

NROTCUAINST 1601.16

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NROTC UNIT UNIVERSITY OF ARIZONA INSTRUCTION 1601.16

Subj: TRAINING TIME OUT AND DUTY DRIVER

Ref: (a) NSTC 1500.13
(b) MCO 5100.29B
(c) MCRP 3-40.3B

Encl: (1) Duty Driver Checklist
(2) Overlay of Medical Route

1. Purpose. This instruction establishes the general safety procedures for Naval Reserve Officer Training Corps, University of Arizona (NROTC).

2. Discussion. These safety policies are established for the following purposes: (1) to establish general safety precautions that, when followed, make for the safest training environment possible for the Naval Reserve Officer Training Corps, the University of Arizona, (2) to clearly establish Training Time Out (TTO) doctrine, (3) to lay out the procedures for calling and reacting to TTOs, and (4) to clearly establish the Duty Driver duties and responsibilities for the Naval Reserve Officer Training Corps, the University of Arizona.

3. General Safety Policies.

a. It is incumbent upon both the Student Chain of Command and the Active Duty Chain of Command to be ever mindful of safety during PT events and other BN Operations.

b. BN Staff Tasks:

(1) BN CO. Assume ultimate responsibility for the safety of BN functions and reserves the right to assume the responsibilities of the SAFO in their absence. Ensure all safety procedures are in place prior to beginning any event.

(2) BN XO. Assume responsibility for keeping up to speed on the status of the casualty until they are deemed stable.

(3) BN SgtMaj. Assume responsibility for the accountability of the BN. Accountability will be passed up

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directly to the BN CO.

(4) SAFO. Assume responsibility for the overall safety of BN operations. Coordinate the CASEVAC plan for each BN operation and ensure the Duty Drivers, BN CO, and pertinent BN Staff are briefed on the plan. Ensure there is an ORM prior to every BN operation. Ensure the Duty Drivers are in position and have the proper gear. Ensure that the primary means of communication is functioning prior to beginning BN operations. Prepare and give a safety brief for high risk events prior to BN operations.

(5) PLT SGTs. Maintain communications with your chain of command via primary, secondary, or tertiary means of communications. **It is incumbent upon PLT SGTs to inform the chain of command of the TTO ASAP. PLT SGTs are the first step in the TTO chain of command so it is imperative they maintain accountability over their PLT.**

(6) First Responders. The member to first notice the casualty will remain with them until active duty and/or the safety officer arrive. Active duty or the safety officer will remain with the casualty until secured in the duty vehicle.

c. Accountability will be maintained throughout every BN operation and will be reported before and after every BN operation.

d. General CASEVAC Collection Points.

(1) Campus Health. Should be utilized for injuries not requiring immediate medical attention. **Be sure to check the hours of operation prior to starting BN operations.**

(2) Banner UMC. The Banner University Medical Center's emergency room is open at all times and should be utilized when casualties require immediate attention.

(3) Off Campus. When conducting operations off campus casualties will be treated in accordance with the event's LOI.

e. General First Aid Equipment.

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(1) First Aid Kit. Each first aid kit should include a minimum of: Antiseptic spray, ice pack, gauze pads, a Sam splint, and a body fluid barrier kit. There will be one first aid kit per duty vehicle.

(2) Jerry Can. The Jerry Cans are located in the basement of South Hall and should be full, with water, before any physical training evolution. There will be one jerry can per duty vehicle.

(3) AED. The Automated External Defibrillator (AED) is located next to the first aid kits in the South Hall Admin Office. 1 AED must be on hand with each duty driver.

(4) Radio. A charged radio must be with each driver and will be used as the primary source of contact during a casualty. Radios will be issued at the discretion of the BNCO and SAFO in order to ensure the safest training. Any extra radios will be used by the BN Staff during the operation for communications.

(i) A secondary form of communication will always be ready for use in case primary communications goes down.

(ii) Basic Radio Protocol. For more information regarding radio protocol, refer to MCRP 3-40.3B, Radio Operator's Handbook Appendix C.

(-) "You, this is Me, over" (ex. "1st Plt Cdr, this is BNCO").

(-) "This is Me, send traffic, over" (ex. "This is 1st plt Cdr, send traffic, over").

(-) "__message__, over" (ex. "Begin PT, over").

(-) When messages are complete, "Me, Out" (ex. "BNCO, out").

(iii) Callsigns.

(-) Primary Duty Driver- "Duty Driver 1"

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(-) Secondary Duty Driver- "Duty Driver 2"

(-) Billet Holders- "Their Billet"

(-) Active Duty Staff- O# First Letter of Last name (ex. "Oscar 3 Romeo" for Capt. Roberts)

(5) During especially hot times, extra cold packs or ice may also be required to be in the duty vehicles in order to treat casualties.

