

2024

**189TH
REGIMENT
SMART
BOOK**



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BOOK**

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UNIT INFORMATION

Important Phone Numbers

ORGANIZATION	PHONE #
Police	(918) 487-5952
Emergency	(911)
Fire Department	Non-Emergency (918) 549-6010
Ambulance	(911)
DEERS / RAPIDS (ID Cards)	(405) 228-5645
Education Center	(405) 475-1500
Inspector General Office	(405) 228-5269
Military One Source	(800) 342-9647
Suicide Prevention	988, (800) 273-TALK (8255) Press 1
American Red Cross	(800) 733-2767
VA Medical Clinic	(405) 456-1000

Life-Threatening Emergencies: CALL 911 on any Landline

Be prepared to give the patient's information, symptoms, and location.

If you call 911 from a cell phone, immediately notify the dispatcher you are located on Camp Gruber Training Center

REGIMENT POINTS OF CONTACT

**189th Regiment RTI Operations NCOIC: SFC Christie 405-475-1310/
OPS OIC MAJ Buck: 405- 475-1402 (After Hours / Emergency)**

OKRTI Administrative Office Hours are 7:00 AM - 4:30 PM (Central) Mon - Fri and Drill Weekends

Admin Main Phone: (405) 475-1402 (S3); 405-475-1504 (S1); 405-475-1565; (CMT CRS MNGR);
405-475-1505; OCS CRS MNGER ; (405) 475-1310 (OPS NCOIC)

Admin DSN: 475-1565

**Computer Lab (bldg. 112) Hours are 7:00-4:30 Central, Monday-Thursday and Drill Weekends
(405) 475-1443**

Billeting

Voice: (918)549-6067 or (918)549-6065

DSN: 312-628-6067 or 312-628-6065

Billeting staff duty hours are 6:00 AM - 9:00 PM (Central) Mon - Fri and Drill Weekends. The Registration Desk is **not** manned 24 hours a day, you are required to arrive and depart the OKRTI within the designated operating hours. However, if due to an emergency such as a flight change or delay, you are unable to arrive within the designated hours of operation, you must contact the billeting office and let them know your new arrival or departure times (24 hour advance notice is expected).

Regiment Mailing Address

189th RTI Oklahoma
ATTN: **RNK L-NAME, F-NAME**
6000 HWY 10
Braggs, Ok 74423

Mission Statement

The 189th Regional Training Institute (RTI) provides an educational atmosphere, professional leadership and staff, and highly qualified instructors in order to facilitate Comprehensive Medical Training (CMT), Officer Candidate School (OCS), and to provide White Cell support for missions as directed by the G3.

Unit History

The 189th Field Artillery Regiment began organizing in the early 1920s as a formation of the Oklahoma National Guard and was made organic to the 45th Infantry Division when it was organized. The 189th Field Artillery Regiment (consisting of two battalions of 155mm howitzers - truck drawn) was inducted into Federal service on 16 September 1940 and stationed at Fort Sill, Oklahoma. The 189th Field Artillery Regiment moved to Camp Barkley, Texas on 6 March 1941. On 11 February 1942, the regiment split into two separate battalions, the 1st Battalion, 189th FA Regiment retained the number and remained with the 45th Division. The 2nd Battalion, 189th FA Regiment was re-designated as 202nd Field Artillery Regiment and was assigned to General Headquarters Reserve. The 202nd Field Artillery Regiment was further reorganized on 1 March 1943 when the 1st Battalion was re-designated as the independent 202nd Field Artillery Battalion and the 2nd Battalion became the 961st Field Artillery Battalion. The 189th served in Sicily, Italy, France, and Germany during WWII, receiving the Presidential Unit citation for action on the Salerno Beachhead. The 189th was recalled to active duty in 1950 with the 45th Infantry Division and served in Japan and Korea.

The OKRTI today provides instruction in Common Faculty Development-Instructor Course (CFD-IC), Comprehensive Medical Training (CMT), and Officer Candidate School (OCS).

COMMAND PHILOSOPHY

Purpose: The purpose of the 189th RGT is to provide and conduct CMT, OCS, white cell support, and technical training courses by maintaining TRADOC accreditation standards in support of Total Army School System (TASS) and our RTI, thereby producing highly trained, technically advanced Soldiers, and Officers.

