**NVCJA**

**Professional Development Section**



**Facility Reservation Form**

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| --- | --- | --- | --- |
| Requesting Agency |  | Date of Request: |  |
| Name:  |  | Email |  |
| Work Phone |  | Cell Phone |  |
| Event Date |  | Event Time |  |
| Event Title |  |
| Resources required: Check All that Apply |
| [ ]  Classroom[ ]  Auditorium[ ]  Scenario Training Area[ ]  Computer Room | [ ]  Practical Rooms[ ]  Milo Room[ ]  Control Tactics Mat Room[ ]  Fitness Center |
| Force on Force Training:Projectile Simulation-Control Tactics |
| [ ]  We will be doing projectile simulation training ( I have read the attached projectile Simulation Safety guidelines and agree to follow them) | [ ]  We will be doing Control Tactics Training (I have read Control Tactics Safety Protocols) |

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| I understand that as the officer in charge, I acknowledge, understand and have read the safety protocols attached to this document and agree to fully comply with all conditions set forth. I understand that violation any of the safety rules will result in the removal of individual student(s) or group(s) from the facility and that future use of the Academy may be denied.  |
| Officer in Charge of Training |  |
| Signature of Officer in Charge of Training |  |

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**Facility Reservation**

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| **Scenario and Reality Based Training Safety Rules and Responsibilities** |
| 1. **No weapons such as OC, knives or firearms which are service related are allowed during Academy training.**
2. No training of any type will be allowed on the 2nd floor of the Academy.
3. Any training involving projectile simulated training or control tactics training must follow academy protocols attached to this document.
4. Weapons capable of firing training ammunition is only permissible in the Scenario Training Area (STA).
5. Weapons capable of firing training ammunition may be permitted outdoors and in the parking lot with prior approval of the academy director and if the area is cordoned off and secured according to proper safety protocol.
6. Active Violent Incident/Building Search type training may be performed in any of the ground floor classrooms, common areas or hallways provided that the Academy is closed to all other training. **This type of training in the main hallways is prohibited when the academy is open** **and/or there are other classes are in session**. The “kicking in” of doors as part of a training exercise is strictly prohibited.
7. The stairwells, located at opposite ends of the academy building can be used up to and including the 2nd floor landing but not leading into the 2nd floor hallways. No training is allowed in the center stairwell located in the elevator lobby on the 1st and 2nd floors.
8. Posting of safety signs in the STA is mandatory. Signs will be posted so that any person entering into the training area will readily know that training is in progress.
9. Training with Redman® style equipment can cause significant damage to walls, floors and other furnishings. Therefore this training is only permitted in the DT Room, Scenario Training Area or outside the facility.
10. No chairs or other furniture is permitted in the DT Room as they can cause damage to the training mats. Additionally, impact batons are only to be collapsed in specifically identified areas within the DT Room.
11. Before any force-on-force training is conducted at the Academy, all necessary safety equipment and protocols must be in place. If Academy training staff observes unsafe training conditions, training will be terminated until they locate the Officer in Charge (OIC) and the conditions have been made safe.
12. Live Oleoresin Capsicum Training can only be done outside with prior approval
13. The Officer In Charge is responsible for securing the facility and completing the exit checklist upon completion of training
14. Any injury shall be documented on the attached Injury Report Form. If the injury requires hospitalization, the Officer in Charge shall notify an Academy Staff Member as soon as possible.
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**Northern Virginia Criminal Justice Academy**

**Control Tactics Safety Protocols**

This form is to be reviewed by the Lead Instructor to all participating individuals, to include evaluators, role players and aggressors, prior to conducting force on force training.

**RULES FOR MAT ROOM:**

**\*Only training equipment is permitted \*No boots or hard-soled shoes**

**\*No chairs or tables in mat room \*No food or drink**

\*When finished for the day, all equipment must returned to the proper storage areas

