



Regional Counterdrug Training Academy
 219 Fuller Road, NAS Meridian, MS 39309-5020
 601.679.2063 (phone) 601.679.2065 (fax)
 1.877.575.1435

Urban Training Complex Request Form

Requesting Officials Name													
Rank													
Email Address													
Agency													
Address													
Point of Contact													
Phone Number													
Fax Number													
Dates Requested													
Type Agency													
Description of Training Mission													
Facilities Requested	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Motel</td> <td>Convenience Store</td> </tr> <tr> <td>Pharmacy</td> <td>Mini-warehouse</td> </tr> <tr> <td>Residence</td> <td>Rappel Tower</td> </tr> <tr> <td>Barn</td> <td>Mobile Home</td> </tr> <tr> <td>Office Complex</td> <td>UH-1 Chopper Hull</td> </tr> <tr> <td colspan="2">Planning/Operations Building</td> </tr> </table>	Motel	Convenience Store	Pharmacy	Mini-warehouse	Residence	Rappel Tower	Barn	Mobile Home	Office Complex	UH-1 Chopper Hull	Planning/Operations Building	
Motel	Convenience Store												
Pharmacy	Mini-warehouse												
Residence	Rappel Tower												
Barn	Mobile Home												
Office Complex	UH-1 Chopper Hull												
Planning/Operations Building													
Will Simunitions or Pyrotechnics be used?	If yes, Type and Quantity												

Air Support Operations Required?	If yes, Description
Equipment Requested (LEA's only)	Quantity (Red Guns) Model 870-style shotguns MP-5 style machine guns 9MM style pistols Ballistic Vests Tactical Load Bearing Vests Head and Eye Protections Throat Protectors Radios, Hand Held Rappel Gear (Issued in sets)



REGIONAL COUNTERDRUG TRAINING ACADEMY
219 Fuller Road
Naval Air Station Meridian, Mississippi 39309-5020

UTC CLEARANCE FORM

This form will be completed by the using agency and signed by a RCTA Operations and Training Branch representative prior to the using agency relinquishing responsibility for the UTC.

AGENCY: _____

DATES USED: _____
From To

I, _____, verify that the following tasks have been accomplished regarding the clearing of RCTA's Urban Training Complex:

<u>TASK</u>	<u>INITIALS</u>
Clean/Repair buildings used during training	_____
Conduct a good police call of the training area used and return it to its previous condition	_____
Return all equipment issued by RCTA in a clean and serviceable condition	_____
Report all accidents and/or medical incidents	_____
Complete a written AAR (After Action Review) of the training and provide a copy to RCTA	_____

Using Agency Representative's Signature Date

The above agency is cleared and released from all responsibility of the RCTA UTC and equipment borrowed:

RCTA Operations Branch Representative Date



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UTC SOP

1. **PURPOSE:** To prescribe the policies and procedures for the requisition, use, and administration of the Regional Counterdrug Training Academy's (RCTA) Urban Training Complex (UTC).

2. **APPLICABILITY:** This applies to all organizations, agencies, and personnel (government, civilian, or otherwise) utilizing the UTC or any part of its existing structures or surrounding training area, and to the personnel of RCTA responsible for managing the UTC.

3. **RESPONSIBILITIES:**

a. **COMMANDANT:** The Commandant, RCTA, maintains overall responsibility for command and control of all activities occurring at the UTC. The Commandant is the approving authority for the UTC SOP and any changes to the policies and procedures stated herein. The Commandant is the approving authority for all requests to use the UTC.

b. **OPERATIONS SECTION:** The Operations Section of the RCTA is responsible for implementing the policies and procedures outlined in the UTC SOP and ensuring that all using agencies/personnel are familiar with its contents. All requests for the UTC from units/ agencies not involved with an RCTA scheduled course will be forwarded through the Operations NCOIC, Operations Officer, and Operation and Training Officer to the Commandant for approval/ disapproval. Responsibilities for Operations Team personnel are as follows:

1) **Operations Officer** - The Operations Officer will oversee the management and operations of the UTC. The Operations Officer will review all requests and make recommendations for approval or disapproval. Once a request is approved, he will ensure the proper coordination is made to ensure the best possible training occurs.

2) **Operations NCOIC** - The Operations NCOIC will manage the UTC. This includes scheduling the UTC, reviewing all requests, determining the support needed, recommending approval/disapproval and coordinating the training. The Operations NCOIC will supervise all training related activities involving the UTC and serve as the point of contact (POC) for agencies/personnel requesting the UTC. The Operations NCOIC will ensure the proper documentation is maintained for each use of the UTC.

c. **LOGISTICS SECTION:** The Logistics Section of the RCTA is responsible for maintaining, issuing, and receiving all equipment utilized for training at the UTC. The

Operations Team will coordinate closely with the Logistics Section to ensure that approved, requested equipment is procured, issued and returned in a serviceable condition. The Logistics Section will be responsible for coordinating the replacement and/or repair of any equipment issued to an agency.

d. *PERSONEL AND ADMINISTRATIVE SECTION*: The Personel and Administrative Section is responsible for coordinating requests for billeting and arranging for meals if needed. Military units must make their own billeting and meal arrangements through NAS Meridian. The Personnel and Administrative Section will provide phone numbers of the NAS Meridian POCs responsible for billeting and meals upon request.

