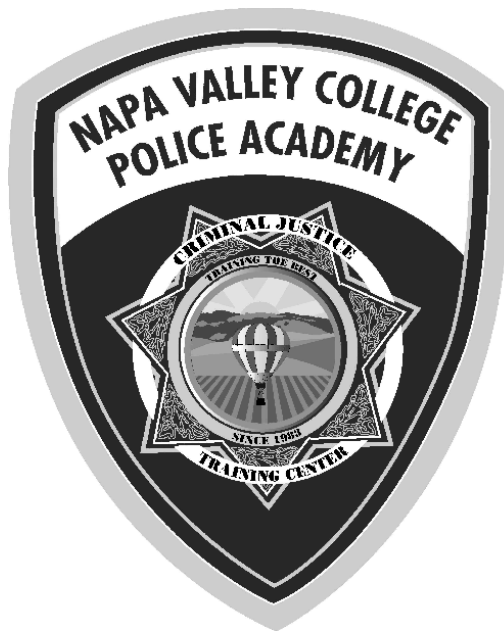


NAPA VALLEY COLLEGE  
CRIMINAL JUSTICE TRAINING CENTER

SAFETY GUIDELINES



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2227 NAPA-VALLEJO HIGHWAY, NAPA, CALIFORNIA 94558

(707) 253-3255

## CONTENTS

Student Safety Policy General Guidelines	2
Baton (Straight & Side-Handle)	6
Firearms	9
Defensive Tactics & Arrest Control	14
Physical Conditioning	17
Driver Training	21
Scenario Training & Event Simulations	24
Forensic Sciences & Crime Scene Investigation	28
Chemical Agents	31

## **GENERAL STUDENT SAFETY GUIDELINES**

The following safety guidelines shall be strictly enforced during all instruction and training provided by the Napa Valley College Criminal Justice Training Center. It is the policy of Napa Valley College and the California Commission on Peace Officer Standards and Training to conduct all training in a manner that promotes student and instructor safety. On the first day of all classes, an instructor will read the following General Safety Guidelines as well as any topic specific Safety Guidelines to students. A copy of all applicable Safety Guidelines shall be available at all instructional sites.

1.0 The General Safety Guidelines of the Napa Valley College Criminal Justice Training Center will be strictly followed during all instruction/training. These guidelines apply to all locations where any courses are being taught, sponsored, or administered by the Napa Valley College Criminal Justice Training Center.

2.0 Safety Guidelines specific to a potentially hazardous activity or where psychomotor skills training is involved will be distributed in writing to all students and discussed by the instructor prior to any actual training/instruction taking place. Protective clothing or devices will be utilized, depending upon the training involved, during any such training/instruction to decrease the risk of injury to staff or students.

2.1 Appropriate staff to student ratios that have been established by the academy director for certain types of hazardous activities and psychomotor skills training. These ratios shall always be adhered to and maintained throughout the training. There will be no exceptions to this rule. A reassessment of the staff to student ratios shall be initiated whenever curriculum changes are proposed, the course structure is modified, or an injury has taken place.

2.2 The following listed activities/training have been identified as being potentially dangerous to students/staff and as such have specific safety guidelines associated with them that are not meant to supplant these safety guidelines, but are intended to supplement these safety guidelines:

FIREARMS TRAINING  
DRIVER TRAINING  
TACTICAL OPERATIONS  
TRAINING  
CANINE TRAINING  
SCENARIO TRAINING  
BATON TRAINING

DEFENSIVE TACTICS/  
ARREST CONTROL TRAINING  
CHEMICAL AGENTS TRAINING  
PHYSICAL CONDITIONING  
OFF-ROAD VEHICLE TRAINING  
FORENSIC SCIENCE/  
CRIME SCENE TRAINING

3.0 Prior to any training taking place, the instructional staff will conduct an inspection of all facilities utilized for training to insure that there is adequate lighting, ventilation, bathroom facilities, and that no hazards exist which might be dangerous to any student or staff member. Reliable emergency communications shall be easily accessible at all training sites and the instructors shall insure that all members of the instructional staff as well as all students in the class know where the communications equipment is located and how to use it.

3.1 All equipment used during any training or instruction will be inspected by the instructors prior to each use for cleanliness and to ensure that it is safe and suitable for its intended use. At all times instructors will insure that all students as well as instructors wear appropriate safety equipment such as protective glasses, masks, rubber or latex gloves, and related protective items whenever they are needed.

3.2 Instructors shall advise all students of their responsibility to immediately report any unsafe conditions that exist or any unsafe actions on the part of any other student or staff member to an instructor or to the academy director.

4.0 Instructors shall at all times be aware of environmental factors that may affect the health or safety of the students, such as weather conditions, air quality, and temperature, and shall adjust the instruction as necessary.

5.0 Consumption of any product, such as an energy drink, containing high levels of caffeine is strictly prohibited before or during any portion of training. Consumption of these drinks and other similar products before physical activity has resulted in serious medical emergencies resulting in students being transported by ambulance to the hospital.

6.0 Students attending any psychomotor training shall report any medical conditions, physical injuries, or physical limitations, which can potentially affect their ability to perform those particular psychomotor skills safely or aggravate a pre-existing medical condition or physical injury. Although instructors cannot be expected to make a medical judgment concerning a student's fitness to perform a psychomotor skill safely, instructors are encouraged to discuss such issues with the students reporting them so that the student can make an informed decision to withdraw from the activity or continue to participate based upon the potential ramifications associated with their particular physical or medical issue.

6.1 The only exception to this is where it is obvious to the instructor that the student may be jeopardizing the safety of other students or staff by participating, or the student is highly likely to aggravate or intensify a pre-existing injury or medical condition. In such a situation the instructor shall stop the student from further participation. If the reason is that the instructor feels that the student is a safety hazard, the instructor will as soon as practicable provide the academy director the reason for doing so in writing, including the name of the student, the date and time that the event occurred, and the reason for requiring the student to stop participating. If the reason is that the instructor

felt that the student was going to aggravate a pre-existing condition of injury, the instructor can do so until the student provides evidence from a licensed medical physician of that student's physical fitness to perform that particular training.

6.2 This policy is not to preclude any person from participating who is able to perform the skills training safely, but who may be unable to perform it to an acceptable level for certification.

7.0 Instructors will maintain an appropriate level of discipline over students at all times and will not overrule or sub vent Academy policies and procedures.

8.0 Instructors of training that may have an impact upon outside agencies, such as the firing of blanks or the use of smoke, shall coordinate notifications to all agencies that have the potential to be impacted somehow or notify the public of the event prior to the training taking place.

