

## Section 1

### GENERAL SAFETY POLICY

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## **Section 1**

### **General Safety Policy**

It is the policy of South Bay Regional Public Safety Training Consortium to conduct training in a manner that promotes an overall attitude of safety. All staff, instructors and role player(s) shall manage and facilitate the learning process to accomplish this goal.

**1.0** The policies contained in this document are intended to apply to a training experience as opposed to an actual tactical event.

1.0.1 The spirit of these policies is to promote optimum protection for students who participate in psychomotor skill training in a controlled environment.

#### **1.1 WRITTEN POLICY**

1.1.1 South Bay Regional establishes this written safety policy for psychomotor skill training as required by the California Commission for Peace Officer Standards and Training.

The implementation of a formal safety policy that addresses student and staff safety is fundamental to an effective risk management program. It is South Bay Regional's intention to promote an attitude of safety among all certified instructors, staff, role player(s) and students and thereby reduce the risk of injury.

1.1.2 Individual safety procedures shall incorporate specific rules, procedures and protocols that correspond to South Bay Regional's unique training environment and to any unique course or course content presented.

#### **1.2 TRAINING SITE CHARACTERISTICS**

1.2.1 The facility shall be large enough to provide students and staff with the space needed to safely perform the training activity or task involved and easily exit in the event of an emergency.

1.2.1.1 The need for rapid unobstructed entry and exit in the event of an emergency is essential. Whenever possible, the facility should have multiple entry and exit points.

1.2.2 Staging areas shall be designated to accommodate persons who are not actively involved in a specific training exercise.

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- 1.2.2.1 Staging areas should be clearly designated and have drinking water, rest rooms, a fully equipped first aid/trauma kit and AED (Automated External Defibrillator) readily accessible.
- 1.2.2.2 Staging areas must be situated as to provide protection from hazards associated with the specific training taking place (e.g., firearms, chemical agents).
- 1.2.3 Adequate emergency lighting shall be provided at the site of any nighttime training.
  - 1.2.3.1 Nighttime training mandates a heightened safety awareness. It is important to provide either permanent or portable lighting equipment capable of illuminating staging areas and any point where an emergency could occur.
- 1.2.4 Lighting and ventilation are key factors in the selection of indoor facilities suitable for strenuous physical activity.
- 1.2.5 The layout of the site should enable instructors to immediately stop action when a safety breach is observed, or other problem occurs.
- 1.2.6 Restrooms and drinking water shall be readily available during training sessions.
- 1.2.7 Appropriate safety procedures shall be established for offsite training activities.
- 1.2.8 Outdoor training activities shall always consider environments that could harbor hazardous wildlife and/or poisonous vegetation.

### **1.3 FACILITY AND SITE INSPECTIONS**

- 1.3.1 Instructors shall routinely inspect training facility and site conditions so that potential safety hazards can be detected and corrected before instruction.
- 1.3.2 Special attention should be given to ensure that site-specific factors have not unexpectedly changed to the point that it might present a safety issue.
- 1.3.3 Many manipulative skills training activities warrant the daily inspection of the facility or site. These inspections shall be completed before students are permitted to commence exercises. For example:

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- 1.3.3.1 All obstacle courses (driving, motors, fitness, tactical, etc.) shall be inspected for hazards prior to each use.
- 1.3.3.2 Scenario or event simulation training sites shall be inspected for hazards prior to each use.
- 1.3.4 All offsite training locations shall be inspected in advance for adequacy of exercise surfaces, lighting, traffic safety, security, and related considerations.

#### **1.4 CONTROLLING ACCESS**

- 1.4.1 Manipulative skills training shall be held in facilities and sites with controlled access to ensure that uninvolved individuals and vehicles do not present a safety hazard.
- 1.4.2 Classrooms, gyms and other indoor training facilities should have restricted access to prevent unauthorized entry.
- 1.4.3 Outdoor training sites should have a reasonably contained perimeter to prevent unauthorized entry.
  - 1.4.3.1 Options for establishing a perimeter could include: warning signs, fencing, assignment of stationary observers, natural barriers, or a combination of any of these.
  - 1.4.3.2 It is important that all persons near certain training facilities (firearm ranges, etc.) be aware of the activities that occur there. Signs or other indicia should be posted conspicuously and far enough away to provide a wide margin of safety.
- 1.4.4 Training sites should always be accessible to EMS and other emergency vehicles.