e. *REQUESTING AGENCY*: The term “requesting agency” refers to any organization, person, or group of people requesting the use of the UTC which is not related to scheduled RCTA courses. The requesting agency is responsible for the following:

- 1) Identifying a single point of contact for coordination.
- 2) Reading, understanding, and complying with the contents of this SOP.
- 3) Submitting the UTC Request Form and supporting documents a minimum of fourteen (14) days prior to the intended use date.
- 4) Ensuring that all personnel participating in the training receive the UTC Safety Briefing prior to the conduct of training.
- 5) The conduct of their personnel during the training.
- 6) Ensuring that all equipment borrowed/signed-for from RCTA, to include the UTC facilities, are properly cared for and returned to RCTA cleaned and serviceable.
- 7) Maintaining close liaison with the RCTA Operations Team concerning the usage of the UTC and any changes to the planned training.
- 8) Ensuring firearms are not openly displayed or worn while on the Naval Air Station. Firearms should be kept locked in the trunk of their vehicle.

4. GENERAL:

a. *DESIGN*: The UTC is a multi-structure training complex, consisting of eleven buildings and a helicopter hull located just north of the RCTA building. It is designed to enhance the realism and training quality of urban training. Its design represents a realistic urban training environment. The structures that make up the UTC are as follows (Layouts of individual buildings found at:

- 1) 1 ea. - [Motel](#), two-floor, multi-room
- 2) 1 ea. - [Pharmacy](#), single-floor, multi-room
- 3) 1 ea. - [Office complex](#), single-floor, multi-room
- 4) 1 ea. - [Convenience Store](#), single-floor, multi-room

- 5) 2 ea. - [Mini warehouse](#), single-floor, multi-room
- 6) 1 ea. - [Rappel tower](#), four-floor, 40 ft.
- 7) 1 ea. - [Residential house](#), single-floor, multi-room
- 8) 1 ea. - [Barn](#), two floor, multi-room
- 9) 1 ea. - [Kennel](#), single floor, multi-room
- 10) 1 ea.- [Trailer](#), single wide, multi-room
- 11) 1 ea.- [Helicopter](#), UH-1

b) **PRIORITY OF USAGE:** The UTC was designed and constructed primarily to train civilian law enforcement officers. Priority for use of the UTC is as follows:

- 1) In support of courses conducted by RCTA
- 2) Civilian Law Enforcement Agencies
- 3) Military/government organizations
- 4) Other agencies

• The UTC may only be used by military/government personnel and agencies only if an LEA has not requested its use for the same time.

c. **CONSTRUCTION:** All permanent structures in the UTC are constructed of concrete block and the roofs are reinforced concrete. There is no glass in any of the windows of the facilities. This is to prevent injuries during training. The doors are heavy gauge metal doors with metal frames. The streets are paved and the street signs and building markings closely resemble that of an actual street.

5. **REQUESTING THE UTC:** To reserve the UTC, agencies, departments, and personnel must complete the required documents as stated on the Application Checklist:

a. Submit the Urban Training Complex Request Form and supporting documents to:

REGIONAL COUNTERDRUG TRAINING ACADEMY
ATTN: KEITH JOYNER (UTC)
219 Fuller Road
Meridian, MS 39309-5020

OR FAX IT TO (601)679-2006

All requests will be reviewed on a first-come basis. The request should be received by RCTA at least 14 days prior to the requested usage dates.

b. Each civilian law enforcement person participating in the training must complete the Property Use Release Form . The completed forms must be received by RCTA prior to personnel participating in any training.

c. Requesting units/agencies must submit a personnel roster of all personnel who will be participating in the training along with the UTC Request Form. The roster will include the participant's name and SSN. Badges will be issued to civilian law enforcement personnel upon arrival at the RCTA to identify them from other students.

d. If a civilian agency requesting the UTC wants to take advantage of the housing and cafeteria located on NAS, a separate request on department letterhead should be submitted indicating the number of personnel involved, number of meals and how many nights they will need rooms. RCTA will make the necessary arrangements and, if rooms are available, will make the room reservations. However, the requesting agency is responsible for all costs incurred for the meals and rooms. Military units are responsible for making their own room reservations and meal coordination.

e. Once approved, or disapproved, the requesting agency will be notified. Approved UTC requests are considered "locked-in" five working days prior to the requested dates. A civilian LEA requesting the UTC prior to the five-day lock-in period may replace military, governmental or other non-LEA organizations reserving the UTC.

6. SAFETY:

a. **GENERAL:** Safety of personnel will always be a primary factor during the planning and conduct of training. Any unsafe act observed by any personnel will be reported to the Instructor/ OIC or RCTA staff immediately. All training will cease until the safety violation has been corrected to the satisfaction of the Instructor/OIC and the RCTA Staff representative.

b. **INSTRUCTOR/OIC:** The Instructor/OIC of the training is ultimately responsible for the safety of the training and the personnel involved.

c. **SAFETY PERSONNEL:** During all training conducted at the UTC, a RCTA Staff member and adequate Safety support personnel will be appointed by the RCTA Operations NCOIC to observe the overall conduct of the training for safety violations. The RCTA Staff representative and support personnel will work with the Instructor/OIC to ensure that training is conducted in a safe manner. The RCTA personnel will not interfere with the conduct of training or attempt to evaluate the training. Their primary purpose is to ensure safe training. The staff representative and support personnel will be readily identifiable by all personnel. If training is stopped due to safety considerations, the Instructor/OIC and the RCTA staff representative will decide if it is safe to resume training.

