

MER SAR COLLEGE  
Middle East Region, CAP  
Fort Pickett, VA  
1-3 June 2018  
18-T-4472

**MERSAR General Safety Plan – ANNEX A**

**UPON ARRIVAL AT MISSION BASE:**

1. Safety Team meeting prior to mission participants occupying the facilities. Plan to arrive on Thursday, May 31, if possible, for a SAR College Staff meeting.
2. Perform a safety survey of the facilities, including buildings and flight line, to identify potential hazards and record them.
3. Analyze the list of identified hazards and prepare a list of solutions to eliminate or mitigate the hazards.
4. Eliminate all the hazards that can be and mitigate the others.
5. Remember to include noted hazards in the general safety briefing.

**PRIOR TO BEGINNING OF SAREX EXERCISES:**

1. Ensure that Operations has all pilots bring and submit a current, completed CAPF 71 from their aircraft at check in. Review the CAPF 71 for squawks. Any pilot bringing an aircraft without a CAPF 71 must complete a CAPF 71 on site prior to proceeding to registration.
2. Ensure that Operations has all CAP vehicle drivers provide a completed CAPF 73 at check in.
3. Any driver bringing a CAP vehicle without a CAPF 73 must complete a CAPF 73 on site prior to proceeding to registration.
4. Review Safety Provisions contained in MERSAR Operations Plans for (1) Air Ops, (2) Flight Line, (3) Refueling, (4) Transportation and (5) Ground Team Ops.
5. Have a supply of Mishap Reporting Forms on hand for drafting mishap reports prior to reporting electronically. Once reviewed by Safety Officer, all mishaps will be submitted electronically.
6. Review and post a completed ICS Form 206 (Medical Plan) at Operations (in coordination with the HSO).
7. Post or hand out a list of contact numbers and call signs for the SAR College Mission Safety Team at Dinner on Friday night.
8. One or more Safety Officers will attend the required Range Operations Briefings conducted by Ft. Pickett Range Operations.

## **General Safety and Facilities Brief**

### **I Safety Pledge**

**As a Civil Air Patrol member I pledge to promote an uncompromising safety environment for myself and others, and to prevent loss of, or damage to Civil Air Patrol assets entrusted to me. I will perform all my activities in a professional and safe manner, and will hold myself accountable for my actions in all of our Missions for America.**

### **II I'M SAFE Review**

- ✓ I – Illness
- ✓ M – Medication
- ✓ S – Stress
- ✓ A—Alcohol
- ✓ F – Fatigue
- ✓ E -- Emotion

**If for any reason one or more of these items affects you, you have a responsibility to yourself and everyone at this event to report it to a staff member. The situation will be assessed at that time for corrective action, reassignment or dismissal. There is no shame involved and there will be no repercussions for reporting any effects.**

### **III Knock it Off Policy in effect at all times in all phases of the operation**

- ✓ All CAP personnel are accountable for their actions, both on and off duty.
- ✓ Know the established procedures and follow them. If a situation exists that is not specifically addressed, I expect mature judgment to be exercised.
- ✓ Correct and/or report all safety hazards as soon as they are discovered. Effective communication is key.
- ✓ Anyone can call a "knock it off" when an unsafe situation develops, and no reprisals will ever be taken against someone raising a safety concern. Be assertive in challenging unsafe practices.

**Do not be intimidated by rank, position or any other factor. Everyone has an equal responsibility to the safe operation.**

### **IV Facilities checklist**

- ✓ Verify that electrical outlets are not overloaded; Do any electrical cords pose tripping or damage hazard?
- ✓ Verify any stairways are well-lit and provided with hand rails.
- ✓ Verify that fire extinguishers are available and have current inspection.
- ✓ Verify that passageways are kept clear, and that emergency exits are useable.

- ✓ Inspect facilities to verify no significant personnel safety hazards exist.
- ✓ Brief / warn all CAP personnel about any hazards that cannot be corrected.
- ✓ Hazards to aircraft in taxi and tie-down areas are identified.
- ✓ CAP aircraft are secured.
- ✓ Acceptable condition of vehicle parking and roadways.

Note: Items presenting an unacceptable hazard to personnel or equipment shall be corrected upon discovery, or, fully noted and ORM applied as appropriate.

## **V Facilities emergency procedures**

### **Weather events**

- ✓ In the event of severe weather, all personnel will assemble inside of a base facility.
- ✓ Stay away from windows and doors.
- ✓ If the nature of the storm is tornadic, members will find cover or get prone on the floor.
- ✓ Once the weather event has passed and the “all clear” has been announced, regularly scheduled activities may resume.

### **Fire in a Facility**

- ✓ In the event of a fire inside any of the facilities, notify an Officer and spread the alarm by announcing “Fire”. Do not attempt to fight the fire alone.
- ✓ Exit your facility and immediately assemble outside and out of the way of fire apparatus.
- ✓ Officer in charge of the event will immediately conduct a count and roll call to ensure that all personnel have evacuated the facility.

### **First aid station location**

Identify First Aid Station location(s). They will be listed in Safety Briefings. In the event that you or a member of your group needs medical attention, go to the first aid station. If you are being attended to at the station, make sure that the medical staff is aware of any medical needs that you may have. Provide them with a copy of your CAPF 161. If you have assisted a member in going to the first aid center, do not remain there unless asked to do so by the medical personnel.

### **Housekeeping**

An important practice in any safety program is good housekeeping. Housekeeping in hangers, vehicles and aircraft is essential to personnel and aircraft safety.

- ✓ Keep work areas clean and orderly.
- ✓ Clean up any spills or messes immediately.
- ✓ Pick up and account for any tools and equipment.
- ✓ Properly dispose of any waste material.

**If you must question if an action or procedure is safe, then it probably is not and the operation should be halted immediately.**

## **VI Primary Mission Safety Officer AND Emergency Contact Information**

Maj Guy Butts II – Mission Safety Officer

Phone: 434-414-4187

E-mail address: [safetytog@yahoo.com](mailto:safetytog@yahoo.com)

Lt Col Christopher Duemmel – Air Safety Officer

Phone: 904-703-4396

E-mail address: [cduemmel@ncwgcap.org](mailto:cduemmel@ncwgcap.org)

Maj Bob Annechiarico – Ground Safety Officer

Phone: 912-812-6511

E-mail address: [rannechi@gmail.com](mailto:rannechi@gmail.com)

Col Francis Smith	INCIDENT COMMANDER	(803) 261-4981
Col Jay Lindler	OPERATIONS SECTION CHIEF	(803) 518-5340
Lt Col Dennis Bissell	AIR BOSS	(336) 202-4549
Lt Col Bob Midkiff	GROUND BOSS	(443) 277-8183
Lt Col Jay Langley	Co-Activity Director	(919) 906-8440
Col David Crawford	Co-Activity Director	(919) 602-2910
Lt Col John Henderson	Asst. Activity Director	(443) 677-1944
Maj Kelly Lawall	Health Services Director	(484) 269-7143

Fort Pickett Police, Fire, EMS: 911 or 434-292-8444/8445

Nottoway County Sheriff: 911 or 434-645-9044

Fort Pickett Range Operations Officer: 434-292-2227/8334

VA National Guard Public Affairs Officer: 434-298-6107

**DON'T DO NOTHIN' STUPID!!!**