

Department of the Army  
United States Army  
Combined Arms Support Command  
Fort Lee, Virginia 23801-2102

CASCOM Regulation 385-10  
15 December 2014

## Safety

### COMBINED ARMS SUPPORT COMMAND (CASCOM) SAFETY PROGRAM

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\* This regulation supersedes all previous versions and Standard Operating Procedures.

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FOR THE COMMANDER:

OFFICIAL:

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**Summary.** This regulation prescribes policies, procedures, and guidelines for implementation of the CASCOM Safety Program.

**Policy.** Decision makers at all levels will employ Risk Management (RM) approaches to effectively preclude unacceptable risk to the safety of personnel and property. Aggressive leadership, education and training are the keys. Standards must be enforced at all levels. This is paramount in protecting the force, conserving combat power and resources, and establishing a proactive safety culture.

**Applicability.** This regulation applies to all elements of this command including assigned or attached directorates, tenant activities, Reserve Officer Training Corps (ROTC) schools, Reserve and National Guard organizations and subordinate units located on Fort Lee and Fort Eustis.

**Distribution.** This publication is available on the CASCOM Safety Home page at <https://cascom.tradoc.army.mil/sites/hq/safety/SitePages/Home.aspx>.

**Supplementation.** Supplementation of this and issuance of command and local forms is prohibited unless prior approval is obtained from Commander, CASCOM, ATTN: ATCL-SO, Fort Lee, Virginia 23801-2102.

**Records management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

**Suggested improvements.** The proponent agency for this regulation is the Command Safety Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to the address noted above.

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## Chapter 1

### General Requirements

This document provides specific requirements to supplement the general safety program responsibilities defined in AR 385-10 (The Army Safety Program), DA Pamphlet 385-10 (Army Safety Program), DA Pamphlet 385-30 (Mishap Risk Management), DA Pamphlet 385-64 (Ammunition and Explosive Safety Standards), and TRADOC Regulation 385-2 (U.S. Army Training and Doctrine Command Safety Program). Further, this document complies with the Occupational Safety and Health Program requirements in EO 12196, 29 CFR 1960, and DODI 6055.1.

## Chapter 2

### Risk Management

1. Risk Management is explained in detail in ATP 5-19 (Risk Management).

a. A risk management worksheet is required to be prepared for every training event conducted in CASCOM and must be signed by the appropriate approving authority before the training is conducted.

b. All medium and high risk assessments will be reviewed and initialed by the individual safety specialist at each school before being routed to the appropriate approving official.

c. All risk assessments will be approved at the appropriate level in accordance with the standards set forth in TRADOC Regulation 385-2. See the CASCOM Risk Decision Policy Memorandum at the following link:

[https://cascom.tradoc.army.mil/sites/hq/safety/Shared%20Documents/CASCOM%20Risk%20Decision%20Policy%20\(24%20Oct%202014\).pdf](https://cascom.tradoc.army.mil/sites/hq/safety/Shared%20Documents/CASCOM%20Risk%20Decision%20Policy%20(24%20Oct%202014).pdf). Be sure to know your division's policy on who signs for each risk level.

d. The Primary Instructor or /OIC/NCOIC at each training area is required to review the signed risk assessment daily, note any additional hazards (i.e. weather, fewer than planned instructors, inadequate equipment, etc.) and sign the Daily Risk Management Review Worksheet (See Appendix 2 for form). The risk assessment must reflect the current conditions at the training area.

e. Risk Management will be integrated into all training developer materials with coordination through CASCOM QA (local office) and CASCOM TD for school.

f. Each Training Support Package TSP with an identified Risk level of moderate or higher will include a Risk Assessment worksheet on the instruction. All medium and high lesson plans must be routed to the supporting safety office in the Training Development Capability (TDC) for review/comments.

2. Classroom Risk Assessment worksheets that are a Low Risk can be prepared to cover up to one year. A new Risk Assessment must be prepared when the conditions of the classroom change (such as relocation or remodeling with hazards present).

3. DD Form 2977 Deliberate Risk Assessment Worksheet can be found at the following link: <http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd2977.pdf>.

### **Chapter 3**

#### **Marine Activities and Water Safety**

1. Drowning is a catastrophic threat to any waterborne training or operation. Through careful planning and the application of the RM process, risk can be significantly reduced and the potential for mission success increased.

2. All operations and training in and around bodies of water must plan for and have the required lifesaving equipment, communication equipment, first aid response, and protective devices on-hand and operational.

3. Ensure military personnel involved in training in or around water are swim tested and that non-swimmers are identified (See TC 21-21 Water Survival Training). Non-swimmers will be marked in a distinctive manner to ensure they are readily identifiable during training or operations around water.

4. All personnel must be briefed on water hazards and safety prior to all water operations. The use of teams instead of individuals must be used at all times so no one is alone while in the water or under limited visibility conditions or severe weather.

5. Accurate and detailed risk assessments will be used to protect Cadre, Soldiers, and students participating in water operations. AR 56-9, ATP 5-19, and FM 4-01.502 to identify hazards and develop controls appropriate to the mission, enemy, terrain and weather, troops and support available, time available, and civil considerations factors of the mission.

6. Off duty safety briefings must include water and boating safety and the hazards of swimming alone, in cold water, after drinking, during hours of darkness, or in unauthorized areas. This is especially important in the summer months and before block leave periods.

### **Chapter 4**

#### **Prevention of Heat and Cold Weather Casualties**

1. Objective: Daily prevention of heat illness and cold weather injury. (This is a command responsibility).

2. Requirement: TRADOC requires all cadre and leadership to conduct Annual Heat and Cold Injury Prevention Training in early spring and fall. Although additional training or video review may change each year the primary source for training is on the TRADOC Surgeon General's web page:

<http://www.tradoc.army.mil/surgeon/index.htm>.

3. An effective Heat illness Prevention program includes:

a. The recognition of personnel who are at increased risk of heat illness (e.g., those with prior Heat illness, current illness, recent immunization, obese, recent use of alcohol (24 hours) or medication, lack of sleep, poor physical condition.) Examples for identifying these Soldiers have been published by TRADOC and are available at <http://www.tradoc.army.mil/csm/docs/MARKING%20slides.pdf>.

b. Encourage the drinking of cool water. Educating individuals on the signs and Symptoms that may indicate water intake is too low, such as headaches, dizziness and dark yellow urine.

c. Each Division will use a Wet Bulb Globe Temperature (WBGT) Index, or equivalent, in their Training Area. The Installation Preventive Medicine Clinic provides Hot-Line for WBGT readings after Memorial Day. This information should be used for planning purposes; however, it does not eliminate the need or responsibility of the section and or division to monitor their respective training areas.

d. The chart below is a fluid replacement chart, which describes the amounts of fluid replacement and work/rest cycles for acclimatized soldiers undergoing training. Note: Maximum hourly fluid intake should not exceed 1.5 quarts and the revised maximum daily fluid intake should not exceed 12 quarts. The chart is designed to prevent low sodium in the blood due to excess water consumption.

