



Emergency Vehicle Operation Center
8500 Moore Rd.
Littleton, Colorado 80125 USA

Facility Safety Plan & User Rules

Effective: January 27, 2020



Managed By:



HIGHLANDS RANCH
LAW ENFORCEMENT
TRAINING FOUNDATION

HRLETF.org

Welcome

Welcome to the *Code 303 Douglas County* Emergency Vehicle Operation Center (EVOC), owned by Douglas County and managed by the Highlands Ranch Law Enforcement Training Foundation www.HRLETF.org.

The EVOC is a public-safety driver training facility—it is not designed or intended for extreme driving or racing. It is a place to teach advanced decision making; safe pursuit driving and pursuit termination; communication while driving; low speed technical driving skills; day and night driving; inclement weather skills; vehicle dynamics and limitations; law enforcement motorcycle certifications; crash investigation training; traffic incident management (TIM); and teen and senior driver safety program(s). While the EVOC is mostly used for public-safety and academy cadet trainings (about 70% of the time), the HRLETF does also rent it out to approved private users and teen/senior driver safety groups, via a formal “*Private Terms-of-use Agreement*,” during times when it would otherwise sit vacant. Private events help offset costs and are necessary to fund ongoing maintenance and improvements. Agencies and private users must comply with all facility rules.

Scheduling, Contact & Notifications

Arlan Kluth, EVOC Facility Director
Office (303) 814-7097, Cell (720) 215-9810
akluth@dcsheriff.net
evoc@dcsheriff.net

Other HRLETF Representatives

Dave McCaslin, HRLETF Facility Director
Office (720) 344-4617, Emergency Cell (303) 210-9027
DMccaslin@CO.Arapahoe.co.us

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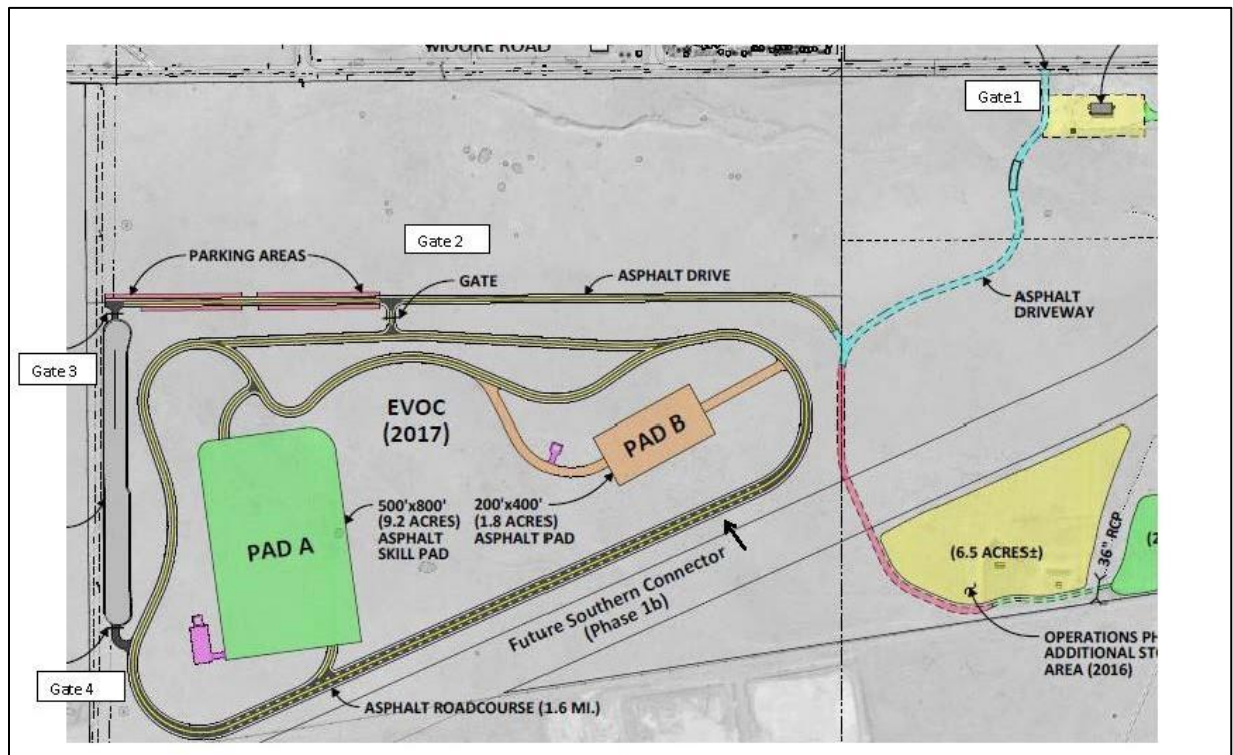
Emergency Services

