

NASPRMWSOP6100.1

From: Director, Morale, Welfare and Recreation (MWR) Department

Subj: STANDARD OPERATING PROCEDURES FOR NAS PATUXENT RIVER 24-7
UNMANNED FITNESS SPACES

Ref: (a) CNICINST 6100.1
(b) CNIC NOTICE 6100
(c) DoD MWR Fitness Center Standards
(d) OPNAVINST 3500.39D

Encl: (1) Standard Operating Procedure
(2) UNSTAFFED FITNESS CENTER REGISTRATION AND HOLD
HARMLESS AGREEMENT
(3) Sample Unstaffed Fitness Facility Policy Poster
(4) Unstaffed Fitness Facility Orientation.
(5) CNIC Form 6100/3 Physical Activity Risk Factor
Questionnaire
(6) Drill Hall Closing Procedures/Checklist

1. Purpose. To establish policies and procedures for the operations of the Naval Air Station (NAS) Patuxent River fitness facilities, during Unmanned 24-7 fitness times.
2. Policy and Scope. NAS Patuxent River will continue to operate the Fitness Facility at a minimum of 90hrs staffed hours. Unstaffed hours will be MONDAY-FRIDAY 2130-0500 and SAT/SUN/HOL 1600-1000. During all unstaffed hours all fitness facilities will comply with all requirements per references (a) and (b). Eligible patrons will have access to all fitness areas and equipment; expect Aquatic/Pool areas, Saunas and downstairs classroom areas.
3. RESPONSIBILITY. Familiarity with this standard operating procedure (SOP) and regulations outlined herein is mandatory on the part of all personnel employed by this center. Particular attention will be paid to all procedures dealing with security, property and closure of building. It is the direct responsibility of all staff members to follow this SOP.

A. Enrolling Team Members are responsible for:

1. Proper handling, input, and storage of Enclosure (2) and (5) ensuring all PII requirements are followed.

2. Enrolling eligible members in the LENEL system in accordance with reference (a).
3. Before giving access to eligible patrons, provide an Unmanned Fitness Facility orientation Enclosure (4).

B. Closing Team Members are responsible for:

1. Follow all closing procedures per enclosure (6); ensuring pool, saunas, and classroom have been secured.
2. Ensure facility has been cleared, before starting Unstaffed operations.

C. Management is responsible for:

1. Ensuring all mishaps or incidents are reported up the local chain of command, as well as to CNIC HQ by emailing NavyMWRFitness.fct@navy.mil within one business day per reference (b).
2. Ensure all attendance data is being entered into the NFDMS system.

D. Patrons are responsible for:

1. Following all policies and procedures outlined in references (a) and (b). Failure to do so will lead to their disenrollment from the 24-7 unstaffed time.
2. Contacting emergency personnel in the event of a medical or facility emergency.
 - a. Medical: 911 (Cell Phone: 301-342-3911)
 - b. Facility: 202-433-3951 (Public Works)

E. Security is responsible for:

1. Perform facility Checks at least every 2hrs during unstaffed times.

4) Action

MWR Director

NAS PATUXENT RIVER 24-7 UNSTAFFED FITNESS MANUEL

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Chapter 1

General Information

101. Purpose. This Standard Operating Procedures (SOP) was developed to provide guidance on administrative procedures and requirements concerning the operation of NAS Patuxent River 24-7 Unstaffed Fitness.

102. Eligible Patrons.

a) Eligible patrons:

- Active Duty
- Reservist
- Retired Military
- Military Dependents
- DOD Civilians
- Contractors (with membership)

b) Ineligible Patrons

- DOD Civilian Dependents
- Contractor (without membership)
- VA Veterans
- All Guests

c) All patrons will need a government issued ID to be enrolled for access during unstaffed operations. Sharing CACs/IDs is prohibited as is "piggybacking" holding/propping the door open for someone else. Each person is expected to swipe or scan their ID.

d) All Patrons should be utilizing the NFMDS (Ipad) check in system.

e) Eligible Patrons 10-17 years of age must have proper ID and be under the direct supervision of a parent or legal guardian who is a Navy MWR authorized patron after all such persons have completed an orientation and registration process.

103. Eligible Equipment and Areas.

a) All fitness areas and locker rooms will be available for use, to include the NOFFS Zone and free weights.

- b) The Indoor Pool and all the saunas will be secured at the end of staffed hours.
- c) It is highly encouraged that patrons utilize the buddy system concept during unstaffed hours. Patrons are advised that serious injuries, and fatalities, have occurred at unstaffed fitness facilities that might have been avoidable if the buddy system had been utilized.
- d) All equipment must remain in the unstaffed facility, used for the their proper intentions purpose and cleaned after use.
- e) Horse play that jeopardizes safety could lead to your disenrollment from 24-7 fitness.

Chapter 2

Enrollment in 24-7 Fitness

201. Registration and Hold Harmless. All eligible patrons must complete the registration and hold harmless paperwork Enclosure (2) and CNIC Form 6100/3 Physical Activity Risk Factor Questionnaire enclosure (5). Before being enrolled for access patrons must complete the Unstaffed Fitness Facility Orientation, Enclosure (4).