Vision: To create an academic climate which promotes proficiency and career progression for our students and instructor team, while remaining family oriented. To foster an environment providing continuous improvement with a focus on METL tasks, instructor certification, and school accreditation through mutual cooperation, technology, mission, enthusiasm, and passion, with the intent on producing highly trained, technically advanced Soldiers.

Mission: The Regional Training Institute (RTI) Training Regiment programs and provides institutional training within assigned Career Management Fields (CMF's), NCOES, OCS, and WOCS missions based on the collective requirements identified by the NGB-ART-I (Individual Training Branch), the Army Program for Individual Training (ARPRINT) for the Army National Guard, the United States Army Reserve (USAR), the Active Component (AC), and the Subject Matter Expert (SME) Regiment in support of the Army's Modular Force. The Training Regiment provides coordinating authority, quality assurance (QA), and scheduling and accreditation oversight for functionally aligned units

within TASS. The Training Regiment provides for the review and development of associated TATS courseware in response to the Army's training needs and the Contemporary Operating Environment (COE). Additionally, the Training Regiment provides operational, training, administrative, logistical, and resource management support as required to accomplish the mission to train the Army Warrior within each respective State or Territory as specified and approved by The Adjutant General (TAG).

Values: We are an organization that is committed to excellence, providing quality education and leadership opportunities in an environment characterized by loyalty, duty, respect, selfless service, honor, integrity and personal courage.

Loyalty is the faithful adherence to a person, unit, or Army. It is the thread that binds our actions together and causes us to support each other, our superiors, our family, and our country.

Duty is the legal or moral obligation to accomplish all assigned or implied tasks to the fullest of your ability. Every Soldier must do what needs to be done without having to be told to do it.

Respect is treating others with consideration and honor. It is the ability to accept and value other individuals.

Selfless Service is placing your duty before your personal desires. It is the ability to endure hardships and insurmountable odds because of love of fellow Soldiers and our country.

Honor is living up to the Army Values. It starts with being honest with one's self and being truthful and sincere in all of our actions.

Integrity means to firmly adhere to a code of moral and ethical principles. Every Soldier must possess high personal moral standards and be honest in word and deed.

Personal Courage is overcoming fears of bodily harm while performing your duty. Moral courage is overcoming fears of other than bodily harm while doing what is right even if unpopular.

Standards of Conduct

Per the Adjutant General of Oklahoma Policy Memorandum 23-04 dated 19 January 2023, military personnel may not consume alcohol in any form while on duty status. Personnel in uniform may not go into establishments that make more than 50% of their profits selling alcohol. No alcoholic beverages allowed except in designated areas and no controlled substances or illegal non-prescription drugs in any area. Violation results in dismissal action. This is a privilege and Soldiers are expected to act responsibly. Any student who acts irresponsibly or is involved in an alcohol related incident will be released from the course.

No personal weapons (i.e., firearms, knives, brass knuckles, etc.). Weapons discovered after in-processing require confiscation, notification of authorities, and dismissal from the course.

No fraternization between students and cadre/staff.

Appearance: The standard for personal and uniform appearance is AR 670-1.

All students are required to have superior personal appearance at every course.

The training schedule lists the required duty uniform for each day.

SGLs will wear the same uniform as the students when appropriate.

Class conduct:

SGLs will teach and conduct classes IAW POI provisions and directives from the course manager.

Students who want to raise a complaint and/or offer constructive criticism are encouraged to submit their written ideas.

Student absences: Absent students are responsible for material they miss, and absence does not excuse the student from any portion of any examination. The TASS Regiment will consider a student for disenrollment who is absent (with or without leave) for more than 4 hours of cumulative training time. This time cannot be personal time, but must be considered an emergency to be approved by the SGL or SSSL. Academic time missed will be documented on DA Form 4856.

Absent without leave (AWOL):

A student who is late for any class, duty, ceremony, etc., without permission of the Soldier in charge, may be considered AWOL.

Disciplinary review for dismissal is mandatory for AWOL students. If dismissed, the TASS Regiment will immediately notify the student's unit.

