



10 June 2016

Safety

## CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 19 December 2012, is supplemented as follows:

**2e. Added.** Administrative Suspension: No administrative actions such as promotions, awards, or transfers will be processed by Wing HQ for members placed on administrative suspension. All such requests will be returned to the unit submitting the request. The Wing Commander will notify units in writing when placed on suspension and when removed from suspension.

**2f. Added.** Operational Suspension: For units placed on operational suspension members will not participate in any Civil Air Patrol missions, other than AFRCC or AFNSEP missions, or any Civil Air Patrol activities, other than regular weekly unit meetings. Aircraft and/or vehicles will not be used by the unit for any purpose. Aircraft and/or vehicles may be reassigned for repeated occurrences. The Wing Commander will notify units in writing when placed on suspension and when removed from suspension.

**2g. Added.** Whistleblower Protection: The command staff of the Missouri Wing 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 chain of command.

**3d(13).** MOWG Mishap Reporting Procedure. Always follow the CAPR 62-2 Reporting Requirements. It is the responsibility of an appropriate CAP member (i.e. activity director/commander, safety officer, ranking senior member) to notify the distribution lists below.

- Any accident:
  - o MOWG CC ([cc@mowg.cap.gov](mailto:cc@mowg.cap.gov))
  - o MOWG SE ([se@mowg.cap.gov](mailto:se@mowg.cap.gov) and [se-a@mowg.cap.gov](mailto:se-a@mowg.cap.gov))
    - Notification can be via phone or email. Two-way communication MUST be established within 6 hours of the mishap.
    - The above will communicate to the Region CC, Region SE, and State Director.

- Any mishap requiring a CAPF79:
  - o MOWG CC ([cc@mowg.cap.gov](mailto:cc@mowg.cap.gov))
  - o MOWG SE ([se@mowg.cap.gov](mailto:se@mowg.cap.gov) and [se-a@mowg.cap.gov](mailto:se-a@mowg.cap.gov))
    - Notification can be via email or phone. Two-way communication MUST be established within 24 hours of the mishap.
  
- Any mishap NOT requiring a CAPF79:
  - o MOWG CC ([cc@mowg.cap.gov](mailto:cc@mowg.cap.gov))
  - o MOWG SE ([se@mowg.cap.gov](mailto:se@mowg.cap.gov) and [se-a@mowg.cap.gov](mailto:se-a@mowg.cap.gov))
    - Notification will be accomplished via the automatic email from NHQ once the CAPF78 has been completed.

**3d(14).** Unit safety officers will keep members of their unit informed of any newly published safety regulations or supplements and will conduct periodic safety regulation reviews, to include a review of the unit accident prevention program, with members of the unit. Safety briefings will be conducted on at least a monthly basis. These briefings shall include both ground and flight Information. Flying units are required to brief the Sentinel. At least once per year they will include Operational Risk Management, Duty Day, CAPF 26/FAA 8740-5 information, and the Wing Mishap Report Procedure.

**3d(17). Added.** It is the responsibility of the unit commander or the CAP member operating a vehicle to insure the vehicle is safe and in an operable condition. It shall be the responsibility of the unit safety officer to insure that all CAP vehicles assigned to the unit are maintained in a safe operating condition.

**4i.** Operational Risk Management (ORM) will be the topic for the Monthly Safety Briefing at all units during the month of February or March of each year. Topic must be noted in the on-line Safety reporting. ORM can be included as a topic during the Annual Safety Day and must be noted as such in the on-line Safety reporting.

**4l.** Annual Safety Day will be held each year for MOWG during the month of February.

**8c.** The deadline for all Unit Safety Officer of the Year nominations will be announced at least 60 days prior to the deadline each year. This will typically be 60 days prior to the Missouri Wing Conference.

JOHN R. O'NEILL, Col, CAP  
Commander

**Attachment 4 – Wing Safety Requirements (Added in its entirety)**

**1. Added.** Vehicle drivers will not be scheduled for more than 8 hours and will not, under any circumstances, exceed 10 hours driving time during a 14-hour crew duty day. The crew duty day begins when reporting for work or CAP duty (whichever occurred first) and ends upon engine shutdown at the completion of the activity. At least a 10-hour crew rest period should be provided between duty days. Exceptions to the crew duty day limitation will be considered for life-saving missions only and will be requested by the driver through the incident commander or appropriate officer to the wing commander. Approval for up to a 16-hour crew duty day may be granted by the wing commander only after all appropriate Operational Risk Management (ORM) considerations have been evaluated.

**2a. Added.** Units shall insure that all safety requirements for their meeting facilities are followed. Safety requirements shall include, but not be limited to, fire extinguishers, electrical equipment, heating and air conditioning equipment and general maintenance. Deficiencies will be corrected or will be reported immediately to the proper authority for correction. If any delay is encountered in correcting an unsafe condition or the hazard cannot be eliminated, appropriate warning signs will be installed.

**2b. Added.** Each unit will publish an Accident Prevention Plan (APP) document. The APP will be reviewed at least annually for any needed updates, and will be submitted to MO WG/SE and MO WG/HQ no later than 31 Mar of each year. The APP will also be reviewed by any new unit commanders, with any needed corrections, and forwarded to MO WG/SE and MO WG/HQ within 30 days of assuming command.

**3. Added.** No later than 15 January of each year, unit safety officers will submit to the MO WG/SE a list of all current CAPF 5 pilots in their unit, their participation/non-participation and progress made in the FAA Proficient Pilot Program. Appropriate documentation will be included with the lists. The MO WG/SE will forward a compilation of these lists to the MO WG/CC no later than 15 February of each year.