#### **1.5 INSTRUCTOR QUALIFICATIONS**

- 1.5.1 The term “instructor” refers to the person(s) who are responsible for the delivery of instruction or presentation of course curricula.
- 1.5.2 California Code of Regulations §1070 *Minimum Training Standards for Instructors of POST-Certified Specialized Training* requires that all instructors of POST-certified specialized training shall meet specified minimum training standards prior to instructing in the specialized subject. Instructors for the following subjects, whether a stand-alone course or as a specialized subject taught within a larger course, shall meet the instructor training course requirements delineated in section 1070(b).
  - Arrest and Control Techniques

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- Baton/Impact Weapons
  - Chemical Agents
  - Defensive Tactics
  - Diversionary Devices
  - Driver Training
  - Driver Training-Simulator
  - Electronic Weapons
  - Firearms
  - First Aid/CPR
  - Force Options Simulator
  - Hazardous Materials
  - Less Lethal Weapons
  - Motorcycle Training
  - Physical Training (Basic Course)
  - Terrorism & Weapons of Mass Destruction (WMD) Awareness
- 1.5.3 The instructor training requirements specified in subsection 1070(b) may be satisfied through an equivalency evaluation performed by the employing presenter. This equivalency process is described in subsection 1070(c).
- 1.5.4 Instructors of non-1070 specified training subjects shall be appropriately qualified, based upon their specific topic related training, experience, education, certification, and instructional ability.
- 1.5.5 Instructors should keep current on recent advances within the field, emerging safety issues and instructional practices applicable to their discipline.
- 1.5.5.1 This could include networking with other instructors.
- 1.5.5.2 Instructors are encouraged to participate in periodic instructor update courses, skills, refresher training and other forms of continuing professional education.

## **1.6 INSTRUCTOR-TO-STUDENT RATIOS**

- 1.6.1 South Bay has established an appropriate instructor-to-student ratio for each course involving manipulative skills training to ensure adequate supervision of the students, which is essential to ensure student safety.
- 1.6.1.1 Ratios may vary depending on the specifics of the training activity, the relative danger to the student, and the student's experience level.
- 1.6.1.2 The ratios allow the instructor to adequately observe student participation while being alert for activities that present potential for student injury.

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- 1.6.1.3 The ratio shall be sufficient to enable the instructor to immediately stop action when a safety breach is observed, or other problem occurs.
- 1.6.1.4 The degree of supervision necessary for students standing by is different from the level of supervision required for students actively engaged in a training exercise.
- 1.6.2 An increased instructor-to-student ratio may be appropriate for introductory training, as opposed to refresher, advanced or instructor-level training.
- 1.6.3 Certain training activities suggest the need for a higher level of student supervision and control. The instructor-to-student ratio shall reflect this.
  - 1.6.3.1 The instructor-to-student ratio shall be increased when students are required to demonstrate manipulative skills that involve a greater potential for injury.

## **1.7 COURSE PRESENTATION POLICY**

- 1.7.1 Instructors will retain primary responsibility for the safe conduct of training.
- 1.7.2 Instructors will review specific safety rules and evaluate any appropriate precautions inherent to the particular psychomotor skills training being presented, before the application phase of training begins.
- 1.7.3 Instructors of psychomotor skills training will maintain a high level of discipline and supervision over students at all times.
  - 1.7.3.1 Instructors will consistently maintain a professional atmosphere during training to ensure that students abide by safety rules.
  - 1.7.3.2 Certain high-risk activities suggest the need for instructors to closely monitor student conduct.
- 1.7.4 Instructors shall adhere to the approved lesson plan.
  - 1.7.4.1 Additions or changes in course content shall be carefully evaluated and appropriately reviewed by South Bay before a course begins.
  - 1.7.4.2 Significant changes in course content which impact the expanded course outline must be submitted to South Bay and POST for approval prior to instruction.
- 1.7.5 Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role

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- player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.
- 1.7.6 Instructional staff engaged in manipulative skills training shall be easily identifiable.
- 1.7.6.1 The use of distinctive clothing, vests, headgear, armbands, etc., by all instructors is suggested for this purpose.
- 1.7.7 Instructors will be aware of environmental factors, such as weather, air quality and reduce the pace and intensity of training as necessary.
- 1.7.8 Absolutely no drill will be conducted with live ammunition (except Simunitions, paintball and the like) which will allow or call for the muzzle of any weapon to cover on a human target or to be purposefully pointed in the general direction of another person.

