

**BY ORDER OF THE COMMANDER  
403D WING**

**403D WING INSTRUCTION 91-201**

**9 SEPTEMBER 2011**



*Safety*

**PROCEDURES FOR USE, HANDLING AND  
DISPOSAL OF TRAINING  
MUNITIONS/BLANK AMMO AND  
EXPLOSIVES DURING EXERCISES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 403 WG/SEG/SEW

Certified by: 403 WG/SE  
(Lt Col Jeffrey J Ragusa)

Supersedes: 403WG91-201, 25 June 2008

Pages: 21

---

This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*. This instruction extends the guidance in Air Force Instruction (AFI) 91-202, *The US Air Force Mishap Prevention Program*, Chapter 10 and Air Force Manual (AFMAN) 91-201, *Explosives Safety Standards*. It provides support and establishes the responsibility and procedures for the safe issuance, transportation and control during the use of blank ammunition and other training explosives. These procedures apply to all personnel assigned to the 403d Wing (403 WG), its subordinate units and geographically separated units under 403d Wing control, when conducting activities on Keesler Air Force Base (AFB), Mississippi (MS), Camp Shelby, MS or other officially authorized exercise areas. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.

**SUMMARY OF CHANGES**

Complete Revision

1.	Responsibilities. ....	2
----	------------------------	---

2.	General Safety Requirements. ....	3
3.	Blank Ammunition Exercise Procedures. ....	5
4.	Resource Protection: .....	6
5.	Transportation/Storage of Munitions/Explosives (M&E). ....	7
6.	Explosives/Pyrotechnics/Simulators. ....	8
7.	Emergency Or “Real World” Medical Attention: .....	9
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING DOCUMENTATION</b>		<b>10</b>
<b>Attachment 2—SAMPLE FORM</b>		<b>11</b>
<b>Attachment 3—SAMPLE EXERCISE SAFETY BRIEFING</b>		<b>13</b>
<b>Attachment 4—EXERCISE/DEPLOYMENT OPERATIONAL RISK ASSESSMENT MATRIX</b>		<b>19</b>

**1. Responsibilities.** Commanders, managers and supervisors are responsible for ensuring personnel are properly trained, exercises are thoroughly planned and requirements are stringently complied with. Individuals are responsible for full compliance with all instructions given. All personnel shall comply with the cardinal rule for explosives safety. Expose the minimum number of people to the minimum amount of explosives for the minimum amount of time.

1.1. Attachment 2, EMERGENCY/ABNORMAL CONDITIONS NOTIFICATION, will be filled out and forwarded to the 403d Wing Safety Office prior to the exercise. A copy must be kept in the exercise command post.

1.1.1. Attachment 3, Exercise Safety Briefing, will be presented to all personnel who participate in the exercise. It will be signed by all participants and forwarded to the 403d Wing Safety office after the briefing.

1.1.2. Attachment 4, ORM MATRIX, must be used to assess the degree of risk for each exercise involving munitions and/or explosives (M&E). A copy will be forwarded to the 403d Wing Safety Office prior to the start of the exercise.

1.1.3. The exercise Team Chief/Commander must send a detailed list of M&E, to include national stock number (NSN), hazard class/division (HC/D), and Net Explosives Weights (NEW) to the installation commander for written approval prior to the exercise. Send a signed copy to the 403d Wing Safety office.

1.2. Within the 403 WG, the Security Forces Commander (SFS) shall assign ultimate exercise responsibility for the operation, management and control of M&E for each exercise.

1.2.1. The assigned Exercise Commander will assume full responsibility for all M&E items received for the operation. This responsibility includes maintaining a verifiable record of all receipts, expenditures and turn-ins, as well as providing adequate storage for proper security of, control over and custodial responsibility for all M&E items received for immediate consumption, custody or temporary storage.

1.2.2. Organization commanders may delegate to qualified military or civilian personnel within their organizations the authority to receipt for M&E items authorized to their

organization on the Air Force (AF) Form 68, *Munitions Authorization Record*. It will include the names and specimen signatures of those individuals authorized by their commanders to act on their behalf.

1.3. Organization commanders will ensure that designated munitions personnel and Mobility Custodians receive initial and refresher explosive safety training as required by AFMAN 91-201.

1.3.1. The Exercise Commander will ensure proper notification of the range/exercise area has been accomplished and local operating procedures are being followed at any range/exercise area located off base.

1.3.2. The Exercise commander will ensure proper physical inventory control, secure storage and authorized use of M&E is constantly maintained.

1.3.3. The Exercise commander will ensure that M&E are not released to agencies or individuals outside of the Air Force without proper authorization. Proper authorization includes inter-service support agreements negotiated between the Air Force support base activity and other Department of Defense (DoD) agencies.

