MARYLAND WING SAFETY BULLETIN
THE REQUIRED UNIT CAPF-160

The individual Civil Air Patrol unit is the core and backbone of the organization. Please keep your unit safe and legal.



So like any living entity, the unit needs to be cared for through safety practices and risk management (RM).



Oh no, not more paperwork! Yes, more paperwork. But Safety is here to help with the unit 160.

The paperwork/CAPF 160 in question serves your unit in several very important ways:

First, it is required by regulations. ***CAPR 160-1 3312 states: Recurring Events. When the events happen... on a recurring basis, with the same venue and similar events and plans, full deliberate RM is not required. In these cases, the previously accomplished risk assessment and plan, to include the previously accomplished CAP Form 160, may be used as a starting point. In other words...***

Each unit must prepare, have approved and signed, and keep on hand a CAPF-160 for regular unit meeting times and activities. (Save it for your SUI.)

Secondly, you may find that the CAPF 160 is an excellent tool to trigger your thinking for the risk analysis process. By following the instructions and filling in the boxes, they bring to mind areas that need risk management analysis and documentation.

"But it is laborious and confusing." No, not really. It does require a bit of work, however. And you may want to consult with other unit members to make sure you cover all contingencies. But I suggest if you take one box at a time, it is quite doable. And please remember, details count.

Here is an example:



There seems to be a lot of confusion regarding the information that needs to go into boxes 4-9. First, refer to Page 4 of the form for guidance. Here is a helpful example...

Outdoor cadet drill and training	Hazards from tripping on uneven pavement and danger from automobile traffic.	L	All cadets will be thoroughly briefed on safety awareness. Reflective vests will be worn. Senior supervision will be present. Cones will be used to mark off training areas.	**How:** The CC and Cadet Commander will ensure proper briefings and controls are in place and observed **Who:** Squadron CC	L
All members indoor classroom training.	Setting up and taking down tables, chairs, and audio/ visual equipment. Tripping over extension cords.	L	All members will be thoroughly briefed on safety awareness and the proper handling of squadron assets. Extension cords will be used only when clearly necessary and held to a minimum.	**How:** The CC or his designee will ensure proper briefings and controls are in place and observed and the use of extension cords will be supervised directly **Who:** Squadron CC	L
All members indoor classroom training..	Fire and natural disasters.	L	All members will be thoroughly briefed on emergency exits, fire reporting, the location of a designated assembly area, and awareness of the location and proper use of fire extinguishers.	**How:** The SE will ensure all members are trained in fire safety and fire safety specific to squadron spaces. In the event of an actual fire, the CC or SE will ensure the fire department is notified, the fire is properly addressed, and all members have reached safety. In the advent of natural disasters, all **Who:** Squadron CC	L

- Extrapolate. Imagine any and all scenarios that could effect your unit and make provision for them on your form.

- The individual creating the form *cannot* approve it.

- Record keeping is important. Maintain your unit CAPF 160 as a ready reference and update as necessary. Things change. I suggest reviewing it annually. It will also be available for the SUI.

- A ready-use unit CAPF 160 is available in our Wing safety library at https://mdwg.cap.gov/staff-sections/safety. It is adjustable.

DANGER

Please remember that the CAPF 160 is designed to protect first you and your people, and then CAP property and finally, CAP mission readiness. As humans, we are sometimes tempted to just "check off the box." But I remind myself, and I will remind you , not to treat this lightly.

DON'T PULL YOUR HAIR OUT



You have all heard we need to take our own advice. Me too. So when I am faced with complicated form with many small boxes demanding my attention, I take a step back and just do one at a time. It takes time, yes, but it yields great results. We also call that SAFETY.