## **1.8 REVIEW AND REEMPHASIZE SAFETY RULES**

- 1.8.1 General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.
- 1.8.2 The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
- 1.8.3 Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
- 1.8.4 Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
- 1.8.4.1 Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.

## **1.9 MEANS OF COMMUNICATION**

- 1.9.1 The training staff shall ensure that emergency communications (phone, radio, or other means) are readily available at all training sites.
- 1.9.2 Each training facility or site shall have a communications process or system capable of clearly transmitting instructions to all participants.

## **1.10 PHYSICAL PERFORMANCE REQUIREMENTS**

- 1.10.1 Students in poor physical condition at the time of training have an increased potential for injury.
- 1.10.2 Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards.
- 1.10.3 A physical fitness assessment or test of students, prior to training, may be appropriate for certain courses to determine if a student will be able to safely participate.
- 1.10.4 Students shall be asked to indicate if they have any injuries or pre-existing medical restrictions that may affect their ability to safely participate in training, and if they need reasonable accommodations.
  - 1.10.4.1 Students shall report medical conditions, injuries, or physical limitations that can potentially affect their ability to perform safely. Although an instructor cannot make a medical judgment as to student fitness, it is appropriate to ask students if they are injured or otherwise limited before training begins.
- 1.10.5 Instructors shall be alert to students who demonstrate inadequate physical conditioning. A student shall be required to provide evidence of medical fitness for training if the instructor has doubts as to the student's ability to perform safely.
  - 1.10.5.1 Responsibility for student safety and the decision as to whether a student should participate in training rests with the agency and instructor(s).
  - 1.10.5.2 When doubt exists as to the student's ability to perform safely, the agency and instructor(s) shall exclude the student from training. Evidence of an adequate fitness level shall include a medical clearance from a physician, or an attestation by the student's employing agency that such a medical clearance has been obtained.
- 1.10.6 The agency or presenter may be asked to provide reasonable accommodations for injuries or pre-existing medical restrictions that could affect a student's ability to participate in training.
  - 1.10.6.1 A reasonable accommodation is an interactive process to determine what, if any, modifications are possible that would allow the individual to safely participate in training.



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- 1.10.6.2 No accommodation needs to be made if the accommodation would:
  - Eliminate an essential component of training or testing.
  - Fundamentally alter the training curriculum.
  - Create an undue hardship.
  - Not allow the student to perform the activity safely, even with the accommodation.
- 1.10.7 Instructors shall be aware of physical fatigue factors that affect the ability of the student to perform safely.
  - 1.10.7.1 Certain training activities are inherently tiring. Instructors shall be aware that long periods of training, environmental conditions, or other factors may fatigue students and increase injury potential. The physical condition or fatigue of the student, the climatic conditions (i.e., extremes in heat and cold), the type of terrain, and other environmental factors such as air quality, can affect the capabilities and safe performance of participants.

## **1.11 EQUIPMENT**

- 1.11.1 Minimum standards for clothing, footwear, and personal equipment shall be established for students participating in manipulative skills training.
- 1.11.2 Instructors shall conduct a pre-training inspection of student and role player(s) clothing and personal equipment prior to their participation in the training program to eliminate potential safety hazards. The wearing of loose or excessive jewelry during exercises should be prohibited since it may create a hazard to the student. Long hair should be adequately secured as to not create a hazard to the student.
- 1.11.3 Instructors shall conduct a pre-training inspection of all presenter supplied training equipment to ensure that it meets minimum standards.
  - 1.11.3.1 Periodic inspection of training equipment is fundamental to student safety. Equipment that is deemed unsafe or unserviceable shall not be utilized in training.
  - 1.11.3.2 It is essential that all equipment receive any required maintenance and service prior to the beginning of training.
  - 1.11.3.3 Shared training equipment such as mats, weights, etc. shall be cleaned on a regular basis to minimize exposure to biohazards or airborne particulate matter.