1.3.4. The Exercise commander will ensure that if a theft, suspected theft, loss or destruction of M&E occurs (other than through normal wear and tear, authorized expenditure or disposal) immediate action is taken to report such loss. This policy applies to all M&E items, whether in transit, storage or issued to an organization or individual for custodianship or consumption. Immediately suspend operations until the accountability is determined with the M&E or the out-of-balance condition is resolved.

1.4. The Certifying Official listed on the AF Form 68 must sign the AF Form 2005, *Issue/Turn-in Request*, requesting M&E.

1.4.1. The Certifying Official cannot sign the AF Form 2005 for the M&E.

1.4.2. The 403d Wing Safety Office will be notified of all exercises at least thirty days in advance with attachments 2 and 4 above. Send attachment 3, *Exercise Safety Briefing* when completed.

1.4.3. Should the 403 WG be operating jointly with another unit, this wing instruction will be provided to the other unit/units not later than (NLT) 60 days prior to the exercise. Applicable instructions from the other unit/units will be requested so they can be reviewed by 403d Wing Safety Office. The unit with the most stringent instruction pertaining to the situation will be applicable during the exercise.

1.4.4. During joint service exercises, only Air Force stock-loaded munitions and explosives will be used.

## **2. General Safety Requirements.**

2.1. Explosive Limits: When storing explosives for exercises, at no time will the established explosive limits inside of the armory and posted on the explosive license be violated. During exercises, explosive limits to include the hazard class/division and compatibility group of explosives involved will be reviewed by the 403d Wing Safety Office on a case by case basis per exercise. All Stock listed explosives used in exercises will be listed on Attachments 4 of this document and submitted for review and approval by 403d Wing Safety Office. The

cardinal rule of explosives will be followed when determining explosive limits during exercises.

2.2. Personnel Limits: When personnel are to enter the armory for sign-out of explosives for exercises, the established personnel limits inside of the armory and posted on the explosive license will be followed. During the exercise, personnel limits, including workers, supervisors, casuals, visitors and others will be reviewed by the 403d Wing Safety Office on a case by case basis per exercise. Personnel limits involved in the exercise will be listed on attachment 3 and 4 of this document and submitted for review and approval by 403d Wing Safety Office. The cardinal rule of explosives will be followed when determining explosive limits during exercises.

2.3. Exact location where operations will be done: This will be stated on attachments 2 and 3 and send to the 403d Wing Safety Office for review and approval of location before the start of the exercise.

2.4. Emergency radio or cell phone communications will be maintained in the field operating location in order to report any mishap or other emergency, such as weather warnings.

2.5. M&E will be handled, transported and used only by personnel trained in the task to be performed, to include explosive transportation training. M&E will never be tumbled, thrown, dropped or handled in a rough manner.

2.5.1. Do not attempt to disassemble, modify or alter M&E items; or to use them in a manner other than their intended purpose.

2.5.2. Emergency Procedures/Abnormal Conditions: If abnormal conditions relating to the safe configuration of an M&E item are noted, no attempt will be made to use the item or correct the condition. Explosive Ordnance Disposal (EOD) assistance will be requested. Contact 403d Wing Command Post , 81st Security Forces Squadron or the exercise command center.

2.5.3. Only the quantity of M&E necessary for a specific operation will be drawn from storage. These amounts will be identified on attachment 4.

2.6. Do not use M-1 and M-5 White smoke pots for training purposes.

2.7. Conduct a pre-exercise safety briefing for all personnel before the exercise starts. Exercise plans will identify specific times, locations, and briefer. The briefing must include the following as a minimum:

2.7.1. Hazards and precautions for the handling and use of the M&E involved.

2.7.2. Range/exercise area safety criteria, to include emergency notification procedures.

2.7.3. Procedures for handling of a dud or misfired M&E.

2.7.4. Procedures to ensure the control and accountability of M&E.

2.7.5. Range/exercise area environmental considerations and clean-up requirements and procedures.

2.8. In coordination with the host-training site and fire department, a suitable number of appropriate fire extinguishers will be available in areas where grenades, simulators and flares are used.

2.9. Those individuals armed IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel*, for resource protection will not participate in the exercise scenario. Under no circumstance will live ammunition be allowed into the exercise area.

### 3. Blank Ammunition Exercise Procedures.

3.1. Fire Arm Safety involving the use of blank ammunition (ammo):

3.1.1. Organization Commanders must insure all personnel who carry a weapon have successfully completed weapons qualification training IAW AFI 36-2226, *Combat Arms Program*. They must be on a written authorization form or must carry a completed AF Form 523, *USAF Authorization to Bear Firearms*, when armed.

