



Highlands Ranch Law Enforcement Training Foundation Facility Safety Plan (HRLETF INC.)

Safety Plan, Procedure and Guide

Revised: November 1, 2016



(Highway 85 entrance to facility)

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Highlands Ranch Law Enforcement Training Facility (HRLETF)

**6001 Ron King Trail
Littleton, Colorado, 80125, USA**

Primary Telephone Numbers

**Dave Mc Caslin (720) 344-4617
(303) 210-9027 Emergency cell**

**Stephen Zotos (303) 814-7097
(303) 961-8016 Emergency cell**

**Audra Garton-Norvell Scheduling (303) 660-7593
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Backup phone (720) 344-2762 (CSOC Inc.)

GPS Coordinates:

N 39 29 657

W 104 58 712



Headquarters Building

SITE SAFETY PLAN

Before the start of any class or skills training the user agency conducting the training will designate a **Lead Instructor** and they will:

- Ensure there is a cell phone or radio communication readily available at the training location if no telephone land line exists.
- Appoint at least two persons with the responsibility for emergency notifications and other tasks that ensure compliance to this plan should circumstances become necessary.
- Appoint at least two persons to respond to specific locations to “guide in” emergency responders in the event of an emergency.

The HRLET Foundation/Facility will have certain complimentary basic emergency response kits and other safety equipment available (during normal office business hours), however it is encouraged that each **User Agency be responsible for providing their own equipment for which they were trained.** It is also not the Foundation’s intent to intervene in any agencies standard operating procedures or policies related to managing their people, their agency safety considerations, or procedures, unless it affects the effectiveness of this facilities’ plan or the overall safety of this facility. It is our intent to keep this facility as safe as possible for everyone, including its other users. Therefore, each User agency will make every effort to comply with the intent of this safety plan. Use of this facility’s safety equipment shall only be used by trained designated personnel. This facility now records the actions and movement of personnel, vehicles and any use of facilities via several security camera locations. These cameras are for everyone’s safety and security.

Finally, it should be again noted that this facility’s safety equipment may only be accessible during normal office business hours.

In the event of injury or illness:

In the event of an injury or illness occurring to anyone during any class or skills training held at the H.R.L.E.T.F., the following steps should be taken:

- The **Lead Instructor or any designated Instructor or facility manager** will ensure first aid is started.
- The decision to transport the injured/ill person/ persons to seek further medical care will be left to the **injured / ill person however**, if that individual is a **sponsored employee that employer’s policy will be followed.**
- If the injured / ill person expresses the desire to seek further medical treatment, the **Lead Instructor or their designee of the employing agency** should facilitate that person being taken to a medical provider of that **employer** or if necessary to one of their choosing.
- The **Lead Instructor** will notify the facility manager/representative of the injury / illness at their earliest possible time.

In the event of a serious / life threatening injury or illness:

In the event of an injury or illness occurring to anyone during any class or skills training held at the H.R.L.E.T.F., the following steps will be taken:

- **Lead Instructor** will ensure first aid is started.
- **Lead Instructor** will ensure that emergency medical personnel are notified via 911, using cell phone, landline or their police radio. **Remember, use of 911 is the fastest and best vehicle for summoning help, however we realize that 911 phones may not always be accessible.**
- **Lead Instructor** will ensure previously designated persons proceed immediately to an area near the incident or to the entrance of the H.R.L.E.T.F. Headquarters building to assist emergency responders in locating the scene.
- **Lead Instructor** or their designee can request an emergency medical helicopter. **If a helicopter is requested, please notify the responding fire/medical responders that it has been requested.**
- After the injured / ill party / parties are in the care of emergency medical providers, the **Lead Instructor or their designee** will ensure the facility management is notified at the earliest possible time.
- In the instance of a serious injury occurring to anyone from a user agency or injury to any non-involved (not employed by any user agency) person during any class or skills training, the facility management will be notified immediately so they may make their required notifications.
- **In the event of any death or gunshot wound, all training shall immediately cease at the training site where the death occurred. Training may resume only after the investigating law enforcement agency so advises and the HRLETF Board or its designated representative(s) have ensured that the program is operating in compliance with facility rules.**