d. **DEPENDENTS/MINORS:** Under no circumstances will dependents or personnel under the age of 17 be permitted to participate in any training conducted at the UTC or the surrounding training area without the prior written consent of the Commandant of the RCTA.

e. **SAFETY BRIEFING REQUIREMENT:** Prior to commencing any training, a designated RCTA representative will give all personnel involved in the training the UTC Safety Briefing, sign the briefing and turn it in to the Operations Branch.

f. *PAINTBALL WEAPON SAFETY RULES:* (Paintball weapons are available to LEAs only, unless approved by the Commandant.) Due to the high velocity and caliber of the paintballs, paintball gear users will observe general weapon safety rules during their usage. A partial listing of these rules follows:

- 1) Never aim, point, or fire paintball weapons at any person's unprotected areas.
- 2) When loading or clearing the weapons, never look into the barrel.
- 3) All participants involved in areas where paintballs may be used must wear adequate protection. This includes head and eye protection, throat protection and upper torso protection.

Note: It is strongly recommended that all participants wear long sleeved shirts and long trousers to prevent unnecessary injuries.

- 4) Never fire at point blank range (distances less than 5 feet), even at protected areas.

g. *COORDINATION WITH NAS SECURITY:* The Operations NCOIC will notify the NAS Security office when training will take place in the UTC. NAS Security is responsible for ensuring that the training area is safe, i.e., posting "OFF LIMITS" signs during hunting seasons and restricting access during nighttime Operations. Additionally, if pyrotechnics are to be used, NAS Security will be notified and approve the use of pyrotechnics.

h. *CONDUCT:* Horseplay and unprofessional conduct are not permitted in the UTC area. Anyone observed in such acts will be asked to leave and may jeopardize their involvement in future training events at the RCTA.

i. *PYROTECHNICS:* To request the use of pyrotechnics, indicate the type and quantity on the initial request for the UTC. Under no circumstances will pyrotechnics of any type be used in the UTC area without prior permission from the RCTA. If pyrotechnics are authorized to be used in training at the UTC, extreme care and discretion must be exercised when employing the pyrotechnics. When explosive, noise-making pyro is used, all personnel must wear adequate hearing protection.

7. PROPERTY USE RELEASE (HOLD-HARMLESS AGREEMENT): Requesting agencies/personnel must complete the Property Use Release Form and send it in with the initial request for the UTC. Each person participating in the planned training must complete a Release form. This form releases RCTA from liability due to any injuries suffered during training.

8. MEDICAL SUPPORT:

a. *DESIGNATED MEDIC:* Each using LEA/agency must provide a medic in the event of an accident/injury. The medic may be a participant in the training, however, in the event of an injury, the medic's primary role will be that of rendering first aid. The designated medic will possess basic life saving knowledge and be capable of administering minor first aid.

b. *NAS MEDICAL CLINIC NOTIFICATION:* The Operations Team will notify the NAS Branch Medical Clinic a minimum of 24 hours prior to scheduled training at the UTC. NAS medical facilities are available for military personnel. If NAS medical facilities are not available or authorized, local civilian medical facilities are available. However, the costs

incurred at these civilian facilities are the responsibility of the individual and/or agency, not RCTA.

c. **MEDICAL INCIDENT REPORTING:** In the event of a medical incident requiring on-site first aid attention, the senior official of the using agency will submit written documentation of the circumstances and individual(s) involved to the RCTA Operations Team no later than 24 hours after the incident.

d. **MEDICAL VEHICLE:** Using agencies will ensure that a vehicle is available and readily accessible to transport injured personnel to the appropriate medical facility if required. This vehicle will not be utilized for any other purpose during training.

e. **RCTA LIABILITY DISCLAIMER:** RCTA accepts no responsibility or liability for any injuries incurred or aggravated during training exercises at the UTC or surrounding training areas. Personnel with prior existing medical conditions must notify RCTA of their condition prior to commencing any training.

9. **AIR OPERATIONS:** Air/Flight operations over NAS Meridian are restricted. For approval of any operation requiring air support, i.e., parachuting, rappelling from rotor wing aircraft, CAS, etc., a request must be submitted to and approved by the Commandant of RCTA and the Air Operations Officer of NAS Meridian.

10. **RESOURCE SUPPORT:** (RCTA equipment is reserved for use by civilian LEAs, except in unique circumstances)

a. **TACTICAL TRAINING GEAR:** RCTA has available, upon request, various tactical training gear that a LEA may hand receipt for training purposes in the UTC. LEAs desiring the use of any of the listed gear must include this in their initial request for the UTC. The Commandant of RCTA will review each request and approve or disapprove the use of the requested equipment. If approved and hand-receipted, the gear is the responsibility of the using agency/individual and must be properly cared for. Damaged or lost gear will be replaced with identical gear or gear of the same quality. The gear available includes:

1) *Red Guns*

A. Model 870-style shotguns

B. MP5-style machineguns

C. 9mm-style pistols

2) Ballistic protective vests

3) Tactical load bearing vests

4) Head and eye protectors

5) Throat protectors

6) Rappel gear

7) Communications equipment (for civilian LEAs only)

b. *EQUIPMENT/FACILITY TURN-IN:* Equipment and facilities will be cleaned and serviced by the using agency prior to turning it in to RCTA. All turn-ins will be coordinated through the RCTA Operations Team and the RCTA Logistics Section. Agencies must complete the UTC Clearance Form prior to departing the UTC.

c. *EQUIPMENT LOST/DAMAGED/DESTROYED:* Using agencies/ personnel are responsible for ensuring that equipment issued to them is properly maintained and cared for while in their possession. In the event that equipment is lost, damaged, or destroyed, the using agency is responsible for repairing or replacing the equipment with a like item. Monetary reimbursement cannot be accepted for a lost, damaged, or destroyed item. Information on ordering replacement items can be obtained by contacting the RCTA. **PLANNING/OPERATIONS FACILITY:** Located in close proximity to the UTC is a Planning/Operations facility, building 219T. The facility is a twelve feet by sixty feet mobile home equipped as a self-sustaining training room. It is equipped with a tables, chairs, charts, desks, and writing pads; and is suitable for conducting briefings. It is available, upon request, to any agency requesting the UTC and may be requested on the UTC Request Form

12. UTC MAINTENANCE: The UTC and surrounding training area will be cleaned by the using agency. The UTC Clearance Form will be completed by the using agency and returned to the RCTA staff member prior to departing the area. Once a RCTA staff representative has signed the Clearance Form, the agency is considered cleared.

13. RAPPELLING:

a. *AUTHORIZED LOCATIONS:* The rappel tower is the only authorized location to rappel in the UTC. It is equipped for anchoring lines for rappelling. RCTA Rappelling Procedures will be strictly adhered to.

b. *OFFICIAL-IN-CHARGE RESPONSIBILITIES:* A qualified Official in Charge (OIC) will be assigned to oversee all rappelling operations. The OIC is responsible for ensuring that basic safe rappelling procedures are followed. This includes:

- 1) Giving the Rappelling Safety Briefing, signing it, and turning it in to the RCTA Operations Team.**
- 2) Ensuring the rappel ropes are secured properly on the tower.**
- 3) Ensuring all rappel equipment has been inspected for serviceability.**
- 4) Ensuring that belayers are utilized.**
- 5) Ensuring that individual harnesses are properly fastened.**
- 6) Ensuring that all personnel have received adequate training on safe rappelling techniques before being allowed to rappel.**
- 7) Ensuring all personnel are familiar with the equipment and that the proper rappelling equipment is used.**

8) Ensuring all personnel wear protective headgear and gloves while rappelling.

c. *INSTRUCTOR/OFFICIAL-IN-CHARGE (OIC) QUALIFICATIONS:* An Instructor/OIC is considered qualified if he/she has completed any of the following courses of instruction:

1) Army Rappel Master Course

2) Army Air Assault Course

3) Army Special Forces Qualification Course

4) Army Ranger Course

5) Equivalent or comparable civilian/military course (to be determined by a qualified RCTA staff member).

Proper documentation of qualifications must be sent to the RCTA along with the request to use the facility. In the event that an agency desires to rappel but does not have any qualified personnel to supervise the training, a request may be made to the RCTA to provide a qualified person.

d. *SAFETY OFFICIAL:* A staff member of the RCTA will be designated to oversee all rappelling. The RCTA staff member will assist the Instructor/OIC in identifying any major safety violations.

e. *MEDICAL REQUIREMENTS:* A medic with a vehicle will be on-site during all rappelling. The medic will possess the same basic qualifications as outlined for the UTC.