South Metro Fire Protection District. Dial 911

**Douglas County Sheriff's Office
Dial 911. Non-emergency 303-660-7500**

Driver Training Facility Details:

Perimeter Driving Course		1.6 miles asphalt paved with .5 mile 4-lane section
Pad A	Cones onsite	Skills Pad: 9.2 acres asphalt paved
Pad B	Cones onsite	Skills Pad: 1.8 acres asphalt paved
TIM Area		2.2 acres concrete roadway (shared with CDOT)
Student Parking		At south end of Liniger Way
Restrooms		Port-o-lets at Student Parking, Skill Pad-A, & Skill Pad-B
GPS Coordinates	Entrance at 8500 Moore Rd.	N 39 48 7986 W 105 02 5956



Scheduling: EVOC usage must be specifically scheduled. Users may only use the part(s) of the EVOC for which they are specifically scheduled. Users are required to be at the facility at least 30 minutes before their scheduled start time to complete a safety check before training begins. Users may forfeit scheduled use of the facility if they do not arrive by the noted times. Agencies that want to use a forfeited training area must contact the HRLETF director before doing so.

Check scheduling availability at www.HRLETF.org/evoc/. To schedule instructional time, the user/agency must email or call the EVOC facility director (noted above).

Cancellations: Government users and approved private users who cancel a scheduled reservation(s) with less than 30 days written notice, to the EVOC facility director, may be subject to a non-refundable cancellation fee equal to 25% of the cost of their initial scheduled reservation (except in cases of severe weather that reasonably compel cancellation). All cancellations shall be in writing and effective upon receipt by the EVOC facility director.

If Douglas County or the HRLETF cancels a scheduled reservation for any unforeseen reason or act of God, then all monies paid by the user shall be refunded. Any liability of Douglas County or the HRLETF shall be limited to the fees paid by the user.

Damages & Security Deposits: Users will be held responsible for all damages and associated costs of any clean up and repair to the EVOC, its property, and equipment. All costs deemed necessary and incurred by Douglas County or the HRLETF for replacement and/or repairs caused by users will be billed to the user. Payment for cleanup and damages must be made within thirty (30) days after receipt of billing.

EVOC user fees are established based on established scheduling periods, as noted below. HRLETF public-safety agency members receive a discounted rate. User fees for public-safety agencies are listed at www.HRLETF.org/evoc/. User fees for other special events are established separately and available upon request by contacting the EVOC facility director.

Approved Private Event Users: Approved private users will be required to pay security deposit equal to 25% of their scheduled reservation fee. The deposit will be refunded if the facility is left in a clean state and there are no damages. The deposit shall be due and payable a minimum of two (2) weeks prior to the scheduled use. The deposit will be refunded, or applied to the user's reservation fee, if the facility and property are left in a clean state and there are no damages. The deposit shall be due and payable a minimum of two (2) weeks prior to commencement of the event.

Approved private users must provide all hospitality, security, clean-up crew and other personnel necessary to conduct the approved activities and to leave the facility in a clean and orderly condition, unless otherwise agreed to in writing by the EVOC facility director.

User Fees: The EVOC fee schedule is posted on our website at www.HRLETF.org/evoc/. Any question regarding fees should be directed to the EVOC Facility Director. The user can make payment electronically (purchase card or credit card) on the <http://hrletf.org/evoc/payment/> website. Or a check made payable to the **Douglas County Treasurer** can be mailed to: Douglas County Sheriff's Office, Attn: Diane Romero, Budget and Logistics, 4000 Justice Way, Castle Rock, CO 80109.

Once the user/agency has completed scheduling, payment, and the required waiver (noted below), the EVOC facility director will provide the user/agency with the combination code for the entry gates/equipment trailer.

Hours of Operation:

Monday through Friday – Opens at 08:00 hours; Closes at 21:00 hours

Scheduling periods in 6 hour increments:

1. 08:00 hours till 14:00 hours
2. 14:30 hours till 20:30 hours

Saturday and Sunday – Opens at 08:00 hours; closes at 18:00 hours

Scheduling periods in 5 hour increments:

1. 08:00 hours- 13:00 hours
2. 13:00 hours- 18:00 hours

Safety Plan & Requirements: The EVOC is secured by a series of four gates - # 1 – 4.

