|  |  |  |  |
| --- | --- | --- | --- |
| **Training Date:** |  | **Training Time:** |  |
| **Lead Instructor:** |  |
| **Safety Officer:** |  |
| **[Other Position]:** |  | **Radio:** [ ]  |

**Training Location:** Click to enter Training Address

 **Land Line –** Click to enter Phone Number

 **Latitude:** Click enter Latitude **/ Longitude:** Click to enter Longitude

**Facilities:**

|  |  |  |
| --- | --- | --- |
| [ ] Firing Range | [ ] Classroom | [ ] Other |
|[ ] [ ] [ ]

**First-aid:**

* Individuals with advanced medical training (paramedic or EMT):

|  |  |
| --- | --- |
|  |  |

* A **trauma first-aid kit** is located: Click here to enter Trauma FAK location
* A separate first aid kit is available for minor injuries. See an instructor for treatment.
* A fire extinguisher will be readily available in the range as well as in the classroom.

**Communications:**

* Instructors will have a cellular phone on their person.
* A portable radio will be in the range prior to initiating any training.
* In the event of an emergency the instructor in charge at the range will be:

|  |  |  |
| --- | --- | --- |
|  | OR |  |

**Procedure to summons Emergency Medical Services (EMS):**

* At all times, there will be a minimum two ways to contact EMS. (1) a handheld radio capable of contacting 911 Communications Center and (2) a cellular phone with confirmed coverage. For non-emergency contact 911 EMS dispatch at Click to enter EMS dispatch contact information. Identify yourself by name and officer number to call taker.
* The Lead Instructor or their designee (Communication Liaison) will be responsible for initiating the emergency medical response to the range. In the event the Lead Instructor is incapacitated another instructor will initiate the response. Students will also be briefed on this process in the event a student is responsible for initiating the response.

**Transport:**

* Emergency transport will be by ambulance by contacting EMS 911 dispatch center.
* The Lead Instructor has discretionary authority to make other transportation arrangements if deemed in the best interest of the injured person.

**Injury Procedures:**

* In the event of ANY INJURY, Call CEASE FIRE if necessary and notify an Instructor IMMEDIATELY. The Communications Liaison will use the radio OR phone to contact dispatch for an injury that requires advanced emergency care. Instructors will render first aid as needed.
* The Lead Instructor, Safety Officer or their designee will provide direction to students to safely secure any loaded firearms and maintain the integrity of the scene for potential investigation.
* In the event emergency transportation is needed for an injury, an ambulance will be dispatched by EMS 911 dispatch center.
* The nearest medical aid is Click to enter address of nearest hospital / fire station.

Click to enter emergency entrance details.

* The nearest TRAUMA center is Click to enter address of nearest Trauma Center.
* In the case of a minor injury the student will report the injury to an instructor who will ensure that the injury is treated. The instructor or safety officer will also inform the student the requirement to complete a Workman’s Compensation Form for their employer if applicable.
* The lead instructor will also evaluate the cause of the injury to see if it was caused by training and adjust the training accordingly.
* In the case of serious injury **all training** will cease. The lead instructor will notify the rangemaster and their chain of command of the injury. Training may resume after the agency's investigation is complete. In the event a death or gunshot wound occurs during training, the range/scene must be preserved for investigation. Training may only resume after the investigators, rangemaster and chain of command are satisfied that it is safe to do so.

**Prior to conducting any firearms related training review the following:**

**NLEFIA Firearms Safety Rules**

1. Know the status of your firearm at all times.
2. Never point your firearm at anything you are not willing to shoot.
3. Keep your trigger finger straight along the frame / receiver until you are on target and have decided to fire.
4. Identify the threat and environment before firing