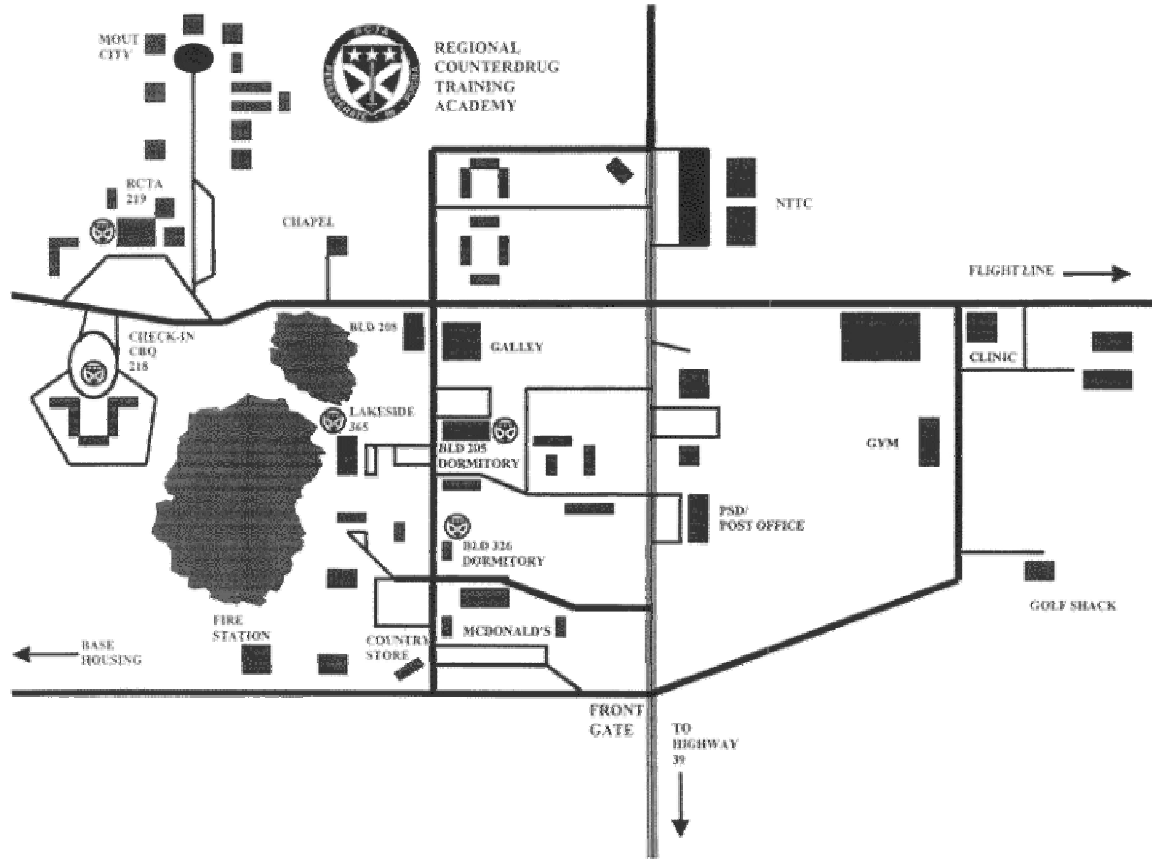
14. UTC CRITIQUE: All units/agencies are required to complete and turn-in a UTC Critique upon the completion of training. The critique is used to determine the effectiveness of the UTC facilities in the training and to evaluate the support received.

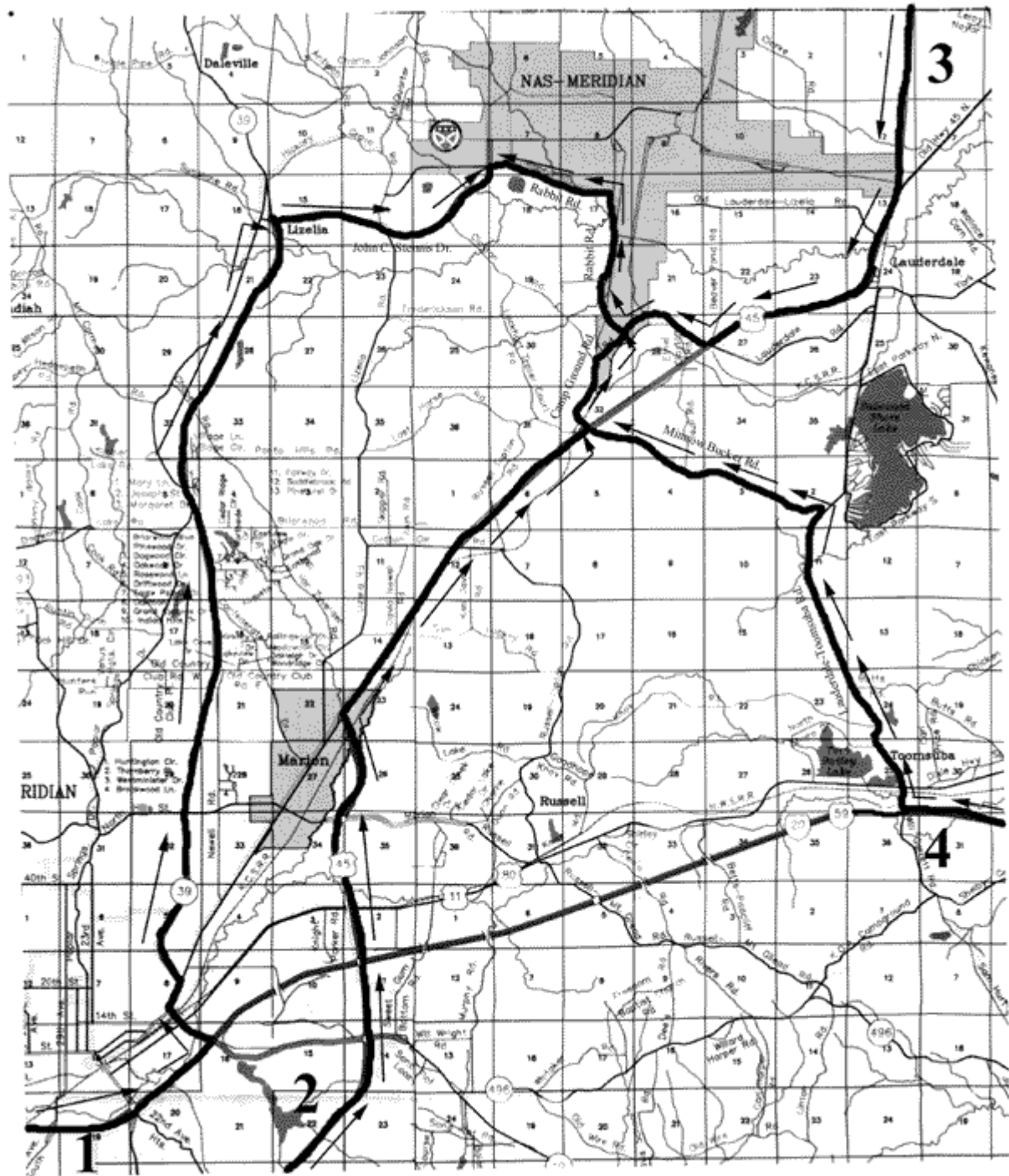
15. UTC APPLICATION CHECKLIST: For requesting units/agencies convenience, a checklist of the requirements for requesting utilizing the UTC has been included. Following this checklist will help to simplify the requesting process.