## **1.12 FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES**

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- 1.12.1 A fully equipped first aid/trauma kit shall be readily accessible at each individual training site.
- 1.12.2 First aid/trauma kits shall include supplies for the emergency treatment of injuries associated with the training activity or site. For example:
  - 1.12.2.1 First aid/trauma kits at firearms ranges should include pressure bandages, hemostatic dressing and other related trauma care supplies for the emergency treatment of gunshot wounds.
  - 1.12.2.2 First aid kits shall be inspected on a regular basis to ensure items removed have been replenished, and outdated items replaced.
- 1.12.3 An AED (Automated External Defibrillator) shall be readily accessible at each individual training site.
- 1.12.4 A fire extinguisher should be readily accessible during any training course or exercise where a fire hazard may exist.
  - 1.12.4.1 The fire extinguisher type and size should be appropriate for the kind of fire hazard anticipated.
  - 1.12.4.2 Regular inspection of any fire extinguisher shall occur to ensure proper functionality (fully charged), and expiration status.

### **1.13 INJURY PREVENTION**

- 1.13.1 Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
  - 1.13.1.1 Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
  - 1.13.1.2 Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.
- 1.13.2 At least one member of the instructional staff involved in psychomotor skills training shall maintain basic Emergency Medical Services Authority (EMSA), or equivalent certification for the administration of First Aid and CPR.
- 1.13.3 Instructors are encouraged to pursue specialized training in exercise science and related subjects.
- 1.13.4 Close attention shall be given to recognizing symptoms of:

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- Heat and cold related illnesses.
  - Respiratory and cardiac emergencies.
  - Muscle strains, tears, fractures, and dislocations.
  - Other illnesses related to intense physical activity such as “Rhabdo” (Rhabdomyolysis).
- 1.13.5 Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.
- 1.13.6 Presenters shall consider the weather conditions and the type of training to be conducted.

#### 1.14 RESPONSE TO INJURIES

- 1.14.1 Students are required to immediately report any injury to the instructional staff.
- 1.14.2 Certain injuries may necessitate an immediate stop action to any training activities. In case of an injury requiring emergency medical assistance, 9-1-1 shall be called immediately.
- 1.14.3 At least one member of the instructional staff, or other person, either directly involved in the training event or immediately available at the training site, shall be trained in first aid, CPR and AED.
- 1.14.4 **Action to be taken in the event of Injury:**  
In the event of an injury to student or staff the instructor or trained staff member will immediately evaluate the injury, assure the appropriate EMT response is requested and provide basic first aid. The agency shall be notified immediately. South Bay and POST Regional Consultant shall be notified in writing within five (5) business days when an injury requiring more than basic first aid occurs during training.
- 1.14.5 **Investigation of Injuries**  
The agency or presenter will be responsible for documenting injuries on the approved Student Injury Report Form and/or Agency Form.
- 1.14.6 **Injuries involving loss of consciousness**  
Injuries involving loss of consciousness or suspected loss of consciousness require immediate paramedic response and medical clearance prior to returning to academy activities.
- 1.14.7 **Medical Release for “Return to Training”**  
The agency or presenter will document non-participation due to injury. Proof of fitness to continue training will be supplied by the student or their agency after any injury requiring EMT or M.D. treatment.

1.14.8 **Absence due to injury**

The POST 10% rule of missed attendance shall apply.

**1.15 REVIEW OF INSTRUCTOR RESPONSIBILITIES**

1.15.1 Instructors shall be responsible for conducting safety inspections or otherwise assessing the safety of the equipment and facilities used for training.

1.15.2 Instructors shall be aware of environmental factors, such as weather or air quality, and adjust the instruction as necessary.

1.15.3 Instructors shall incorporate the safety policy into their lesson plans, and either orally review the policy with the class or incorporate the written safety policy into the course handouts.

1.15.3.1 Lesson plans, training plans and instructional events will not conflict with the intention or policy of this guideline.

1.15.4 Instructors shall advise all students of their responsibility to report any unsafe actions and/or conditions during training.