8.1 In all cases of psychomotor training, if the training takes place upon Napa Valley College grounds, the instructors will notify the Napa Valley College Police Department before the training takes place.

9.0 Instructors shall adhere to all other policies, rules, or regulations required by the Commission on Peace Officer Standards and Training or the Napa Valley Community College District, as well as all city and county ordinances and state laws during any instruction of training conducted on behalf of the Napa Valley College Criminal Justice Training Center.

10. Whenever psychomotor skills training is involved, at least one member of the Instructional staff present, either directly involved in the training class or immediately available at the training site, shall be certified in First Aid and CPR. Instructors will insure that a well supplied First Aid Kit is readily accessible during any training involving psychomotor skills and that the location of the First Aid Kit is known to all members of the instructional staff as well as students in the class.

11.0 Instructors shall insure that emergency notification information is maintained on each student for the duration of the class in case of emergency. In the event of an injury, no matter how slight, a Napa Valley College Injury Report form shall be completed by the student who is injured and submitted to the academy director prior to any treatment unless the injury is so severe that immediate medical aid must be sought. Injuries, fires and unusual occurrences shall be reported as follows:

11.1 **MINOR INJURIES**: If a minor injury, no matter how slight, occurs to a member of a class or a member of instructional staff, the following steps shall be taken in the order presented below:

1. Anyone present **WHO IS QUALIFIED** shall render First Aid or CPR, depending upon the injury.

2. Help in the form of professional medical aid should be immediately summoned. If the injury occurred on campus, notify the College Public Safety Department from any campus phone by dialing "5-1-1". If the injury is so serious it is obvious to the instructional staff or trained person(s) present that an ambulance needs to be summoned, dial "9-1-1" from any public phone, or "9-9-1-1" from any campus phone.
3. The academy director or academy coordinator must be immediately notified.
4. The instructor shall in all cases complete a Criminal Justice Training Center Injury report form.
5. The injured person shall submit a completed Napa Valley College Injury Report form to the academy coordinator or academy director. If the person injured is a staff member, the academy director will decide whether other forms such as Workers' Compensation Forms need to be completed.

11.2 **SERIOUS INJURIES:** If a serious injury occurs to a member of a class or a member of the instructional staff, the following steps shall be taken in the order presented below:

1. Anyone present **WHO IS QUALIFIED** shall render First Aid or CPR, depending upon the injury.
2. Help in the form of professional medical aid should be immediately summoned by dialing "9-1-1" from any public phone, or "9-9-1-1" from any campus phone. Be certain that you tell the dispatcher on the phone who you are, what happened, and EXACTLY WHERE THE VICTIM IS LOCATED. If the injury occurred on campus, after the ambulance has been summoned, notify the College Public Safety Department from any campus phone by dialing "5-1-1".
3. The academy director must be immediately notified.
4. The injured person shall submit a completed Napa Valley College Injury Report Form to the Director of the Napa Valley College Criminal Justice Training Center. If the person injured is a staff member, the academy director will decide whether other forms such as Workers' Compensation Forms need to be completed.

11.3 **FIRES:** In the event that any fire is discovered, immediately dial "9-1-1" from any public phone, of "9-9-1-1" from any campus phone. Be certain that you tell the dispatcher on the phone who you are, that you have discovered a fire, and EXACTLY WHERE THE FIRE IS LOCATED. After the fire department has been alerted, notify the College Public Safety Department from any campus phone by dialing "5-1-1".

11.4 **UNUSUAL OCCURRENCES:** If you are a witness to any unusual occurrence or activity that could be dangerous to any student, staff member, or the public, and such occurrence is associated with any Criminal Justice Training Center Class, immediately notify the academy director by dialing "3255" from any campus phone, or "253-3255" from a public phone. If the event occurred on campus, after calling the academy director, notify the College Public Safety Department from any campus phone by dialing "5-1-1".

**Note:**

**The following activities/training are primarily held at Napa Valley College in Napa, Ca. or at the Art Koch Training facility in Fairfield, Ca.**

**The Napa Valley College campus is the primary training facility for Driver Training, Baton Training, Defensive Tactics/Arrest and Control Training, Chemical Agents Training, Physical Conditioning, Scenario Training, and Forensic Science/ Crime Scene Training. Napa Valley College is located at 2277 Napa Vallejo Highway in Napa, Ca. The Napa Fire Department is the designated EMS first responder. The nearest fire station is located at 251 Gasser Drive in Napa, Ca. which is 1.29 miles from the Napa Valley College campus. The estimated normal response time is 4-6 minutes. Queen of the Valley Hospital is located at 1000 Trancas Street in Napa, Ca. which is 5.84 miles from the Napa Valley College campus.**

**The Art Koch Training Center is the primary firearms training facility for the Napa Valley College Police Academy. The Art Koch Training Facility is located at 1717 Rex Clift Lane in Fairfield, Ca. The Fairfield Fire Department is the designated EMS first responder. The nearest fire station is located at 1633 Union Avenue in Fairfield, Ca. which is 2.11 miles away from the Art Koch Training Center. The estimated normal response time to the range is 4-6 minutes. Northbay Hospital is located at 1200 B Gale Wilson Blvd. in Fairfield, Ca. which is 1.87 miles from the Art Koch Training Facility.**

**To call for EMS, call 9-1-1 from the land line telephone or from any cellular telephone. Tell the dispatcher exactly where you are and be prepared to describe the nature of the medical emergency, the age and gender of the injured person, and if the individual is conscious and breathing.**

# BATON-STRAIGHT & SIDEHANDLE

## **BATON SAFETY GUIDELINES**

**THE FOLLOWING SAFETY GUIDELINES ARE REQUIRED BY P.O.S.T. AND AS SUCH SHALL BE STRICTLY FOLLOWED DURING ALL BATON TRAINING DURING ANY NAPA VALLEY COLLEGE BATON INSTRUCTION. ONLY PERSONS WHO HAVE COMPLETED A P.O.S.T. CERTIFIED BATON INSTRUCTOR'S COURSE WILL BE PERMITTED TO INSTRUCT BATON PROCEDURES AND TECHNIQUES. ALL BATON INSTRUCTORS ARE STRONGLY ENCOURAGED TO PARTICIPATE IN PERIODIC INSTRUCTOR UPDATE COURSES CERTIFIED BY P.O.S.T.**

**PRIOR TO THE BEGINNING OF EACH CLASS THE INSTRUCTOR(S) WILL READ AND ANSWER ANY QUESTIONS REGARDING THE FOLLOWING SAFETY GUIDELINES AND POST A COPY OF THESE GUIDELINES AT THE RANGE TRAINING SITE WHERE THEY CAN BE EASILY READ. IN ADDITION TO THESE SAFETY GUIDELINES, ANY OTHER RULES PERTINENT TO A PARTICULAR SITE WILL ALSO BE COVERED WITH THE CLASS BY THE CLASS INSTRUCTOR(S) AND STRICTLY ADHERED TO. IN THE EVENT THAT THE SITE RULES AND THESE SAFETY GUIDELINES ARE IN SOME KIND OF CONFLICT, WHICHEVER IS THE MOST STRICT IN TERMS OF SAFETY GOVERN.**

1.0 The General Safety Guidelines of the Napa Valley College Criminal Justice Training Center will be strictly followed during all instruction. These guidelines apply to all locations where baton training is being taught in a class sponsored or administered by Napa Valley College. These Safety Guidelines will be distributed in writing to all students and discussed by the instructor prior to any actual training taking place.