3.1.2. All personnel must have the blank adapter in place prior to loading ammo.

3.1.3. No personnel will test fire a gun unless the Range Safety Officer gives permission. If any personnel expect they may have a problem with their weapon, all safety procedures will be followed as if live, ball rounds were being used.

3.1.4. Blank 5.56 ammo will not be fired at any person, facility or doorway when closer than 10 feet (Safety Kill Zone). If aggressor is closer than 10 feet, attacker will say "Safety Kill, Safety Kill" and will not fire weapon.

3.1.5. Blank 7.62 ammo will not be fired at any person, facility or doorway when closer than 20 feet (Safety Kill Zone). If aggressor is closer than 20 feet, attacker will say "Safety Kill, Safety Kill" and will not fire weapon.

3.1.6. Inside buildings, fire blank ammo straight up toward the ceiling or straight down toward the floor. Never fire blank ammo at any personnel in the "Safety Kill Zone".

3.2. Issue and control of blank ammo. The following represents the minimum requirements for issue, turn-in and control of blank ammo:

3.2.1. An AF Form 2005, signed by the designated Certifying Official, will be used to request ammo from the Keesler AFB armory or other supplying agency.

3.2.2. A munitions custodian other than the Certifying Official will sign the AF Form 2005.

3.2.3. The munitions custodian is responsible for inspecting all blank ammo prior to exercise commencement to ensure no live ammo is intermixed. The munitions custodian is responsible for receiving all spent and unspent ammunition after the exercise and insuring it is properly turned in. This person will be identified on attachments (2) one and (3) two of this instruction.

3.2.4. Individuals who initially sign the receipt for the ammo may issue to participants without further written receipts as long as all persons are identified and briefed on safety and accountability using (Attachment 3) just prior to issuing ammo. It is preferable to issue ammo in whole, unopened boxes. Advise personnel to keep all ammo packaging materials in order to return all unexpended ammo to supply.

3.2.5. Range Controller or Exercise Noncommissioned Officer In Charge (NCOIC) will ensure all ammo pouches, rucksacks, mobility bags and magazines are inspected for live ammo prior to commencing the exercise.

### 3.3. Turn-in and control of munitions.

3.3.1. Turn in, inventory and inspect all unexpended blank ammo at the end of the exercise and repacked in original containers. This includes replacing rounds in the 20 round container boxes.

3.3.2. Prior to picking up expended brass, a thorough inspection for live, unexpended ammo in pockets, rucksacks, vehicles and other gear will take place. Ensure all unexpended ammo is accounted for prior to policing the grounds for expended brass.

3.3.3. All squad leaders or supervisors will inspect all magazines within their squad, shop or section to verify that no unexpended blank ammo is overlooked, as well as ensure all ammo pouches, rucksacks and mobility bags are inspected for live ammo after the exercise.

3.3.4. To the maximum extent possible, expended blank ammo will be collected and placed into wooden boxes or ammo cans marked "SPENT BLANK."

3.3.5. The Range Official listed on Attachment 2 will have each person dry fire his weapon, and have all weapons at sling arms when finished, to confirm it was accomplished.

3.3.6. Use AF Form 2005 to turn in the ammunition.

## 4. Resource Protection: *Use of live ammo requires extra caution.*

4.1. Safe arming with live ammunition for resource protection will be accomplished IAW AFMAN 31-229, *USAF Weapons Handling Manual*, and AFI 21-207, *Arming and Use of Force by Air Force Personnel*.

4.1.1. Live ammo will not be issued to other than security forces personnel without the supervision of a Combat Arms Instructor, munitions custodian or other individual trained and qualified in accordance with this instruction.

4.1.2. Should a unit jointly operating with the 403 WG utilize anything but the M-9 pistol for resource protection, the following must be provided to the 403d Wing Safety Office and 403 Security Forces Squadron Commander:

4.1.2.1. Name of person responsible for controlling other unit's live and blank M-16 ammo.

4.1.2.2. Procedures for issue, turn-in and control blank and live ammo.

4.1.2.3. Exact location of use of blank and live ammo.

4.1.2.4. Actions to be taken during an emergency or abnormal condition.

4.1.2.5. Inventory of both live and blank ammo at the start of training, change of shifts and end of day.

4.1.2.6. Mark All live, loaded M-16 magazines, so as to be readily identifiable.

4.1.3. Exercise Commander must notify Base Security Forces prior to movement of weapons from the approved storage facility to the exercise area. Include where the weapons will be located, when they will arrive and who will be responsible for them.

4.1.4. Assign Two armed user-agency personnel to accompany movements of eight (8) or more weapons off base.

4.1.5. When transporting less than eight (8) weapons off base, only one-armed person is required.

4.2. All 403 WG personnel who provide resource protection will be armed with an M-9 pistol and 30 rounds of live ammunition. One magazine will be in the pistol with a round in the chamber. The 403 WG resource protection personnel will not carry any other type of firearm. Individuals armed IAW AFI 31-207, for resource protection will not participate in the exercise scenario until relieved of their duties and live-loaded weapons.