202. How to Enroll Patrons.

A. Enrolling Patrons via CAC Access

1. Insert your CAC in the CAC reader that is not labeled
2. Log on to the LENEL Computer system (Must have access-given through Base IT Office)
3. Select "Alarm Monitoring" application from the desktop area
4. Select the "person" icon from the tabs along the top of the screen

You will use the three tabs: Cardholder; Badge;
Access Level

5. Insert the Patron's CAC into the reader Labeled "ENROLL"

6. Click the "Search" button, enter patrons first and last name. If their info populates move on to step (M)
7. If nothing comes up, click the button "Add" go to badge type box drop down and select "CAC"
8. Type in the Patron's first and last name
9. Click the button "Import"
10. Check the box "Forgot Pin" and click "Ok"
11. Check to make sure expiration and other information is correct, then click "Ok"
12. Click the bottom credential in the pop up box and click "Ok"
13. Click the "Badge" tab and confirm information is accurate
14. Click the "Access Level" Tab and click PAXRGYM (Make sure the icon is has a check mark on it), then click "Ok"

B. Enrolling Patrons via Barcode Scanner

1. Insert your CAC in the CAC reader that is not labeled
2. Log on to the LENEL Computer system (Must have access-given through Base IT Office)
3. Select "Alarm Monitoring" application from the desktop area
4. Select the "person" icon from the tabs along the top of the screen
 - a. You will use the three tabs: Cardholder; Badge; Access Level
5. Click the button "Add" go to badge type box drop down and select "CAC"
6. Type in the Patron's first and last name

7. Type in the Patrons DOD ID number in the area "Badge ID"
8. Click the button "Import"
9. Check the box "Forgot Pin" and click "Ok"
10. Check to make sure expiration and other information is correct, then click "Ok"
11. Click the bottom credential in the pop up box and click "Ok"
12. Click the "Badge" tab, enter their first and last name, and enter their DOD ID number in "Badge ID" area.
13. Click the "Access Level" Tab and click PAXRGYM (Make sure the icon is has a check mark on it), then click "Ok"

Chapter 3

Closing of Staffed Hours

301. Closing Procedures.

- A) Use Drill Hall Closing Procedures/Checklist Enclosure (6).
- B) Ensure all exterior doors are secured, except eastside entrance with CAC access.
- C) Ensure Eastside interior door beside the CAC Access door, is locked with the sliding top bolt.
- D) Ensure the door to the Downstairs Classroom, Indoor Pool, Gear Issue, Breakroom, and Sports and Fitness Office are secured
- E) Clear out Drill Hall before switching to Unstaffed hours

COMMANDER NAVY INSTALLATIONS COMMAND (CNIC)
UNSTAFFED FITNESS CENTER REGISTRATION AND HOLD HARMLESS AGREEMENT
FLEET AND FAMILY READINESS
MORALE, WELFARE, AND RECREATION

Privacy Statement

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; 26 U.S.C. 6041; CNIC Instruction 1710.X, Operations of Morale, Welfare and Recreation Programs 2013; NAVSO P-3520, Financial Management Policies and Procedures for Morale, Welfare and Recreation Programs; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: To administer programs devoted to the mental and physical well-being of Department of Navy personnel and other authorized users; to enable fitness/sports facility personnel to determine the appropriate level of activity participation; to provide on-base emergency personnel with medical information regarding the emergency.

ROUTINE USES: The information will only be accessed by MWR fitness staff or command personnel on matters related to unsupervised fitness center access.

DISCLOSURE OF INFORMATION: For official use only and shared only with those with official need to know.

NAME:	DATE:	DATE OF BIRTH:
TELEPHONE:	WORK TELEPHONE:	
EMAIL:	DOD ID NUMBER:	DOD ID EXPIRATION DATE:
DOD AFFILIATION:	RANK:	COMMAND:
EMERGENCY POC:	EMERGENCY POC TELEPHONE:	
SIGNATURE:	DATE:	
ACCESS GRANTED BY:	DATE:	

STAFF ONLY (All incidents/accidents shall be reported up the chain of command)

ACCESS REMOVED BY:	DATE:
NOTE:	
ACCESS REMOVED BY:	DATE:
NOTE:	
ACCESS REMOVED BY:	DATE:
NOTE:	

PARTICIPANTS: READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. THIS DOCUMENT HAS LEGAL CONSEQUENCES AND WILL AFFECT YOUR LEGAL RIGHTS AND WILL LIMIT OR ELIMINATE YOUR ABILITY TO BRING FUTURE LEGAL ACTIONS.

PATRONS LAST NAME:

INSTALLATION/LOCATION:

I understand and acknowledge that by signing below, I am legally agreeing to all of the following statements in exchange for being permitted to use the Navy Morale, Welfare and Recreation (MWR) Unmanned Fitness Center.

1. I understand that using the Navy MWR Unstaffed Fitness Center is an extremely hazardous activity. I acknowledge that using the Navy MWR Unstaffed Fitness Center can be an extreme test of my physical and mental limits that carries with it inherent risks of physical injury that cannot be eliminated completely, including but not limited to an above-average risk of death and/or serious injury. Performing various exercises alone is especially hazardous and brings with it unique dangers that may not be known prior to their occurrence.

2. I expressly, knowingly and voluntarily assume all of the risks of using the Navy MWR Unstaffed Fitness Center. I understand and acknowledge that these risks include, but are not limited to: falls; drops; illness; infection; dehydration; heat injuries; exhaustion; strained or pulled muscles; broken bones, bruises, cuts, scratches, and other bodily injuries. I understand and acknowledge that these risks may cause harms including, but not limited to: bodily injury, ranging from minor to severe; illness or infection, ranging from minor to severe; temporary or permanent disability; paralysis; death; and property damage or loss. I understand that the risks of using the Navy MWR Unstaffed Fitness Center may be caused in whole or in part by: my own actions or inactions; the actions or inactions of other participants; the actions or inactions of spectators or other pedestrians; and/or the acts, inactions, or negligence of the Released Parties (as defined below). I agree that prior to using the Unstaffed Fitness Center I will inspect the facilities, equipment and areas to be used, and if I believe or become aware that any are unsafe or pose unreasonable risks, I agree to immediately notify appropriate personnel and take actions to protect myself and others. I accept full and sole responsibility for the condition and adequacy of my equipment and my assessment of all apparent aspects of the facilities and areas to be used, even those to which I was granted no prior knowledge. I expressly assume all risks and take full responsibility for any and all damages, liabilities, losses, or expenses that I incur as a result of using the Unstaffed Fitness Center.