**Fluid replacement guidelines for warm weather training  
(Applies to average acclimated Soldier wearing ACU)**

Heat Category	WBGT Index (Fahrenheit)	Easy Work		Moderate Work		Hard Work	
		Work /Rest	Water Intake Qt/hr	Work /Rest	Water Intake Qt/hr	Work /Rest	Water Intake Qt/hr
1	78-81.9	NL	½	NL	¾	40/20 Min	¾
2 (Green)	82-84.9	NL	½	50/10 Min	¾	30/30 Min	1
3 (Yellow)	85-87.9	NL	¾	40/20 Min	¾	30/30 Min	1
4 (Red)	88-89.9	NL	¾	30/30 Min	¾	20/40 Min	1¼
5 (Black)	> 90	50/10 Min	1	20/40 Min	1	10/50 Min	1¼

e. The work rest times and fluid replacement volumes will sustain performance and hydration for at least 4 hours of work in the specified heat category. Individual water needs will vary + or - ¼ qt/hour. Not all tasks can be listed; supervisors should use the chart below as a comparison guide to determine the appropriate work rest schedule for the task being performed.

Easy Work	Moderate Work	Hard Work
1. Walking hard surface at 2.5 mph, □□ 30 lb. Load 2. Weapon Maintenance 3. Manual of Arms 4. Marksmanship Training 5. Drill and Ceremony	1. Walking hard surface at 3.5 mph, < 40 lb. Load 2. Walking loose sand at 2.5 mph, no load 3. Calisthenics 4. Patrolling 5. Individual Movement Techniques i.e. Low crawl, High crawl 6. Defense position Construction 7. Field Assaults	1. Walking hard surface at 3.5 mph, □ 40 lb. Load 2. Walking loose sand at 2.5 mph, with load

- NL = No limit of work time per hour.
- Rest means minimal physical activity (sitting or standing) accomplished in shade if possible.

- **Caution: Hourly fluid intake should not exceed 1½ quarts. And should be monitored by leadership.**
- Daily fluid intake should not exceed 12 quarts.
- Wearing body armor adds 5 degrees F to WBGT index.
- Wearing MOPP over-garment adds 10 degrees F to WBGT index.

f. Modify the training schedule based on cumulative effects of heat.

g. Provide ice sheets for rapid cooling during field training exercises and fire fighting simulator training.

h. Training schedules will be adjusted to minimize consecutive days of heavy physical readiness training (PRT) when other stressors exist.

i. Communications, medical, and evacuation support plan is established to quickly respond to a heat injuries.

(1) Heat casualty prevention posters are posted on area bulletin boards or latrines and break areas.

(2) Heat illness prevention cards are available for all leaders.

(3) Leader or Primary Instructors will conduct a Heat casualty risk analysis during daily during hot weather periods.

(4) Prior heat casualties are identified & recorded and Soldiers at high risk for heat injuries are visibly identified during training.

(5) WBGT is positioned at training site. WBGT is measured hourly when ambient temperature exceeds 75°F. Effective procedures will be established to monitor and communicate WBGT

(6) Training will be reevaluated when two or more heat casualties occur.

(7) A hydration monitoring system is established.

(8) Work/rest cycles are enforced in high heat categories.

(9) Assistant Instructors are located to react to heat casualties in dispersed training.

(10) Heat category clothing restrictions are enforced as determined by the senior leader of the mission. Don't be afraid to ask.

3. An effective Cold Injury Prevention program includes:



a. The recognition of personnel who have had previous cold Injuries such as frost bite or hypothermia.

b. Ensure proper personal cold weather protection clothing is worn in layers to keep body heat in or release heat is conducted. Ensure gloves are worn around all cold metal items on vessels, vehicle and rail and aircraft equipment. Provide a warm up area or tent.

c. The chart below is a fluid replacement chart, which describes the amounts of fluid replacement and work/rest cycles for acclimatized soldiers undergoing training. Note: (Maximum hourly fluid intake should not exceed 1.5 quarts and the revised maximum daily fluid intake should not exceed 12 quarts. The chart is designed to prevent low sodium in the blood due to excess water consumption.

**Warning signs and symptoms of cold casualties and cold injuries**

<p><b><u>Early Signs/Symptoms</u></b></p> <ul style="list-style-type: none"> <li>• Itching, tender skin (chilblain).</li> <li>• Swollen, red, or darkened skin (chilblain).</li> <li>• Tingling, burning, blistered, swollen areas (early frostbite).</li> <li>• Cold numb feet with swelling and redness (immersion foot).</li> <li>• Weakness and dizziness (dehydration).</li> </ul>	<p><b><u>Actions</u></b></p> <ul style="list-style-type: none"> <li>• Remove from training.</li> <li>• Prevent further exposure.</li> <li>• Remove wet or constrictive clothing.</li> <li>• Rewarm slowly and provide warm, sweet drinks.</li> <li>• Elevate feet, cover, dry, and rewarm.</li> <li>• Do not allow victim to walk on injured feet.</li> <li>• While doing the above, call for medic evaluation of the soldier.</li> <li>• <b>If no Medic is available, call ambulance or MEDEVAC.</b></li> </ul>
<p><b><u>Later Signs/Symptoms</u></b></p> <ul style="list-style-type: none"> <li>• Vigorous shivering, slurred speech and poor memory (hypothermia).</li> <li>• No shivering with drowsiness, confusion, disorientation, and amnesia (severe hypothermia).</li> <li>• Numb, gray, or waxy skin (advanced frostbite).</li> <li>• Frozen tissue that feels wooden to touch (advanced frostbite).</li> <li>• Swollen, red, and bleeding feet (trench foot).</li> <li>• Unconscious.</li> </ul>	<p><b><u>Immediate Actions</u></b></p> <p><b>Hypothermia is the most serious of cold exposure emergency. Immediately call for MEDEVAC or ambulance for emergency transport while doing the following:</b></p> <ul style="list-style-type: none"> <li>• Strip off wet or constrictive clothing, and wrap victim in warm blankets.</li> <li>• Evacuate frostbite; do not rewarm if evacuation is not possible.</li> <li>• Rewarm frostbite gradually by direct skin-to-skin contact; rewarm trench foot with warm air.</li> <li>• Do not allow injury to refreeze during evacuation.</li> <li>• Monitor airway and breathing until MEDEVAC or ambulance has arrived.</li> </ul>

