

RISK MANAGEMENT ASSESSMENT QUESTIONS

ICs and other personnel need to be aware of the risks associated with the performance of each mission. In determining if the benefits of doing the mission outweigh the risks to CAP personnel, mission personnel should ask themselves many questions. On the following pages are some sample questions that personnel may wish to refer to when determining the risk level of tasks to be performed. There are many possible questions that could be asked based on the operations in which local personnel are involved. Considering these and/or other questions will make personnel aware of the risks that they could encounter on a mission, and allow them to plan for and avoid the associated hazards. If mission personnel are completing CAP and ICS forms as appropriate, many of these questions will be answered and should make crew members aware of the risks involved in the performance of their assigned tasks. Additionally, by answering these questions and others, personnel are forced to analyze risks and then can effectively decide how to handle problems.

Mission Base Staff

How much experience does the mission staff have?

- How many missions have the mission base staff run?
- Of those missions, is this mission of a common type, or is the staff unfamiliar with the current operations?
- When was the last time the mission staff ran this type of mission?
- Is this mission more complex than your normal operations?
- What is your current operations tempo?
- Are you coordinating a small mission with only a few field crews or are you operating a major mission with many ground and aircrews?
- How many missions of this type have they run?

Does the current communications system in place adequately meet your needs?

- Are regular check-ins planned/accomplished from both aircrews and ground teams and what is the plan should an aircrew or ground team not check-in?
- Have you been able to adequately communicate with higher headquarters or your coordinating agency (AFRCC, AFNORTH, FEMA, CAP NOC, etc.)?
- Are backup plans in place to communicate with your staff should problems develop?
- Are messages being received and passed on in a reasonable amount of time?
- Are the messages received accurate, and if they are not what corrective actions are needed to fix the problem?

What is the overall condition of the mission staff?

- Has your staff had adequate crew rest?
- Is your staff showing signs of fatigue or sickness?
- Have you established a firm operational period for your staff?
- When was the last time your staff was relieved?
- Do you have enough staff to accomplish the mission safely and properly document what was done for the coordinating agency and higher headquarters?
- Have you planned for possible replacements or additional shifts of personnel to be brought in for the next operational period(s)?
- If you are running an extended mission, have adequate meals and other adequate creature comforts been arranged for your personnel?
- Have religious services been coordinated by the chaplain for those who wish to attend, and/or has a non-denominational service been arranged?
- If personnel have been exposed to dangerous working conditions, victims, or other trauma, have personnel been offered counseling or other forms of critical incident stress management?

What is the overall condition of the equipment (aircraft, vehicles, radios, etc.) being used on the mission?

- Is all equipment fully functional?
- Is a mechanism in place to report and correct discrepancies, and is it working?
- What type of conditions is equipment being operated in?
- Is equipment being operated in ideal/optimal conditions or in a poor environment?
- Have you requested additional equipment if it is necessary or at least planned for backups should failures occur?
- Is equipment sitting idle for lack of taskings?

What kind of weather is the mission staff operating in?

- Are crews working in extreme cold or heat, or is the temperature comfortable for work?
- What kind of visibility do aircrews have?
- What kind of visibility do ground teams have?
- What kind of terrain are personnel operating in?
- Is there any precipitation where crews are operating, and if so, is it light or heavy and are you reasonably sure your crews prepared for it?

Have all personnel been adequately briefed so that they can effectively and safely complete their assigned tasks?

- Are briefers adequately trained to do so?
- Do briefers have all the necessary information available to brief?
- Are aircrews completing all appropriate sections of the CAPFs 104 and filing flight plans if necessary before launching?
- Are ground teams completing all appropriate sections of the CAPF 109 before departure from mission base?
- Are aircrews and ground teams being adequately debriefed so that future sorties can avoid encountering similar problems?
- Are debriefings being properly documented and plans adjusted based on the results of the debriefings?
- Are you sure that the customer's needs are being met by the crews from the results documented in the debriefings?

Air Operations

How much experience do aircrews have?

- How many missions of this type have the aircrews worked?
- Of those missions, is this mission of a common type, or is the staff unfamiliar with the current operations?
- When was the last time aircrews worked this type of mission?
- Is this mission more complex than the typical aircrew mission?
- What is your current operations tempo? Are many aircraft operating at the same time? Is this different than normal for your typical missions events?

Do you have adequate communications with aircrews?

- Are regular check-ins planned/accomplished for aircrews? What is the plan should an aircrew not check-in at the designated time?
- Are backup plans in place to communicate with aircrews should problems develop?

What is the overall condition of mission aircrews?

- Have aircrews had adequate crew rest?
- Are aircrews showing signs of fatigue or sickness?
- How many sorties are aircrews flying on average?
- Have replacement aircrews been requested for the next operational period?

What is the overall condition of the aircraft being used on the mission?

- Are all aircraft fully functional?
- Is a mechanism in place to report and correct discrepancies? Is it being used and working?
- What conditions are aircraft being operated?
- Are aircraft being operated in ideal/optimal conditions or in a poor environment?

What kind of weather are aircrews operating in?

- Are crews working in extreme cold or heat, or is the temperature comfortable for work?
- What kind of visibility do aircrews have? Are they properly trained for these conditions or do you need more experienced crews?
- What kind of terrain are personnel operating in?
- What level of precipitation is in the operational area, if any?

Have aircrews been adequately briefed so that they can effectively and safely complete their assigned tasks?

- Are briefers adequately trained to do so?
- Do briefers have all the necessary information available to brief?
- Are aircrews completing all appropriate sections of the CAPFs 104 and filing flight plans if necessary before launching?
- Are aircrews being adequately debriefed so that future sorties can avoid encountering similar problems?

Ground Operations

How much experience do the ground and urban direction finding teams have?

- How many missions have these teams worked?
- Ground operations are normally conducted primarily by cadets. Do you have enough ground team leaders and senior members to adequately supervise these cadets in the field?
- Of those missions, is this mission of a common type, or are ground teams unfamiliar with the current operations?
- When was the last time the ground teams worked this type of mission?
- Is this mission more complex than the typical ground operations?
- What is your current operations tempo? Are many ground teams in the field at this time? Is this different than normal for your typical missions events?

Do you have adequate communications with ground teams?

- Are regular check-ins planned/accomplished for ground teams? What is the plan should a ground team not check-in?
- Are backup plans in place to communicate with ground teams should problems develop (pagers, cellular phones, airborne relay, ground relay points, etc.)?

What is the overall condition of ground teams?

- Have ground teams had adequate crew rest?
- Are the ground teams showing signs of fatigue or sickness?
- When was the last time ground teams were relieved?
- Have you planned for possible replacement ground teams to be brought in for the next operational period?
- If team members have been exposed to dangerous working conditions, victims, or other trauma, have personnel been offered counseling or other forms of critical incident stress management?

What is the overall condition of the vehicles being used on the mission?

- Are all vehicles fully functional?
- Is a mechanism in place to report and correct discrepancies? Is it being used and working?
- What condition is equipment being operated?
- Is equipment being operated in ideal/optimal conditions or in a poor environment?

What kind of weather are ground teams operating in?

- Are ground teams working in extreme cold or heat, or is the temperature comfortable for work?
- What kind of travel conditions are ground teams working in?
- What level of precipitation are ground teams being exposed to?

Have all ground teams been adequately briefed so that they can effectively and safely complete their assigned tasks?

- Are briefers adequately trained to do so?
- Do briefers have all the necessary information available to brief?
- Are ground teams completing all appropriate sections of the CAPF 109 before departure from mission base?
- Are ground teams being adequately debriefed so that future sorties can avoid encountering similar problems?