Study periods: Students must be present at mandatory study halls in the prescribed uniform with the required materials.

Honor Code: Staff members and students will comply with the following:

Tell the truth;

Keep their word;

Give their best and honest effort to all tasks;

No Cheating;

Respect the rights of everyone;

Report violations of the Honor Code

Violation of the Honor Code will result in review for dismissal.

Discipline and dismissal: The Regimental Commander may dismiss students for reasons listed elsewhere in this SOP. In addition Battalion Commanders may impose discipline and/or dismiss students for the following reasons:

Violations of the UCMJ;

Violation of Civil Law;

Violation AR 27-1(Legal Services, Judge advocate legal services)

Violation of 189th Regiment policies, standards and directives;

Giving or seeking assistance from any Soldier except the staff proctor during an examination;

Failures to meet the academic standards of a course POI include:

Not completing assignments.

Not achieving the minimum score per the course Student Evaluation Plan (SEP) on written examinations, or achieving a GO on hands-on evaluations. Re-tests will be administered IAW POI and TRADOC regulatory guidance.

Voluntary Relief: Students may ask for relief from a course by written request through the SGL, to the Battalion Commanders. Until approved, students must continue to constructively participate in the course.

ALC (ARMY LEARNING CONCEPT 2020-2040) **TR PAM 525-8-2 (February 2024)**

Recent operations indicate that an era of persistent conflict will place greater demands on Soldiers and leaders to execute full-spectrum operations in complex, uncertain environments. TRADOC Pam 525-3-3, with its theme of operational adaptability, is the foundation for ALC 2030-2040. TRADOC Pam 525-3-3 places greater emphasis on the capability of leaders and Soldiers to be the instruments of adaptation in executing full-spectrum operations, rather than relying solely on superior technology. It describes operational factors that have profound implications for the Army's learning model.

Operational Factors:

1. Full-spectrum operations
2. Adaptability
3. Decentralization
4. Mastering fundamentals
5. Culture and language
6. Capitalizing on experience

Learner-centric learning environment

Context-based, collaborative, and problem-centered instruction. Classroom learning will shift from instructor-centered, lecture-based methods to a learner-centered, experiential methodology. Engaging the learners in collaborative practical and problem solving exercises that are relevant to their work environment provides an opportunity to develop critical 21st century Soldier competencies such as initiative, critical thinking, teamwork, and accountability along with learning content. Student's master knowledge and comprehension level learning objectives outside the classroom through individual learning activities such as reading, self-paced Technology-delivered instruction or research. Collaborative learning activities, discussion, identification of problems, and solving those problems is done in the small group classroom environment. This learner-centered instructional approach encourages student participation and puts the instructor in the role of a facilitator. Facilitators are responsible for enabling group discovery. Students and facilitators construct knowledge by sharing prior knowledge and experiences, and by examining what works and what does not work. The collaborative adult learning environment is nonthreatening; mistakes can be made as students weigh courses of action and as the facilitator guides the group to recognize better solutions.

21ST CENTURY SOLDIER COMPETENCIES: assess the relevant Competencies and give feedback to the students

- 1) identify the relevant Competencies based on the learning objective(s)
- 2) design assessment tools that allow instructors to observe the Competencies during the lesson exercises as well as give feedback to the students

LEARNER-CENTRIC: replace an instructor-centric approach with one that provides the instructor with flexibility and the students with responsibility

- 1) flexibility – allow the instructor to vary his/her approach to the lesson based on the learning needs, skills, and experiences of the students
- 2) responsibility – create opportunities for the students to teach each other, lead discussions, apply what was learned, and critique each other's performance

BLENDED LEARNING: carefully identify the nature of the topic then choose a mode and time in the lesson to embed a technology solution

- 1) determine if you need a solution with a long shelf life or something "Just-In-Time"
- 2) choose a mode that gives students the proper learning experience
- 3) choose a time within the lesson to embed technology so that it will add value

SKILLED FACILITATORS: professionally develop instructors & training developers so they can create engaging and meaningful learning experiences

- 1) select good instructors and training developers then provide them with opportunities to learn how to create and deliver lessons that establish a positive learning environment, encourage discussion and reflection, and ensure students *display* content mastery
- 2) streamline lesson plans and PowerPoint presentations so that they provide guidance, not scripts