## Chapter 5

### Motor Vehicle Accident Prevention

1. Responsibilities for motor vehicle accident prevention include other military organizations and civil authorities. This SOP is not meant to direct action but serves as a recap of the responsibilities and duties prescribed in other DOD and Army Requirements to include AR 385-10 and TRADOC Regulation 385-2.
2. Motor vehicle accidents are the number one killer of Soldiers in the Army. As such it is vital to know how to reduce or eliminate the possibility of these accidents through both training and supervision. The Army Traffic and vehicle safety training program is conducted at the local Installation Safety Office; contact them for further information on POV and Motorcycle training requirements.
3. All personnel who are authorized to operate an army motor vehicle (AMV) must complete the on-line USACR/SC Accident Avoidance Course or equivalent TSCH Wheeled Vehicle Accident Avoidance Course which is available on the Army Learning Management System website at: <https://www.lms.army.mil>.
4. All military personnel less than 26 years of age who possess a civilian/military driver's license have must take at least four hours of classroom instruction in traffic safety contact installation safety office.
5. All operators of government or privately owned motorcycles (both street and off-road versions) on DOD installations must be appropriately licensed (state and local) to operate on public highways, meet all training requirements, and wear personal protective equipment (PPE) IAW AR 385-10.
  - a. An Army approved motorcycle safety course (required for all motorcycle riders) is provided at no cost through your respective installation safety office (Fort Lee or Fort Eustis). Contact your office for scheduling.
  - b. Motorcyclists/ATV riders are identified and have signed TRADOC's motorcycle / ATV Requirements and Individual Responsibilities Agreement. See APPENDIX 2 Safety Forms.
  - c. All identified motorcycle/ATV riders must complete an Army approved motorcycle safety course. The Soldier's assigned Company will maintain a copy. Civilians will be maintained at their own copy for proof when operation a motorcycle or ATV.
  - d. All vehicle operators are prohibited from using a cellular phone while operating a vehicle unless the vehicle is safely parked, or unless they are using a hands-free device. The wearing of any other portable devices such as headphones, earphones, or other similar devices are prohibited. Use of these devices impairs drivers and masks or prevents recognition of emergency signals, alarms, announcements, approach of other

vehicles and human speech. Emergency responders using hand held radios are exempt from this provision.

e. Safety belts/restraint systems will be worn by all operators and passengers of U.S. Government vehicles equipped with such devices on and off installation. This requirement applies to all Soldiers, family members, guests, visitors, and contract personnel when operating or riding in privately owned vehicles (POVs). Infant/child restraint (car seats) will be required in accordance with current Virginia state laws.

## **Chapter 6**

### **Workplace Inspections**

1. The goal of workplace inspections is to ensure a safe and healthful working environment for all CASCOM personnel. Each time a supervisor or an employee enters the workplace, he or she will conduct a visual safety inspection. Conducting inspections of this type will help integrate safety into the daily routine.

2. All workplace facilities must comply with all applicable occupational safety and health program requirements as outlined in 29 CFR 1910, AR 385-10, and DA Pam 385-10.

a. Whenever possible, recognized hazards will be corrected on the spot.

b. Work orders will be submitted for safety hazards that cannot be corrected on the spot and the respectable school safety office will be notified of the hazard to provide tracking status through completion.

3. Army safety and occupational health inspection requirements:

a. Qualified safety and occupational and health (SOH) professionals or specially trained will conduct workplace safety inspections at least annually. Coordinate with the respective school safety manager for the checklist.

b. Facilities and operations involving special hazards will be inspected more frequently as determined by qualified SOH personnel.

c. These inspections may be conducted with or without prior notice. No-notice inspections will be used when local safety and health personnel determine they will provide a significantly more meaningful assessment of actual operating conditions and practices.

d. Follow-up inspections may be necessary to ensure that hazards are being corrected.

## **Chapter 7**

### **Industrial Operations**

1. An effective safety program will improve industrial operational readiness and reduce costs. Safety managers of respective schools must ensure the implementation of industrial operational requirements in accordance with AR 385-10 and DA Pam 385-10.
2. Supervisors must:
  - a. Develop SOPs for hazardous operations.
  - b. Read the SOP with employees and students before initially performing hazardous operations. All personnel must indicate understanding of the requirements in the SOP, and can execute the operation in an efficient, effective, and safe manner.
  - c. Participate with employees and safety personnel in after action reviews to identify factors that contribute to an accident, including controlled and beyond direct control factors.
  - d. Ensure records are maintained confirming employee training and licensing. Additionally validate experience level prior to assignment of the particular job or activity.
  - e. Ensure licensed and trained personnel are authorized to operate machinery, motor vehicles, watercraft, and material handling equipment.
  - f. RM will be used to identify and mitigate hazards and to manage the associated risk with all industrial operations.

## **Chapter 8**

### **Safety Councils**

1. The purpose of safety councils are to promote and heighten safety awareness across the command through the exchange of ideas, discussions, and development of policies and procedures. This discussion includes status of accidents across the organization, dialogue on leading and lagging indicators, and trend analysis data.
2. At a minimum, the safety council will convene semi-annually in the CASCOM headquarters. The Commanding General is the President of the council. The Command Group (SGS, DCofS, CofS, DCG, and Senior Warrant Officer) will attend to include each Commander/Commandant and CSM from each school/subordinate command. Council minutes will be completed and disseminated to each subordinate unit reflecting due-outs, action officers, corrective actions and decisions effecting policy/operations.

### 3. Safety Training Requirements.

a. The below courses can be found on The Army Learning Management System website at: <https://www.lms.army.mil>. Click on "Catalog Search" then type in course title to find the course. Click on course name for more details and then click "Register" to register for the course.

b. The following courses require mandatory completion:

(1) Required every 4 years for all drivers of AMV/GSA vehicles:

Army Defensive Driving Course - "Accident Avoidance Course" web-based training

(2) Composite Risk Management is the only course available online at the present time. There is no updated Risk Management course available IAW ATP 5-19. "Composite Risk Management Basic course" (Note: must register in ATTRS at <https://www.atrrs.army.mil/> before taking course in ALMS)

(3) Required for all civilians:

"Composite Risk Management Civilian Basic course" (Note: must register in ATTRS at <https://www.atrrs.army.mil/> before taking course in ALMS)

(4) Required for all Commanders:

"Commanders Safety Course" Version 3.0

(5) Required for all Civilian Employees:

"Employee's Safety Course"

(6) Required for all Managers of Civilian Employees:

"Manager's Safety Course"

(7) Required for all Supervisors of Civilian Employees:

"Supervisor's Safety Course"

(8) Required annually for all personnel:

Cold Weather Injury Prevention

Heat Illness Prevention

## Chapter 9

### **Emergency Planning and Severe Weather**

1. This chapter prescribes safety policies for planning emergency response to save lives; providing medical response to emergencies; emergency action plans; fire prevention; and severe weather.

2. RM will be applied to all emergency response scenarios to identify the required, appropriate equipment and response procedures to increase efficiency and effectiveness.

3. Leadership at all levels will coordinate to ensure medical evacuation support consistent with the activity or training being conducted is readily available.

a. Commanders will ensure their organizations have dedicated qualified combat lifesavers available to provide the necessary first aid and emergency medical care as determined by RM for high and moderate risk training events. See AR 350-1 for guidance on training and utilization of combat life savers.

b. Commanders will develop policies and procedures for ambulance and other medical evacuation procedures for the organization. Specific procedures will address how to call for medical evacuation, what situations warrant evacuation, how long takes for an ambulance to arrive, and what communications are required.

4. Emergency Action Plans: To establish procedures for the evacuation of facilities in the event of an emergency.

a. All Directorates are required to have procedures for the evacuation of their respective facilities. See Appendix 1 for Evacuation SOP Template.

b. All personnel will become familiar with the procedures laid out in their Evacuation SOP and will review the Evacuation Floor Plan provided for their facility.

