



**Civil Air Patrol
Search & Rescue Squadron 902
Willow Grove NASJRB
P.O. Box 473
Horsham, PA 19044**



TO: All Senior Members of Squadron 902
FROM: SM Donald Pond, Safety Officer
RE: Squadron meeting night safety patrols
Date: 11 September 2006

Safety Procedure SO-06-002

During squadron meeting nights, a member of the safety team will be assigned duty patrol of the squadron grounds and classrooms to ensure that all operations are maintaining a safe environment. In the event that there is no safety team member available, a senior member can be appointed. Below is a guideline for the performance of this position. Remember *common sense* is your friend.

- 1). The assigned patroller will not be assigned any other duty or task during meeting hours.
- 2). The patroller must roam the squadron grounds and classroom areas on regular bases.
- 3). If the patroller observes an unsafe act that is considered potentially life threatening, the patroller is authorized to stop the activity at once without pursuing the chain of command. After the incident is mitigated, then the patroller will report to the officer-in-charge of that activity with their safety report. Additionally, all safety incidents/hazards observed or reported to the duty safety patroller must document the incident on CAP form 26 (CAP Safety Improvement or Hazard Report). Report to be submitted to the Squadron Safety Officer within 24 hours.
- 4). If any incident requires emergency services to be called, i.e. Police, Fire and/or EMS, the Squadron Commander (Deputy Commander in their absence) and the Squadron Safety Officer must be notified immediately. After the incident is over, a mishap report (CAP forms 78 & 79) must complete ASAP. Refer to CAP 62-2.
- 5). The following reporting format needs to be followed: Who, What, Where, When, and any action that was taken to resolve the incident.
- 6). CAP Safety Forms: *Copies located in the Squadron Safety Manual at the Admin office.*
 - CAP 26 --- Civil Air Patrol Safety Improvement or Hazard Report
 - CAP 78 --- Mishap Report Form
 - CAP 79 --- CAP Mishap Investigation Form
- 7). For additional safety regulations, refer to CAP 62-1. *A copy of this regulation is located in the Squadron Safety Manual at the Admin office.*
Remember, safety issues are not problems but opportunities for improvement. Prevent a mishap today!