## 5. Transportation/Storage of Munitions/Explosives (M&E).

5.1. Transportation of munitions on or off Keesler AFB shall be in accordance with AFMAN 91-201, *Explosive Safety Standard*, AFMAN 91-201, *Keesler AFB Supplement 1*, AFI 24-301, *Vehicle Operations* and this instruction.

5.1.1. Use only government vehicles or properly configured Government Services Administration (GSA) vehicles to transport M&E.

5.1.2. DoD civilians and air reserve technicians (ARTs) in civilian status must follow the instructions listed in paragraph 5.1 in order to transport hazardous material off military installations. Note: When in a civilian status and transporting hazardous material off military installation members will be qualified IAW AFMAN 91-201, *Explosive Safety Standard* and AFI 24-301, *Vehicle Operations*.

5.1.3. Personnel in military status (active duty; National Guard--including full-time technicians; and Reservists) will be trained/qualified IAW AFI 24-301, *Vehicle Operations and AFOSH Std 91-46 Material Handling and Storage Equipment* and have an AF Form 483, *Certificate of Competency*, or 2293, *Air Force Motor Vehicle Operator Identification Card*, stamped with "Explosive Driver." These requirements are needed for on and off military installations for military members transporting hazardous material.

5.2. It is not necessary to placard vehicles carrying Hazard Class/Division (HC/D) 1.4 munitions, i.e., 9 millimeter (MM), 5.56MM or 7.62MM ammo.

5.2.1. Vehicles carrying M115A2 (Ground Burst Simulators) must be placarded with 1.2G unless 6.2.2 applies.

5.2.2. When transporting two or more categories of hazardous materials that require different placards (as specified in Code of Federal Regulation (CFR) 172.504 Table 2) placard the vehicle on all sides with "DANGEROUS".

5.2.3. When transporting Class B (HC/D 1.3) M&E or more than 1000 lbs. of Class C (HC/D 1.4) M&E off base, you must have a completed DD Form 836, *Dangerous Goods Shipping Paper*, a DD Form 626, *Motor Vehicle Inspection*, and a written route plan that must be kept in the vehicle with you.

5.2.4. Chocks must be provided on the vehicle for parking on any grade during an emergency.

5.2.5. All M&E must be secured using tie-down straps, cargo nets, blocking or another restraining system prior to movement in any vehicle.

5.2.6. Stopping off base with an M&E loaded vehicle, except for emergencies, is not authorized. If it becomes necessary to stop off base, park at least 300 ft. from public buildings and ensure at least one person remains with the vehicle at all times.

5.2.7. Vehicle must have a minimum of two (2) serviceable 2A:10BC rated fire extinguishers.

5.2.8. The following applies when rental vehicles are used to transport simulators on official business.

5.2.8.1. Two fire extinguishers are provided

5.2.8.2. No more than 10 simulators are transported at one time

5.2.8.3. No simulators are transported in the passenger compartment

5.2.8.4. The fire department is notified of the make, model, registration number and license number of the vehicle.

5.2.8.5. The rental vehicle does not have to be placarded.

5.2.8.6. Evaluation team members or other exercise personnel will not take simulators off base.

5.2.8.7. Transport items in containers and/or original packaging to prevent item to item contact.

5.3. Special storage requirements exist for M&E IAW AFMAN 91-201, Chapters 2.25, 2.26 and 2.35 during an exercise.

5.3.1. Licensing munitions locations used solely for exercises, such as ground burst simulators (GBS) and smoke storage, are allowed only for the length of the exercise. If required to store exercise munitions overnight, contact the 403d Wing Safety Office 30 days prior to your exercise so a license can be processed through the host base safety office, fire chief and security police.

5.3.2. HC/D 1.3 is limited to 100 pounds NEW

5.3.3. Combined storage of HC/D 1.2.2 or (04) 1.2 and 1.3 is limited to 100 lbs NEW not to exceed 50 lbs HC/D1.2.

## **6. Explosives/Pyrotechnics/Simulators.**

6.1. Explosive type simulators will be issued only to those Explosive Safety Monitors (ESM) that have been trained within the past 12 months for that particular type of explosive, have a current AF Form 483, and who are controlling, supervising or directing the training exercises.

6.1.1. All personnel will adhere to safe and responsible practices at all times in the handling and use of pyrotechnics.

6.1.2. ESMs must wear the appropriate protective gear when deploying M&E. As a minimum, this will include leather gloves, hearing protection and safety glasses/goggles. No casual observers are allowed to accompany ESMs while deploying M&E simulators.