2.0 While engaged in any part or form of a sustained resistance exercise, students will wear a protective mouth guard and helmet with face shield. Instructors will wear a protective suit or, in the case of an instructor holding a striking bag, at least a helmet and face mask and arm protection. A violation of this policy will be grounds for dismissal from the class in the case of students and dismissal from staff in the case of an instructor.

3.0 The instructional staff will conduct a pre-training inspection of all facilities utilized for baton training to assure that there is adequate lighting, ventilation, bathroom facilities, and to insure that no hazards exist that might be dangerous to any student or staff member. The presence of any such issue will be brought immediately to the attention of the academy director.

4.0 The instructors will make certain that all students wear clothing and footwear appropriate for baton training. Instructors will wear red Academy Staff Shirts or Warm-ups meant to clearly identify them as instructors of the class.

5.0 All baton training equipment will be cleaned and inspected on a regular basis. Instructors will inspect the equipment prior to each use for cleanliness, safety and suitability.

6.0 During all baton training an appropriate instructor-to-student ratio shall be maintained, but in no case shall the ratio of staff to students be more than twenty-to-one. Instructors will consider the instructor-to-student ratio when high-risk techniques are involved.

7.0 Instructors will maintain an appropriate level of discipline over students at all times. Students who are disruptive to the class or create a dangerous situation for other students in the class may be either suspended from the class or terminated from the training program, depending upon the severity of the violation.

8.0 Instructors will assure that students are in good physical condition prior to participating in baton training by asking if anyone has any type of shoulder, arm, neck, knee, ankle or back injury that may be exacerbated by the baton training. Students who are so identified will immediately be referred to the academy director or the class Recruit Training Officer.

9.0 Instructors will watch for signs of physical fatigue factors that affect the ability of a student to perform safely. Instructors will insure that physical warm-ups are conducted prior to the beginning of each instructional session. Instructors will insure that there is a cooling-down and stretching component to the instruction at the conclusion of all baton training session.

10.0 Students will be provided with a list of specific physical requirements in advance of any Baton Training Course.

11.0 An emergency medical kit will be on site at all times that baton training is taking place, and each student will be told where the kit is kept. In addition, at least one of the instructors on site must be First Aid/CPR qualified by EMS standards.

12.0 There will be an emergency communication device readily available in case of emergency and the students will be told where the device is, have access to it, and be told how to use it and who to contact in the event of a medical emergency.

### **RATIOS**

**CLASSROOM INSTRUCTION: 1 INSTRUCTOR PER 50 STUDENTS**

**WARM-UP EXERCISES: 1 INSTRUCTOR PER 50 STUDENTS**

**DEMONSTRATION AND PRACTICE OF TECHNIQUES: 1 INSTRUCTOR PER 10 STUDENTS**

**TESTING OF TECHNIQUES: 1 INSTRUCTOR PER STUDENT**

# FIREARMS TRAINING

## FIREARMS TRAINING SAFETY GUIDELINES

**THE FOLLOWING SAFETY GUIDELINES ARE POLICY UNDER THE REQUIREMENTS OF P.O.S.T. AND AS SUCH SHALL BE STRICTLY ADHERED TO DURING ANY AND ALL USE OF ANY FACILITY BY ANY NAPA VALLEY COLLEGE INSTRUCTOR FOR THE PURPOSE OF FIREARMS TRAINING. ONLY PERSONS WHO HAVE COMPLETED A P.O.S.T. CERTIFIED FIREARMS INSTRUCTOR'S COURSE WILL BE PERMITTED TO INSTRUCT FIREARMS. ALL FIREARMS INSTRUCTORS ARE STRONGLY ENCOURAGED TO PARTICIPATE IN PERIODIC INSTRUCTOR UPDATE COURSES CERTIFIED BY P.O.S.T.**

**PRIOR TO THE BEGINNING OF EACH CLASS THE INSTRUCTOR(S) WILL READ AND ANSWER ANY QUESTIONS REGARDING THE FOLLOWING SAFETY GUIDELINES AND POST A COPY OF THESE GUIDELINES AT THE RANGE TRAINING SITE WHERE THEY CAN BE EASILY READ. IN ADDITION TO THESE SAFETY GUIDELINES, ANY OTHER RULES PERTINENT TO A PARTICULAR SITE WILL ALSO BE COVERED WITH THE CLASS BY THE CLASS INSTRUCTOR(S) AND STRICTLY ADHERED TO. IN THE EVENT THAT THE SITE RULES AND THESE SAFETY GUIDELINES ARE IN SOME KIND OF CONFLICT, WHICHEVER IS THE MOST STRICT IN TERMS OF SAFETY GOVERN.**

1.0 The General Safety Guidelines of the Napa Valley College Criminal Justice Training Center will be strictly followed during all instruction. These guidelines apply to all locations where firearms training is being taught in a class sponsored or administered by Napa Valley College. These Safety Guidelines will be distributed in writing to all students and discussed by the instructor prior to any actual training taking place.

2.0 Prior to the beginning of any class at any facility, the instructor(s) will inspect the site for safety hazards, making certain that there is available some reliable form of communication to call for aid in the event of an emergency of medical injury. A First Aid Kit will always be present and accessible at the range. It will be inspected by the instructor(s) prior to the beginning of each class to make certain that there are adequate supplies for the treatment of severe trauma, including compresses for the control of bleeding in the case of a bullet wound. If the First Aid Kit is found to be needed any supplies, the Rangemaster shall immediately contact the Director of the Police Academy and report the need.

3.0 Prior to any night shoot, the instructor(s) of the class will inspect the lighting conditions to be certain that adequate lighting is available, and that in the event of a power failure, there is available adequate emergency lighting.

