

# Setting Up A Class A Control Area for the Safety Officer

- Determine the goal of your training based on pre-written scenarios
- Determine the synthetic setting that will most realistically approximate the operational setting for a real-world situation if it involves scenarios
- Choose the devices (Color Code Condition Devices) that will accomplish the training objectives and fit within the chosen setting
- Cordon the area and post signage indicating the presence of training and to restrict access
- Search the exterior of the setting for any hazards – note the hazards and mitigate them
- Search the interior of the setting for any hazards – note the hazards and mitigate them
- Set up your Control Area – Inner and Outer Sanctums
- Activate your Training Plan using the Training Notification Form (informing agencies with jurisdiction over the area that training is commencing)
- Choose your Designated Search Point
- Perform any necessary briefings to Staff and Observers and initiate CLEAR inspections on all Staff, including a CLEAR inspection on the Safety Officer and/or Safety Coordinator
- Issue any gear, props, equipment and any necessary Personal Protective Equipment (PPE) to Training Staff and Observers so that they can prepare their individual training site(s)
- Once the site(s) are ready to be declared ACTIVE, turn on any Site Activation devices attached to any signage (such as flashing lights) after which Students can be invited into (or through) the Designated Search Point for their individual CLEAR inspections and Safety Clearance Indicator issuance
- Search the Students as per the Safety Inspection Guidelines and issue and necessary Safety Clearance Indicators to those who have been searched

- Brief the Students on any valid and necessary items identified on the Student Safety Briefing
- Issue any necessary training devices and required PPE to the Students
- Turn the Students over to the Exercise Controller(s) for commencement of the training
- Receive new Students on a rotational basis (if training day has a constant flow of trainees), repeating 12 – 15
- Receive Students that have completed the training back into the Outer Sanctum for the return of any issued gear (inventoried), and if departing the Class A Control Area, the return of any Safety Clearance Indicators and deliver the End of Training Statement prior to any departures to ensure everyone understands **Training Is Over**.
- Return any temporarily sequestered equipment taken from the Students back to them
- Prior to any departure, perform READY checks (*purposeful* mutual gear inspections) on any of the departing Students or Observers and their gear to ensure **NO** training items remain in operational carriers, and that individuals who are departing are READY.
- At the conclusion of the training session, be available for any private questions
- Clean the training area for anything left behind including trash and spent casings (and of cleaning surfaces of any marking compound if marking munitions were used)
- Detail any damages caused to ensure repair of any damage or forward reporting of any discovered hazards
- Final inventory and packing of equipment including the removal of signage
- Close your Training Plan with any agencies that have been contacted prior to the training to ensure they know you are leaving the area and any subsequent calls for service can be treated as valid