1.15.5 Instructors shall notify the local agency, of any potential impact of the training to the outside agencies. (i.e. scenario training in which simulated gun fire will occur and may be heard by the community)

1.15.6 Instructors shall demonstrate an attitude of safety and exhibit a professional demeanor at all times. Humility and self-control are particularly crucial to the delivery of psychomotor skills training.

1.15.7 Instructors shall adhere to all policies, rules, regulations, ordinances and laws concerning their conduct while interacting with students.

1.15.8 Instructors shall conform to applicable EPA and Cal/OSHA standards.

## Section 2

# SAFETY POLICY TACTICAL RESPONSE SCHOOL/COMMUNITY VIOLENCE TRAINING

- 2.1 Facilities Policy
- 2.2 Equipment Policy
- 2.3 Instructor Qualifications &  
Requirements
- 2.4 Instructional Staff-to-Student  
Ratios
- 2.5 Presentation Policy
- 2.6 Specific Range Safety Rules and  
Drills
- 2.7 Course Locations
- 2.8 Hospitals – Site Specific

## SECTION 2 TACTICAL RESPONSE SCHOOL/COMMUNITY VIOLENCE TRAINING

### 2.1 FACILITIES POLICY

- 2.1.1 General written safety rules, unique to firearms training shall be developed and communicated to students prior to each training session. **Absolutely no drill will be conducted with live ammunition (except Simunitions, paintball and the like) which will allow or call for the muzzle of any weapon to cover on a human target or to be purposefully pointed in the general direction of another person.**
- 2.1.2 Firearms training shall occur in a suitable location.
  - 2.1.2.1 The firearms training facility shall have an adequate bullet impact area to provide a reasonable margin of safety from all aimed, strayed or ricocheted shots. The impact area could include berms, fencings, deflection barriers, and bullet traps. Staff shall conduct periodic inspections to ensure that these areas are functional.
  - 2.1.2.2 The firearms training facility shall have a reasonably contained perimeter designated by means of warning signs, fencing, or both, to prevent unauthorized entry. All persons in the vicinity of the facility should be aware of the activities occurring there. Signs shall be conspicuous enough to provide a wide safety margin.
  - 2.1.2.3 Adequate emergency lighting shall be provided at the site of any nighttime firearms training. Lighting equipment shall be capable of illuminating range staging areas at any point on the range where an emergency could occur.
  - 2.1.2.4 Range facilities shall conform to all applicable EPA and CAL-OSHA standards.
- 2.1.3 The range size shall be adequate for the number of students being trained.
  - 2.1.3.1 Instructors and/or class supervisors must ensure adequate space between students.
- 2.1.4 Range facilities and bullet impact areas shall be inspected at least

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daily for apparent hazards.

- 2.1.4.1 Range conditions can change due to problems created by weather, intrusion of ground burrowing animals, faulty equipment or other causes.
- 2.1.4.2 Range inspections shall be initiated prior to the beginning of each shooting session and upon return to the facility following any break in training.
- 2.1.4.3 Periodic inspection and maintenance of the bullet impact areas shall be conducted for ricochet hazards (e.g., protruding metal).
- 2.1.4.4 If a hazard is found during the inspection, all steps to remedy the hazard shall be taken prior to the commencement of live fire exercises.
- 2.1.5 Environmental factors shall be considered when selecting a safe and appropriate training location (climate, air quality, etc.).
  - 2.1.5.1 Indoor training facilities used for firearms instruction shall have adequate lighting and proper ventilation.
  - 2.1.5.2 All facilities shall also include restrooms and water fountains.
  - 2.1.5.3 The training site/range shall be reasonably free from outside distractions.
- 2.1.6 Ranges equipped with reactive targets shall be constructed in such a manner as to minimize the danger of ricochets.
  - 2.1.6.1 Setting up reactive targets on a slight angle to the line of fire will cause ricocheting bullets to angle away from the shooter rather than back at the shooter.
  - 2.1.6.2 Shots must be deflected into a safe impact area.
  - 2.1.6.3 Instructors shall inspect the target surfaces to ensure cupping or other deformities that can create ricochet hazards have not occurred over time.
  - 2.1.6.4 Minimum safe distance to steel targets shall be considered.
  - 2.1.6.5 Instructors shall be familiar with the ballistic rating and intended use of their reactive targets.