4.0 Weather conditions will always be considered by the range instructor(s) prior to any shoot and an assessment will be made regarding the need for shaded areas,

sheltered areas or protective clothing. In no case will a range event take place if there is lightning or tornado activity in the area.

5.0 All students will be required to wear eye and hearing protection at all times shooting is taking place on the range, regardless whether the student is shooting or not. An adequate supply of eye and hearing protection will be readily available at the range site for any visitors, who will also be required to wear the eye and hearing protection in order to remain on the range. In addition, all students will wear appropriate footwear and clothing while on the range. Only instructional staff will wear red staff shirts and red staff hats on the range making them readily identifiable as instructors.

6.0 The loading and unloading of firearms will **ONLY** be performed on the firing line, and under no circumstances will any student behind the firing line have in his or her possession a loaded weapon or a weapon that is not in a holster. A violation of this portion of the Safety Guidelines will result in disciplinary action, which may include termination from the class. Students will only use ammunition provided by Napa Valley College unless the Rangemaster approves otherwise, but only factory ammunition will be used on the range during range training and under no circumstances will any student or an instructor use reloaded ammunition.

7.0 The cleaning of weapons shall only be performed in designated areas and an instructor shall always be present while students are cleaning their weapons to assure that the weapons are being properly cleaned and that no ammunition is present in the cleaning area.

8.0 All student holsters and weapons will be inspected and approved by the range instructor(s) prior to the beginning of the class and after each lunch or dinner break. This is to assure that the weapons are not loaded behind the line and that they are in good working order.

9.0 All students training on the range will wear appropriate clothing to minimize the chance that an expended round will be able to enter their clothing and burn them, causing them to react in an unsafe manner while on the firing line. All students will also wear a baseball-type cap with a bill to keep expended rounds from getting caught in a person's safety glasses and burning the eye. **THERE WILL BE NO EXCEPTIONS TO THIS REQUIREMENT.**

10.0 Immediately prior to live-fire training on each day the students shall be instructed as follows: to keep their fingers outside of the trigger guard until a target is available and they decide to fire; identify the areas of impact and specifically where and in which directions they are supposed to shoot; the procedures for handling weapon malfunctions, ammunition failures, and other unusual occurrences; and where the First Aid Kit and telephone and other communication device are kept and what to do in the event of an accidental injury, including who to call and how to call them.

11.0 All students will be instructed to wash their hands and faces thoroughly after shooting to remove any lead particles or other debris deposited as a result of the weapon's discharge.

12.0 Adequate instructor to student ratios will be maintained for all range training. The ratio will vary according to the type of training taking place, but in general the following ratios will be strictly adhered to:

**RATIOS**

<b>CLASSROOM INSTRUCTION:</b>	<b>1 INSTRUCTOR PER 50 STUDENTS</b>
<b>1<sup>ST</sup> 8 HOURS ON THE LINE:</b>	<b>1 INSTRUCTOR PER 5 STUDENTS ON THE FIRING LINE 1 INSTRUCTOER PER 20 STUDENTS BEHIND THE LINE</b>
<b>AFTER 1<sup>ST</sup> 8 HOURS ON THE LINE:</b>	<b>1 INSTRUCTOR PER 10 STUDENTS ON THE FIRING LINE 1 INSTRUCTOR PER 20 STUDENTS BEHIND THE LINE</b>
<b>SLOW MOVING COURSES OF FIRE:</b>	<b>1 INSTRUCTOR PER 2 STUDENTS ON THE FIRING LINE 1 INSTRUCTOR PER 20 STUDENTS BEHIND THE LINE</b>
<b>COMBAT COURSES OF FIRE:</b>	<b>1 INSTRUCTOR PER STUDENT ON THE FIRING LINE 1 INSTRUCTOR PER 20 STUDENTS BEHIND THE LINE</b>

13.0 Students are authorized to bring their own weapons to and from the range with the prior authorization of the range master. All weapons shall be transported in a manner consistent with the requirements of California Penal Code Section 12026.1. Under no circumstances are students authorized to posses an academy owned weapon off campus or away from the firing range unless authorized by the academy director.

14.0 Firearms magazines owned by the academy shall be distributed to students for use during class time either on campus or at the firing range. Under no circumstances shall be they be "loaned" to students or issued for even temporary periods beyond scheduled class time.

**Note: The Art Koch Training Center is the primary firearms training facility for the Napa Valley College Police Academy. The Art Koch Training Facility is located at 1717 Rex Clift Lane in Fairfield. The Fairfield Fire Department is the designated EMS first responder. The nearest fire station is located at 1633 Union Avenue in**

**Fairfield, Ca, which is 2.11 miles away from the Art Koch Training Center. The estimated normal response time to the range is 4-6 minutes.**

**To call for EMS, call 9-1-1 from the telephone located in the range classroom or from any cellular telephone. Tell the dispatcher exactly where you are and be prepared to describe the nature of the medical emergency, the age and gender of the injured person, and if the individual is conscious and breathing.**

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## **DEFENSIVE TACTICS AND ARREST CONTROL TECHNIQUES SAFETY GUIDELINES**

**THE FOLLOWING SAFETY GUIDELINES ARE POLICY UNDER THE REQUIREMENTS OF P.O.S.T. AND AS SUCH SHALL BE STRICTLY FOLLOWED DURING ANY AND ALL INSTRUCTION IN DEFENSIVE TACTICS AND ARREST CONTROL TECHNIQUES FOR ANY CLASSES CERTIFIED BY, INSTRUCTED BY, OR ADMINISTERED BY THE NAPA VALLEY COLLEGE CRIMINAL JUSTICE TRAINING CENTER. ONLY PERSONS WHO HAVE COMPLETED A P.O.S.T. CERTIFIED DEFENSIVE TACTICS INSTRUCTOR'S COURSE WILL BE PERMITTED TO INSTRUCT DEFENSIVE TACTICS OR ARREST CONTROL PROCEDURES AND TECHNIQUES. ALL DEFENSIVE TACTICS INSTRUCTORS ARE STRONGLY ENCOURAGED TO PARTICIPATE IN PERIODIC INSTRUCTOR UPDATE COURSES CERTIFIED BY P.O.S.T.**

**PRIOR TO THE BEGINNING OF EACH CLASS THE INSTRUCTOR(S) WILL READ AND ANSWER ANY QUESTIONS REGARDING THE FOLLOWING SAFETY GUIDELINES AND POST A COPY OF THESE GUIDELINES AT THE INSTRUCTIONAL SITE WHERE THEY CAN BE EASILY READ.**

1.0 The General Safety Guidelines of the Napa Valley College Criminal Justice Training Center will be strictly followed during all instruction. Those guidelines apply to all locations where defensive tactics or arrest control training is being taught, sponsored or administered by Napa Valley College. These Safety Guidelines will be distributed in writing to all students and discussed by the instructor prior to any training taking place.