6.1.3. Only United States Air Force stock items are to be used.

- 6.1.4. In the event of an M&E malfunction, cordon off or mark area with white tape/cloth and call Explosive Ordnance Disposal (EOD).
- 6.2. Minimum safety distances are required for ground burst and hand grenade pyrotechnics.
- 6.2.1. Personnel or vehicle: maintain a minimum of 125-foot separation.
  - 6.2.2. Facilities without facing window: maintain a minimum of 100-foot separation.
  - 6.2.3. Facilities with facing window: maintain a minimum of 200-foot separation.
  - 6.2.4. Hardened facilities, including hardened aircraft shelters: maintain a minimum of 50-foot separation.
  - 6.2.5. Petroleum, oil and lubricants storage: maintain a minimum of 200-foot separation.
  - 6.2.6. Aircraft in the open: maintain a minimum 100-foot separation (200-foot minimum if aircraft are loaded with explosives).
  - 6.2.7. Explosives operating locations, holding areas, open storage areas or butler-type storage facilities: maintain a minimum of 200-foot separation.
  - 6.2.8. Above ground magazines of block, brick or concrete construction and from earth-covered magazines: maintain a minimum 50-foot separation.
- 6.3. Barriers such as pits, barrels, sand bags and concrete walls may reduce required distances. Review any questionable situation with the 403d Wing Safety Office.
- 6.3.1. All barriers will be inspected and cleaned of debris prior to being used.
  - 6.3.2. Only one simulator will be actuated at any one time within a particular barrier.
- 6.4. Following any exercise where simulators are used, the training area will be policed for burned training simulators. All duds will be accounted for and all white cloths and stakes removed unless EOD has not cleared them.

## **7. Emergency Or “Real World” Medical Attention:**

- 7.1. If, at any time during an exercise, an emergency or real world medical situation arises, anyone can call a cease-fire or temporary termination of the exercise by announcing “LIFE SAVER--LIFE SAVER--LIFE SAVER”. The phrase “Life-Saver,” when announced three times in succession will indicate a real world medical emergency.
- 7.1.1. If and when “Life Saver” is used, the 403 Security Forces Squadron Commander, Augmentation Force Commander, senior Opposing Force (OPFOR) and any other Very Important Person (VIP) will be notified immediately.
  - 7.1.2. Personnel will provide self-aid/buddy care to injured personnel and insure medical help is immediately requested.
  - 7.1.3. Senior leadership will determine if the exercise will continue.

JAY D. JENSEN, Col, USAFR  
Commander

**Attachment 1*****GLOSSARY OF REFERENCES AND SUPPORTING DOCUMENTATION******References***

AFMAN 91-201, AFRCSUP 1, Explosives Safety Standards  
AFMAN 91-201, Keesler AFB Sup. 1, Explosives Safety Standards  
AFI 21-207, Arming and Use of Force by Air Force Personnel  
AFI 31-207, Arming and Use of Force By Air Force Personnel  
AFI 36-2226, CATM Program  
AFM 31-229, USAF Weapons Handling Manual  
49 Code of Federal Regulations (CFR) parts 106-280, 390-397

***Adopted Forms***

AF Form 68, Munitions Authorization Record  
AF Form 2005, Issue/Turn-in Request  
AF Form 523, USAF Authorization to Bear Firearms  
AF Form 483, Certificate of Competency  
AF Form 2293, Air Force Motor Vehicle Operators Identification Card  
DD Form 626, Motor Vehicle Inspection  
DD Form 836, Dangerous Goods Shipping Paper

**Attachment 2**  
**SAMPLE FORM**

EMERGENCY/ABNORMAL CONDITION NOTIFICATION

*Date:* \_\_\_\_\_

Name of Exercise: \_\_\_\_\_

Dates of Exercise: \_\_\_\_\_

Location: \_\_\_\_\_

Commander-In-Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Radio: \_\_\_\_\_

<u>Unit Involved</u>	<u>Contact</u>	<u>Phone/Radio</u>
_____	_____	_____/_____
_____	_____	_____/_____
_____	_____	_____/_____

	<u>Phone</u>	<u>Radio/Freq</u>
Ambulance-----	_____/_____	_____/_____
Hospital-----	_____/_____	_____/_____
Medevac-----	_____/_____	_____/_____
Security Police----	_____/_____	_____/_____
Fire-----	_____/_____	_____/_____
Range Control-----	_____/_____	_____/_____
403d Wing Safety	_____/_____	_____/_____
Local Base Safety	_____/_____	_____/_____
Command Post	_____/_____	_____/_____
EOD	_____/_____	_____/_____
Other_____	_____/_____	_____/_____

Range Controller: \_\_\_\_\_

Munitions/Explosive Certifying Official (see Para 4.2.): \_\_\_\_\_

Munitions Custodian: The person controlling/inventorying blank and live Ammunition:

Name/Rank \_\_\_\_\_ Unit: \_\_\_\_\_

Phone: \_\_\_\_\_

For military members involved in an injury mishap, the supervisor must submit an AMC Form 441 to the 403d Wing Safety Office within two working days after the mishap. To facilitate the completion of the Form 441, it should go with the member to the clinic/hospital.

