pRevision 5 dtd 10/06

Marine Aircraft Group 39

Holiday Accident Reduction Program

The Commanding General, 3d Marine Aircraft Wing, has established the Holiday Accident Reduction Program (HARP), in an effort to reduce the off-duty incidents/mishaps. Leaders at all levels have a moral obligation to take care of the Marines under their charge. THIS FORM WILL BE COMPLETED BY ALL 3D MAW PERSONNEL PRIOR TO THE START OF any 72, 96, HOLIDAY, ANNUAL, OR EMERGENCY LEAVE. It is intended to be a decision-making and counseling tool for **all personnel** and their supervisors.

#### DATE: \_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part A: PERSONAL INFORMATION** (TO BE FILLED OUT BY INDIVIDUAL MARINE/SAILOR) | | | | |
| **NAME:** | **RANK:** | | **AGE:** | **SHOP:** |
| **PERIOD COVERED:** | | **OCCASION (circle one): Holiday Annual Emergency LV** | | |
| **SNCOIC NAME/RANK:** | | **OIC NAME/RANK:** | | |
| **LOCATION (circle one): Local Instate Out of State Out of Country Inbounds/Out of Bounds?** | | | | |
| **MODE OF TRAVEL (circle all that apply): Car Motorcycle Airplane Boat Bus Train ATV** | | | | |

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| --- | --- | --- | --- | --- |
| Part B: SMALL UNIT LEADER QUESTIONS (TO BE FILLED OUT BY SUPERVISOR) This section is to be filled out by the small unit leader/supervisor while directly counseling the individual in Part A. Refer to ORM Matrix on reverse if necessary. | | | | |
| **1. What is/are your destination(s)?** | | | | |
|  | | | | |
| **2. Mode of travel/Contingency Plan:** Is there proper planning to get to and from the destination in the time allotted? What is your Emergency Road Plan if your transportation breaks down…have enough money to fix problem or get rental car? Area weather forecast for the period covered. **(One day driving distances in excess of 300 miles or multiple driving days require a travel plan attached with this form. All planned driving distances that exceed 500 miles in a day require CO’s approval).** | | | | |
|  | | | | |
|  | | | | |
| **3. Are you driving Alone? (circle one) Yes NO or N/A** | | | | |
|  | | | | |
| **4. What control measures exist for your planned Activities? Fill in below.** | | | | |
| **Activity/Hazard** | **Initial Risk (Low, Moderate,**  **High, Very High)** | **Control Measures to Reduce Risk (i.e.**  **PPE worn, experience/training level…)** | | Resultant Risk (Low, Moderate, **High,** **Very High)** |
| **1.** |  |  | |  |
| **2.** |  |  | |  |
| **3.** |  |  | |  |
| **5. Drugs/alcohol:** Emphasize the zero tolerance policy the Marine Corps has on DRUGS. Discuss the use of alcohol, drinking in moderation, having a designated driver, etc. | | | | |
| **6. Are you under 21 years of Age? (circle one) Yes NO or N/A** | | | | |
| **7. Do you have an Arrive Alive card? (circle one) Yes NO**  Review how to use the Arrive Alive card and discuss the importance of having a plan if drinking | | | | |
| **8. Do you know the off-limit areas in Southern Calif, Yuma, and Mexico?** | | | | |
| **(San Diego “Off Limits” Areas on Reverse ) (circle one) Yes NO or N/A** | | | | |
|  | | | | |
| **9. Your overall potential for injury during this period? (circle one)** | | | | |
| **Low Moderate High Extremely High** | | | | |
|  | | | | |
| **10. Vehicle inspection completed?(Check list on back) (circle one) Yes NO or N/A** | | | | |
| Note: Small Unit Leaders will insure their Marines/Sailors know how they may get in contact with them if their plans change or they need assistance. | | | | |
| **Supervisor Signature:** | | | **Date:** | |
| **Marine/Sailor’s Signature:** | | | **Date:** | |

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| POV INSPECTION CHECKLIST |  |  |  |
| ITEM & CHECK | SAT | UNSAT | RECOMENDATIONS |
| 1. HEADLIGHTS: Both high and low beams operational? |  |  |  |
| 2. BRAKELIGHTS: Operational, lenses intact? |  |  |  |
| 3. TAIL LIGHTS: Operational, lenses intact? |  |  |  |
| 4. TURN SIGNALS & PARKING LIGHTS: Operational front & rear? |  |  |  |
| 5. FOUR-WAY EMERGENCY FLASHERS: Operational front & rear? |  |  |  |
| 6. BACKUP LIGHTS: Operational? |  |  |  |
| 7. LICENSE PLATE LIGHT: Operational? |  |  |  |
| 8. TIRES: At least 1mm of tread over entire traction surface, free of breaks or cuts? Properly inflated? Spare tire, jack, lug wrench, etc. available? NO MIXING RADIAL WITH BIAS TIRES. |  |  |  |
| 9. WINDSHIELD & WINDOWS: Not cracked, broken or scratched to the degree that impairs vision? |  |  |  |
| 10. WINDSHIELD & WIPERS: Both wipers present, good blades and operational? |  |  |  |
| 11. MIRRORS: Outside and inside not cracked? |  |  |  |
| 12. BUMPERS: Not bent or damaged in-a-way that would be hazardous? |  |  |  |
| 13. SEAT BELTS: Sufficient number of seat belts for all passengers? Serviceable? |  |  |  |
| 14. MOTORCYCLE SAFETY EQUIPMENT(if applicable):  Approved helmet, protective clothing, gloves, reflective vest and face/eye protection? |  |  |  |
| 15. BRAKES: Operational |  |  |  |
| 16. BRAKE FLUID: Filled to appropriate level? |  |  |  |
| 17. PARKING BRAKE: Adjusted to prevent movement when engaged? |  |  |  |
| 18. EXHAUST SYSTEM: Free of leaks? |  |  |  |
| 19. HORN: Functional? |  |  |  |
| 20. DEFROSTER: Operational? |  |  |  |
| 21. EMERGENCY EQUIPMENT: First Aid Kit, flashlight, warning triangle, fire extinguisher, blanket, flares, shovel, chains, tools, etc. |  |  |  |
| 22. HAZARDOUS MATERIALS IN CAR: (i.e. oil, gas, antifreeze) ensure in approved containers. |  |  |  |