2.0 All defensive tactics training equipment will be cleaned on a regular basis. Instructors will inspect the equipment prior to each use for cleanliness and to insure it is safe and suitable for its intended use. During high risk defensive tactics training all students and instructors will wear appropriate safety equipment such as protective mouthpieces, headgear, cups, chest protectors and related items.

2.1 Mats or other appropriate material will be utilized to decrease the risk of injury to students and staff during all defensive tactics and arrest control techniques training.

3.0 The instructional staff will conduct a pre-training inspection of all facilities utilized for defensive tactics training to assure that there is adequate lighting, ventilation, bathroom facilities, water suitable for drinking, and that no hazards exist which might be dangerous to any student.

4.0 The instructors will make certain that all students wear clothing and footwear appropriate for defensive tactics training. Instructors will wear Academy staff shirts identifying them as instructors.

5.0 Instructors will assure that students are in good physical condition prior to participating in Defensive Tactics and Arrest Control Training Techniques. Instructors will be cognizant of physical fatigue factors that affect the ability of the student to perform safely.

5.1 Students will be provided with a list of specific physical requirements before attending any Defensive Tactics Training Course.

6.0 Instructors will insure that physical warm-up exercises are performed by all participating members of the class prior to beginning an instructional session in Defensive Tactics and Arrest Control Training to minimize injuries. Instructors will insure that a stretching procedure is initiated for cooling-down at the conclusion of any Defensive Tactics and Arrest Control session.

7.0 No jewelry, rings, watches or any other similar items may be worn during defensive tactics/ arrest control training due to the danger of injury to the person wearing such items or to another student or staff member. The only exception to this rule will be a wedding ring which does not have a diamond or other gem stone on it that could cut a student. Even in this case, the instructor(s) are to encourage that the wedding ring be removed since it is still possible to create a severe injury to the ring finger should the ring get caught on a piece of clothing or something else.

8.0 Instructors will maintain an appropriate level of discipline over students at all times.

9.0 All defensive tactics and arrest control techniques shall have an appropriate instructional staff-to-student ration, but in no case shall the ratio of students be more than twenty-to-one. Instructors will consider reducing the instructor staff-to-student ration when high-risk techniques are involved. The following ratios apply to all defensive tactics/arrest control training.

#### **RATIOS**

<b>CLASSROOM INSTRUCTION:</b>	<b>1 INSTRUCTOR PER 50 STUDENTS</b>
<b>WARM-UP EXERCISES:</b>	<b>1 INSTRUCTOR PER 50 STUDENTS</b>
<b>DEMONSTRATIONS AND PRACTICE OF TECHNIQUES:</b>	<b>1 INSTRUCTOR PER 20 STUDENTS</b>
<b>TESTING OF TECHNIQUES:</b>	<b>1 INSTRUCTOR PER 2 STUDENTS</b>

# PHYSICAL FITNESS

**PHYSICAL FITNESS TRAINING**  
**SAFETY GUIDELINES**

**THE FOLLOWING SAFETY GUIDELINES ARE POLICY UNDER THE REQUIREMENTS OF P.O.S.T. AND AS SUCH SHALL BE STRICTLY FOLLOWED DURING ALL PHYSICAL FITNESS TRAINING BY ANY NAPA VALLEY COLLEGE INSTRUCTORS. ALL PHYSICAL FITNESS TRAINING INSTRUCTORS ARE REQUIRED TO HAVE ATTENDED THE P.O.S.T. CERTIFIED PHYSICAL TRAINING INSTRUCTOR'S COUSE AND BE CERTIFIED IN FIRST AID AND CPR BEFORE BEING PERMITTED TO INSTRUCT IN PHYSICAL TRAINING. PRIOR TO THE BEGINNING OF INSTRUCTION IN PHYSICAL TRAINING FOR EACH NEW ACADEMY CLASS, THE INSTRUCTORS WILL READ THE FOLLOWING SAFETY GUIDELINES, ANSWER ANY QUESTIONS REGARDING THEM, AND POST A COPY OF THESE GUIDELINES AT THE INSTRUCTIONAL SITE.**

1.0 The General Safety Guidelines of the Napa Valley College Criminal Justice Training Center will be strictly followed during all instruction/training. These guidelines apply to all locations where physical fitness training is being conducted, sponsored or administered by Napa Valley College. These Safety Guidelines will be distributed in writing to all students and discussed by the instructor prior to any actual training taking place.

2.0 The instructional staff will conduct a pre-training inspection of all facilities utilized for physical fitness training to insure that there is adequate lighting, ventilation, bathroom facilities, and adequate supply of drinking water, that the surface of the area to be used for physical fitness training is suitable for the intended exercises, be accessible to emergency response personnel and vehicles, and that no hazards exist which might be dangerous to any student or staff member.

3.0 Calisthenics or shock producing exercises will only be conducted on a shock-absorbing, non-abrasive surface.

4.0 Running will only be conducted on surfaces that afford adequate traction and are free from hazards such as physical obstructions, steep embankments, excessive inclines and declines, or significant numbers of vehicles. In no case shall the run take place on the state highway.

5.0 Instructors shall at all times be aware of environmental factors, such as weather, air quality, temperature, and humidity, that may affect the health and safety of the students and shall adjust the instruction as necessary to minimize the chance of an injury or health risk. Outdoor physical fitness training will not be conducted during times of severe weather, such as a hard rain, thunderstorm, excessive heat or humidity, or excessive cold. In addition, physical fitness testing will not be conducted at any of these times, nor whenever the ground is wet, no matter how slight.

6.0 Exercise clothing worn by students as well as the instructors shall be appropriate for the weather conditions and the location of the fitness training.

7.0 No jewelry (including body piercings of any kind), such as rings, watches, or any other similar items will be worn during physical fitness training or physical fitness testing due to the danger of injury to the person wearing such items or to another student or staff member. The only exception to this rule will be a wedding ring that does not have a diamond or other gem stone protruding from it that could cut or otherwise injure a student. Even in this case, the instructor(s) are to encourage that the wedding ring be removed since it is still possible to create a severe injury to the ring finger should the ring get caught on a piece of clothing or something else.

8.0 Consumption of any product, such as an energy drink, containing high levels of caffeine is strictly prohibited before or during any portion of training. During the first class meeting, instructors will direct students to not consume any sort of "energy drink," such as "Red Bull," or any drink or product containing high levels of caffeine while enrolled in the police academy. Consumption of these drinks and other similar products before physical activity has resulted in serious medical emergencies resulting in students being transported by ambulance to the hospital.

