

Mid-Eastern Group Safety Policy

All Mid-Eastern Group/ Civil Air Patrol activities are safe until safety is compromised. To protect you and Civil Air Patrol property, we have clear safety policies in place that must be adhered to fully and reviewed on a regular basis. A safety conscientious culture means everyone is in tune with these policies and practices them without question. The following are effective immediately:

- All members of the Mid-Eastern Group will familiarize themselves with the current CAPR 62-1(25 Mar 2011), CAPR 62-2(27 Nov 2007) and the current Northeast Region supplements to 62-1 and New York Wing and Northeast Region supplements to 62-2.

MEG Squadrons Safety Officers will ensure Operational Risk Management (ORM) are completed on all required activities/sub-activities and will not allow, not enter into, any operation that threatens the safety of any person or property or that is a violation of Civil Air Patrol regulations. Ensure required operational risk safety briefings are completed on all activities/sub-activities. Participation in an activity without completing a required Operational Risk Safety Briefing is **prohibited** and will cease operations until ORM has been conducted and a briefing completed. Appropriate PPE (Personal Protective Equipment) will be used to include gloves; safety vests, eye protection and anything else deemed needed to protect the health and safety of our people and assets. A written outline of the ORM process will be kept on file at the unit headquarters for review prior to similar activities in the future. These ORM sheets will be available for inspection during any activity. The ORM should be updated during the activity as conditions warrant.

- All MEG Staff and Squadron Members must do some type of safety training each month. That can be done by attending a briefing at work, attending a CAP meeting, an FAA meeting or AOPA seminar (must provide proof of safety briefing), or the member can do an on-line course on eServices Online Safety Education (one(1) only)(see Attachment 1). Members who are not safety current will not be allowed to participate in any CAP activities. Non-current members should not expect to receive this training at events that require current ES qualifications to participate unless the operations plan and/or Events leader specifies that the safety education will be provided as an adjunct to the event. At least annually, **Operational Risk Management (ORM)** will be discussed during a unit safety meeting.

- Squadron commanders shall distribute this memorandum to all their members and post on each Squadron Bulletin Board.
- All members (Seniors & Cadets) who joined CAP prior to 1 October 2010 must complete the current introductory safety education module **Introduction to CAP Safety**. New members will do the Introduction to CAP Safety for New Members and view this Policy Letter (Senior Members-Level 1 and Cadets-Curry Achievement) or use the Online Safety Education on eServices.

MISHAP NOTIFICATION

Mishap notification will immediately be made to NY Wing via telephone. Leaving a message is not satisfactory; the reporting member will telephone each of the following NY Wing staff members in order until one of them are reached.

(1) Wing Director of Safety: Lt Col Diane Wojtowicz, 585-738-0027 (cell)

(2) Wing Assistant Safety Officer: Capt Lawrence Wenz, 845-782-0872 (home); 914-456-8793 (cell)

(3) Wing Assistant Safety Officer: Capt Pete Moreau, 585-461-4664

(4) Wing Director of Operations: Lt Col Bill Hughes, 315-524-7802 (home); 585-738-7148 (cell/pager)

(5) Wing Commander: Col Jack Ozer, 631-698-8095 (home); 631-871-3818(cell)

(6) If the mishap involves “death, bodily injury accident, or major damage” *and* the Reporting member is unable to reach any of the above wing staff, the member will Immediately contact the CAP National Operations Center (NOC) at 888-211-1812, Ext 300, (24hrs/day) the number given in CAPR 62-2.

(7) Also, notify the following personnel after you have notified the above people: MEG Commander, Lt Col Sean Neal (home) 518-634-7811; (cell) 203-733-5337, and/or MEG Deputy Commander, Bob Hoar (cell) 518-337-6033, and/or MEG Safety Officer , Lt Col Thomas Fusco (home) 518-643-0935; (cell) 518-593-3743.

Sean E. Neal, Lt. Col., CAP
Mid-Eastern Group Commander

Thomas W. Fusco, Lt. Col., CAP
Mid-Eastern Group Safety Officer

Attachment 1

**On-line Safety Briefing and Testing Guide
For Monthly Safety Currency**

1. Log in to E-services.
2. Go to the Left-hand column and choose “Online Safety Education”.
3. From the CAP Online Safety Education screen choose any of the different safety briefings (including “Introduction to CAP Safety Program for New Members”). This will bring you to the **Quiz Information** screen.
Reference/Reading Material. *- indicates required reading (ex. * [Intro to CAP Safety](#))
4. Read the PowerPoint presentation. Before you take the test you must check the little box that states “**I verify that I have read the required material before taking test.**”
5. You must get at least an 80 percent passing score. Click on **Start Quiz**.
6. After you finish answering the last question, click on **Finish Quiz**. You will see **Result, Your Score & Passing Score**. At the bottom of the page you **View Results, Print Certificate, Finish**. Click on finish, this will record your test score in eservices.
7. Once you’ve taken and passed your quiz, you are good until the end of the following month.

Attachment 2 (Definitions taken from CAPR 62-2)

Definitions. As used in this regulation, the following words will have the definition indicated:

- a. “Mishap” means any unplanned or unsought safety event, or series of events, that result in death, injury, or damage to equipment or property. Specific categories/classifications of mishaps are listed below.

- b. “Accident” means a mishap that results in death, serious bodily injury, or major damage to, or loss of, equipment or property (See attachments 1 through 3 in CAPR 62-2 for guidelines for determining whether a mishap should be classified as an accident).

- c. “Incident” means a mishap other than an accident that results in bodily injury or damage to equipment or property (See attachments 1 through 3 in CAPR62-2 for guidelines for determining whether a mishap should be classified as an incident).

- d. “Minor Mishap” means a mishap that interrupts normal procedures or activities but is not counted in the tally of accidents and/or incidents (See attachments 1 through 3 in CAPR62-2 for guidelines for determining whether a mishap should be classified as a minor mishap).

- e. “First Aid” within the Civil Air Patrol Safety Reporting System, means the immediate and temporary physical aid provided to a sick or injured person until a higher level of medical treatment can be provided by a licensed doctor, registered nurse, physician’s assistant, or emergency medical technician, if needed.

Mishap Classification.

a. Aircraft.

(1) Flight. Mishaps involving aircraft authorized to participate in CAP activities, which take place between the times any person boards the aircraft with the intention of flight until such time as all persons have disembarked. (See CAPR62-2, Attachment 1.)

(2) Ground. Mishaps involving aircraft, authorized to participate in CAP activities, with no intent of flight; example of this type mishap may include, but are not limited to, aircraft damaged while being moved after refueling; aircraft run into by a tug while parked; etc. (See CAPR62-2, Attachment 1.)

b. Vehicle. Mishaps involving corporate vehicles, or pre-approved member-owned vehicles in accordance with CAPR 77-1, *Operation and Maintenance of CAP Vehicles*, during authorized CAP activities, including damage to structures such as buildings, fences, light poles, etc. (See CAPR62-2, Attachment 2.)

c. Bodily Injury. Mishaps involving personal injuries sustained during authorized CAP activities. This classification of mishap does not include injuries due to aircraft or vehicle accidents or incidents. (See CAPR62-2, Attachment 3.)

d. Other. Mishaps involving CAP personnel and property (not real property) that do not meet the criteria for one of the above classifications.

Note: Damage to, or loss of, equipment not resulting from a safety mishap will be reported and accounted for in accordance with CAPR 67-1, *Civil Air Patrol Property Regulation*.