ADDITIONAL FIREARMS TRAINING CONSIDERATIONS

Before the daily start of firearms skills practicum the Lead Instructor or their designee will:

- Ensure all participating instructors have a working knowledge of the Firearms Training safety plan and range rules.
- Ensure that a first aid kit is readily available. The facility will have some basic kits in predetermined locations; however the user agency will be responsible for having a kit available that meets their own agency standards.
- Ensure there is adequate telephone communication for emergency response on the range or assign two people to respond to a telephone to call 911 in the event of an emergency.
- **Appoint at least two persons to respond to the front of Headquarters Building on Range Road to assist emergency responders in locating site of emergency or facilitating of air evacuation.**

Injuries Defined:

(III) *Serious bodily injury means those injuries as defined in § 18-1-901(3)(p), C.R.S.*

(IV) *Bodily injury means those injuries as defined in § 18-1-901(3)(c), C.R.S.*

FACILITIES SAFETY EVALUATION and CAPABILITIES

Buildings A, B, C, & G, the storage building and all Firearms Ranges are located at the 165 acre Highlands Ranch Law Enforcement Training Facility.

Latitude- N 39 29 657 Longitude- W 104 58 712

Headquarters Building (C): 2 floors

This building is shared by the County Sheriff's of Colorado Inc., the HRPSTI Academy, and the HRLETF Managers. Use within this building is primarily restricted to office, classroom and academic functions. Most academy classroom functions occur on the first floor.

Capabilities	Yes/No	Note
1st aid kit	Y	First floor has a fully equipped kit centrally located
Telephones	Y	Land line phones located throughout second floor and in Academy office
Fire extinguishers	Y	Centrally located on each floor
Fire alarms	Y	Several throughout building on each floor
(AED) Automated External Defibrillator	Y	Located 1 st floor next to fire extinguishers
Gun Safe	Y	Academy Director is responsible for temporary storage of weapons
Elevator	Y	(1) Between floors
Parking and walkways	Y	Adequate & maintained

Maintenance Building (A): Single floor

This building is primarily for the HRLETF facility maintenance:

Capabilities	Yes/No	Note
1st aid kit	Y	Fully equipped -Centrally located
Chemical Eye Wash	Y	Located in work bay
Telephone	Y	Land line phone capability – staff office
Fire extinguishers	Y	Centrally located each section
Fire alarms	Y	Centrally located
(AED) Automated External Defibrillator	Y	Located in main hall area
Parking and walkways	Y	Adequate & maintained

Classroom Building (B): Two Floors

This building contains two class rooms (one each floor), and the office and some storage for Necro Search Inc.

Capabilities	Yes/No	Note
1st aid kits	Y	Fully equipped, centrally located in coffee room
Telephones	Y	Land line phones located in break area
Fire extinguishers	Y	Centrally located on each floor
Fire alarms	Y	Centrally located in classroom area Fire panel located in foyer
(AED) Automated External Defibrillator	Y	None
Parking and walkways	Y	Adequate & maintained

Tactical Event Center (G): Single floor

This building is 20,000 square feet and divided into two equal program areas. There is a large open bay with 14 ft. walls for indoor tactical demonstrations, large events, PT testing in a secure venue and protected from weather. The other half of the building contains a large ACT room, two digital firearms simulator rooms, one large classroom, lunch area and locker rooms.