9.0 All equipment used during physical fitness training will be inspected for cleanliness and to insure it is safe and suitable for use prior to use on any training day

10.0 Prior to the first physical fitness training session, the physical fitness training instructor will review with the class Recruit Training Officer each student's medical record to identify potential issues about which the physical fitness training instructor should be aware in the event of a problem.

11. No student shall be permitted to participate in physical fitness training until a licensed medical physician has cleared the student for strenuous physical activity.

12.0 Students determined to be at risk of cardiac problems will be required to have a cardiac risk assessment by a licensed medical physician who specializes in cardiac care before being permitted to participate in any physical training.

13.0 Any student injured during physical fitness training, or any student who sustains any injury away from the training site will not be permitted to participate in physical fitness until the academy director receives signed Notice of Restricted Physical Activity

Form from a medical physician authorizing that student to participate in strenuous physical activity. To preclude such injuries, the physical fitness instructors shall strongly recommend that all students avoid team sports such as basketball, volleyball and football, while attending these classes.

14.0 All physical fitness training sessions will begin with an appropriate stretching/warm-up exercise session as described in the *P.O.S.T. Basic Academy Physical Conditioning Manual*.

15.0 All physical fitness training sessions will end with an appropriate stretching/cool-down exercise session as described in the *P.O.S.T. Basic Academy Physical Conditioning Manual*.

16.0 Physical fitness instructors will maintain an appropriate level of discipline over students at all time. Failure to do so can result in the replacement of the instructor.

### **RATIOS**

**CLASSROOM LECTURE: 1 INSTRUCTOR PER 50 STUDENTS**

**EXERCISE SESSIONS: 1 INSTRUCTOR PER 50 STUDENTS**

**PHYSICAL FITNESS TESTING: 1 INSTRUCTOR PER 25 STUDENTS**

# DRIVER TRAINING

## **DRIVER TRAINING SAFETY GUIDELINES**

**THE FOLLOWING SAFETY GUIDELINES ARE POLICY REQUIREMENTS OF P.O.S.T. AND AS SUCH SHALL BE STRICTLY ADHERED TO DURING ALL DRIVE TRAINING BY ANY NAPA VALLEY COLLEGE INSTRUCTORS. ONLY PERSONS WHO HAVE COMPLETED A P.O.S.T. CERTIFIED INSTRUCTOR'S DRIVER TRAINING COURSE WILL BE PERMITTED TO INSTRUCT DRIVER TRAINING PROCEDURES AND TECHNIQUES. ALL DRIVER TRAINING INSTRUCTORS ARE STRONGLY ENCOURAGED TO PARTICIPATE IN PERIODIC INSTRUCTOR UPDATE COURSES CERTIFIED BY P.O.S.T. PRIOR TO THE BEGINNING OF EACH CLASS THE INSTRUCTOR(S) WILL READ AND ANSWER ANY QUESTIONS REGARDING THE FOLLOWING SAFETY GUIDELINES AND POST A COPY OF THESE GUIDELINES AT THE INSTRUCTIONAL SITE WHERE THEY CAN BE EASILY READ.**

1.0 The General Safety rules established in the Student Safety Policy of the Napa Valley College Criminal Justice Training Center will be strictly followed during all instruction. These guidelines apply to all locations where driver training is being taught in a class sponsored or administered by Napa Valley College. These Safety Guidelines will be distributed in writing to all students and then discussed by the class instructor prior to any actual training taking place.

2.0 Driver Training will only be conducted in a restricted access area to insure that all unauthorized vehicles and pedestrians will not get involved in the training or present a safety hazard. Campus Police will be notified when driver training is taking place. The gate located on the south side of the driver training area will be locked once all students and staff are inside the training area. "Police Training" barricades will be placed across the entrance to the driver training area as a secondary means of preventing unauthorized personnel from entering the training area.

3.0 The instructional staff will conduct a pre-training inspection of all facilities utilized for driver training to assure that there is adequate lighting, ventilation, bathroom facilities, and that no hazards exist which might be dangerous to any student or staff member. If the presence of any such hazard cannot be immediately and easily eliminated, the situation will be brought immediately to the attention of the academy director.

4.0 The instructors will make certain that all students wear clothing and footwear appropriate for driver training. Instructors will wear red Academy staff shirts clearly identifying them as instructors of the class.

5.0 All training equipment and vehicles will be cleaned and inspected before and after each driver training day. Instructors will inspect the equipment prior to each use for cleanliness and to insure it is safe and suitable for its intended use.

6.0 During all driver training, an appropriate instructor-to-student ratio shall be maintained, but in no case shall the ratio of staff-to-students be more than twenty-to-one while in the area designated for driver training, and the ratio of staff-to-students will be one instructor to each vehicle while conducting actual drive training exercises in the vehicles. Instructors will consider reducing the instructor-to-student ratio when high-risk techniques are involved.

7.0 Instructors will maintain an appropriate level of discipline over students at all times.

8.0 Instructors will make certain that each student has a valid driver's license prior to the beginning of any instruction in driver training.

9.0 Instructors will assure that students are in good physical condition prior to participating in driver training. Instructors will be cognizant of physical fatigue factors which affect the ability of the student to perform safely.

10.0 Instructors will make certain that an academy first aid kit is available on site and that all students and instructors know of the location of the first aid kit.

11.0 Emergency communications will be available via cell phone or by accessing the Campus Police Emergency Communication System located on the south side of the soccer field near the academy physical agility course.

## **RATIOS**

<b>CLASSROOM INSTRUCTION:</b>	<b>1 INSTRUCTOR PER 50 STUDENTS</b>
<b>DEMONSTRATION AND PRACTICE OF TECHNIQUES:</b>	<b>1 INSTRUCTOR PER OPERATIONAL VEHICLE</b>
<b>TESTING OF TECHNIQUES:</b>	<b>1 INSTRUCTOR PER STUDENT</b>