5. Fire Prevention: To identify and eliminate all known hazards that could contribute to an accidental fire.

a. Educate and increase the awareness of all personnel in fire prevention, evacuation, and reporting procedures.

b. Fire extinguishers will be inspected monthly by the facility POC or ADSO and records will be maintained of the inspections.

c. Space heaters will only be allowed and certain situations and must be approved by both the Civil Engineering Division (CED) and Fire Department. See Appendix 2 for Space Heater Request Form.

d. The ADSOs and/or building managers will monitor the fire prevention program and assist if necessary with corrections.

e. Each safety manager will monitor all department and division fire prevention programs to ensure compliance with all Army regulations and fire regulations.

6. Severe Weather Planning: General guidelines to follow during severe weather and natural disasters.

a. Tornado. When a warning is issued by sirens or other means, seek inside shelter. Consider the following:

(1) Seek shelter in small interior rooms on the lowest floor and without windows, hallways on the lowest floor away from doors and windows, and rooms constructed with reinforced concrete, brick, or block with non windows.

(2) Stay away from outside walls and windows and use arms to protect head and neck.

(3) Remain sheltered until the tornado threat is announced to be over.

b. Earthquake. Stay calm and await instructions.

(1) Keep away from overhead fixtures, windows, filing cabinets, and electrical power.

(2) Assist people with disabilities in finding a safe place.

(3) Evacuate if instructed.

(4) To assist in building your emergency kit, go to: [http://www.fema.gov/media library/assets/documents/90354](http://www.fema.gov/media/library/assets/documents/90354).

7. Further guidance is provided in the CASCOM Emergency Action Plan located in G-3, ATTN: CASCOM Safety Engineer.

Chapter 10

### **Additional Duty Safety Officers (ADSOs)**

1. The use of ADSOs is mandated as a means to increase the overall scope of the Safety Program providing leadership at all levels with a safety resource to assist in the oversight of their safety program.

2. Responsibilities of ADSOs:

a. Assist the Assistant Commandant (AC) and Directors in meeting safety program responsibilities.

(1) Implement, sustain, and enforce the Army Safety Program and TRADOC Safety Program IAW AR 385-10, TRADOC Regulation 385-2, and the local safety

regulations. Manage the unit safety program for the AC ensuring safety standards, procedures, and RM process is integrated into all operations.

(2) Ensure the AC's directives for controlling risk reach the key people who must implement them.

(3) Follow-up to ensure the risk controls are in place and achieve the desired result.

b. Conduct and document Standard Army Safety and Occupational Health Inspections (SASOHI) of administrative workplaces and low risk organizational facilities.

c. Provide information to directors and supervisors on safety related issues.

d. Track, investigate, and document all incidents involving injury or damage. Report and investigate as required by AR 385-10.

e. Coordinate safety, health, or fire prevention related work orders with the safety office to ensure risk assessment code is assigned and validated.

f. Establish and maintain an organizational safety and occupational health bulletin board. Safety bulletin boards will be located in the following areas:

(1) Student lounges, departments, and training divisions.

(2) Bulletin boards should be accessible and in high traffic areas.

g. Material posted on bulletin boards will be current and thought provoking. Information is not limited to Transportation material. It should include seasonal safety information, current OSHA Poster, Safety policies and memorandums, accident reporting procedures, etc. It should also list the name and contact information of the ADSO assigned to that area.

h. Maintain a basic safety publications library consisting of appropriate safety, occupational health and fire prevention regulations, directives, and SOPs. As a minimum, ADSOs will maintain or have access to AR 385-10, this regulation, the local safety regulation, and the local fire prevention regulation/SOP.

## Chapter 11

### **Accident Reporting and Investigation**

1. This chapter provides policies and procedures for initial notification, investigating, reporting, and submitting reports of Army accidents and incidents occurring in CASCOM.



2. CASCOM policy is to investigate and report Army accidents to prevent like occurrences. All Army accidents will be investigated, reported (to include immediate notification as specified in this regulation), and analyzed in accordance with the requirements of this regulation, Chapter 3 of AR 385-10, DA Pam 385-40, Army Accident Investigation and Reporting, and TRADOC Regulation 385-2.

3. An Army accident is defined as an unplanned event, or series of events, which results in one or more of the following:

a. Occupational illness to Army military or Army civilian personnel.

b. Injury to on-duty Army civilian personnel.

c. Injury to Army military on-duty or off-duty.

d. Damage to Army property.

e. Damage to public or private property, and/or injury or illness to non-Army personnel caused by Army operations (the Army had a causal or contributing role in the accident).

4. The CASCOM Safety Office has overall responsibility to ensure that all Army accidents occurring are investigated and reported promptly and accurately. Commanders, Supervisors, and Directorates will investigate and report to the unit/local safety office unplanned events that result in one or more of the following:

a. Injuries and occupational illnesses.

b. Injury or occupational illness (fatal or nonfatal) to on-duty or off-duty military personnel.

c. Injury or occupational illness (fatal or nonfatal) to on-duty Army civilian personnel, including non-appropriated fund employees, and foreign nationals employed by the Army when the accident is incurred while performing work related duties.

d. Injury or illness to non-Army personnel as a result of Army operations.

e. Soldier training related deaths not covered in AR 385-10 subparagraphs 3-5a (1) through 3-5a (3) (see glossary for definition of a training related death).

f. Persons who are missing, and/or presumed dead, as the result of a potential accident will be reported as accident fatalities.

g. Occupational injuries and illnesses reported by a contractor or subcontractor where accident reporting to the Army is contractually required.

h. Injury or occupational illness to on-duty contractors supervised by Army personnel on a day-to-day basis.

i. Fatal accidents involving members of the visiting public when involved in authorized recreational activities on Army facilities, installations, and properties

j. Incidents involving Army civilian personnel injured as a result of violence in the work environment will be reported to the U.S. Department of Labor in accordance with 29 CFR 1904.5.

k. Damage to public or private property. Damage to public or private property caused by Army operations (the Army had a causal or contributing role in the accident). Note that commanders will investigate unplanned events and make the decision as to whether the event is an accident, combat loss, or some other category of loss.

#### 5. Accident Classification Criteria.

a. Class A accident. An Army accident in which the resulting total cost of property damage or reportable damage is \$2,000,000 or more; an Army aircraft is destroyed, missing, or abandoned; or an injury and/or occupational illness results in a fatality or permanent total disability.

NOTE: Unmanned aircraft systems (UAS) accidents are classified based on the cost to repair or replace the UAS. A destroyed, missing, or abandoned UAS will not constitute a Class A accident unless replacement or repair cost exceeds \$2,000,000 or more.

b. Class B accidents. An Army accident in which the resulting total cost of property damage is \$500,000 or more, but less than \$2,000,000; an injury and/or occupational illness results in permanent partial disability; or 3 or more personnel are hospitalized as inpatients as the result of a single occurrence.

c. Class C accident. An Army accident in which the resulting total cost of property damage is \$50,000 or more, but less than \$500,000; a nonfatal injury or occupational illness that causes 1 or more days away from work or training beyond the day or shift on which it occurred or causes disability at any time but does not meet the definition of a Class A or B and is a day(s) away-from-work case).

d. Class D accident. An Army accident in which the resulting total cost of property damage is \$20,000 or more, but less than \$50,000; a nonfatal injury or illness resulting in restricted work, transfer to another job, medical treatment greater than first aid, needle stick injuries and cuts from sharps that are contaminated from another person's blood or another potentially infectious

material, medical removal under medical surveillance requirements of an OSHA standard, occupational hearing loss, or a work-related tuberculosis case.

e. Class E ground accident An Army accident in which the resulting total cost of property damage is \$5,000 or more or less than \$20,000.

f. Class E aviation accident. An Army aviation accident in which the resulting total cost of property damage is \$5,000 or more but less than \$20,000.

g. Class F aviation incident. Recordable incidents are confined to aircraft turbine engine damage because of unavoidable internal or external foreign object damage, where that is only damage (does not include installed aircraft auxiliary power units).

