

# Guide for Activity Directors

Thank you for the time and dedication you are putting in to make your activity a memorable and safe event for all who attend. As Activity Director, the safety of everyone in attendance is one of your primary responsibilities.

This year we have tried to create some tools that are easy to understand and easy to use to help you with risk management and safety at your events. That includes the safety-related duties that should be carried out by members of your staff. However, as is the case with any command or activity director position, the responsibility is yours. Rest assured that the products, guides, and tools on the webpage do not represent any NEW requirements. On the contrary, they are meant to clarify and help accomplish the requirements that already exist.

Our primary goal in all our cadet activities is to actively practice risk management in the planning, the execution, and the after action look at how well we did. We want to minimize injuries, and we want to continue to improve our efforts toward that goal. We also want our cadets to learn how to use risk management as one of the key skills they can use throughout their lives ... they need to see you and your staff use risk management as an example.

Please take the time to review ALL of the products available to you your staffs on the NCSA and Encampment Safety website at [gocivilairpatrol.com/safety](http://gocivilairpatrol.com/safety). I encourage you to discuss your approach to risk management as you meet for staff training prior to the activity. Make it clear to all attendees that you are personally committed to the use of risk management throughout the activity.

These products and tools are not meant to replace the tools you have used in the past, but rather to compliment them and provide you additional easy-to-use methods of using, and teaching, risk management. I need your help to ensure all these products are used during your activity. By using them, and critiquing them, you and your staffs will be an integral part of our effort to create the tools and processes that will truly make risk management a part of all we do. I'll be compiling your feedback and reviewing it with the Commander and COO.

If there is anything at all that I can do to help, or explain, as you conduct your activities, please reach out at [safety@capnhq.gov](mailto:safety@capnhq.gov) or contact me at 877-227-9142, ext 232.

Thanks for all you do,  
*George*

George C. Vogt  
CAP Chief of Safety