Before the start of any training, the agency conducting the training will designate a **Lead Instructor** who will:

- Ensure all participating instructors and students have a working knowledge of this safety plan and rules.
- Ensure students park personal vehicles in the designated parking area, outside GATE 2. The only exceptions are if a personal vehicle(s) is authorized as part of an approved private teen/senior driver training class or approved special event.
- Ensure there is adequate telephone communication for emergency response on site, or assign two people to respond to a telephone to call 911 in the event of an emergency
- Ensure there is cell phone or agency radio communication between instructors to coordinate training activities and ensure safety.
- Appoint at least one person as a Safety Officer, with the responsibility for safety oversight, emergency notifications, and other tasks that ensure compliance to this plan.
- Appoint at least two persons to respond to the entry area to “guide in” emergency responders in the event of an emergency.
- Ensure that a first aid kit is readily available.
- Agency instructors are encouraged to share training cone configurations and driver training curriculum whenever possible and permissible, to help ensure training consistency and facility safety.

The EVOC has basic emergency first aid and other safety/training equipment available during operational hours only (fire extinguishers, AED, first-aid kit); however, it is encouraged that each agency be responsible for providing their own equipment for which they were trained.

It is not our intent to interfere in an agency’s training, standard operating procedures, or policies, unless it affects the effectiveness of this safety plan or the overall safety of the EVOC. It is our intent to keep the EVOC as safe as possible for everyone. We may record the actions and movement of personnel, vehicles and any use of facilities via security camera locations. These cameras are for everyone’s safety and security.

Each agency and student must make every reasonable effort to comply with the intent of this safety plan.

Serious Injury or Illness: In the event of an injury or illness to anyone:

- The **Lead Instructor, or their designee** will ensure first aid is started.
- **The Lead Instructor** will ensure that emergency medical personnel are notified. **The use of 911 is the fastest and best way to call for help.**
- **Lead Instructor** will ensure that designated persons proceed immediately to an area near the incident and to the EVOC entrance 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.**
- The **Lead Instructor** will notify the EVOC facility director as soon as practical.
- In the event of any training-related death, all training shall immediately stop. Training may resume only after the **Lead instructor/user** advises and the EVOC facility director and the HRLETF has ensured that the program is operating in compliance with facility rules.
- In the event of any training-related death to any student, instructor or bystander during a Colorado P.O.S.T. academy or driving instructor certification course, all training shall immediately stop. Once the scene is safe, the **Lead Instructor** shall notify the Colorado P.O.S.T. as soon as practical. Training shall not resume until Colorado P.O.S.T. has completed their investigation.

First Aid & Emergency Equipment:

Latitude- N 39 48 2358 / Longitude- W 105 02 1231

Capabilities	Yes/No	Note
1st aid kit	Yes	Skill Pad-A (inside storage unit)
Telephone	No	
Fire extinguisher	Yes	Skill Pad-A (inside storage unit) Skill Pad-B (inside shade structure)
(AED) Automated External Defibrillator	Yes	Skill Pad-A (inside storage unit) * Lock code is same as for GATE 2

Facility Safety & Training Equipment EVOC safety and training resources must be put away completely and properly. Damage to any equipment or the facility must be reported promptly to the EVOC facility director as required. This equipment is available for government users only, unless approved by the EVOC facility director.

<u>Equipment</u>	<u>Location - Note</u>
Cones and Cone Trailers (requires a 2" trailer hitch ball)	Skill Pad-A Skill Pad-B (near shade structure)
Portable Air Compressor & Generator	Skill Pad-A (inside storage unit)
Floor Jack & tire changing tools	Skill Pad-A (inside storage unit)
Traffic lane-change light system	Skill Pad-A (inside storage fence)
Portable Radar Speed Sign	Skill Pad-A (inside storage fence)

Several standard cone layouts may be marked on the pavement. Cones are stored on cone trailers. Users must supply their own vehicle with a 2" hitch ball to move the cone trailers around the EVOC. Use of EVOC equipment and tools shall only be used by authorized and trained personnel. **All traffic cones will be removed from the Road Course, Skill Pad-A and Skill Pad-B and stored on the trailers at the end of training during the following time period; October 15 – April 15.**

***** IMPORTANT Safety & Operational Rules ***** All Users shall adhere to these rules and protocols, Failure to comply may result in the suspension or termination of EVOC use.