Attachment 3

SAMPLE EXERCISE SAFETY BRIEFING

Date briefing given: \_\_\_\_\_ Briefing given by  
(print): \_\_\_\_\_

Name of Exercise: \_\_\_\_\_

Dates of Exercise: \_\_\_\_\_

Exact Location: \_\_\_\_\_

Personnel limits including workers and others: \_\_\_\_\_

Commander-In-Charge: \_\_\_\_\_ Phone: \_\_\_\_\_  
Radio: \_\_\_\_\_

1. EMERGENCY NOTIFICATION

	<u>Phone</u>	<u>Radio/Freq</u>
Ambulance	_____/_____	_____/_____
Medevac	_____/_____	_____/_____
Security Police	_____/_____	_____/_____
Fire	_____/_____	_____/_____
Command Post	_____/_____	_____/_____
EOD	_____/_____	_____/_____

Range Controller: \_\_\_\_\_

Munitions/Explosive Certifying Official (see para 4.2.):  
\_\_\_\_\_

Munitions Custodian: The person controlling/inventorying blank and live ammunition:

Name/Rank \_\_\_\_\_ Unit: \_\_\_\_\_  
Phone: \_\_\_\_\_

1. Emergency or "Real World" Medical Attention

- Should a real life emergency occur, call out “LIFE SAVER--LIFE SAVER--LIFE SAVER” and report the mishap to higher authority. The exercise will immediately stop
- Assist with self-aid-buddy care.
- Resume the exercise only after receiving permission to do so from senior leadership.

## 2. Handling of Explosives:

- Should any explosive/smoke devise fail to function; the area will be marked with a piece of white cloth/tape tied to a stake or adjacent tree at approximately eye level.
- Notify EOD.

## 3. Smoke Grenades, M-18, all colors:

1. Only Explosive Safety Monitors (ESMs) will handle/deploy smoke grenades
2. Inspect the smoke grenade to ensure the safety pin is in place, the split end of the cotter pin is spread apart and that there is not any obvious damage. If there are any problems with the above, do not proceed further and notify EOD immediately.
3. Place palm of the throwing hand over the fuse and turn the bottom of the container upside down.
4. Carefully allow the grenade to slide out of the container, making sure to slide thumb over the safety lever before it clears the container.
5. Hold the safety lever down under the thumb at the junction of the thumb and index finger snugly into curved portion of the hand.
6. Pull the pin without changing the grip and hold the safety lever against the body of the grenade until it is thrown. After the striker hits the primer, the grenade will begin to emit smoke in 1 to 2 seconds.
7. Once the safety pin is pulled, the smoke grenade must be used. **DO NOT ATTEMPT TO REPLACE THE PIN OR TAPE THE HANDLE DOWN.**
8. Smoke grenades are not to be used within 10 feet of other personnel.
9. Do not use smoke grenades in an area where dry leaves, grass or other flammable material may be ignited, as **they burn extremely hot. After a smoke grenade is used up, let it cool at least 20 minutes before approaching it.**
10. If a smoke grenade fails to function, the area will be marked with a piece of white cloth tied to a stake or adjacent tree at approximately eye level. Unless properly trained, the ESM or appointed member will notify EOD, who will dispose of DUD smoke grenades.

## 4. 5.56mm AND 7.62mm BLANK AMMUNITION:

1. Keep all ammo packaging boxes in order to return non-fired ammo.
2. All blank ammo will be inspected for live rounds by a designated person prior to the exercise.
3. Blank adapters will be installed on all rifles prior to loading.
4. No test firing of weapons unless given permission by the Range Safety Officer. If any personnel suspect they may have a problem with their weapon, all safety procedures will be followed as if live rounds were being used.
5. Blank 5.56mm ammo will not be fired at any person, facility or doorway closer than 10 feet (Safety Kill Zone). If a person is closer than 10 feet, aggressor will say “Safety Kill-Safety Kill” and not fire weapon.

6. Blank 7.62mm ammo will not be fired at any person, facility or doorway closer than 20 feet (Safety Kill Zone). If a person is closer than 20 feet, aggressor will say "Safety Kill-Safety Kill" and not fire weapon.
7. Inside buildings, blank ammo is to be fired straight up toward the ceiling or straight down toward the floor; not at any personnel in the "Safety Kill Zone".

