



**HEADQUARTERS KENTUCKY WING
CIVIL AIR PATROL**
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From the Desk of:
Col Robert J. Koob, CAP
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Kentucky Wing Civil Air Patrol Safety Briefing Tracking System

The Kentucky Wing of the Civil Air Patrol has developed a system to insure that all members who participate in CAP activities receive safety briefings in accordance with requirements specified in the last Kentucky Wing Compliance inspection. This new Safety Policy is issued this 22 Day of July 2009 and will be implemented 1 August 2009. These requirements apply to each Wing cadet and senior member and are as follows:

- Each member must receive a safety briefing each month. This briefing may be face-to-face, or members may self-brief using any electronic or hard copy briefing. Face-to-face briefings will be reported by the person giving the briefing. If members perform a self-brief, they shall go to the Safety Briefing Confirmation Web Page located in the Safety section of the Kentucky Wing website <http://www.kywgcap.org/Default.aspx?tabid=1396> and submit a confirmation that they have received a monthly safety briefing.
- Each member must receive a face-to-face safety briefing once every three months. This briefing must be given by a Safety Officer or other qualified the person designated by the Wing Commander, a Squadron Commander, or the person in charge of the event at which the briefing is given. It may be received at any organized CAP event or one-on-one. The person giving the briefing shall submit a record of each person's attendance using a Safety Report Spreadsheet, which has been distributed under separate cover.

Any CAP member who has not received the safety briefings as specified above will not be allowed to participate in any Kentucky Wing CAP activity until these requirements are met, including weekly meetings and actual or training missions

Using the Safety Report Spreadsheets from the individual squadrons and the self-briefing data submitted by individual members, the Kentucky Wing IT Officer shall develop a monthly Safety Eligibility Report, which will be sent to each Squadron Commander and Squadron Safety Officer, showing each member's safety briefing status. This report will also be available in the Safety Section of the Wing website.

All Squadron Commanders and all persons in charge of Kentucky Wing events shall review the current Safety Eligibility Report described to insure that members participating in CAP events are safety-eligible.

Robert J. Koob

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"Where imagination takes flight"