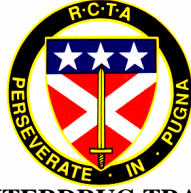
16. If you have any questions, please call TSgt Keith Joyner at (601) 679-3250. The DSN prefix is 637.



REGIONAL COUNTERDRUG TRAINING ACADEMY
219 Fuller Road
Naval Air Station Meridian, Mississippi 39309-5020







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SAFETY BRIEFING

The following safety briefing will be read verbatim to all participants prior to commencing any training at the RCTA UTC. Additions and deletions to this briefing are not permitted without the consent of the senior RCTA official on-site.

1. RCTA safety personnel will monitor all training conducted for flagrant safety violations. They will be staff members of the RCTA and can be easily recognized by _____. These personnel will observe training to identify severe safety violations that could lead to the injury of personnel or damage to the facilities. They will not in any way interfere with the training unless an unsafe act is observed. If a violation can be corrected on the spot without stopping training, then it will. If not, the command “*CEASE TRAINING*” will be called out. On the command of “*CEASE TRAINING*,” all training will stop until authorized by the Instructor/OIC and the senior RCTA staff member to resume training.

2. ANY person who observes an unsafe act can give the command “*CEASE TRAINING*.” Once the command is given, only the Instructor/OIC and the senior RCTA staff member can authorize the resumption of training.

3. All personnel participating in training that uses paintball weapons or simunition are required to wear the appropriate protective gear. You are required to keep all protective gear on during training unless in an admin status.

4. If personnel are to use their duty weapon, the Instructor/ OIC must clear all weapons before training can begin.

5. Due to the design and construction of these buildings, extreme care must be exercised when entering or exiting the buildings. Watch for scattered debris inside as well as outside the structures. Restrain from forcing doors open so hard that it causes damage to the door or frame.

6. The boundaries for the UTC are: (should be pointed out)

a. The boundary fence to the north

b. The asphalt road to the south

c. The wooded area to the east

d. The wooded area to the west

You are not permitted beyond any of these boundaries without the consent of RCTA staff.

7. Horseplay and unprofessional conduct are not permitted at any time while in the UTC. Violators risk not only injuring themselves and others, but also the possibility of being banned from returning to the UTC.

8. When using paintball weapons or simunition, the same basic weapons-handling safety rules apply as with live ammo.

9. During training, a medic will be located near the entrance to the UTC for your convenience. Should you need non-emergency medical attention, you may see them at your discretion. For emergencies, the command “*CEASE TRAINING*” should be given followed by “*MEDICAL EMERGENCY.*” The medics will then proceed to your location.

10. Environmental injuries (Heat/Cold): Recognition & Prevention

a. Heat Injuries: Heat Cramps, Exhaustion, and Stroke

b. Cold Injuries: Frost Bite

Remember to drink plenty of fluids during training. If you experience any of the symptoms of a Heat/Cold injury, notify the safety or medical personnel immediately.

11. The UTC has three multi-story buildings; the motel, rappel tower, and the barn. If training on any of these buildings, remember safety first and use common sense when making your decisions.

12. There are several poisonous animals indigenous to this part of the country. They include the rattlesnake, copperhead moccasin, water moccasin, and several types of wasps and bees. Use extreme caution when training in the woods and also when entering the buildings for the first time.

13. If pyrotechnics are to be used in any part of the training, use sound judgement. Do not employ any pyrotechnic device closer than 15 feet from personnel unless approved by the Instructor/OIC or Safety Official. If a device should misfire or malfunction, notify safety personnel and clear the area. *DO NOT* attempt to handle the misfire yourself. If a noise-making device should be accidentally thrown near personnel, warn them to take immediate action to prevent injury.

14. All personnel will wear hearing protection when training will involve the use of noise-making pyrotechnics.

15. In the event of nighttime training, extreme caution must be used in all aspects. Nonexistent hazards in the daytime may become lethal in the dark. When entering a building, know where your next move will take you and search the area carefully.

16. If rotor-wing aircraft are used, specific measures must be taken to avoid unnecessary injuries. No personnel are permitted to approach an aircraft until it is on the ground and the pilot has indicated it is safe to approach. When loading and unloading, approach the aircraft where the pilot has full view of the personnel at all times. Ensure all equipment and clothing is securely fastened where the prop blast will not make it an airborne obstacle.

17. Other safety considerations specific to the training:

I, _____, confirm that the RCTA Safety
(Printed Name)

Briefing was given on _____ to all participants involved
in this training exercise.