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- 2.1.6.6 Any course of fire involving reactive targets shall be consistent with their intended use.
- 2.1.7 Props and sets used in tactical shooting courses shall be constructed to minimize the danger created by ricochet.
  - 2.1.7.1 Staff shall ensure that firing and deflection angles do not compromise the safety of students or other personnel.
  - 2.1.7.2 Students shall be encouraged to report ricochet hazards to the instructor.
- 2.1.8 The firearms range has readily accessible first-aid/trauma kits and an AED. Included in the kits are the appropriate materials for the treatment of gunshot wounds.
- 2.1.9 The firearms range has multiple fire extinguishers that are readily accessible.
- 2.1.10 Instructional staff have phones and/or radios readily available for emergency communications.
- 2.1.11 The firearms range has a designated safe area for persons not directly engaged in shooting, including areas for weapon cleaning, and unloading and reloading.
  - 2.1.11.1 These areas shall be clearly identifiable to trainees. Sand barrels or other appropriate devices shall be available for safe loading and unloading.
- 2.1.12 There shall be a communications process capable of clearly transmitting instruction to all persons on the range. This process should be sufficient enough to stop action and ensure that verbal commands are clearly understood by shooters on the firing line.

## **2.1 EQUIPMENT POLICY**

- 2.2.1 All participants are required to wear eye and ear protection while engaged in shooting or while in the immediate vicinity of the firing line.
  - 2.2.1.1 Presenters shall establish a mandatory “safety zone” and require all persons within to wear eye and ear protection.
  - 2.2.1.2 Extra protective equipment shall be available for use by visitors, or in the event a student needs a replacement.



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- 2.2.2 Clothing and footwear appropriate to the course of fire and terrain of the range shall be required.
  - 2.2.2.1 Clothing should cover areas that could be injured in any of the positions the shooter is expected to assume. Tank tops, low-necked shirts and similar clothing are not recommended.
  - 2.2.2.2 Shoes shall completely cover the toes and be suitable for standing and running.
  - 2.2.2.3 The use of soft body armor is encouraged for all courses and **required** for both tactical shooting courses and those that employ reactive targets.
- 2.2.3 Each handgun shooter shall use a presenter approved holster or sling that is compatible with the type of handgun that will be used on the range. All students shall have the means to safely secure their weapons in a holster or other device when not engaged in shooting.
- 2.2.4 Firearms shall be subject to a basic safety inspection and approval by the instructional staff prior to use on the range. Weapons and magazines shall be visually checked to determine if loaded or unloaded, and for indications of metal fatigue or deformities, prior to training.
- 2.2.5 A firearms safety check shall be conducted following any break in training or whenever students have been allowed to leave the training site. This will help to ensure that that firearms training remains safe and firearms have not been inadvertently loaded. Periodic safety checks throughout the training day may also be appropriate.

## 2.3 INSTRUCTOR QUALIFICATIONS AND REQUIREMENTS

- 2.3.1 **Since this course involves the use of air soft and/or simunition weapons, it is considered a “firearms included course.”** Therefore, the instructors must have successfully completed a POST-certified firearms instructor/rangemaster course or its equivalent. At least one assigned instructor will be a certified Range Master for South Bay Regional Public Safety Training Consortium (*SBRPSTC*).
  - 2.3.2.1 Firearms Instructor certification must be in good standing and approved by SBRPSTC.
  - 2.3.2.2 At least one onsite Firearms Instructor shall maintain current First Aid/CPR certification per California and County EMSA regulations for First Responders.
  - 2.3.2.3 Firearms Instructor certification must be on file with SBRPSTC and attached to the POST Instructor Resume.

