



## HURON CADET SQUADRON SUPPLEMENT 1

CAPR 62-1

04 AUGUST 2007

Safety

### CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 14 April 2006, is supplemented as follows:

#### A. General Safety Considerations around Squadron 801 Headquarters:

1. For safety and security purposes, ensure that all gates to the school grounds are closed after school hours.
2. Watch your step in and around the building. The meeting room is a stage and has a three foot drop with no guard rails. Excess furniture items are stored in the stage area. These items represent a danger if not used properly. There is a ramp behind the meeting area and large steps.
3. Use caution around the parking lots. Students are being picked up and dropped off during the unit's meeting times. All drill activities will take place inside the cafeteria or inside the gated courtyard.
4. Cadets walking to and from the unit's activities at the Huron Middle School must exercise caution on the streets of Huron. These are heavy traffic areas. Whenever possible, cadets will be given rides home from the meeting.
5. In the event of a fire, exit out the backdoor of the meeting space. All personnel will gather beside the Teacher's Lounge door. No one will attempt to extinguish the fire. A call to 911 will be made by the senior member in charge of the activity.
6. In the event of an earthquake, cadets and senior members will position themselves under the tables in the meeting area. After the earthquake has ended, all personnel will exit and gather beside the Teacher's Lounge door. No one will reenter the building until it has been deemed safe by appropriate authorities.
7. All vehicles used for cadet transportation will have a copy of the most recent Safety Assessment Manual (SAM). One vehicle will carry a first aid kit.
8. An All Personnel File (APF) binder is maintained in the Commander's Office with material covered in the monthly safety meetings.
  - a. The information in the APF binder is required reading for all Squadron 801 members who did not attend the monthly safety meeting. Upon completion of reading the material, they will sign the HCS Form 62-1A for that specific safety meeting.
  - b. HCS Form 62-1A are filed in the APF binder.
9. All members will read the Squadron Safety Pledge and sign a HCS Form 62-1A.

#### B. Safety Officer Responsibilities :

1. The Safety Officer (SE) will provide evacuation drills once per quarter.
2. The Sentinel will be reviewed monthly. The Word will be reviewed quarterly.
3. A Safety Bulletin board will be maintained in the Commander's Office. The Squadron supplements to CAPR 62-1 and CAPR 62-2 will be affixed to this board, along with a supply of CAPF 26's.
4. The SE will plan an annual safety stand-down in September, to correspond with the beginning of the school year. This stand-down will replace the ES meeting night for September.
5. The SE will complete the Annual Safety Survey (CAWGF 8) and submit to the Squadron Commander no later than 31 December of each year.
6. Refer to the HCS Operating Instruction 1-2, page 21, for the remainder of the Safety Officer's duties.