Capabilities	Yes/No	Note
(AED) Automated External Defibrillator	Y	Located in classroom waiting area
1st aid kit	Y	Fully equipped centrally located in lunch room
Telephones	Y	(2) Land line phones located in waiting area
Fire alarms	Y	Centrally located within venting systems Fire panel located at West door
Parking and walkways	Y	Adequate & maintained
Physical Fitness area	Y	For facility Users only

Other Buildings:

Building H Weapons Cleaning		Designed for cleaning and maintenance of firearms
Building K Storage	Agency storage only	1 st aid kit Security alarm and cameras

Firearms Range Sector (1-8):

While there is the potential to use any of the eight firearms ranges for academy purposes, ranges #1, 8 are used primarily for academy training and qualifications. **Ranges 1, 3, 4, 6 and 8 have strategically placed shelters for protection from weather** and also serve as a waiting area. There are also (3) strategically placed **“Call Boxes” containing cell phones that automatically connect with the Douglas County E911 operator. Any problems with service are administered by Douglas County E911.** The call boxes are powered by solar and have the same specifications as those which line the Interstate Highway system. Most ranges have well maintained walkways and limited parking. Excessive vehicle traffic is discouraged into and on firearm ranges and road leading to ranges.

Ranges	Weapons Authorized	# of Positions / Yards	Description
Range 1	Pistol	25 positions (3 - 50 yards)	Concrete paths with gravel-Control tower- turning targets <i>Shelter</i>
Range 2	Pistol- Shotgun	20 positions (3 -25 yards)	Improved with asphalt deck- fixed targets
Range 3	Pistol- Shotgun	18 positions (3 -50 yards)	Concrete paths with gravel- steel targets with pneumatic turning and running man system
Range 4- Shoot House Range	Pistol- Rifle Fragmentation ammo only	Live fire shoot house- Tactical With additional 10 position range 3-25 yards.	Agency instructors must complete approved course in order to use. See CQB Shoot-House Course and rules <i>Shelter</i>
Range 5	Pistol-tactical weapons		Include 500 and 600 yard sniper platforms
Range 6	Pistol- Rifle Shotgun	15 positions (200 yards)	Rappelling tower – Sniper Tower (instructor required for rappelling) <i>Shelter- Sheltered Shoot Pad</i>
Range 7	Pistol- Shotgun Rifle	35 position (3 - 100 yards)	Turning targets- Concrete paths with gravel <i>Shelter</i>
Range 8	Pistol- Shotgun Rifle	15 positions (3 - 50 yards)	Concrete paths with gravel Control tower- turning targets Electric under tower only <i>Shelter</i>

See pages 14-17 for additional usage rules and requirements.

FACILITY SAFETY

911 Call Boxes: Open door, lift receiver and push button

Ranges #1 and #2	Between ranges
Range #4	“Shoot-house”
Range #6	Entrance to range
All other phones	Dial 9-911

Fire, Medical and Law Enforcement Response: (All land line phones Dial 9-911)

Fire and medical response is provided by the Littleton Fire Protection District and law enforcement is by the Douglas County Sheriff’s Office. Buildings have multiple access/regress for easy evacuation.

When any fires occur and there is no ability to immediately extinguish, immediately call fire services and the Centennial Water District (303-880-5446) in order to activate (ASR 1) pump for hydrant to this facility. ASR 1 is the hydrant directly in front of the Headquarters building. For fires east of the facility on OSCA land there is another hydrant .6 mile east of caretaker homes on the dirt access road. A 4x4 ATV Polaris equipped with a SwifCat wet foam system is available for immediate response.