ALM2025 INTERPRETATIONS

	Interpretation
21ST Century Soldier Competencies	Identify the Competency as a component of the learning objective; Evaluate it during student exercises
	Have the student explain why they think certain Competencies relate to the lesson topic or were identified in the learning objective
Blended Learning	<ul style="list-style-type: none"> • Select the right purpose (e.g. short- or long-term) • Select the right mode (e.g. IMI, videos) • Select the right time (e.g. pre-lesson, during lesson)
	Provide students with online exercises, resources that require them to purposefully use the iPad/tablet devices
	Provide students with online exercises they can do independently (e.g. IMI)
	Phase 1/homework content is applied/reinforced/discussed during Phase 2/class
	Same IMI product is: <ul style="list-style-type: none"> • Used by 30 skill level course as a refresher • Used by instructors to prepare for being on platform • Is “advertised” and accessible to FORSCOM as reach back
Learner- centric	Based on what the students already know/can do, the instructor adjusts the breadth and depth of the lesson
	The students will review specific course materials as homework then come to class and teach each other what they have learned using “peer instruction”
	Students engage in team exercises and receive 360 feedback from their peers, team members, self, and instructor
	At the end of the lesson the instructors asks questions that push the students to summarize the key points for themselves
	Provide end of lesson scenario exercise that allows students to create COAs and justify them (e.g. address 1 st , 2 nd , 3 rd order effects of COA on the COE variables)
Skilled “Facilitator”	Streamline content presented on slides; few bullets/talking points, simple graphics or tables
	Provide face-to-face learning opportunities for instructors that will prepare them to lead discussions, ask questions that force students to think critically
	Change LSAs to include: “talking points” w/ references identified, possible discussion questions, what aspects of the LSA students find most challenging to get/do

Some Characteristics of a Learner-Centric 2015 Learning Environment

Context-based, facilitated, problem solving team exercises

Blended Learning

Single Portal to Digital Learning Resources

*Regional Learning Centers
(Satellite schools at unit locations)*

*Virtual Training Environments
(e.g. JTCOIC-Training Brain)*

Adaptive Learning, Intelligent Tutors

*Soldier Created Content
(Wikis, Blogs, Apps, etc.)*

Mobile Learning, dL Modules



*Performance Support Apps
(Mobile Digital Devices)*

*Assessments, Evaluations
(Rigor & Relevance)*

*Peer-Based Learning
(Digital Social Networks)*

Self-Structured Learning

*Tracking & Feedback
(Army Career Tracker)*

Enables Career-Long Learning -- Supports a Learning Army

Center for Army Lessons Learned
Website:
<https://call2.army.mil/Default.aspx>



COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIR)

NOTIFY CHAIN OF COMMAND IMMEDIATELY:

- A. Death or serious injury to assigned Students and 189th RTI Soldiers.
- B. Serious incident or accident involving: Students, Cadre, Staff, and/or Equipment.
- C. Terrorist Threat/Active Shooter
- D. Loss or theft of a laptop computer and/or documents containing Personally Identifiable Information (PII).
- E. Any loss by a Soldier and/or student of a sensitive item or classified material.

OPSEC CRITICAL INFORMATION LIST

Critical information (noun): specific facts about friendly intentions, capabilities, or activities vitally needed by adversaries for them to plan and act effectively so as to guarantee failure or unacceptable consequences for accomplishment of friendly objectives.

- (a) Personal Information / Documents (examples: student / instructor files.
- (b) Computers (maintain security awareness of workstation)
- (c) Duty schedules
- (d) Status of deployed personnel and equipment of the state
- (e) Training schedule distribution
- (f) Test Control Procedures / Policies
- (g) Travel itineraries
- (h) Security / Counterterrorism / Force Protection procedures

**OPSEC OFFICER SFC Christie
(405)- 475-1310**

OPSEC: WANT TO KNOW MORE?



SCAN HERE WITH YOUR
MOBILE DEVICE WITH QR
CODE READER SOFTWARE

You "DO" OPSEC
www.opsecprofessionals.org



All Incidents Should Be Reported To The Chain Of Command IMMEDIATELY!!

