowledge validation action.

Bowie Composite Squadron Pilots and Observers will be administered a twenty five question quiz every 120 days to confirm they have studied and understand the FAR and AIM and CAPR 60-1 documents content and application to flying in CAP. The test will be constructed and administered by the Squadron Operations officer and approved by the Commander. Failure to achieve a passing score of 80 percent will result in immediate grounding until a retest and passing grade are achieved. A ten-question quiz on emergency procedures for aircraft member is qualified in will be given every 90 days as

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well. Passing score is 80 percent. The test will be constructed and administered by the Squadron Operations officer and approved by the Commander. Failure to achieve a passing score of 80 percent will result in immediate grounding until a retest and passing grade are achieved. CAPR 60-1, FAR and AIM tests will be open book. Emergency Procedures will be closed book and will include only memory items. Re-test must be taken within 10 working days.

C. Aircraft Operations Risk Management

Apply risk-management procedures in each phase of the Bowie Composite Squadron annual training and mission evolutions to identify hazardous conditions and correct shortcomings responsible for these conditions. Aircraft accidents are caused by below-standard performance of unit functions (for example, aircraft systems) due to human factors, material failure, or inadequate precautions for environmental factors. Hazardous conditions are caused by shortcomings in the following areas:

- (1) *Support*. Failure to provide adequate equipment, personnel, services, facilities, or maintenance.
- (2) *Standards*. Failure to provide practical guidance and standards of task performance.
- (3) *Training*. Failure to provide awareness of, or the means to achieve, existing standards.
- (4) *Leadership*. Failure to enforce known standards.
- (5) *Individual*. Failure of the individual to follow known standards.

Employ risk management to ensure that mission ready aircraft and personnel are available for use at the decisive point and time for successful operations. Mission success is generated by squadron members and machines performing mission functions safely and in accordance with CAP operating procedures while in a given operational environment. Hazards not identified and controlled during operations can cause accidents and unnecessarily deplete mission effectiveness. During planning and execution of CAP aviation missions, Bowie Composite Squadron staff and members will integrate risk management procedures into the decision-making process to identify and control mission, terrain/weather, ground team members, and time hazards. Mission after action reviews (AAR) will be used to assess the effectiveness of risk management and safe performance.

d. Integrate the requirement for protecting the Bowie Squadron members and equipment with the demand for realistic training and mission readiness. A high degree of mission effectiveness is achieved through systematic management of inherent mission risks. The concept and the systematic process of risk management must be understood, promoted, and applied by the Bowie Composite Squadron staff leaders at each level. Three principles of risk management are--

- (1) Integrating risk management into mission planning, preparation, and execution.
- (2) Making risk decisions at the appropriate level in the chain of command.
- (3) Accepting no unnecessary risks.

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D. Aviation Safety Duties

- (1) Commander.** Integrate risk controls into standing operating procedures (SOP) and ensure that written SOPs exist for all functional areas and for all operations within the command. SOPs will include—
- (a) Risk-management procedures and responsibilities for training and operations.
 - (b) Risk controls for hazards most frequently experienced.
 - (c) Command level authorized to accept each level of risk, (low, moderate, high, and extremely high).
 - (d) Pre-accident plans, including immediate actions, investigation procedures and corrective action responsibilities.
 - (e) Procedures and responsibilities for safety-related programs
- (5) Conduct risk assessment during the planning phase of training and operations, as part of the commander's training assessment, to identify shortcomings (hazards) and to develop actions to eliminate or control them.
- (6) Ensure that risk-management procedures are integrated into the decision-making process to identify and control hazards during the execution phase of training and during operational missions.
- (7) Ensure that the unit's risk-management and safety performance is systematically observed and assessed during training and operations.
- (8) Ensure sufficient information is provided during AARs to determine if the performance met the commander's safety guidance (goals, objectives, and priorities).
- (9) Ensure that corrective actions/controls to improve performance are identified and included in the training and operations cycle and unit SOP.
- (10) Clearly specify, in writing, protection (safety) duties for staff officers, leaders, and individuals.
- (11) Designate, in writing, a Command Senior Safety Council (CSSC) and an Cadet Safety Council (CSC) to be convened a minimum of quarterly for the purpose of reviewing risk-control options, making risk-control-option decisions, and directing implementation of risk-control options.
- (2) Operations officer.** Operations officers will—
- (1) Ensure that all aviators have appropriate, current publications for pilotage or navigation purposes by conducting quarterly flight bag inspections.
 - (2) Ensure that pilots are properly briefed on each mission prior to the planning phase of the mission and monitor aviation safety during mission planning through execution. (A risk assessment is conducted for each mission.)
 - (3) Monitor each pilot-in-command (PC) mission debrief upon completion of the mission and immediately pass safety breaches, incidents, and potential hazards to the Bowie Composite Squadron Safety Officer for investigation.
 - (4) Ensure that a detailed hazard location map covering the entire unit operational area is posted and current.
 - (5) Monitor the crew endurance program based on an assessment of the number and readiness of current mission ready crews and provide feedback as necessary to meet mission requirements each month at end of month.
 - (6) Manage the unit reading file, implementing a system that ensures new information