6. Accident Reporting and Initial Accident Notification. The commander who first becomes aware of any Class A, B, or C Army accident will notify, through their chain of command, the CASCOM Operations Center, who will in turn notify the CASCOM Safety Office. The Command Safety Office will gather as much information as possible, but will not delay notifying Commander, USACRC, in order to gather more information. The Safety Office will use DA Form 7306-R (Worksheet for Telephonic Notification of Ground Accident/Incident) or DA Form 7305-R (Worksheet for Telephonic Notification of Aviation Accident/Incident) as appropriate to inform the Commander, USACRC and TRADOC. This notification must be made immediately or as soon as reasonably possible once knowledge of the accident is known

## Chapter 12

### **Safety Awards Program**

1. Safety Awards are recognized as an essential part of an effective safety program. They enhance Army operations and improve safety awareness by recognizing and promoting individual and organizational accident prevention measures and success. The awards program will ensure participation and recognition for safety contributions down to the lowest level throughout CASCOM.

2. Awards Standard:

a. Individual Safety Awards: Individuals who meet the criteria established in AR 674-74 will be recognized for their accomplishments using DA Form 1119-1 Certificate of Achievement in Safety. Examples are:

(1) Individuals who accomplish a specified accident-free period of time while assigned to CASCOM.

(2) Individuals who make significant contributions to the organization.

3. Controls:

a. Individual Safety Awards:

(1) The chain of command should submit safety awards for deserving individuals through the chain of command to the CASCOM Safety Office.

(2) Requests for individual safety awards requires Commanders signature.

(a) Nominee's rank, last name, first name and middle initial.

(b) Brief summary of reason for nomination.

(c) Period for award criteria: from mmm/yyyy to mmm/yyyy.

b. TRADOC and Army Level Safety Awards:

(1) All CASCOM divisions and directorates are encouraged to submit nominations for TRADOC and Army level safety awards. These awards range from organization, division, brigade, garrison, and battalion level and recognize those with the most effective overall safety program.

(2) The CASCOM Safety Office will inform all safety managers from each school/directorate when nomination packages are being accepted. Criteria, policies, and procedures for nominating units and individuals for these awards are contained in DA Pam 385-10.

Chapter 13

**Hazardous Material and Waste Management**

1. To ensure that hazardous and non-regulated wastes generated within CASCOM are disposed of IAW the regulations listed in paragraph 1 above.

b. To ensure that personnel are properly trained to safely store and dispose of HW.

c. To define commander/supervisor/user responsibilities.

d. To define control methods and response procedures for controlled and HW spills.

e. To provide budget insight concerning hazardous materials/waste expenditures.

f. To implement a HW Minimization Program to reduce the amount of hazardous and controlled waste generated within CASCOM.

g. To recover and recycle resources to the greatest extent possible.

h. To implement an emergency spill response plan and conduct annual training IAW applicable regulations.

### 3. Responsibilities:

a. The CASCOM Safety Officer is the Alternate Activity Environmental Coordinator and will:

(1) Act as point of contact (POC) for all HW matters within CASCOM.

(2) Notify the Fort Lee or Eustis DPW, Environmental and Natural Resources Division (ENRD) in writing of all HW-generating activities in concert with ENRD, determine if the HW being generated by these activities is IAW current laws, regulations, and directives.

b. Directors, chiefs, and supervisors have overall responsibility for their department/division environmental protection plans to include:

(1) Programming and budgeting funds and personnel necessary to execute the Environmental Protection Program and to comply with applicable environmental laws and regulations.

(2) Requiring compliance with environmental regulations, particularly with regard to those sites where HM and HW are generated, handled, treated, or stored.

(3) Appointing Activity Environmental Coordinators (AEC), on orders at the department level as needed.

(4) Appointing Hazard Waste Coordinators (HWC), on orders down to division level as needed.

(5) Ensuring that no more than 55 gallons of HW is accumulated at their satellite accumulation site (SAS).

(6) Ensuring that a separate HW record keeping system is maintained IAW Fort Eustis Hazardous Waste Management SOP.

(7) Ensuring that all activities within their sphere of responsibility acquire those Safety Data Sheets (SDS) required for the safe use, storage, and disposal of the HM used in their areas.

c. Supervisors will ensure their personnel receive required training IAW local installation Hazardous Waste Management SOP prior to working with Hazardous materials/Waste. Additionally, supervisors and directorates will maintain a training file, to include a roster of personnel trained.

d. All personnel will:

(1) Use proper engineering controls, protective equipment, and safe practices when handling and working with HM/HW.

(2) Obtain CED ENRD, permission prior to introducing new chemicals into the workplace.

(3) Attend training prior to handling or working with HM/HW and then receive sustainment training on an annual basis.

#### 4. HW/HM Handling and Storage:

a. Handle and store HM/HW IAW Installation Hazardous Waste Management SOP.

b. Separating Waste Streams - Never mix different wastes together for disposal purposes. Do not mix solvent with oils or diesel fuel. By mixing different wastes, you may create a HW where you once had only a non-regulated waste. Therefore, the most important rule is never mix your waste. It may seem the easiest way at the time, but it's costly in the end.

#### 5. Emergency Spill Procedures:

a. Be familiar with the Hazardous Material (HM) and Hazardous Waste (HW) you work with.

b. Hazardous Waste Coordinator (HWC) will ensure that sufficient equipment, absorbents, and trained personnel are provided to respond to spills in their respective areas.

c. General emergency POL spills response:

(1) Protect yourself (use PPE specified in the SDS for the material spilled).

(2) Stop the flow.

(3) Contain the spill. Place absorbent material or containment devices so the spill doesn't spread to drains or ditches.

(4) Report spill to the CASCOM Safety Office (804) 734-1688 immediately.

(5) Clean the spill with your spill kit, and place these materials in an appropriate container for turn-in.

(6) If POL has entered the sewer system or a waterway, immediately contact the Installation Fire Department.

d. Emergency spill procedures for ignitable, caustics, corrosives, and reactive.

- (1) Stop the spill at its source.
- (2) Evacuate the area.
- (3) Remove sources of ignition.
- (4) Contain the spill. (Only if you have the proper protective equipment.)
- (5) Call the Military Police.
- (6) Call the Post Fire Department.
- (7) Call the CASCOM Safety Office at (804) 734-1688 and secure the area until the Military Police and Fire Department arrive. Provide assistance as required.