3. I agree that it is my responsibility to determine whether I am sufficiently fit, healthy, skilled and physically trained to safely use the Navy MWR Unstaffed Fitness Center. I hereby represent that I am in good health and in proper physical condition to safely participate in the physical fitness exercises and use the Unstaffed Fitness Center. I certify that I have no known or knowable physical or mental conditions that would affect my ability to safely use the Unstaffed Fitness Center, or that would result in my participation creating a risk of danger to myself or to others. I further certify that I have not been advised or cautioned otherwise by a medical practitioner.

I understand that using the Unmanned Fitness Center can be such a test of human physical and mental limits that I may not be able to safely complete it, even if I am sufficiently fit, healthy, skilled and physically trained to safely participate. I understand that it is my responsibility to continuously monitor my own physical and mental condition while at the Unmanned Fitness Center. I agree to withdraw immediately and to notify appropriate personnel if at any point my continued participation would create a risk of danger to myself or to others.

I understand that I am strongly advised to consult a medical practitioner before participating, especially if I am pregnant, disabled, or have recently suffered any illness, injury, or impairment. I attest that I am covered by medical insurance, individually or as part of an organization. I will not use the Unstaffed Fitness Center if I am not covered by medical insurance at such time.

4. I assume full responsibility for any injury, loss or damage associated with my use or consumption of alcohol and/or drugs at any point during my use of the Unstaffed Fitness Center. I understand the dangers associated with the use or consumption of alcohol and/or drugs and I recognize that such use or consumption might impair my judgment and motor skills. I certify that I am not and will not be, under the influence of alcohol or any drugs that would in any way impair my ability to safely use the Unstaffed Fitness Center. I assume full responsibility for any injury or loss to myself or to others and for any damage to any personal or real property associated with my use or consumption of alcohol and/or drugs at any point during my use of the Unmanned Fitness Center.

I further understand that the risks and dangers described in the paragraph above include but are not limited to all risks and dangers associated with the consumption of alcohol before, after, or during my use of the Unstaffed Fitness Center. I understand that the use of the Unstaffed Fitness Center is an extreme test of mental and physical fitness and that the risks and dangers of consuming alcohol before, after, or during such a test may be magnified. I take full responsibility for any decision to consume alcohol before, after, or during my use of the Unstaffed Fitness Center and I understand that it is my responsibility to know my own limits. I also understand that the responsibility for injury, loss or damage that I assumed in the paragraph above includes but is not limited to full responsibility for any injury or loss to myself or to others and for any damage to any personal or real property associated with any such decision to consume alcohol. I hereby indemnify and agree to hold harmless the Released Parties (as defined below) from any injury, loss, or damage described in this section.

5. I agree to abide by the rules of the Navy MWR Fitness Center and to comply with the directions and instructions of the MWR personnel and hosting installation staff. I agree to become familiar with and abide by all written and/or posted rules of the Unstaffed Fitness Center, as well as all written and/or posted rules of any venue site, facility, or location. I further agree to comply with all directions, instructions and decisions of Navy MWR personnel, including but not limited to instructions or directions relating to the manner of my safe whiling using or continued use of the Unstaffed Fitness Center at any time. Except as otherwise prohibited by law, I agree not to challenge these rules, directions, instructions, or decisions on any basis at any time and I acknowledge that they are reasonable and necessary to reduce risk; protect the safety of others using the Unmanned Fitness Center.

AGREEMENT, WAIVER, RELEASE OF CLAIMS, WARNING OF RISK AND ASSUMPTION OF RISK. In addition to the above, I specifically acknowledge and agree to abide by the following rules during my use of the Navy MWR Unstaffed Fitness Center:

- Only current authorized patrons, as defined by the Installation Commander, 18 years or older, will have access to the Fitness Center, during unstaffed hours.
- All authorized patrons, 18 years or older must request access and be registered, using this form, from the Fitness Center.
- Registered users are not permitted to bring guests into the facility during unstaffed hours.
- Patrons acknowledge that there will be no supervision or emergency assistance on site during unstaffed hours and are expected to behave in accordance with fitness center rules and within the standards of conduct and discipline.
- Surveillance cameras will record activities within the Fitness Center during unmanned hours. Actions such as theft, defacement or intentional damage to government property, sexual assault, inappropriate sexual behavior, and violation of rules will not be tolerated and are subject to punishment under the Uniform Code of Military Justice (UCMJ) and all other applicable laws and regulations.
- Patrons who are working out when the facility closes must exit the facility and swipe back in to continue with their workout.
- All existing rules for proper dress, machine usage, and etiquette remain in effect.
- All patrons must follow any directions given by installation officials (fire, police, or fitness center staff) who may be present.
- Access Card (i.e. CAC) sharing is strictly prohibited and will result in the loss of privilege. Access Card sharing is viewed as theft of services and may be prosecuted in accordance with the UCMJ and all other applicable laws and regulations.
- For patron safety and security, patrons must ensure that the door closes securely following entry. Valid government ID cardholders will not allow any other person to access when they enter. One ID card is valid for only that person's entry. "Piggybacking," is prohibited and will result in the loss of privileges for all identified parties. All other doors MUST remain closed unless there is an emergency
- Cardiovascular equipment, dumbbells up to 100 lbs., adjustable benches and selectorized equipment in the fitness area are authorized for use. All other equipment in the fitness center is not authorized during unmanned hours.
- For patron safety and security, patrons must ensure that the door closes securely following entry. Valid government ID cardholders will not allow any other person to access when they enter. One ID card is valid for only that person's entry. "Piggybacking," is prohibited and will result in the loss of privileges for all identified parties. All other doors MUST remain closed unless there is an emergency.