4. Training Time Out (TTO) Policy.

a. Concept of Operations. The NROTC unit will conduct TTOs in five phases: Phase 0 - Planning and Preparation, Phase I - Casualty Recognized, Phase II - First Aid, Phase III - Transportation, Phase IV - Accountability, and Phase V - Secure.

(1) Phase 0 - Planning and Preparation. For each physical training evolution, two active duty members of the NROTC unit will be responsible for each driving a duty vehicle, one Government Owned Vehicle (GOV) and one Privately Owned Vehicle (POV), with proper first response equipment ready in accordance with Enclosure (1).

(2) Phase I - Casualty Recognized. In the event of a casualty, the first unit member to recognize it will shout "TTO" while signaling with their hands in the shape of a "T". When any member of the unit hears this, they must immediately stop what they are doing and echo it to the rest of the unit members. Active duty, the Safety Officer, and the member's platoon commander should be the first responders to the casualty. Physical training will be halted for the entire battalion, regardless of location, until Phase V.

(3) Phase II - First Aid. The most senior member at the scene will establish what the casualty is and administer first aid.

(4) Phase III - Transportation. Once the casualty is recognized, the first member with a radio at the scene and aware of the situation will call the duty vehicle and inform them of the location of the casualty. Once the duty vehicle is on scene, the casualty will be assessed by Unit Staff in order to determine

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the next course of action. Depending on the casualty, especially in cases that may be a neck or back injury, an ambulance **should be called to prevent further injury.**

(5) Phase IV - Accountability. Immediately after the TTO is called, all platoon sergeants will form their platoons and gain accurate accountability of their platoons, then radio the battalion and unit staff informing them of the platoon's on deck and on hand counts. The senior member at the scene of the casualty will radio the battalion and unit staff with accountability for all members with the casualty as well as the casualty themselves.

(6) Phase V - Secure. At the time that the casualty is with the duty vehicle and properly assessed by unit staff, the casualty will be considered secure. Upon securing the casualty, the unit staff will determine the battalion's next course of action.

b. Timeline.

(1) 0 Minutes - TTO is called; all physical training stops and duty drivers are contacted.

(2) Within 1 Minute - Active duty and/or Safety Officer are on scene.

(3) Within 5 Minutes - Duty driver arrives with first aid.

(4) Within 7 Minutes - Casualty is assessed and secured in Duty Vehicle **or 911 is called.** If necessary, casualty is enroute to medical facility.

(5) Within 10 Minutes - Accountability has been fully reported.

c. Defining TTOs.

(1) Actual TTOs. Actual TTOs include, but are not limited to: broken bones, persistent bleeding, concussions, head or neck injuries, and passing out.

(2) Non-TTOs. Injuries that do not require a TTO to

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be called include: scrapes or bruises, feeling faint, joint or muscle pain, numbness, and headaches. **If in doubt, call a TTO.**

(3) Other Injuries. In the event of an injury that is hard to distinguish whether or a TTO is required, call a TTO to ensure the member is safe. **If in doubt, call a TTO.**

5. Duty Driver Policy. Only MECEPs, OCs, and authorized Active Duty Staff members are authorized to serve as Duty Drivers for the unit.

a. Primary Duty Driver Responsibilities.

(1) Follow checklist in enclosure (1)

(2) Ensure radio is properly signed out.

(3) Load vehicle with all items in enclosure (1).

(4) During stationary events, choose a parking spot that is as close to the Battalion as possible. Ensure that there are no natural or manmade obstacles between the vehicle and Battalion. The SAFO is responsible for setting the location of the duty vehicles.

(5) Respond to all calls for medical assistance.

(6) Conduct radio checks with the Battalion Staff and secondary Duty Driver throughout the event.

(7) Primarily responsible for responding and escorting injured personnel to the nearest hospital in case of an emergency.

(8) Secondarily responsible for treating casualties and escort to hospital in cases of emergency.

(9) Ensure radio is properly signed back in.

b. Secondary Duty Driver Responsibilities:

(1) Follow checklist in enclosure (1).

(2) Ensure radio is properly signed out.

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- (3) Load vehicle with all items in enclosure (1).
- (4) Conduct radio checks with the primary duty driver and Battalion Staff throughout the event.
- (5) Coordinate with primary duty driver to find a parking spot that is as close to the Battalion as possible. Ensure that there are no natural or manmade obstacles between the vehicle and Battalion.
- (6) Respond to all calls for assistance.
- (7) Treat casualties and escort to hospital in cases of emergency.
- (8) If the primary duty driver leaves the event as an escort for an injury, assume all responsibilities as the primary duty driver.
- (9) Ensure radio is properly signed in.

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