## Chapter 14

### **Hazardous Communications (HAZCOM)**

1. A HAZCOM program must be in compliance with the Occupational Safety and Health Act (OSHA) Hazard Communication Standard (HCS), 29 Code of Federal Regulations (CFR), 1910.1200. New labeling elements are required using the standardized format for Safety Data Sheets (SDSs), formerly known as, Material Safety Data Sheets (MSDSs). These new label elements and SDS requirements will improve worker understanding of the hazards associated with the chemicals in their workplace. To help companies comply with the revised standard, OSHA is phasing in the specific requirements over several years (December 1, 2013 to June 1, 2016).

a. This annex provides for the identification of operations and activities where Hazardous Materials (HM) are used or stored. Safe storage and disposition of hazardous chemicals, acquisition, accessibility, and review of safety data sheets (SDS).

b. The SDS provides information to the user pertaining to the hazards of a substance. Included are the potential for fire, explosion, corrosiveness, reactivity; the known chronic and acute health effects of exposure; primary routes of entry and symptoms of overexposure; precautions for safe use, handling, engineering controls, work practices, and personal protective equipment requirements. Other information includes first aid and emergency procedures for spills/fire and proper disposal.

#### 2. Responsibilities:

a. Each safety manager appointed to each school/directorate under CASCOM will monitor their HAZCOM program and assist departments in maintaining an Authorized Users List (AUL) and an Authorized Waste List (AWL), through the Installation Haz-Mart and Haz-Waste Disposal Facilities and ensure compliance with local Hazardous Material and Waste Management SOP.

b. Provide assistance within CASCOM and subordinate organizations in developing HAZCOM SOPs as needed.

c. Directors and activity chiefs will:

(1) Ensure the HAZCOM standard is implemented in their workplace.

(2) Develop SOPs which address policies and procedures for the training, use, handling, disposal, and protective clothing/equipment requirements for hazardous chemicals, and ensure that supervisory and subordinate personnel adhere to them.

(3) Ensure that all activities within their sphere of responsibility maintain an inventory listing of all HM used and/or stored. The inventory will be updated semi-annually with a copy provided to the CASCOM Safety Office.

(4) Acquire those safety data sheets (SDS) required for the safe use, storage, and disposal of the HM used in their areas. SDS books will be indexed and tabbed for quick reference in the event of an emergency.

(5) Ensure that personnel do not use a HM until the SDS is on hand and reviewed.

(6) Ensure that copies of the Installation Hazardous Materials and Waste Management, CASCOM Safety SOP, department SOPs, spill contingency plan, chemical inventory, and SDS; are available in the work area for cadre and students.

(7) Ensure contractors working in their area are informed of HM or hazardous working conditions present in the work area.

(8) Screen all requests for materials generated by their organization to ensure that only necessary materials are ordered and that only minimal quantities of HM are kept on hand.

(9) Ensure their personnel receive required training prior to working with HM and annual refresher training thereafter. The training will be annotated on a TCFE 643/DD Form 1556, which will be filed in the individual's personnel records.

(10) Maintain a training file to include subject matter taught and a roster of personnel trained.

d. Employees will:

(1) Adhere to all applicable SOPs, directives, and regulations regarding the safe handling and use of HM. Utilize available engineering controls and protective clothing and equipment to eliminate or protect against hazards of the workplace, and maintain protective clothing and equipment in good repair.

(2) Report for health screening as required.



(3) Attend training sessions as directed in order to become informed of the hazards associated with the materials being used, handled, or stored in the workplace.

(4) Review all SDS sheets pertaining to the task using HM to insure proper protection and safety procedures.

## Chapter 15

### **Safe Cargo Operations**

1. In order to maximize safety in cargo transport operations conduct any and all cargo operations according to chapter 14 of AR 385-10.

a. Cargo preparation operators will be trained in material compatibility rules, packaging procedures, and package marking and labeling appropriate to the material and transport mode.

b. All crane, lifting device and Material Handling Equipment (MHE) operators will be licensed or certified IAW AR 600-55 before training / instruction or assisting training of students. Requirements will be integrated into the Program of Instruction, (POI) per applicable course.

c. Department/Branch/Division Chiefs will maintain a copy of all licenses and certifications with in instructor records.

d. Cargo loading operators will be trained in:

(1) Controlling transport unit weight and balance.

(2) Cargo securing techniques appropriate to the material, packaging configuration, transport unit being loaded, and the transport mode. Materials appropriate to the job shall be provided.

## Chapter 16

### **Public, Family, Off-Duty, Recreation, and Seasonal Safety**

1. Public, family, youth, and recreational safety programs are an essential part of the effectiveness of the Army Safety Program. CASCOM leaders must continually heighten accident prevention awareness during all on-and off-duty recreational activities for Soldiers, DA Civilians, and their Families. Sports and recreational activities continue to rank high as a major cause of accidental injury throughout the Army.

2. As in all aspects of military planning and operations, risk management (RM) also applies to public and recreational activities. Soldiers and DA Civilians must be reminded that injuries and fatalities occurring during off-duty time are detrimental to

combat effectiveness. RM will be used by Soldiers when planning their off-duty activities by implementing Activity, Disrupters, Terrain and Weather, People and Equipment, Time and Legal considerations (ADTPTL). It is highly encouraged that DA Civilians do the same.

2. The use of portable headphones, earphones, ear buds, or other listening and entertaining devices while walking, jogging, skating, bicycling, and skateboarding on installation sidewalks, roadways, and areas adjacent to roadways is prohibited for all CASCOM personnel. Headphones, earphones and ear buds may be utilized when using any of the physical fitness tracks. The exception is single use earpiece devices used for cell phones are permitted.

3. During the change of seasons and the celebration of holidays procedures will be developed to increase awareness of the specific hazards associated. These programs and procedures will emphasize the application of RM in planning for family outings, parties, and celebrations, especially addressing the use of alcohol and motor vehicles. Immediate supervisors will conduct safety briefings prior to all holidays and long weekends to emphasize the need for RM and hazard reduction.

## Chapter 17

### **Contracting Safety**

1. Purpose: To prescribe policies for integrating safety into the contracting process in accordance with AR 385-10 and TRADOC Regulation 385-2.

2. Contract activities will be conducted in a safe and healthful manner that minimizes accidents as well as impacts on Army operations and members of the public. Contractors must comply with applicable Federal, State, and local codes and standards, including safety and occupational health requirements, as well as any additional specific requirements invoked by the contract.

3. Contractors will develop site specific safety plans for all operations to include site hazard analysis of significant hazards and a plan to control identified hazards. Contractors are subject to on-site inspections on the installation without notice.

## Chapter 18

### **Facility Reuse and Closure**

1. Due to changing missions and relocations it is often necessary to close a facility on the installation or to reuse a portion of a building to support new and different missions. The Installation Real Property Management Office is the responsible agent controlling facility reuse and closure. Once the organization receives a change of mission and the facility is deemed no longer required, the facility becomes the property of the installation.

2. Prior to vacating the property/facility, the using unit will ensure remediation is conducted on the facility and surrounding property for hazardous waste. The building manager is responsible for all activities and checklists from Installation Real Property.

