

**Check List - SAFETY OFFICER**

- 1. After obtaining a briefing from the Incident Commander, conduct an initial and follow-on safety surveys using a standard CAP safety survey form (see sample in CAPR 62- 1).
- 2. Spot check Ground Teams.
  - A. Vehicles for proper safety equipment.
  - B. Members properly dressed for climatic conditions.
  - C. Insure one (1) team member on each team trained in blood-borne bio-hazards.
  - D. Blood-borne pathogen kits available.
- 3. Spot check aircraft.
  - A. Aircraft for proper safety equipment.
  - B. Members properly dressed for climatic conditions.
  - C. Check flight line operations for safe aircraft movement, parking, and refueling.
- 4. Correct or minimize any deficiencies or hazards noted and brief Incident Commander accordingly.
- 5. Assist the Incident Commander in developing and implementing a risk management mechanism to identify risks and put in place controls to ensure safe operations.
- 6. Coordinate with sub-base Incident Commanders to ensure safety surveys are conducted.
- 7. Know the location of the nearest medical facility.
- 8. Assist Incident Commander in preparing for or personally present safety portion of the general briefing if requested by the Incident Commander.
- 9. Ensure that appropriate personnel are notified for any mishaps IAW CAPR 62-2 within time constraints specified.

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- 10. Gather data for CAPF 78, *Mishap Report Form*, dated Sep 99 and CAPR 79, *Mishap Investigation Form*, dated Sep 99. Monitor progress of investigations and ensure timely reporting.
- 11. Issue reminders when necessary.
- 12. Monitor efforts to account for members throughout the mission.
- 13. **IMMEDIATELY NOTIFY THE INCIDENT COMMANDER OF ANY UNSAFE CONDITIONS OR PRACTICES NOTED.**