

## PREDEPARTURE SAFETY BRIEFING

### PART I.

#### INSTRUCTIONS

1. Unit commanders must ensure that military personnel under the age of 26 are reminded, before departure on leave, TDY, or PCS, of the hazards involving recreational activities and travel by private motor vehicles.
2. The unit commander, first sergeant, flight commander, immediate supervisor, or military training manager will conduct this briefing. Group briefing may be given if so desired.
3. AETC units are responsible for adding to the following guidance by using educational materials tailored to the installation's location, climatic conditions, and recreational activities. Supplemental educational and briefing material can be obtained from the ground safety office.
4. Part III, "Travel Itinerary" will be completed by the departing member and reviewed by the unit commander, first sergeant, flight commander, immediate supervisor, or the military training manager for approval prior to member's departure.
5. Part IV, "Other Information," may be overprinted for local information, group briefing, etc.
6. Dispose of this form in accordance with AFMAN 37-139, Records Disposition-Standards (formerly AFR 4-20, Volume 2).

### PART II.

#### BRIEFING GUIDE

1. Urge the driver to carefully and intelligently plan the trip, allowing time for rest prior to departure and at least every 2 hours while traveling. Travelers should not drive more than 10 hours during any 24-hour period. Strongly encourage travelers to get a good nights sleep (7-8 hours) while traveling.
2. Encourage the traveler to be sure sufficient funds are available to cover expenses. A shortage of funds often leads to exhausting, marathon driving.
3. Encourage the traveler to check the weather forecast for the intended route of travel.
4. Discourage driving during late night hours. Remind the traveler that a very high percentage of drivers on the road after dark are drunk.
5. Stress the value of occupant restraint devices, including child and head restraints.
6. Stress the importance of vehicle condition; vehicle defects also contribute to mishaps.
7. Discuss the main causes of injury and death by vehicle mishaps in AETC, which are speeding, fatigue, alcohol, nonuse of occupant restraints, and nonuse of helmets by motorcyclists.
8. Remind personnel to extend safety principles and common sense in planned recreational activities while off duty. Sports and recreational injuries are the leading cause of military injuries in AETC. These injuries can be prevented. While there are inherent risks associated with every activity, these risks can be minimized by performing stretching exercises prior to starting, drinking plenty of fluids during the activity, avoiding overexertion, and stretching after the activity.
9. Discuss the requirement for personnel who plan on engaging in high-risk activities such as flying civil aircraft, hang gliding, skydiving, parasailing, white-water rafting, motorcycle and auto racing, scuba diving, bungee jumping, etc., to inform their military training manager, immediate supervisor, flight commander, first sergeant, or unit commander. These personnel will schedule a follow-on briefing with the appropriate individual to discuss the hazards and potential for injuries associated with their activity.
10. Advise the traveler to contact their unit commander, first sergeant, flight commander, immediate supervisor or command post in the event they're involved in an accident or an emergency situation arises. Ensure the member is provided the phone numbers of the points of contact.