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is reviewed by crewmembers in a timely manner.

(7) Prepare and maintain the unit pre-accident plan for the commander. The expertise of the ASO and other applicable elements is used in accomplishing this task.

(8) Rehearse, review, and document the adequacy of the unit pre-accident plan. This must be a systematic review and is conducted at least quarterly. The degree of response by elements in the pre-accident plan can vary; however, an exercise requiring all elements to physically respond must be conducted at least annually.

(3) **Squadron safety officer.** Squadron safety officer will—

(1) As his/her primary duty, advise and assist the commander and staff on all safety matters, including--

(a) Developing safety policy.

(b) Developing safety goals, objectives, and priorities and integrating them into appropriate training guidance based upon identification of the most probable and severe types of accidents expected and the most likely reasons (hazards) for these accidents.

(c) Developing corrective actions/control options for command selection.

(2) Monitor the ability of each unit functional area (for example, battlefield operating systems) to protect the force against aviation accidents.

(3) Advise the commander when a below-standard status that affects safety is detected in any functional area.

(4) Advise and assist in developing the commander's training assessment based upon a safety assessment of unit functional areas using diagnostic tools and programs administered or monitored by the Bowie Composite Squadron Safety Officer

(5) Assist the commander and staff in assessing the unit's risk-management effectiveness and safety performance after operations by—

(a) Collecting from each staff section information about risk-management successes, shortcomings, and needed improvements.

(b) Assisting the commander in determining if the performance met the commander's guidance (goals, objectives, and priorities).

(c) Assisting staff officers in implementing corrective actions/controls selected by the commander to improve performance.

(6) Administer or monitor safety-related programs, including—

(a) Observing flight and ground operations to detect and correct unsafe practices.

(b) Conducting hazard analysis, prioritizing hazards in terms of accident severity and probability, and promptly advising the appropriate officials.

(c) Conducting safety meetings monthly for active component and full-time Reserve components/facilities, and quarterly for all others.

(d) Reviewing aircraft accident reports and helping to implement corrective measures.

(e) Rehearsing, reviewing, and documenting the adequacy of the unit preaccident plan. This must be a systematic review to be conducted at least quarterly. The degree of response by elements in the pre-accident

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plan may be varied; however, an exercise requiring all elements to physically respond must be conducted at least annually.

(f) Ensuring that air-traffic-control communication equipment, navigational aids, and all other electronic aids to aircraft operations are inspected frequently and regularly.

(g) Inspecting semiannually the physical condition of airfields, heliports, helipads, and tactical landing sites for hazards; when deficiencies are noted, recommending abatements and ensuring that all known hazards are publicized.

(h) Acquiring and maintaining a current reference library of aviation literature. (see app A.)

(i) Maintaining accident-prevention and other appropriate safety literature and posters and making distribution a priority.

(j) Reviewing aviator flight records and making appropriate entries as necessary to unit training programs and recommending corrections to any deficiencies noted.

(l) Observing aviation maintenance operations, making recommendations to correct unsafe procedures and practices.

(m) Managing the operational hazard report (OHR) program.

(n) Reviewing results of accident-prevention surveys and other inspection results, bringing noted deficiencies to the immediate attention of the commander and Command Safety Council, and establishing follow-up procedures to correct deficiencies.

(o) Monitoring unit aviation life-support equipment (ALSE) and related survival training programs.

(p) Monitoring the hazard communication program.

(q) Perform a safety survey of all assigned squadron aircraft as required by Maryland Wing supplemental and National Level procedures and policies

(4) Pilots. The Pilot is the basic element in the command line of aircraft accident prevention. Minimum aviation duties, in regard to safety, are—

(1) Attaining and maintaining proficiency in all aircraft that the pilot is assigned to pilot.