## Chapter 19

### **Radiation Safety Program**

1. This chapter prescribes CASCOM safety policy and processes for the radiation safety function in accordance with Chapter 7 of AR 385-10. This chapter applies to all sources of radiation, both ionizing and non-ionizing. In addition, DA Pam 385-24 contains technical requirements for developing management and control processes for operations involving sources of radiation and its implementation is mandatory.

2. CASCOM organizations shall develop management and quality control processes to identify, mitigate, and control hazardous radiation fields and other radiation hazards associated with Army activities and equipment by engineering design, administrative controls, or protective equipment (in that order). Organizations will also ensure that exposure to ionizing radiation is kept as low as reasonably achievable.

3. Radiation policies promulgated by CASCOM MSCs will be at least as restrictive as those contained in this regulation. In case of a conflict, the more restrictive of the two will apply. The use of RM techniques by commanders to conduct operations with radiation sources in no way relieves them of complying with applicable laws, State, Federal, or Army regulations.

4. All radiation sources and radiation producing devices shall comply with all Army, DOD, Federal, and applicable state regulations and requirements. Organizations will adopt no practice and conduct no operation involving planned exposure of personnel to radiation in excess of the applicable exposure standards. This does not preclude the use of Operational Exposure Guidance during deployment.

5. The Commanding General, CASCOM will:

- a. Establish and maintain a radiation safety program.
- b. Ensure a qualified individual is appointed as the Radiation Safety Officer (RSO).
- c. Approve new Army Radiation Authorizations (ARA), ARA renewals, and ARA amendments.

(4) Establish, and ensure compliance with, procedure for disposal of unwanted radioactive material.

(5) Ensure CASCOM units and activities comply with local County and State atomic energy laws and regulations.

b. The Ordnance Safety Manager will:

(1) Serve as the proponent for the CASCOM Radiation Safety Program due to the majority of radioactive commodities within the organization.

(2) Develop and manage the CASCOM Radiation Safety Program.

(3) Ensure radiation safety training needs are resourced and adequately supported.

(5) Provide assistance with CASCOM in the implementation, and dissemination of a overall radiation safety program, establish policy for all subordinate units and activities assigned.

(6) Process applications for new ARAs, ARA renewals, and ARA amendments.

(7) Establish a CASCOM Radiation Safety Council:

(a) Membership includes the commander as chair (or a designee who is a senior member of the commander's staff), the RSO (recorder), and MSC RSOs.

(b) The Radiation Safety Committee will meet semi-annually and/or at the call of the chair.

d. CASCOM organizations will:

(1) Appoint a trained RSO to serve as the unit or activity central point of contact for all radiation issues. Ensure that training needs of the RSO are addressed. This does not apply to subordinate organizations that do not have radioactive/laser commodities on hand. They are exempted from the regulatory requirements.

(2) Appoint a trained Laser Safety Office (LSO) to serve as the unit or activity central point of contact for all LASER issues. Ensure that training needs of the LSO are addressed. The unit RSO may also serve as the unit LSO.

NOTE: Although a commander or director may assign the radiation safety functions of the RSO or LSO anywhere in their organization, the RSO and LSO shall have direct access to the commander or director for radiation safety purposes.

(3) Manage radiation safety and control programs under Federal law, Army Regulations, and DOD directives.

(4) Comply with all NRC licenses and ARA requirements and conditions.

(5) Establish a radiological accident response plan and maintain trained personnel to handle accident.

(6) Publish and implement written radiation safety programs and forward a copy of their written radiation safety program to TRADOC RSO.

(7) Notify the CASCOM, Installation and TRADOC RSOs within 24 hours of radiation incidents, including the loss, destruction, or leakage of radioactive material. Send a written follow up of the electronic report giving the details of the incidents, the corrective actions taken, and program modifications instituted to prevent a recurrence to the higher commands within 15 days of the incident through the unit's normal chain of command.

(8) Audit unit facilities/activities to ensure compliance to NRC licenses/ARA and Federal/DOD regulations at least annually and record of audit should be maintained and be available upon request of the Installation and TRADOC RSOs or Army radiation safety program auditors.

## 6. Licensing and Control of Ionizing Radiation Sources.

a. Subordinate units and activities will manage and control licensed materials in accordance with specific license.

b. A copy of the unit's radioactive material inventory will be provided to the Installation and TRADOC RSOs annually in January with a closeout date of 31 December of the previous year. Change in inventory will be reported within 30 days of the change.

## 7. Lasers

a. Operations and use of LASERS in CASCOM will comply with guidance in DA Pam 385-24 and TRADOC guidance.

b. Each organization that possesses LASERS shall appoint a LSO in writing.

c. LASER devices shall comply with the provisions of Title 21, CFR Parts 1040.10 and 1040.11. Tactical or outdoor training devices shall comply with 21 CFR to the greatest extent possible.

d. The design of Army LASER safety programs will follow applicable guidelines in ANSI Z136.1, ANSI Z136.3, and ANSI Z136.6. Military-exempt LASER users will comply with LASER safety requirements in applicable technical publications.

e. All organizations will comply with LASER range safety guidance is in DA Pam 385-63 and MIL-HDBK 828A. The LSO shall review the range OPLAN and range risk management worksheet prior to conducting operations with lasers.

f. The unit or activity LSO shall maintain an inventory of LASER devices within the organization and update it annually and more frequently if required by local procedure.

Laser users should report inventory changes to the LSO as they occur, and shall report changes annually (or more frequently if required by local procedure). A copy of the inventory shall be forwarded to this office and the Installation level office.

g. The unit or activity LSO shall provide a listing of the types of LASERS that will be used on ranges to the ACoS G3, Range Management Division (RMS). Changes in LASER types shall be forwarded to the RMD prior to use on any range.

h. Refer to DA Pam 385-40 and Chapter 6 of DA Pam 385-24 for accident/incident reporting requirements.

## 8. Radio Frequency Electromagnetic Radiation.

a. The unit or activity RSO is responsible for safety oversight of all radio frequency electromagnetic radiation sources.

b. CASCOM will comply with RF Radiation Safety Program elements in DODI 6055.11. Type-classified RF electromagnetic radiation (EMR) emitting system users will comply with radiation safety requirements in applicable technical publications.

c. Users will adopt no practice and conduct no operation involving planned exposure of personnel to RF levels in excess of the applicable maximum permissible exposures in DODI 6055.11.

d. Refer to DA Pam 385-40 and Chapter 6 of DA Pam 385-24 for accident/incident reporting requirements.

## Appendix 1

### Evacuation Standing Operating Procedures

Building \_\_\_\_\_ Emergency Evacuation Procedures

1. **APPLICABILITY:** This procedure applies to all personnel to include Soldiers, government civilian employees, and other non-Federal individuals (including but not limited to supporting contractors, vendors, and visitors) occupying space, working in, assigned to, visiting, or utilizing any portion of building \_\_\_\_\_.

2. **RESPONSIBILITIES:**

a. The Senior Occupant is the lead representative responsible for leading and executing the building evacuation plan. The senior occupant or designee will serve as the On-Scene Coordinator (OSC) during an evacuation. The On-Scene Coordinator will:

(1) Maintain the reporting chain of command executed during personnel accountability after an evacuation.