Instructor will notify Chain of Command and SIR will be submitted

Serious Incident Report

Serious incident (noun): an actual or alleged incident, accident, misconduct, act, or condition (either criminal or noncriminal) that warrants timely notice to DA because of its nature, gravity,

publicity, or potential consequences. The incident should be reported despite the rank or position of the personnel involved homeland defense mission.

To initiate a SIR:

1. Notify **Instructor NCOIC**
2. Be prepared to relay the following information:

WHO

Include all personnel involved
Full Name
Status (Student / Cadre, Other Soldier, Civilian, etc.)
Duty Status (On duty / Off duty)
Gender
Age

WHAT / WHY

Summary of Incident (As much detail as possible)
Media (Any media involved? If yes, to what extent?)
Vehicle information (if accident – Make / Model, PPE, Speed)
Substance (Any Alcohol / Drugs involved)

WHEN / WHERE

Date of incident (and any status updates)
Time of incident (and any status updates)
Location of incident

3. Instructor will notify Chain of Command and SIR will be submitted.

All Serious Incidents Should Be Reported To The Chain Of Command IMMEDIATELY!!

Suicide Prevention

Suicide prevention (noun): a program that rests upon proactive, caring and courageous people who recognize the imminent danger and then take immediate action to save a life. Active engagement of everyone helps to minimize the risk of suicide within the Army to stop this tragic and unnecessary loss of human life. Suicide prevention is everybody's business in The Army.

Warning Signs & Risk Factors

Be Vigilant When:

1. Withdrawal from friends
2. Problems with spouse / or significant other
3. Lost their job or home
4. Leaving the service

Seek Immediate Help When:

1. Talk or hint of suicide
2. Express a desire to die
3. Finalizing personal affairs
4. Giving away personal possessions

Risk Factors:

1. Substance abuse
2. Relationship problems
3. Work related problems
4. Significant loss (loved one)
5. Pending NJP or career setback
6. Sense of hopelessness
7. Depression



Ask your buddy

- Have the courage to ask the question, but stay calm
- Ask the question directly: Are you thinking of killing yourself?

Care for your buddy

- Calmly control the situation; do not use force; be safe
- Actively listen to show understanding and produce relief
- Remove any means that could be used for self-injury

Escort your buddy

- Never leave your buddy alone
- Escort to chain of command, Chaplain, behavioral health professional, or primary care provider
- Call the National Suicide Prevention Lifeline

TA - 095 - 0510

National Suicide Prevention Lifeline:
1-800-273-8255 (TALK)

USAPHC <http://phc.amedd.army.mil/>



EQUAL OPPORTUNITY / SEXUAL ASSAULT / SEXUAL HARASSMENT DEFINED

Equal Opportunity: the right of all persons to participate in, and benefit from, programs and activities (for example, career, employment, educational, social) for which they are qualified. These programs and activities will be free from social, personal, or institutional barriers that prevent people from rising to the highest level of responsibility possible. Persons will be evaluated on individual merit, fitness, and capability, regardless of race, color, sex, national origin, or religion.

Sexual Assault: intentional sexual contact, characterized by use of force, physical threat or abuse of authority, or when the victim does not or cannot consent. Consent should not be deemed or construed to mean the failure by the victim to offer physical resistance. Additionally, consent is not given when a person uses force, threat of force,

coercion or when the victim is asleep, incapacitated, or unconscious.

Sexual Harassment: a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when submission to, or rejection of, such conduct explicitly or implicitly affects an individual's employment, work performance, or creates a hostile or intimidating work environment.

**Sexual Assault Awareness
& Prevention Month**

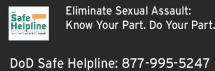
Scan this QR Code
for more information

SAAPM
2015



**NOT IN MY SQUAD.
NOT IN OUR ARMY.
WE ARE TRUSTED
PROFESSIONALS.**

Our team is built on the bedrock of trust, with dignity and respect as the cornerstone of our unit. By living the Army Values, we are holding ourselves and others accountable. We are a force in the fight to protect our team.