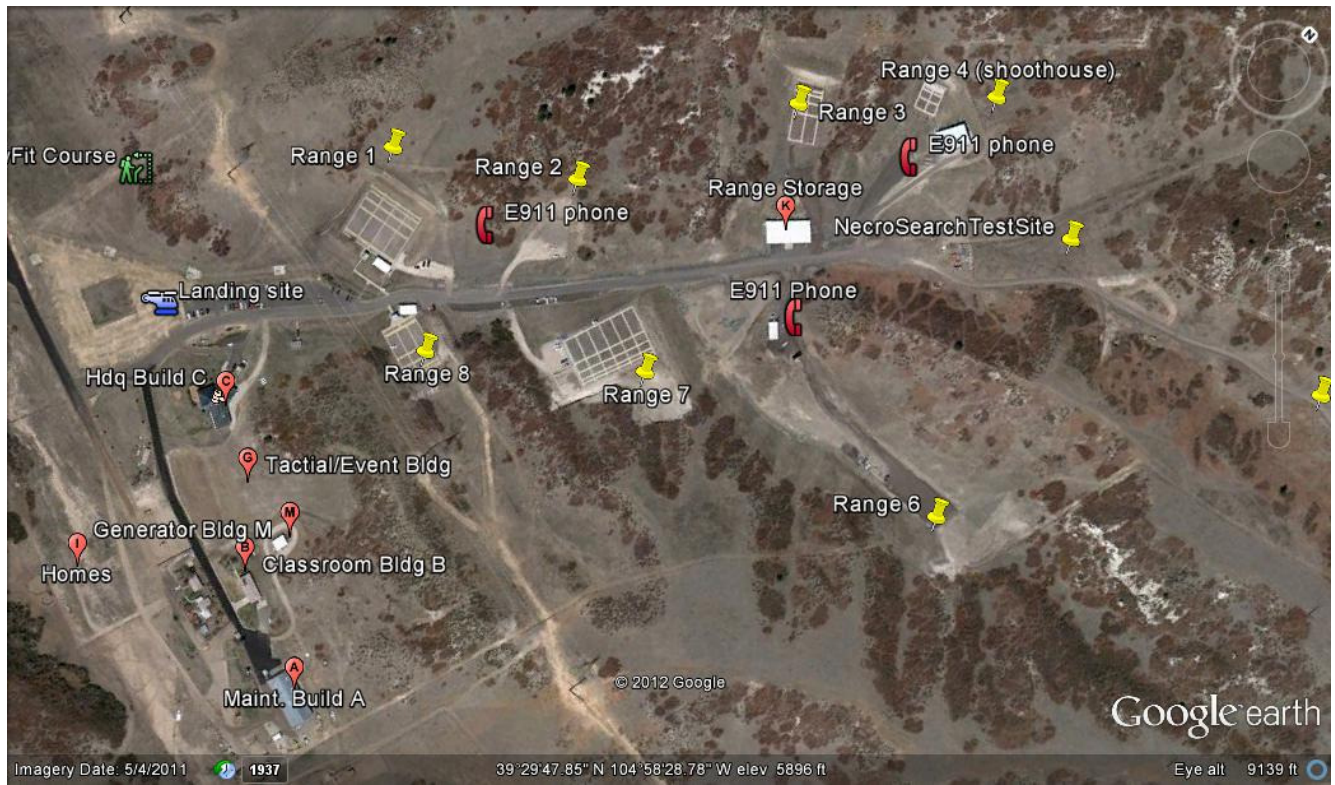
Other Safety Notes:

Roads within the 165 acre facility are currently controlled by strict rules. The speed limit from the highway to the “S” curve is 35 MPH and from the “S” curve to the 2nd cattle guard is **25 mph**. Once inside the perimeter the speed limit is **15 mph**. All buildings and safety lighting have backup alternative electrical power. A large capacity generator is located within a separate building # M adjacent to Building # C which is the Headquarters for the facility.

Building G:

Has a very large and well equipped fitness testing and conditioning area. It is for facility Users and only with their agency permission. We encourage that any use is done with another and no one uses fitness equipment alone. All equipment will be returned to its normal placement once finished.

MAP OF FACILITY



Revised 2014



Facility Charge/Discharge Pit



E911 Range Call box



Headquarters Building C



Typical Academy Classrooms



Tactical Event Center Bldg G



**Arrest Control Training Room in
Tactical Event Center Building G**



Fire Extinguisher



Fire Alarm



Backup Generator Facility Building



Maintenance Building A



Weapons Maintenance Bldg H



**Shelter on Range 6
Agency Storage Bldg K**



Typical Range Shelter



Range 1



Tower on Range 6

HIGHLANDS RANCH LAW ENFORCEMENT TRAINING FACILITY

The following are the Facility regulations and Range protocol for the Highlands Ranch Law Enforcement Training Facility. All subscribers of the facility will adhere to these rules. Failure to comply will require you to leave the facility when asked and may result in the suspension or termination of you or your agency's privilege of using the facility.