(2) Serve as the liaison with Fire Department or other emergency personnel to issue additional instructions to personnel to include providing the "all clear" signal for all employees to re-enter the building.

(3) Ensure all personnel have been accounted for.

(4) Notify Fire Department or other emergency personnel of those unaccounted for.

(5) Ensure non-government personnel, including but not limited to, office mail carriers, commercial mail carriers, cleaning crews, and visiting contractors, have been trained on evacuation procedures and personnel accountability after an evacuation.

b. Supervisors.

(1) Ensure all personnel are trained on primary and secondary routes of exit and the location of rally point for organization.

(2) Ensure those personnel requiring assistance (if applicable) have the necessary support to assist during an evacuation. Ensure the volunteers who are assisting are trained.

(3) Supervisors should immediately account for and report accountability of all personnel to the designated OSC.

c. All personnel will:

(1) Call 9-1-1 to report any emergency situation.

(2) Follow the procedures established in this SOP.

(3) Be familiar with the primary and secondary evacuation routes to follow during a building evacuation.

(4) Know designated rally point location. Assemble with the rest of their staff and remain quiet and in place until supervisors have accounted for all employees.

(5) Review these procedures annually.

### **3. GENERAL EVACUATION PROCEDURES:**

a. All occupants will evacuate immediately when an alarm sounds or if given instructions to evacuate.

b. **DO NOT** stop for valuables or to gather other government or personal items.

c. **DO** close doors behind you.

d. **DO** alert others around you and assist employees requiring evacuation assistance.

e. **DO** proceed to the closest building exits.

f. **DO** proceed directly to your rally point and check in with your immediate supervisor for personnel accountability.

g. **DO NOT** re-enter the building for any reason until the Fire Department or other emergency personnel issues the "**All Clear**".

### **4. EMERGENCY EVACUATION ROUTES:**

a. All personnel must be familiar with their primary and secondary routes to evacuate the building and must know the location of their respective rally point.

b. Evacuation route maps **MUST BE** prominently displayed in the workplace.

### **5. PERSONNEL ACCOUNTABILITY:**

a. All supervisory personnel are responsible for maintaining updated personnel accountability rosters within easy access. Rosters should include names and cellular numbers for all directly supervised employees. Cellular numbers will allow supervisors to attempt to contact employees that are present for the duty day, but unaccounted for in an emergency.



b. During an emergency, supervisors will verify accountability for all employees and report same to the designated OSC.

## **7. EMPLOYEE RE-ENTRY PROCEDURES**

a. The On-Scene Commander will announce when re-entry is permissible after receiving permission from the fire department.

b. Employees will re-enter the building in an orderly manner established by the OSC.

Appendix 2

**SAFETY FORMS**

Forms in this appendix can be reproduced on 8½ x 11 inch paper.

<u>FORM</u>	<u>PAGE</u>
TRADOC MOTORCYCLE STATEMENT	36
HAZARD LOG	37
DAILY RISK MANAGEMENT REVIEW WORKSHEET	38
SPACE HEATER REQUEST	40

## TRADOC Statement of Motorcycle/ATV Operator Requirements and Individual Responsibilities

1. Reference: Department of Defense Instruction (DoDI) 6055.4 - Traffic Safety Program.

2. *Fifteen percent of Privately Owned Vehicles (POV) accidents in the Army are Motorcycle (MC) accidents. If you operate a privately owned MC or All Terrain Vehicle (ATV) (either street or off-road versions) on or off Department of Defense (DoD) installations you must be appropriately licensed to operate it (except where not required by SOFAs or local laws). Before operation of any motorcycle/ATV, you shall successfully complete an approved rider or operator safety course. The safety course must be a Motorcycle Safety Foundation (MSF), or Specialty Vehicle Institute of America (SVIA) or MSF-based State-approved course. You are responsible to contact the installation safety office and schedule training. Once you have completed training you will report back to me. It is mandatory that all persons operating or riding as a passenger on a MC or ATV use appropriate Personal Protection Equipment (PPE). PPE requirements are as follows:*

a. A helmet certified to meet Department of Transportation (DOT) standards. Helmet must be properly fastened under the chin. If stationed outside CONUS and the host nation does not have an equivalent helmet standard, the helmet will meet the U.S. DOT standard. The DoD requires use of a helmet even in those states where helmets are not required by state traffic law.

*b. Impact or shatter resistant goggles or full-face shield properly attached to the helmet. A windshield or eyeglasses alone are not proper eye protection.*

*c. Sturdy Footwear (Leather boots or over the ankle shoes) is mandatory.*

*d. Long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle/ATV.*

*e. A brightly colored outer upper garment during the day and a reflective upper garment during the night are required. Outer upper garment shall be clearly visible and not covered. Colored outer garment and/or reflective upper garment may be worn over the military uniform while operating a motorcycle/ATV.*

f. If a Line of Duty Investigation is initiated as a result of a motorcycle/ATV accident, the investigating officer will consider all relevant factors, including those listed in this agreement and in AR 600-8-4, paragraph 4-14(t) to determine a "not in Line of Duty Investigation" charge. Additionally, these factors may be considered by the DA Physical Evaluations Board and Department of Veteran's Affairs deny or reduce your benefits.

*g. More information is available at the Installation Safety Office, Bldg 2794, 878-3741.*

---

Signature and Date

Department/Division:

**HAZARD LOG**

Log #	Date	Person Responsible	HAZARD	Corrective Action	Reference	Target Date	Risk Code	Date Closed

**Use this log to identify Hazards not found on other checklists**

**DAILY RISK MANAGEMENT REVIEW WORKSHEET**

**Additional Hazards/Controls**

Subtask	Hazards	7. Initial Risk Level	Controls	Residual Risk Level	How to Implement Controls	How to Supervise (Who)	Was Control Effective?

**DAILY REVIEW OF RISK MANAGEMENT**

Date	Reviewed By (Rank/Name)	Overall Risk Level	17. Approval (Rank/Name)*	18. Approval (signature)*

\* Approval is needed only if review has higher level of risk than the original risk level.

## APPENDIX 6

### References

Code of Federal Regulations, Number 29, Part 1910 Occupational Safety and Health Standards

Code of Federal Regulations, Number 21, Part 1960 Safety and Health Provisions for Federal Employees

AR 56-9 Watercraft

AR 385-10 Army Safety Program

AR 385-55 Prevention of Motor Vehicle Accidents

AR 420-90 Fire Protection

AR 672-74 Army Accident Prevention Awards Program

TRADOC Reg 385-2 TRADOC Safety Program

TRADOC Reg 350-29 Heat and Cold Injury Prevention

DA Pam 385-1 Small Unit Safety Officer

DA PAM 385-40 Accident Reporting and Records

TRADOC Pam 385-1 TRADOC Model Safety Program and Self-Assessment Guide

FM 4-01.502 Army Watercraft Safety

ATP 5-19 Risk Management

TC 21-21 Water Survival Training

TB 43-0142 Safety Inspection and Testing of Lifting Devices

TB Med 501 Occupational and Environmental Health: Hearing Conservation

TB Med 502 Occupational and Environmental Health Respiratory Protection Program