<http://www.sexualassault.army.mil> <http://www.armyg1.army.mil/eo>

EQUAL OPPORTUNITY / SEXUAL ASSAULT / SEXUAL HARASSMENT COMPLAINT

Soldier's responsibilities when filing a complaint:

- Advise the command of the specifics of sexual harassment and unlawful discrimination complaints and provide the command an opportunity to take appropriate action to rectify/resolve the issue.
- Submit only legitimate complaints and exercise caution against unfounded or reckless charges.
- It is recommended that you attempt to resolve the complaint by first informing the alleged offender that the behavior must stop.

To file a complaint:

1. Notify the Instructor NCOIC
If your complaint is against the Instructor NCOIC, go to next level in your chain of command (Course Manager, Chief Instructor).
2. Notify the **EO Advisor SFC Logan- (405) 228-5569**

Informal complaint (Complaint is NOT filed in writing)

- Report inappropriate behavior without initiating a full investigation
- Appropriate for minor infractions; victim simply wants behavior to stop
- Formal complaint (Complaint is filed on DA 7279 / NGB 333)- Formal complaints require specific actions, are subject to timelines.

Accidental Exposure

Accidental exposure (noun): a specific eye, mouth, mucous membrane, non-intact skin, or contact with blood or other potentially infectious material (OPIM) through routes such as needle stick and direct contact that results from performance of a Soldier's duties.

Upon incident:

1. Immediately **report exposure** to the Instructor. The incident will be reported further to the Chief Instructor, Safety Officer, and State Safety Office. Soldiers must report incident directly to their command.
2. Soldier is referred to a medical provider immediately for **medical evaluation**. This will include:
 - Documentation of route(s) of exposure
 - Circumstances under which the exposure occurred
 - Identification / documentation of the source / individual
 - Blood test will be conducted
3. Soldier will be prescribed post-exposure prophylaxis when indicated. The Soldier will receive results of blood test and will be offered counseling and medical evaluation / treatment for any medical condition resulting from the exposure to blood or OPIM.

Sick Call Procedures

1. **Notify** student chain of command of injury / illness. Student chain of command notifies Instructor NCOIC.
2. Instructor ensures completion of **DD Form 689** (Sick Call Slip) and arranges transportation for student to the VA Medical Clinic or another area hospital.

3. Student ensures **DA Form 2173** (Statement of Medical Examination and Duty Status, or “LOD”) is completed by attending physician.
4. Student **returns medical documents** and DD Form 689 from Medical Center to instructor and report to student chain of command.
5. Instructor coordinates with HRNCO for injury / illness requiring Line of Duty packet completion.

WORK ORDER FOR BILLETING AND CAMPUS REPAIRS OR DEFICIENCIES:

1. Students staying in the billets at the RTI please report any deficiencies with your room to the billeting front desk or number 918-549-6067.
 - a. Immediately CGTC Billeting Front Desk:
 - b. For any personnel noticing deficiencies or repairs needed on the CGTC campus:
 - c. Immediately Notify Instructor of deficiency, they will then notify the Regiment S-3.
 - (1) Instructors can Notify:
 - (a) Facilities 24/7 hotline to create work order 918-549-6069



SAFETY

Risk Management

Risk Management Principles:

- Integrate Risk Management into all phases of missions and operations.
- Make risk decisions at the appropriate level.
- Accept no unnecessary risk.
- Apply the Risk Management Process cyclically and continuously.

Do not be a risk averse – identify and control hazards then complete the mission!

Deliberate Risk Assessment Worksheet Process:

- Identify Subtask/Sub step of Mission/Task
- Assess Hazards
- Develop Controls and make decisions
- Implement Controls
- Supervise and Evaluate

Residual Risk Approval:

- High risk: 06 level commanders or equivalent, as designated by the Senior Commander.
- Moderate risk: 05 level commanders or equivalent grade
- Low risk: 03 level commanders

Safety Checklist:

- Has the Deliberate Risk Assessment Worksheet (DRAW) DD Form 2977 been completed and approved by the proper signature authority?
- Are the Deliberate Risk Assessment Worksheets, TSP, lesson plan, and field manual(s) available at the training site?
- Are you meeting I/S ratio listed in TSP?
- If I/S ratios are not met, has the Deliberate Risk Assessment Worksheet been updated?
- Has the primary instructor completed Risk Management training?
- Does the DRAW reflect current conditions?