(2) Maintaining appropriate physical and mental fitness according to applicable FAA and CAP regulations.

(3) Complying with sound flight principles (aircrew training manuals (ATMs), FMs, Federal Aviation Regulations (FARs) and safe practices during all flight operations.

(4) Immediately reporting hazards and unsafe conditions or acts to the proper authority. After initial verbal reporting, providing a OHR to document the condition and promote follow-up actions as appropriate.

(5) Making on-the-spot corrections of unsafe conditions when appropriate.

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(5) Squadron Maintenance officer. The squadron maintenance officer ensures that an effective maintenance program is developed and maintained. The Squadron maintenance officer will—

- (1) Continuously monitor quality control (QC) through coordination with squadron, wing and contract maintenance personnel by reviewing completed work documentation and by inspecting the work at squadron level.
- (2) Ensure adequate training of squadron authorized maintenance personnel; and ensure that a formal continuing education program is available to provide maintenance personnel with current information on techniques, procedures, and modifications.
- (3) Ensure proper and timely aircraft inspections.
- (4) Ensure adequate program supervision to guarantee that maintenance personnel are aware of, and comply with, all technical directives affecting aircraft operations.
- (5) Ensure that discrepancies (write-ups) are properly classified as to status and that they are properly cleared.
- (6) Monitor and manage the equipment improvement recommendation (EIR) program.
- (7) Provide maintenance personnel with lessons-to-be-learned from accident summaries that cite maintenance as the accident cause factor.

E. Safety meetings and briefings

1. Safety Meetings. Periodic safety meetings will be held during unit meetings to update the membership on topics of safety concern. Training topics vary, but should be timely (i.e. teaching heat prevention in June, not December) and relevant (i.e. teaching Hurricane Awareness in the Midwest). All members are required to complete this training, which is normally conducted on the third Thursday of the month.

Members who are not able to attend shall “make-up” the training by completing the read file at a squadron meeting or on line on Squadron Web Site, or by meeting individually with the squadron Safety Officer. A sign-in sheet shall document such training. Personnel presenting safety lectures at safety meetings are responsible for providing both a paper and electronic version of all material presented. This material will be given to the unit WEB Site manager for posting on Unit WEB site.

Members who fail to complete required safety training in 10 working days will not be allowed to participate in outside activities or emergency services missions until this training is completed. Pilots must attend or make up the monthly safety meeting by reading the material as described and signing sign in sheet or sending email to safety Officer and Unit Commander that they have read the read file material on Unit WEB site in the event they are outside the local area for prolonged periods of time.

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2. Review of the Program. At least semi-annually the squadron Safety Officer should review with the membership the accident prevention program. This review should contain, at a minimum, the following:

- The components and implementation of this plan;
- The components and implementation of the Emergency Response Plan;
- Any “lessons learned” from the safety program over the last year;
- The findings of any reported accidents over the past year; and
- Any safety concerns presented by the wing, region or corporation.

The purpose of this review is not to point out fault or place blame; rather, it is intended to use history as a tool to guide future action.

3. Emergency Services Ground Operations . At least annually all emergency services qualified personnel shall complete bloodborne pathogens refresher training as required by 29 CFR 1910.1030. Such training shall focus on maintaining competency in the area of personal protection from bloodborne pathogens and include, as a minimum:

- Selection and use of personal protective equipment;
- Work practices and engineering controls to reduce the risk;
- Any new findings regarding diseases of concern;
- Updates to the Exposure Control Plan; and
- Practical exercises in donning and doffing PPE and cleaning of contaminated items.

4. Safety Briefings. All unit activities outside of normal unit meetings including aircraft operations and ground operations will have a safety briefing. This briefing will occur as close as possible to the start of the activity. This briefing will be conducted by the activity Safety Officer and will include, at a minimum:

- Aircraft flights will include as a minimum a safety of flight specific briefing that includes:
 - In Flight and Ground Emergency procedures
 - Crew duties during emergency procedures and normal operations including pre flight, flight planning, during flight and pos flight and mission specific tasks.
 - Situational awareness responsibilities
 - Special personal equipment requirements
- Ground Operations Briefings
 - Special safety hazards (i.e. weather, topography);
 - Fire watch procedures (if an overnight activity);
 - Any required personal protective equipment, such as orange vests or gloves;
 - Emergency response procedures, including notifying outside agencies;
 - Out-of-bounds or off-limits areas;
 - Actions to take if lost or separated from the group; and
 - Any other recognized hazard.