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- 2.3.2.4 Instructors must have a POST Instructor Resume and/or EDI Profile on file with SBRPSTC.
  - 2.3.2 New instructors must shadow tenured firearms instructors and may only begin instruction after demonstrating expertise in all phases of training.
  - 2.3.3 Instructors/rangemasters should have a broad, general knowledge of firearms.
  - 2.3.4 Whenever feasible, firearms instructors should attend firearms instructor update courses, serve on POST sub-committees and assist with curriculum development. Networking is also highly encouraged.
  - 2.3.5 Instructors shall adhere to the approved lesson plan and expanded course outline as filed with POST to ensure consistency and continuity.
    - 2.3.5.1 Proposed additions or changes in course content shall be reviewed by South Bay **BEFORE** a course begins. South Bay shall carefully evaluate the additions or changes before any approved changes are made.
    - 2.3.5.2 Changes in course content which impact the Expanded Course Outline will be submitted to South Bay and POST for approval before implementation.
  - 2.3.6 Instructors shall appropriately adjust instructional pace and intensity during adverse climatic conditions.
  - 2.3.7 Instructors shall wear bright red firearms instructor shirts in order to be clearly visible and easily identifiable.
  - 2.3.8 Instructors shall demonstrate an attitude of safety and exhibit a professional demeanor at all times.
- 2.4 **INSTRUCTIONAL STAFF-TO-STUDENT RATIOS**
- 2.4.1 Due to the inherent danger of firearms, the number of instructors shall be sufficient to provide adequate supervision over each participant. South Bay Regional Public Safety Training Center (*SBRPSTC*) has established an appropriate instructional staff-to-student ratio.
    - A ratio of ONE instructor to EIGHT students (indoor) and
    - A ratio of ONE instructor to TEN students (outdoor) for static line courses of fire or qualification courses, and
    - A ratio of ONE instructor to THREE students (indoor) for “moving”

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- courses of fire, and
- A ratio of ONE instructor to FIVE students (outdoor) for "moving" courses of fire.

2.4.2 In tactical or moving courses of fire, the training center shall adjust the instructional staff-to-student ratio to accommodate dynamic training environments.

2.4.2.1 Instructors will monitor shooting situations to ensure that safety is maintained and adjust instructor-student ratios to accomplish that goal.

2.4.2.2 Some situations may be set at one instructor to one student.

2.4.2.3 Shoot-and-move situations, tactical shooting situations and active shooter activities will adhere to ONE instructor to THREE students for indoor courses, and ONE instructor to FIVE students for outdoor courses.

## **2.5 PRESENTATION POLICY**

2.5.1 General range safety rules shall be communicated to students immediately prior to range training.

2.5.2 The training center range master and staff will review the procedures for safe handling of weapon malfunctions, ammunition failures, and other unusual occurrences immediately before live-fire training.

2.5.3 Students shall be given appropriate instruction as to weapon manipulation, safety position, trigger and sight acquisition. Such instruction will conform with actual tactical shooting practices and, whenever possible, consideration to individual department policies will be given.

2.5.4 Prior to the application phase of training, the range master and instructors shall give a general orientation to any tactical shooting course where live fire will be used. This is a critical practice when exercises involve multiple shooters where coordinated activity is essential. The spirit of this guideline is to ensure safety by providing the student with a general expectation of what may occur, not to inhibit a valuable training experience.

2.5.5 Students shall 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.

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- 2.5.1 Students shall be instructed in the danger of lead deposits to children and pregnant women, and what precautions they should take to safeguard them.
- 2.5.2 Lead traces and like deposits on a student's hands must be removed before eating or drinking.
- 2.5.3 The long-term potential health hazard associated with lead contamination should be recognized.

## 2.6 SPECIFIC SAFETY RANGE RULES

2.6.1 Safety rules contained in the lesson plan are taught during the training classes and are reemphasized prior to each active training session.

2.6.1.1 Safety rules for firearms courses include the following:

1. Eye and ear protection are **required** while engaged in shooting or while in the immediate vicinity of the firing line.
2. **TREAT ALL FIREARMS AS IF THEY ARE LOADED.** When you first handle a firearm always check to see if it's loaded.
3. **KEEP** firearms pointed downrange. Be sure of your target, background, and anything downrange.
4. **KEEP** your firearm in a holster at all times when not engaged in a training exercise involving you personally; exceptions must be approved by instructors.
5. **NEVER** fire in the direction of another student or instructor. When firing in tandem exercises, students will all fire in the same direction.
6. **NEVER** point a firearm at anything or anyone unless you intend to shoot.
7. Wait for and follow the instructor's command.
8. Load your firearm only after position is taken at the firing line and the command to load has been given.
9. Unload when and as instructed.
10. Keep your finger **off** the trigger and outside the trigger guard, until you are on target and ready to fire.