SOZIO-ETHNOLOGISCHE UND ANTHROPOLOGISCHE FELDREISEN

**SCENARIO/EXERCISE TRAINING AND TESTING**  
**SAFETY GUIDELINES**

**THE FOLLOWING SAFETY GUIDELINES ARE POLICY UNDER THE REQUIREMENTS OF P.O.S.T. AND AS SUCH SHALL BE STRICTLY FOLLOWED DURING ANY USE OF ANY FACILITY BY ANY NAPA VALLEY COLLEGE INSTRUCTOR FOR THE PURPOSE OF SCENARIO OR EXERCISE TRAINING. PRIOR TO THE BEGINNING OF EACH SCENARIO OF EXERCISE TRAINING DAY THE INSTRUCTOR(S) WILL READ AND ANSWER ANY QUESTIONS REGARDING THE FOLLOWING SAFETY GUIDELINES AND POST A COPY OF THESE GUIDELINES AT THE TRAINING SITE WHERE THEY CAN BE EASILY READ. IN ADDITION TO THESE SAFETY GUIDELINES, ANY OTHER RULES PERTINENT TO A PARTICULAR SITE WILL ALSO BE COVERED WITH THE CLASS BY THE CLASS INSTRUCTOR(S). IN THE EVENT THAT THE SITE RULES AND THESE SAFETY GUIDELINES ARE IN SOME KIND OF CONFLICT, WHICHEVER IS STRICTER IN TERMS OF SAFETY GOVERN.**

1.0 The General Safety Guidelines of the Napa Valley College Criminal Justice Training Center will be strictly followed during all instruction. These guidelines apply to all locations where training is being conducted, sponsored, or administered by Napa Valley College. These Safety Guidelines will be distributed in writing to all students and discussed by the instructor prior to any actual training taking place.

2.0 Prior to any scenario or exercise training taking place, the instructional staff will conduct an inspection of all facilities and areas contemplated to be used to insure that there is adequate lighting, ventilation, bathrooms, and that no hazards exist which might be dangerous to any student or staff member. Reliable emergency communication shall be accessible at all training sites and the instructors shall insure that all member to the instructional staff as well as all students know where the communications equipment is located and how to use it. There will also be a fire extinguisher readily available at all scenario or exercise training site.

2.1 A First Aid Kit will always be present and accessible at the training site. It will be inspected by the instructor or scenario coordinator prior to the beginning of each class to make certain that there are adequate First Aid supplies. If the First Aid Kit is found to need any supplies, the instructor or scenario coordinator shall immediately contact the academy director and report the need.

2.2 Whenever scenario or exercise training is involved, at least one member of the instructional staff present, either directly involved in the training class or immediately available at the training site, shall be certified in First Aid and CPR. Instructors will insure that a well supplied First Aid Kit is readily accessible during any training and that its location is known to all members of the instructional staff and all students in the class.

2.3 All equipment, including all props used during any training or instruction, will be inspected by the instructors/evaluators or the scenario coordinator prior to each use for cleanliness and to ensure that it is safe and suitable for its intended use. At all times instructors will insure that all students and instructors wear appropriate safety equipment when needed.

2.4 Instructors shall advise all students of the responsibility to immediately report any unsafe conditions that exist or any unsafe actions on the part of any other student, role player, or staff member to the scenario coordinator or to the academy director.

2.5 Instructors shall at all times be aware of environmental factors that may affect the health or safety of the students, such as weather conditions, air quality and temperature, and shall adjust the training as necessary.

3.0 Instructors/evaluators will maintain an appropriate level of discipline over students and role players at all time. Role players or students who are creating a problem or disrupting the learning process will be immediately reports to the scenario coordinator or the academy director.

4.0 Prior to any night training, the instructor(s) of the class will inspect the lighting conditions to be certain that adequate lighting is available if needed, and that in the event of a power failure, there is available, adequate, emergency lighting.

5.0 Students attending any scenario or exercise training shall be asked to report any medical conditions, physical injuries or physical limitations which can potentially affect their ability to perform those particular psychomotor skills safely or aggravate a pre-existing medical condition or physical injury. Although instructors cannot be expected to make a medical judgment concerning a student's fitness to perform a psychomotor skill safely, instructors are encouraged to discuss such issues with the students reporting them so that the student can make an informed decision to withdraw from the activity or continue to participate based upon the potential ramifications with their particular physical or medical issue.

5.1 The only exception to this is where it is obvious to the instructor that the student may be jeopardizing the safety of other students or staff by participating, or the student is highly likely to aggravate or intensify a pre-existing injury of medical condition. In such a situation the instructor shall stop the student from further participation. If the reason is that the instructor feels that the student is a safety hazard, the instructor will as soon as possible provide the academy director the reason for doing so in writing, including the name of the student, the date and time that the event occurred, and the reason for requiring the student to stop participating. If the reason is that the instructor felt that the student was going to aggravate a pre-existing medical condition or injury, the instructor can do so until the student provides evidence from a licensed medical physician of that student's physical fitness to perform that particular training.

5.2 This policy is not to preclude any person from participating who is able to perform the skills training safely, but who may be unable to perform it to acceptable level for certification.

6.0 Since any scenario or exercise training may have an impact upon outside agencies, such as the firing of blanks, the use of smoke, or just the fact that a member of public may misinterpret what is happening, the scenario coordinator or the instructor of any exercise training shall make notifications to all agencies who have the potential to be impacted somehow prior to any scenario or exercise training taking place.

6.1 In all cases of psychomotor training, if the training takes place upon Napa Valley College grounds, the Napa Valley College Department of Public Safety will be notified before the training takes place.

7.0 Scenarios or exercise training will only be conducted in an area that has been properly designated as a “Law Enforcement Training” or “Police Training” area. This may be accomplished by the use of guards at the area preventing members of the public from wandering into the area; posting of signs identifying the area as a “Law Enforcement Training” or “Police Training” area; or by the use of barrier set up to keep the public out of the area. If the training takes place on the campus of Napa Valley College, adequate signs must be posted all around the area where training is taking place and the Napa Valley College Department of Public Safety must be notified of the dates of the training in advance.

**7.1 For those scenarios that present hazardous situations, like the “sniper-ambush” situation, a guard will be posted at any access that a member of the public may reasonably be expected to use to gain access to the area to prevent a possible accident.**

8.0 Instructors shall adhere to all other policies, rules or regulations required by the Commission on Peace Officer Standards and Training or the Napa Valley Community College District, as well as all City and County ordinances and State laws during any instruction of training conducted on behalf of the Napa Valley College Criminal Justice Training Center.