(Date)

(Signature)



REGIONAL COUNTERDRUG TRAINING ACADEMY
219 Fuller Road
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RAPPEL SOP

The following procedures will be adhered to by the Tower OIC/NCOIC when using the Rappel Tower :

1. The Tower OIC/NCOIC is responsible for implementing all the procedures of this annex and has command authority over all personnel.
2. Inventory and check all equipment for cleanliness and serviceability.
3. Check the Rappel Tower for any safety violations.
 - a. Check the staircases for unserviceability.
 - b. Check the ladder leading to the roof for serviceability.
 - c. Check for wasps/bees.
 - d. Check the anchor bolts.
 - e. Check the guardrails and gates.
 - f. Check the surface conditions of the roof and the tower walls.
4. Ensure all personnel receive the Rappel Safety Briefing.
5. Ensure the Tower OIC/NCOIC is qualified.
6. Use double-lines for rappelling. No single-line rappelling.
7. Rappel ropes will be double-anchored, at a minimum. The method of securing the lines to the anchor point will vary, however, the OIC/NCOIC must approve the anchor method used.
8. Inspect all harnesses and connections prior to the individual rappelling.
9. Use an edge guard to protect the rappel ropes.
10. Only three people at a time are permitted on the tower roof. This should be the OIC/NCOIC, the person rappelling, and the next person to rappel.
11. Belayers will be used and instructed on proper belay procedures.
12. The commands given for rappelling are:

Rappeller: "ON RAPPEL"

Belayer: “ON BELAY”

Once the rappeller is safely on the ground:

Rappeller: “OFF RAPPEL”

Belayer: “OFF BELAY”

13. All personnel rappelling will wear approved protective headgear and gloves.

14. A qualified medic with a vehicle will be on-site during all rappelling. The NAS Meridian Medical Clinic will be notified that rappel training is being conducted prior to rappelling.

15. After all rappelling, the tower OIC/NCOIC will inventory and inspect all equipment and the tower for cleanliness and serviceability.



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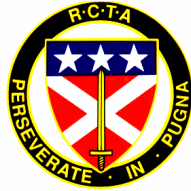
RAPPEL SAFETY BRIEFING

The following safety briefing will be given to all personnel when rappelling:

- 1. Obey all commands from the Tower OIC/NCOIC and staff personnel.**
- 2. Protective headgear and gloves will be worn during rappelling.**
- 3. Double-lines will be used for all rappelling.**
- 4. No unauthorized rappelling methods, i.e. Australian crawl, inverted, etc.**
- 5. Safety personnel and the Tower OIC/NCOIC will inspect all harnesses and hookups prior to rappelling.**
- 6. Horseplay and unprofessional conduct will not be tolerated.**
- 7. Prior to rappelling, give the command "ON RAPPEL" to the Belayer on the ground. Wait for his response of "ON BELAY" prior to repelling. Upon reaching the ground, sound off with "OFF RAPPEL". The Belayer will sound off with "OFF BELAY".**
- 8. No more than three personnel are authorized on the tower roof at a time. Wait for the command from the tower OIC/NCOIC before climbing onto the roof.**
- 9. No single-bounds are permitted to the ground.**
- 10. No equipment rappels are authorized unless approved by RCTA personnel.**
- 11. Remove all keys, pocketknives, change, etc. from your pockets prior to rappelling.**

I, _____, confirm that the RCTA Rappelling Safety Briefing was
(Printed Name)
given on _____ to all participants involved in this rappelling exercise.
(Date)

(Signature)



REGIONAL COUNTERDRUG TRAINING ACADEMY
219 Fuller Road
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PROPERTY USE RELEASE
(Hold-Harmless Agreement)

KNOW ALL MEN BY THESE PRESENTS: Whereby, I _____(Name) am about to participate in a non-military activity at the Regional Counterdrug Training Academy on the Meridian Naval Air Station, a Mississippi National Guard facility, and whereas I am doing so upon my own initiative, at my personal risk and responsibility; and in consideration of receiving free access to approved facilities/training areas from the Regional Counterdrug Training Academy, Meridian Naval Air Station, including any other use in conjunction with subject activities that may reasonably occur, commencing on or about (date), I hereby release the Mississippi National Guard, the Mississippi Military Department, and the State of Mississippi, including their subdivisions, officers, personnel, employees, agents, and designees from all liability for any injuries or death that may result to me from this use, whether caused by negligence or otherwise.

I understand that in allowing me use of these facilities, the Military Department is not acting as a landlord or caretaker and does not bear the liabilities attached to that status.

I acknowledge that I voluntarily accept such use and that I am under no compulsion to do so.

I understand that by accepting such use, I incur no obligation towards the Mississippi Military Department, except as imposed by this release.

I agree that this release not only binds myself, but also my family, heirs, assigns, administrators, and executors.

The terms "use and access", as used herein, are understood and agreed to include the use of facilities at the Regional Counterdrug Training Academy, Naval Air Station, Meridian, Mississippi. It is further understood and agreed that this release extends to and includes negligence, faulty construction, and structural failure of the facilities thereof.

WITNESS MY SIGNATURE, this the _____ day of _____, 19 ____.