**5. Ground Illumination Signal, M127A1:**

1. Inspect ground illumination signal for any obvious damage. Do not proceed further if damage is found.
2. Remove firing cap from top of flare and place on primer end (end with red stripe). White cork will be visible on discharge end.
3. Hold flare in one hand, away from body, white cork end facing straight up.
4. Strike cap on primer end from below with free hand, which will fire flare 600 to 700 feet high.
5. If flare misfires, try two more times. If flare will still not fire, hold for 30 seconds then place in a safe location for disposal by EOD.
6. Personnel are accountable for each signal. Ensure they are secured while being carried.

**6. Trip Flares, M49A1:**

1. Inspect trip flare for any obvious damage. Do not proceed further if damage is found. Contact EOD.
2. Personnel are accountable for each signal. Ensure they are secured while being carried.
3. Trip flares **DO NOT** have a delay type fuse: Use extreme caution when setting up.
4. Remove trip flare from wooden shipping container.
5. Inspect flare-mounting bracket immediately after removing from shipping container. Inspect for missing safety clips or pins, and for corrosion. Notify EOD or other trained personnel if problems are found.
6. Loosen two wing nuts on side of metal mounting bracket, remove flare carefully, **being sure to hold the safety lever down**. After ensuring safety clip or pin is working, lay flare aside and nail metal mounting bracket to a tree or stake, ensuring top of bracket is pointed upward.
7. Place flare securely in mounting bracket. Remove safety clip and pull pin assembly. Insert pull-pin in safety clip holes.
8. Slide flare back into holding bracket, ensuring safety lever will clear bottom of cutout when tripped. Tighten both wing nuts on side of mounting bracket to hold flare in this position.

**7. Ground Burst Simulator (GBS), M115A2:**

1. Inspect GBS for any obvious damage. Do not proceed further if damage is found. Contact EOD.
2. Remove safety clip from fuse lighter.
3. Carefully pull cap off until cord is free of fuse lighter. Do not put tension on cord until ready to fire simulator.
4. With leather glove on, grasp the GBS in throwing hand.
5. With free hand, jerk cord hard and immediately throw simulator into area that has been cleared for a 10-foot radius or is a designated structure. Face away from the GBS.

Minimum safe distances are:

- a. 125 ft. from other personnel or vehicles
- b. 100 ft. from facilities without facing windows
- c. 200 ft. from facilities with facing windows
- d. 50 ft. from hardened facilities, including hardened aircraft shelters.
- e. 200 ft. from POL storage of any kind.
- f. 100 ft. from aircraft (200 ft. if aircraft is loaded with explosives)
- g. 200 ft. from explosive operating locations
- h. 50 ft. from above ground magazines of block, brick or concrete, as well as earth-covered igloos

#### **8. M117 Flash Explosion, M118 Illuminating and M119 Whistling Booby Trap Pyrotechnics:**

6. Remove and follow instruction sheet, which outlines procedures for setting up simulator.
7. Inspect all booby traps for any obvious damage. Do not proceed further if damage is found. Contact EOD.
8. All three are set up in a similar manner.
9. The M117 produces a blast effect and should not be set up closer than six feet from position where personnel will set it off.
10. The M118 produces an extremely hot flame for about 50 seconds. Take precautions to prevent fires.

#### **9. CLEANUP AND ACCOUNTABILITY:**

1. Following any exercise where simulators are used, the training area will be policed for burned training simulators. All duds will be accounted for, and all white cloths and stakes will be removed unless EOD has not cleared them.
2. Prior to picking up expended brass, a thorough inspection for live, unexpended ammo in pockets, rucksacks, vehicles and other gear will take place. Turn in all unexpended rounds to the munitions custodian. This includes replacing rounds in the 20 rd. container boxes.
3. All squad leaders or supervisors will inspect all magazines within their shop or section to verify that no unexpended blank ammo is overlooked.
4. To the maximum extent possible, expended blank ammo will be collected and placed into wooden boxes or ammo cans marked with "SPENT BLANK".
5. The Range Official listed on Attachment 1 will have each person dry fire his weapon, and have all weapons at sling arms when finished, to confirm it was accomplished.



**EXERCISE SAFETY BRIEFING ROSTER SAMPLE**

Exercise Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Person Giving the Briefing (*print*): \_\_\_\_\_  
Send to 403 Wing Safety When Completed.**PERSONNEL RECEIVING BRIEFING (*print*)**

NAME	RANK	NAME	RANK
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	
21		22	
23		24	
25		26	
27		28	
29		30	
31		32	
33		34	
35		36	
37		38	

## Attachment 4

**EXERCISE/DEPLOYMENT OPERATIONAL RISK ASSESSMENT MATRIX**

**(Send a completed copy to 403 Wing Safety 30 days prior to the exercise)**

To determine the amount of risk involved in your operation during this deployment/exercise, circle the number corresponding to the known hazards listed on the charts. Then total all the numbers to get a final idea of how risky the deployment/exercise will be. Check the risk gauge at the end to determine how much risk is involved. Take action to eliminate or reduce risks whenever possible.

