

## Holiday Accident Reduction Program

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 SITE STAFF 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: \_\_\_\_\_

<b>Part A: PERSONAL INFORMATION</b> (TO BE FILLED OUT BY INDIVIDUAL MARINE/SAILOR)							
NAME:		RANK:		AGE:		SHOP:	
PERIOD COVERED: _____ TO _____			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							

<b>Part B: SMALL UNIT LEADER QUESTIONS</b> (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.	
<b>1. What is/are your destination(s)?</b>	
<b>2. Mode of travel/Contingency Plan:</b> 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.	
<b>If I decide to go somewhere locally -</b>	
<b>3. Are you driving Alone? Yes</b> (circle one) <b>NO</b> or <b>N/A</b>	
<b>4. Activities:</b> Do they have prior training?	
<b>5. What is the appropriate PPE for your Activities?</b>	
<b>6. Drugs/alcohol:</b> Emphasize the zero tolerance policy the Marine Corps has on DRUGS. Discuss the use of alcohol, drinking in moderation, having a designated driver, etc.	
<b>7. Are you under 21 years of Age?</b> Yes (circle one) <b>NO</b> or <b>N/A</b>	
<b>8. Do you know the off-limit areas in COLORADO?</b>	
Yes (circle one) <b>NO</b> or <b>N/A</b>	
<b>9. Your overall potential for injury is at what level for this weekend?</b>	
Low (circle one) Moderate (circle one) High (circle one) Extremely High	
<b>10. Vehicle inspection completed? (Checklist on back)</b> Yes (circle one) <b>NO</b> or <b>N/A</b>	
<b>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.</b>	
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Marine/Sailor's Signature:</b>	<b>Date:</b>

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:**

- a. Overnight- 100 mile limit
- b. Weekend/48hr/72 hr liberty limit-315 Mile limit
- c. 96 Hour liberty Limit – 500 Miles
- d. Trips into Mexico require the Commanding Officer's Authorization..

**2. POV Inspection Checklist**

- a. Vehicle Condition: Complete the checklist below.
- b. Insurance: Is Marine's car insurance coverage up to date/current? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- c. Driver's License: Does Marine possesses a valid operator's license? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- d. Driver's Improvement Course(DIC) or Motorcycle Safety Course(MSC): Does Marine possesses valid course cards? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- e. **Roadside Emergency Service Plan?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Pre-Trip Safety Checklist**

This checklist is designed to foster conversation when completing the HARP Form. It is by no means an inclusive list, however, there are fundamental controls for several activities.

Hazards	Causes	Controls	How to Implement
1. Transportation	<ul style="list-style-type: none"> <li>• Flying</li> <li>• Driving</li> <li>• Boating/Ferry</li> <li>• Motorcycle/ATV on &amp; off road</li> <li>• Bus</li> <li>• Train</li> <li>• Walking</li> </ul>	<ul style="list-style-type: none"> <li>• Car Inspected</li> <li>• Use of Seatbelt / Airbag in vehicle/ABS brakes</li> <li>• Use of PPE</li> <li>• Tools and spare parts for repairs</li> <li>• Maintain proper speed</li> <li>• Recon course prior to driving off road</li> <li>• Toolkit/Emergency kit</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Maint.</li> <li>• Leadership/Counseling</li> <li>• Policy/SOP</li> <li>• Training/assistance</li> <li>• Licensing</li> <li>• Checklist</li> </ul>
2. Location	<ul style="list-style-type: none"> <li>• Instate ( )</li> <li>• Out of State ( )</li> <li>• Other Country( )</li> <li>• Inbounds/Out of Bounds?</li> </ul>	<ul style="list-style-type: none"> <li>• Planned Trip/allot enough time</li> <li>• Ensure Enough Money to complete trip</li> <li>• Back up plan (\$ for airline ticket)</li> </ul>	<ul style="list-style-type: none"> <li>• Save, budget, emergency funds</li> <li>• Out of bounds chit in hand</li> </ul>
3. Weather/Time	<ul style="list-style-type: none"> <li>• Rain</li> <li>• Snow</li> <li>• Clear</li> <li>• Fog</li> <li>• Day</li> <li>• Night</li> </ul>	<ul style="list-style-type: none"> <li>• Know weather report</li> <li>• Change departure time</li> <li>• Increase following distance and decrease speed during inclement weather</li> <li>• Safety check headlights, wiper blades, tires</li> <li>• Visibility– if jogging/biking, wear reflective gear/light colored clothing</li> <li>• Delay outdoor PT during inclement weather</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
4. Activities	<ul style="list-style-type: none"> <li>• Clubs</li> <li>• Parties</li> <li>• Swimming/Diving</li> <li>• Boating</li> <li>• Hiking/Climbing</li> <li>• Extreme Sports ( )</li> </ul>	<ul style="list-style-type: none"> <li>• Use of PPE (see reqrd 3d MAW PPE)</li> <li>• Buddy System</li> <li>• Experience/Classes/Lessons/Certification Proper conditioning</li> <li>• Warm-up/stretch &amp; cool down</li> <li>• Adequate fluid intake</li> <li>• Review activity/course before doing</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
5. Alcohol	<ul style="list-style-type: none"> <li>• Drinking</li> <li>• Not Drinking (Others)</li> <li>• No Designated Driver</li> </ul>	<ul style="list-style-type: none"> <li>• Designated Drivers/Taxi</li> <li>• Know your limit/ drink in moderation</li> <li>• Serve food</li> <li>• Buddy system</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
6. Fatigue	<ul style="list-style-type: none"> <li>• Lack of sleep</li> <li>• PT</li> <li>• Just out of Field/Wire</li> </ul>	<ul style="list-style-type: none"> <li>• Sleep Plan/Rest</li> <li>• Delay Trip</li> <li>• A-Driver</li> <li>• Periodic stops for exercise/refreshment</li> </ul>	<ul style="list-style-type: none"> <li>• Switch drivers periodically</li> <li>• Planned and frequent rest stops</li> <li>• 8-hour driving limit</li> </ul>
1. Other Individuals (fight/criminal assault)	<ul style="list-style-type: none"> <li>• Drunks</li> <li>• Thieves</li> <li>• Gangs</li> </ul>	<ul style="list-style-type: none"> <li>• Know the Area</li> <li>• Situational Awareness</li> <li>• Buddy system</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid known trouble spots</li> </ul>
8. Uncontrollable	<ul style="list-style-type: none"> <li>• Road Conditions/Traffic</li> <li>• Tide</li> </ul>	<ul style="list-style-type: none"> <li>• DOT Reports</li> <li>• Radio/Traffic Reports</li> <li>• Maps, AAA recommended routes</li> <li>• Alternate routes</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
9. Speed	<ul style="list-style-type: none"> <li>• Rushing back to base/home</li> </ul>	<ul style="list-style-type: none"> <li>• Allow extra time for delays</li> <li>• Observe speed limits</li> <li>• Plan travel times</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>