* The lead instructor will conduct a safety briefing to explain the purpose of the training, the location of the training and the safety equipment for the training.
* The safety officer will conduct a safety inspection prior to any training to assure that the overall scene is safe, signs are posted (if required), that role players are wearing all required equipment and that proper notification has been passed on to proper authorities where training is being conducted.
* All participants have been briefed on their roles and activities.
* Students should be warmed up prior to physical activity to help avoid injury.
* During ground defense and blocking defense training; instructors, role players and students may use open hand, low power strikes intended to draw attention to recruits not to lower their guard. These strikes will be exaggerated swings or short jabs that result in low impact blows to accomplish the training goals and remind students to protect themselves. Intentional head strikes during all force on force training is prohibited.
* Instructors/role players should fully understand the purpose of the training and use their strengths and abilities based on the abilities of the student. The goal is to allow the student to succeed if proper technique and attitude is performed, not to purposely defeat them. The term “red light or STOP may be used by any participant which immediately stops all activity.
* Any Instructor/role player who is participating in protective gear scenarios for the first time will shadow an experienced Instructor and receive instruction and feedback.
* If injury occurs to ANY participant during the training, the officer in charge will attend to the injuries. If the injury is serious, 911 should be notified as well as an Academy supervisor. If a participant is transported to the hospital, the officer in charge or his designee shall also respond to the hospital to assist and determine status of injuries. Reports of injuries shall be documented with the injured officer’s agency as well as on an academy injury report form.
* At the conclusion of training, the lead instructor shall conduct a de-brief for performance issues, feedback, ways to improve the training and a wellness check.

Officer in Charge\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

** NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY**

###### SAFETY CHECK LIST (Projectile Simulation Training)

**Sims training is restricted to the STA or outdoors. There will be an initial check and physical inspection of each person to assure no service related weapons, OC, knives or ammunition have been brought into the training environment. During training at least one individual will act as safety officer**

1. Firearms simulation systems can only be used if there is prior approval from Academy Staff. Thisincludes anysimulated firearm system that discharges a projectile (simunition, airsoft, etc.)Once approval is obtained from an Academy Staff member**,** a three-step safety check must be conducted:
	1. Weapon is cleared by the student
	2. Weapon is checked by the instructor
	3. Weapon is checked by a designated safety officer.
2. If a student leaves the training area, the above process must be repeated in order to ensure the weapon remains in a safe condition.
3. When the weapon is cleared, an ammo safe must be inserted in the barrel and the weapon marked clearly with blue tape. Blue tape is to be placed on the frame (toward barrel end), and lower portion of the grip.
4. If a magazine is used, it must be cleared prior to entering the building or training area. Once the magazine is cleared, it must be marked in blue tape on the butt.
5. During training, range safety rules will be applied. *(Each point must be discussed with the students prior to training).*
	1. Treat every firearm as if it were loaded.
	2. Always point the muzzle in a safe direction.
	3. Keep your finger off the trigger and outside the trigger guard unless you intend to shoot.
	4. Know your target, back stop, and beyond.
6. All projectile simulation training is subject to all listed safety procedures to include adherence to all manufacturer guidelines and training standards (i.e.…simunitions, airmunitions, airsoft, etc.). The lead instructor is also responsible for briefing everyone involved, and marking the area(s) in use with visible hazard signs.
	1. No jewelry or horseplay.
	2. Protective gear/equipment *(If required by the instructor, initial and describe the following*).
	3. Mandatory gear includes head, face, eye, neck and groin protection. Gloves are also recommended.

Officer in Charge\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Northern Virginia Criminal Justice Training Academy**

***Exit Checklist***

**Have you:**

[ ]  Returned all props and furniture moved for training purposes to their original position?

[ ]  Picked up all trash and placed it in the appropriate container?

[ ]  Inspected the training venue and the surrounding area for equipment and supplies that may have been left behind?

[ ]  Picked up any simunitions or airsoft cases?

[ ]  Wiped off any paint from the simunitions rounds (once dry)?

[ ]  Turned off all interior lights, fans, and powered off all projectors?

[ ]  Checked and locked all exterior doors? Set alarm and returned keys?

[ ]  Changed the safety warning signs for the STA back to “green”?

[ ]  Provided a copy of this checklist to the Professional Development Manager?

[ ]  Reported any injury of a participant to an Academy supervisor or manager?

[ ]  Documented any damage that occurred during the training in the space below:

Signature of Officer in Charge Agency Date

** NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY**

**PROFFESSIONAL DEVELOPMENT**

**INJURY / ILLNESS REPORT**

|  |  |
| --- | --- |
| Date of Report |  |
| Officer in Charge |  | Agency |  |
| Email |  | Phone # |  |

**Information on Injured Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Injured |  | Agency |  |
| Date/Time of Injury |  | Age |  | Hospital  |  |

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| --- |
| Description/Circumstances of Injury / Illness: |
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|  |  |  |  |
| --- | --- | --- | --- |
| Signature: Officer in Charge  |  | Date |  |

Any serious injury which requires hospitalization, the Officer in Charge shall notify an Academy Staff Member as soon as possible.