1. Personal use of the facility is PROHIBITED. Any prohibited uses of the facility may be excepted only by the express written authorization from the DCSO or EVOC facility director.
2. This is a NO SMOKING FACILITY and NO OVERNIGHT CAMPING.
3. Students and instructors should bring plenty of water and monitor themselves for signs of heat exhaustion.
4. Users shall perform a safety briefing covering facility safety rules and procedures before use of any program area or EVOC equipment.
5. The EVOC will accommodate most law enforcement vehicles including sedans, SUV's, pickup trucks, PIT cars, motorcycles, and bicycles. It will also accommodate some larger vehicles, weighing less than 35,000 pounds GVWR, such as fire agency vehicles, school buses, and unloaded commercial vehicles.
6. Any vehicle with a GVWR greater than 35,000 pounds must be approved by the EVOC facility director.
7. Prior to using the EVOC, government-agency users must agree to the conditions and provide a signed **EVOC Intergovernmental Terms of Use Agreement**. This is available at www.HRLETF.org/evoc/. Completed and signed agreements may be scanned and emailed to the EVOC facility director.
8. Prior to using the facility, every non-government user that is authorized to use the EVOC must first agree to the conditions and provide a signed **EVOC Individual Release, Indemnity, and Assumption of Risk Agreement**. This includes compliance with all insurance requirements as stated in the agreement. This is available at www.HRLETF.org/evoc/. Completed agreements may be emailed to the EVOC facility director.
9. Any user that accesses the EVOC after hours of operation must first notify the Douglas County Sheriff's Office Dispatch Center at 303-660-7500.
10. Parking will be in designated parking area(s) only. No parking on any access road at any time.
11. Personal vehicles are not allowed on the EVOC training roadways or skill pads, unless specifically permitted by the user's Lead Instructor. Any personal vehicle permitted by the Lead Instructor shall not be used as a training vehicle, with exception of teen/senior driving training classes.
12. Speed limits on entry roads must be adhered to, along with safe driving practices.
13. **The inner EVOC roadway that connects Pad A and Pad B is a required slow area, with a maximum speed limit of 35 MPH.**
14. An adequate number of instructors must be present during any training.
15. No student shall drive on the EVOC, or participate in any training activity, without a driving instructor present.
16. **On the EVOC section**, once training begins, and during the entire duration of any training, GATE 2 at the main entrance, must remain closed and locked to prevent accidents and injury.
17. **On the TIM area**, once training begins, and during the entire duration of any training, GATES 3 & 4 must remain closed to prevent accidents and injury.
18. Once training begins, students, instructors, or visitors who arrive after the gate(s) is closed are not permitted to enter (even if in a marked vehicle) without approval of an instructor.
19. For everyone's safety, students and instructors shall not play music or use a vehicle AM/FM radio while training is in session, unless that use is directed by an instructor.
20. Only one agency is permitted to train on the EVOC at any one time. The singular agency using the EVOC is permitted to simultaneously use all paved parts of the facility (Outer Perimeter Roadway, Skill Pad-A,

and Skill Pad-B) provided they have instructors present at all areas being used, who have phone or radio contact with each other, and who ensure there is no danger presented to each separate training area.

21. The TIM area and the EVOC can be used concurrently by different users, provided GATES 2, 3 & 4 are closed during training to prevent dangers to each of the two separate trainings.
22. Before beginning any training, and again after meal breaks, the Lead Instructor is responsible to ensure that the EVOC is checked to ensure no unexpected people or animals are present.
23. Noise is a significant concern to our neighbors. Every effort shall be made to prevent excessive noise. Open exhaust systems are prohibited. The primary maximum exhaust noise shall be a sound pressure level of 100dB “A” frequency weighted (dBA) measured on the fast response setting at 50 feet (+/- 2 feet) from the edge of the track pavement, and/or artificial markers indicating track edge.
24. The EVOC does not allow vehicles with excessively loud or altered exhaust systems unless specifically authorized by the EVOC facility director.
25. **The use of external emergency vehicle lighting is fine, but, the use of external sirens, air horns, and other loud sound equipment is prohibited.**
26. In the event of a crash during training, all training in the area will stop. Notify a driving instructor as soon as possible.
27. In the event of a vehicle crash that results in any injury and/or facility property damage (other than traffic cones), the Lead Instructor shall notify the Douglas County Sheriff’s Office, so a crash investigation/report can be completed. In an emergency dial 911; if a non-emergency, call 303-660-7500.
28. Notify the EVOC facility director in the case of any injury, property damage, or vehicle crash that occurs on site, however slight. This includes damage to roadway shoulders, fencing or grasses. The vehicle crash and property damage will be documented in a memorandum to include photographs and emailed to the Facility Director.
29. Vehicles damaged during TVI (PIT) training do not require a crash report or notification of the EVOC facility director, unless there is an injury to a person or damage to the facility. Follow your departmental policy for reporting requirements.
30. Users are responsible to ensure the safe condition of their vehicles used in training.
31. The EVOC does not provide training vehicles—those are the responsibility of the user agency.
32. Users must also provide their own agency-approved driving instructors.
33. Users may not permanently paint markings on the training roadway or skill pads. Chalk, flour, or roadway crayon marking are permitted. Autocross events can only mark road course with flour.
34. All areas and facilities are designated non-smoking.
35. No burning anywhere on site. If any a fire occurs, immediately call fire services, regardless of whether the agency/user was able to extinguish the fire.
36. The EVOC may not be used in any manner inconsistent with its designed and designated purposes.
37. There will be no possession of a firearm during any training scenario inside GATE #2 or on the TIM area. Those participating in any training scenario shall secure their firearms prior to any participating in such training. The Lead Instructor is responsible for ensuring compliance.
38. “Blue training guns” and or clearly marked non-functioning replicas are allowed in training scenarios.