- Cardiovascular equipment, dumbbells up to 100 lbs., adjustable benches and selectorized equipment in the fitness area are authorized for use. All other equipment in the fitness center is not authorized during unstaffed hours.
- Use of free weights utilizing lifting bars is prohibited.
- Patrons acknowledge that there may not be anyone on site to respond to an emergency. However, in case of any emergency or need for assistance, an emergency phone is located at the front desk of fitness center along with an AED.
- It is highly encouraged that patrons utilize the buddy system concept during unstaffed hours. Patrons are advised that serious injuries, and fatalities, have occurred at unstaffed fitness facilities that might have been avoidable if the buddy system had been utilized.
- Patrons acknowledge that the installation is not responsible for protection of personal property.
- In the event of severe weather, patrons may shelter-in-place in the Fitness Center area until severe weather has passed.
- In the event of a power outage, all patrons will gather their belongings and exit the building promptly.
- Violation of any of these rules will result in loss of privileges and are subject to the Uniform Code of Military Justice (UCMJ) and all other applicable laws and regulations.

6. I consent to receive medical care and treatment as determined by emergency medical personnel. In the event of my injury, accident, or illness, I consent to receive medical care and treatment as deemed advisable in the best judgment of emergency medical personnel and/or appropriate medical professionals. If necessary, I authorize these personnel to consent to such medical care and treatment on my behalf. I agree to assume liability for any and all medical costs incurred as a result of my use of the Unmanned Fitness Center that are not covered by my insurance, including but not limited to costs of: medical care and treatment, ambulance services, hospital stays, and physician and pharmaceutical goods and services. I agree to indemnify and hold harmless the Released Parties (as defined below) from all liability for such costs.

7. I grant permission to the Department of Defense, the U.S. Navy, Commander, Navy Installation Command and/or their directors, officers, employees, volunteers, representatives, and agents to use my photograph and/or any other record of my participation in the events at the Unstaffed Fitness Center for any legitimate purpose. I understand that any and all photographs, motion pictures, recordings, and/or likenesses of me captured by the Department of Defense, the U.S. Navy, Commander, Navy Installation Command and/or their directors, officers, employees, volunteers, representatives, and agents and/or the media become their sole property. I grant the right, permission and authority to the Department of Defense, the U.S. Navy, Commander, Navy Installation Command and/or their directors, officers, employees, volunteers, representatives, and agents to use my name and any such photographs, motion pictures, recordings, and/or likenesses for any legitimate purpose, including but not limited to promoting, advertising, and marketing activities. I further understand that the Department of Defense, the U.S. Navy, Commander, Navy Installation Command and/or their directors, officers, employees, volunteers, representatives, and agents, have the full right to sell and/or profit from the commercial use of such photographs, motion pictures, recordings, and/or likenesses. I agree to allow my photo, video or film likeness to be used for any legitimate purpose by the Department of Defense, the U.S. Navy, and Commander, Navy Installations Command. I understand that I may be monitored and recorded by a Closed Circuit Television (CCTV) system at all times while in the MWR Fitness Center. Notwithstanding the fact that the premises may be monitored, I understand that this does not in any way indicate or suggest that such monitoring will provide a safeguard in the event I am injured or placed in peril, nor is any guarantee that anyone will be able to come to my aid in the event of an accident or emergency.

8. I hereby waive, release and forever discharge the Department of Defense, the U.S. Navy, Commander, Navy Installation Command and/or their directors, officers, employees, volunteers, representatives, and agents from any and all claims I may have arising out of my use of the Navy MWR Unstaffed Fitness Center. I covenant and agree not to sue the Department of Defense, the U.S. Navy, Commander, Navy Installation Command and/or their directors, officers, employees, volunteers, representatives, and agents for any such claims. In consideration of being permitted to use of the Unstaffed Fitness Center, I hereby waive, release and forever discharge the following parties (the "Released Parties") from any and all Claims (as defined below): The Department of Defense, the U.S. Navy, Commander, Navy Installation Command and/or their directors, officers, employees, volunteers, representatives, and agents; all other persons or entities involved with the Navy Unstaffed Fitness Center, and representatives of any of the foregoing.

In consideration of being permitted to use the Navy MWR Fitness Center, I hereby waive, release and forever discharge the Released Parties from all of the following (the "Claims"): any and all claims, liabilities of every kind, demands, damages (including direct, indirect, incidental, special and/or consequential), losses (economic and noneconomic), and causes of action, of any kind or nature, which I have or may have in the future (including court costs, attorneys' fees and litigation expenses), that may arise out of, result from, or relate to my use of the Navy MWR Fitness Center or my travel to or from the Unmanned Fitness Center. I understand and acknowledge that these Claims include, but are not limited to, causes of action for death, personal injury, partial or permanent disability, negligence, and property damage or theft; causes of action relating to the provision of first aid, medical care, medical treatment, or medical decisions (at the site of the Unmanned Fitness Center or elsewhere); and claims for medical or hospital expenses.

I understand and agree that the foregoing waiver, release and discharge applies even if the Claims are caused by the negligent acts, omissions, or carelessness of any of the Released Parties. I understand that this waiver, release and discharge operates for myself as well as on behalf of my spouse, children, parents, guardians, heirs, next of kin and any legal or personal representatives, executors, administrators, successors and assigns, or anyone else who might claim or sue on my behalf.