Date: \_\_\_\_\_

**1. PLANNING**

	<b><u>PREPARATION</u></b>		
<i>GUIDANCE</i>	<u>IN-DEPTH</u>	<u>ADEQUATE</u>	<u>MINIMAL</u>
VAGUE	3	4	5
GENERAL	2	3	4
SPECIFIC	1	2	3

**2. HUMAN FACTORS**

	<b><u>DUTY CYCLE</u></b>		
<i>LIVING CONDITIONS</i>	<u>NORMAL</u>	<u>EXTENDED</u>	<u>MAXIMUM</u>
FIELD	3	4	5
HARD BILLETS	2	3	4
HOME STATION	1	2	3

**3. CLIMATE/WEATHER**

	<b><u>CONDITIONS</u></b>		
<i>PROTECTION</i>	<u>GOOD</u>	<u>MODERATE</u>	<u>SEVERE</u>
NONE	3	4	5
PARTIAL	2	3	4
FULL	1	2	3

**4. COMPLEXITY**

	<b><u>OPERATIONS</u></b>		
<b>COMMAND &amp; CONTROL</b>	<u>SIMPLE</u>	<u>ROUTINE</u>	<u>COMPLEX</u>
JOINT	3	4	5
BILATERAL	2	3	4
UNILATERAL	1	2	3

**5. PERSONNEL**

	<b><u>SUBORDINATE</u></b>		
<i>SUPERVISORS</i>	<u>HIGHLY QUALIFIED</u>	<u>QUALIFIED</u>	<u>IN TRAINING</u>
INEXPERIENCED	3	4	5
EXPERIENCED	2	3	4
HIGHLY EXPERIENCED	1	2	3

**6. OPS TEMPO**

	<u>UTILIZATION RATE</u>		
<u>GENERATION</u>	<u>LOW</u>	<u>MEDIUM</u>	<u>HIGH</u>
MAXIMUM	3	4	5
NORMAL	2	3	4
MINIMUM	1	2	3

**7. OPERATING LOCATION**

	<u>FACILITIES</u>		
<u>SUPPORT</u>	<u>OPTIMAL</u>	<u>ADEQUATE</u>	<u>MIMIMAL</u>
NONE	3	4	5
PARTIAL	2	3	4
FULL	1	2	3

**8. TOTALS**

<b>1. PLANNING</b>	
<b>2. HUMAN FACTORS</b>	
<b>3. CLIMATE</b>	
<b>4. COMPLEXITY</b>	
<b>5. PERSONNEL</b>	
<b>6. OPS TEMPO</b>	
<b>7. OPERATING LOCATION</b>	
<u>TOTALS</u>	

**Approving authority name/rank:**

\_\_\_\_\_

**Approving authority signature:**

**9. RISK GUAGE**

TOTAL POINTS	7-14	15-21	22-28	29-35
COLOR	GREEN	BLUE	YELLOW	RED
RISK RATING	LOW	LOW CAUTION	HIGH CAUTION	HIGH RISK
APPROVING AUTHORITY	SHOP/SQUAD SUPERVISOR	UNIT COMMANDER	GROUP COMMANDER	WING COMMANDER

**Items to consider when completing the Risk Assessment (not inclusive):**

- Site Preparation:** Equipment available, electrical service, water availability, combat construction, advon.
- Weather Conditions:** Adverse weather, safeguarding aircraft during high winds, cold weather-related injuries, wind chill chart, hot weather-related injuries, work/rest cycles, lightning and hail safety.
- Natural Disaster Probability:** Flash flood, sand and dust storms, tornado, hurricane, tsunami, earthquake
- Materiel Handling Equipment:** Availability, condition, operator experience
- Tent City:** Sight survey/selection, location of different types, fuel storage, smoking areas, camouflage
- Defensive Fighting Positions:** Adequate number, constructed correctly, access to all, all-weather construction
- Flightline:** Aircraft parking plan, general flightline rules, FOD measures, support building location, loading operations, flightline explosive operations, support equipment, maintenance areas, defensive position access

- 8. **Vehicle Operation:** Adequate number available, local driving regulations, personnel qualifications
- 9. **Weapons:** Reference material available, sited/licensed locations, fire precautions, loading, UXOs, quantity/distance rules, security.
- 10. **Personnel:** Job qualification, health, fatigue, work/rest cycles
- 11. **Personnel Limits including workers and others**

**Listing of munitions/explosives to be used**

Common Name	NSN	HC/D	COMP	GP	Quantity	NEW
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						