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This Ground Operations briefing, if possible, should be posted at a central location so members may review these items later. Additional briefings may be required as the activity progresses, such as when night operations begin. The activity Safety Officer will give these additional briefings as required.

G. Ground Vehicle Operation Members wishing to operate corporate vehicles shall complete training covering Civil Air Patrol Regulation (CAPR) 77-1 Operation and Maintenance of Civil Air Patrol Vehicles. Such training shall be completed prior to requesting a CAP Driver's License. Practical activities will include conducting a basic pre-trip inspection of a corporate vehicle to cover all areas contained in CAP Form 73 Vehicle Inspection Guide and Usage Data. Sign-in sheets and the completed CAPF 73 will document training.

H. Quarterly activity reports

Coordination of the accident prevention program with higher echelon will primarily take the form of a quarterly report documenting safety activity. Completing this report will require the name, topic and visual aids used to complete all three safety briefings of the quarter, the sign in sheets for each training, the name of the safety officer, and the results of the safety survey for that quarter.

Additional documentation, such as sign-in sheets, must be mailed to Wing Headquarters via Group Commander. All reports are due by 10 January, 10 April, 10 July and 10 October.

I. Accident prevention materials

A file of the year's safety briefing topics and material will be maintained at the unit meeting place and on the Unit Web Site. Those wanting to refresh their knowledge can review this file at any time both by member's needing to complete training and.

Periodicals, such as safety current events, safety bulletins, and posters and other materials will also be posted at the unit meeting place. The squadron Safety Officer will maintain these postings, ensuring their timeliness and relevance.

Sources of safety-related literature are found in CAPR 62-1 attachment 3.

J. Accident investigation

It is the goal to provide an accident-free environment for our membership; however, accidents can and do happen. Accident investigation and reporting will be conducted in accordance with CAPR 62-2 Mishap Reporting and Investigation.

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It is important to remember that goal of true accident investigation is not to place blame or assign responsibility; rather, it is designed to find flaws in the accident prevention program in order to prevent reoccurrence. Lessons learned regarding the investigation should be made available to the membership without the inclusion of names of those involved or the tone of assigning blame.

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K. Reporting Hazards

1. CAP Form 76

Reporting and correcting hazards before they result in an accident is the cornerstone of an accident prevention program. The Civil Air Patrol Safety Improvement or Hazard Report, CAP Form 26, shall be utilized to document these hazards.

2. Near-misses

According to the Safety Officer Course, an injured person will have committed the specific unsafe act involved (or been exposed to the unsafe condition) numerous if not hundreds of times before the injury was sustained. Intervening early in the chain of events, even if an accident or injury has not occurred, can have an effect on future events. Reporting these “near-misses”, defined as those actions or conditions that may have resulted in an accident or injury, is preferable to waiting for the time an accident occurs.

An example of a near miss follows. The vehicle operator backs a vehicle into a parking space without using a backer. The operator did not have a clear view of the area behind the vehicle, which could have resulted in striking an object and causing damage. Even if this did not result in an accident, it represents an unsafe behavior that should be corrected early.

3. Corrective actions

Observing and reporting safety hazards is worthless unless action is taken. The unit Safety Officer (or activity Safety Officer during unit activities) shall collect and document all reported hazards. Corrective action should be assigned and follow-up done to ensure that the condition or behavior is corrected. Such action may include, but is not limited to:

- Remedial training of individuals or the unit;
- Maintenance and servicing of vehicles or equipment;
- Purchasing of engineering controls or personal protective equipment;
- Relocation of unit activities; and
- Contacting host agencies for correction.

The squadron Safety Officer will maintain a log of outstanding safety items needing correction and keep the commander informed of the status of this correction monthly.

The person reporting the hazard may contact the squadron Safety Officer of the status of their report. This status will include the findings of the investigation, what proposed

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corrective action will be completed, when the estimated completion date will be, and the rationale for the action. If the member feels the proposed corrective action is insufficient, he or she is encouraged to discuss these concerns with the Safety Officer. If, after discussing this with the Safety Officer, the member still feels this action is inadequate he or she should bring these concerns to the squadron commander's attention.

