



**HEADQUARTERS
CIVIL AIR PATROL INDIANA WING
UNITED STATES AIR FORCE AUXILIARY**
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INDIANAPOLIS, IN 46208-4983



11 May 2013

MEMORANDUM FOR ALL INDIANA WING PERSONNEL

FROM: CC

SUBJECT: Indiana Wing Safety Policy

1. **COMMANDER'S INTENT.** I take the safety of our members and resources very seriously, and expect that same commitment from all leaders. This memo defines our processes to achieve a safe environment.
2. **MISHAPS.** Mishaps will be promptly reported per CAP directives and "IN WG Mishap Reporting Policy."
3. **SAFETY SUGGESTIONS.** Personnel are strongly encouraged to use the "CAP Safety Suggestions" tab on the e-Services main page designed to meet everyone's obligation to identify potential hazards and report them.
4. **UNIT SAFETY OFFICERS.** Each commander must appoint a safety officer in the online Duty Assignment module. This officer will report directly to the commander. Commanders will NOT serve in this role.
 - a. Units with active pilots and aircraft custody units must have a safety officer with flying experience. While a current, CAP-rated pilot is best, any previous pilot or current mission observer may fill this role.
 - b. Commanders must ensure the unit safety officer completes the online Basic Safety Course & Test at http://members.gocivilairpatrol.com/safety/safety_education/index.cfm within 90 days of appointment.
 - c. Each group safety officer mentors subordinate unit safety officers; monitors subordinate unit safety education compliance, and assists in carrying out the Annual Safety Survey and Safety Day programs.
5. **ANNUAL SAFETY SURVEY.** The unit safety officer completes the Annual Safety Survey through e-Services no later than **1 January**. The Wing Commander, or designee, is the approving authority for all units. Units not compliant by 1 January will have operations suspended until the Safety Survey is submitted.
6. **ANNUAL SAFETY DAY.** All groups and units within Indiana Wing will conduct the Annual Safety Day in the month of January, February or March. The specific date will be at the unit commander's discretion.
7. **UNIT SAFETY EDUCATION.** Each group headquarters and local unit must develop a program of regular safety education and mishap prevention.
 - a. Monthly safety education will be no less than 15 minutes per month of face-to-face training provided by the unit. Sessions are to be interactive and in a roundtable format. Members who miss the face-to-face

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meetings will make up the briefing by participating in another safety education training session, through the online safety courses in e-Services, or through non-CAP training sessions with the approval of the Unit Commander; an emailed safety briefing is insufficient. The Safety Beacon Newsletter should not be used for the Safety Education Training however articles in the newsletter can be discussed.

b. Safety training must be reported no later than the 5th of each month using the “CAP Safety Education System” located in e-Services. Group safety officers will report subordinate unit compliance on the 6th of each month to the group commander and the Wing Director of Safety; the Wing Director of Safety will follow up with the Wing Commander for action as required. Units are no longer required to maintain paper copies of participation reports as the online system is considered the system of record.

c. Risk Management (RM) will be briefed by all units during the Annual Safety Day; briefings are at http://members.gocivilairpatrol.com/safety/safety_education/index.cfm.

8. MISSION/ACTIVITY SAFETY TRAINING. Safety awareness briefings are required at activities to communicate safety concerns specific to that mission or activity.

a. *For mission activities*, the incident commander will ensure a daily mission safety brief, and a completed ORM matrix utilized before each crew dispatch. Documentation will be maintained in the mission file and the Director of Emergency Services will audit these records.

b. *For flight activities without an incident commander*, the FRO will complete the safety portion of the FRO checklist and the FRO report will serve as the documentation of a safety briefing.

c. *All other CP, AE and PD activities* will hold a safety briefing appropriate to the environment and the hosting unit or headquarters will ensure completion. Sub-activities, such as an obstacle course at an activity, require an ORM Briefing, will be inspected prior to members participating, and may require completion of a High Adventure Activities (HAA) review per CAPR 52-16.

d. Members which are not compliant with monthly unit safety education will not be allowed to participate in activities. The officer in charge will determine whether to provide online safety education to ensure their compliance, or to direct them to leave the activity.

9. SAFETY VESTS. Safety vests will be worn per CAPR 62-1, para 7 and IN WG’s vest policy memo.

10. KNIVES. Per *Gnd & UDF Manual* Task # O-0001, para 2e, team leaders must control sheath knife wear.

11. INDIANA WING SAFETY COUNCIL. The Indiana Wing Safety Council exists to allow safety officers at the group level and above to jointly discuss and encourage the development of the Indiana Wing Safety Program.

a. The Safety Council advises the Wing Commander on policy development, monitors mishap trends, mentors unit safety officer through the safety specialty track, and encourages safe practices wing-wide.

b. Membership is the Wing Safety Director (Chair), other Wing safety staff, group safety officers, and others determined by the Wing Commander.

c. The Council should meet quarterly and minutes of the meetings forwarded to the Wing Commander.

12. DISTRIBUTION. This policy must be posted on the Unit's Safety Bulletin Board or in another prominent location within the unit's meeting space and will be maintained on the wing publications website.

A handwritten signature in black ink that reads "Matthew R. Creed". The signature is written in a cursive style with a large, prominent initial "M".

MATTHEW R. CREED, Colonel, CAP
Commander, Indiana Wing