9. I hereby agree to indemnify, defend and hold harmless the Department of Defense, the U.S. Navy, Commander, Navy Installation Command and/or their directors, officers, employees, volunteers, representatives, and agents from any and all expenses incurred and claims made that relate to my breach of this Agreement. I hereby agree to indemnify, defend and hold harmless The Department of Defense, the U.S. Navy, Commander, Navy Installation Command and/or their directors, officers, employees, volunteers, representatives, and agents from any and all expenses incurred and all claims made by myself or others (including but not limited to court costs, attorneys' fees and litigation expenses) that arise out of or result directly or indirectly from my breach or failure to abide by any part of this Agreement, my failure to follow any rules or directions as defined in Section 5 above, and/or any of my actions or inactions which cause injury or damage to any other person or property.

I understand that this agreement to indemnify, defend and hold harmless operates for myself as well as on behalf of my spouse, children, parents, guardians, heirs, next of kin and any legal or personal representatives, executors, administrators, successors and assigns, or anyone else who might claim or sue on my behalf.

I understand and acknowledge that this Agreement is intended to be as broad and inclusive as is permitted under the law and that if any provision shall be found to be unlawful, void, or for any reason unenforceable, then that provision shall be severed from this Agreement and does not affect the validity and enforceability of any remaining provisions.

SIGNING BELOW, I AFFIRM THAT I AM EIGHTEEN (18) YEARS OF AGE OR OLDER, I HAVE READ THIS AGREEMENT, I UNDERSTAND ITS CONTENT, AND INTENTIONALLY AND VOLUNTARILY SIGN THIS AGREEMENT

SIGNATURE:	DATE:	OFFICE EMAIL:
PRINT NAME:	ORANIZATION/COMMAND:	OFFICE TELEPHONE:

WELCOME TO THE NAS PATUXENT RIVER DRILL HALL

This facility is unstaffed **MONDAY-FRIDAY 2130-0500** and **SAT/SUN/HOL 1600-1000**.

During unstaffed hours of operation, access to the following areas is prohibited:

**Saunas
Pool**

Unstaffed facility rules:

- Sharing of CAC, ID card, or FOB is prohibited.
- Piggybacking and holding or propping the door open is prohibited and will result in the loss of privileges.
- All safety and security procedures relating to ensuring that the door securely closes are required. All other facility doors will remain closed unless needed for an emergency.
- Upon entry, checking in using the facility iPad or sign-in sheet is required.
- Authorized MWR Fitness patrons 10 to 17 years of age are permitted facility access only under direct supervision of their parent/legal guardian and after completing the youth orientation conducted by the facility's MWR Fitness staff.
- Facility areas and equipment restricted or identified as off limits or out of order will not be used.
- The use of equipment safety devices should be used at all times. The use of a spotter is strongly recommended when using free weights or when appropriate.
- When using the facility, the buddy system is highly recommended and encouraged.
- All equipment must remain inside the unstaffed fitness facility and is not permitted to be taken outside the facility.
- All equipment, machinery, or devices will be used for the intended purpose.
- All equipment used will be cleaned after use with the provided cleaning materials.
- Horseplay or other conduct that may jeopardize safety is prohibited.
- Violations of Navy and installation policies will not be tolerated. During unstaffed facility and equipment use, all additional posted facility rules, regulations, and standard operating procedures will be adhered to.

In the event of an emergency or loss of power to the facility, please call 202-433-3951.

The AED and First Aid kit for this facility are located near the West entrance, back by the Fitness Center room and by the pool in the hallway.

For any questions, comments, or concerns regarding the MWR Fitness program, please contact the Fitness Coordinator at 301-757-1293.



24-7 Unmanned Fitness Orientation

(To be completed before access is given)

RULES TO FOLLOW

- Only current authorized patrons, as defined by the Installation Commander, 18 years or older, will have access to the Fitness Center, during unstaffed hours.
- All authorized patrons, 18 years or older must request access and be registered, using this form, from the Fitness Center.
- Registered users are not permitted to bring guests into the facility during unstaffed hours.
- Patrons acknowledge that there will be no supervision or emergency assistance on site during unstaffed hours and are expected to behave in accordance with fitness center rules and within the standards of conduct and discipline.
- Surveillance cameras will record activities within the Fitness Center during unmanned hours. Actions such as theft, defacement or intentional damage to government property, sexual assault, inappropriate sexual behavior, and violation of rules will not be tolerated and are subject to punishment under the Uniform Code of Military Justice (UCMJ) and all other applicable laws and regulations.
- Patrons who are working out when the facility closes must exit the facility and swipe back in to continue with their workout.
- All existing rules for proper dress, machine usage, and etiquette remain in effect.
- All patrons must follow any directions given by installation officials (fire, police, or fitness center staff) who may be present.
- Access Card (i.e. CAC) sharing is strictly prohibited and will result in the loss of privilege. Access Card sharing is viewed as theft of services and may be prosecuted in accordance with the UCMJ and all other applicable laws and regulations.

RULES TO FOLLOW

- For patron safety and security, patrons must ensure that the door closes securely following entry. Valid government ID cardholders will not allow any other person to access when they enter. One ID card is valid for only that person's entry. "Piggybacking," is prohibited and will result in the loss of privileges for all identified parties. All other doors MUST remain closed unless there is an emergency
- Patrons acknowledge that there may not be anyone on site to respond to an emergency. However, in case of any emergency or need for assistance, an emergency phone is located at the front desk of fitness center along with an AED.
- Patrons acknowledge that the installation is not responsible for protection of personal property.
- In the event of severe weather, patrons may shelter-in-place in the Fitness Center area until severe weather has passed.
- In the event of a power outage, all patrons will gather their belongings and exit the building promptly.
- Violation of any of these rules will result in loss of privileges and are subject to the Uniform Code of Military Justice (UCMJ) and all other applicable laws and regulations.