### **RATIOS**

**CLASSROOM INSTRUCTION: 1 INSTRUCTOR PER 42 STUDENTS**

**TESTING OF TECHNIQUES: 1 INSTRUCTOR PER 4 STUDENTS**

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## FORENSIC COURSES SAFETY GUIDELINES

**THE FOLLOWING SAFETY GUIDELINES ARE POLICY UNDER THE REQUIREMENTS OF P.O.S.T. AND AS SUCH SHALL BE STRICTLY FOLLOWED DURING ALL CRIME SCENE AND FORENSIC TRAINING BY ANY NAPA VALLEY COLLEGE INSTRUCTORS. ALL FORENSIC INSTRUCTORS ARE STRONGLY ENCOURAGED TO PARTICIPATE IN PERIODIC INSTRUCTOR UPDATE COURSES CERTIFIED BY P.O.S.T. OR D.O.J. PRIOR TO THE BEGINNING OF EACH CLASS INSTRUCTORS WILL READ THE FOLLOWING SAFETY GUIDELINES, ANSWER ANY QUESTIONS REGARDING THEM, AND POST A COPY OF THESE GUIDELINES AT THE INSTRUCTIONS SITE.**

1.0 The General Safety Guidelines of the Napa Valley College Criminal Justice Training Center will be strictly followed during all instruction. These guidelines apply to all locations where forensic courses are being taught, sponsored or administered by Napa Valley College. These Safety Guidelines will be distributed in writing to all students and discussed by the instructor prior to any actual training taking place.

2.0 Protective clothing or devices will be utilized during this instruction to decrease the risk of injury to staff or students during all forensic courses, depending upon the course. During any use of blood or other body fluids, protective shoes, clothing, masks and eye protection will be used at all times. During the instruction of other forms of forensic courses, the instructors will insure that the students are wearing clothing and protection appropriate for the instruction and the dangers associated with that instruction.

3.0 The instructional staff will conduct a pre-training inspection of all facilities utilized for forensic training to insure that there is adequate lighting, ventilation, bathroom facilities, and that no hazards exist which might be dangerous to any student or staff member.

4.0 Chemicals that have been determined to be carcinogenic, or are suspected of having carcinogen properties, shall only be utilized in adequate ventilation and then only with the proper protective clothing and masks worn by the instructor, and if required, by the students. Examples of such chemicals would be ninhydrin, iodine, cyanoacrylate, and any form of fingerprint dusting powder. During the use of fingerprint developing techniques utilizing cyanoacrylate (super glue), ninhydrin, iodine fuming, and just general carbonate dusting for fingerprints, such training will only be performed in adequate ventilation or using range hood exhaust fans. Regardless of the ventilation, facial protective masks will be used by all students and instructors during this type of instructions.

5.0 All equipment will be cleaned and inspected on a regular basis. Instructors will inspect the equipment prior to each use for cleanliness and to ensure it is safe and suitable for use. At all times instructors will insure that all students as well as instructors wear appropriate safety equipment such as protective glasses, masks, rubber or latex gloves, and related protective items whenever they are needed.

6.0 Instructors will maintain an appropriate level of discipline over students at all times.

### **RATIOS**

**CLASSROOM LECTURE: 1 INSTRUCTOR PER 40 STUDENTS**

**DEMONSTRATIONS: 1 INSTRUCTOR PER 20 STUDENTS**

# CHEMICAL AGENTS

## CHEMICAL AGENTS TRAINING SAFETY GUIDELINES

**THE FOLLOWING SAFETY GUIDELINES ARE POLICY UNDER THE REQUIREMENTS OF P.O.S.T. AND AS SUCH SHALL BE STRICTLY FOLLOWED DURING ANY AND ALL USE OF ANY FACILITIES BY ANY NAPA VALLEY COLLEGE INSTRUCTORS FOR THE PURPOSE OF CHEMICAL AGENTS TRAINING. ONLY PERSONS WHO HAVE COMPLETED A P.O.S.T. CERTIFIED CHEMICAL AGENTS INSTRUCTOR'S COURSE WILL BE PERMITTED TO INSTRUCT CHEMICAL AGENTS. ALL CHEMICAL AGENTS INSTRUCTORS ARE STRONGLY ENCOURAGED TO PARTICIPATE IN PERIODIC INSTRUCTOR UPDATE COURSES CERTIFIED BY P.O.S.T.**

**PRIOR TO THE BEGINNING OF EACH CLASS THE INSTRUCTOR(S) WILL READ AND ANSWER QUESTIONS REGARDING THE FOLLOWING SAFETY GUIDELINES AND POST A COPY OF THESE GUIDELINES AT THE TRAINING SITE WHERE THEY CAN BE EASILY READ. IN ADDITION TO THESE SAFETY GUIDELINES, ANY OTHER RULES PERTINENT TO A PARTICULAR SITE WILL ALSO BE COVERED WITH THE CLASS BY THE CLASS INSTRUCTOR(S) AND STRICTLY ADHERED TO. IN THE EVENT THAT THE SITE RULES AND THESE SAFETY GUIDELINES ARE IN SOME KIND OF CONFLICT, WHICHEVER IS THE MOST STRICT IN TERMS OF SAFETY WILL BE FOLLOWED.**

- 1.0 Prior to the beginning of any class at any facility, the instructor(s) will inspect the site for safety hazards, making certain that there is available some reliable form of communication to call for aid in the event of an emergency of medical injury.
- 2.0 A First Aid Kit will always be present and accessible during all training. It will be inspected by the instructor(s) prior to the beginning of each class to make certain that there are adequate supplies for the treatment of severe trauma. If the First Aid Kit is found to need any supplies, the instructor(s) shall immediately contact either the instructional assistant or academy director.
- 3.0 Prior to any night training the instructor(s) of the class will be certain that adequate light is available, and that in the event of a power failure, that there is available adequate emergency lighting.
- 4.0 Weather conditions will always be considered by the instructor(s) prior to any training and an assessment will be made regarding the need for shaded areas, sheltered areas or protective clothing. Whenever climatic conditions are severe, chemical agents training will be suspended in favor of in-door training or rescheduling the training to another day.
- 5.0 Students will wear appropriate footwear and clothing during chemical agent training as specified by the instructor(s).

6.0 All instructional staff will wear red staff shirts/jackets and caps making them readily identifiable as instructors while training in chemical agents is taking place.

7.0 During exposure to any chemical agent only half of the class will be exposed at a time, the other half being used as partners for the exposed class members to be certain that they do not get injured while operating under the effects of a chemical agent.

8.0 All students will be instructed to wash their hands and faces thoroughly after chemical agents training to remove any particles or debris deposited as a result of the training. Students will further be advised to wash their clothing well as soon as possible and not to mix clothing exposed to chemical agents with other clothing during washing.

9.0 An adequate supply of water will be available during all chemical agent exposure training.

10.0 Students shall not leave the training site until fully decontaminated.

11.0 Adequate instructor-to-student ratios will be maintained for all chemical agents training. The ratio will vary according to the type of training taking place, but in general the following ratios will be strictly adhered to:

**RATIOS**

**CLASSROOM INSTRUCTION: 1 INSTRUCTOR PER 50 STUDENTS**

**CHEMICAL AGENTS  
FIELD EXPOSURE TRAINING: 1 INSTRUCTORS PER 25 STUDENTS**