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11. **NEVER** walk in front of the firing line until it has been cleared and the command is given to go forward.
12. **NEVER** leave the firing line without first unloading your weapon and holstering your firearm, unless told to do so by the instructor.
13. Dry firing will only occur in an instructor designated safe area and only with permission from an instructor.
14. In case of misfire or malfunction do the following:
  - a. *Freeze in place and keep your firearm pointed downrange.*
  - b. *Conduct a clearing exercise if appropriate to the training session or,*
  - c. *Raise your non-shooting arm and wait for help from an instructor.*
  - d. **NEVER FIRE ANOTHER ROUND UNTIL THE WEAPON IS CHECKED.**
15. Generally, do not transfer a firearm from one person to another unless the weapon is found to be "safe."
16. Listen and obey instructions.
17. Location of first aid/trauma kits, AED and procedures for medical aid incidents.
18. Requirement to wash hands, face and clothing thoroughly after shooting to remove lead particles or other harmful debris. This should be done prior to eating and drinking.
19. **BE PREPARED TO SUBMIT YOUR WEAPON TO AN INSTRUCTOR FOR INSPECTION AT ANY TIME.**
20. **NO** eating, drinking or smoking allowed on the range at any time.
21. **SAFETY IS THE RESPONSIBILITY OF EVERYONE ON THE RANGE.**

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- 2.6.2 Students are given a “walk through” orientation for any tactical shooting course of fire prior to the application phase of training. This orientation includes specific safety rules and appropriate precautions inherent to the particular type of training being presented.
- 2.6.3 Designated instructor-to-student ratios apply to all students actively participating in firearms exercises. Students not actively participating in the exercises remain at the designated safe area and are supervised by an instructional staff member.
- 2.6.4 Steel targets are positioned with the plate facing downward in order to allow the ricochet to be deflected into the dirt.
- 2.6.5 Ricochets are always considered when setting up props for tactical shooting scenarios. Staff ensures that firing and deflection angles do not compromise the safety of students or other personnel.
- 2.6.6 Weapons are required to be carried either in an appropriate holster or unloaded, with the action open.
- 2.6.7 Weapons and magazines are required to be visually checked to determine whether they are loaded or unloaded prior to training and after any breaks in training.

## **2.7 COURSE LOCATIONS**

For presentations that utilize more than one site for classroom and range facilities, students will provide their own transportation from one site to the other. Students will properly secure all weapons per Penal Codes 16850, 25400, 25610, 30945 and/or their Department Policy.

- 2.7.1 7777 GATEWAY BLVD., NEWARK, CA. 94560. (510) 578-4237
- 2.7.2 1200 BAYHILL DRIVE, SAN BRUNO, CA. 94066. (650) 616-7100
- 2.7.3 1666 NORTH MAIN STEET, WALNUT CREEK, CA. 94596. (925) 943-5844

## **2.8 HOSPITAL LOCATIONS**

- 2.8.1 Newark PD
  - 2.8.1.1 Address: 7777 Gateway Blvd., Newark, CA. 94560 (510) 578-4237
  - 2.8.1.2 Nearest Hospital: Emergency Room Kaiser Permanente Fremont Medical Center and Offices, 39400 Paseo Padre Parkway, Fremont, CA. 94538 (510) 248-3000

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2.8.2 San Bruno PD

2.8.2.1 Address: 1200 Bayhill Drive, San Bruno, CA. 94066 (650) 616-7100

2.8.2.2 Nearest Hospital: Kaiser Permanente Emergency Room, 1200 El Camino Real, South San Francisco, CA. 94080 (650) 742-2000

2.8.3 Walnut Creek PD

2.8.3.1 Address: 1666 North Main Street, Walnut Creek, CA. 94596 (925) 943-5844

2.8.3.2 Nearest Hospital: Emergency Room Kaiser Permanente Walnut Creek Medical Center, 1425 N. Main Street, Walnut Creek, CA. 94596 (925) 295-4070