Facility Cost Recovery Fee Structure

Full Time Rate:

Full time subscribers (Users) pay a flat rate of \$250.00 per user per year. Rates are subject to change.

Occasional Rate:

Occasional subscribers (Users) may use the range 4 times or less in a one-year period. There is special Occasional Users Schedule and rate per facility (Range or Classroom) with the exception of the Range 4 (Shoot House) there is a \$500.00 flat rate minimum, plus \$10.00 per participant impact (supplies & clean up) fee is charged per time used. The rate for Range 4 is for a full day, there is no pro-ration.

Lessee:

An agreement and rate will be made for any Lessee for the use of any additional facility area.

Training Rate:

If an agency (User) hosts a training or seminar and charges the attendees then the occasional rate fees apply. Agency must submit a request and the training curriculum to the Board when submitting your range request or at least three months prior to the training. If you fail to submit the requested material your membership could be forfeited. The rate is for a full day, there is no pro-ration.

Facility Regulations

1. Hours of operations are; **Monday - Friday: 7:00 A.M. to 11:00 P.M. / Saturday - Sunday: 9:00 A.M. to 6:00 P.M.**
2. **Facility usage must be specifically scheduled.** You may only use the facilities for which you are specifically scheduled. You are required to be at the facility within ½ (one half hour) after your scheduled start time. **You may forfeit the range/classroom for that day if you fail to notify management or if you do not arrive by the noted times.** Agencies that **want to use forfeited ranges must contact range management** before doing so. In order to better manage range and classroom usage, we will be asking for specific scheduling periods rather than just mornings or afternoons.
3. All range areas and indoor facilities are designated non-smoking.
4. Facilities may not be used in any manner inconsistent with their designed and designated purposes. Building H and classroom B2 (downstairs) are the only areas within buildings designated for the cleaning, care and maintenance of weapons. Any loading or unloading of any firearm will only be done within facility designated areas.
5. Weapons will not be left unattended or unsecured. ***Remember***, we use inmate labor.

6. The use of this facility by anyone other than the designated agencies must have prior approval of the facility management (listed on page 3). Any “high security” key or other equipment permanently or temporarily loaned or assigned to anyone is responsible for its unauthorized use, unreported loss, and must return to management upon demand. There will be no attempt to copy or loan any such key to any other person.
7. No one under the age of 14 years is allowed on the ranges or road in front of ranges without the express permission of the Foundation management.
8. Posted speed limits and safe driving practices will be adhered to at all times.
9. Parking will be in designated parking lots only.
10. No parking on the Range Road at any time. This is to insure emergency vehicle access.
11. Use of the areas between designated range facilities is strictly prohibited.
12. No equipment may be used by an individual if he/she has not been trained and authorized by their employer in the operation of that equipment.
13. Only weapons and holsters authorized by user agency’s policy and procedure may be used.
14. The use of hot hand loads, AP, and tracer ammunition is prohibited.
15. All damage done to equipment or facilities must be reported to range management immediately. Any discharge of a firearm whether intentional or unintentional other than on a range will require a written report. In the event range management is unavailable, a report will be made in writing and posted on the front door of the Headquarters Building. Provide contact information and details of the incident.
16. You must remove all materials and trash from the ranges/classrooms and place it in the appropriate containers when finished. All equipment will be returned to proper place after use. No burning except by range management.
17. Absolutely no alcoholic beverages will be allowed on the facility, unless advance written approval is granted by the Foundation. Approval will be granted only after all ranges are closed and a scheduled social event takes place.
18. Personal use of the range facilities is **PROHIBITED**. This includes “sighting in” and shooting of hunting rifles and other non-law enforcement or personal weapons not authorized by the user agency. No civilians, family members, non-agency civilians or friends may use the facilities. Any prohibited uses of this facility may be made only by the **express authorization** from the Foundation. This does not include construction and maintenance personnel.
19. No pets allowed on or adjacent to any firearms range areas and pets are discouraged in all other areas of this facility. Under no circumstances will pets be allowed off a leash without Board approval. This does not apply to “agency working dogs” under approval by the user agency.
20. The Highlands Ranch Law Enforcement Training Foundation or their designee will provide enforcement of these regulations.