ACTIVE SHOOTER PLAN

Active shooter (noun): one or more subjects participating in a shooting spree, random or systematic with intent to continuously harm others. An Active Shooter may be a current or former employee associated with the US Army, such as a Soldier, Contractor, or Family Member, or an individual not directly associated with the Army.



ACTIVE SHOOTER/ASSAILANT

- If possible, evacuate the building where the active shooter is located immediately, leave belongings behind, keep your hands visible and follow any orders from Law Enforcement officers, when possible call 911 & notify the JOC (5061).
- If possible, close doors & AA&E vaults as you exit.
- If a safe evacuation is not possible; clear the hallway immediately, if you are in an office stay there and close and lock the doors as well as barricade the doors if possible. Stay away from windows. Remain calm and quietly call 911 & notify the **JOC (5061)**.
- Do not leave or unlock the door to see what is happening.
- As a last resort and only when your life is in imminent danger, attempt to disrupt or incapacitate the active shooter.
- Act as aggressively as possible against the active shooter.
- Evacuate the room only when authorities have notified you officially
- Throw items and improvised weapons.
- Start yelling and commit to your actions.

Evacuate the room only when authorities have arrived and instructed you to do so.

Life-Threatening Emergencies:

CALL 911 on any Landline

Be prepared to give the patient's information, symptoms, and location.

Evacuation Plan

Fire:

1. If alarm has not sounded, **shout "FIRE" three times** in a loud and distinct voice (FIRE! FIRE! FIRE!) and shout the location of the fire.
2. **Evacuate Building** in an orderly manner using designated egress route to prevent congestion of exits
3. **Consolidate in Assembly Area.** The Assembly Area is located in the grass field on the South side of the building across the road, and on the south side of the pond.
4. **Call Fire Department, 911** if RTI Staff has not already done so.

If you call 911 from a cell phone, immediately notify the dispatcher you are located on CGTC campus.

5. The senior NCO will conduct a head count of personnel at the Assembly Area (**Pavilion**) and **ensure accountability** of personnel not present is accurate.

Notify Fire Department personnel immediately of any person(s) not accounted for.

Shelter Plan

High Winds / Tornado:

1. If staff is unaware of severe weather and you witness a tornado touch down, **shout "TORNADO" three times** in a loud and distinct voice (TORNADO! TORNADO! TORNADO!)
2. Immediately **seek cover** in the center-most room of the building. Avoid windows if at all possible.
3. **Check for injuries** and report to your supervisor for accountability after the tornado passes.
4. The senior NCO will conduct a head count of personnel at the Assembly Area (**Pavilion**) and **ensure accountability** of personnel is accurate.

Electrical Storm:

1. If a severe storm is accompanied by lightning in close proximity, **seek cover** in the center-most room of the building. Avoid windows if at all possible.
2. The senior NCO will conduct a head count of personnel at the Assembly Area and **ensure accountability** of personnel is accurate.

Request for Pass / TRiPS

Complete a DA Form 31 (Request and Authority for Leave):

1. Form can found at <http://armypubs.army.mil/eforms/>
 - Blocks 2, 3, 4, 5: Fill in your information.
 - Block 6: Fill in your Destination Address and a phone number you will be able to be reached at.
 - Block 7: Check "Other" and fill in "Pass," or check "Emergency" if applicable.
 - Block 8: Fill in the unit information.
 - Block 10: Dates of the requested pass.
 - Block 11: Signature.
2. Submit the form to your Instructor NCOIC for approval

ACRONYMS

DIME

Diplomatic, **I**nformational, **M**ilitary, **E**conomic

PMESII-PT

Political, **M**ilitary, **E**conomic, **S**ocial, **I**nformation, **I**nfrastructure - **P**hysical Environment, **T**ime

METT-TC

Mission, **E**nemy, **T**errain and weather, **T**roops and support available - **T**ime available, **C**ivil considerations

SWEAT-MS **S**ewage, **W**ater, **E**lectricity, **A**cademics, **T**rash – **M**edical, **S**ecurity



PMESII-PT Crosswalk