Anyone that is found in violation of these rules could lose their access during unstaffed hours without warning

EMERGENCY

- Medical/Police Emergency

- Base Phone: 911
- Cell Phone: 301-342-3911

Phone Locations:

Front Entrance
Back Fitness Room
Strength Machine Room

- Facility Emergency

- 202-433-3951 (Public Works Emergency line)

- Location Info

- Drill Hall – Building 458 (47382 Keane Rd Patuxent River, MD 20670)
NAS Patuxent River

AED

These AED steps should be used when caring for a non-breathing child aged 8 or older who weighs more than 55 pounds, or an adult.

After checking the scene and ensuring that the person needs help, you should ask a bystander to call 911 for help, then:

- Complete the CHECK and CALL steps
- As soon as an AED is available, turn it on and follow the voice prompts
- Remove all clothing covering the chest. If necessary, wipe the chest dry
- Place one pad on the upper right side of the chest
- Place the other pad on the lower left side of the chest, a few inches below the left armpit

(If the pads may touch, place one pad in the middle of the chest and the other pad on the back, between the shoulder blades)

- Plug the pad connector cable into the AED, if necessary
- Prepare to let the AED analyze the heart's rhythm - Make sure no one is touching the person - Say, "CLEAR!" in a loud, commanding voice
- Deliver a shock, if the AED determines one is needed - Make sure no one is touching the person - Say, "CLEAR!" in a loud, commanding voice
- Push the "shock" button to deliver the shock
- After the AED delivers the shock, or if no shock is advised, immediately start CPR, beginning with compressions



BUDDY SYSTEM

It is highly encouraged that patrons utilize the buddy system concept during unstaffed hours. Patrons are advised that serious injuries, and fatalities, have occurred at unstaffed fitness facilities that might have been avoidable if the buddy system had been utilized



FUELING SERIES



HYDRATION NEEDS

HYDRATE

DAILY HYDRATION NEEDS

- Water should be your main source of hydration.
- Avoid drinking soda, energy drinks, and fruit drinks. These beverages provide a lot of calories with very little nutritional value.
- Limit sweetened teas and coffee drinks with added sugar and cream.
- Only choose sports drinks before, during, and after intense exercise.

Are you hydrated?

- If you are thirsty, it is too late.
- Evaluate your urine. It should be light in color and resemble pale lemonade.

To maintain hydration drink water:

- 0.5 - 1oz fluid per pound per day [There are about 33oz in a liter (L)].

BODY WEIGHT	OUNCES OF FLUID PER DAY	LITERS NEEDED PER DAY
120 pounds	60 – 120 oz	2 – 4 liters/day
150 pounds	75 – 150 oz	2.5 – 5 liters/day
175 pounds	90 – 175 oz	3 – 6 liters/day
200 pounds	100 – 200 oz	3.5 – 7 liters/day
225 pounds	115 – 225 oz	4 – 8 liters/day
250 pounds	125 – 200 oz	4.5 – 9 liters/day

HYDRATION CONSIDERATIONS IN EXTREME ENVIRONMENTS

In extreme environments it is even more important to be aware of your fluid intake, fluid loss and electrolyte needs.

Key Nutrition Tips for Extreme Environments:

- Do not skip meals.
- Take time to drink.
- Maximize taste/palatability (temperature, sweetness) of your beverage. If it tastes great, you are more likely to drink it.
- Minimize body water losses.
- Consider engineered food products when cramping risks are high, if you are a salty sweater, or if you are sweating more than usual. Choose sports drinks with at least 110mg sodium and 30mg potassium per 8oz/250ml. These are ideal for replacing electrolytes lost in sweat.
- If you are an excessively salty sweater (salty skin), then 200mg sodium per 8oz or added electrolytes should be considered. (Nuun Tablets, Gator-Lytes, etc...)
- Include whole foods in your meals that are higher in sodium. Good options are V8 Juice, pickles, pretzels, adding a little extra salt to your meals.

ENVIRONMENT	CONSIDERATION	HYDRATION RECOMMENDATIONS
Dry Extreme Heat	The extreme dry heat greatly increase the risk for dehydration and heat injury.	Suggested Fluid Intake: 5-12 Liters/day Tips: Sweating rates can be reduced by working at night. During daylight hours, sweating rates can be reduced by covering the skin with light, vapor-permeable clothing. If and when possible, drink COLD water and sports drink.
Hot and Humid	Relative humidity can increase water requirements independent of temperature. The humidity makes the evaporation of sweat off the skin difficult, which decreases the body's ability to cool itself. This increases the risk for dehydration and heat exhaustion. Excessive sweating can also cause a large loss of electrolytes, specifically sodium and potassium.	Suggested Fluid Intake: Up to 2x needs of Extreme Dry Heat Tips: If and when possible drink COLD water and sports drink.
Altitude	Altitude puts us at greater risk of dehydration. More fluid is lost through our urine and breathing. Layers of clothes may cause us to sweat more with little evaporation. The elevation also causes us to not feel as thirsty.	Suggested Fluid Intake: 4-6 Liters/day Tips: Drinking small quantities of fluid frequently results in less urine production than drinking large quantities of fluid less frequently.
Altitude and Cold	The addition of cold to altitude can cause greater risk for dehydration because of the sweat losses that occur in insulated clothing, low rates of fluid ingestion, and concern of having to remove clothing to urinate.	Suggested Fluid Intake: 5.5-7.5 Liters/day Tips: Make sure to consider the ventilation for your clothing to allow for sweating to dissipate heat. Drinking small quantities of fluid frequently results in less urine production than drinking large quantities of fluid less frequently. If and when possible consume hot fluids, tea, chicken/vegetable broth.