39. All Instructors will be responsible for assuring that all firearms are managed in safe manner. This is not a firearms site and there will be no discharge of any firearm or use of any explosives or hazardous materials on this site. Weapons will not be left unattended or unsecured. *Remember*, we use inmate labor.
40. No student or cadet who is attending a Colorado P.O.S.T. Basic or Refresher Academy will be in personal possession of a firearm during any training while on the EVOC site.
41. Under no circumstances will anyone other than Colorado recognized law enforcement personnel be in possession of a firearm on the EVOC site. No firearms or live ammunition are allowed during training exercises. The Safety Officer is required to check every student to ensure that no live ammunition is present during training at the EVOC.
42. Loading or unloading of any firearm will only be done within the designated area.
43. Any discharge of a firearm whether intentional or unintentional will require a written report.
44. The use of this facility by anyone other than designated agencies/users must have prior approval of the EVOC facility director and have signed all necessary waivers.
45. Users shall not share gate or storage trailer codes with anyone not authorized to use the EVOC.
46. PIT or TVI training shall be performed on the four-lane EVOC perimeter roadway, or Skill Pad- A.
47. Use of the unimproved areas between designated training areas is strictly prohibited without approval.
48. Any person “on foot” shall be extremely aware of all activities and not place themselves in danger.
49. No equipment may be used by an individual if he/she has not been trained and authorized by their agency in the operation of that equipment.
50. Users may not alter the facility or do any plumbing, electrical, telecommunications, carpentry or mechanical work on any the part of the facility without prior written approval of EVOC facility director.
51. Absolutely no alcoholic beverages will be allowed on the facility, unless advance written approval is granted by the EVOC facility director or DCSO. Approval may be granted only after all facilities are closed and an authorized scheduled social event takes place.
52. No pets allowed on or adjacent to training areas and pets are discouraged in all other areas of this facility. Under no circumstances will pets be allowed off a leash without approval. This does not apply to “agency working dogs” under approval by the user agency.
53. There is no current user equipment storage or vehicle storage at the site.
54. Users may not, under any circumstances, sub-lease any part of the EVOC, equipment or materials owned by Douglas County or the HRLETF, without the prior written approval of the EVOC facility director.
55. All equipment and cones will also be returned to proper place after use. Cones shall be stored on the cone trailers. The cone trailers and cones may not be removed from the EVOC site.
56. Missing equipment or extensive clean up required by our staff may be charged to users over and above rental fees.
57. Remove all materials and trash from the training areas and place it in the appropriate containers when finished or at end of each day’s use. There is a dumpster available near GATE 1.
58. Lead Instructor/Primary User Representative must ensure the EVOC is returned to a clean condition and ensure GATES 1 -4 are closed and locked upon leaving the facility.
59. The Highlands Ranch Law Enforcement Training Foundation management, their designee or DCSO will provide enforcement of these regulations.

I/We _____ (the “User”) agree to follow the aforementioned EVOC Safety Plan and User Rules of the Douglas County Emergency Vehicle Operation Course (EVOC) located at 8500

Moore Road in Douglas County, Colorado. I/We agree to use the EVOC from DATE: _____ and TIME: _____ to DATE: _____ and TIME: _____.

Executed this _____ day of _____, 20____.

BY: _____ PRINTED NAME: _____
(Insert Name & Position of Signatory)

Date: _____

Agreement accepted by Douglas County:

By: _____ Date: _____