L. Safety Surveys

Safety surveys are formalized inspection of an area to find, document and correct safety hazards before they lead to an accident. These surveys generally take one of three forms: normal USAFAux/CAP operated facilities, corporate vehicles and aircraft, and facilities temporarily operated by USAFAux/CAP. CAPR 62-1 Attachment 4 Safety Survey shall be used as basis for conducting surveys of entire squadron and all activities.

The guidelines below are minimums and more frequent surveys may be performed at the discretion of the unit commander or squadron Safety Officer.

1. Unit Meeting Place. Safety surveys will be conducted at least quarterly on the unit meeting place. This survey will be conducted no later than the 20th of the last month of the quarter. The survey included in CAPR 62-1 will be used as a guide to accomplish this survey. The scope of this survey will include the building, the parking area, and the grounds immediately surrounding the building.

2. Aircraft and Ground Vehicles. A safety survey of the corporate ground vehicle shall be conducted at least once daily whenever the ground vehicle is utilized and monthly on corporate aircraft. The inspection of the ground vehicle should follow CAP Form 73 Vehicle Inspection Guide and Usage Data. An inspection should be performed at least once a month in those months that the vehicle is not utilized.

Additionally, an annual state inspection is required in the first quarter of the year for the ground vehicle.

Assigned Corporate Aircraft will be inspected monthly by operations, maintenance officer and squadron commander as a team using the SAR Mission Guide Safety Inspection checklist so that mission readiness as well as safety for flight can be verified. A written report of results will be maintained by the safety officer for a period of three years.

3. Temporary Facilities. Temporary facilities are those that USAFAux/CAP is using to conduct activities outside the normal meeting. These facilities can include bivouac sites, fund-raiser sites, or any other activity location. The activity Safety Officer shall conduct a safety survey of any temporary facility to spot and correct any recognized hazard.

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Since some hazards may be beyond the capability of USAFAux/CAP to correct without owner involvement, the Safety Officer should also note any off-limits area to personnel.

Regardless of the type of survey being performed, there are a few rules common to all surveys:

- If available, review past surveys and CAP Form 26s to see what items have been reported in the past. Open items (those not yet corrected) and repeat items may require a different approach.
- Be systematic in the inspection. Start with a walk-around of the vehicle or facility to note any obvious concerns. Inspections inside facilities should be performed in a manner that ensures all areas are covered (top-down, front-to-back, etc). Vehicles should be inspected bumper-to-bumper.
- Conduct surveys in conditions similar to their use. Inspecting a facility during the day will not reveal the inadequate exterior lighting that may cause a problem at night. Similarly, inspecting during dry weather may not reveal concerns with run-off from heavy rains.
- Use checklists. Checklist such as the safety survey provided in CAPR 62-1 help ensure that everything is checked.
- Document. This documentation should include what is wrong, why it is wrong, and where it is located. Document sufficiently so that you could explain this hazard in a year and still understand what you were seeing.

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M. Whistleblower Protection

The command staff of Bowie Composite Squadron is committed to the safety of its membership and therefore actively promotes the reporting of unsafe actions or conditions. Members who report hazards are protected from adverse personnel actions resulting from their reporting of hazards. Any member who believes that he or she has been harassed or otherwise discouraged from promoting unit safety should bring these concerns to the attention of the squadron commander.

IV. Vehicle Operation

The intent of this section is to supplement the provisions of CAPR 77-1 Operation and Maintenance of Civil Air Patrol Vehicles with additional safe driving procedures. Those operating both corporate vehicles and personal vehicles in support of CAP activities should follow these guidelines.

- Always perform a walk-around of the vehicle before driving. This should be done every time you enter into it, regardless of when the last inspection was performed. Any new damage or conditions affecting safety should be noted.
- Whenever possible, avoid backing up by driving through a parking space. If backing up is necessary, back into the space rather than pulling in and backing out later.
- Always use a backer to guide the vehicle whenever visibility is impaired. This is particularly true of corporate vans, where rear visibility is poor at best.
- Do not drive when impaired. Fatigue is an impairment.
- Do not operate devices such as cell phones or radios while driving. Have the passenger use these, or pull over to the side of the road to use them.

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V. Review

This policy shall be reviewed when conditions change, when the program fails in application, or at least annually.

Additionally, substantial changes to referenced documents, such as CAPR 62-1 Civil Air Patrol Safety Responsibilities and Procedures or CAPR 77-1 Operation and Maintenance of Civil Air Patrol Vehicles, will force a review of this program to ensure its continued compliance.

Lawrence E. McGovern
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Bowie Composite
Squadron Commander