1. **“*OUT OF BONDS”* Definitions: San Diego “Off Limit” Areas:**

* 1. Overnight - 100 Mile limit All Times 1. Any photo finishing business located at 843 4th Ave, S.D.
  2. Weekend/48hr - 200 Mile limit 2. Midnight Adult Book Store, 360 Midway Dr, S.D.
  3. 72 Hour liberty limit - 300 Mile limit 3. Club Mustang, 2200 University Ave, S.D.

d. 96 Hour liberty Limit - 300 Mile limit 4. Club San Diego, 3955 Fourth St, S.D.

e. Trips into Mexico require the Commanding Officer’s Authorization. 5. Dream Crystal, 1536 Highland Ave, National City

1. **POV Inspection Checklist** 6. Get it on Smoke Shoppe, 3219 Mission Blvd, S.D.
   1. Vehicle Condition: Complete the checklist above. 7. Main Street Motel, 3494 Main St, S.D.
   2. Insurance: Is Marine’s car insurance coverage up to date/current? **Yes\_\_\_\_**  **No\_\_\_\_** 8. Vulcan Baths, 805 West Cedar St, S.D.
   3. Driver’s License: Does Marine possess a valid operator’s license? **Yes\_\_\_\_ No\_\_\_\_** 0001-0500 1. 2600 to 3600 blocks of Main St/28th St, S.D (Wed only)
   4. Driver’s Improvement Course or Motorcycle Safety Course: 1200-2200 1. S. Mission Beach Parking Lot/Area, 600 San Diego Place

Does Marine possess valid course cards? **Yes\_\_\_\_ No\_\_\_\_** Sunset to Sunrise1. Otay Mesa undeveloped property, vic I-805/I-905 intersect

### Roadside Emergency Service Plan? Yes \_\_\_ No\_\_\_\_ 2. Willie Henderson Park, 45th St and Logan Ave

### Areas of Caution 1.Naval Station 32nd St, San Diego perimeter

2. Trolley Sations especially at Polamar St & San Ysidro

3. Tijuana

### Pre-Trip Safety Checklist

This checklist is designed to foster conversation when completing the 3d MAW HARP Form. It is by no means an inclusive list.

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| Hazards | Causes | Controls | How to Implement |
| 1. Transportation | * Flying * Driving * Boating/Ferry * Motorcycle/ATV on & off road * Bus * Train * Walking | * Car Inspected * Use of Seatbelt / Airbag in vehicle/ABS brakes * Use of PPE * Tools and spare parts for repairs * Maintain proper speed * Recon course prior to driving off road * Toolkit/Emergency kit | * Regular Maint. * Leadership/Counseling * Policy/SOP * Training/assistance * Licensing * Checklist |
| 2. Location | * Instate ( ) * Out of State ( ) * Other Country( ) * Inbounds/Out of Bounds? | * Planned Trip/allot enough time * Ensure Enough Money to complete trip * Back up plan ($ for airline ticket) | * Save, budget, emergency funds * Out of bounds chit in hand |
| 3. Weather/Time | * Rain * Snow * Clear * Fog * Day * Night | * Know weather report * Change departure time * Increase following distance and decrease speed during inclement weather * Safety check headlights, wiper blades, tires * Visibility– if jogging/biking, wear reflective gear/light colored clothing * Delay outdoor PT during inclement weather |  |
| 4. Activities | * Clubs * Parties * Swimming/Diving * Boating * Hiking/Climbing * Extreme Sports ( ) | * Use of PPE (see reqrd 3d MAW PPE) * Buddy System * Experience/Classes/Lessons/Certification Proper conditioning * Warm-up/stretch & cool down * Adequate fluid intake * Review activity/course before doing |  |
| 5. Alcohol | * Drinking * Not Drinking (Others) * No Designated Driver | * Designated Drivers/Taxi * Know your limit/ drink in moderation * Serve food * Buddy system |  |
| 6. Fatigue | * Lack of sleep * PT * Just out of Field/Wire * Several Activities. | * Sleep Plan/Rest * Delay Trip * A-Driver * Periodic stops for exercise/refreshment | * Switch drivers periodically * Planned and frequent rest stops * 8-hour driving limit |
| 7. Other Individuals  (fight/criminal assault) | * Drunks * Thieves * Gangs | * Know the Area * Situational Awareness * Buddy system | * Avoid known trouble spots |
| 8. Uncontrollable | * Road Conditions/Traffic * Tide | * DOT Reports * Radio/Traffic Reports * Maps, AAA recommended routes * Alternate routes |  |
| 9. Speed | * Rushing back to base/home | * Allow extra time for delays * Observe speed limits * Plan travel times |  |