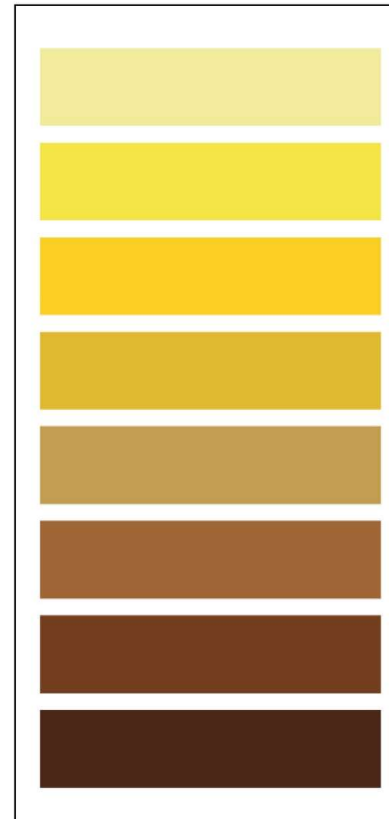
atCleanEatOftenHydrateRecoverMindse

FUELING SERIES



HYDRATION URINE CHART

HYDRATE



Check the color of your urine as a good indicator of your hydration status.

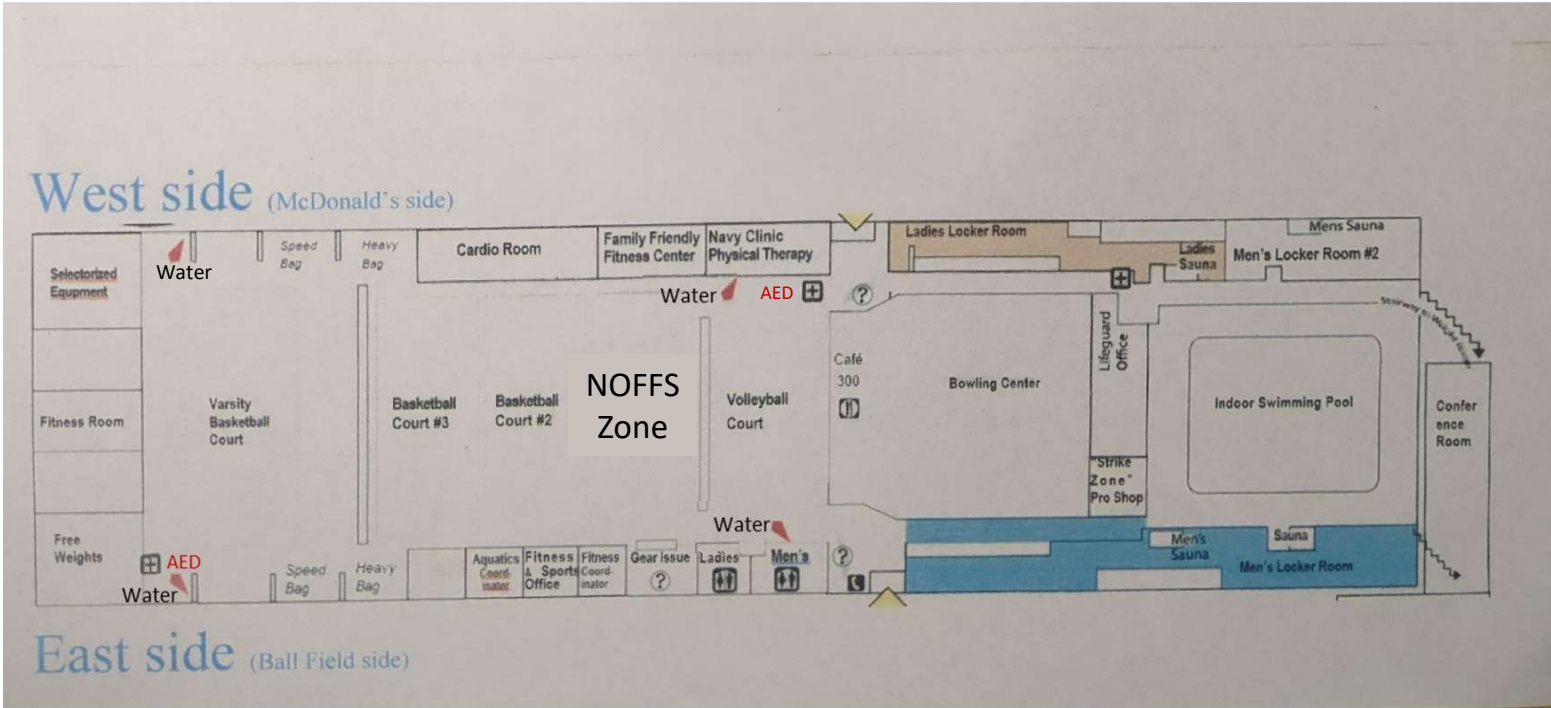
Hydrated

Dehydrated

Extremely Dehydrated (consult a doctor)

atCleanEatOftenHydrateRecoverMindse

DRILL HALL LAYOUT



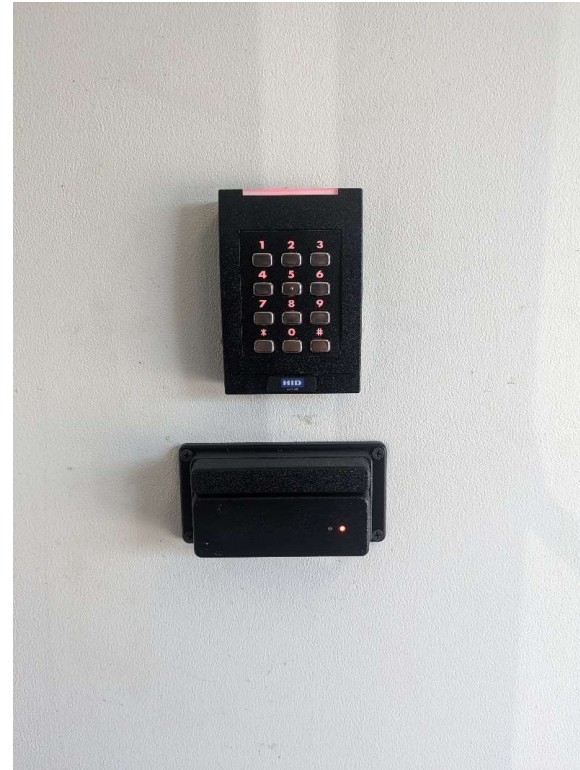
CAC AND BARCODE READER

CAC Reader (Top)