(Individual's Signature)

WITNESS:

IN CASE OF EMERGENCY, PLEASE NOTIFY:



REGIONAL COUNTERDRUG TRAINING ACADEMY
219 Fuller Road
Naval Air Station Meridian, Mississippi 39309-5020

KENNEL Use Release

KNOW ALL MEN BY THESE PRESENTS: Whereby, I _____(Name) am about to participate in a non-military activity at the Regional Counterdrug Training Academy on the Meridian Naval Air Station, a Mississippi National Guard facility, and whereas I am doing so upon my own initiative, at my personal risk and responsibility; and in consideration of receiving free access to approved facilities/training areas from the Regional Counterdrug Training Academy, Meridian Naval Air Station, for the use of Military/Police Working dog, including any other use in conjunction with subject activities that may reasonably occur, commencing on or about _____(date), I hereby release the Mississippi Army National Guard, the Mississippi Military Department, and the State of Mississippi, including their subdivisions, officers, personnel, employees, agents, and designees from all liability for any injuries or death that may result to me or my Military/Police Working dog from this use, whether caused by negligence or otherwise.

I acknowledge and take full responsibility for any liability that may incur from any actions of my Military/Police Working dog.

I understand that in allowing me use of these facilities, the Military Department is not acting as a landlord or caretaker and does not bear the liabilities attached to that status.

I acknowledge that I voluntarily accept such use and that I am under no compulsion to do so.

I understand that by accepting such use, I incur no obligation towards the Mississippi Military Department, except as imposed by this release.

I agree that this release not only binds myself, but also my family, heirs, assigns, administrators, and executors.

The terms "use and access", as used herein, are understood and agreed to include the use of facilities at the Regional Counterdrug Training Academy, Naval Air Station, Meridian, Mississippi. It is further understood and agreed that this release extends to and includes negligence, faulty construction, and structural failure of the facilities thereof.

WITNESS MY SIGNATURE, _____ this the _ day of _ , 19 _ .
(Individual's Signature)

WITNESS:

IN CASE OF EMERGENCY, PLEASE NOTIFY



REGIONAL COUNTERDRUG TRAINING ACADEMY
219 Fuller Road
Naval Air Station Meridian, Mississippi 39309-5020

KENNEL SAFETY BRIEFING

The following safety briefing will be read verbatim to all participants prior to commencing any training at the RCTA UTC. Additions and deletions to this briefing are not permitted without the consent of the senior RCTA official on-site.

- 1. RCTA safety personnel will monitor all training conducted for flagrant safety violations. These personnel will observe training to identify severe safety violations that could lead to the injury of personnel or damage to the facilities. They will not in any way interfere with the training unless an unsafe act is observed. If a violation can be corrected on the spot without stopping training, then it will. If not, the command **“CEASE TRAINING”** will be called out. On the command of **“CEASE TRAINING,”** all training will stop until authorized by the Instructor/OIC and the senior RCTA staff representative to resume training.**
- 2. ANY person who observes an unsafe act can give the command **“CEASE TRAINING.”** Once the command is given, only the Instructor/OIC and the RCTA staff representative can authorize the resumption of training.**
- 3. Access to the Kennel will be limited to student handlers, course instructors and Kennel support personnel. The Kennel supervisor will escort all other persons entering the kennel.**
- 4. In and around the kennel, personnel will refrain from running or engaging in any type of **“Horseplay.”****
- 5. All handlers must maintain positive control over his/her dog at all times.**
- 6. The Kennel supervisor will control movement of dog teams inside the kennel**
- 7. No dog will be taken out of the run off leash. All movement of teams inside the kennel will be done utilizing a short safety leash. The leash will be grasped firmly close to the snap with the left hand. Wrap the leash one time around the left hand and attach the end of the leash to the right wrist.**
- 8. Flow of traffic in the kennel will be “in” through the front door and “out” through the back door.**
- 9. Handlers will announce themselves when moving inside the kennel **“Dog team coming in,” “Dog Team coming out,” “Dog Team coming around.”****
- 10. Teams will enter and exit by the numeric order of the run they are assigned.**

11. Teams will maintain a minimum of 15 feet from each other.

12. In the event of a loose dog, the first person to notice the animal should give the alarm “Loose Dog.” All handlers will immediately muzzle their dogs until the loose animal can be secured.

13. All handlers will perform daily health checks of their dogs. Any dog displaying signs of illness will be removed from the kennel immediately, taken to the Veterinarian and checked for contagious diseases and report the status/condition of the dog to the kennel supervisor.

14. A first aid kit will be located in the kennel and the training area. The Kennel supervisor will monitor inventory of the first aid kit.

15. All classes will produce a kennel watchbill for after hours dog checks to be conducted by student handlers. The frequency of these checks should be determined in part by the handlers.

16. Emergency Veterinary care can be received at Seals and Laird Veterinary Clinic at (601)482-3125 in Meridian, MS.

17. There are several poisonous animals indigenous to this part of the country. They include the rattlesnake, copperhead moccasin, water moccasin, black widow and brown recluse spiders, several types of wasps and bees. Use extreme caution when training in the woods and also when entering the buildings for the first time.

18. Deviation from these guidelines will result in immediate removal of your dog from the RCTA kennel and a letter of explanation forwarded to your department. The safety and security of any police dog housed at RCTA will not be compromised.

19. Other safety considerations specific to the training:

**I, _____, confirm that the RCTA Kennel (Printed Name)
Safety Briefing was given on _____ to all participants involved in this
(Date)
training exercise.**

(Signature)