RANGE PROTOCOL

1. An agency certified firearms instructor must be present at all times when a firearms range is “in use”. A certified Rappelling Instructor must be present when rappelling is being conducted on the tower as well (Range 6). Use of Shoot House (Range 4) also requires an Instructor recognized by HRLETF Board. At no time is anyone authorized to shoot alone on any range. At all times, the instructor must wear a red hat or shirt, which denotes them as a firearms instructor. No exceptions.
2. All un-holstered or uncased weapons will be carried with the action open, and the chambers empty.
3. All personnel in the shooting areas must wear eye and ear protection.
4. Good firearm safety will be practiced at all times.
 - Treat all weapons as if they were loaded.
 - Keep finger outside trigger guard until ready to fire.
 - Keep muzzle in a safe direction at all times.
 - Know your targets and beyond.
5. The range instructor will have complete control of the range and activity. Never do anything you know to be unsafe, even if mistakenly directed to do so by the instructor.
6. Dry firing will be done only on the firing line and on command by the instructor.
7. If a low power round occurs, keep the weapons pointed down range and notify the range officer by raising the weak hand and stand easy.
8. All courses of shooting must be designed to assure the bullet stays within the facility. Where the bullet impacts is the responsibility of the shooter and the agency.
9. Any classroom training or simulator in which firearms is in anyway the subject, requires that all weapons will be immediately unloaded prior to entry into that classroom. Remember any loading or unloading of any firearm will be either in the facility designated areas or on a firearms range.

Remember, always use an appropriate loading and unloading area. One is provided at the entrance to the facility.

10. Faulty or hazardous ammunition will be turned over to the range instructor immediately.
11. It is the responsibility of the individual agency to police brass from the range before leaving. Containers will be provided on the range or it may be placed in the containers in the agency storage building. Some agencies may choose to retain their own expended ammo, but no individual or agency will remove the brass left in HRLETF containers.
12. There will be no smoking while on the firing line or in the classroom. Smoking will be allowed only in designated areas and materials must be extinguished in the containers provided.
13. Range Instructors will maintain control of their range and personnel and assume responsibility for activities on the range and of shooters. The Foundation Board of Directors or their Designee may override Range Instructors in matters of **range safety** to include closing the range. Range design and provided equipment are only a partial aspect of the overall facility safety. It is every Users responsibility to ensure safe practices are followed.