- Used for CAC users
- Hold CAC gently up to the numbers
- Wait until you hear a beep and the light goes from yellow to green
- Pull open the door

Barcode Scanner (Bottom)

- Used for NON – CAC users (I.E. Retired Military, Dependents)
- Swipe card with the bar code in the reader with the ID face up
- You will hear a beep, and a the light will turn green
- Pull open the door



**COMMANDER, NAVY INSTALLATIONS COMMAND (CNIC)
PHYSICAL ACTIVITY RISK FACTOR QUESTIONNAIRE (PARFQ)
FLEET AND FAMILY READINESS
MORALE, WELFARE AND RECREATION**

PRIVACY ACT STATEMENT: AUTHORITY: 10 U.S.C. 5013. Secretary of the Navy; CNICINST 6110.1 Morale, Welfare and Recreation Program. **PRIMARY PURPOSE:** The Physical Activity Risk Factor Questionnaire (PARFQ) is a self-screening tool to identify the presence of known medical concerns, medical diagnosis or multiple risk factors prior to beginning a physical exercise program. **ROUTINE USERS:** Disclosures are permitted under 5 U.S.C. 55a(b), Privacy Act of 1974, as amended. **DISCLOSURE:** This information will only be accessed by command personnel on matters related to individual or group exercise prescription and instruction. Disclosure of information would be for official use only and shared only with those with official need to know.

<p>1. DO ANY OF THE FOLLOWING APPLY TO YOU?</p> <ul style="list-style-type: none"> • You are pregnant or have reason to believe you could be pregnant. • You were pregnant and/or gave birth within the past 6 months. <p>NOTE: If you answer "Yes" to any of the above, you should consult with your primary Health Care Provider (HCP) before beginning an exercise program.</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
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<p>2. HAVE YOU EXPERIENCED ANY OF THE FOLLOWING SYMPTOMS OR PROBLEMS?</p> <ul style="list-style-type: none"> • Unexplained chest discomfort. • Unusual or unexplained shortness of breath. • Dizziness, fainting or blackouts associated with or without exertion. • Other medical issues (including bone and joint problems) that would keep you from safely participating in an exercise program. <p>NOTE: If "No" proceed to question 3. If "Yes", you should consult with your primary HCP before beginning an exercise program.</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
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<p>3. DOES EITHER OF THE FOLLOWING APPLY TO YOU?</p> <ul style="list-style-type: none"> • Male 45, Female 55 or older. • A family history of myocardial infraction, coronary revascularization or sudden death before the age of 50. <p>NOTE: If "No", proceed to question 4. If "Yes" to any of the above, you should consult with your primary HCP before beginning an exercise program.</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
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<p>4. HAVE YOU BEEN PHYSICALLY INACTIVE?</p> <ul style="list-style-type: none"> • "Inactive" is defined no light to moderate or vigorous leisure-time physical activity of at least 10 minutes a day. <p>NOTE: If "No", proceed to question 5. If "Yes" to any of the above, you should consult with your primary HCP before beginning an exercise program.</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
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<p>5. DOES ONE (1) OR MORE OF THE FOLLOWING APPLY TO YOU?</p> <ul style="list-style-type: none"> • Used any tobacco products in the last 30 days. • Diagnosed with Diabetes and/or High Blood Pressure. • Diagnosed with dyslipidemia (LDL above 129 or HDL below 39). • Family history of heart disease at any age. <p>NOTE: If "No", you can be reasonably sure that you can start becoming more physically active. If "Yes" to any of the above, you should consult with your primary HCP before beginning an exercise program.</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
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CLEARANCE STATUS (TO BE FILLED OUT AND ENDORSED BY YOUR PRIMARY HCP) IF WORKING ONE-ON-ONE OR IN SMALL GROUP PERSONAL TRAINING.

PATRONS NAME (LAST, FIRST, MI)	DATE OF BIRTH	PATRON SIGNATURE
	XXXXXXXX	
HCP NAME (LAST, FIRST, MI)	HCP SIGNATURE	
HCP TELEPHONE	DATE	HCP STAMP
CLEARED WITH NO RESTRICTIONS <input type="checkbox"/>	CLEARED WITH ATTACHED RESTRICTIONS <input type="checkbox"/>	NOT CLEARED <input type="checkbox"/>

Drill Hall Closing Procedures/Checklist

Date: _____

The purpose of this document is to ensure that all Drill Hall Supervisors check the specified areas, doors, and windows before leaving the building.

_____ West side men's and women's locker rooms are checked, including emergency doors and Saunas are secured.

_____ East side men's locker room are checked, including emergency doors and Saunas are secured.

_____ Washers and Dryers are all shut off/cycle completed.

_____ All exterior doors, weight room doors, and windows are secured.

_____ Both Indoor Pool doors are secured

_____ All cash out procedures on Rectrac have been followed and closing deposit has been prepared for drop-off.

_____ Secure offices, breakroom, and gear issues interior doors.

_____ Make sure the east side (field side) is open and the CAC system is engaged and the non-lockable door is secured and everyone is cleared out before unmanned time starts.

Signature _____

Signature indicates that all areas, door, window, and lights have been properly secured or personally observed to be secured. Check off sheet will be dated a, signed and turned in to the Fitness Office.