FIREARM RANGES APPROVED USAGE

- RANGE 1 **25 POSITION-** HANDGUNS, TURNING TARGETS, USE OF STEEL IS PERMITTED WITH FRANGIBLE AMMUNITION ONLY. CLAY BIRDS ARE NOT ALLOWED.
- RANGE 2 **20 POSITION-** HANDGUN, SHOTGUN ONLY. UTILITY RANGE WITH Asphalt BASE. NARROW FIELD OF FIRE, STEEL TARGETS MAY BE USED WITH FRANGIBLE AMMUNITION ONLY. CAN NOT USE CLAY BIRDS. CARS MAY BE PLACED ON THE RANGE AS TRAINING AIDS and some limited parking.
- RANGE 3 **18 POSITION-** TURNING TARGET HANDGUN RANGE. SHOTGUN MAY BE USED, HAS STEEL REACTIVE TARGETS. STEEL TARGETS WITH FRANGIBLE AMMUNITION ONLY. NO VEHICLES ON THE RANGE.
- RANGE 4 **SHOOT HOUSE** – MUST ATTEND SPECIAL TRAINING AS APPROVED BY BOARD IN ORDER TO SCHEDULE OR ULITIZE THE HOUSE, FRANGIBLE AMMUNITION ONLY ANYWHERE ON THIS RANGE. **10 POSITIONS-** 25 YDS QUALFICIATION RANGE, RIFLES WITH CARTRIDGE NO GREATER THAN.223 CALIBER MAYBE USED ON QUAL RANGE.
(Any use of Range 4 Shoot House must conform to protocols and rules as defined in Addendum SH)
- RANGE 5 **UTILITY RANGE-** CAN BE USED FOR HANDGUNS, RIFLE, SHOTGUNS, AND SUB MACHINE GUNS. THERE IS CURRENTLY NO CONSTRUCTED FACILITIES AND IT SHOULD BE USED FOR SWAT AND TACTICAL TYPE ACTIVITIES. A SINGLE POSITION, STEEL TARGETS MAY BE USED. 500 AND 600 YARD SNIPER PLATFORMS ARE BEING INTRODUCED IN LATE SUMMER OF 2015.
(*See special rules for any use of these platforms below)
- RANGE 6 **10 POSITION-** RIFLE- HANDGUN, MACHINE GUN AND SHOTGUN RANGE, WITH A 3 STORY TOWER. SHOOTING POSTITIONS ARE 100 AND 200 YARDS. ALL HANDGUN TRAINING MUST BE DONE ON THE UPPER EASTERN AREA WITH THE BERM AS THE BACKDROP. THE TOWER CAN BE USED FOR RAPELLING AND TO SHOOT LONG GUNS. NO HANDGUNS ARE TO BE USED IN/OR ON THE TOWER UNDER ANY CIRCUMSTANCE. STEEL TARGETS MAY BE USED.
- RANGE 7 **36 POSITIONS-**50-YARD. HANDGUN, SHOTGUN, RIFLE AND MACHINE GUN. INCLUDES 10 POSITIONS WITH 100-YARDS. STEEL TARGETS MAY BE USED. CARS MAY BE PLACED ON THE RANGE. CONTACT RANGE MANAGEMANT TO OPEN GATE.

An additional **separate 5 lanes** are provided on South side for agencies which need to use for a very short time period without scheduling.
- RANGE 8 **15 POSITIONS-** 50-YARD WITH TURNING TARGETS. HANDGUN, SHOTGUN, RIFLE AND MACHINE GUN. STEEL TARGETS MAY BE USED WITH **FRANGIBLE AMMUNITION ONLY.**

***SPECIAL RULES - RANGE 5**

The Board has extended the boundaries of Range 5 to include a portion of the area behind the Shoot-House on Range 4. These supplemental rules apply only when using the 500 and 600 yards sniper positions located behind Range 4 Shoot-House.

When utilizing the sniper platforms at the 500 and 600 yard positions the following rules will apply:

- Range 4 Shoot-House will not be active
- Gates at entrance to range 5 and NSI research area will be closed and at least, one person will be assigned to and be at that location at all times to monitor any access and ensure that no one advances on either access roads
- When entering either the 500 or 600 yard shoot platform you are required to enter only by the way designated. No one will enter or cross the research area which is fenced
- If anyone has been authorized to be in the NSI Research area all shooting from those 500 and 600 yard sites will cease
- User agency personnel will be vigilant at all times to anyone inadvertently crossing their line of fire
- All trash and brass will be removed immediately upon termination of days training exercise

SIMULATORS APPROVED USAGE

BUILDING G Use of Force Simulators (A digital training weapons system simulator)
Two TI Training Lab digital systems are located in Building: G Tactical Training Center Rooms G116 and G117. **No operable weapons or live ammo is allowed within these rooms.**
USERS MUST ATTEND SPECIAL TRAINING TO UTILIZE (Digital Firearms) THESE COMPUTER SYSTEMS.

EXPLOSIVE ORDNANCE, CHEMICAL MUNITIONS & SMOKE TRAINING

- The Range Management, Headquarters Personnel and Academy Staff **MUST BE NOTIFIED** prior to the use of these devices
- All debris must be removed and disposed of by the user
- **One quarter of a pound** of explosives is the largest charge that can be used at the facility for training or demonstrations
- The facility is to be used for training or demonstration only. **NO DISPOSAL OR DISARMING, including chemicals and explosives**